



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 9, 2020, 1:30 pm

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at:

<https://www.acrd.bc.ca/events/9-12-2020/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at: https://portalberni.zoom.us/webinar/register/WN_AheUpgliSlmy1R-W43ZgBw

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
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/UNWEIGHTED)	
a. Board of Directors Meeting –November 25, 2020	7-15
<i>THAT the minutes of the Board of Directors meeting held on November 25, 2020 be adopted.</i>	
b. Alberni Valley Airport Advisory Committee Meeting – December 2, 2020	16-18
<i>THAT the minutes of the Alberni Valley Airport Advisory Committee meeting held on December 2, 2020 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	

- a. **Chris Sullivan, Director, Capital Planning & Leasing, Kevin Daniel, Manager, Capital Planning, Island Health, Marie Duperreault, Director, Alberni-Clayoquot Region, Vancouver Island Health Authority, Capital Plan Update.**
- b. **Heather Shobe, Eden Tree, Year End Update to Agricultural Support Initiatives in the Alberni Valley and Coastal Communities.** 19-35
- c. **Ursula Banke, Community Liaison/Employment Centre Coordinator, WorkBC, West Coast Local Labour Market Information Project Presentation.** 36-38

6. CORRESPONDENCE FOR ACTION
(ALL/UNWEIGHTED)

7. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)

- a. **ISLAND CORRIDOR FOUNDATION** 39-40
Island Corridor Foundation Works to Keep the Magic of the Holidays Alive for Nanaimo Children
- b. **REGIONAL DISTRICT OF NANAIMO** 41
Congratulations to Chair John Jack
- c. **ISLAND COASTAL ECONOMIC TRUST**
 - New Small Capital Funding Projects Support Safety, Accessibility and Livestreaming 42-46
 - ICET Announces New Board and Executive Members 47-50
- d. **CITY OF FORT ST. JOHN** 51-52
UBCM Convention Schedule
- e. **BC TRANSIT** 53-55
Business Development – BC Restart Funding Update

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** 56-60
2021 ACRD Board, Committee & Financial Plan Meeting Schedule
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2021 ACRD Board, Committee & Financial Plan meeting schedule as presented.

- b. **REQUEST FOR DECISION** 61-68
Adoption - Bylaw E1054-1, Beaver Creek Waters System Local Service Area Amendment, 2020

- b. **RE20011, NEUWIRTH, 6008 GRANDVIEW ROAD (BEAVER CREEK)**
Rezoning Application – Report and Bylaw P1421

164-177

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1421 be read a first time;

THAT the public hearing for Bylaw P1421 be delegated to the Director for Electoral Area ‘E’, the Alternate Director or the Chairperson of the Regional District;

THAT the Board of Directors confirm that adoption of Bylaw P1421 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;

Meeting technical referral agency requirements.

- c. **RF20006, SHERWOOD, PARCEL A SHERWOOD ROAD (CHERRY CREEK)**
Rezoning Application – Report and Bylaw P1413

178-188

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1413 be read a first time;

THAT the public hearing for Bylaw P1413 be delegated to the Director or the Alternate Director for Electoral Area “F”, the Chairperson of the Electoral Area Directors Committee, or the Chairperson of the Regional District;

THAT the Board of Directors confirm that adoption of Bylaw P1413 is subject to:

Confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for industrial uses.

Environmental report prepared by a Registered Professional Biologist providing development recommendations to mitigate impact on the adjacent Roger Creek ravine.

Meeting technical referral agency requirements.

10. REPORTS

10.1 STAFF REPORTS (ALL/UNWEIGHTED)

- a. **Emergency Operations Centre Update – verbal report**
– Heather Zenner
- b. **January 2021 Directors Meeting Schedule**

189

c. **Building Inspector's Report – November 2020**

190

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

10.2 COMMITTEE REPORTS

**10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)**

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions
- d. Air Quality Council, Port Alberni – D. Bodnar
- e. West Coast Aquatic Board – K. Roberts
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. West Island Woodlands Advisory Group – J. McNabb
- i. Agricultural Development Committee – T. Shannon/P. Cote
- j. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public participating in the Zoom meeting.

Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at responses@acrd.bc.ca and will be read out by the Executive Assistant at the meeting.

14. RECESS

(ALL/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/UNWEIGHTED)

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

- i. 90 (1) (c) labour relations or other employee relations;*
- ii. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
 - 21 (1) (a) (ii) of FOIPPA: commercial, financial, labour relations, scientific or technical information of or about a third party;*
- iii. 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.*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN
(ALL/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, January 13, 2021, 1:30 PM
Regional District Board Room
Via Zoom Webinar



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 25, 2020, 1:30 PM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

- DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Vice-Chairperson, Director, Electoral Area "E" (Beaver Creek)
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)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino (Alternate)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Jenny Brunn, Interim General Manager of Community Services
Heather Zenner, Protective Services Manager
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/25-11-2020/>

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 throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. **APPROVAL OF AGENDA**

MOVED: Director McNabb

SECONDED: Director Cole

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 12, 2020

MOVED: Director Shannon

SECONDED: Director Beckett

THAT the minutes of the Board of Directors Meeting held on November 12, 2020 be adopted.

CARRIED

b. Beaver Creek Water Advisory Committee Meeting – November 18, 2020

MOVED: Director McNabb

SECONDED: Director McCarthy

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on November 18, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Ms. Amira Strain - Alberni Valley Community Coordinator, Marianne Paquette - Hitacu-Macoah Community Coordinator, Bob Hansen – Pacific Rim Coordinator, and Mandy Ross – Bamfield Coordinator for WildSafeBC regarding the end of the season report.

The delegates each provided information and stats from the WildSafe BC Program on the number of recorded interactions between wildlife and humans throughout various locations of the ACRD in 2020. Reports of interactions with bears was down, interactions with cougars were up and interactions with wolves were a down. They also provided an update on their program activities during 2020. The Wildlife Alert Reporting Program (WARP) is a program developed by WildSafe BC. This program also allows the public to see what wildlife has been reported in their neighborhood and be alerted of new sightings. to enable the public to view reports of wildlife in BC.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Shawnigan Lake Museum Expansion to Boost Visitation and Expand Cultural Heritage
- b. **ISLAND COASTAL ECONOMIC TRUST**
Plan to Attract Home-Based Knowledge Workers to North Island Set in Motion
- c. **BREAD OF LIFE**
Thank-you Letter
- d. **VANCOUVER ISLAND ECONOMIC ALLIANCE**
State of the Island Economic Report 2019

MOVED: Director Shannon

SECONDED: Director Bodnar

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Boundary Extension – Beaver Creek Water System Local Service Area**

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1054-1, Beaver Creek Water System Local Service Area Amendment, 2020.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1054-1, Beaver Creek Water System Local Service Area Amendment, 2020.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board give third reading to Bylaw E1054-1, Beaver Creek Water Local Service Area Amendment, 2020.

