



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 12, 2020, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL VOTE/UNWEIGHTED)	
a. Board of Directors Meeting – January 22, 2020	7-14
<i>THAT the minutes of the Board of Directors meeting held on January 22, 2020 be adopted.</i>	
b. Beaver Creek Water Advisory Committee Meeting – January 28, 2020	15-17
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on January 28, 2020 be adopted.</i>	
c. West Coast Committee Meeting – January 29, 2020	18-22
<i>THAT the minutes of the West Coast Committee meeting held on January 29, 2020 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
6. <u>CORRESPONDENCE FOR ACTION</u>	
7. <u>CORRESPONDENCE FOR INFORMATION</u>	
(ALL VOTE/UNWEIGHTED)	
a. THE CORPORATION OF THE VILLAGE OF SLOCAN	23
\$10 a Day Child Care Plan	

- b. **PORT ALBERNI PORT AUTHORITY** **24-25**
Shipping Stats
- c. **CLAYOQUOT BIOSPHERE TRUST** **26**
2020 Grant Cycle
- d. **ALBERNI DISTRICT SECONDARY SCHOOL WRESTLING** **27**
Thank You

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **28-38**
Beaver Creek Watermain Renewal – ICIP and CWF
(ALL VOTE/UNWEIGHTED)

THAT the ACRD Board of Directors approve submission of a grant application to the Investing in Canadian Infrastructure Program (ICIP) Green Infrastructure for design and construction of the Beaver Creek Water System Falls/Georgia Watermain Project.

THAT the ACRD Board of Directors endorse the 2020 Beaver Creek Water Conservation Plan.

- b. **REQUEST FOR DECISION** **39-53**
Beaver Creek Water System Rates and Regulation Bylaw
(ALL VOTE/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as “F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as “F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as “F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020”.

- c. **REQUEST FOR DECISION** **54-63**
CARE Network Request
(ALL VOTE/UNWEIGHTED)

THAT the ACRD Board of Directors direct staff to formally respond to the CARE Network's request highlighting that the ACRD is not currently able to consider long-term leases at the Long Beach Airport until environmental and land transfer factors are addressed; and that the ACRD does not have the ability to provide financing to external agencies.

- d. **REQUEST FOR DECISION** **64-68**
Long Beach Airport Landing Fees Bylaw Amendment
(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors give first reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

THAT the ACRD Board of Directors give second reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

THAT the ACRD Board of Directors give third reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

THAT the ACRD Board of Directors adopt Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

- e. **REQUEST FOR DECISION** **69-90**
West Coast Landfill Leachate and Treatment Assessment Report
(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors direct staff to have Sperling Hansen undertake a review of the West Coast Landfill Leachate and Treatment Assessment Report and complete a costs analysis of landfill closure versus continued operation.

- f. **REQUEST FOR DECISION** **91-97**
Government of Canada's Ocean Protection Plan – Places of Refuge Initiative
(ALL VOTE/UNWEIGHTED)

THAT the Board of Directors notify Transport Canada that the ACRD intends to participate in the place of refuge initiative and the General Manager of Planning and Development will be the point of contact.

- g. **REQUEST FOR DECISION** **98-99**
Provincial Old Growth Strategic Review – ACRD Letter of Response
(ALL VOTE/UNWEIGHTED)

THAT the Alberni Clayoquot Regional District Board of Directors direct staff to submit the letter as presented to the Old Growth Strategic Review.

- h. **REQUEST FOR DECISION** **100-101**
3rd Avenue Depot – Product Care Recycling and Encorp Pacific
(CANADA) Agreements
(ALL VOTE/WEIGHTED)

THAT the ACRD Board of Directors approve entering into an agreement with Product Care Recycling effective upon signing and ending December 31, 2021 with the option to renew.

THAT the ACRD Board Directors approve entering into an agreement with Encorp Pacific (CANADA) effective upon signing for a one-year term and will be automatically extended on the anniversary date of the agreement unless terminated by either party.

- i. **REQUEST FOR DECISION** **102-104**
Plested Creek Crossing in Evergreen Park – Beaver Creek Parks
(ALL VOTE/UNWEIGHTED)

THAT the Alberni Clayoquot Regional District Board of Directors provide landowner permission to the Alberni Valley Enhancement Association in support of their grant application to the Pacific Salmon Foundation for salmon enhancement in Evergreen Park.

- j. **REQUEST FOR DECISION** **105-117**
West Coast Multi-Use Path

(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors add the unconstructed Electoral Area C – Long Beach portion of West Coast Multi Use Path (MUP) into Regional Parks in order to provide a governance structure for this new trail and support the ICE-T and BC Active Transportation Grant Applications.

(ALL VOTE/WEIGHTED)

THAT the ACRD Board of Directors allocate \$50,000 of the Regional Parks Capital Reserve and \$240,000 of Community Works Funds as a portion of matching funds for the construction of the Electoral Area C – Long Beach portion of West Coast Multi Use Path.

(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors direct staff to apply with current available information to the Ministry of Transportation and Infrastructure's (MoTI) BC Active Transportation Grant for \$500,000 towards the construction of the Electoral Area C – Long Beach portion of West Coast Multi Use Path.

- k. **REQUEST FOR DECISION** **118-121**

Letter of Support for the Regional District of Mount Waddington for a
Grant Application
(ALL VOTE/UNWEIGHTED)

THAT the ACRD Board of Directors approve a letter of support for the Regional District of Mount Waddington's grant application to Canada-British Columbia Investing in Canada Infrastructure Program's Green Infrastructure (CBCICIPGI) – Environmental Quality Sub-Stream for contributing funding to purchase an industrial wood grinder.

- I. **REQUEST FOR DECISION** **122-125**
Uchucklesaht Tribe Government – Request to join the Alberni Valley
Regional Airport Service
(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors instruct staff to draft an amendment to Bylaw 791, Port Alberni Airport Extended Service Area Establishment, expanding the boundaries of the service area to include the Uchucklesaht Tribe Government and bring the amending bylaw forward for consideration of three readings and adoption by the ACRD Board of Directors.

9. **PLANNING MATTERS**
(EA DIRECTORS/ALL VOTE/UNWEIGHTED)

- TUP19013, MALTBY, 244 ALBION CRESCENT (LONG BEACH)** **126-130**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP19013 for the operation of one (1) short-term vacation rental at a time within the existing duplex on the subject property.

10. **REPORTS**

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

- a. **Memorandum - January 28, 2020 Alberni Farmers' Institute Meeting** **131-137**

THAT the Board of Directors receive the memorandum.

10.2 **COMMITTEE REPORTS**

- 10.3 **OTHER REPORTS**
(ALL VOTE/UNWEIGHTED)

- a. **North Island 911 Presentation (J. McNabb)** **138-149**

THAT this report be received.

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) (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) (b): Personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity.*
- iii. 90 (1) (g): litigation or potential litigation affecting the regional district.*
- iv. 90 (1) (l): discussions with regional district officers and employees respecting regional district objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual regional district report].*
- v. 90 (2) (b): The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, February 26, 2020, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 22, 2020, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
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
Ron Paulson, Councillor, City of Port Alberni (Alternate)
Rachelle Cole, Councillor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation (via teleconference)

REGRETS:

Debbie Haggard, Councillor, City of Port Alberni

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General 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 McNabb

SECONDED: Director Shannon

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

8 (a) Revised Fleet Purchasing Policy

8 (b) Revised 2020 Standing/Select Committee & Outside Agency appointments

10.1 (b) Addition of letter from the City of Port Alberni regarding Regional Planning.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting - January 8, 2020

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the minutes of the Board of Directors meeting held on January 8, 2020 be adopted.

CARRIED

b. Alberni Valley & Bamfield Services Committee Meeting – January 15, 2020

MOVED: Director McNabb

SECONDED: Director Cootes

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on January 15, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Lori Wilson, ACRD Mapping Technician, 20 Years of Service and Retirement Presentation.

The Chairperson presented Ms. Wilson with gifts of recognition for 20 years of service with the Regional District and for her upcoming retirement.

b. Travis Wilson, CBA, General Manager, Tofino Bus Lines, Update on Transportation Plans for the Alberni-Clayoquot Region and Vancouver Island.

Mr. Wilson provided an overview of their transportation plans in the region and on Vancouver Island since taking over Tofino Bus Lines in November 2019. Services levels in the Alberni-Clayoquot region will remain the same. The Port Alberni and Tofino bus depot locations have been closed due to overhead costs. They are currently exploring partnering with local businesses for agency hubs. Nanaimo and Victoria will continue to have depots and are the main transportation hubs.

c. James Christie, Request for Letter of Support for West Bamfield Community Assets Transport Canada Proposal.

Mr. Christie spoke to his proposal to Transport Canada to take over the dock facility on the west side Bamfield and plans to expand services for garbage, recycling and moorage. He requested a letter of support from the Board for his proposal.

d. Heather Zenner, Results of Royal Road University Masters Project.

Ms. Zenner presented a summary of her project recently completed for her Masters of Arts in Leadership program at Royal Roads University. As part of her project, she partnered with the Alberni-Clayoquot Regional District to answer the following question: *How might the Alberni-Clayoquot Regional District cultivate its ability to engage the community in the processes of emergency planning and preparedness in the Alberni Valley?* Ms. Zenner presented the findings and six recommendations coming out of the project.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. PORT ALBERNI PORT AUTHORITY**
2018 China Creek Marina Lease Payment
- b. KPMG LLP**
Audit Planning Letter – ACRD/ACRHD
- c. VANCOUVER ISLAND AND COASTAL COMMUNITIES CLIMATE LEADERSHIP PLAN**
Summary of the December 2, 2019 Steering Committee Meeting
Mission, Vision, Values and Terms of Reference
- d. ALBERNI VALLEY HOSPICE SOCIETY**
Grant-in-Aid Report on Funding
- e. \$10 A DAY CHILD CARE PLAN**
Resort Municipality of Whistler
District of Kitimat
District of Lillooet

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Adoption of the Fleet Purchasing Policy.**

MOVED: Director McNabb

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors receive the report.

CARRIED

b. Request for Decision regarding 2020 Standing/Select Committee Appointments & Appointments to Outside Organizations.

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the revised 2020 ACRD Standing/Select Committee Appointments and revised Appointments to Outside Boards, Agencies, and Commissions as amended.

CARRIED

The meeting recessed at 3:08 pm

The meeting re-convened at 3:16 pm

c. Request for Decision regarding Alberni Drag Race Association Request to Return to Alberni Valley Regional Airport for Three Years.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Alberni Clayoquot Regional District Board of Directors deny the proposal by the Alberni Valley Drag Race Association (AVDRA) to operate a drag race event for three years at the Alberni Valley Regional Airport (AVRA).

CARRIED

d. Request for Decision regarding Somass Estuary Leachate Line, License Extension Agreement.

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the ACRD Board of Directors enter into a Licence Extension Agreement for five years with the Port Alberni Port Authority for the Somass Estuary Leachate Line.

CARRIED

e. Request for Decision regarding Building Inspection Agreement Renewal with the District of Tofino.

MOVED: Director Osborne

SECONDED: Director McNabb

THAT the Board of Directors enters into a two (2) year agreement with the District of Tofino to provide building inspection services and direct the CAO and Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT with the addition of gravel mileage.

CARRIED

f. Request for Decision regarding Proposed Building Inspection Agreement with HUU-AY-AHT First Nation.

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Board of Directors enter into a two (2) year agreement with HUU-AY-AHT First Nation (HFN) to provide building inspection services and direct the CAO and Vice-Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT with the addition of gravel mileage.

CARRIED

g. Request for Decision regarding Infrastructure Planning Grant Applications.

MOVED: Director Cootes

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Infrastructure Planning Grant applications to the Ministry of Municipal Affairs and Housing for the Beaver Creek Water Service (BCWS) Connection Audit, Bamfield Bear Hazard Assessment, Recycling App and Solid Waste Management Engagement Plan projects for which may be eligible for up to \$10,000 each.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. TUP19013, MALTBY, 244 ALBION CRESCENT (LONG BEACH)

Temporary Use Permit Application – Memorandum and Permit

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the Board of Directors issue Temporary Use Permit TUP19013.

DEFEATED

- b. TUP19021, RHODES, 8370 MACMILLAN DRIVE (SPROAT LAKE)**
Temporary Use Permit Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors issue Temporary Use Permit TUP19021.

CARRIED

Director McCarthy left the meeting at 4:05 pm.

Director Cootes left the meeting at 4:14 pm.

10. REPORTS

10.1 STAFF REPORTS

- a. Information Report - Correspondence from the Ministry of Children and Family Development – January 22, 2020
- b. Information Report – Correspondence from the City of Port Alberni Regarding Regional District Planning – January 22, 2020
- c. Information Report - Custom Transit Contract Award – January 22, 2020
- d. Meeting Schedule – February 2020
- e. Building Inspectors Report – December 2019

MOVED: Director Osborne

SECONDED: Director McNabb

THAT the Board of Directors receives the staff reports a-e.

CARRIED

10.2 COMMITTEE REPORTS

- a. Alberni Valley Regional Airport Advisory Committee Meeting – January 16, 2020 (Verbal)**

Director Cote provided a brief update. Although there was no quorum, the Committee received a presentation from Pat Deakin, City of Port Alberni Economic Development Manager on possible economic development at the Airport. There was also discussion regarding budgeting funds for holding a grand opening at the Airport.

MOVED: Director Cote

SECONDED: Director Osborne

THAT this verbal report be received.

CARRIED

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb reported the next meeting of the Corporation is scheduled for the 31st of January.

b. Vancouver Island Regional Library – P. Cote

Director Cote reported on their AGM held on January 18th. They have a new member, Mayor Minions representing the City of Port Alberni.

c. Alberni Valley Chamber of Commerce – S. Minions – No Report

d. Air Quality Council, Port Alberni – D. Bodnar

Director Bodnar reported on the Council meeting held on December 12th. They had a presentation on Vancouver Island University Pilot mapping project and mobile app. Concerns with backyard burning was discussed and is an ongoing issue. There was also discussion on cannabis facilities and impacts on air quality.

e. West Coast Aquatic Board – J. Osborne – No Report

f. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported that Convention is in April and the resolution deadline in Feb. 6th.

g. Beaver Creek Water Advisory Committee – J. McNabb – No Report

h. Other Reports

Director McNabb provided a brief reported on the West Island Woodlands Advisory Group meeting held on January 9th.

MOVED: Director Osborne

SECONDED: Director Shannon

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Osborne
SECONDED: Director Shannon

THAT the meeting be closed to the public as per the Community Charter, section 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.

CARRIED

The meeting was closed to the public at 4:42 pm.

The meeting was re-opened to the public at 4:47 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

The following decision from the in-camera portion of the meeting was reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Mr. Mike Kobus to the position of Fire Chief for the Beaver Creek Volunteer Fire Department for a 3-year term.

16. ADJOURN

MOVED: Director Osborne
SECONDED: Director Paulson

THAT this meeting be adjourned at 4:47 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE

MEETING HELD ON TUESDAY, JANUARY 28, 2020, 1:30 PM

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

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

PRESENT: Gord Blakey
Harold Carlson
Pam Craig

STAFF PRESENT: Rob Williams, GM of Environmental Services
Jenny Brunn, Manager of Operations

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:34pm.

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 Craig

SECONDED: Director Blakey

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

a. Beaver Creek Water Advisory Committee Meeting held July 16, 2019

MOVED: Director Carlson

SECONDED: Director Craig

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on July 16, 2019 be recieved.

CARRIED

4. REPORTS

a. Beaver Creek Water System 2019 Annual Report

b. Beaver Creek Water Advisory Committee – Water Emergency Response Plan

MOVED: Director Craig
SECONDED: Director Carlson

THAT the Beaver Creek Water Advisory Committee receive reports a-b for information.

CARRIED

MOVED: Director Craig
SECONDED: Director Blakey

THAT the Beaver Creek Water Advisory Committee direct staff to investigate the options for removing or adjusting the Development Cost Charge requirements for renovations.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Investing in Canadian Infrastructure Grant Opportunity

MOVED: Director Craig
SECONDED: Director Carlson

THAT the Beaver Creek Water Advisory Committee recommend to the ACRD Board of Directors to approve submission of a grant application to the Investing in Canadian Infrastructure Program (ICIP) Green Infrastructure for design and construction of the Falls/Georgia Watermain Project.

CARRIED

MOVED: Director Craig
SECONDED: Director Blakey

THAT the Beaver Creek Water Advisory Committee recommend to the ACRD Board of Directors to allocate \$500,000 of Community Works funding for the Fayette and Lamarque watermain renewal projects in 2020.

CARRIED

b. Request for Decision regarding Beaver Creek Water Conservation Plan

MOVED: Director Blakey
SECONDED: Director Craig

THAT the Beaver Creek Water Advisory Committee recommend that the ACRD Board of Directors endorse the 2020 Beaver Creek Water Conservation Plan.

CARRIED

c. **Request for Decision regarding Beaver Creek Water System Rates and Regulation Bylaw**

MOVED: Director Craig
SECONDED: Director Blakey

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a reduction in the allowable water consumption for basic water charge from 108 cubic meters per quarter to 90 cubic meters per quarter, effective July 1, 2020.

CARRIED

MOVED: Director Craig
SECONDED: Director Blakey

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adopt Bylaw No. F1146, 2020 – Beaver Creek Water Local Service Area Rates and Regulations.

CARRIED

6. **LATE BUSINESS**

7. **ADJOURN**

MOVED: Director Craig
SECONDED: Director Blakey

THAT this meeting be adjourned at 3:03pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Rob Williams,
General Manager of Environmental Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING WEDNESDAY, JANUARY 29, 2020, 10:00 AM Yuułuʔiłʔatḥ Government Office, 700 Wya Road, Hitacu, BC

MEMBERS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

Rachelle Cole, Councillor, District of Ucluelet

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

Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Rob Bullock, Ahousaht First Nation (by phone)

GUESTS:

Brady Davis, Pacific Rim National Park

Jeanne Freer, Pacific Rim National Park

Derek Gilbert, Long Beach Golf Course Cooperative

Cory Brent, Long Beach Golf Course Cooperative

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Rob Williams, General Manager of Environmental Services

Mark Fortune, Airport Manager

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05 am.

The Chairperson recognized the meeting is being held in the Yuułuʔiłʔatḥ Government Territories.

2. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2020

a. ELECTION OF CHAIRPERSON FOR 2020

The CAO conducted the election for Chairperson of the West Coast Committee for 2020.

The CAO requested nominations three times. Director Roberts accepted the nomination. There being no further nominations the CAO declared Director Roberts Chairperson of the West Coast Committee for 2019.

The Chairperson assumed the Chair.

b. ELECTION OF VICE-CHAIRPERSON 2020

The CAO conducted the election for Vice-Chair of the West Coast Committee for 2020.

The CAO requested nominations three times. Director Osborne accepted the nomination. There being no further nominations, the CAO declared Director Osborne Vice-Chairperson of the West Coast Committee for 2020.

3. APPROVAL OF AGENDA

MOVED: Director Johnsen

SECONDED: Director Osborne

THAT the agenda be approved as circulated.

CARRIED

4. MINUTES

a. West Coast Committee Meeting – October 3, 2019

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT the minutes of the West Coast Committee Meeting held on October 3, 2019 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Mr. Derek Gilbert, Long Beach Golf Course Cooperative, re: Lease Agreement at Long Beach Airport

- Looking for maximum years lease to move forward with capital prospects (need security)
- Fundraising (i.e.: CARE Network, Schools) helps with budgeting
- Construction of a practice facility to teach juniors
- Renovation of campground, installing washroom facility
- Move to electric carts
- Develop a scholarship
- Donation to schools
- Campground operation supports golf course financially
- Brought in WI-FI

6. CORRESPONDENCE

- a. Kennedy Flats Watershed Clean-Up Project Year End Report 2019
- b. Surfrider Pacific Rim: ACRD Grant-in-Aid 2019 Project Report

MOVED: Director McCarthy

SECONDED: Director Osborne

THAT the West Coast Committee receive correspondence a and b for information.

CARRIED

7. REQUESTS FOR DECISIONS AND BYLAWS

- a. REQUEST FOR DECISION

Re: Update CYAZ Bylaw R 1016 Schedule A, Section 1, to provide clarity in billing

MOVED: Director Osborne

SECONDED: Director Cole

THAT the West Coast Committee recommend the ACRD Board of Directors approve amendments and give three readings to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

CARRIED

- b. REQUEST FOR DECISION

Re: West Coast Landfill Leachate and Treatment Assessment Report

MOVED: Director Johnsen

SECONDED: Director Cole

THAT the West Coast Committee recommends that the ACRD Board of Directors direct staff to have Sperling Hansen undertake a review of the West Coast Landfill Leachate and Treatment Assessment Report and complete a costs analysis of landfill closure versus continued operation.

CARRIED

- c. REQUEST FOR DECISION

Re: CARE Network Requests

MOVED: Director Johnsen

SECONDED: Director McCarthy

THAT the West Coast Committee recommends to the ACRD Board that staff be directed to formally respond to the CARE Network's request highlighting that the ACRD is not currently able to consider long-term leases at the Long Beach Airport until

environmental and land transfer factors are addressed; and that the ACRD does not have the ability to provide financing to external agencies.

CARRIED

d. REQUEST FOR DECISION

Re: Review – West Coast Committee Terms of Reference

MOVED: Director Cole

SECONDED: Director Johnsen

THAT the West Coast Committee review and reconfirm their Terms of Reference for 2020 with the addition of or his/her alternate for Toquaht.

CARRIED

8. REPORTS

a. West Coast Multi Use Path

MOVED: Director Osborne

SECONDED: Director Cole

THAT the West Coast Committee receive this report.

CARRIED

9. LATE BUSINESS

Update from Parks Canada

- The Kwisis Centre upgrade has been awarded
- New maintenance compound – the needs assessment is complete. A compound siting review is in progress
- ʔapsčiiik ʔašii Trail Construction has been awarded the contract to build the trail bed and complete some of the trail paving. Their contract end in November 2020. There will be a separate bid process for restoration work and further paving. J. Robins was awarded the contract for disposal of spoil material from the trail construction but the majority of organic material will stay in the park. Plans are being finalized for the trail section at the Esowista corner and there will be less trees removed than originally planned
- Staff housing retro fit in Ucluelet is currently in progress including 10 houses. The old 8 plex Cynamocka Road property will also be revisited

10. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director McCarthy

- THAT the meeting be closed to the public as per the Community Charter, section:*
- i. 90 (1) (k) negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.*

CARRIED

The meeting was closed to the public at 11:00 am

The meeting was re-opened to the public at 11:21 am

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: Director McCarthy

SECONDED: Director Johnsen

THAT this meeting be adjourned at 11:21 am.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Douglas Holmes
Chief Administrative Officer



THE CORPORATION OF THE VILLAGE OF SLOCAN

P.O. BOX 50, SLOCAN, B.C. V0G 2C0

TELEPHONE (250) 355-2277

FAX (250) 355-2666

mayor@villageofslocan.ca

January 22, 2020

Honorable Katrine Conroy
Minister of Children & Family Development
PO Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

Honorable Katrina Chen
Minister of State for Childcare
PO Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

Dear Ministers:

Re: \$10 a Day Child Care Plan

On behalf of the Village of Slokan, I am sending this letter in response to a request received from the Alberni-Clayoquot Regional District, asking local governments in BC to support the \$10 a Day Child Care Plan. At the regular ACRD Board of Directors meeting of November 27, 2019 the following resolution was adopted:

“THAT the Alberti-Clayoquot Regional District Board of Directors write the provincial government and request they expedite the \$10 a Day Child Care Plan implementation universally and play an active role in advocating for provincial level changes and cc all local governments.”

The Village of Slokan also wishes to express its support for expediting implementation of the \$10 a Day Child Care Plan. Our municipal Council recognizes the importance of recruiting and retaining young families in our communities, and agree that affordable child care should be maintained while providing competitive wages and benefits to child care providers.

Thank you for considering expedition of the \$10 a Day Child Care Plan.

Sincerely,

Jessica Lunn
Mayor, Village of Slokan

cc: Valhalla Children's Center, Slokan BC



PORT ALBERNI PORT AUTHORITY
 2750 Harbour Road
 Port Alberni, BC V9Y 7X2
 Tel. (250) 723-5312 Fax. (250) 723-1114
 www.portalberniportauthority.ca

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January 20, 2020

The following summary update of Port Alberni Port Authority activities is provided, with courtesy and respect:

1. Shipping Stats

DECEMBER SHIPS LOADED: 0	Last year = 2
2019 SHIPS LOADED: 28	Last year = 28
DECEMBER LUMBER LOADED: Ships 0 0 MT / 0 FBM	Last Year: 0 ships Last Year: 0 MT / 0 FBM No Change from 2018
2019 LUMBER LOADED Ships 0 0 MT / 0 FBM	Last Year: 0 Ships 0 / 0 FBM No Change from 2018
DECEMBER LOGS LOADED Ships 0 0 CM	Last year 2 Ships 67,601 CM 100% Decrease from last December
2019 LOGS LOADED Ships: 28 650,368.65 CM	Last Year: 28 Ships 619,748 CM 5% Increase from 2018

Unfortunately, no lumber shipments were seen since November 2017 and there remains none scheduled for the foreseeable future

However, we continue to be the home port for the ISCC Raw Spirit Vessel. We count the Frozen at Sea (FAS) fish offloads in our cargo numbers:

2019 November:

- 3 Calls
- 834 MT

2019 December:

- 2 Calls
- 635.8667 MT



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2. PATH

- Began hosting a Korean government-sponsored project review manager in Port Alberni at the start of 2020
- Chinese Young Entrepreneurs Association (CYEA), based in Victoria continue to promote PATH to potential investors and project partners in China

3. Thunderbird Spirit Water Bottling Facility

- Uchucklesaht Tribe Government's new water bottling facility being constructed in our PA Terminals Shed 3 is expected to begin operations in March

4. Floating Dry Dock – Ship Building, Repair & Maintenance Facility

- A joint community project committee has been formed with representatives invited from local First Nations, the City, Regional District and the Port; first meeting scheduled for January 29th
- The goal of the committee is to represent all the interests of the community in advocating for government funding for this facility

5. WCMRC

- The company has rented temporary office space in Port Alberni (beside Blue Door Café in Harbour Quay) to support their upcoming hiring program and base construction project management. Expect to see construction and community information sessions started by end of March.

6. Fish Plant Revitalization Incentive / Regional Food Hub

- In addition to the \$750,000 in funding from the Province of BC announced in September for this project we were successful with our \$300,000 funding application from Island Coastal Economic Trust.
- Along with the Port's \$500,000 contribution, these other funds will support the required renovations and equipment purchases for the Food Hub
- Initial structural renovation work is beginning this month with the hope that all improvements will be ready for anchor tenants and food hub members to begin use of the facility in June

7. Cruise Ships

- Renewed membership in the Cruise Industry Association of BC (CIABC)
- No indication of next cruise calls to Port Alberni have been received
- We maintain our position that a formal Cruise & Tourism Attraction and Development "entity" must be established to concentrate on advancing this initiative; especially given the recent announcement that City of Victoria wants to cap their cruise business to current levels. Meanwhile, the industry continues to expand.

8. China Creek Campground & Marina

- Partnering with Kite Board School business operators for the construction and management of pilot project of 2 small (approximately 140 square feet) wooden cabins available for guest accommodations
- Continue improvements to our marketing program including expected upgrades to digital and in-person outreach

9. Community Representation & Promotion

- We are currently planning to host the annual Association of Canadian Port Authorities (ACPA) Conference in September, 2021. We look forward to partnering with local First Nations for this event.
- Port Day 2020 event scheduled for June 27th

Jan 22, 2019



Dear Chair and Board of Directors,

The CBT is pleased to announce the opening of our 2020 grant cycle. This year marks the 18th year of CBT granting with more than \$140,000 available to support local projects. Until March 5, we will be accepting grant applications from qualified donees for the following granting areas:

Arts & Culture	grants up to \$5000
Youth & Education	grants up to \$5000
Research & Environment	grants up to \$5000
Community Development	grants up to \$5000
Biosphere Research Award	one grant of \$20,000
Vital Grants	grants up to \$20,000

Additionally, we will be accepting applications for Green Neighbourhood Small Grants from March 15 – April 15. These are the only CBT grants available to individuals and provide up to \$500 to support environmentally-themed projects that build a sense of community ownership and pride while respecting and celebrating diversity.

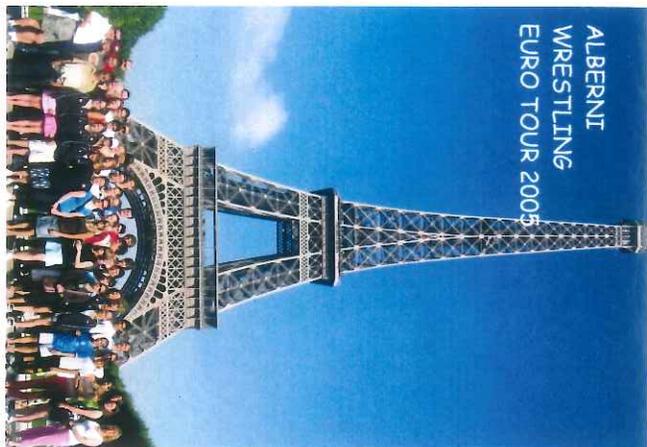
We will be hosting grant information sessions in each community over the coming weeks. Please stay tuned to our social media channels for announcements of the dates and times. You can learn about eligibility criteria and funding guidelines [on our website](#).