CARRIED

b. Request for Decision regarding AVRA – Public Request to Lease Lot #9

*MOVED: Director Cote
SECONDED: Director Bodnar*

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Formula Photographic Inc. for lot # 9 at the Alberni Valley Regional Airport (AVRA) effective January 1st, 2021 to December 31st, 2024 at a rate of \$1529.78 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

c. Request for Decision regarding AVRA – Public Request to Lease Lot #18 & #19

*MOVED: Director Cote
SECONDED: Director Haggard*

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Dan Newnham for lot #18 & #19 at the Alberni Valley Regional Airport (AVRA) effective January 1st, 2021 to December 31st, 2024 at a rate of \$3084.28 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

**a. DVA20006, DOMBI-SAHI, 422 BURLO ISLAND (BAMFIELD)
Development Variance Permit Application – Report**

*MOVED: Director Beckett
SECONDED: Director Roberts*

THAT the Board of Directors consider issuing development variance permit DVA20006, subject to:

Confirmation from the Province of BC that the conditions in Restrictive Covenant ET78675 have been satisfied.

Substantive restoration and planting of the cleared portions of the development permit area, as outlined in the biologist's report, be undertaken prior to the Board making a final decision on this variance.

Neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- b. DVC20007, LAING, 1150 SIXTH AVENUE, SALMON BEACH (LONG BEACH)**
Development Variance Permit Application – Report

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVC20007 subject to:

Removing the attached covered porch from the storage building.

Neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- c. TUP20003, LANE, 212 ALBION CRESCENT, MILLSTREAM (LONG BEACH)**
Temporary Use Permit Application – Report

MOVED: Director Roberts

SECONDED: Director Cote

THAT the Board of Directors consider issuing Temporary Use Permit TUP20003 subject to neighbour notification as per Local Government Act s.494.

CARRIED

9.2 ALL DIRECTORS

- a. AMEND UBCM HOUSING NEEDS REPORT APPLICATION FOR TOQUAHT NATION (ALL AREAS)**
Request for Decision

MOVED: Director Johnsen

SECONDED: Director Roberts

THAT the ACRD Board of Directors direct staff to apply to the UBCM Housing Needs Report program to change the approved Alberni-Clayoquot Regional District Housing Needs Report project scope of work and budget to include Toquaht Nation.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – December 2020**
- b. **Building Report – October 2020**
- c. **Emergency Operations Centre Update – verbal report – Heather Zenner**

The Protective Services Manager provided an update on 941 COVID cases across the province and the current provincial orders in effect.

MOVED: Director Roberts

SECONDED: Director Bodnar

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – J. McNabb**

Director McNabb reported that they are reviewing the 2021 budget. ACRD Police calls were 5832 up to September 20, 2020, which is the second highest in the 9-1-1- area. He also mentioned there is work being done on new innovated methods to how 9-1-1- can receive calls in the coming year.

- b. **Vancouver Island Regional Library – P. Cote**

Meeting was held on Saturday, Nov. 21st at which the Administrator announced her retirement in August of 2021. Libraries are all open but four of them. VIRL will be asking to be accredited to be an essential service.

- c. **Alberni Valley Chamber of Commerce – S. Minions**

No Report.

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

Director Bodnar provided an update from the meeting held Nov. 5th. Corinne Schiller, from Environment Canada gave a presentation on a project they are working on in collaboration with Prince George University in conducting a small pilot program that utilizes small low-cost sensors.

Environment Canada is looking for Community partners to utilize small low-cost sensors and suggested Port Alberni would be a good place to use more sensors to gather data. Ana Lewis will approach the AAQS and see if there is interest in utilizing some funding to purchase additional sensors.

Wood stove exchange program - recently, there has been 4 vouchers requested for 3 upgrades and one conversion. They continue to discuss how to regulate wood stove emissions.

- e. **West Coast Aquatic Board – K. Roberts**

No report.

- f. Association of Vancouver Island & Coastal Communities – P. Cote**
No report.
- g. Beaver Creek Water Advisory Committee – J. McNabb**
Director McNabb provided an update from the meeting held on Nov. 18th including the Committee’s interest in retaining the McKenzie Road Pump Station.
- h. West Island Woodlands Advisory Group – J. McNabb**
Director McNabb provided an update from the meeting. There was discussion in regards to the old growth forest report from the Province.
- i. Agricultural Development Committee – T. Shannon/P. Cote**
Director Shannon reported that there was no held meeting in November. The meeting will be held December 8th. The Canadian Association of Fairs and Exhibitions awarded the Alberni Fall fair one of the innovation awards on going virtual this year.
- j. Other Reports**
Director Cote reported that she attended the Vancouver Island Coastal Community Climate Action Resiliency Summit and will share her notes with the Directors. Director Cote also reported that she recently met with Mosaic to discuss issues around Sproat Lake. She also met with BC Timber Sales regarding cut blocks in Sproat Lake area.

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public attending the meeting via Zoom webinar. The Executive Assistant advised there were no questions from the public.

In order to provide the public with an opportunity to ask questions or provide input to the Board of Directors respecting a topic on the agenda, the Regional District set up an email address responses@acrd.bc.ca. The Executive Assistant reported there were no questions or comments received from the public with respect to the meeting today.

14. IN-CAMERA

MOVED: Director Jack
SECONDED: Director Bodnar

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

- i. 90 (1) (c) labour relations or other employee relations;*
- ii. 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;*
- iii. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
 - 21 (1) (c) (i) of FOIPPA: The head of a public body must refuse to disclose to an applicant information; the disclosure of which could reasonably be expected to; harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 3:21 pm.

The meeting was re-opened to the public at 4:19 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the Alberni Clayoquot Regional District Board of Directors authorize the Chair and CAO to negotiate and execute a three (3) year term contract with two (2) options to renew for the Processing of Organic Waste in the Alberni Valley to the Earth, Land and Sea Compost Corporation for the estimated annual contract value of \$297,500.

THAT the Alberni Clayoquot Regional District Board of Directors authorize the CAO to negotiate and execute a contract with Rollins Machinery for the supply and distribution of household waste collection carts.

THAT the Alberni Clayoquot Regional District Board of Directors authorize the purchase of carts for phase 1 of the organics diversion project for the contract value of \$1,723,634.

16. ADJOURN

MOVED: Director Roberts
SECONDED: Director Beckett

THAT this meeting be adjourned at 4:19 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Douglas Holmes
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, DECEMBER 2, 2020, 1:30PM

Due to COVID-19 pandemic, meeting conducted via Zoom video/phone conferencing

- MEMBERS PRESENT:** Mike Ruttan, Chairperson, Member at Large, Alberni Valley
Debbie Haggard, ACRD Director, Councillor, City of Port Alberni
Penny Cote, ACRD Director, Electoral Area "D" (Sproat Lake)
Bob Kanngiesser, Member at Large, Alberni Valley
Shelley Crest, Port Alberni Port Authority
Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)
Brandy Lauder, GIS/Councillor, Hupacasath First Nation
- REGRETS:** Richard Watts, Councillor, Tseshaht First Nation
Wilfred Cootes, ACRD Director, Councillor, Uchucklesaht Tribe Government
- GUESTS:** Mark Duncan, AeroEdge Consulting Inc.
Andrew Cuthbert, Urban Systems Ltd.
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Mark Fortune, Airport Manager
Janice Hill, Executive Assistant
Pat Deakin, Economic Development Manager, City of Port Alberni

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:31 pm.

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

2. APPROVAL OF AGENDA

MOVED: P. Cote
SECONDED: D. Haggard

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Alberni Valley Regional Airport Advisory Committee Minutes – July 23, 2020.**

MOVED: D. Savard
SECONDED: S. Chrest

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 23, 2020 be adopted.

CARRIED

4. REPORTS

The CAO provided a verbal summary of some key points in the policies included in the agenda.

a. **Information Report – Conflict of Interest Policy**

MOVED: P. Cote
SECONDED: S. Chrest

THAT the Alberni Valley Regional Airport Advisory Committee receive the report.

CARRIED

b. **Information Report – Rules Relating to In-Camera Committee Meetings**

MOVED: P. Cote
SECONDED: S. Chrest

THAT the Alberni Valley Regional Airport Advisory Committee receive the report.

CARRIED

- c. **Visioning and Strategic Plan for the Alberni Valley Regional Airport – Conversation led by consultants Mark Duncan and Andrew Cuthbert.**
Mark Duncan and Andrew Cuthbert discussed the next steps for the Visioning and Strategic Plan process for the AVRA and requested feedback from the committee on the survey that will be distributed to interested parties, stakeholders, First Nations and the public on a variety of topics related to the future vision and use of the airport. Feedback was provided to the consultants including extending the open period for the questionnaire to January 15, 2021.

Bob Kanngiesser left the meeting at 1:58 pm.

MOVED: P. Cote
SECONDED: S. Chrest

THAT the Alberni Valley Regional Airport Advisory Committee receive the report.

CARRIED

5. **UNFINISHED BUSINESS**

6. **ADJOURN**

MOVED: S. Chrest

SECONDED: P. Cote

THAT the meeting be adjourned at 2:35 pm.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Douglas Holmes,
Chief Administrative Officer

ACRD: Agricultural Plan Implementation Project Strategic Plan, 2019 – 2021

Visions (Alberni Agriculture Plan, 2011):

“The community in the Alberni Valley will create a positive environment for agriculture by recognizing the requirements of agriculture and encouraging new and established farms to participate in a supportive agricultural framework.

“The Alberni Valley is a place where farmers thrive because of their contribution to the economy, environment, character and health of the community and its people”.

Mission (Alberni Agriculture Plan, 2011):

The mission is to develop the capacity of the resources (land, people and capital) to allow the community to produce 40% of the food consumed locally. The mission that flows out of this plan is to build the capacity to vastly increase the food self-sufficiency of the Alberni Valley. While some in the community wanted to aim higher, the consensus was to target 40%. This plan is based on a 20 year target that would develop the resources (land, labour, capital and management ability) to achieve 40% food self-sufficiency.

2019-2021 Strategic Plan, Summary

The ACRD’s Agricultural Plan Implementation Project was launched in 2014 with the hiring of contracted ‘Agricultural Support Workers’ working on a part-time and seasonal basis. Significant process has been made in meeting the goals of the 2011 Agricultural Plan (see Appendix 1). The project has garnered attention from Provincial representatives and has successfully secured additional funding for many agricultural initiatives within the region. It has also increased public and producer engagement in local food initiatives and supported the efforts of regional food-related businesses and non-profit organizations.

The 2019-2012 Strategic Plan is based on the recommendations outlined in the *2018 Agricultural Support Workers Final Report* and endorsed by the ACRD’s Agricultural Development Committee (ADC).

This Work Plan outlines 4 Fundamental Goals for the current stage of the Project: 1) Support Community Agricultural Events; 2) Support of Producers and Related Organizations: Communications and Relationships; 3) Programme Support, and; 4) Administration, Long Term Viability, and Succession Planning. Corresponding objectives, activities, timelines, resources, expected outcomes/deliverables, and monitoring/evaluation components are indicated.

ACRD: Agricultural Plan Implementation Project Strategic Plan, 2019 – 2021

Fundamental Goals and Primary Objectives

Fundamental #1: Support Community Agricultural Events

Primary Objectives:

- | | | | |
|-----|---|-------|----------------------------------|
| 1.1 | Island Agriculture Show, various Vancouver Island Communities | 1.7 | Alberni Fall Fair, Port Alberni |
| 1.2 | West Coast Farm and Garden Show, Tofino | 1.8 | Family Farms Day, Alberni Valley |
| 1.3 | Seedy Saturday, Port Alberni | 1.9 | Harvest Event, Port Alberni |
| 1.4 | Community Health Fair, Echo Center | 1.101 | Other |
| 1.5 | Spring Fling, Beaver Creek Community Hall | 1.11 | West Coast Events, Various |
| 1.6 | Seedling Sale, Echo Center | | |

Fundamental #2: Support of Producer and Related Organizations: Communications and Relationships

Primary Objectives:

- | | | | |
|-----|---|-------|--|
| 2.1 | Increase public and producer education and awareness about agriculture | 2.6 | Support agricultural education at Alberni Fall Fair |
| 2.2 | Maintain strong social media presence through What's on Your Fork FB page | 2.7 | Network/build relationships with producer-related community groups |
| 2.3 | Maintain productive relationship with ADC member organizations | 2.8 | Network/build relationships with primary producers and processors |
| 2.4 | Liaise with AVTTS Food Group | 2.9 | Increase collaboration with Provincial Government |
| 2.5 | Support Growth of AFI | 2.101 | Increase First Nation involvement in agricultural programs |

Fundamental #3: Programme Support

Primary Objectives:

- | | | | |
|-----|---|-------|--|
| 3.1 | Continue with a limited Grow Local Program supportive of backyard growers | 3.7 | Complete a review of Alberni Agricultural Plan |
| 3.2 | Lobby for Regional Designation under Provincial Meat Inspection Regulations | 3.8 | Study impact/feasibility of expansion of Regional Agricultural Support |
| 3.3 | Continued Armyworm monitoring program and outreach within Alberni Valley | 3.9 | Support the production of quality humus through Organic Waste Initiative |
| 3.4 | Agriculture inclusion in Regional Emergency Operations Procedures | 3.101 | Ensure Agricultural input in Water Planning initiatives |
| 3.5 | Support implementation of Coastal Addendum | 3.11 | Annual publication of West Coast Growers' Guide |
| 3.6 | Collect Comprehensive producer data | | |

Fundamental #4: Administration, Long Term Viability, and Succession Planning

Primary Objectives:

- | | | | |
|-----|--|-----|---------------------------------------|
| 4.1 | Assist with development of supportive Municipal, Regional, and Provincial Policies | 4.4 | Secure grant funding |
| 4.2 | Ensure functional ADC operations | 4.5 | Ensure clear budgeting and accounting |
| 4.3 | Draft and update Strategic plans and associate workplans where required | | |

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #1: Support Community Agricultural Events