The Clayoquot Biosphere Trust (CBT) is a registered charity that works to promote the health of individuals, communities and ecosystems throughout the Clayoquot Sound Biosphere Region. Established in 2000, CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere reserve. We pair this spirit of community with the power of a global presence to bring more people together for a shared understanding. Updates on grants and other CBT initiatives are shared monthly through our newsletter, which you can [sign up for here](#). Thank you for your ongoing support of our work and helping to share this news with your community.

Sincerely,

Rebecca Hurwitz
Executive Director

ALBERNI
WRESTLING
EURO TOUR 2005



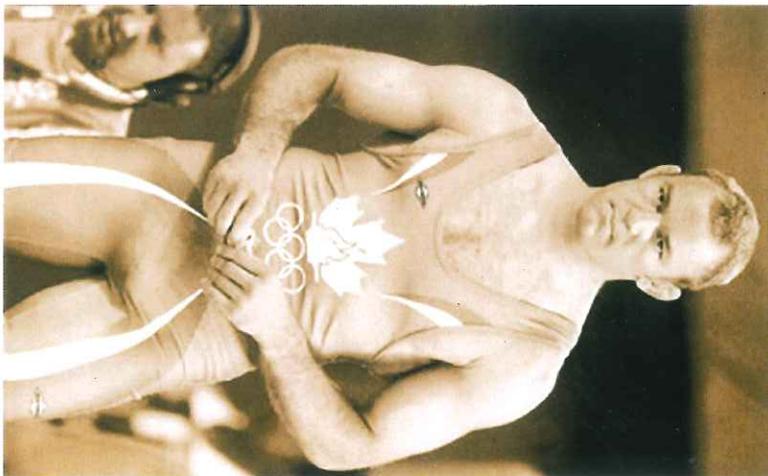
ADSS Wrestling
and
Alberni Wrestling
and Decades of Wrestlers



Thank You!
2020
Alberni Junior Regional Director

Tom McGee
President

“The Tradition Continues”





REQUEST FOR DECISION

To: ACRD Board of Directors

From: Beaver Creek Water Advisory Committee/
Jenny Brunn, Manager of Operations

Meeting Date: February 12, 2020

Subject: Beaver Creek Watermain Renewal - ICIP and CWF

Recommendation:

THAT the ACRD Board of Directors approve submission of a grant application to the Investing in Canadian Infrastructure Program (ICIP) Green Infrastructure for design and construction of the Beaver Creek Water System Falls/Georgia Watermain Project.

THAT the ACRD Board of Directors endorse the 2020 Beaver Creek Water Conservation Plan.

Desired Outcome:

To secure funding for the upcoming Beaver Creek Capital Projects.

Background:

At the January 28th, 2020 Beaver Creek Water Advisory Committee meeting, the attached reports were presented. The Committee supported the proposed recommendations and discussed the potential availability of Community Works Funding for the Beaver Creek 2020-2024 Capital Plan noting that many of the Electoral Areas have recently received funding for water infrastructure projects. The Committee passed a recommendation that the ACRD Board of Directors allocate \$500,000 of Community Works Funding for the Fayette and Lamarque watermain renewal projects in 2020.

Financial:

There is currently \$407,000 in the Community Works Fund available to Electoral Area E - Beaver Creek based on population allocation. The recommendation to use CWF will be brought to the Board of Directors as part of the financial plan process.

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: Beaver Creek Water Advisory Committee

From: Jenny Brunn, Manager of Operations

Meeting Date: January 28, 2020

Subject: Investing in Canadian Infrastructure Grant Opportunity

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend to the ACRD Board of Directors to approve submission of a grant application to the Investing in Canadian Infrastructure Program (ICIP) Green Infrastructure for design and construction of the Falls/Georgia Watermain Project.

Background:

The Investing in Canadian Infrastructure Program (ICIP) for BC grant program is accepting applications for the second intake of the Green Infrastructure – Environmental Quality section. The grant is focused on supporting projects that increase access to potable water or increase capacity to treat wastewater and stormwater or reduce soil and air pollutants. Regional Districts are permitted to submit one application per electoral area or current/proposed service area. The grant application deadline for this program is February 26, 2020.

The recently adopted Beaver Creek Water System asset management plan has identified a number of high priority watermain replacement projects. The proposed 2020-2024 capital plan has set the following high priority replacement schedule:

	2019	2020	2021	2022	2023	2024
Walker Road Watermain Upgrade	\$425,000					
Fayette Road Watermain Upgrade		\$437,000				
Lamarque Rd Watermain Upgrade			\$448,000			
Falls/Georgia Road Watermain Upgrade				\$750,000		
Chapman/Pierce Road Watermain Upgrade					\$380,000	
South Beaver Creek Road Watermain Upgrade						\$525,000

The upcoming Fayette and Lamarque Watermain Upgrades have 90% design completed with construction possible to begin as early as Spring 2020. The next project scheduled to be completed is the Falls/Georgia/Seymour section that will replace failing 100 mm AC main with 150 PVC main, install additional fire hydrants and loop the Seymour section that is currently dead-ended. This project would be eligible for funding under this grant program as it will improve water quality and remove the risk of watermain failure and loss of access to water in the area. Under this funding program, the project could begin as late as February 2022 and must be completed by March 31, 2026.

Time Requirements – Staff & Elected Officials:

This initiative will require sufficient staff time to apply for the grant and if successful, time to submit reports and claims.

Financial:

The high level cost estimate for completion of this project is \$750,000. The Investing in Canadian Infrastructure Program (ICIP) for BC covers 73.33% of eligible project costs for local government which will require a remaining \$200,025 from the Beavercreek capital fund. With current scheduled capital contributions, there will be adequate funding available to complete design of this project in 2021 and construction in 2022.

Options Considered:

That this opportunity not be pursued at this time.

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



REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: January 28, 2020
Subject: Beaver Creek Water Conservation Plan

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend that the ACRD Board of Directors endorse the 2020 Beaver Creek Water Conservation Plan.

Background:

As a requirement for applications to the Investing in Canadian Infrastructure Program (ICIP), water systems must have a completed water conservation plan that is endorsed by their board or council. Attached is a water conservation plan for the Beaver Creek Water System, which when endorsed, will make the BCWS eligible for grant funding. This plan has reviewed the historical and current water demands, determined where the demand is from and reviewed the available conservation strategies available to meet the targets.

Water demand in the Beaver Creek Water System has been stable for the past four years with the yearly average higher than the targeted amount but the seasonal peak demands below the targeted amount. Leakage is significant at 29% of the total demand. The average water demands can be reduced by implementing water conservation measures to change customer behavior. It can also be reduced by addressing system leakage. The 2020 Beaver Creek Water Conservation Plan reviewed the available water conservation strategies and has recommended 1) focusing financial investment on replacing old leaking infrastructure, 2) adjusting water rates to encourage conservation and 3) supporting water use reductions through education efforts.

Time Requirements – Staff & Elected Officials:

These initiatives will require time and resources to develop water conservation education information for the website and newsletters, update software programs to the new rate structure and time to respond to customer inquiries and complaints.

Financial:

If the basic threshold is reduced and consumption habits do not change, the result will be an increase in revenues by up to an estimated \$108,000 per year. Therefore, if the new rate structure is ineffective in reducing demands, it would have the benefit of increasing revenues which would be dedicated to infrastructure renewal to reduce failing and leaking infrastructure. However, it is expected that some customer habits will change and result in a reduction in water usage, especially those that are sensitive to price changes. The reduction in water usage would also result in a direct cost savings as the water system pays \$0.40 per m³ to the City of Port Alberni.

Options Considered:

That the water conservation plan not be adopted and the grant opportunity not be pursued at this time.

Submitted by: 

Jenny Brunn, Manager of Operations

Reviewed by: 

Rob Williams, General Manager of Environmental Services

Approved by: 

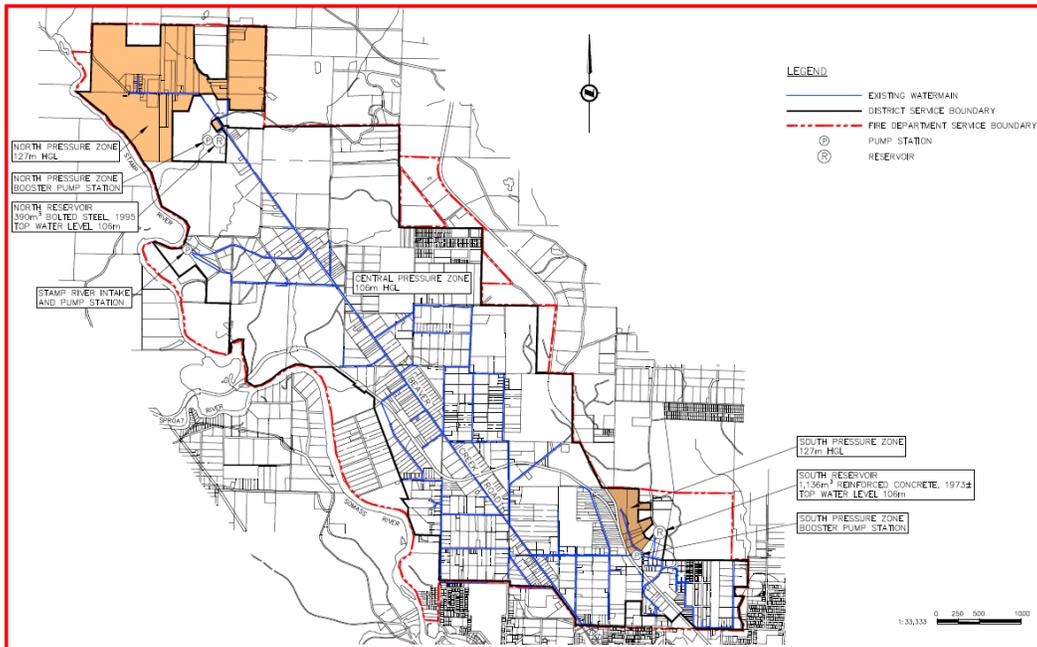
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



2019 Beaver Creek Water Conservation Plan

Background

The Beaver Creek Water System (BCWS) is a service provided by the ACRD to the residents in the Electoral Area E (Beaver Creek). This is a community of 2,873 (2016 Census) which borders the City of Port Alberni (CPA) on the south, the Beaufort Electoral Area on the north and east, and the Sproat Lake Electoral Area on the west. The Stamp and Somass Rivers form the western boundary of Beaver Creek. The water system has over 46 km of watermain with 988 service connections.



The source water for the BCWS comes from the CPA as a bulk water provider. The City’s water has a multi-barrier approach by treating the water with two disinfection systems including ultraviolet light and chlorination. The CPA raw water sources are China Creek and Bainbridge Lake both feeding the system by gravity and there is an emergency water supply from the Somass River. The CPA system has capacity for anticipated growth in the community until at least 2050. The Beaver Creek Water System Infrastructure Assessment 2017 Report provides for a potential increase of service connections from 988 to a full build out of 1314 connections. This was determined using the average growth rate of 0.54% and would be reached in approximately 50 years.

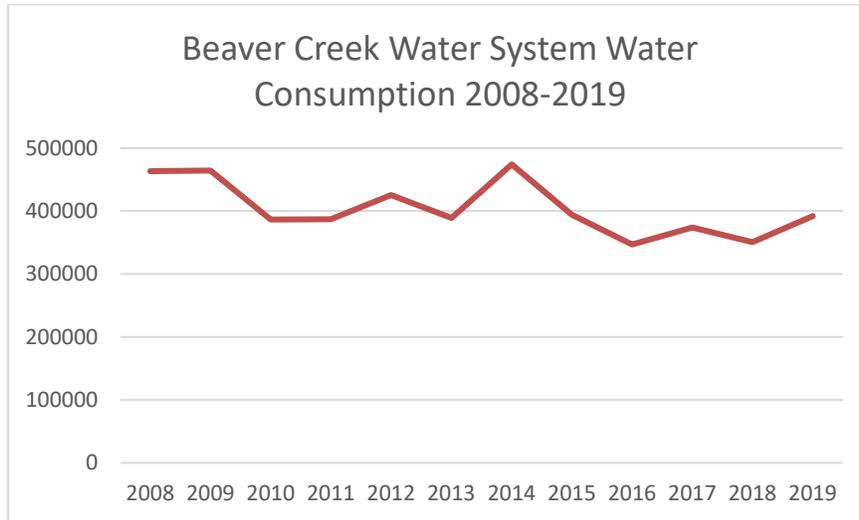
Water Conservation Targets

Maintain Average Consumption below 350 lpcd
 Water Loss less than 15%
 Peak Demand Ration of Less than 2:1 PDD:ADD



Water Consumption

The following graph shows the annual total water consumption from 2008 to 2019 demonstrating a gradual decrease from 2008. The BCWS changed source water from the Stamp River to the CPA in 2014. The new source included a new pump station in order to boost pressure and provide reliable flow. The commissioning period caused leaks and the consumption to increase in 2014. Once the startup period of the pump station was complete and with a reduction in water pressure and water flushing, the water use decreased the following years.



Average Water Demand

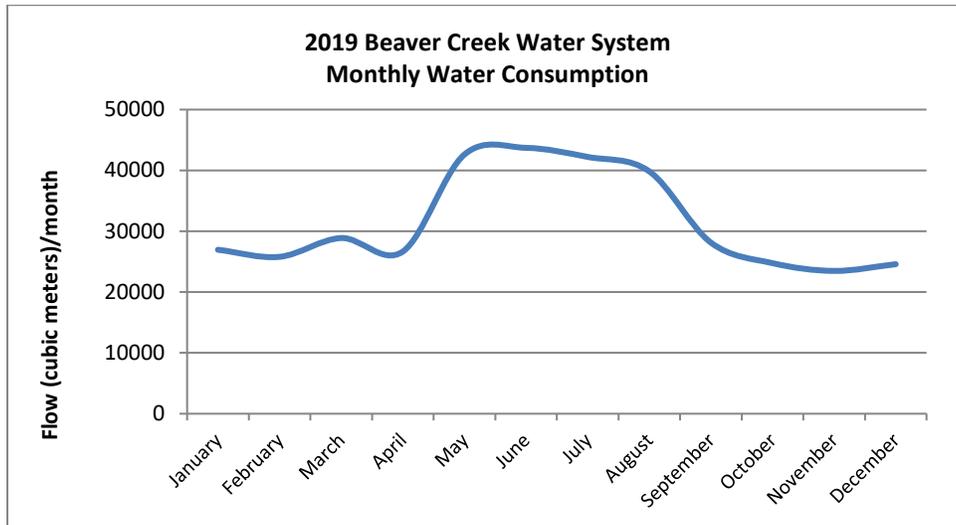
The total demand for the BCWS in 2019 was 392,193 cubic meters and an estimated population of 2873. This gives a per capita annual use of 137 cubic meters per year or 374 liters per capita per day (lpcd). This is above the target of 350 lpcd and higher than 2018’s daily average demand of 363 lpcd but below the 2016 UBC Survey’s provincial average of 494 lpcd.

	Consumption (liters per person per day)
<i>Canadian average in 2016</i>	330 ¹
<i>Average Annual consumption</i>	490 ¹
<i>Beaver Creek Average consumption</i>	374

Peak Demand Ratio

Peak demands during summer periods can cause stress on the infrastructure capacity and source water during periods of drought. In 2019, peak summer demand was approximately 1,367 m³/day compared to the average daily demand of approximately 1,075 m³/day. This is a ratio of 1.32 to 1 for peak to average demand. This is under the target of 2:1.

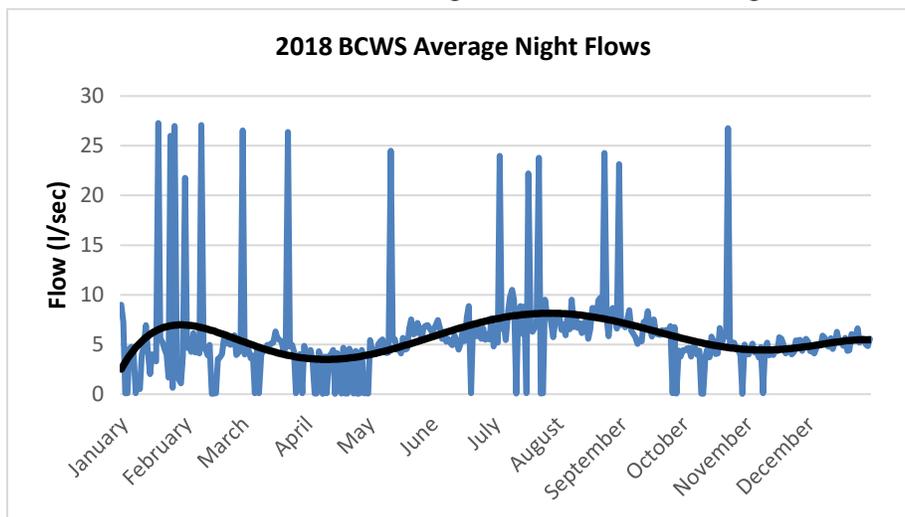
¹ Source: Living Smart BC 2016



Leakage/ Unaccounted for Water

All systems experience some water loss as an ordinary part of operation. Water leakage is also called 'unaccounted for water' to distinguish it from losses that occur for known reasons, such as hydrant flushing. In 2011 the BCWS completed a Water Infrastructure Assessment and found the unaccounted for water from system leakage to be high, varying between 23% and 38%. A reduction in pressure and an operational leak detection program is believed to have reduced the leakage from 2011.

In 2019, the CPA provided 392,193 cubic meters of water to the BCWS. The total water delivered to customers through all water meters for 2019 was 280,230 m³ resulting in a water loss of 111,963 m³ which made up 29% of all water entering the system. This is about the same percentage as in 2018. This loss can be attributed to meter error, water main breaks, flushing, unauthorized consumption and leaks. The estimated volume used for flushing in 2019 of 10,005 m³ or 3% of all water demand. The graph below shows that average night flows in the system are approximately 5 l/s. As household demand is typically nothing during the night in the winter, the flow is attributed mostly to leakage due to failing infrastructure. This is confirmed when commissioning new watermains causing a reduction in nighttime flows.





Current Conservation Measures in Place

Beaver Creek currently meters all water use and bills for water based on consumption. At each quarterly reading, consumption is reviewed and unusually high readings are investigated. This often results in the identification and repair of homeowner leaks. Further to identifying leaks, meters also provide incentives for conservative water use. Residents are allowed a threshold of 108 m³ per quarter of water each quarter. Above this amount, residents pay \$2/m³. This is an effective tool for motivating changes in water use behavior with approximately 93% of users under this threshold in the winter and 80% of customers under this threshold in the summer.

The BCWS receives bulk water from the City of Port Alberni and is required to follow their water restrictions program. The water restrictions are set up with four stages, increasing restrictions as the stages increase. Stage One Restrictions are put in place every summer even if there is no shortage of water as it provides education and awareness to the consumer for further restrictions during a water shortage. The BCWS installs sandwich board signs on the main arterial roads coming into Beaver Creek indicating the Stage of water restrictions. Other methods is to include water conservation status new letters to educate users of status of water restriction and conservation. City promotion and education in the local paper and media are typically also received by the Beavercreek customers.

Water Conservation Strategy Options

The following programs were assessed for their expected costs and potential savings:

Water Conservation Strategy Options			
	<i>Reduction</i>	<i>Total Cost Annually</i>	<i>Potential Savings (m3) and \$ per year</i>
Financial			
Increasing Block Rate Structure	15%	minimal	59,610 m3 and \$23,844
Increasing Basic Consumption Rates	5%	minimal	19,870 m3 and \$7,948
Reduce Volume in Basic Charge	10%	minimal	39,740 m3 and \$15,896
Education			
School Programs	1%	\$10,000	3,922m3 and \$1,569
Community events	1%	\$5,000	3,922m3 and \$1,569
Advertising	1%	\$5,000	3,922m3 and \$1,569
Conservation tips on the ACRD website	0.5%	minimal	1,961 m3 and \$784
Website/Newsletters	2%	minimal	3,922 m3 and \$1,568
Workshops	0.5%	\$5,000	1,961 m3 and \$784
Regulation			
Outdoor Water Bylaw/ ticketing	1%	\$5,000	3,922m3 and \$1,569
Rebates for High Efficiency		per household	
Shower head rebates	5%	\$25	19,870 m3 and \$7,948
Toilet rebates	6%	\$212	23,532 m3 and \$9,413
Appliance rebate	1.50%	\$59-\$147	5,883 m3 and \$2,353



The primary focus of this plan will be to focus on conservation efforts and programs to reduce summer demand as this will reduce the peak ratio and the overall water consumption. Summer use is significantly higher than winter consumption as a result of the outdoor water use. Of the available conservation strategies, the most two cost effective options for the BCWS are Conservation Focused Rate Structures and Education:

Financial Conservation Measures

Increasing Block Rate Structure: Increasing block rates divide a customer’s consumption into blocks but charge less for initial units of consumption and more for later units of consumption. These rate structures are considered to promote efficiency because of the price signal that conveys higher costs for higher volumes of use. This also can be used to reduce the average and peak demands. A block rate structure for the BCWS would reduce the allowable volume of water in the basic charge from 108 m3 per quarter to 60 m3 with the addition of 3 more rate blocks including: a rate of \$1.40/m3 be charged for water up to the 108 m3, \$2.00/m3 be charged for water over 108 m3 and \$2.80/m3 be charged for consumption over 180 m3 per quarter. This is summarized in the following chart

Block	Volume	Rate
First Block	Under 60 m3	Included in basic charge
Second Block	60 m3 - 108 m3	\$1.40/m3
Third Block	108 m3 – 180 m3	\$2.00/m3
Fourth Block	Above 180 m3	\$2.80/m3

Increasing Basic Consumption Rates: Consumption rates are charges for each unit of water and by increasing this rate provides financial incentive for people to reduce overall water use. Other communities have implemented a seasonal rate where the rates for water consumption are cheaper in the winter and higher in the summer. This can be effective in reducing summer water use. When using conservation rate structures, an education component should also be used to inform the users of why the structure is being used and what the billing system is. It is important to let the consumers know the reasons behind water conservation, what the infrastructure benefits are to the water system, and how they can reduce their water consumption and consequently their water bills.

In the BCWS, only 7% of users are over the basic volume in the winter and 20% in the summer. Therefore increasing the consumption rates would have a limited affect on the majority of water users and is not expected to result in an average reduction above 5%.

Reducing Volume in the Basic Charge: The current block rate for each water connection is described in the ACRD bylaw F1119 as \$51.67 for 108 cubic meters per quarter, which equates to a rate of \$0.70 per m3. After this first block is exceeded the charge is \$2 per cubic meter. This is a large volume of water to be included in the basic charge followed by a very significant jump in rates for all water used above this volume. This volume of water is typically much higher than a conservative water use home which uses on average 40 - 60 m3 per quarter. If 108 m3 was used by each water connection, it would result in a consumption rate of 415 lpcd. This is above our actual rate of 374 lpcd and much higher than the target of 350 lpcd. The average volume of water that should be used per connection to meet our targets would be 64 m3 per quarter. If the majority of customers would use under this volume, the water system would meet it’s goal.



Discussion:

An increasing block rate can be a very effective way to affect consumer habits resulting in an average water use reduction of 15%. This is also a complicated system that takes effort to implement in billing software, can seem confusing to customers if adequate engagement and education is not undertaken prior to implementing. Increasing consumption rates would also be expected to reduce water use, but the impact is only likely to reduce consumption by 5% as the majority of water use is under the basic threshold. Reducing the volume allowed in the basic charge is expected to have a larger reduction of over 10%. Changing the consumption rate or the allowable volume in the basic charge are both systems that are easy to implement and educate the public on. The BCWS has seen that the existing rate structure is an effective tool in keeping the majority of users below the threshold. Reducing the allowable volume in the basic charge to under 64 m³ is expected to have a significant impact on water usage resulting in at least a 10% reduction in consumption.

Education

The water conservation education program proposed for the BCWS includes the creation and use of brochures, newsletters and sandwich boards. The ACRD website is a good method of providing education as to the reasons why the water system needs a conservation plan and to provide the most up to date incentives. These are cost-effective options to provide education to the community. Although, this type of passive education program would not be effective as a stand-alone effort, coupled with conservation rate structures, is likely to produce an effective result in reducing water use. Future education initiatives could include outreach programs promoting water savings, providing free household water audits, demonstration presentations at community events (ex. Fall Fair) or a school program. However, this later group is expensive and difficult to target the customer of the BCWS.

Water Loss Minimization

The majority of the Beaver Creek Water System was constructed in the 1960's with asbestos cement pipe which is coming to the end of its useful life. As a result, this infrastructure is beginning to fail resulting in high water loss in the system and high costs for emergency repairs. The BCWS Asset Management plan has highlighted the need to fast track watermain renewal in an effort to address the large sum of aging and failing watermains. This will reduce water loss and overall water demand.

Recommendations

The recommendations are to; 1) focus financial investment on replacing old leaking infrastructure, 2) adjust water rates to encourage conservation and 3) support water use reductions through education efforts.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Beaver Creek Water Advisory Committee/
Jenny Brunn, Manager of Operations

Meeting Date: February 12, 2020

Subject: Beaver Creek Water System Rates and Regulation Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as "F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as "F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as "F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "F1146 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

Background:

At the January 28th Beaver Creek Water Advisory Committee meeting, the attached RFD was presented and discussed. The Committee supported the first recommendation with one amended change in reducing the allowable water consumption for the basic charge from 108 m³ to 90 m³ instead of 60 m³ per quarter. The Committee also requested that the hourly rate for services be changed from \$50.00/hr to \$75.00/hr. Staff have updated the proposed bylaw to reflect these changes.

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: Beaver Creek Water Advisory Committee

From: Jenny Brunn, Manager of Operations

Meeting Date: January 28, 2020

Subject: Beaver Creek Water System Rates and Regulation Bylaw

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a reduction in the allowable water consumption for basic water charge from 108 cubic meters per quarter to 60 cubic meters per quarter, effective July 1, 2020.

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adopt Bylaw No. F1146, 2020 - Beavercreek Water Local Service Area Rates and Regulations.

Desired Outcome:

To update the Beavercreek Water System bylaw and adjust fixed rate consumption volumes.

Summary:

The proposed bylaw changes are intended to provide clearer definitions, improved organization, added language for future conditions and updated fixed rate consumption volumes. The application for new water services has been removed from the bylaw as it is an administrative process and forms may need updating from time to time. The regulations that dictate the terms of connection have been clarified in the bylaw and will remain constant. Staff have conducted a thorough review and update with the intent to create a comprehensive user-friendly bylaw that is easy to understand and implement. This is the same template that was recently used for updating the Millstream Water Bylaw and will act as a template for the soon to be updated Bamfield Water Bylaw to provide consistency throughout ACRD systems.

Allowable Consumption for the Minimum Rate

The allowable volume of water included in the basic charge for each connection is currently 108 m³ per quarter. This is a large allotted volume in comparison to the Bamfield Water system which allows 42 m³ and the City of Port Alberni which has its differential rate set at 60 m³. The 2020 Beaver Creek Water Conservation Plan established that the average quarterly consumption rates would need to be below 64 m³ per quarter to achieve the conservation target of 350 litres per capita per day and recommended reducing the threshold in the basic charge.

Staff have analyzed the impacts of reducing the allowable volume to 60 m³ or 42 m³ based on last year's consumption records. The chart below shows the percentage of users over different thresholds each quarter:

	108 m3/qrt	60 m3/qrt	42 m3/qrt
July -September	21%	51%	67%
April - June	19%	51%	68%
Jan-Mar	7%	21%	38%
Oct-Dec	7%	22%	40%

This demonstrates that consumption habits vary by time of year. In the summer months, half of the users are over 60 m3 and half are under. In the winter, most residents are well under 60 m3. Based on this information, a reduction to 42 m3 for the basic volume would result in increased charges to almost 70% of the customers in the summer months and 40% of customers in the winter months. However, a reduction to 60 m3 would only affect half of the customers in the summer and about 20% in the winter. On average this will result in new overage charges to 23% of the customers in the system. These customers will have the opportunity to reduce their consumption to below the 60 m3 threshold to reduce their overage charges.

Staff are recommending a reduction in the allowable volume for basic water charge from 108 cubic meters per quarter to 60 cubic meters per quarter. If the bylaw is adopted, these new consumption volumes will become effective July 1, 2020. This will give adequate time to inform residents of the changes.

Financial:

The recently adopted Beaver Creek Asset Management Plan (AMP) requires an annual contribution of \$800,000 to the capital fund in order to fully fund the needed infrastructure upgrades for the next 20 years. The average capital contributions over the past five years have been \$350,000, an annual shortfall of \$450,000. The recently completed water conservation plan recommends reducing the allowable consumption for fixed rates in order to achieve water conservation targets. This can also have an added benefit of generating additional revenues which are targeted at customers with higher water use.