Fundamental Goal #1: Support Community Agricultural Events			
	Objective/Event	Primary Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
1.1	Island Agriculture Show, various Vancouver Island Communities	<ul style="list-style-type: none"> • ACRD Booth at both 2019 and 2020 IAS, with participation/support of AFI and other members • Hosted special event (System Change) at 2020 IAS 	<ul style="list-style-type: none"> • Continue to host booth (no show in 2021) • Continue to host special events in conjunction with show, where funding allows • Host IAS in Port Alberni 2023 or 2024 • AFI/AFH
1.2	West Coast Farm and Garden Show, Tofino	<ul style="list-style-type: none"> • Facilitated Alberni Cooperative Farmers' Market table in 2019 and 2020, about \$2500 of Alberni product sold/year (supported by AFH) • Facilitated workshops in 2020 • CAR held in conjunction with 2020 WCFGS 	<ul style="list-style-type: none"> • Continue to facilitate Cooperative Market table • AFH, TCFI
1.3	Seedy Saturday, Port Alberni	Assisted with promo of 2019 event; worked with AFH to highlight Farmers' Markets in 2020 but event was cancelled due to Covid	Continue to support and engage public at event, with AFH and WFWI
1.4	Community Health Fair, Echo Center	Personned booth at Health fair in 2019	Continue to engage in Health Fair-like activities, with AFH, NTC
1.5	Spring Fling, Beaver Creek Community Hall	Assisted with promo in 2019	Continue to assist with promo and consider PR activities in conjunction with event, with AFI/AFH
1.6	Seedling Sale, Echo Center	Assisted with promo and event facilitation in 2019, with AFH	<ul style="list-style-type: none"> • Continue to support and engage more producers in an expanded event • W/ Rollin Art Centre's Annual Book Sale, AFI, producers, Chamber
1.7	Alberni Fall Fair, Port Alberni	<ul style="list-style-type: none"> • Hosted ACRD education and information booth in 2019 • Helped to develop and facilitate the Home Grown Grocery Event in 2019 and virtually in 2020 • Helped to promote and support the 2020 Virtual Fair • Hosted ACRD and Family Farm Day Virtual Booths in 2020 	<ul style="list-style-type: none"> • Continue to support ADFF and create activities for public engagement and education in conjunction with the Fair • With AFI/AFH/producers, Chamber
1.8	Family Farms Day, Alberni Valley	<ul style="list-style-type: none"> • Facilitated 2019 Family Farms Day event • Created a virtual Family Farms Day event in 2020 	Continue to host a Family Farms Day event annually, with AFI, AFH, producers, Chamber
1.9	Harvest Event, Port Alberni		Consider development of an annual Fall Harvest event, with AFI, AFH, Chamber
1.10	Other	Hosted informational table at Family Food Fest in June 2019	Consider other events where agri/food could be highlighted
1.11	West Coast Events, Various		Ensure ADC and Alberni Valley products are highlighted in WC events

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #2: Support Producers and Related Organizations: Communications and Relations

Fundamental Goal #2: Communications, Relationships, and Support of Producers and Related Organizations			
	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
2.1	Increase public and producer education and awareness about agriculture	<ul style="list-style-type: none"> • Participation in events listed under Fundamental Goal #1 • Responded to inquiries via social media, phone calls, and emails • Managed 2 e-newsletters, delivered to subscribers approx monthly - 1) commercial agricultural focus and 2) Grow Local focus • Hosted an accessible virtual Family Farms Day event, highlighting local producers and production methods • Continue to populate ACRD Website's Agricultural pages with relevant documents and information 	<ul style="list-style-type: none"> • Work with Chamber to develop marketing and PR initiatives • Continue to support Grow Local programming • Engage or support AFI, Farmers' Market, and City of Port Alberni in public education opportunities • Support continuation of the Food Rx program and related local agriculture promotion
2.2	Maintain strong social media presence through What's on Your Fork FB page	<ul style="list-style-type: none"> • Managed Facebook Page throughout 2019 and 2020, sharing info relating to Alberni, West Coast, and Provincial/Federal initiatives • As of Dec 1, 2020 there are 690 page 'Followers', only 1 person 'unliked' the page in the past year • Also launched 'Grow Local Alberni Valley' (GLAV) Facebook page in April 2020; 576 'Followers' as of Dec 1, 2020 	<ul style="list-style-type: none"> • Continue to manage ACRD Whats' on Your Fork page • Support AFH/AFI to take on management of GLAV
2.3	Maintain productive relationship with ADC member organizations	<ul style="list-style-type: none"> • Held about 10 ADC meetings annually • Drafted monthly reports, distributed minutes • Engaged with Members individually and encouraged collaboration and partnerships within emerging initiatives • Participated in steering committee for the Dock+'s development • Reviewed and provided feedback for terrestrial equipment lists and kitchen design at the Dock+ • Wrote and shared project reports and updates 	<ul style="list-style-type: none"> • Continue to build a strong collaborative ADC table • Encourage Members to take on leadership roles in table processes • Ensure Member equity by reducing volunteerism and ensuring all members are compensated for their time and efforts
2.4	Liaise with AVTTS Food Group	<ul style="list-style-type: none"> • Worked with AVTTS Food Group (now Alberni Food Hub-AFH) to support and promote agri and food security related programming • Partnered strongly with AFH in Grow Local programming, particularly in 2020 with Garden Starter Packs and educational e-newsletters • Support AFH in new 'Hospital to Community Nutrition Security Coalition' 	<ul style="list-style-type: none"> • Work more closely to mentor and support AFH coordinator • Work with IH to stimulate increased organizational capacity • Provide core funding where resources are available
2.5	Support Growth of AFI	<ul style="list-style-type: none"> • Drafted successful application to BC Rural Dividend Fund for Fire Mitigation and Field Trials Project • Attended AFI meetings to solicit member feedback and share ACRD Program updates • Supported AFI lobby for Regional Designation • Engaged with AFI on land use and regulatory issues 	<ul style="list-style-type: none"> • Continue to participate in AFI events and meetings • Support implementation of Fire Mitigation and Field Trials Project • Provide mentorship to AFI to increase capacity, employ student, stimulate increased capacity and programming • Provide core funding where resources are available
2.6	Support agricultural education at Alberni Fall Fair	<ul style="list-style-type: none"> • Hosted ACRD education and information booth in 2019 • Helped to develop and facilitate the Home Grown Grocery Event in 2019 and virtually in 2020 • Helped to promote and support the 2020 Virtual Fair • Hosted ACRD and Family Farm Day Virtual Booths in 2020 	<ul style="list-style-type: none"> • Continue to develop new ways of engaging public in agriculture during the annual Fall Fair • Continue to support and improve delivery of the Home Grown Grocery Event

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #2: Communications, Relationships, and Support of Producers and Related Organizations