If the allowable volume in the basic charge is reduced to 60 m3, revenues could increase by an estimated \$108,000 per year. However, it is expected that some customer habits will change and result in a reduction in water usage, especially those that are sensitive to price changes. Any reduction in water usage would result in a direct cost savings as the water system pays \$0.40 per m3 to the City of Port Alberni.

Time Requirements – Staff & Elected Officials:

Staff time will be required to fully execute the bylaw, such as updating the accounting software program to set the new volume and bill accordingly. The public will receive an education package on the upcoming changes and information on water conservation in April with their quarterly water bill. This is prior to summer consumption and will allow residents time to change their behavior if they wish to keep their usage under the basic volume threshold. Staff will follow-up with more conservation information on a regular basis.

Policy or Legislation:

Local Government Act – Section 397 – Imposition of Fees and Charges is the authority used for this bylaw.

Options:

- a) Adopt the bylaw without any changes to the rate structure.
- b) Adopt the bylaw and reduce minimum volume from 108 m3 to another reduced volume.
- c) Seek public input on the potential changes to the allowable consumption volume prior to adopting changes. There is not available staff time to do public engagement and the ACRD would need to hire a company to engage the community on its behalf. The estimated cost for this is \$7,000.



Submitted by:

Jenny Brunn, Manager of Operations



Reviewed by:

Teri Fong, CPA, CGA, Chief Financial Officer



Approved by:

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. F1146

**A BYLAW OF THE REGIONAL DISTRICT OF
ALBERNI-CLAYOQUOT TO ESTABLISH RATES AND REGULATIONS
FOR THE BEAVER CREEK WATER SYSTEM LOCAL SERVICE AREA**

WHEREAS the Board of the Regional District of Alberni-Clayoquot, operates and maintains a water system in the Beaver Creek Water Local Service Area established by Bylaw No. E1054 cited “Beaver Creek Water System Local Service Area Establishment, 2012”; of the Regional District, (hereinafter called the “Local Service Area”).

AND WHEREAS it is deemed necessary and expedient that provisions be made for the regulation and management of the water system and for terms and conditions upon which water services shall be provided and to establish rates and charges for such services;

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

PART 1 - INTERPRETATION

Definitions

1. In this bylaw, unless the context otherwise requires:

“Applicant” means a Person who applies for a connection, disconnection, system extension or other permission contemplated by the bylaw;

“Backflow Preventer” means a mechanical apparatus installed in a water system to prevent the backflow of contaminants into the system;

“Commercial Use” means that a property or consumer unit is used for any undertaking intended for profit including but not limited to selling goods and services, commercial office functions, entertainment, recreational or tourism services, or short-term vacation rentals.

“Consumer” means a Person to whom water is supplied under this bylaw;

“Consumer Unit” means an independent residential dwelling unit including, but not so as to restrict the generality of the foregoing, a detached dwelling house, a basement or other independent dwelling unit contained in a detached dwelling house, each dwelling unit of a duplex or other multiplex, each dwelling unit of an apartment building, and each unit in a

mobile home park; An independent commercial unit including, but not so as to restrict the generality of the foregoing, a detached commercial building, each independent commercial unit of a duplex or other commercial multiplex, and each commercial unit of an office building proved that each such commercial unit has water supplied to it from the water system for the exclusive use of the occupants of such commercial unit and their customers; or any other structure requiring water;

“Disconnection” means the removal of a Service Connection;

“Engineering Specifications” means the design and construction specifications approved by the Manager and required to be met for any part of the water system including connections to the water system;

“Manager” means the Person appointed by the Regional District to manage the water system or that person’s designate;

“Owner” means the Person or persons registered under the *Land Title Act* as the owner of the Parcel or any other Person who is in lawful possession of the Parcel or who is in lawful possession or occupancy of any dwelling or other building situated on the Parcel;

“Parcel” means any lot, block or other area, created under the *Land Title Act*, the *Strata Property Act* or the *Land Act*, in which land is held or into which it is subdivided but does not include a highway;

“Premises” includes land, buildings or structures, or any part thereof;

“Regional District” means the Alberni-Clayoquot Regional District;

“Service Area” means the area of land included within the Beaver Creek Water Local Service Area;

“Service Connection” means the system of pipes, valves, connectors and other appurtenances used for connecting a Water Main to a Shut off valve at or near a property boundary;

“Shut off” means to turn off the supply of water at the property boundary by closing the connection valve, or by some other means approved by the Regional District;

“System” or **“Water System”** means the community water system or any portion thereof provided within the service area;

“Water Main” means a water distribution pipeline located within a highway, statutory right of way, public easement or other public area and which forms part of the water system.

PART 2 – PROHIBITIONS

1. An Owner or Consumer must not:
 - (a) Use, interfere with, change, tamper, connect to or obstruct the Water System or any part of the Water System, unless authorized by the Manager;

- (b) Destroy or damage or in any manner interfere with any fire hydrant, standpipe, valve, Shut Off valve, meter, Backflow Preventer, meter vault or other fixture or equipment of the Water System;
- (c) Obstruct at any time or in any manner, the access to any fire hydrant, standpipe, valve, Shut Off valve, meter, meter vault or other fixture or equipment of the Water System;
- (d) Connect, cause to be connected, or allow to remain connected to the Water System, or to any private water service, any piping, fixture, fitting, container or appliance which may cause pressure surges, or any other disturbance which may, in the opinion of the Manager, result in annoyance to any other customer, damage to any private water service, or damage to the water System;
- (e) Connect additional consumer units to an existing Service Connection without submitting an application and receiving approval by the Manager.
- (f) Permit the introduction of any contaminant or foreign matter whatsoever into any private water service that is connected to the Water System;
- (g) Sell, give or convey water beyond the Premises to which the water is supplied under this bylaw, except with the written authority of the Manager.
- (h) Use water from the System to generate power or operate machinery.
- (i) Connect to an auxiliary Water System in any manner that may allow water to enter the water System or customer's private water service unless such auxiliary water System and the method of connection and use of such System have been approved by the Manager.

PART 3 – SYSTEM CONNECTIONS

- 2. Except as provided elsewhere in this bylaw, the Manager may prescribe standards for the connection or attachment of any private water service to the Water System, and for the repair or alteration of any private water service including engineering specifications for Service Connections.
- 3. The Manager may determine into which main of the Water System a private water service must be connected.
- 4. Where the Manager deems it necessary, an Applicant may be required to provide a certificate from a professional engineer to confirm that adequate quantity and pressure is available for the new Service Connection.

5. Where the water quantity or pressure are not adequate for the Service Connection, the Applicant will be required to upgrade the System prior to connecting and the regulations for System extensions shall apply.
6. By authorizing a water Service Connection under this bylaw, the Regional District undertakes no duty of care to ensure that the capacity of that connection is sufficient for the future development potential of a Parcel.
7. An Owner who applies for a supply of water from the water System must pay the applicable fees for the installation of any necessary water Service Connection to that Owner's Premises as outlined in Schedule 'A'.
8. Where the water pressure in a Water Main exceeds 80 pounds per square inch, an Owner whose private water service is supplied by that main, or applies for a water Service Connection to that main, must:
 - (a) Install as part of that private water service, and at the owner's sole cost, a pressure reducing valve of a type approved by the Building Inspector; and
 - (b) Carry out that installation in the manner required by the Building Inspector.
9. Every Owner must ensure that all pipes, taps, Backflow preventer fittings and other things forming part of that Owner's private water service are installed in accordance with the provisions of all applicable bylaws and regulations and approved by the Manager.
10. Every Owner must maintain the private water service on that Owner's Premises in good order and repair and must protect that private water service from frost and injury at that Owner's own expense.
11. The Manager, upon written notice to an Owner, occupier or customer of any Premises as provided in this section, may direct that the water Service Connection to that Premises be disconnected and the Regional District shall not be liable for damages by reason of discontinuing the supply of water to those Premises.

PART 4 - APPLICATIONS FOR SERVICE

12. The Manager may prescribe the form of application for:
 - (a) The Disconnection of a water service from the water System;
 - (b) The attachment to or connection with the water System;
 - (c) Adding consumer units to an additional Service Connection.
 - (d) The temporary use of a fire hydrant.

- (e) The location of a property box or curb-stop so that it is made visible and accessible
 - (f) The turn-on or turn-off of a water service at the property boundary.
13. All applications must be signed by the Applicant and delivered to the Manager and must be accompanied by the payment of the applicable fees and charges. Each application, when duly signed by the potential consumer, shall be an agreement whereby the consumer agrees to abide by the terms and conditions of the Bylaw.

PART 5 – METERED ACCOUNTS

14. All connections to the water distribution System are required to be metered.
15. The Manager shall determine the size and location of any meter required to be installed and shall determine the Engineering Specifications for the meter installation.
16. Once installed, meters become the property of the Regional District.

PART 6 – ACCESS

17. An owner must not obstruct or impede access to the water System or any part or component of the water System.
18. The Manager, or any other employee or agent of the Regional District with the authorization of the Manager, may remove any material or thing that obstructs or impedes access to the water System and the expense of such removal shall be charged to and paid by the Owner responsible for the obstruction or the property Owner of the property serviced.
19. The Owner of a Parcel supplied with water under this bylaw must ensure that the property box and curb-stop for their property remains visible and accessible at all times.

PART 7 – SYSTEM EXTENSIONS

20. An Owner of land located within the Service Area may complete and submit an application to the Regional District in the prescribed form to extend the water System to serve the land and, upon receipt of the application and any fees payable in respect thereof, the application will be processed by the Regional District in accordance with this bylaw.

21. Where an application to extend the water System has been received and the Manager believes that;
 - (a) The water pressure within all parts of the proposed extension will be at least 275 kilopascals (40 pounds per square inch) during peak day demand situations; and
 - (b) The supply of water to other areas within the Service Area will not be negatively affected by the proposed extension; then the Manager may approve the extension.
22. Where the Manager deems it necessary, an Applicant will be required to provide a certificate from a professional engineer to confirm that the requirements of this bylaw can be met with respect to the proposed extension.
23. System extensions shall meet the Engineering Specifications and be designed and constructed to extend from the closest Water Main having sufficient capacity to serve the extension to the furthest edge of the property of the last Parcel proposed to be served or as otherwise determined by the Manager.
24. The entire cost of a System extension shall be borne by the Applicant whether the extension is constructed by the Regional District or by the Applicant.
25. Where an extension is constructed by the Applicant, the extension must be:
 - (a) Designed by a professional engineer registered to practice in the Province of British Columbia;
 - (b) Constructed by a qualified contractor in accordance with the plans, policies and Engineering Specifications approved by the Regional District;
 - (c) Inspected and approved by the Regional District prior to backfilling any of the works; and
 - (d) Transferred to the ownership of the Regional District together with any rights of way, easements or other tenures required for the ongoing operation of the extension.
26. Where an extension is constructed by the Regional District, the costs of the extension shall be reimbursed to the Regional District by the Applicant within 30 days following the issuance of an invoice.
27. The submission of an application for an extension does not impose an obligation on the Manager to approve the extension application.

PART 8 – WATER USE RESTRICTIONS

28. The Regional District may impose restrictions on the use or consumption of water and, in the event such restrictions are imposed, every premise that is served by the water System and every Consumer shall be subject to the terms, conditions and restrictions.
29. Upon notice of such restriction, no Consumer shall use water for the purpose forbidden by, or in excess of the limits imposed by, such restrictions.

PART 9 – FEES AND CHARGES

30. Premises with Service Connections shall be subject to payment of such fees and charges as may be prescribed by Schedule 'A', attached to and forming part of this bylaw.
31. Where applicable, the fees charged for water service shall be prorated to the beginning of the month following the commencement or termination of service.
32. Fees charged for water service shall be billed quarterly and shall be due and payable on the due date stated on the invoice, no less than thirty (30) days after the issuance of the bills.
33. Where a Service Connection has been disconnected, the Service Connection shall not be reconnected until all outstanding fees and charges and the required reconnection and water turn on fees have been paid.
34. When any rates or charges for water services are overdue for a period of six (6) months, such water services may be turned off from the Premises and shall not be turned on again until payment has been received for the following:
 - (a) The rates and charges overdue;
 - (b) The rate as set out in Schedule "A" to cover the cost of turning the water on;
 - (c) Any additional cost incurred in order to prevent the improper use of water after the source has been turned off.
35. The Manager may assess an interest rate of 2% on outstanding rates and charges, from the prior period, which are overdue.
36. The rates and charges specified in Schedule "A" and any assessed interest charges on the outstanding balance are due and payable by December 31st of each year and if unpaid on that date shall be deemed to be taxes in arrears and shall be so entered on the tax roll by the Surveyor of Taxes.

PART 10 – GENERAL

Right of Entry

37. Regional District staff may, at all reasonable times, enter upon any property subject to this bylaw to ascertain whether the provisions of this bylaw are being contravened.

No Obligation Assumed by Regional District

38. Nothing in this bylaw shall be interpreted as imposing a duty or obligation on the Regional District to provide a continuous supply of water to any Consumer or premise and it is a condition of supply of water that the Regional District is not liable for any injury, damage, or economic loss to any party:

- (a) Arising or occurring from the use of water or the water System;
- (b) Resulting from the failure to supply water of a specific quantity or quality to a Consumer;
- (c) Resulting from any impurity, lack of pressure, increased or fluctuating pressure, or any other condition affecting the supply of water from the System.

Water System Ownership

39. All water pipes, connections, appurtenances of facilities required for water distribution in public highways, or within Beaver Creek Water System Service Area right-of-ways or property, shall be the property of the Regional District.

Penalties

40. The Regional District may, on written notice, disconnect or turn off the supply of water to any Consumer in contravention of this bylaw.
41. Any Consumer who violates a provision of this bylaw or permits any act or thing to be done in contravention of this bylaw shall be deemed to have committed an offence under this Bylaw and shall be liable on summary conviction to penalty in accordance with the *Offence Act*.

Severability

42. If any part of this bylaw is held to be invalid by a court of competent jurisdiction, that part of the bylaw may be severed from the remainder of the bylaw without affecting the validity or enforceability of the remainder.

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Consumer Units are subject to the following basic charge per month:

Classification	Rate per Month
Single Family Residential	\$51.67
Each additional water use on same lot	\$58.67
Trailer Courts each unit	\$51.67
Commercial	\$58.67

- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 60 cubic meters (m³) per quarter.
- (c) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (d) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the Owner of a serviced property for:

- (a) Application for new water service or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost
- (d) Emergency water turn-off – at cost
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost

- (g) Water connection & meter - \$3,800.00 per connection or cost of construction as determined by the Regional District, whichever is larger. If a Connection requires a line extension the cost of this construction is to be paid by the Applicant. Cost of connection is to be paid by the Applicant once the Application for Service is reviewed and approved and an invoice is issued.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$50.00/hr.



REQUEST FOR DECISION

To: ACRD Board of Directors

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

Meeting Date: February 12, 2020

Subject: CARE Network Request

Recommendation:

THAT the ACRD Board of Directors direct staff to formally respond to the CARE Network's request highlighting that the ACRD is not currently able to consider long-term leases at the Long Beach Airport until environmental and land transfer factors are addressed; and that the ACRD does not have the ability to provide financing to external agencies.

Background:

At the January 29th, 2020 West Coast Committee (WCC) meeting ACRD staff presented a proposal by the local CARE Network requesting to move from a short-term to long-term lease agreement. The request also included taking over the Officers Mess Hall Building (OMHB) located on the airport property. The CARE Network also requested financial loan assistance for the renovation of the OMHB. The WCC supported the staff recommendation to formally respond to the CARE Network outlining that the ACRD cannot provide loan assistance without owning the loan and is currently unable to consider a long-term lease as it is still working on a long-term land use plan for the property; the ACRD is also working to confirm the extent and jurisdiction of onsite contamination.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: West Coast Committee
From: Brenda Sauve, Environmental Services Coordinator
Meeting Date: January 29, 2020
Subject: CARE Network Requests

Recommendation:

THAT the West Coast Committee recommends to the ACRD Board that staff be directed to formally respond to the CARE Network's request highlighting that the ACRD is not currently able to consider long-term leases at the Long Beach Airport until environmental and land transfer factors are addressed; and that the ACRD does not have the ability to provide financing to external agencies.

Desired Outcome:

That the requests of the CARE Network be considered.

Summary:

The Alberni-Clayoquot Regional District (ACRD) has received an official request from the CARE Network (CN) to change their current short-term Long Beach Airport (LBA) lease agreement to a long-term agreement. It is understood that this request is to provide greater certainty for their current operation and to accommodate their new request to include the dilapidated and contaminated (containing asbestos and lead paint) Officers Mess Hall Building (OMHB) located on LBA lands. As per the attachment, the CARE Network is requesting authority over the OMHB in order to restore the heritage building for animal care programming. While the CN will work with Heritage BC and seek available grant funds to achieve this, they have also enquired about the possibility of the ACRD providing a long-term low interest finance option to assist with the restoration of the building.

As for long-term leases at the LBA, a subdivision application to the Province is required for a term exceeding 3 years. This process involves completion of a land survey as well as a site profile to determine any potential environmental site contamination. Approval of such applications is provided by the Provincial Approving Officer and is registered with the Land Title Office. A legal review would also be required for the potential subdivision of land at the LBA to ensure such direction complies with the land transfer agreement with the Federal Government for the LBA lands. Completing these processes can be very time consuming and costly.

Regarding the financial request, the ACRD cannot provide loans to external organizations through the Municipal Finance Authority. If the ACRD were to proceed with funding this initiative, the loan would need to be in the ACRD's name and would need consent of the electorate if the term of the loan exceeds five years.

ACRD staff are currently working to finalize the draft land-use plan for the LBA. This includes engaging with local stakeholders such as the Tlao-qui-aht First Nation. Staff are also working with a consultant to review and better understand where existing site contamination exists on the LBA lands from when the Federal Government was previously occupying the property. This information will inform possible development areas and areas that may require

remediation as there is known contamination on the site. Staff are also following up with Federal Transportation representatives regarding jurisdiction on this matter. This is slow ongoing work and will not result in conclusive decisions in the coming weeks or months.

Considering the above, staff are recommending that staff be directed to respond to the CARE Network formally addressing their requests. Specifically, staff will highlight the challenges of processing long-term LBA leases at this time considering the environmental investigative work required and clarifying jurisdictional roles on this. Staff will also note the inability of the regional district to provide financing to private organizations.

Background:

The CARE Network entered into a lease agreement with the ACRD on April 1st, 2019 for a 3-year term for an Animal Care Facility. The Coastal Animal Rescue & Education (CARE) Network is a British Columbia registered non-profit organization that has been providing animal care and control services to the West Coast communities for over six years. The CARE Network's lease lot currently consists of:

- Indoor and outdoor animal holding space – for dogs, cats, birds and other animals as needed
- Office & reception space – to be used by CARE staff and visiting veterinarians
- Staff/caretaker accommodation
- Parking- for CARE's van and perhaps a mobile veterinary clinic (a professionally converted RV)

The CARE Network is currently a good standing LBA lease holder.

Options Considered:

One option is to investigate the legalities and logistics of amending the CARE Network's current short-term lease to include the Officers Mess Hall Building. Inclusion of this asset would be, as is, considering the ACRD does not currently have funds to make any improvements to the structure. This would allow the CN to pursue Heritage BC and other granting agencies to help fund the restoration of this building. The lease agreement would remain on a 3-year term.

Submitted by: 

Brenda Sauve, Environmental Services Coordinator

Reviewed by: 

Rob Williams, General Manager of Environmental Services

Approved by: 

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



November 12, 2019

Re: CARE Network Animal Shelter Lease at Tofino Long Beach Airport

Dear West Coast Committee,

Please accept this letter as a proposal for next steps regarding the animal shelter & care facility that CARE Network is establishing as a regional resource at the local airport. Based on grant cycles and several conversations CARE has had with the region's bylaw staff and other regional positions that relate to animal care and control situations (staff with PRNP, BC parks, WildSafeBC, etc.), it is time to start taking steps to establish this resource and facility for generations to come by shifting from a short term, temporary lease to a long term lease. This letter concludes with a brief update regarding the shelter's current status.

Proposed Next Steps:

As envisioned, the CARE Network animal shelter and care facility is well on its way to becoming a valuable, regional resource. Most of the communities in our region are, or are planning to work with CARE regarding animals needing to be impounded or sheltered temporarily. Therefore, CARE network proposes a change to the current land lease with the ACRD. **CARE would like to switch from a short-term, temporary lease to a long-term lease in order to more fully invest in the development of this resource.**

Additionally, CARE would like to include the WWII Officer's Mess building in the lease so that we can begin to take steps to rid it of asbestos and eventually renovate it for CARE's long-term use.

As we understand the situation, the toxins (asbestos and possibly lead paint) in this building need to be professionally remediated whether it is left to fall into the ground or saved. CARE Network is willing to take on the cost of this remediation (~\$50K) in exchange for a favourable long-term lease that includes entitlement to use the building once it is safe and renovated (at CARE's cost). We would like to use the building for our humane education programing, an office, room to socialize kittens and puppies, and for overnight accommodation of our onsite caretaker.

In consideration of the CARE Network paying to have the asbestos and lead paint in the WWII Officer's Mess building professionally remediated, will the West Coast Committee support the development of this important regional service and resource by recommending that the ACRD grant CARE Network a new lease with the following terms?

- 99-year term
- Triple Net with CARE responsible for property taxes, maintenance and utility costs
- A rate of \$100 per year (paid annually)
- Include the WWII Officer's Mess Building



- Some services to the building, such as the sewer line, need to be upgraded. ACRD will be responsible for the costs of improving these services to the property's boundary. CARE Network will be responsible for the onsite upgrade costs.
- CARE Network will include ACRD as needed in insurance policies related to the property.

CARE Network will solicit donors, host fundraisers, apply for grants and pursue other unique tactics to raise the capital needed to save and eventually utilize this old building to help local animals.

Current Status of the Shelter & Care Facility:

Two portable structures (Atco-style) are onsite and are being readied for use. Our donated solar panel setup is so far powering the units and onboard propane tanks keep them warm and dry. Eventually, our plan is to relocate these units to outlying communities (such as Maaqtusiis) as satellite shelter/office spaces. In the meantime, temporary fencing is being erected around the units to keep our wild neighbours (cougars, wolves and bears) safe as well as any domesticated animals visiting the site. One of the rooms in these portable units is being used as a temporary CARE Network office. Another is being prepared for visiting veterinarians to examine and treat animals (vaccinations, etc., no surgeries).

Thank you in advance for considering this proposal and for supporting the betterment of animal care and control across our region,

James Rodgers
CARE Network
250 266 9663

Operation: Save 'The Dog Patch'

A plan to clean up and reinstate a dilapidated, WWII 'Mess' building to save local animals

The RCAF Tofino air base at Long Beach was established in 1941. Within a few years a four-block community of pilots, soldiers and family members, nicknamed "The Dog Patch", had grown to approximately 4,000 residents. Unlike the comforts Tofino residents take for granted today, life at The Dog Patch was muddy, wet, and cold. RCAF Tofino closed in 1945 and the area is now used as an airport, operated by the Alberni-Clayoquot Regional District (ACRD). Only a few scattered remnants of the air base remain: concrete bunkers, old infrastructure, and a handful of wood-framed buildings.



The CARE Network, the region's dog & cat rescue organization, is hoping to form a team to save one of these forgotten buildings. CARE will use this structure to house sick, injured and stray dogs and cats, some of which, like the yesteryear residents of The Dog Patch, are at present living in muddy, wet and cold conditions.

The building was constructed in the early 1940's out of Douglas Fir, clad with cedar shingles and has a notable brick chimney. Saving this building will help preserve a piece of regional World War 2 heritage and, in the spirit of the original air base, serve and protect lives (of the four-legged kind).

The building will also serve as a reminder of the local injustices experienced by west coast residents during the war years. To construct the air base land was borrowed from a private family and the Tla-o-qui-aht Nation. When the base was closed, the land borrowed from the family was returned. The borrowed Tla-o-qui-aht land was not returned. There is also evidence of garbage from the air base being dumped on Tla-o-qui-aht reserve land. It is also noted that while this building was being built, the surrounding region was being purged of residents of Japanese lineage even though many were Canadian citizens.



Location

Given this building's proximity to the gully it is next to, no other structure is permitted to replace it should it be destroyed. Just three meters outside the kitchen window are beautiful, towering trees and ferns that stretch back to the mud flats of Grice Bay. Perhaps sixty meters from the building's covered entrance on the other side, is another gully of old growth wonderment. These two gullies meet at the back of CARE's leased area not far from one of the property's apple trees.

Operation: Save 'The Dog Patch'

A plan to clean up and reinstate a dilapidated, WWII 'Mess' building to save local animals



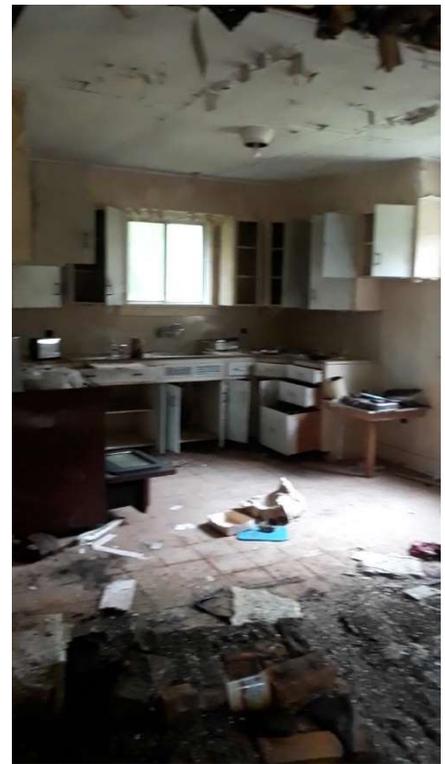
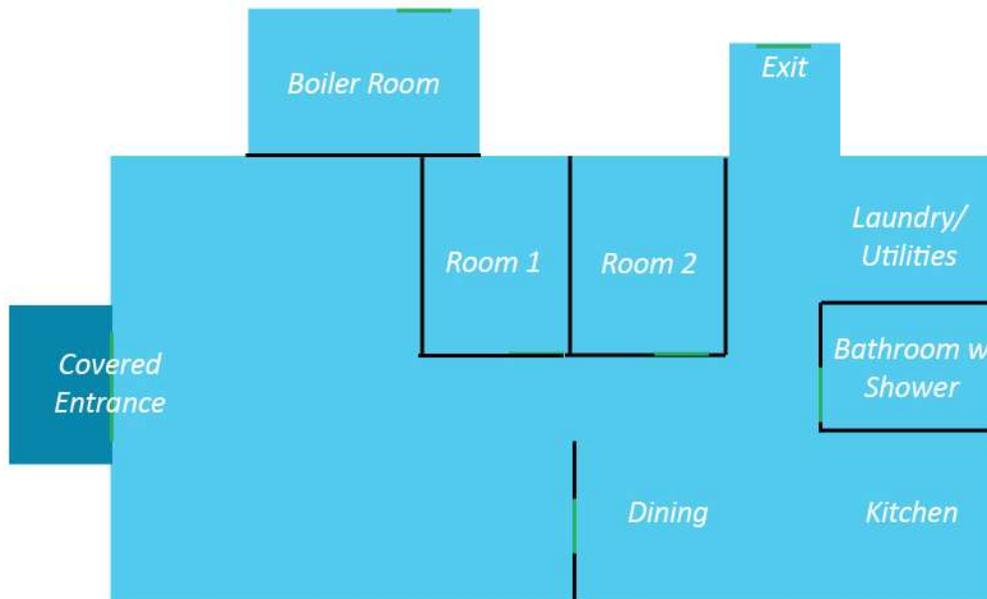
The CARE network is currently researching the wartime use of the building. Initial research indicates that it may have been the officer's mess. Old liquor bottles found in the adjacent ivy-strangled gully below, apparently tossed out of the kitchen window, seem to lend credence to this tale. There are also references to there being a sergeant's mess on the base but its location is currently unknown.

The old maps of the base include the location of the curling club, a fire hall, a comms building, and a NCO mess hall but are blank for this building.

Operation: Save 'The Dog Patch'

A plan to clean up and reinstate a dilapidated, WWII 'Mess' building to save local animals

A rough floor plan of the building:



The Bad News:

The building contains asbestos in the vermiculite insulation and the wall panels found in what was the boiler room. The exterior paint on the shingles likely contains lead. A local abatement company, a CARE Network supporter, has quoted us ~\$55,000 to properly rid the structure of these contaminants. This would leave the building stripped to the studs on the interior and ready for repairs and renovations.

Operation: Save 'The Dog Patch'

A plan to clean up and reinstate a dilapidated, WWII 'Mess' building to save local animals

More Bad News:

- The roof is leaking in several spots and will need to be replaced.
- The walls around the rear exit are rotten.
- The floor in the living room is sinking due to dry rot in the joists. Some sections of the ceiling have been opened and others have collapsed such as this area in the dining area.