	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
2.7	Network/build relationships with producer-related community groups	<ul style="list-style-type: none"> • Participate on BC Agriculture and Food Climate Action Initiative Advisory Council and Working Group • Developed relationship with producer organizations across the Province • Shared info about and supported grant applications as requested • Support Farmers' Market to join online sales platform 	<ul style="list-style-type: none"> • Where resources allow, make presentations to various groups annually to allow direct engagement and inquiry • Support development of a network of agricultural support programs across the Province
2.8	Network/build relationships with primary producers and processors	<ul style="list-style-type: none"> • Shared info about and supported grant applications as requested • Shared info and expertise where requested • Referred producers to available supports and references • Supported producers with purchases of local products through the Food RX program • Collected and shared feedback from stakeholders concerning community and producer needs at the Dock+ • Conducted outreach and engagement with interested processing businesses and potential users of the Dock+ 	<ul style="list-style-type: none"> • Where resources allow, increase 1-1 meetings and support of individual producers • Seek to develop technical extension programs for producer support, partnering with academia, the Province, and Kootenay-Boundary Farm Advisors Program
2.9	Increase collaboration with Provincial Government	<ul style="list-style-type: none"> • Met with MLA regarding Meat Inspection Regulations • Communicated and shared local info with Regional Agrologist, sought advice when needed • Engaged in meetings with AGRI Staff, including Manager of Food Processing, Indigenous Projects Analyst, and others via the System Change, Meat Regulations, Dock+, and Armyworm monitoring projects • Engaged with Ministry of Health and Island Health staff • Made submissions to Province relating to Meat Regulations, ALC regulations, and Covid-19 response • Worked with Island Health in launching and managing the Food RX program (distribution of \$30,000 of local food products to vulnerable hospital discharges in Fall 2020) 	<ul style="list-style-type: none"> • Continue to meet with MLA at least once/year • Continue to solicit project engagement with AGRI and Ministry of Health staff • Consider invitation of Regional Agrologist and/or other Provincial staff to ADC and CAR tables, particularly if online meetings continue
2.101	Increase First Nation involvement in agricultural programs	<ul style="list-style-type: none"> • Developed new relationships with various NTC staff • Included funding for Indigenous participation in food/ag planning initiatives within grant applications • Met with Tseshahat and Uchucklesaht representatives to provide consultative support to agricultural developments in 2020 • Invited First Nations to ADC and CAR tables • Engaged with various coastal First Nation representatives to offer support to projects 	<ul style="list-style-type: none"> • Continue to develop relationships with Indigenous stakeholders, including NTC • Distribute core funding, where available, to support participation in food and agri planning initiatives • Incorporate Indigenous perspectives and ideas into programming, as requested or identified

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #3: Programme Support

Fundamental Goal #3: Programme Support			
	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
3.1	Continue with a limited Grow Local Program supportive of backyard growers	<ul style="list-style-type: none"> Continued distribution of gardening education e-newsletters throughout 2019 and 2020 Promoted related educational events Developed, with AFI and AFH, a Garden Starter Pack program in 2020, purchasing plants and seeds from local producers for distribution to the public Supported development and promotion of a series of educational gardening videos in 2020, with Shaw TV and AFH Supported TCFI to manage Grow Local programming in coastal communities 	<ul style="list-style-type: none"> Continue to support Garden Starter Pack Program annually Support AFH to take on management of GL e-newsletters and Facebook page Assist AFH and TCFI to seek longer-term funding for GL programming Offer garden consulting to residents and small farms, where resources available Support educational workshops, where resources available
3.2	Lobby for Regional Designation under Provincial Meat Inspection Regulations	<ul style="list-style-type: none"> Met with MLA Scott Fraser Engaged in discussions with Small Scale Meat Producers' Association, Alberni Farmers' Institute, Ministry of Agriculture staff, local veterinarians, potential Class D/E processors, and North Island College Developed and submitted a response to the Province's Request for Feedback about the Meat Inspection Regulations; update that response after deadline extended. Received Regional Designation in June 2020 1 local farm received a Class D license for on-farm slaughter in 2020 	<ul style="list-style-type: none"> Follow-up with North Island College and the Dock+ regarding educational opportunities and cut/wrap infrastructure Continue to share info with producers as regulatory authority transfers to Ministry of Agriculture Support AFI to support producers in developing on-farm or other facilities
3.3	Continued Armyworm monitoring program and outreach within Alberni Valley	<ul style="list-style-type: none"> Conducted pheromone trapping program with support from Ministry of Agriculture and a local student: 11 traps set up across the Alberni Valley and monitored weekly/bi-weekly in 2019 and 2020 Conducted outreach and information sharing with producers, the public, and Ministry of Agriculture Entomologist 	<ul style="list-style-type: none"> Continue working with CAI to ensure an ongoing trapping program is included in their current and future Pest and Pollinator Projects Continue engagement and info sharing with Ministry of Agriculture Entomologist and local producers
3.4	Agriculture is appropriately included in Regional Emergency Operations Procedures	<ul style="list-style-type: none"> Facilitated event Jan 2019 with funding and participation from Ministry of Agriculture Supported collection and dissemination of local data (livestock #s, related resources-trailers, muster stations for livestock, etc) Shared information about the Premises ID program and responding to emergencies from an agricultural perspective Discussed how emergency planning could be incorporated into Regional Emergency Operations protocols Developed MAP-A (Mitigation and Action Plan for Agriculture) Contributed to Covid-19 Community Stakeholder Group 	<ul style="list-style-type: none"> Ensure Agriculture has formal representation within ACRD Emergency Planning and/or related Committees/s Ensure relevant information is shared with producers and with EOC Continue to amend and implement the Covid-19 MAP-A as indicated

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #3: Programme Support

	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
3.5	Support implementation of Coastal Addendum	<ul style="list-style-type: none"> Secured additional ACRD funding for Coastal initiatives, via engagement with West Coast Directors CAR formally adopted as an ACRD Committee; 3 meetings held in 2019/2020 Oversaw direct funding opportunities for coastal initiatives in 2019 and 2020 Applied to and received \$20,000 grant from Clayoquot Biosphere Trust for a 2-stream project: Coastal Food Policy/Emergency Planning and Support for Coastal Food Project Development Coastal Food Policy event held via Zoom in July 2020, with facilitation and follow-up report from Kwantlum Polytechnic University's Institute for Sustainable Food Systems Project Development support ongoing via education and outreach initiative, in partnership with Hannah Roessler, Professional Agrologist Received grant funding from Plan H for Coastal Community Garden Connectedness project (project being led by TCFI) 	<ul style="list-style-type: none"> Complete Vital Grant project Support Coastal Community Garden Project Continue to Implement CAR Strategic Plan Continue to bridge coastal and Alberni Valley initiatives where possible and appropriate Provide core funding, where available, to Eat West Coast and TCFI
3.6	Collect Comprehensive producer data	<ul style="list-style-type: none"> Worked with UBC student to support an academic data-collection project 	<ul style="list-style-type: none"> Continue with data collection and UBC project where possible
3.7	Complete a review of Alberni Agricultural Plan	<ul style="list-style-type: none"> Reviewed ACRD Agricultural Plan Implementation Program's history, activities, strengths, weaknesses, and outcomes, as part of System Change project 	<ul style="list-style-type: none"> Consider a full AAP review once Covid-19 recovery is well underway
3.8	Study impact and feasibility of expansion of Regional Agricultural Support in Province	<ul style="list-style-type: none"> Completed a comprehensive project with funding from Vancouver Foundation Developed a project plan and applied for second stage funding for a 3-year project 	<ul style="list-style-type: none"> Adapt ACRD programs as indicated in the System Change final report, as possible with available funding Continue to engage with other Regional Agricultural Support initiatives across the Province Continue to engage with Province
3.9	Support the production of quality humus through Organic Waste Initiative	<ul style="list-style-type: none"> Provided feedback to ACRD Organics Programs as requested Share information with stakeholders, including within coastal community 	<ul style="list-style-type: none"> Ensure agricultural representation and engagement in organic waste management projects

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #3: Programme Support

	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
3.101	Ensure Agricultural input in Water Planning initiatives	<ul style="list-style-type: none"> • Applied to and received funding from the Real Estate Foundation of BC for an ACRD Council for Agricultural Water Supply • Organized and met with a Steering Committee to develop project and application • Organized on-farm event for ACRD Board and other stakeholders to witness the Climate Change impacts to a local farm • Engaged with CAI to secure additional funding for a Producer-Led monitoring component (pending) 	<ul style="list-style-type: none"> • Finalize relationship and funding with CAI • Finalize and publish RFP for coordinator in early 2021 • Initiate project in Feb/Mar 2021 • With funding from REFBC and CAI and participation of AFI and individual producers
3.11	Annual publication of West Coast Growers' Guide	<ul style="list-style-type: none"> • Supported AVNews to publish a West Coast Growers Guide in 2019 and 2020 in a 'Wrap' format 	<ul style="list-style-type: none"> • Continue to support publication of West Coast Growers guide, biannually at a minimum • With AVNews, AFH, AFI, Chamber
3.12	Ag First' project: water/irrigation support, drought management, other	<ul style="list-style-type: none"> • Completed success grant applications for the ACRD Council for Agricultural Water Supply and Fire Mitigation and Field Trials projects • Support City's Application to Province for Food Processing and Innovation Hub Infrastructure 	<ul style="list-style-type: none"> • Continue to work with AFI and producers to identify other projects that would support producers directly • Support AFI to launch Fire Mitigation project • Continue to work with CAI to ensure producers are supported and involved within their pending projects • Continue to support producer access to technical agricultural extension services and pilot projects

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #4: Administration, Long Term Viability, and Succession Planning

Fundamental Goal #4: Administration, Long Term Viability, and Succession Planning			
	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
4.1	Assist with development of supportive Municipal, Regional, and Provincial Policies	<ul style="list-style-type: none"> • Lobbied successfully to changes to the Meat Inspection Regulations • Participated in the CAI Advisory Committee and Working Groups • Supported ACRD staff to solicit feedback and review bylaws, concerns, and options relating to cannabis production and changes to the Agriculture Land Commission. • Drafted recommendations and content for ACRD's Submission to Province RE: Agricultural Land Commission and Supporting Producers • Draft resolution for 2019 UBCM - Provincial Support of Regional Agricultural Support Services • Draft Agricultural Vision/Background for Regional Food Processing Hub Facility • Developed "What Can You Do?" Series of posters for coastal agriculture, offering policy and other suggestions • Engaged external and Provincial stakeholders in System Change project • Contributed to ACRD/PA Covid-19 Community Stakeholder Group • Submitted letter to Ministry of Agriculture sharing local feedback and making requests for Covid-19 supports • Worked with Staff to ensure supportive bylaws for agricultural buildings and within burning bylaws 	<ul style="list-style-type: none"> • Develop related policy recommendations within Council for Agricultural Water Supply project • Continue to solicit feedback from producers and organizations about regulatory or policy concerns and solutions • Continue to draft agri-related Resolutions to UBCM annually • Continue to respond to Ministry of Agriculture Requests for Input
4.2	Ensure functional ADC operations	<ul style="list-style-type: none"> • Drafted agendas and minutes • Ensured regular meetings • Shared information with ACRD Staff and Board of Directors • Updated ADC Terms of Reference • Wrote and shared project reports and updates 	<ul style="list-style-type: none"> • Invite new members • Encourage more Member involvement in Committee processes • Share information about regional agricultural planning processes with members • Ensure equity at tables by eliminating requirement for volunteerism in order to participate • Improve structural linkages between ADC and AAC
4.3	Draft and update Strategic Plans and associate workplans where required	<ul style="list-style-type: none"> • Drafted CAR and ADC Strategic Plans • Updated Plans with Activities and Outcomes at year end 	<ul style="list-style-type: none"> • Continue to adapt, amend, populate, and share Plans

**ACRD: Agricultural Plan Implementation Project
Strategic Plan, 2019 – 2021**

Fundamental Goal #4: Administration, Long Term Viability, and Succession Planning

	Objective	Related Activities/Outcomes 2019/2020	Potential Next Steps and Primary Partners
4.4	Secure grant funding	<ul style="list-style-type: none"> Secured or helped to secure grants and funding for: Emergency Planning Support for Agriculture, West Coast Farm and Garden Show, West Coast Growers' Guide, Armyworm Monitoring program, Coastal Food Policy Event, Coastal Food Production Project Development Support, ACRD Council for Agricultural Water Supply/Producer Led Monitoring, Fire Mitigation and Field Trials project, Port Alberni Food Processing Hub (the Dock+), Public Scholars' Institute, Shelter Farm, Home Grown Grocery Event, System Change project, 4 additional Summer Student jobs for Covid-19 mitigation efforts, Food Rx/Hospital-Community Nutrition Security Coalition, and Fostering Collaboration Amongst Coastal Community Gardens 	<ul style="list-style-type: none"> Seek multi-year funding for agricultural events, public education, and Grow Local programming Seek funding for market development and agri-tourism initiatives Seek increased core funding for agricultural support organizations Support organizations to find and apply for anticipated Covid-19 Recovery funding and other grant opportunities
4.5	Ensure clear budgeting and accounting	<ul style="list-style-type: none"> Tracked various project budgets Ensured funding resources allocated appropriately as available 	<ul style="list-style-type: none"> Work with ACRD staff to streamline and simplify budgets and tracking processes

**ACRD: Coastal Agricultural Roundtable
Strategic Priorities and Plan, 2020 and beyond**

Vision and Goals (from *Coastal Addendum to the Alberni Agricultural Plan, 2018*):

- Vision Statement -

“Our food is celebrated and recognized for its role in nourishing individuals, livelihoods, and relationships. A strong and localized food system provides dignified access to food for our people, a sense of place for our communities, and the seeds of resilience for future generations. We respectfully use the resources we have on hand, preserving our ecosystem through responsible stewardship.”

Overarching Goals	
1	Increase Food, Cultivation, and Business Literacy
2	Increase Youth, Nuu-Chah-Nulth, and Employment Projects
3	Increase Access to Infrastructure
4	Increase Financial Resources
5	Reduce Policy and Program Barriers
6	Increase Soil and Water Resources
7	Ensure Culturally-Appropriate Food Production/Branding
8	Expand and Diversify Seafood Operations



We acknowledge the traditional territories of Hesquiaht First Nation, Tla-o-qui-aht First Nations, Toquaht Nation, Ahousaht, Yuułu?i?ath, Huu-ay-aht First Nation, Ditidaht, and Uchucklesaht First Nation in the spirit of truth, healing, and reconciliation.