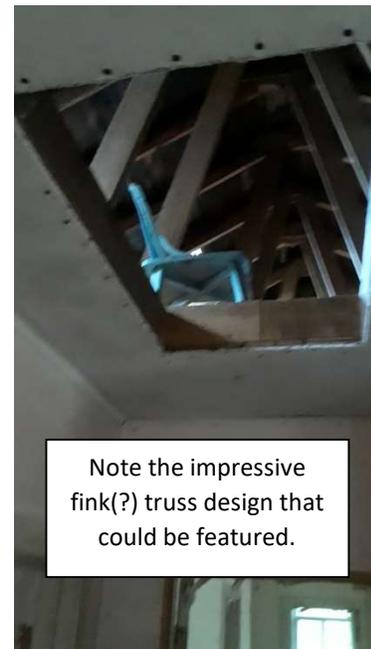
Making it Right:

Despite the years of neglect and west coast weather, the 'Mess' can still be cleaned up, renovated and returned to duty to save lives.

The renovated building will also serve as a reminder of a difficult time in our local and global history. This is an opportunity to actively use a relic of this history to help reconcile with local residents. The Dog Patch, our new name for the building, will help share this history while providing valuable health and safety services to the Tla-o-qui-aht Nation and other neighbouring communities.

The Dog Patch Vision:

From this base of operations, the CARE Network will continue life-saving work that serves all of the region's communities from Ahousaht to Hitacu. The Dog Patch building will serve as a centre to host school groups and others interested in learning more about animal care, how to be safe around animals, and animal population control. These humane education programs will be further developed alongside CARE Network's empathy development curriculum focused on developing compassionate empathy.



Note the impressive fink(?) truss design that could be featured.

Operation: Save 'The Dog Patch'

A plan to clean up and reinstate a dilapidated,
WWII 'Mess' building to save local animals

Current Status:

CARE Network has initiated a process with Heritage BC to get the rehabilitation of this building started (once CARE has entitlement to the building). Step one will be to hire a consultant (we have one lined up for March) to complete a Statement of Significance and a Conservation Plan. Once that is done, the next step would be applying to Heritage BC for a matching grant to rid the building of the asbestos and lead paint.

From there, if CARE Network is managing the building, a design and construction team will be recruited while funds are sought to cover the rehabilitation (likely in the ballpark of \$400,000). CARE has already initiated conversations to explore possible team members and funding options.

Regarding funding, might it be possible for the ACRD to provide CARE Network with low interest financing, amortized over 40 or so years, to establish this important, regional, health & safety related resource? How do you suggest we explore such an option together?

Thank you for considering CARE Network's proposal to save this building and to turn this liability into a regional asset for generations to come. We are very excited at the prospect of working together to save lives, preserve and share some important local history, proactively develop empathy, and better serve the communities of this region.

James Rodgers
Executive Director
CARE Network
250 266 9663
info@coastalanimalrescue.ca



REQUEST FOR DECISION

To: ACRD Board of Directors

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

Meeting Date: February 12, 2020

Subject: Long Beach Airport Landing Fees Bylaw Amendment

Recommendation:

THAT the ACRD Board of Directors give first reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport;

THAT the ACRD Board of Directors give second reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport;

THAT the ACRD Board of Directors give third reading to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport;

THAT the ACRD Board of Directors adopt Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

Background:

At the January 29th, 2020 West Coast Committee (WCC) meeting ACRD staff recommended amending the Long Beach Airport landing fees bylaw to specify the minimum landing fee amount, as well as the landing fee exclusions. Upon review of the attached report, the WCC supported the recommendation to amend the bylaw with these changes.

Submitted by:

Rob Williams, MSc, General Manager of Environmental Services

Approved by:

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



REQUEST FOR DECISION

To: West Coast Committee

From: Mark Fortune, Airport Superintendent

Meeting Date: January 29, 2020

Subject: Update CYAZ Bylaw R 1016 Schedule A, Section 1, to provide clarity in billing

Recommendation:

THAT the West Coast Committee recommend the ACRD Board of Directors approve amendments and give three readings to Long Beach Airport Bylaw R1016-4 – A Bylaw to Amend Fees for the Tofino-Ucluelet Airport.

Background:

Minimal information was contained in the original Long Beach Airport Fees Bylaw with respect to fee exclusions. As such, there has been ongoing confusion for airport customers. Staff are recommending that the following amendments be made to Bylaw R 1016-4 in order to clearly communication airport landing fees and exclusions.

Add the following under the ***Aircraft Landing Fees*** section:

- The minimum aircraft landing fee for commercial aircraft is \$15.00

Add a new section, ***The Following Are Excluded from This Bylaw:***

- Government Agencies Including Military Operations
- Current Long Beach Airport Aviation Lease Holders (who pay an airport improvement fee)
- Privately registered aircraft 0-2000k as per the ICAO Air Traffic designation Classification (GTOW)

Time Requirements-Staff & Elected officials:

A small amount of staff time will be required to make this administrative change.

Submitted by: 

 Mark Fortune, Airport Superintendent

Reviewed by: 

 Rob Williams, General Manager of Environmental Services

Approved by: 

 Douglas Holmes, Chief Administrative Officer



Regional District of Alberni Clayoquot

BYLAW NO. R1016-4

A Bylaw to Amend Fees for
the Tofino-Ucluelet Airport

WHEREAS the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

AND WHEREAS the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

AND WHEREAS the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to remove the early payment discount for Aircraft Passenger Fees;

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

1. CITATION

This bylaw may be cited for all purposes as “Tofino-Ucluelet Airport FeesAmendment Bylaw No. R1016-4, 2020.”

- 2. Bylaw R1016 cited as “Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004” is hereby amended by replacing Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

3. EFFECTIVE DATE

This bylaw will come into effect March 1st, 2020.

READ A FIRST TIME THIS DAY OF

READ A SECOND TIME THIS DAY OF

READ A THIRD TIME THIS DAY OF

RECONSIDERED AND ADOPTED THIS DAY OF

Chairperson

Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
SCHEDULE "A" – BYLAW NO. R1016-2
FEES**

All charges do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg \$3.20
- b. 10,001 to 45,000 kg \$4.05
- c. Over 45,000 kg \$5.08
- d. Skydiving operation \$400 per month (by prior agreement)
- e. The minimum aircraft landing fee for commercial aircraft is \$15.00

The Following Are Excluded from This Bylaw:

- Government Agencies Including Military Operations
- Current Long Beach Airport Aviation Lease Holders (who pay an airport improvement fee)
- Privately registered aircraft 0-2000k as per the ICAO Air Traffic designation Classification (GTOW)

2. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. *Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. Airport Passenger User Fees

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- c. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: West Coast Committee/
Jenny Brunn, Manager of Operations

Meeting Date: February 12, 2020

Subject: West Coast Landfill Leachate and Treatment Assessment Report

Recommendation:

THAT the ACRD Board of Directors direct staff to have Sperling Hansen undertake a review of the West Coast Landfill Leachate and Treatment Assessment Report and complete a costs analysis of landfill closure versus continued operation.

Background:

The attached report was presented to the West Coast Committee (WCC) on January 29th, 2020 regarding leachate treatment at the West Coast Landfill. The WCC supported the recommendation by ACRD staff to have Sperling Hansen Consultants who have recently been retained to complete the design, operations and closure plan of the Alberni Valley and West Coast Landfills to also review the leachate report and provide a cost analysis of landfill closure vs continued operation.

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: West Coast Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: January 29, 2020
Subject: West Coast Landfill Leachate and Treatment Assessment Report

Recommendation:

THAT the West Coast Committee recommends that the ACRD Board of Directors direct staff to have Sperling Hansen undertake a review of the West Coast Landfill Leachate and Treatment Assessment Report and complete a costs analysis of landfill closure versus continued operation.

Background:

In early 2019, the ACRD completed a review of the West Coast Landfill to identify areas where improvements may be needed to meet the 2016 landfill criteria established by the Ministry of Environment (MoE). This review identified two major items that will need to be addressed: inadequate leachate collection, storage and treatment system and inadequate storm water management. The ACRD Board passed a resolution to complete a preliminary engineering study to inform the decision of landfill closure versus continued operation. As the Regional District's solid waste engineering firm, McGill Engineering was tasked with this project and have provided the attached report.

Summary:

The Report provides a detailed summary of the history and operation of the leachate system. It concludes that the leachate system has not performed as was anticipated noting the frequent overflow events and concerns from the regulator. The high amount of rainfall received is a large contributing factor which can be mitigated using temporary final covers, run-off diversion and stormwater management systems. The report looked at the leachate treatment options available including an aerated lagoon, membrane bioreactor or off-site treatment. The costs for a recently constructed small scale leachate treatment system in the Comox Valley was \$8.5 million. The report also looked at the costs for early closure which are anticipated to be approximately \$4 million dollars of which some reserve funds have already been set aside. Both options will require additional costs associated with either operation of a treatment system or transportation of waste to the Alberni Valley.

Staff are recommending that the report be sent to Sperling Hansen, the engineering firm recently awarded the West Coast Landfill Design, Operation and Closure Plan project for review and completion of a full comparison of the costs, logistics, and environmental impacts of establishing a resources recovery and transfer station to that of a new leachate collection system to meet regulatory requirements.

It is also important that the concept of early closure of the West Coast Landfill be included for public discussion during the Solid Waste Management Plan Update project scheduled for 2021. This will mean providing detailed options for long-term management of regional solid waste to the public for their input and feedback to be incorporated into the solid waste management plan.

Time Requirements – Staff & Elected Officials:

There will be staff time required to support the new solid waste engineer to review the current study.

Financial:

There will be additional costs for having another engineering firm complete a review and conduct a valuable options assessment. However, as they will be reviewing all reports related to the West Coast Landfill and gaining in-depth knowledge of the landfill, the majority of these costs will be included in the DOCP project budget.

Policy or Legislation:

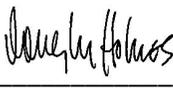
The ACRD is responsible for operating and managing our landfills in compliance with our operating certificates, as set out in our adopted Solid Waste Management Plan and to meet the regulatory requirements established by the MoE including the Landfill Criteria for Municipal Solid Waste.

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



WEST COAST LANDFILL

Leachate Collection and Treatment Assessment

Submitted to Alberni Clayoquot Regional District
Prepared by McGill & Associates Engineering Ltd.

October 2019

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1. INTRODUCTION

The Alberni-Clayoquot Regional District (ACRD) operates the West Coast Landfill (WCL) under the British Columbia Waste Management Act Operational Certificate Number MR-05634, issued April 12, 2005.

The WCL is located approximately 9 km northwest of the Tofino-Ucluelet junction, on the east side of the highway. The site location can be seen on the included Figures 1 and 2. The WCL has been operated since 1980.

The site is located at an elevation of approximately 40 to 50 m. The full site comprising both developed and undeveloped areas occupies approximately 28.4 hectares. The underlying shallow geology is marine clays with a thin cover of peat present in the undeveloped areas. Hydraulic conductivities and groundwater velocities in the marine clay have been demonstrated to be very low.

The west coast of Vancouver Island is an area of outstanding natural beauty but it also very wet, in the winter months especially. Annual precipitation often exceeds three metres and that is often associated with violent winter storms. The large and persistent rainfall make the management of all forms of water a priority for the landfill.

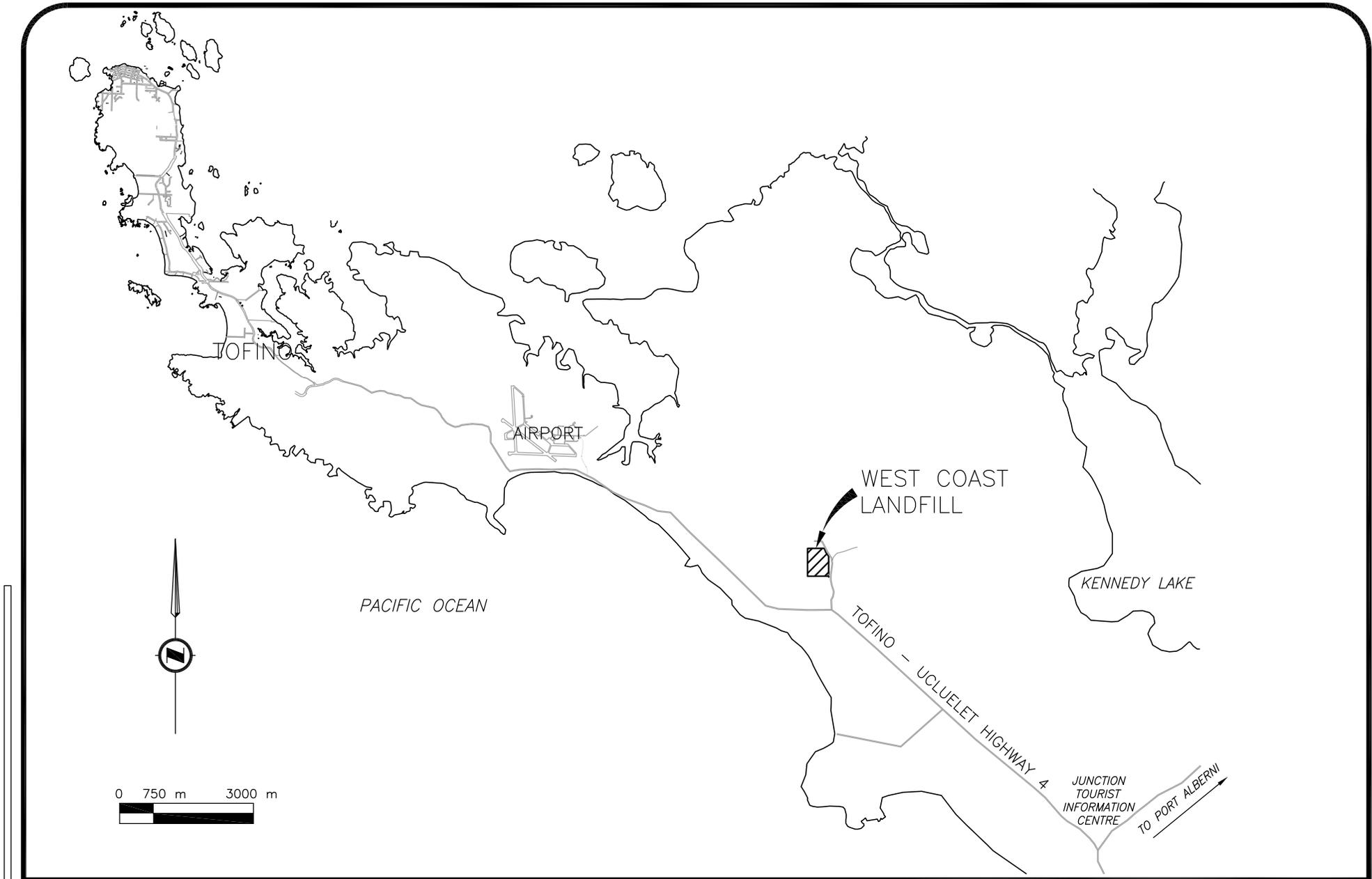
2. BACKGROUND

The wastes that are present in the landfill are typical of those that are in Landfills across British Columbia. These wastes are not inert, and when they are in contact with water they change through organic or inorganic means. Within the interior of the landfill the conditions will be oxygen deficient and therefore anaerobic, but fresher wastes will be subject to aerobic decomposition. One of the most important products of that decomposition is landfill leachate.

The composition and nature of landfill leachate can vary greatly depending on the age of the landfill and the quantity of water that flows into the waste. For the West Coast landfill, the leachate quality is not well known. Recent testing of leachate seeps at WCL has shown it to be very dilute. However, the leachate deeper within the landfill is likely “stronger”. The issue with leachate is that if released into the natural environment it is harmful to the quality of the surface water and can be toxic to aquatic life. For this reason the WCL is required to demonstrate certain water quality standards around the site.

An overview of the WCL site is shown on Figure 3, including the landfill footprint, the existing leachate collection system, and the forested buffer areas.

A leachate collection system is present outside the waste footprint. This comprises a ditch at the toe of the wastes on the northwest, west, south and east sides. The leachate is segregated from surface water and drains to the southwest corner of the property flowing into a leachate holding and treatment pond. From the pond, leachate is pumped to the northern area of the property where it is then released through an irrigation system and directed so that it flows overland towards the west. Some further natural attenuation of the discharged leachate constituents occurs in this area whilst it is still on the landfill property. Surface water quality is regularly monitored at fixed stations that are both on and off site. Section 5 contains further information on the leachate management system.

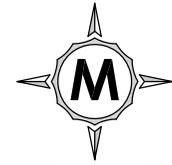


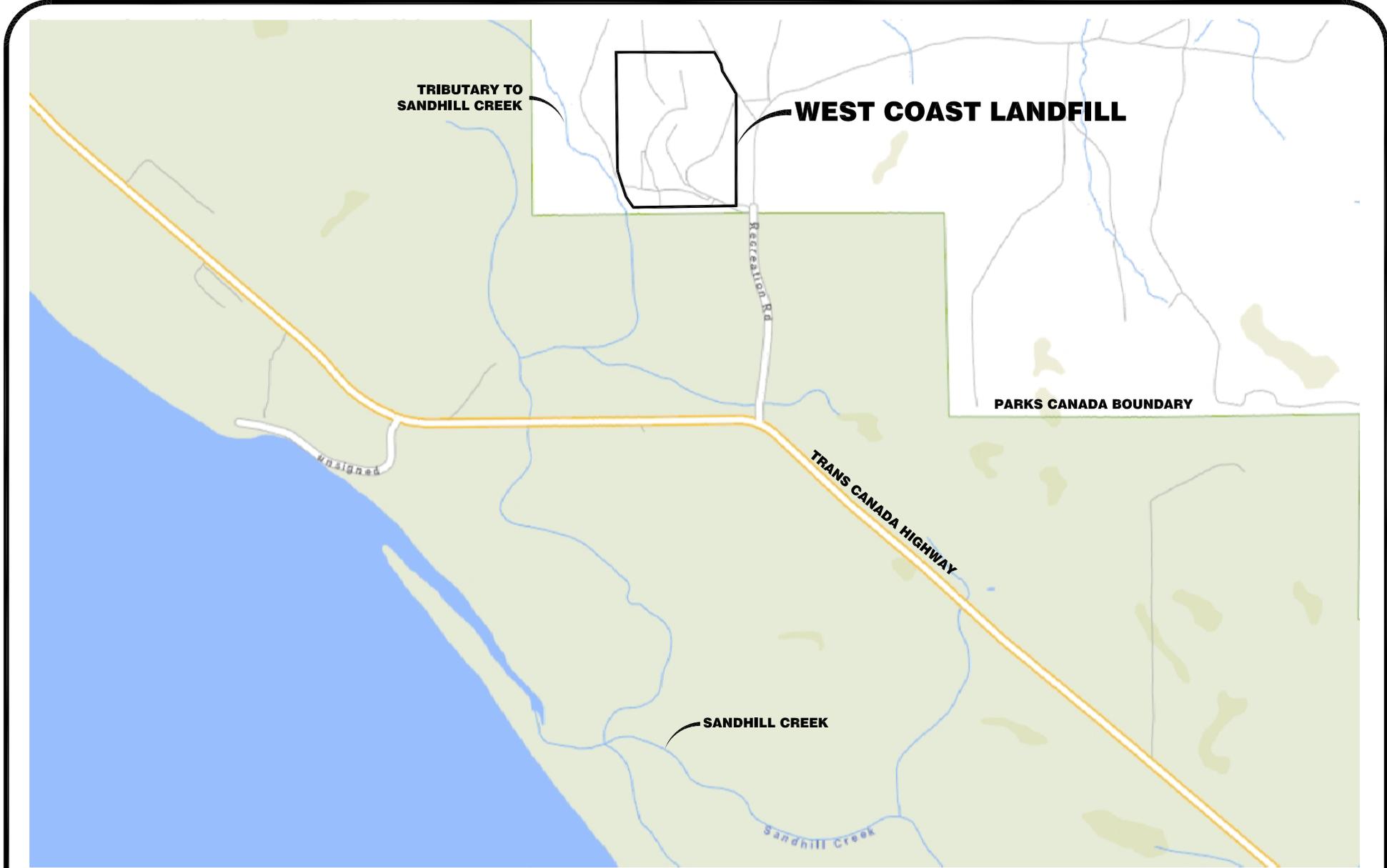
JANUARY 2020

ALBERNI CLAYOQUOT REGIONAL DISTRICT
 WEST COAST LANDFILL - LEACHATE COLLECTION & TREATMENT ASSESSMENT

SITE LOCATION PLAN

FIGURE 1

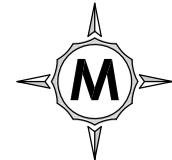




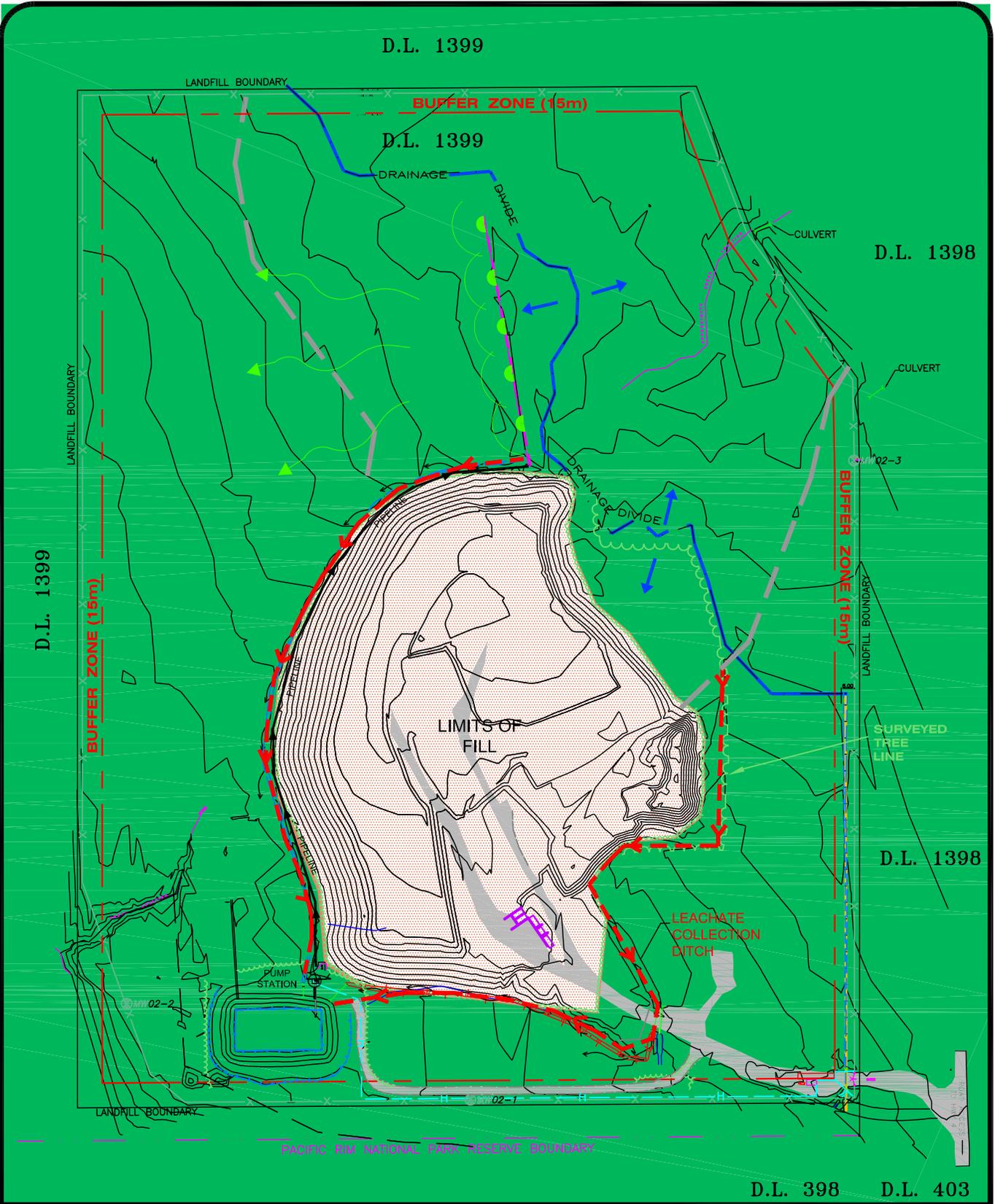
JANUARY 2020

ALBERNI CLAYOQUOT REGIONAL DISTRICT
 WEST COAST LANDFILL - LEACHATE COLLECTION & TREATMENT ASSESSMENT

FIGURE 2



HA:\3800\3877 AC89 WCL Leachate Treatment System\Draw\3877 - FIG 3.dwg Jun 22, 2020 3:06:56pm



ALBERNI CLAYOQUOT REGIONAL DISTRICT

FIGURE 3

WEST COAST LANDFILL

OVERVIEW OF SITE



The remainder of the landfill property is undeveloped, with most of it being uncleared forest. Several cut lines are present through the forested areas to allow for inspection, maintenance and monitoring.

3. DESIGN CRITERIA

The following criteria and generally accepted engineering standards have been used to assess the Landfill's leachate generation and surface water system:

- Landfill Criteria for Municipal Solid Waste, 2nd Edition (BC Ministry of Environment, 2016)
- Sewer Design and Construction of Sanitary and Storm Sewers, WPCF Manual of Practice No. 9 (ASCE manual and report on engineering practice No. 37)
- Province of British Columbia, Ministry of Transportation - Highway Engineering Design Manual, June 2000 edition
- RTAC Drainage Manual, Volume 1 (1982) and 2 (1987)
- Stormwater Planning: A Guidebook for BC (2002)

Precipitation Data

The precipitation data used in this assessment was adopted from the nearest reference station, Tofino Airport. The Intensity Duration Frequency (IDF) curves are shown on Figure 4. The average annual precipitation at Tofino Weather Station is 3,300 mm, which includes 52 mm of snowfall.

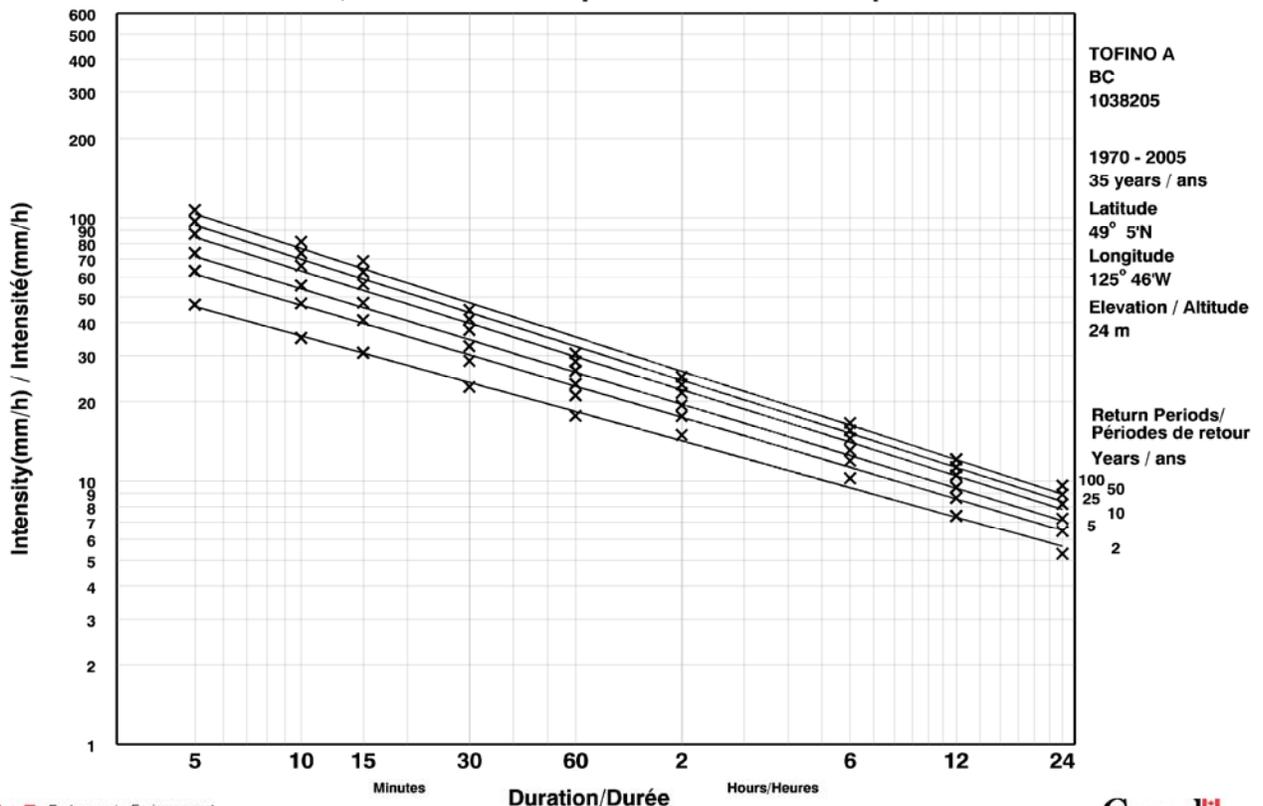
Hydrodynamic Modelling

A hydrodynamic analysis of the drainage system is required to determine the impact of storm events on the collection system and the equalization pond. The SCS Method is used to calculate a runoff hydrograph for the landfill footprint. The hydrograph will represent the volume of stormwater runoff that will flow through the system. The following parameters will be used for the hydrodynamic analysis:

Short Duration Rainfall Intensity-Duration-Frequency Data

2011/05/17

Données sur l'intensité, la durée et la fréquence des chutes de pluie de courte durée



ALBERNI CLAYOQUOT REGIONAL DISTRICT

FIGURE 4

WEST COAST LANDFILL



Table 6-2: SCS Method Parameters

Parameter	Criteria
Return Period (year)	10
Design Storm	SCS Type 1A (24 hour)
Soils Type	Type B
Antecedent Runoff Condition	ARC III (Wet)
Runoff Curve Number	
Covered Landfill	91
Vegetated Slopes	76

4. EXISTING LANDFILL CONDITIONS

A drainage divide has been identified near the northeast portion of the site, where surface water from the majority of the landfill drains to the southwest and a small portion of the site drains towards the northeast.

Site drainage to the southwest enters a tributary to Sandhill Creek, located within the southwest property line. While the extent of the tributary creek has not been surveyed, the creek is located approximately 140 m from the landfilled area and greater than 80 m from the leachate lagoon overflow. The tributary to Sandhill Creek drains south to Sandhill Creek, and subsequently into Wickaninnish Bay. The tributary to Sandhill Creek is considered the receiving water body for the WCL.

A small natural drainage course is located on the site near the northeast property boundary. It is located on the northeast side of the identified drainage divide, and drains northeast, off of the property. The drainage course likely drains north and joins a tributary to Kootowis Creek. As there has not been any waste placed on this side of the drainage divide, no impacts to surface water quality are expected. This drainage course is sampled as part of the monitoring program and used as the background sample site.

The WCL site is underlain by marine clays of especially low permeability; deposits are indicated to be in excess of 15 metres thick. As only a shallow layer of organic soil is located above the low permeability clay layer, the majority of runoff from the site will be as surface flow. Therefore surface flow is considered the primary pathway for leachate migration and thus the water quality monitoring program collects only surface water samples.

The area used for disposal is near the center of the property. The waste footprint covers an area of approximately 6.4 ha. The waste is up to approximately 10 metres thick, although this estimate is somewhat problematic since the site started using a “trench fill” technique and now uses an “area fill”

approach. As a consequence of the earlier practice of excavating trenches, the base of the wastes is not well defined and it will be irregular. Area fill is the prevalent method of waste placement as it maximizes the use of airspace on the site.

The top of the waste is presently approximately six metres above the natural grade across the site. The wastes are covered with “intermediate cover” mostly comprising granular soils. This provides for a relatively dry working platform and minimizes the effects of vectors with the wastes. It also allows the rapid infiltration of precipitation that interacts with the in-place wastes to form leachate.

Leachate Collection System

Surface water runoff that is generated on-site or enters onto the site is managed by a ditch system that is aligned parallel to that of the leachate ditch system. The leachate ditch system transports the leachate to a leachate lagoon, from which it is dispersed overland through an irrigation system. The original landfill did not have any form of leachate collection. The present system was devised and installed to mitigate the effects of uncontrolled leachate generation at the site. At the time it was constructed it was thought natural processes would improve the quality of the released leachate. The effectiveness of the existing system has never been fully investigated but it has been successful in improving the quality of effluent leaving the site. However, the regulator has not been satisfied this is not due to dilution alone. They also have documented their concerns regarding overflow events that have occurred during and following storm events. The leachate collection system is shown on Figure 5.

The Equalization Pond was constructed in 2004 with approximate dimensions of 50m x 75m and a depth of 3.5 metres. The active depth of 2.5 metres and the 3:1 slope of the pond banks creates a storage volume of 4800 m³. An overflow was installed at the northwest corner of the pond 1 metre below the berm elevation, with the overflow consisting of twin 600mm \varnothing pipes draining to a forested area, and ultimately to a ravine leading to the tributary stream to Sandhill Creek.

A bell mouth intake and 300mm diameter gravity main drain the Equalization Pond into the leachate pump station, consisting of fiberglass wetwell chamber and duplex pumps. The Flygt N3127 pumps are each connected to dedicated 150 \varnothing forcemains conveying the leachate to irrigation headers discharging to the natural vegetation and forest north of the landfill footprint. Each pump is capable of pumping approximately 30 L/s, for a total capacity of 60 L/s (since the forcemains are separate).

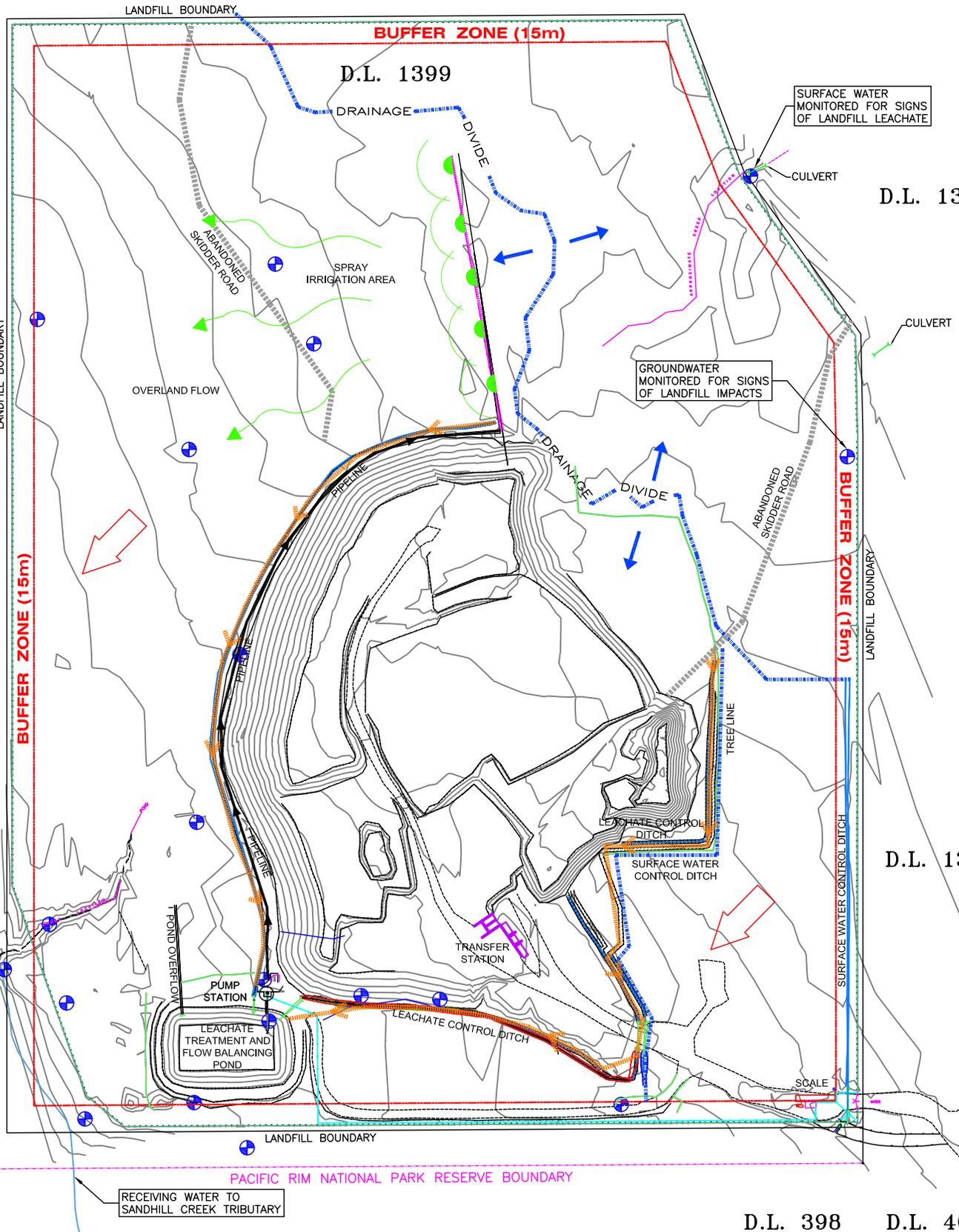
It is suspected that the isolation valve between the pond and the wetwell is partially obstructing the flow, and restricting the inflow of effluent to the pumps.

Irrigation System

The Irrigation System consists of two separate above ground header pipes, with perforations to allow leachate to be sprayed into the natural vegetation gradually sloping to the west. The intention of the spray irrigation was to disperse the leachate evenly across the contour of the area, and to allow it to utilize the natural terrain to flow through the forest, with a combination of overland flow, rapid infiltration, and subsurface flow.



D.L. 1399



D.L. 1398

D.L. 1398

D.L. 398 D.L. 403

ALBERNI CLAYOQUOT REGIONAL DISTRICT

FIGURE 5

WEST COAST LANDFILL

LEACHATE COLLECTION SYSTEM



H:\3600A\3877 ACRD WCL Leachate Treatment System\Draws\M3877 - 2020 FIGURES.dwg Jan 22, 2020 2:53:12pm

Performance of System

As the landfill footprint has remained in a state of intermediate cover, comprising granular soils, there is no diversion of impinging precipitation. The volume of effluent impacted by infiltrating through the waste (leachate) is substantial, although it can also be argued this results in a less concentrated leachate and so less chance of not meeting the effluent criteria.

The resulting volume and the length of storms has shown that the Equalization Pond is undersized, given the number of overflow events that have been recorded.

The pump system has been taxed by the high volume of inflow, and both pumps have been subject to failure as a result of over-use.

Since the Irrigation System was constructed, it has been hampered by concentration of flow into channels due to skidder trails and cut lines through the forest, along with short circuiting of the flow back into the headwaters of the leachate collection ditch. In addition, heavy rainfall during the winter storms tends to saturate the surficial soils, preventing infiltration, and causing the sprayed leachate to remain on the surface and flow towards the west boundary.

5. PERMITTING & COMPLIANCE

The Alberni-Clayoquot Regional District (ACRD) operates the West Coast Landfill (WCL) under the British Columbia Waste Management Act Operational Certificate Number MR-05634, issued April 12, 2005.

The Leachate Collection and Treatment System was developed in the early 2000s in consultation with the Ministry of Environment and Parks Canada. Bob Cameron, PHD (Cameron Advisory Services) prepared a Report on Natural Wetland Leachate Treatment at the West Coast Landfill, which assessed the performance of similar leachate treatment systems then operating in Oregon, and recommended the construction of a leachate equalization pond, with treatment consisting of spray irrigation to the gently sloping natural vegetation beyond the landfill footprint.

Piteau Associates prepared a Water Balance Report in 2004. This Report took a long term overview at the projected development sequence of the landfill. Piteau quantified the volume of leachate as well as surface water impacted by the landfill that would require treatment, and recommended the volume of the equalization pond and the pumping capacity for the spray irrigation system.

The leachate system, consisting of the collection ditches, surface water diversion ditches, equalization pond, pump station, and spray irrigation system was subsequently constructed between 2004 and 2005.

Compliance

The leachate system has not performed well, especially in prolonged periods of rainfall, when the Equalization Pond is not able to be drawn down by the pumping system before the next rain storm occurs. This has been compounded by pump failures and piping breaks within the wetwell that have resulted in the pumps continuously running without draining the pond.

The poor performance of the system has resulted in numerous overflows of leachate impacted effluent to the Sandhill Creek tributary. It is not known whether the diluted overflows were expected or discussed



with the Ministry, but it is clear that the overflows are not acceptable for the continued operation of the landfill.

6. LEACHATE GENERATION

Existing Conditions

The operation of the WCL since the construction of the leachate collection system has gone through a transition to a more experienced operator, and has included extensive work to bring the landfilling operation into compliance with the Operating Certificate. Prior to the current operator the landfill had several areas of non-compliance. These were documented to include limited or non-existing cover, excessive slopes, and erosion problems.

Remedial work was undertaken to re-slope the northwest landfill face, using native clays and gravel to re-contour the slopes at the prescribed 3:1 slope. However, this work did not include the installation of final cover over the 3:1 slopes, and rainfall over the landfill surface continues to contribute to the volume of leachate.

The original development plan had called for progressive closure of the landfill. "Closure" in this context means the landfill was to be placed in final cover and vegetated. This practice would have meant there was much reduced potential for leachate production and hence lessened the potential for overflow events.

Footprint

The current waste footprint covers approximately 6.4 hectares. The majority of the landfilling has occurred over the existing waste footprint, as the cells of the area fill have been filled to match the elevation of the northwest area.

Daily and Intermediate Cover

Daily and intermediate cover generally consists of granular pitrun material, due in large part to the heavy rainfall and the need to avoid moisture sensitive materials such as clay in areas subjected to equipment traffic. When weather permits, and on final slopes, clay material can be used for intermediate cover.

Surface Water Diversion

As final cover has not been installed, there has been no surface water diversion other than the original work to prevent off-site water from flowing towards the landfill. As such, the total footprint of the current landfill, and the precipitation that falls on it, contributes to the generation of leachate.

Final Cover

In order to divert surface water, the final cover should be impermeable to reduce infiltration into the landfill. The proposed landfill cap is as follows:

- Topsoil layer – approximately 0.3 m thick topsoil layer to promote vegetation growth;
- Protective Layer – approximately 0.6 m thick layer of low permeability soil to act as a protective layer against both erosion and desiccation cracks;

- Drainage Layer – approximately 0.15 m thick coarse sand and gravel layer to promote drainage towards the landfill boundaries;
- Barrier Layer – impermeable synthetic geomembrane liner to prevent water infiltration into the landfill; and,
- Grading Layer – approximately 0.6 to 0.9 m thick coarse layer to grade landfill surface and provide stability.

Installation of final cover is not part of the Landfill Operations Contract and it is customarily awarded to a civil engineering contractor.

We note the soil materials are not available on site and would be required to be imported. The “topsoil” layer is especially problematic since it would likely need to be fabricated for this use. Presumably, the future compost and local biosolids could be used in this application.

Landfill gas (LFG) is being generated through the decomposition of the organic components of the wastes. Quantification of gas generation is made in the Annual Reports prepared for the landfill. Since the quantities of LFG predicted in the annual assessments are small, collection of the gas is not a regulated requirement. However, it will still need to be managed and vented as part of any cover system design.

Temporary Final Cover

As an alternative to applying a long term final cover, consideration could also be given to providing a “temporary final cover” (TFC). This TFC would also include a geomembrane and would necessarily require regrading of the waste as in the case of the Permanent Final Cover (PFC). However, the TFC could also be configured to allow for the temporary storage of surface water run off as an alternative for surface water ponds.

The TFC would not require the soil materials for protection (and especially the topsoil materials). It would also provide a means for closing the landfill and hence stopping leachate generation earlier than for the case of a permanent Final Cover. The time elapsed before placing the PFC could be used to generate and stockpile materials such as the required topsoil.

Runoff Diversion

With the completion of each stage of final cover, the Water Balance Report estimates that the impact of precipitation on leachate generation will be significantly reduced. Assuming that final slopes will be covered with an impermeable layer, and the leachate collection ditches will be converted to piped toe drains, precipitation falling over the covered areas will be diverted over and past the leachate system and into the undeveloped areas beyond the landfill footprint.

The impermeability of the covered areas relative to the original sponge-like forest lands, or to the permeable gravel covered footprint, will result in a higher intensity and accelerated drainage flow downstream of the site. For example, if the TFC were placed without any mitigating features, the magnitudes of the flows caused downstream could cause severe channel erosion, flooding and destruction of aquatic environments. In order to reduce these harmful effects, the diverted water will have to be detained, to slow it down and discharge the runoff at a rate closer to pre-development



conditions. This will help to prevent increased flooding or erosion in Sandhill Creek. The volume of surface water detention required is estimated in the following section of this report.

7. SURFACE RUNOFF

Post closure, the character of surface water runoff will change. It will be much more immediate than is the case at present. To better manage surface runoff it is proposed to divert surface water to two separate detention ponds, due to the final sloping of the landfill itself along with the surrounding ground at the base of the footprint. The West Pond would receive drainage from the west half of the landfill and would discharge into the existing ravine near the southwest corner of the site. The other half of the landfill, sloping to the east, would drain to a new pond in the southeast corner, near the landfill entrance. This pond would discharge and be conveyed along the south boundary to the Sandhill Creek tributary.

Each pond would be built with orifice controlled discharges, staged to allow increasing volumes of flow as the water level in the pond increases, with the outlet flow being matched to pre-development levels for increasing storm intensities. Each pond would be expected to be designed with a capacity to contain a 10 year storm for a 7 day event.

Using design criteria specified in the BC MoTI Supplement to TAC Geometric Design Guide, the original watershed-physiography was assumed to be relatively flat, undeveloped forested lands (runoff coefficient $C = 0.4$), resulting in a pre-development flow from the Landfill footprint of 350 L/s into the tributary to Sandhill Creek.

Assuming a runoff coefficient of 0.9 for the landfill after final cover (that is, 90% of the impinging rainfall is immediately converted to runoff), it is estimated that each pond will need to contain approximately 4,000 m³ to balance the flow entering the creek.

8. LEACHATE QUALITY

In a similar fashion, the existing surface water and its inflow into the leachate collection system has been quantified. Leachate generation has been calculated according to the Piteau Water Balance Report. The resulting leachate characteristics for the existing landfill conditions are a highly diluted concentration with a significantly large flow volume.

Ultimately, as the landfill is covered and surface water is diverted, the impact of individual storm events will reduce and the leachate quality will become more concentrated, although the volume will reduce significantly.

At the simplest definition, leachate is "Contact Water", that is, water that has contacted the wastes. As the wastes within the landfill age, they tend to undergo changes caused by bacterial and chemical decomposition within the landfill. These reactions cause the landfill to become lacking in oxygen and typically acidic in nature. As a result leachates from municipal solid waste landfills tend to be dark in colour with a strong odour. These properties come from a liquid that contains organic and inorganic compounds, humic acids, ammonia and metals. Leachates are variable in nature and concentration. At their most dilute and simple they can be treated successfully by aeration and filtration.

There is presently no information on the chemical composition of the leachate within the landfill. Several scenarios are presented showing the volume of leachate and surface water at different stages of landfill development. It is proposed that the leachate treatment system be designed for the scenario in which the existing final slopes are capped, leachate toe drains are completed, and surface water diversion is maximized for the current site.

9. EARLY LANDFILL CLOSURE

The option of early closure of the West Coast Landfill has been discussed since the 1990s, when the sub-standard operation of the landfill had resulted in leachate impact on neighbouring lands. However, local support to close the landfill and to transport municipal solid waste from the west coast to the Alberni Valley Landfill has never existed. Recently, it has become apparent that with increased recycling and diversion, with the net reduction of waste volumes, the option of transporting waste to the AV Landfill is more desirable.

With the completion of the final cover and capping of the landfill, the impact of precipitation on leachate generation will be significantly reduced. The impervious nature of the cap will prevent rainwater from soaking through the landfilled waste, but at the same time will increase surface water runoff and accelerating its flow off of the site. Though this surface water will be clean, the potential for the increased volume to wash out downstream channels or to cause flooding will be increased.

As a result, stormwater control will be required to collect rainwater on the landfill surface without causing erosion of the cover, and a detention pond will be needed to store and balance the outflow at a level similar to pre-development conditions.

As noted earlier, covering of the landfill will reduce leachate generation, but its concentration will increase. A leachate treatment system will therefore still be required to prevent impact on neighbouring properties.

Early closure of the WCL will mean that the final closure process will have to be completed prior to the maturation of the Final Closure Fund. Final Closure would require the following components:

- Construction of a Diversion and Transfer Station
- Re-contouring of the landfill top to provide positive drainage and allow for future settlement of the landfilled waste.
- Installation of Final Cover
- Control, collection, and detention of surface water from the landfill footprint and its impervious cover
- Continued leachate collection
- Construction of a leachate collection system for more highly concentrated leachate
- Continued monitoring of closed landfill



10. TREATMENT OPTIONS

Several treatment options are available for consideration for a landfill the size of the West Coast Landfill. Presently, there is little information on the character or even the quantity of the leachate being generated. Although the character of the leachate will change over time, the leachate chemistry should be characterized early in the process. Once established, treatability can be examined for each of the options outlined using chemical models and bench scale testing.

Aerated Lagoon Treatment & Filtration

A typical aerated lagoon would be relatively shallow with a larger surface area to promote oxidation of organic matter and settlement of solids and metals. Detention of effluent would be in the order of several weeks, meaning that an uncovered lagoon would be subject to exposure to rain events, and the holding capacity would have to be created to handle that increase in volume. Discharge could be along the existing irrigation system or other direct discharge. The capital costs of lagoon treatment are relatively modest as are the operating costs.

Membrane Bioreactor (MBR)

A treatment facility consisting of MBR technology would utilize a filtration membrane to screen biological material and suspended solids from the effluent, yielding a concentrated sludge that is returned to a bioreactor for treatment. This type of treatment is usually combined with other techniques such as filtration and coagulation. These processes require a treatment facility to be constructed and the processes require active management by experienced staff. Capital costs for an MBR facility could be of the order of \$4 M plus associated infrastructure with operating costs of \$0.05 to \$0.10 per US gallon treated.

Disposal to Land

A treatment system similar to the existing process is not considered ideal, particularly as the sole treatment of leachate and for climatic conditions faced in this region.

Off-site Treatment

If the volume of leachate is minimized, it may be more economical to transport the concentrated effluent to a nearby Wastewater Treatment Plant (WWTP). However, depending on the chemistry, leachate is often not suited to treatment in a municipal waste water treatment facility. The toxic components of the leachate can be toxic to the flora used in the WWTP. They also tend to endure and end up in the biosolids making their reuse problematic. Most of all the components of landfill leachate are not the same as those for municipal waste water and so it can cause the WWTP effluent to be non compliant.

Further comments on treatability

A further challenge in this case is that the quantity of leachate generated will reduce as the landfill is provided with Final Cover. Since the leachate will have a smaller volume, the concentrations of leachate constituents such as heavy metals will tend to increase. It is also likely toxicity will also increase over time potentially affecting the choice of treatment method.

The greatest impact of placing Final Cover on the landfill will be the marked reduction in leachate quantities. To obtain the greatest benefit from this reduction, it may be possible to install a temporary

treatment system to be used until the generation of leachate effectively ceases. This would avoid the large capital costs associated with a full scale treatment plant and the risks associated with characterizing the leachate prior to treatment.

11. COST ESTIMATES

Class D Cost Estimates for the preferred leachate treatment option, as well as the Early Closure of the WC Landfill have been prepared. The construction costs are based on recent projects and the cost of construction materials in this region.

As discussed previously, a proposed leachate treatment system would have to be capable of handling the current volume and concentration of leachate generated by the existing landfill. The leachate volume is approximately 75% of the design volume for the Comox Valley Waste Management Centre, for which the CVRD completed a leachate treatment system with a budget of \$8.5 million. The system was intended to treat relatively weak leachate and without the removal of chlorides. As it is not considered practical or economical to build a temporary facility, this estimate is considered to be the appropriate budget for leachate treatment.

The construction cost for Early Landfill Closure is estimated to be approximately \$4 million, based on the costs for re-grading the landfill surface, installing a leachate collection drain, and covering the landfill with a geomembrane barrier.

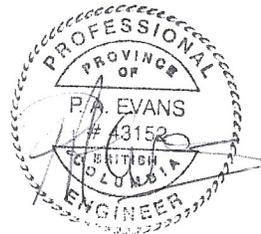
However, if Early Landfill Closure is implemented, it is expected that the leachate volume will be rapidly reduced to the point where the leachate treatment system can be significantly scaled down and simplified. As such, the objective of any leachate control system should be to reduce the volume of leachate contaminated water to avoid the \$8.5 million expenditure.

Yours truly,

for McGill & Associates Engineering Ltd.



Brad West, P.Eng



Prepared under review by

Paul Evans, P.Eng





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

Request for Decision

TO: ACRD Board of Directors

FROM: Sarah Holden, Junior Planner

MEETING DATE: February 12, 2020

RE: Government of Canada's Ocean Protection Plan – Places of Refuge Initiative

Recommendation: *THAT the Board of Directors notify Transport Canada that the ACRD intends to participate in the place of refuge initiative and the General Manager of Planning and Development will be the point of contact.*

Background

The Government of Canada is seeking a representative of the Alberni Clayoquot Regional District to participate in a planning process to develop a regional annex to the Pacific Regional Places of Refuge (POR) Contingency section of the Ocean Protection Plan.

The Government of Canada's Ocean Protection Plan is an initiative to protect Canada's coasts and waterways. While the Plan currently includes PORs for the Pacific Region, Transport Canada has identified a need to establish additional PORs on the West Coast of Vancouver Island.

Transport Canada has proposed draft POR locations in Barkley Sound and Nootka Sound. Prior to finalizing locations, the Government of Canada intends to engage with communities and groups, including regional and local governments, First Nations, and others in a manner that best reflects their interests. Transport Canada is seeking assistance from the ACRD on how to best conduct this engagement.

Transport Canada's Proposed Draft Engagement Approach includes:

1. Review the Place of Refuge planning and decision-making framework
2. Gather input on potential locations where a ship could be safely anchored
3. Just as importantly, gather input on locations where a ship should not be directed
4. Gather input on area logistical resources and services
5. Gather input on area cultural and environmental areas of concern

Transport Canada is asking for the ACRD's response indicating:

1. Whether the ACRD intends to participate in the POR planning process, and
2. Who will be the point of contact on behalf of the ACRD.

Discussion of the engagement approach and scheduling meetings and workshops will occur following a response from the ACRD.



Prepared by:

Sarah Holden
Junior Planner



Reviewed by:

Mike Irg, MCIP, RPP
Manager of Planning and Development



Approved by:

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer



Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

Your file *Votre référence*
Our file *Notre référence*
RDIMS #16151794

Attention: Chair John Jack and Board

January 23, 2020

Dear Chair Jack and Board;

As you are aware, Transport Canada is the lead agency for several important initiatives under the Government of Canada's Oceans Protection Plan, the largest investment the Government of Canada has ever made to protect our coasts and waterways. I write today about the Places of Refuge (POR) initiative, which seeks to establish marine locations where a ship in need of assistance can take action to stabilize its condition while protecting human life and the environment, and reducing hazards to navigation. At this time, Transport Canada has identified a need to identify suitable POR on the west coast of Vancouver Island (WCVI).

Work in the WCVI area will build on POR planning work undertaken in the Haida Gwaii region (2015-2017) and the Queen Charlotte Strait (2019-2020).

We would like to invite Alberni-Clayoquot Regional District to collaborate in identifying potential POR. Your organization possess local knowledge that would be essential to consider in an incident that might require a POR. Your input will contribute to the development of a regional Annex to the Pacific Region POR Contingency Plan.

Please find enclosed chart extracts indicating draft PORs in Nootka Sound and Barkley Sound. It is important to note that each of these POR sites will be subjected to detailed review during engagement with First Nations and local communities before being considered for inclusion in the Pacific Region POR Contingency Plan, and may be removed from consideration for environmental, cultural or safety reasons.

The Government of Canada intends to engage with communities and groups, including regional and local governments, First Nations and others in a manner that best reflects their interests. We are reaching out to you, to hear how we can best conduct this engagement.

Proposed Draft Engagement Approach

Transport Canada and our consultant, Nuka Research, are proposing to invite all interested parties to attend one or more workshops in the WCVI area in early 2020 to:

1. Review the Place of Refuge planning and decision-making framework
2. Gather input on potential locations where a ship could be safely anchored
3. Just as importantly, gather input on locations where a ship should not be directed
4. Gather input on area logistical resources and services
5. Gather input on area cultural and environmental areas of concern



After the information gathering workshops, it is proposed that Transport Canada prepare and circulate a draft POR Contingency Plan for review and comment before finalizing the Plan.

We would be interested in your thoughts on this proposed engagement approach, and we are open to revising the approach if necessary to accommodate any concerns.

Next Steps

We ask that you indicate: 1) whether your organization intends to participate in the POR planning process, and 2) who will be the point of contact on behalf of your organization. Once we have identified all interested parties, we will begin discussion of engagement approach and scheduling meetings and workshops.

I look forward to hearing from you, and working with your community on this important initiative. If you have any questions or concerns, please feel free to reach out to Sinead Deery by e-mail (Sinead.deery@tc.gc.ca) or phone (604-340-9532). We hope to hear from you by February 28, 2020 in order to schedule our workshop in the spring.