ACRD: Coastal Agricultural Roundtable Strategic Priorities and Plan, 2020 and beyond

Strategic Priorities and Plan, Context

The Coastal Addendum to the Alberni Agriculture Plan (the Addendum) 2018, was drafted in order to define the needs, perspectives, and attributes of the unique population and geography of the ACRD's coastal regions, and offer action recommendations which help to stimulate its appropriate and efficient agricultural development.

The Addendum recommended 3 Key Activities for implementation:

1. Create Compost
2. Establish a Coastal Agricultural Roundtable, and
3. Support a Coastal Community Coordinator

The Coastal Agricultural Roundtable (CAR) was convened in 2019. These Strategic Priorities were formulated from feedback from the CAR's preliminary meeting in November 2019 and from research and outreach conducted as part of the Addendum's Development.

This Strategic Plan is a working document and attempts to guide the activities of the CAR and its Coordinator for the year 2020. These initiating activities are designed to contribute to desirable longer-term outcomes and further 'next steps' as funding, commitment, and timelines increase.

ACRD: Coastal Agricultural Roundtable Strategic Priorities and Plan, 2020 and beyond

Strategic Priorities

Priority A: Food System Policy/Planning for Emergency Preparedness

Primary Activities:

- A.1 Support development of policies that effectively support local production
- A.2 Identify and assess barriers to policy implementation
- A.3 Help to ensure local policies are easily implementable, via education and programs
- A.4 Support traditional food skills, knowledge transfer, and activities
- A.5 Ensure adequate food stores and distribution channels for times of need
- A.6 Engage schools and other institutions in discussions
- A.7 Involve experts and knowledge keepers in an inter-community workshop
- A.8 Share examples of inspirational urban production models and food policies

Priority B: Supporting Development of Community Food Production Projects

Primary Activities:

- B.1 Support communities to identify opportunities for local agricultural projects
- B.2 Involve experts in sharing knowledge about project development processes
- B.3 Help ensure plans address employment, market, infrastructure, sustainability needs
- B.4 Provide consultancy and expertise where required
- B.5 Ensure establishment and sharing of strong evaluation and impact measurements
- B.6 Assist with resource referrals where needed (human, capital, or otherwise)
- B.7 Support inter-community synergy and resource sharing
- B.8 Foster community leadership
- B.9 Encourage training and mentorship opportunities
- B.10 Support the production of quality humus through organic waste initiative
- B.11 Support grant applications and leverage funding

Priority C: Strengthening Relationships and Networks

Primary Activities:

- C.1 Meet as a Roundtable 2-4 times per year
- C.2 Gather in various coastal communities
- C.3 Maintain productive relationships between CAR member organizations
- C.4 Ensure connection to ACRD's Agricultural Development Committee
- C.5 Support organizations to fill roles as 'Coastal Community Coordinators'
- C.6 Support collaborative efforts and development of synergy between Members
- C.7 Increase public awareness about agriculture and food security
- C.8 Ensure information is available online and social media
- C.9 Develop an email list or formal electronic network for stakeholders
- C.10 Increase collaboration between various Governments and Councils
- C.11 Support avenues for community engagement, including volunteerism
- C.12 Prioritize reconciliation and culturally-appropriate frameworks

Priority D: Supporting Events and Education

Primary Activities:

- D.1 Help to promote agricultural and food system events
- D.2 Support educational events about farming and gardening techniques
- D.3 Support educational events about agri-business development and planning
- D.4 Support educational events aimed at increasing soil and water resources
- D.5 Support events that support the other Strategic Priorities
- D.6 Support avenues for informal mentorship and knowledge transfer

Other Priority Areas:

- E.1 Supporting marine production and infrastructure
- E.2 Supporting traditional cultural practices around food
- E.3 Coastal branding initiatives
- E.4 Exploring opportunities for innovative agricultural practices
- E.5 Agri-tourism planning and advocacy
- E.6 Others, as per CAR recommendations

**ACRD: Coastal Agricultural Roundtable
Strategic Priorities and Plan, 2020 and beyond**

Priority A: Food System Policy/Planning for Emergency Preparedness			
	Objectives	Primary Activities/Outcomes (2020)	Potential Next Steps
A.1	Support development of policies that effectively support local production	<p>ACRD project: <i>Advancing the CAR: Actioning Community Priorities around Food and Agriculture</i> (with funding from CBT Vital Grant)</p> <p>1) 3-part workshop on Policy/Emergency Planning held in June 2020 (supported Objectives A1, A2, A3, A5, A7, A8)</p> <ul style="list-style-type: none"> • 28 participants • Partners: KPU, Wild Safe BC, District of Ucluelet • Convened by ACRD with funding from CBT Vital Grant • KPU drafted Final Report <p>2) Wild Safe BC developing brochure outlining simple strategies to mitigate wildlife interaction when producing food (Objectives A1, A3, A8)</p> <p>3) Tofino Community Food Initiative/Wild Safe BC to host electric fencing workshop (Objectives A1, A2, A3, A4, A5, A7, A8)</p>	<ul style="list-style-type: none"> • Convene Policy Working Group as a sub-committee to the CAR • Investigate policy constraints and solutions regarding development of local fish market with direct sea-to-consumer sales • Convene School Garden working group as a sub-committee to the CAR (including SD70 if possible) • Support traditional food skills programs and knowledge transfer
A.2	Identify and assess barriers to policy implementation		
A.3	Help to ensure local policies are easily implementable, via education and programs		
A.4	Support traditional food skills, knowledge transfer, and activities		
A.5	Ensure adequate food stores and distribution channels for times of need		
A.6	Engage schools and other institutions in discussions		
A.7	Involve experts and knowledge keepers in an inter-community workshop		
A.8	Share examples of inspirational urban production models and food policies		

**ACRD: Coastal Agricultural Roundtable
Strategic Priorities and Plan, 2020 and beyond**

Priority B: Supporting Development of Community Food Production Projects

	Objectives	Primary Activities/Outcomes (2020)	Potential Next Steps
B.1	Support communities to identify opportunities for local agricultural projects	ACRD project: <i>Advancing the CAR: Actioning Community Priorities around Food and Agriculture</i> (with funding from CBT Vital Grant) Supported community members to develop comprehensive project plans via education and mentorship (June 2020-present)	<ul style="list-style-type: none"> • Continue to provide support for project development as possible • Share educational material • Follow up with project participants, uncover lessons learned and any outstanding needs • Support projects with further funding or other resources
B.2	Involve experts in sharing knowledge about project development processes	<ul style="list-style-type: none"> • With support of Professional Agrologist Hannah Roessler • Develop and share workbook and resources • Host 2 interactive Zoom meetings to discuss participant's project plans and build coastal network 	
B.3	Help ensure plans address employment, market, infrastructure, sustainability needs	<ul style="list-style-type: none"> • Engage 1-1 with participants to support plan development • Supported Objectives B1, B2, B3, B4, B5, B6, B7, B8, B9, B11) 	
B.4	Provide consultancy and expertise where required	<p>CBT's Make Way Funding Distribution</p> <p>CBT distribution of funding to Indigenous Communities, to Small Neighbourhood Grants, and to participants in ACRD Advancing the CAR and Community Garden project. (Objectives B1, B3, B4, B5, B6, B7, B8, B9, B11)</p>	
B.5	Ensure establishment and sharing of strong evaluation and impact measurements	<p>Fostering Collaboration Amongst Coastal Community Gardens Project</p> <p>Bringing together Community Garden (CG) leaders across coastal communities to foster collaboration, build capacity and leadership, and cultivate a mutual support network</p>	
B.6	Assist with resource referrals where needed (human, capital, or otherwise)	<ul style="list-style-type: none"> • Led by Tofino Community Food Initiative, administered by ACRD, and funded by Plan H • Now through early 2021 	
B.7	Support inter-community synergy and resource sharing	<ul style="list-style-type: none"> • Objectives (B1, B2, B3, B4, B5, B6, B7, B8, B9, B10, B11) 	
B.8	Foster community leadership		
B.9	Encourage training and mentorship opportunities		
B.10	Support the production of quality humus through organic waste initiative		
B.11	Support grant applications and leverage funding		