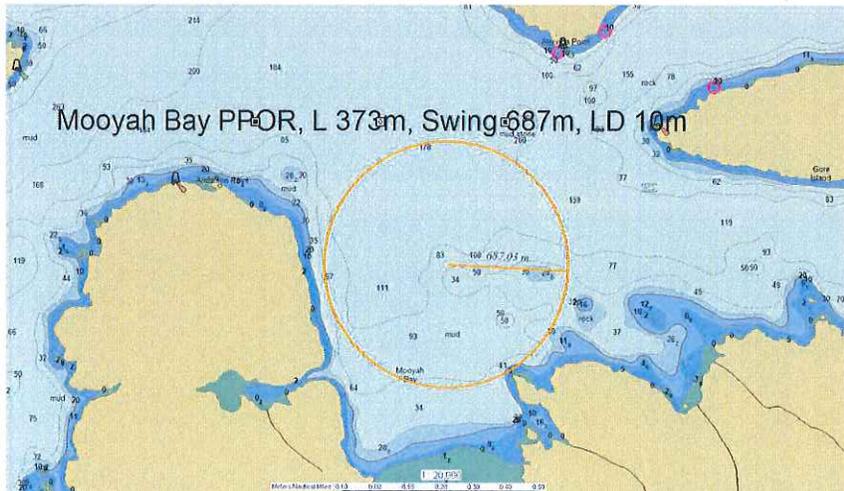
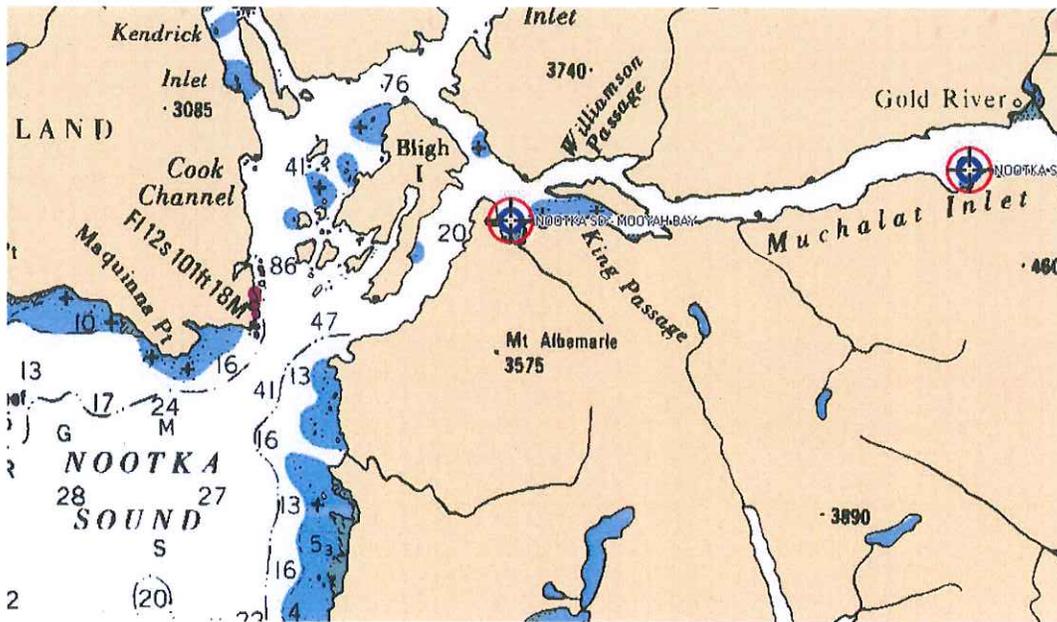
Regards,

Captain David Kyle,
Places of Refuge Initiative Lead,
Oceans Protection Plan

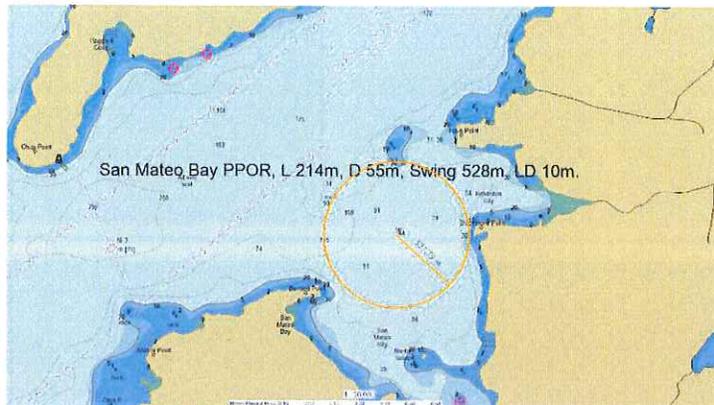
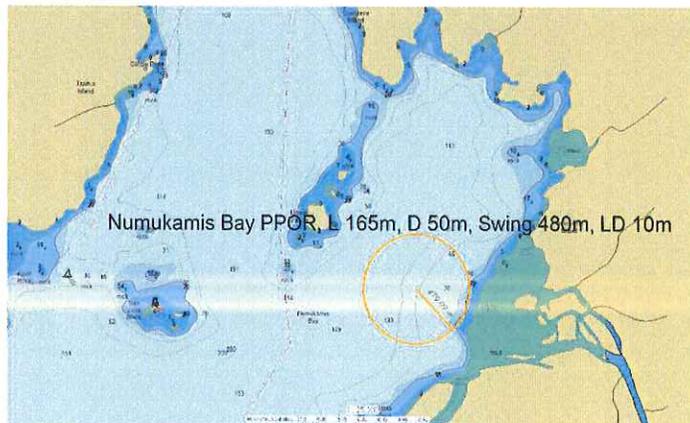
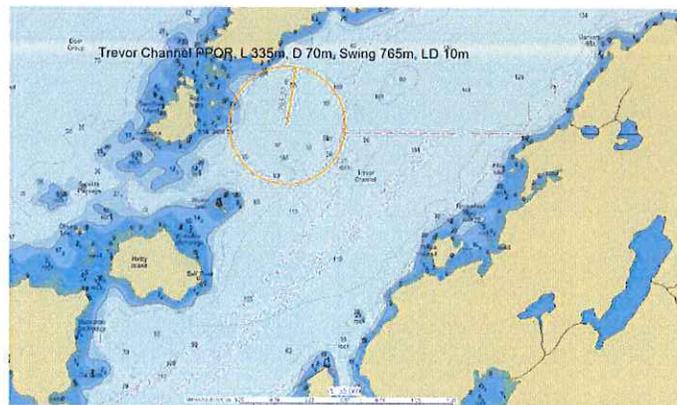
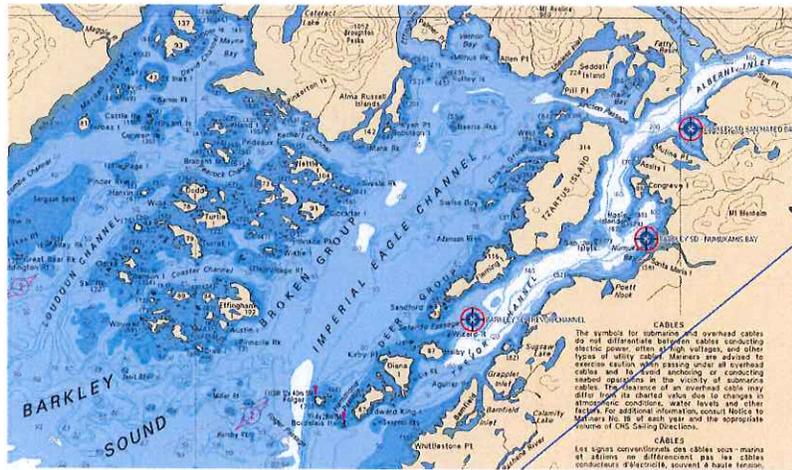
cc: Cecilia Lei, Director of Engagement, Transport Canada

Enclosure (2)

Nootka Sound Potential Places of Refuge



Barkley Sound Potential Places of Refuge





Oceans Protection Plan

Places of Refuge Initiative

Background

A place of refuge is a site where a ship in need of assistance can take action to stabilize her condition to protect human life and the environment.

Place of refuge requests may be complex and urgent, requiring close coordination and communications between the vessel and Marine Safety authorities. Transport Canada is the lead agency for decisions related to ships requesting a place of refuge in Canadian waters.



Places of refuge are not designated in advance because the most suitable shelter can be determined only after the details of the incident are known.

To be best prepared for such incidents, the Government of Canada has created a [National Places of Refuge Contingency Plan](#) and is updating five regional plans.

Pre-identifying coastal locations

Through the Places of Refuge Initiative, Transport Canada is pre-identifying coastal locations for suitable places that ships can take shelter. The department is working with partners through this process so that Places of Refuge decision making can be efficient, evidence-based, and inclusive.

Decision makers will be able to use these pre-identified coastal locations in the event of an incident.

This proactive approach to planning will set in place the following considerations before an incident:

- ✓ Logistics, environmental sensitivities, human use and navigation
- ✓ Potential conflicts of use
- ✓ Local and traditional knowledge

Working with partners

The involvement of Indigenous peoples, coastal communities, government organizations and industry is helping to:

- ✓ Evaluate potential places of refuge using site-specific data to inform decisions
- ✓ Improve the contingency plan's environmental, socio-economic and cultural sensitivities content
- ✓ Improve communications and broaden coordination in decision making

The Places of Refuge Initiative is another action that the Government of Canada is taking to protect our coasts and waterways. The Government is investing \$1.5 billion in the Oceans Protection Plan, a national strategy to create a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines for future generations.



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: February 12, 2020

Subject: Provincial Old Growth Strategic Review – ACRD Letter of Response

Recommendation:

THAT the Alberni Clayoquot Regional District Board of Directors direct staff to submit the attached letter to the Old Growth Strategic Review.

Desired Outcome:

That the ACRD Board of Directors provide input into the Provincial Old Growth Strategic Review.

Background:

The provincial government initiated an Old Growth Strategic Review in October 2019. A two-person panel was appointed to conduct the review and provide a report to the Minister of Forests, Lands, and Natural Resource Operations and Rural Development. The panel will submit their report to the province on April 30th, and within six months the Province will release the results of the Old Growth Strategic Review.

Members from the City of Port Alberni Council, ACRD Board of Directors, District of Ucluelet Council, and District of Tofino Council met with the Old Growth Review Panel on January 30, 2020 and provided their input. The Old Growth Panel conducted 211 meetings as part of this review and an online questionnaire was open for the public, organizations, and professionals to share their input. The input period has closed; however, the panel has indicated that they will accept ACRD’s written response until February 13, 2020.

A draft letter to submit to the Old Growth Panel is attached for the Board’s consideration.

Submitted by: 

 Heather Zenner, RPF, Lands and Resources Coordinator



 Rob Williams, MSc, General Manager of Environmental Services



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



February 7, 2020

Ministry of Forests, Lands, Natural Resource
Operations, and Rural Development
Old Growth Strategic Review Panel
c/o Mr. Garry Merkel, RPF &
Mr. Al Gorley, RPF

RE: Alberni-Clayoquot Regional District Input into Old Growth Strategic Review

Dear Mr. Merkel and Mr. Gorley,

On behalf of the Alberni-Clayoquot Regional District Board of Directors, City of Port Alberni Council, District of Ucluelet Council, and District of Tofino Council we thank you for meeting with us on January 30, 2020 and providing us the opportunity to provide input into the Old Growth Strategic Review. At this meeting we were able to share and provide you with input into the review process from each of our areas of the Regional District. Additionally, we would like to provide you some direction to help you draft your recommendations.

Recommendations from the panel to the province should consider and encompass entire landscapes regardless of Crown or Private ownership; creating a coordinated approach between all players on the landscape. Any proposed changes to the management of Old Growth should apply on both Crown lands and Private Managed Forest Lands.

Recommendations must be based on science including exploring the actions and strategies taken by other countries who manage Old Growth forests. Similarly, decision makers must use relevant science to assist with Old Growth management decisions, helping to reduce political influence.

Recommendations must consider the social and economic consequences of decisions. Changes to old growth management can impact the forest industry, indirect industries, First Nations, communities, and the public; therefor must be considered carefully. It is important to the ACRD Board of Directors that a collaborative approach to the management of Old Growth is conducted with all relevant stakeholders.

Sincerely,

John Jack
ACRD Chairperson



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Brenda Sauve, Environmental Services Coordinator

Meeting Date: February 12, 2020

Subject: 3rd Ave. Depot - Product Care Recycling and Encorp Pacific (CANADA) Agreements

Recommendation:

THAT the ACRD Board of Directors approve entering into an agreement with Product Care Recycling effective upon signing and ending December 31, 2021 with the option to renew.

THAT the ACRD Board Directors approve entering into an agreement with Encorp Pacific (CANADA) effective upon signing for a one-year term and will be automatically extended on the anniversary date of the agreement unless terminated by either party.

Desired Outcome:

That the ACRD establish agreements with Extended Producer Responsibility (EPR) programs at the ACRD 3rd Ave. Depot, including Product Care Recycling and Encorp Pacific (CANADA).

Summary:

Currently the agreements with Product Care Recycling and Encorp Pacific (CANADA) are held with the contractor of the 3rd Ave. Depot. The ACRD currently has a short-term agreement with the 3rd Ave. Depot operator. ACRD staff are currently preparing to advertise a Request for Proposals (RFP) for a new depot operator. To continue delivering the EPR programs at the depot and ensure consistency, staff are recommending that these service contracts be transferred to the ACRD. This will prevent potential issues in the future with depot operator changes. Staff may be coming forward with other EPR contract transfer requests to the ACRD.

It is common practice for Regional District's to hold the contract directly with stewardship programs as they have ownership of waste management facilities. This ensures that there is accessibility and continuity for the public to be able to divert stewardship materials to waste management facilities. Regardless of who holds the contract to manage the depot, they could opt out of participating in the program which would eliminate the diversion option for these materials. A part of the ACRD's solid waste management plan is to increase diversion rates, reducing the waste stream at the landfills and to help decrease illegal dumping. While the ACRD will be responsible for the administration of the contracts with the stewardship programs, the contractor staff at the depot are responsible for managing the program, for example; collecting, palletizing, organizing for pick-up and ensuring all safety precautions are taken.

Background and Financial

Product Care is a stewardship program for the following end-of-life items that can be brought to the 3rd Ave. Depot free of charge. Product Care then provides rebates to the contract holder, based on the items and fees as follows:

- Household Hazard Waste (HHW) for Residual Products such as;
 - Paint Product - \$45 per Tubskid
 - Solvent and Flammable Liquids Product - \$120 per Tubskid and \$30 per Drum
 - Pesticide Product - \$120 per Tubskid and \$30 per Drum
 - Gasoline Product - \$120 per Tubskid and \$30 per Drum
- Alarms – Smoke and CO Alarms - \$50.00 per full box
- Fixtures & Non-PCB Ballasts – \$220 per tonne
- Lamps;
 - Fluorescent Tubes - \$0.03 per linear foot
 - CFL, LED, Incandescent and Halogen Lamps - \$0.05 per unit
 - HID and Other - \$0.10 per unit
- Canadian Electrical Stewardship Association (CESA) for small appliances
 - \$220 per tonne of Program Products
 - \$3.75 per pallet of shrink wrapped palletized, Program Products

Encorp Pacific is a stewardship program for end-of-life for Electronics that can be brought to the 3rd Ave Depot free of charge. Encorp Pacific then provides rebates to the contract holder, based on the items and fees below:

- CPU's (Desktops, servers, laptops & tablets) - \$219 per metric tonne net weight
- E-bags (Computer Peripherals, Printers, Audio/Video systems, Electronic musical instruments and non-Cellular telephones) - \$219 per metric tonne net weight
- Display Units (TV's & Computer Monitors) \$240 per metric tonne net weight

From 2014 to 2018, approximately 388 tonnes of electronics have been diverted at the 3rd Ave Depot.

There will need to be staff time allocated to the administration and oversight of these contracts and programs and staff are estimating that the additional time will be fully recovered from the rebate revenue collected.

Time Requirements – Staff & Elected Officials:

Some staff time is required for the execution of the agreements.

Policy or Legislation:

As per the Ministry of Environment - Recycling Regulation BC

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: Alberni-Clayoquot Regional District Board of Directors

From: Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: February 12, 2020

Subject: Plested Creek Crossing in Evergreen Park - Beaver Creek Parks.

Recommendation:

THAT the Alberni Clayoquot Regional District Board of Directors provide landowner permission to the Alberni Valley Enhancement Association in support of their grant application to the Pacific Salmon Foundation for salmon enhancement in Evergreen Park.

Desired Outcome:

To maintain a crossing over Plested Creek, connecting both sections of Evergreen Park and to support the proposed salmon enhancement work proposed by the Alberni-Valley Enhancement Association.

Background:

Evergreen Park is located in Beaver Creek and can be accessed from either Fayette Road or Plested Road. Evergreen Park is a popular area for neighbours to walk through the hiking trails and to utilize the equestrian riding ring. A 12-acre portion of the park, including the equestrian riding ring is located on land that ACRD leases from the Province. The remainder of the park, 18.48 acres is owned as private land by the Regional District and was once a popular rodeo grounds with a caretaker residence; however, no structures remain on the property now. Plested Creek crosses the private land portion of the property with a road crossing overtop, connecting both sections of the park and provides habitat for several salmon species. The Plested Creek watershed has been heavily impacted by forestry, farming and residential uses in other sections for the watershed.

Currently the crossing over Plested Creek is failing as shown in the attached pictures and is unsafe for public use. Two undersized culverts are in place, but cannot handle the streamflow in Plested Creek, which allows debris to accumulate in front of the culverts. Staff have blocked access to the area as it is unsafe to cross the creek and have been removing debris during high flow events to prevent flooding. The existing culverts must be removed during low flows in the fish window (August 15 – September 15) given the environmental and public safety concern. Staff are recommending installing a large diameter culvert that can accommodate the streamflows, allowing debris to easily flow through, also allowing access to both sides of Evergreen Park.

Staff have met with the Alberni Valley Enhancement Association (AVEA) and the Department of Fisheries and Oceans (DFO) Community Advisor to develop a plan to replace the crossing. AVEA will submit a grant application to the Pacific Salmon Foundation supporting this crossing, and as landowners we need to provide permission. Volunteers from AVEA and the Back Country Horsemen will assist with the project by providing volunteer hours and some supplies. DFO are able to provide some of the costs for the biologist time.

Time Requirements – Staff & Elected Officials:

Staff time will be required to administer engineering, tender installation contract, and ordering of supplies.

Financial:

The cost for this project including engineering, biologist assessments/environmental monitoring, and installation is estimated to be \$30,000. \$15,000 has been allocated for this project from the Beaver Creek Community Park budget and will be utilized to leverage additional funding from the Pacific Salmon Foundation, and if successful could receive \$15,000.

Options Considered:

- 1) Remove culverts, rehabilitate streambanks, and not replace crossing. This option is not recommended given the historic and anticipated continued use of the Plested Creek Crossing by the public. Should a crossing not be provided, staff anticipate that park users will continue to cross Plested Creek in low water conditions, damaging streambanks and the creek bed, negatively impacting fish habitat and creating a liability for users.



Submitted by: _____

Heather Zenner, RPF, Lands and Resources Coordinator



Rob Williams, MSc, General Manager of Environmental Services



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





REQUEST FOR DECISION

To: ACRD Board of Directors

From: Rob Williams, General Manager of Environmental Services/
Heather Zenner, Lands and Resources Coordinator

Meeting Date: February 12, 2020

Subject: West Coast Multi-Use Path

Recommendation:

THAT the ACRD Board of Directors add the unconstructed Electoral Area C – Long Beach portion of West Coast Multi Use Path (MUP) into Regional Parks in order to provide a governance structure for this new trail and support the ICE-T and BC Active Transportation Grant Applications.

THAT the ACRD Board of Directors allocate \$50,000 of the Regional Parks Capital Reserve and \$240,000 of Community Works Funds as a portion of matching funds for the construction of the Electoral Area C – Long Beach portion of West Coast Multi Use Path.

THAT the ACRD Board of Directors direct staff to apply with current available information to the Ministry of Transportation and Infrastructure's (MoTI) BC Active Transportation Grant for \$500,000 towards the construction of the Electoral Area C – Long Beach portion of West Coast Multi Use Path.

Desired Outcome:

Complete the ACRD section of the West Coast multi-use path in order to have one continuous trail between Ucluelet and Tofino.

Background:

The attached information report was presented at the January 29th, 2020 West Coast Committee Meeting. In summary, the report provided updates with this initiative. This included recent conversations with MoTI regarding trail construction options and potential funding. The update also outlined the trail maintenance agreement between the ACRD and the District of Ucluelet for the existing MUP located in ACRD Area C - Long Beach. There is currently a different maintenance and replacement standard between the District of Tofino (DoT) and the District of Ucluelet (DoU). For trail maintenance, the average cost for the DoT is \$4,500-\$5,500 per km and the DoU is roughly \$2,200 per km. There was consensus amongst West Coast Directors that there should be a minimum maintenance standard but that increased standards may be required in higher populated areas and that the DoT may be willing to pay for a higher standard in their area. The group also discussed the importance of trail standard consistency and would like more information on the standard that Parks Canada will be implementing before proceeding.

ACRD staff have been pursuing two main grant applications for the MUP, these include the Island Coastal Economic Trust (ICE-T) and BC Active Transportation grant. The ACRD has made it through stage 1 of the ICE-T grant process and is preparing for stage 2, confirmed matching funds is required at this stage. Staff are also preparing an application for the MoTI BC Active Transportation grant. This grant requires that the project is shovel ready with detailed design and

environmental assessments confirmed, along with allocated matching funds. If the ACRD is successful accessing \$200,000 from ICE-T and \$500,000 from the Active Transportation grants, a funding gap of \$670,000 will remain. However, the Committee of the Whole (COW) recommended at their special December 11th, 2019 meeting that the ACRD Board approve allocation of \$50,000 from the Regional Parks reserve budget and \$240,000 from Community Works Funding towards construction of the trail. With the allocation of these funds the shortfall is reduced to \$380,000.

A letter has also been drafted from the West Coast Directors to Honorable Catherine McKenna and Honorable Jonathan Wilkinson requesting funds that may be available through the federal government in order to help complete the missing ACRD link to the West Coast multi-use path.

Confirming matching funds and completing necessary engineering and environmental assessment work by the February 20th, 2020 grant application deadline for the BC Active Transportation grant is not feasible. As such, staff are recommending that the ACRD submit an incomplete application and continue to provide necessary grant application information as it becomes available. The \$50,000 from the Regional Parks reserve that has been allocated for this initiative will be used to complete the detailed design/engineering and environmental assessment.

Staff are also recommending that the two recommendations from the December 11th, 2019 COW meeting be adopted by the Board. However, because staff and elected officials are still discussing how all MUP trail sections might fit into the Regional Parks service, staff are recommending that just the Electoral Area C – Long Beach unconstructed portion of the MUP be added to the Regional Parks service at this time in order to provide a governance structure for this trail and to support the grant applications.

THAT the Committee of the Whole recommend that the ACRD Board of Directors include the West Coast Multi Use Path in the Regional Parks Function including the new sections, the section under construction as well as the existing sections of the trail in the District of Tofino, District of Ucluelet and Electoral Area C – Long Beach conditional to the West Coast Committee recommendation.

THAT the Committee of the Whole recommend that the ACRD Board of Directors allocate \$50,000 of the Regional Parks Capital Reserve and \$240,000 of Community Works Funding to the West Coast Multi Use Path construction in Area C (Ucluelet end) as the local government contribution for matching purposes for grant funding.

Time Requirements – Staff & Elected Officials:

A significant amount of staff time is required to complete the grant applications and work through next steps with this initiative.

Financial:

The following provides a breakdown of project costs for the ACRD MUP:

Estimated Project Cost	\$1,367,252
Max ICE-T Grant	\$200,000
Max BC Active Transportation Grant (70% of cost up to \$500,000)	\$500,000
Outstanding Balance	\$667,252*

*This amount does not include the allocation of Regional Parks reserve or Community Works funds.

Policy or Legislation:

There is a lot of work required to confirm how best to move all portions of the MUP into the Regional Parks service. This will likely take a considerable amount of time to complete. Staff may need to consult with ACRD lawyers.

Options Considered:

1. Defer submission of the BC Active Transportation grant until 2021 or until the ACRD is in a better position to meet all grant application criteria.
2. Submit the BC Active Transportation grant application by February 20th, 2020 highlighting the use of ACRD Community Works Funds as the source of matching funds. Total allocation to be \$667,252 unless the ACRD is successful receiving funds from another source i.e. federal government. Also, that the \$50,000 from the Regional Parks Reserve that was recommended by the Committee of the Whole to be used initially for matching construction funds be, instead, allocated to complete the necessary engineering and environmental assessments as soon as possible and that this information be sent to help complete the ACRD grant application.



Submitted by:

Heather Zenner, RPF, Lands & Resources Coordinator



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

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



INFORMATION REPORT

To: West Coast Committee

From: Committee of the Whole/
Rob Williams, General Manager of Environmental Services
Teri Fong, Chief Financial Officer

Meeting Date: January 29, 2020

Subject: West Coast Multi Use Path

Recommendation:

THAT the West Coast Committee receive this report for information.

Desired Outcome:

To determine governance for the West Coast Multi Use Path (MUP) and to determine a level of service for all sections of the MUP.

Report

At the ACRD Committee of the Whole meeting on December 11, 2019 the committee requested that the attached report be referred to the West Coast Committee for consideration.

Additionally, the following resolutions were passed by the Committee of the Whole:

THAT the Committee of the Whole recommend that the ACRD Board of Directors include the West Coast Multi Use Path in the Regional Parks Function including the new sections, the section under construction as well as the existing sections of the trail in the District of Tofino, District of Ucluelet and Electoral Area C – Long Beach conditional to the West Coast Committee recommendation.

THAT the Committee of the Whole recommend that the ACRD Board of Directors allocate \$50,000 of the Regional Parks Capital Reserve and \$240,000 of Community Works Funding to the West Coast Multi Use Path construction in Area C (Ucluelet end) as the local government contribution for matching purposes for grant funding.

Staff have been pursuing grant applications for the MUP including through Island Coastal Economic Trust (ICE-T) and BC Active Transportation. ACRD has received notice from ICE-T that the submitted application made it through the Stage 1 process and ACRD has been invited to make a Stage 2 application by May 31, 2020 for a

value of \$200,000. Prior to submitting a Stage 2 application, matching funds for the grant must be fully addressed. Staff will be submitting a grant application to the BC Active Transportation Fund formerly called BikeBC in February for up to \$500,000. If both grants provide the anticipated funding and if both grant applications are successful, a shortfall of \$670,000 will still need to be funded by the ACRD or its members. As indicated in the above resolutions the Committee of the Whole recommend to the ACRD Board of Directors that they allocate \$50,000 of the Regional Parks Reserve and \$240,000 of Community Works Funding towards this project, leaving a shortfall of \$380,000.

New Info

Staff have discussed the MUP construction project with Ministry of Transportation and Infrastructure (MOTI) staff to explore any options or efficiencies with this construction project. Staff discussed the potential of extending the shoulder of the highway rather than creating a separated path. However, staff are of the opinion that a separated path from the highway would be viewed more favorably in the Active Transportation grant application process, as opposed to extending the highway shoulder. ACRD staff also discussed funding opportunities with MOTI for the MUP, and MOTI requires for a formal written financial support request.

ACRD, District of Ucluelet (DoU), and District of Tofino (DoT) staff discussed the West Coast MUP in terms of level of service, maintenance, and asset replacement in January.

Both DoU and DoT staff indicated that their portions of the MUP are over 20 years old and sections are due for replacement. DoT has a cost estimate for replacing existing MUP at a cost of \$536/m, with a goal of replacing 350m per year (\$187,600). DoU has not yet begun the replacement process but indicated that replacement costs need to be taken into consideration.

Level of Service varies along the sections of the MUP, depending on location and proximity to populated areas.

On the Tofino end of the peninsula more amenities are provided given the number of crossings on the trail (driveways and road intersections) and heavy use of the MUP, although the level of service does vary across the length of trail. DoT indicated that MOTI does maintain the grassy areas between the highway and the MUP, but DoT also supplements this mowing with an additional three to four additional cuts and utilizes summer students for weed whacking. DoT also sweeps the MUP once per month. This section of MUP includes two white lines, with a centre line with additional conflict paint at high conflict locations.

The Ucluelet MUP is located in a less populated area when compared with the Tofino MUP; therefore, has less amenities such as no centre line or edge paint markings with the exception of paint marking located at the entrance to Ucluelet. No trail signage is present; however, most driveway crossings are marked with paint. The DoU and the ACRD have a maintenance agreement for the 3.2km section of MUP located in Electoral Area C. This maintenance agreement authorizes DoU to complete the maintenance in exchange for \$2,222/km paid by the residents of the South Long Beach MUP service area. The dollar amount in the maintenance agreement has not been revisited since 2012 and requires updating to reflect actual maintenance and replacement costs that are higher than \$2,222/km.

All sections of the MUP are noted in the table below and shown on the attached map.

MUP Section	Length
District of Tofino (existing)*	6.3km
District of Tofino (under construction)	2.0km
Electoral Area 'C' (under construction)	0.8km
Pacific Rim National Park Reserve - ʔapsčiiik ʔašii	25.0km
Electoral Area 'C' (proposed)	1.2km
Electoral Area 'C' (existing)	3.2km
District of Ucluelet (existing)	3.4km
Total	41.9km

*Please note that the District of Tofino (existing section) is longer than previously reported.

Additional input is required to determine current maintenance costs, and once a level of service is selected, future maintenance costs can be determined.

Next Steps

- Take the Committee of the Whole resolutions to the ACRD Board of Directors (February)
- Directors engage Federal Ministers for financial support
- Determine Level of Service for all MUP sections, requiring further input from Directors and DoT & DoU
- Submit a formal letter to MOTI requesting financial support
- Submit Active Transportation grant in February
- Submit ICE-T grant (Stage 2) in May



Submitted by: _____

Rob Williams, MSc, General Manager of Environmental Services

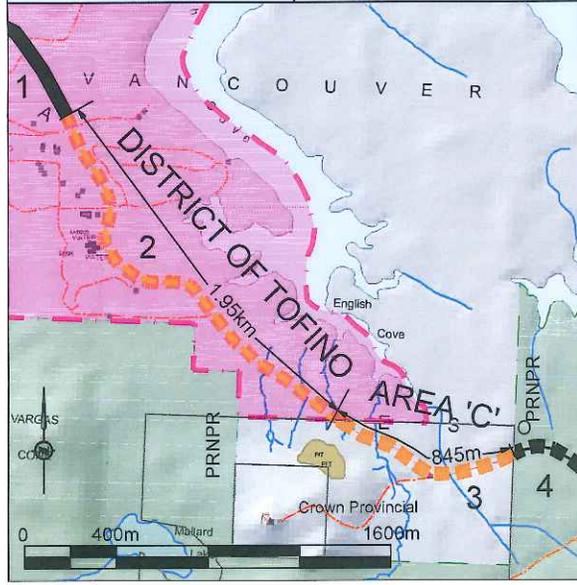
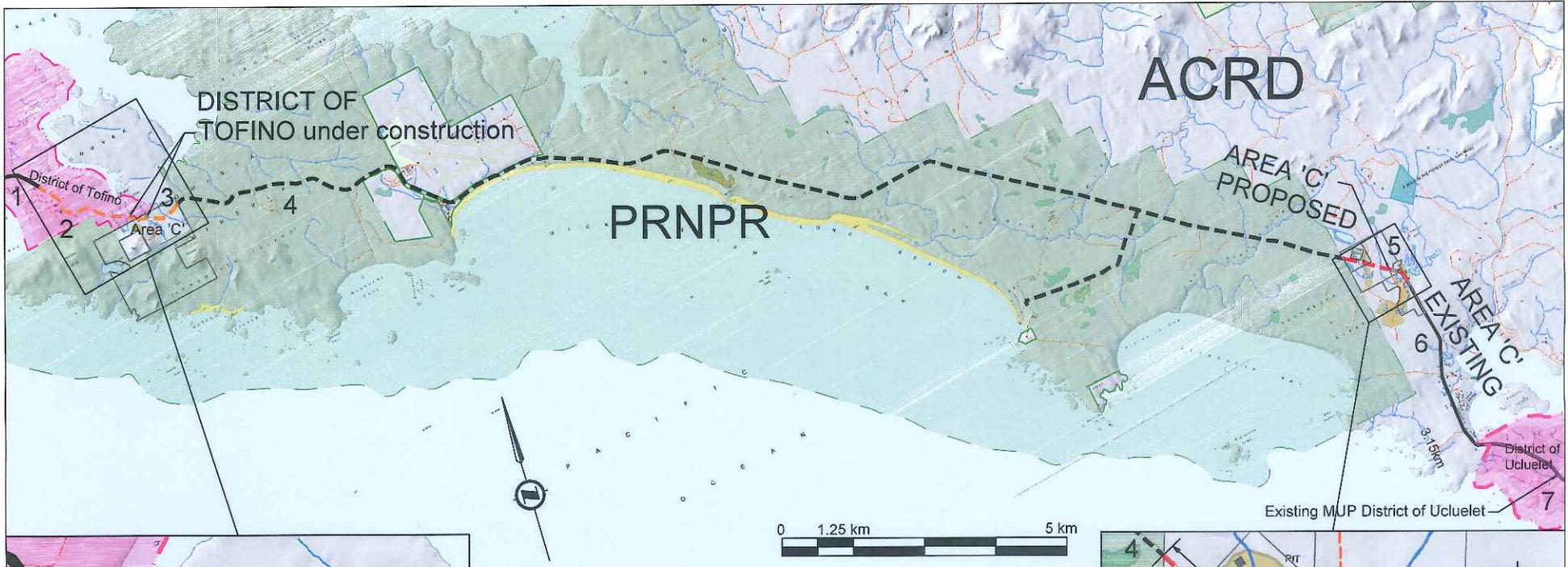


Teri Fong, CPA, CGA, Chief Financial Officer

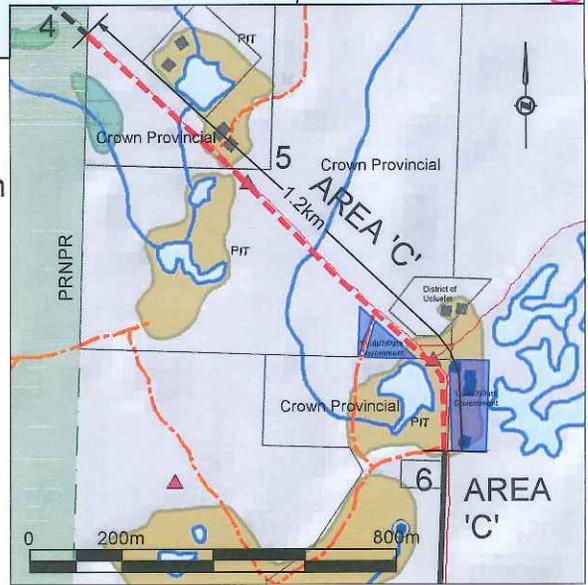


Approved by: _____

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



1. District of Tofino Multi-Use Path 6.3km
2. District of Tofino Trail (under construction) 2km
3. Area 'C' portion of trail (under construction) 0.8km
4. Pacific Rim National Park Reserve
?apsčiiik t'ašii Trail (under construction) ~25km
5. Area 'C' Proposed Trail extension 1.2km
6. Area 'C' Existing Multi-Use Path 3.2km
7. Ucluelet Existing Multi-Use Path 3.4km





REQUEST FOR DECISION

To: Committee of the Whole

From: Rob Williams, General Manager of Environmental Services
Teri Fong, Chief Financial Officer

Meeting Date: December 11, 2019

Subject: Regional Parks Governance and Funding for West Coast Multi Use Path

Recommendation:

THAT the Alberni Clayoquot Regional District Committee of the Whole recommend that the ACRD Board of Directors include the West Coast Multi Use Path in the Regional Parks Function including the new sections, the section under construction as well as the existing sections of the trail in the District of Tofino, District of Ucluelet and Electoral Area C – Long Beach.

THAT the Alberni Clayoquot Regional District Committee of the Whole recommend that the Board of Directors allocate \$50,000 of the Regional Parks Capital Reserve and \$240,000 of Community Works Funding to the West Coast Multi Use Path construction in Area C (Ucluelet end) as the local government contribution for matching purposes for grant funding.

THAT the Alberni Clayoquot Regional District Committee of the Whole recommend that the Board of Directors approve the Level of Service for Regional Parks as presented at the meeting, that will help address safety, reliability, and cost effectiveness.

THAT the Alberni Clayoquot Regional District Committee of the Whole recommend that the Board of Directors direct staff to develop a Regional Parks Letter Patent conversion bylaw that ensures the apportionment method for the service is equitable based on the costs of each of the Regional Park assets and provides Treaty First Nation members the opportunity to participate in the service.

Desired Outcome:

To determine governance for the West Coast Multi Use Path (MUP), a level of service for the parks and trails as well as an apportionment method for the Regional Parks Service.

Background:

Earlier in 2019 the Alberni-Clayoquot Regional District (ACRD) Board of Directors directed staff to include the Log Train Trail in the Regional Parks function, addressing a long-standing issue of managing a trail asset outside of a legally enacted service. At this same time the Board directed staff to investigate options to apportion costs for the Regional Parks function that reflects the Board's determination of geographical divisions based on service participants and costs in each year. This approach was presented to Ministry of Municipal Affairs and Housing (MMAH) staff but the model does not meet the legislative requirements, as MMAH staff interpreted the model as creating multiple service areas within one establishing bylaw which is not permitted. Ministry staff did indicate that a similar outcome could be accomplished by establishing apportionment percentages that would then be set in the establishing bylaw but that the

apportionment percentages could not change each year by geographical divisions. There could be a review process where the percentages are reviewed for example once every five years. This 'locking in' of apportionment percentages is recommended by staff, but in order to calculate these percentages, the parks and trails included in this service need to be confirmed and the level of service more clearly defined.

The governance of the West Coast MUP needs to be confirmed because in 2019 the ACRD Board of Directors directed staff to pursue grant opportunities for the undeveloped section of the West Coast Multi Use Path in Electoral Area C near District of Ucluelet. This section of trail is currently not included in any of the existing governance models.

In developing this report staff used the following principles, as the basis of the recommendations, which have emerged from the Board's previous discussions:

1. Equity over time – recognizing that equity between areas may not occur each year but fairness in costs must occur over a period of time,
2. Regional focus – that often the benefit of a parks and trails service is not restricted to area boundaries but instead benefits a larger regional area,
3. Safe public service – including sound operating practices and reliable access to recreational opportunities.

West Coast Multi Use Path:

The attached report regarding the West Coast MUP was presented to the West Coast Committee on October 3, 2019 for discussion and was referred to this committee for further consideration. The Tofino contribution to the construction of the sections 2 and 3 was incorrect in the report and should have been \$401,200. The schedule attached to the report has been revised to reflect this change.

As for grant applications, since this report has been presented, staff have made a grant application to Island Coastal Economic Trust (ICE-T) for \$200,000 of funding towards the construction of the West Coast MUP. Staff received notice from ICE-T on December 2nd that we have made it through the Stage 1 process and have been invited to make a Stage 2 application within six months. Prior to submitting a Stage 2 application, matching funds for the grant must be fully addressed. Staff are also waiting to submit a grant application to the provincial 'Active Transportation Fund' formerly called BikeBC. Provincial staff have indicated that the grant opportunity will open soon. Previously the BikeBC grant program provided \$1 million dollars or up to 75% of the cost of construction. If both grants provide the anticipated funding and if both grant applications are successful, a shortfall of \$290,000 will still need to be funded by the ACRD or its members. Staff anticipate that funding announcements for both grant opportunities will occur in spring or summer 2020.

There are two separate components of the West Coast Multi Use Path that require discussion:

1. Governance and funding the ongoing operation costs once constructed

The West Coast MUP currently has no set governance established. The October 3, 2019 report details this discussion and the staff recommendation, based on the principles outlined at the beginning of this report, is to add the West Coast MUP into the Regional Parks Service including the following sections:

1. The existing trail section within the District of Tofino boundaries,
2. The currently under construction trail within the District of Tofino boundaries,
3. The currently under construction trail within Electoral Area C (Tofino end) being built by District of Tofino,
5. The proposed new section of trail within Electoral Area C (Ucluelet end) that is currently seeking grant funding for construction,
6. The existing trail section within Electoral Area C (Ucluelet end), and
7. The existing trail section within the District of Ucluelet boundaries.

Adding these sections of West Coast MUP to Regional Parks would transfer the costs that are currently paid directly by each of the Districts to the ACRD to be collected in a sub-regional approach. This recommended approach recognizes the regional significance that this trail will have on the West Coast. Equity will be achieved when setting a consistent level of service for maintenance along the entirety of the trail as well as the resulting apportionment percentages. Using this

funding mechanism does not need to change how the trail maintenance is performed, for example having each of the Districts perform the maintenance requirements at their respective ends of the path.

Other Governance Options Considered for West Coast MUP:

Due to the complexity the governance options issues there are other options that staff has considered:

- a) If the Board of Directors does not want to include all of the local government sections of the West Coast MUP in the Regional Parks Service then any combination of the sections could be considered. As an example, the following resolution could be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend that the Board of Directors designate only the newly constructed or to be constructed sections of the trail into the Regional Parks service including the currently under construction trail within the District of Tofino boundaries, the currently under construction trail within Electoral Area C (Tofino end) being built by District of Tofino, and the proposed new section of trail within Electoral Area C (Ucluelet end) that is currently seeking grant funding for construction.

This approach does not follow the principle of a regional focus but equity could still be achieved with the apportionment calculation.

- b) If the Board of Directors does not want to include any of the sections within municipal boundaries of the West Coast MUP in the Regional Parks Service then another governance model needs to be developed and presented to the electorate for consideration through a Referendum or Alternate Approval Process before proceeding with construction. If this is preferred, staff recommend the following resolution be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend that the Board of Directors direct staff to budget for a West Coast Multi Use Path proposed service in 2020 including costs for obtaining electorate consent.

This approach, depending on the participants, could still follow the principles of regional focus and equity but would include an additional step of electorate assent and creation of a new service.

- c) If the Board of Directors does not want to include any of the sections within municipal boundaries of the West Coast MUP in the Regional Parks Service or pursue another governance model then work to progress this strategic priority should be stopped until governance is determined. If this is preferred, staff recommend the following resolution be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend that the Board of Directors direct staff remove West Coast Multi Use Path as a strategic priority for 2020, for reconsideration in 2021, and withdraw grant applications until such time as governance and the local share of construction has been determined.

A regional district does not have authority to operate outside of a service establishing bylaw and therefore if governance is not defined then the project should be delayed until governance is determined.

2. Funding the construction shortfall

The October 3, 2019 report also outlines three apportionment options for funding the anticipated construction shortfall of \$290,000, this approach would see the ACRD requesting the funds from the respective local governments. Those governments could provide their share using their Community Works Funds or other funding mechanisms. These apportionment options were presented at the West Coast Committee meeting but did not seem to be generally supported so staff has spent time developing other funding options to consider in this discussion.

If the Board decides to include the West Coast MUP in the Regional Parks service then the Regional Parks Capital

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuulu?ii?ath 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)

Reserve could be used for a portion of trail construction as the reserve is anticipated to have approximately \$93,000 at the end of 2019. This funding would need to be replenished for other Regional Park assets and therefore the tax requisition for this service would need to increase to ensure that the fund is replaced. Another funding mechanism through Regional Parks service would be to use Municipal Finance Authority short term borrowing (to a maximum of five years). This would also result in an increased requisition but over a longer period of time.

Alternatively, the construction shortfall could be funded using Community Works Funding (CWF). This funding is generally used for Electoral Area projects only as the Municipalities receive their own CWF however in July 2019 the ACRD, like other local governments, received an additional one-time payment of \$488,809 that was not anticipated. The Board could allocate the entire \$290,000 from the CWF to this project as it is an eligible project. This use of CWF aligns with the Community Works Fund Policy that was adopted in May 2019 as it aligns with the strategic priorities of the ACRD and is quite regionally focused.

The staff recommendation for funding the construction shortfall is to use the Regional Park Capital Reserve for \$50,000 in combination with \$240,000 of Community Works Funding. This recommendation assumes that the West Coast MUP has been designated as a Regional Park. The principles that support this recommendation include that the West Coast members have participated in Regional Parks for a number of years with no clear direct benefit being received so this is an opportunity to balance the equity principle slightly. The Community Works Funding component of the recommendation is based on the regional significance of the project.

Other Construction Shortfall Options Considered for West Coast MUP:

Due to the complexity of these funding shortfall options there are other options that staff has considered:

- a) The Electoral Area Directors normally discuss Community Works Funds initiatives and make recommendations to the Board of Directors. If the Committee would like to provide this opportunity to the Electoral Area Directors Committee then the following motion should be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole refer the request for \$240,000 of Community Works Fund for the construction of the West Coast Multi Use Path to the Electoral Area Directors Committee.

- b) If the Board of Directors would like staff to investigate the option of using Municipal Finance Authority short term borrowing then the following motion should be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole direct staff to investigate the option of using Municipal Finance Authority short term borrowing of \$290,000 for the construction of the West Coast Multi Use Path.

- c) If the Board of Directors would like the West Coast members to consider contributing to the project using one of the apportionment funding mechanisms for the construction shortfall then the following motion should be considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend that the Board of Directors direct staff to present to the councils of the West Coast members to request financial contributions to the West Coast Multi Use Path project.

Level of Service

The Regional Parks service has been operated at an unsustainable low level of funding for a number of years but, as the infrastructure ages and the risks associated with these parks and trails increases, more funding is required to support these services. This low level of service has been supplemented by volunteer work and grants which will continue to be pursued but cannot be relied on to address all maintenance and risks. For example, the type of maintenance work that is currently required mostly relates to bridges and culverts which is specialized work that cannot normally be completed by volunteers. Overall, the level of service for Regional Parks needs to support the intended purpose of the asset which, in this case, is to provide recreation opportunities to residents and visitors in a safe, reliable, and cost effective manner.

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 governance model. Staff time has also been dedicated to preparing grant applications to fund the West Coast Multi Use Path. Should the trail be constructed, staff resources will be required for project management of the trail construction. Once the future governance model has been determined and established, the trail connection is complete, the amount of staff time required to support this service will be reduced to maintenance and long-term planning requirements.

Conversion Bylaw

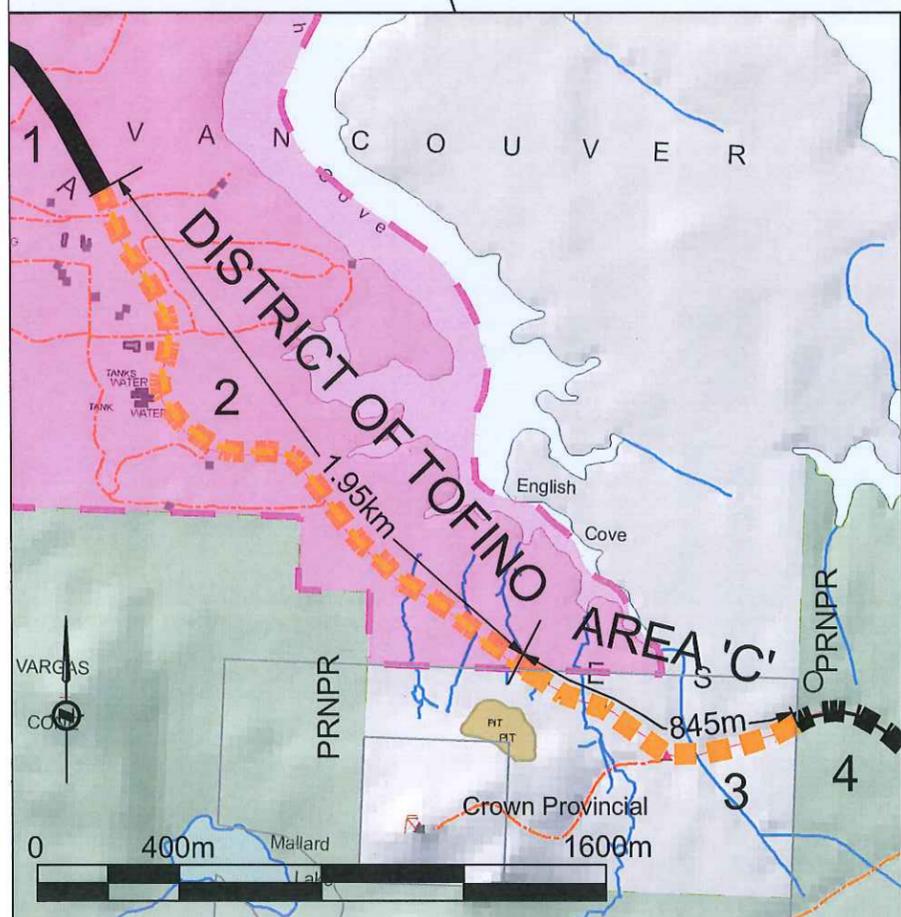
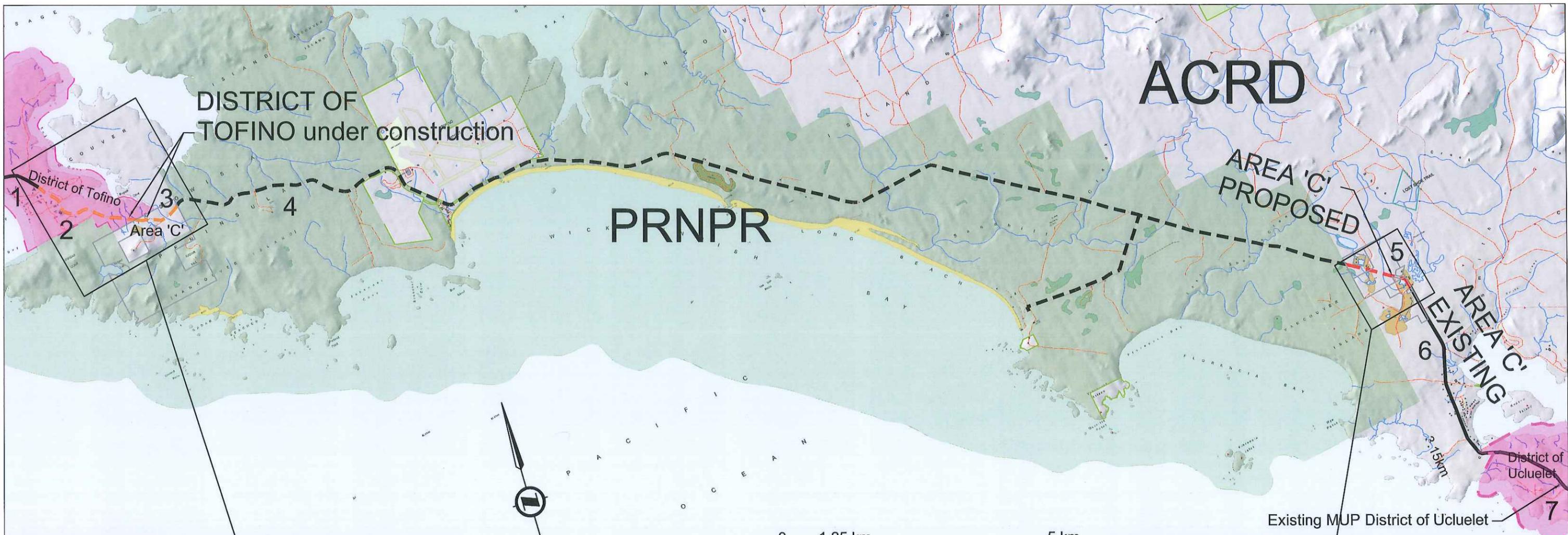
If the Board of Directors determines the governance mechanism for the West Coast MUP and the level of service for Regional Parks overall is acceptable as presented, then the Conversion Bylaw to convert the Regional Parks Letter Patent to a Regional Park Establishing bylaw can be drafted for consideration by the Board. During this conversion process it would be a good opportunity to update the Treaty First Nation members of the Regional Parks service and determine if they want to participate in the service at this time. Staff would prepare a report to their governments and offer to attend a meeting to outline the service giving their elected officials an opportunity to learn more.

This conversion bylaw will propose an apportionment method that is equitable between the members and considers the costs of each individual park and trail asset within the service. The bylaw would also include a review clause that would set out how often the apportionment calculation is to be reviewed.

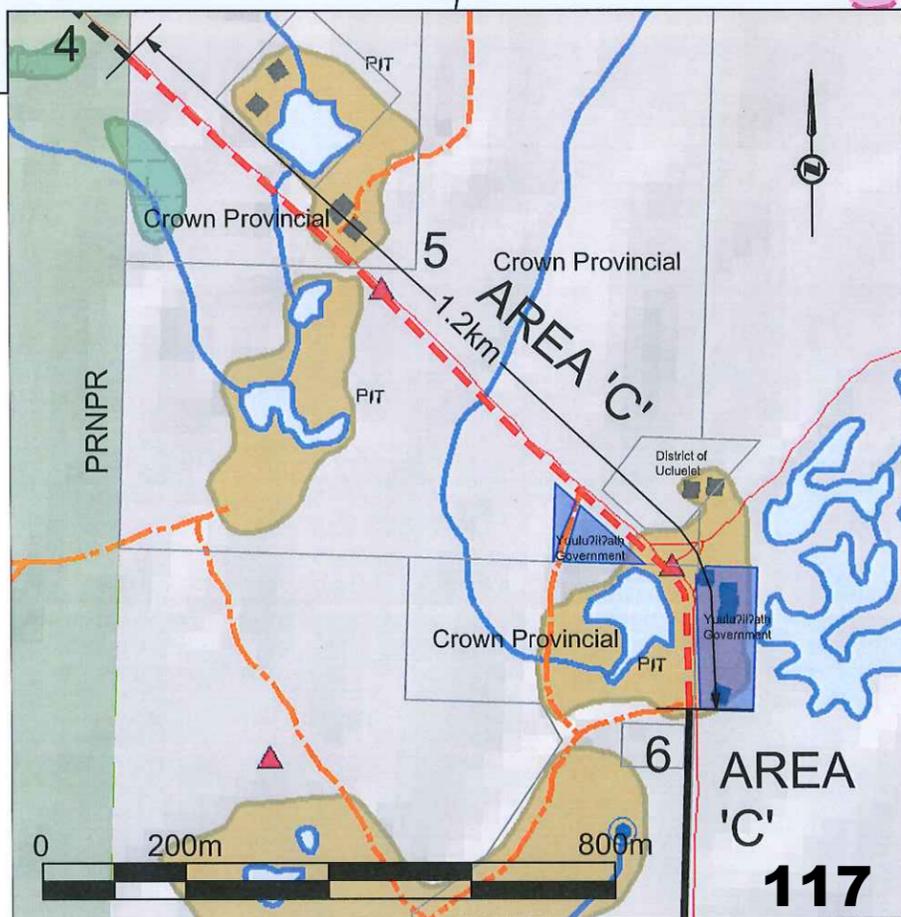
Submitted by: 
Rob Williams, MSc, General Manager of Environmental Services


Teri Fong, CPA, CGA, Chief Financial Officer

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



1. District of Tofino Existing Trail
2. District of Tofino Trail under construction
3. Area 'C' portion of trail under construction by District of Tofino
4. Pacific Rim National Park Reserve
ʔapsčiiik t'ašii Trail under construction
5. Area 'C' Proposed Trail extension
6. Area 'C' Existing Multi-Use Path
7. Ucluelet Existing Multi-Use Path





REQUEST FOR DECISION

To: ACRD Board of Directors

From: Brenda Sauve, Environmental Services Coordinator

Meeting Date: February 12, 2020

Subject: Letter of Support for the Regional District of Mount Waddington for a Grant Application

Recommendation:

THAT the ACRD Board of Directors approve a letter of support for the Regional District of Mount Waddington's grant application to Canada-British Columbia Investing in Canada Infrastructure Program's Green Infrastructure (CBCICIPGI) – Environmental Quality Sub-Stream for contributing funding to purchase an industrial wood grinder.

Desired Outcome:

To send a letter of support to the Regional District of Mount Waddington (RDMW) for their grant application for funding towards purchasing an industrial wood grinder that could be shared amongst Regional Districts including the ACRD.

Summary:

Like many local governments, the ACRD frequently struggles with the management of wood waste which makes up a significant portion of the waste stream. On Vancouver Island, there is a consistent shortfall of wood grinding contractor capacity to meet an ever-increasing demand for this type of service.

The ACRD had approximately 1,300 tonnes of wood waste in 2019 costing approximately \$33,400 to process this material. If the RDMW is successful in getting the funding for an industrial wood grinder, this piece of equipment could be available to other local governments such as the ACRD when it's not being utilized. The RDMW's grant application presents an opportunity to the ACRD to access a resource that is needed to mitigate on ongoing environmental and financial challenge and hence would like to offer our support.

Time Requirements – Staff & Elected Officials:

Minimal staff time is required.

Financial:

It is anticipated that the ACRD's operating costs to chip clean would waste would decrease through a partnership agreement with RDMW.

Submitted by: 
Brenda Sauve, Environmental Services Coordinator

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

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



February 12, 2020

Patrick Donaghy
Operations Manager
Regional District of Mount Waddington
PO Box 729, 2044 McNeill Rd.
Port McNeill, BC V0N 2R0

RE: Canada-British Columbia Investing in Canada Infrastructure Program's Green Infrastructure

To Whom It May Concern,

The Alberni-Clayoquot Regional District (ACRD) is writing to confirm its support for the Regional District of Mount Waddington's (RDMW) application to the Canada-British Columbia Investing in Canada Infrastructure Program's Green Infrastructure (CBCICIPGI) – Environmental Quality Sub-Stream for contributing funding to purchase an industrial wood grinder.

Like many local governments, the ACRD frequently struggles with the management of wood waste which makes up a significant portion of the waste stream. On Vancouver Island, there is a consistent shortfall of wood grinding contractor capacity to meet an ever-increasing demand for this type of service. The RDMW when not utilizing the wood grinder for its 7 Mile Landfill Bio-Cover/Composting operations has offered the use of the grinder to local governments on a cost recovery basis which will help narrow shortfall in grinding capacity.

Unprocessed wood waste results in a significant air pollution challenge since when buried in a landfill, its decomposition contributes to methane generation, a significant greenhouse gas. The other risk is that ineffective disposal of wood waste can provide an incentive for burning the wood resulting in an even greater risk to air quality. By having the ability to grind up the wood waste into chips, the resultant material can be composted, significantly reducing its contribution to global warming/climate change. An additional benefit for those local governments in relatively close proximity to a landfill that utilizes a biocover strategy to managing methane emissions are the chips being easily transported to bolster to said landfill and contribute feedstock to the biocover program.

In conclusion, the RDMW's application to CBCICIPGI represents an opportunity for the ACRD to access a resource that is needed to mitigate an ongoing environmental challenge and hence has our support.

Yours sincerely,

John Jack
Chairperson

From: [Patrick Donaghy](#)
To: [Brenda Sauve](#)
Subject: FW: 20200203 Draft Letter of Support for Wood Grinder Grant
Date: February 6, 2020 4:22:20 PM
Attachments: [20200114 Operations Report to Municipalities and FN RE Wood Grinder.docx](#)

Hi Brenda

The Regional District is seeking a letter of support from the [Alberni-Clayoquot Regional District](#) in our effort to get grant funding for a wood grinder. Attached is a quick report I wrote up for our municipal and First Nation partners to provide support for our wood grinder initiative. Please let me know if you need anything else.

Patrick Donaghy
Operations Manager
Regional District of Mount Waddington
PO Box 729, 2044 McNeill Road
Port McNeill, BC, V0N 2R0
Cell 250 230-1505
Fax 250 956-3232
Office 250 956-3301



REGIONAL DISTRICT OF MOUNT WADDINGTON
OPERATIONS DEPARTMENT
MONTHLY REPORT

TO: Municipalities and First Nations **FILE:** 315.04 **DATE:** January 14, 2020
FROM: Patrick Donaghy, Manager of Operations
SUBJECT: January 2020 Operations Report

As discussed in previous reports to the Regional District of Mount Waddington Board (RDMW), one of the challenges faced by the solid waste service is accessing wood grinding contractors in a timely manner. Normally the only alternative to this challenge is to purchase a grinder to avoid the need of seeking contractors. Unfortunately the cost of these pieces of equipment are too expensive as new machines can cost in excess of a million dollars. The Manager of Operations has been informed of an opportunity that may bypass this problem in the form of a grant program called the Canada-British Columbia Investing in Canada Infrastructure Program which focusses on “Green Infrastructure” with one of the specifications being air quality. Given the ground up waste wood at 7 Mile Landfill is used in composting biosolids to create a biocover, the benefits to air quality include avoiding anaerobic breakdown of the organics and the benefits of the biocover in oxidizing methane emissions from decomposing organics buried in the landfill. In 2018, this resulted in the biocover being credited with the destruction of 20 tonnes of methane (504 equivalent tonnes of CO₂) while the composting program was credited with an additional 904 equivalent tonnes of CO₂. Once the RDMW had accounted for its CO₂ emissions generated through its operations, the significant remaining CO₂ offsets were distributed among members of the Regional Solid Waste Service, both municipal and First Nations.

The grant will cover the cost of an investment for 73% that meets the programs objectives. With this in mind, the Manager of Operations has solicited a price for a used Komptech Crambo 5000 at a price of \$395,000 to gauge a representative price for budgeting and grant application purposes. The machine in question is ideal for the use at the landfill in grinding up waste wood as its design is very durable and not susceptible to damage when contaminants (rebar, rocks, etc) slip into the pile. This same machine has been leased by 7 Mile in the past and impressed staff and operators from Steelhead Enterprises for its effectiveness. The machine is portable and could be made available to other organizations to meet their wood grinding needs at a cost recovery basis. The RDMW portion of the initial purchase would be drawn from reserves which are sufficiently healthy to meet this need.

With this in mind, the Manager of Operations asked the Board’s support through a motion to proceed with the grant application. The RDMW Board passed the following motion in support of the grant application

That the Board supports the Regional District of Mount Waddington submitting a grant application to the Canada-British Columbia Investing in Canada Infrastructure Program to cover 73% of the cost of a used Komptech Crambo 5000 wood grinder or its equivalent including freight and mechanical assessment for the price up to \$500,000.

If anyone on from the First Nation or Municipal Councils has any questions, please contact me at your convenience.

Respectfully submitted

Patrick Donaghy PEng, MSc



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: February 12, 2020

Subject: Uchucklesaht Tribe Government – Request to join the Alberni Valley Regional Airport Service

Recommendation:

THAT the ACRD Board of Directors instruct staff to draft an amendment to Bylaw 791, Port Alberni Airport Extended Service Area Establishment, expanding the boundaries of the service area to include the Uchucklesaht Tribe Government and bring the amending bylaw forward for consideration of three readings and adoption by the ACRD Board of Directors.

Desired Outcome:

To amend the boundaries of the Alberni Valley Regional Airport service to include the Uchucklesaht Tribe Government as a participant in the service.

Background:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors received the attached letter and resolution dated February 4, 2020 from the Uchucklesaht Tribe Government requesting to join as a participating member of the Alberni Valley Regional Airport service.

As per the Maa-nulth First Nation Final Agreement section 14.4.5, *each Maa-nulth First Nation will have the same opportunity to participate in other services of the applicable Regional District as member Municipalities of that Regional District under the Local Government Act.*

As per Bylaw 791, *Port Alberni Airport Extended Service Area Establishment* the Alberni-Clayoquot Regional District has authority to operate the Alberni Valley Regional Airport. Current participants of the service include the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek). The maximum amount that may be requisitioned annually for the cost of this service is \$446,250.00 or \$0.1483 per \$1,000 of taxable value of land and improvements, whichever is greater.

Regional District staff will draft an amendment to Bylaw 791, expanding the boundaries of the service area to include the Uchucklesaht Tribe government and present for consideration by the ACRD Board of Directors of three readings at the March 11, 2020 Board meeting. Prior to adopting the amending bylaw, consent of at least 2/3 of the current participants of the service area will be required.

Time Requirements – Staff & Elected Officials:

Some staff time required to draft the new bylaw for consideration by the ACRD Board of Directors.

Financial:

The cost for the provision of this service is borne by the service area participants. The apportionment of cost will be expanded to include the Uchuckelsaht First Nation if they join this service.

Policy or Legislation:

Maa-nulth Final Agreement and the *Local Government Act* apply.



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



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



February 4, 2020

Board of Directors
Alberni-Clayoquot Regional District Board of Directors
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Chair and Board,

The Uchucklesaht Tribe Government at their meeting held on February 4, 2020 resolved to forward a letter to the Alberni-Clayoquot Regional District requesting to join as a participating member on the Alberni Valley Regional Airport Service.

The Council resolution is attached for your reference.

Director of Operations, Carla Halvorsen
Uchucklesaht Tribe

Uchucklesaht Tribe



Government

**UCHUCKLESAHT TRIBE CERTIFIED RESOLUTION OF THE
EXECUTIVE GOVERNMENT**

February 4, 2020

Re: Alberni Valley Regional Airport Service

**Motion #11: Uchucklesaht Tribe Council agrees to participate
in the Alberni Valley Regional Airport Service
Motion Carried**

As the acting Law Clerk of the Uchucklesaht Tribe Government, I
certify this as a true copy of the resolution passed by the
Uchucklesaht Tribe Executive Council.

Law Clerk, Carla Halvorsen

Feb 4, 2020
M/D/Y





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: Sarah Holden, Junior Planner

Meeting

Date: February 12, 2020

Subject: TUP19013 – Maltby – 244 Albion Crescent

Recommendation

THAT the Board of Directors issue Temporary Use Permit TUP19013 for the operation of one (1) short-term vacation rental at a time within the existing duplex on the subject property.

Options Considered

1. That the Board of Directors issue Temporary Use Permit TUP19013 for the operation of one (1) short-term vacation rental (STR) at a time within the existing duplex on the subject property.
2. That the Board of Directors issue Temporary Use Permit TUP19013 for the operation of one (1) STR in a dedicated unit of the duplex on the subject property.
3. That the ACRD Board of Directors deny TUP19013.

Background

On January 22, 2020, the Board considered Temporary Use Permit TUP19013 which would have permitted two short term rentals (STR) within the duplex on the property described as LOT 13, PLAN 23318, DISTRICT LOT 469, CLAYOQUOT LAND DISTRICT located at 244 Albion Crescent in the Millstream area. A motion to issue TUP19013 was defeated at the January 22, 2020 meeting and the permit was not issued. The applicants have now asked to proceed with a permit that will allow for the use of one unit of the duplex to be used as an STR at a time rather than two STRs operated from the property at the same time. The permit attached to this memo has been amended to reflect the change in use to one STR at a time.

Renting one unit of the duplex at a time poses a challenge for enforcement as it will be more difficult to determine which unit is being used as an STR. Enforcing the use of a single dedicated side as an STR also poses challenges but ultimately would be easier to enforce. The ACRD will rely on the bylaw enforcement procedures currently in place to enforce the STR. The ACRD retains the ability to revoke the permit in the case of non-compliance.

If approved, the permit will allow the applicants to operate one side of the duplex as an STR at a time, rather than concurrent operation, for a two year term.

TUP19013

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

Prepared by: 

Sarah Holden, Junior Planner

Reviewed by: 

Mike Irg, MCIP, RPP, Manager of Planning & Development

Approved by: 

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, MCIP, RPP, Planner
Meeting
Date: January 22, 2020
Subject: TUP19013 – Maltby – 244 Albion Crescent

Recommendation

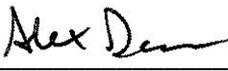
THAT the Board of Directors issue Temporary Use Permit TUP19013.

Background

On January 8, 2020, the Board considered an application for a Temporary Use Permit for the property described as LOT 13, PLAN 23318, DISTRICT LOT 469, CLAYOQUOT LAND DISTRICT located at 244 Albion Crescent in the Millstream area.

The Board recommended that the application proceed to the next stage of the Temporary Use Permit process. This involved advertising a notice in the newspaper and notifying all of the property owners and residents within 100 meters of the property, which has been completed. No written correspondence has been received to date. If any correspondence is received prior to the January 22, 2020 Board meeting, staff will inform the Board.

If approved, the permit will allow the applicants to operate two (2) separate short term vacation rental units, each with two (2) bedrooms per unit, within an existing duplex for a two-year term.

Prepared by: 
Alex Dyer, MCIP, RPP, Planner

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

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

TUP19013

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

TEMPORARY USE PERMIT NO. TUP19013

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: Peter Maltby and Jonathon Maltby

Address: 244 Albion Crescent

With respect to:

Legal Description: LOT 13, PLAN 23318, DISTRICT LOT 469, CLAYOQUOT LAND DISTRICT

PID: 003-080-617

Civic Address: 244 Albion Crescent

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Peter Maltby and Jonathon Maltby with respect to property legally described as LOT 13, PLAN 23318, DISTRICT LOT 469, CLAYOQUOT LAND DISTRICT subject to the conditions as follows:

1. This permit is issued for the operation of one (1) short-term vacation rental (STR) at a time within the existing duplex on the subject property.
2. The rental units shall not change the residential appearance of the duplex.
3. A maximum of two (2) persons shall be permitted per bedroom when the dwelling unit is being occupied as an STR.
4. The owner or a caretaker must live on-site or available within 20 minutes.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. This permit is valid for two (2) years from the date of execution.
7. 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 two (2) years or return the property to the original use permitted under the current Zoning.
8. 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.

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. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued or the property owner must return the property to the original use permitted under the current zoning by way of ceasing any short term vacation rental use or rezone the property.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on January 22, 2020.

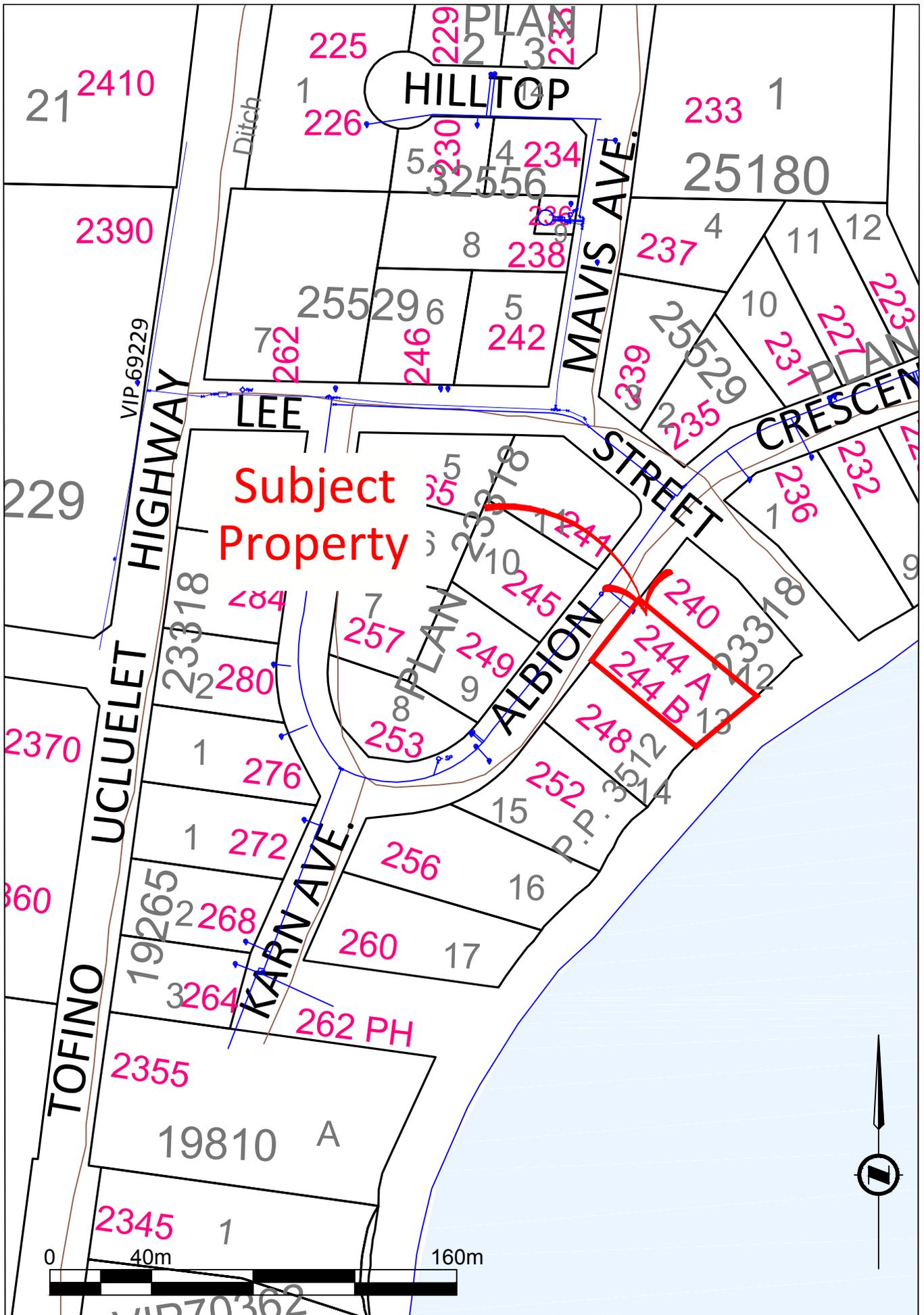
This permit was issued under the seal of the Regional District of Alberni-Clayoquot on January 22, 2020.

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

TUP19013

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?iit?ath 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)



Legal Description: LOT 13, DISTRICT LOT 469, CLAYOQUOT DISTRICT PLAN 23318



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, MCIP, RPP, Planner
Date: February 12, 2020
Subject: January 28, 2020 Alberni Farmers' Institute meeting

Recommendation: THAT the Board of Directors receive the memorandum.

Background: On January 28, 2020, the Alberni Farmers' Institute hosted a meeting with representatives from the Ministry of Agriculture (MOA) and the Agricultural Land Commission (ALC) to ask questions and discuss concerns about Bills 15 and 52.

The meeting was chaired by Anna Lewis from the Alberni Farmers' Institute and attended by Jennifer Dyson, ALC Chairperson; Kim Grout, ALC Chief Administrative Officer; Anna North, Acting Director of Policy and two staff representatives from the Ministry of Agriculture; five ACRD Electoral Area Directors, four ACRD staff members and 24 invited members of the Farmers' Institute, ACRD Agricultural Development Committee and Agricultural Advisory Committee and the MLA Office.

The meeting was an opportunity for local representatives to direct questions about Bills 15 and 52 to a panel that included Jennifer Dyson, Kim Grout and Anna North. Question topics included the organizational framework of the ALC, merit-based process to select ALC panel members, housing in the Agricultural Land Reserve (ALR), exclusion applications in the ALR, compliance and enforcement, cannabis production, surveillance and public engagement.

ACRD Planning staff in attendance noted the following highlights from the meeting:

- The Ministry of Agriculture published a "Residential Flexibility in the ALR" Policy Intentions Paper on January 27, 2020 which proposes policy direction to support secondary housing options within the ALR. The grandfathering period for property owners seeking authorization to place a manufactured home as a secondary dwelling has been extended to December 31, 2020. The Ministry is seeking public feedback on housing options in the ALR until April 17, 2020 with feedback directed to ALR_ALCRevitalization@gov.bc.ca. The Policy Intentions Paper is attached to this memo as Appendix 'A'.

- The province is not providing any direct financial support to local governments to account for additional resources required to consider ALR applications or administer policy directions set out in Bills 15 and 52, but the ALC is considering changes to the application fee structure.
- Approximately 350 complaints to the ALC are received per year with about 50% originating from local governments. 1% of the complaints result in an order given to the property owner.
- The ALC Chief Administrative Officer discussed cannabis regulation. The July 2018 Order in Council classified cannabis production as a “farm use” in the ALR only when grown lawfully:
 - Outdoors in a field;
 - Within a structure that has a base consisting entirely of soil; or
 - Within a structure that constructed, or commenced to be constructed, prior to July 13, 2018 for the purposes of growing crops within.
- Bill 52 clarified the province’s intention that all forms of cannabis production are classified as a “farm use” in the ALR and allowed local governments to restrict cannabis production where grown contrary to the three circumstances noted above. For example, Bill 52 allowed local governments to prohibit cannabis production within non-soil based structures built after July 2018.
- The ALC only considers soil and fill applications relating to cannabis facilities and the notice of intent applications are not referred to the local government. The ALC clarified that the ALC has no decision-making authority for cannabis as a farm use, only soil and fill applications. Local governments were not given the powers to regulate specific types of cannabis production locally until Bill 52 in February 2019. Personal and designated medical cannabis licenses, which the Regional District cannot regulate, were not discussed at the meeting.
- The ALC Chief Administrative Officer stated that local governments that are attempting to outright prohibit cannabis production are facing lawsuits.
- The ALC noted that short term vacation rental (STR) is permitted in the ALR subject to following the ALC’s agri-tourism policy and local government zoning.

Submitted by: 

Alex Dyer, MCIP, RPP, Planner



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



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

January 27, 2020

Introduction

This paper outlines the Ministry of Agriculture's (the Ministry) proposed policy direction to increase residential flexibility in the Agricultural Land Reserve (ALR).

The intentions summarized here have been developed through collaborative work with the Union of BC Municipalities, the Agricultural Land Commission (ALC) and the BC Agriculture Council and are responsive to what the Ministry heard during recent public consultations.¹

The Ministry is publicly sharing this proposed policy direction now in order to ensure those interested have an opportunity to review. As always, input from the public and from stakeholders is appreciated.

Context

In February 2019, the province brought into force amendments to the *Agricultural Land Commission Act* (Act) to better protect ALR land for farming. There were three key changes that:

- Directly address mega-mansions and speculation in the ALR by limiting the size of primary residences and empowering the ALC to approve additional residences for farm use;
- Restrict the removal of soil and increased penalties for dumping of construction debris and other harmful fill in the ALR; and,
- Reunify the ALR as a single zone, ensuring consistent rules with strong protections for all provincial ALR land.

The first change noted above included a phase-out of a long-standing previous rule that had allowed ALR landowners to place a small secondary residence in the ALR without ALC approval, so long as it was a manufactured home for immediate family members.

In response to some public concerns about this phase-out change, in July 2019, the Ministry delayed its implementation to February 22, 2020. This grandfathering period has now been extended a second time to December 31, 2020, in order to allow time for the possible implementation of the policy direction outlined in the paper.

During the September to November 2019 engagement, the Ministry heard a key theme: more flexibility is needed for residences in the ALR. Therefore, this work has been given priority.

The rationale for more residential flexibility is argued in a number of ways. For example, it may be necessary to keep a loved one, especially an aging parent, on the property. It creates options for jointly owning a property (for farming or not). It can provide a residence for a farmer transitioning out of farming, or for a young or new person transitioning into farming. It can create efficiency for small-scale farmers as it could allow for farmer or farm-worker accommodation, without the need to apply to the ALC. Or it could be simply needed as a source of rental revenue (that may or may not be invested back into a farm).

Current and previous legal framework relating to secondary residences

Recent changes to the Act and regulations modified approval processes for residential uses. Under the previous law, local governments (LG) had the authority to approve all principal residences (up to any size

¹ See <https://engage.gov.bc.ca/supportingfarmers/> for more information on the Supporting BC Farmers public engagement.

as stipulated in bylaws) in the ALR, and LG had the authority to approve additional residences if they were necessary for farm use. In practice, if a LG did not want to approve, or was not sure if the additional residence was necessary for farm use, or it wasn't for farm use, the owner then applied to the ALC through a non-farm use application.

The Act and regulations additionally permitted the following dwelling types without a decision from the ALC if local bylaws allowed them to be constructed:

- Zone 1: one secondary suite in the single family dwelling, and either one manufactured home 9 meters wide for immediate family; OR, an accommodation constructed above an existing building on the farm and that has only a single level.
- Zone 2: one secondary suite in the single family dwelling, and either one manufactured home (as above); OR, an accommodation constructed above an existing building on the farm and that has only a single level; and, if parcel is greater than 50 hectares a residence that fits all residential needs into an area of 4,000m².

After the recent amendments, a LG can only approve a principal residence if the total floor area is less than 500m² (5,400ft²) but may also restrict the principal residence to a smaller size by bylaw. A suite within a principal residence's total floor area is still permitted if a LG permits it by bylaw. A principal residence larger than 500m² (5,400ft²) or an additional residence now requires application to the ALC. The ALC may not approve an additional residence unless it is necessary for farm use.

Considerations

The policy work outlined below will maintain the purpose of the Act and its regulations, is also guided by the results of the Minister of Agriculture's Advisory Committee on ALR Revitalization² (the Committee), including the core ALR policy objectives that came out of the Committee's work to:

- Preserve the productive capacity of ALR land.
- Encourage agriculture as the priority use of ALR land.
- Strengthen ALR and ALC administration and governance to increase public confidence and ensure land use regulation and land use decisions preserve agricultural land and encourage farming and ranching in the ALR.

The Ministry will also consider how to incorporate views on residential flexibility that were raised through recent engagement, such as:

- Many participants expressed a desire to allow for a small second residence for all ALR land owners without requiring ALC approval;
- Some ALR landowners felt uncertain over their ability to replace a structure if it is destroyed (75% or more), or needs to be replaced because it is in disrepair;
- Some retiring and new farmers felt disadvantaged because they can't provide a secondary residence for family/workers without approval from the ALC;
- Participants generally wanted to ensure that the needs of LG, First Nation governments and regional districts are considered in the development of any future policy changes;
- It was recognized that some regional districts do not have zoning bylaws and there is a need to consider what this might mean against any policy options; and,

² See <https://engage.gov.bc.ca/agriculturalallandreserve/> for more information on the independent committee's work.

- BC ALR regions have different residential land uses, including the size of properties, population densities, and pressures to use ALR for non-farm uses.

These and potentially other considerations that were brought forward from the Committee's work and the Supporting BC Farmers engagement will help guide the Ministry in its work to increase residential flexibility in the ALR.

Proposed policy direction

In order to support farmers and non-farmers living in the ALR, the Ministry is considering a change to regulations that will enable landowners in the ALR to have both a principal residence and a small secondary residence on their property, provided they have approval from their LG. In other words, there would be no required application to the ALC. Further, the province would not impose restrictions to require this secondary residence be a manufactured home, or be for an immediate family member, or be part of a farming plan.

Farmers have always had the option to build additional residences in the ALR (two, three or more), provided they are needed for farming and have approval from LG and the ALC. The ALC routinely provides this approval for farming purposes.

The primary use of ALR land is, and will continue to be, for agriculture. Residential uses should be developed in a way that minimizes disturbance to agriculture. New secondary residences should be registered with the ALC for long-term land-use planning purposes.

This direction does not include reconsideration of the maximum size of a principal residence; nor changing the ALC as the decision maker for additional residences for farm use.

In terms of defining a "small secondary residence", consideration will be given to:

- a manufactured secondary home with conditions such as whether:
 - the foundation type should be limited to a concrete slab and no basement;
 - it can be restricted to a maximum of 9 meters in width and 22.86 meters in length; and
 - it can be restricted to the Canadian Standards Association (CSA) Z240 Manufactured Home (MH) series.
- a garden suite, guest house or carriage suite (e.g. usually meaning a detached dwelling, often no larger than 90m²).
- accommodation above an existing building on a farm with conditions on what type of existing structure it could be built on and whether it can be located on a parcel that already has a suite in the principal residence.
- permitting a principal residence to be constructed in addition to a manufactured home that was placed as the first principal residence.

Any of these concepts may also consider:

- per parcel, the maximum number of residences, maximum size, siting, and total floor area.
- how to preserve a total cumulative floor area of residential uses on a single parcel (e.g. additional dwellings that may be reintroduced so as not to exceed 500m² when added to principal dwelling).
- options to minimize impact on agriculture.

Next steps

Nothing in this paper should be considered as a final decision; it should be viewed as a policy direction and development guidance document. Its purpose is to inform interested parties and to assist Ministry discussions in further developing and finalizing the policy ideas presented in this document.

This Intentions Paper and links to current legislation are posted on the BC Government website and can be accessed via the following link: <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/agricultural-land-reserve/the-agricultural-land-reserve>

The Ministry has created a technical review committee that includes the Ministry of Agriculture, ALC, Ministry of Municipal Affairs and Housing, Union of BC Municipalities, and the BC Agriculture Council. As part of the technical review committee process, the Ministry also works directly with local governments from across British Columbia. The Ministry will work through this technical review committee process on the further refinement of these options until April 17th, 2020, in preparation for potential recommendations to government.

Individuals or associations who would like more information on this process, or who want to provide feedback for policy consideration, should contact ALR_ALCRevitalization@gov.bc.ca, write the Minister of Agriculture at PO Box 9043 Victoria BC V8W 9E2, or call the AgriServiceBC line at 1 888 221-7141.

- Next Generation 9-1-1
- What is the Solution
- The How
- Timelines
- Next Steps
- Costs

Next Generation 9-1-1 Overview

What is Next Generation 9-1-1 (NG9-1-1)?

- **NG9-1-1** - an initiative at updating the 9-1-1 service infrastructure to improve emergency communications in a growing wireless mobile society.

Why is NG9-1-1 so Important?

- When 9-1-1 technology was created 50 years ago it was designed for analog wireline phones.
- Landlines are being used less and less these days & 88% of Canadians have at least 1 mobile device registered to them with a data plan
- Technology is evolving at a rapid pace.

Next Generation 9-1-1

Public Expectation

- The public expects to be able to call 9-1-1 from any device, from any location.
- If Snapchat and Uber can know precisely where a caller is, why can't 9-1-1?



Next Generation 9-1-1

What Is The Solution?

- The Change to NG9-1-1 requires upgrading
 - From Legacy 9-1-1 to NG9-1-1
- This transition is not optional. It's mandated by CRTC (Canadian Radio Television & Telecommunications Commission).
- By June 2023, all current Legacy 9-1-1 systems will be officially decommissioned.





Legacy 9-1-1



Legacy Circuit Switch



Voice/Text* Only



Network Location Only



Basic Information: name, call back number, location, service provider class of service etc.



Master Street Address Guide Based Call Routing

NG9-1-1



IP Based



Multimedia/RTT Capable



Multiple sources of location information (Network, GPS, Device)



Enhanced Details on The Call, The Caller and The Location



Geodetic Routing of Calls



Legacy 9-1-1 vs NG9-1-1 Comparison

**Text With 9-1-1 Service for the deaf, deafened, hard of hearing or speech impaired (DHHSI) community.*



The How....

Determine, assess, and plan for the following over the next three years;

Step 1 - 9-1-1 Equipment Migration to NG9-1-1 Ready

Step 2 – Supporting Text-to-911

Step 3 – Data storage options & retention policies

Step 4 – Training and Standard Operating Procedures



The How....

Step 5 - Data sharing between PSAPS.

Step 6 - Support Multimedia such as photos

Step 7 - Conversion of current map data to NG9-1-1 standards

Step 8 - Geospatial Routing

Step 9 - Support streaming video



Next Steps

- Capital Project Plan
- NG9-1-1 Advisory Committee
- Develop Communications Plan
- Budget Considerations
- Operational Impacts
- Implementation



Notes:

- Purple denotes CRTC decisions, deadlines & Telecommunications Service Provider Obligations (TSP)
- Red denotes PSAP activities and deadlines

Mandated NG9-1-1 Transition Timelines



2020 Timelines

- Q1 Budget Approval
- Q1 Upgrade Infrastructure from Telus
- Q2 CAD Software Upgrade
- Q2 Procure, Install & test IP Phone System
- Q2 Test & transition to ANI/ALI over IP
- Q2 Procure Soft Phone and Provide Training
- Q3 Transition from Legacy to IP based phone system
- Q3 Update Operating Procedures to meet NG9-1-1 requirements
- Q4 Upgrade software to accommodate Real Time Text
- Q4 Testing and Training of RTT to meet 2020 timeline



- Budget process – Funds being provisioned for capital requirements in 2020
- Provide support & training to staff for changes to CAD & other software as part of a change management initiative
- Determine ongoing operating costs associated to NG9-1-1
- Through a NG9-1-1 Advisory Committee review implications as they relate to staffing, training and changes in operations.

Cost and Resource Implications

Questions?