ACRD: Coastal Agricultural Roundtable Strategic Priorities and Plan, 2020 and beyond

Priority C: Strengthening Relationships and Networks

	Objectives	Primary Activities/Outcomes (2020)	Potential Next Steps
C.1	Meet as a Roundtable 2-4 times per year	<p>Progress towards Objectives C1, C3, C4, C5, C6, C7, C8, C10</p> <ul style="list-style-type: none"> • CAR meetings, March and November 2020 • Groups emails sent sharing grant and program opportunities • CBT newsletters including Eat West Coast updates and programs • Applied and received funding for 'Fostering Connection Amongst Coastal Community Gardens' • Provided updates to ACRD's ADC • Application for System Change project to support cohesive Regional programming and CCCs • Creating platforms for discussion and networking via Policy Workshop and Project Development Zoom meetings; supporting collaboration within those projects 	<ul style="list-style-type: none"> • Dedicated CAR e-newsletters, website info, FB page and/or other social media • Coastal PR about food initiatives and opportunities • Create working groups for Policy, School Gardens, or other issues • Work with NTC to create an NTC food/agriculture coordinator or similar role
C.2	Gather in various coastal communities		
C.3	Maintain productive relationships between CAR member organizations		
C.4	Ensure connection to ACRD's Agricultural Development Committee		
C.5	Support organizations to fill roles as 'Coastal Community Coordinators' (CCC)		
C.6	Support collaborative efforts and development of synergy between Members		
C.7	Increase public awareness about agriculture and food security		
C.8	Ensure information is available online and social media		
C.9	Develop an email list or formal electronic network for stakeholders		
C.10	Increase collaboration between various Governments and Councils		
C.11	Support avenues for community engagement, including volunteerism		
C.12	Prioritize reconciliation and culturally-appropriate frameworks		

ACRD: Coastal Agricultural Roundtable Strategic Priorities and Plan, 2020 and beyond

Priority D: Supporting Events and Education

	Objectives	Primary Activities/Outcomes (2020)	Potential Next Steps
D.1	Help to promote agricultural and food system events	Progress towards Objectives C1, C3, C4, C5, C6, C7, C8, C10 <ul style="list-style-type: none"> • Successful Tofino Farm and Garden Show • Produced and sharing 'project development' educational materials • Expansion of Tofino Community Food's Grow Local programming, including broadly-accessible videos and workshops • Policy workshop series 	<ul style="list-style-type: none"> • Create and share annual event calendar for food/agri-related events • Generate long-term sustainability measures and resources for annual events • Sponsor students in Market Gardener training (Port Alberni) • Convene NETP programs supporting food/agri-related employment and training
D.2	Support educational events about farming and gardening techniques		
D.3	Support educational events about agri-business development and planning		
D.4	Support educational events aimed at increasing soil and water resources		
D.5	Support events that support the other Strategic Priorities		
D.6	Support avenues for informal mentorship and knowledge transfer		

E: Other Priority Areas

	Objectives	Primary Activities/Outcomes (2020)	Potential Next Steps
E.1	Supporting marine production and infrastructure		<ul style="list-style-type: none"> • Investigate policy constraints and solutions regarding development of local fish market with direct sea-to-consumer sales • Support traditional food skills programs and knowledge transfer
E.2	Supporting traditional cultural practices around food		
E.3	Coastal branding initiatives		
E.4	Exploring opportunities for innovative agricultural practices		
E.5	Agri-tourism planning and advocacy		
E.6	Others, as per CAR recommendations		

TO: The Chairperson and Directors, Alberni Clayoquot Regional District
FROM: Ursula Banke (Project Facilitator)
Island Work Transitions Inc
DATE: Dec 4, 2020
SUBJECT: WC Local Labour Market Information Project
Letter of Support & Funding Request

Dear Chairperson and Directors:

Island Work Transitions Inc., (IWT) has been working with local employers for many years, connecting them with jobseekers and helping them to resolve the workforce supply and demand issues in our region.

This year in particular, employers are facing many new challenges. Workforce demand is outweighing supply of human resources needed to operate their businesses. The COVID19 pandemic has brought these growing work force issues to the forefront. Local employers are looking for ways to align their human resource needs with the region's workforce supply. Under the constraints of COVID 19, we have been busy working with local businesses and community organizations; being involved in Workforce planning and supply/demand/alignment strategies. In our work, we would like to bring to your attention the Issues & challenges that we are facing when collecting and reporting local workforce data. Most sources have proven to be unreliable; distorted factors not reflecting actual numbers for our area.

In collaboration with local employers, IWT has developed the WC Local Labour Market Information (WCLLMI) Project. This project proposes to create an evidence-based decision-making tool that will support the development of improved work force alignment strategies. This short term project will support long term sustainable economic development goals for the west coast communities.

The WCLLMI Project - Aligns with Economic & Social Development Strategies for Tofino & Ucluelet.

1. **Ucluelet** - The WCLLMI Project will fit well into Ucluelet's Economic Development Strategy. Specifically, the data collected on workforce supply and demand will feed the next stage of the UBERE project. This short term project will provide a tool, evidence based support, for informed decision making as to the effectiveness of alignment strategies. Ultimately, it will support the development of a 10 year workforce plan for the West Coast.
2. **Tofino** - The WCLLMI Project - Aligns with Tofino's Strategic Priorities. In August of 2019, Tofino's Council identified the 'Economy' as one of 6 themes in the 2019-2022 Council Strategic Plan, which helps to prioritize the allocation of municipal resources and supporting actions. In support of the 'Economy' goal, there are two strategic priorities identified:
 - Continue to strengthen the tourism sector as a sustainable, resilient and foundational sector of the local economy and within the limits of the community's environmental and social capacity; and
 - Continue efforts to diversify the local economy with initiatives that respect the importance of Tofino's tourism economy.

3. ACRD – West Coast Region - AV Age-Friendly Plan – Goals & Objectives

WC Older Worker Initiative - older adults (55+) currently represents roughly 25% of the population – by 2030 it will be 30%. The WCLLMI project proposes to collect data on the workforce supply of the older adult population (older worker) to support workforce supply/demand and alignment strategies.

Regional Workforce Strategic Planning – Demand/Supply/Alignment:

The WC LLMI project will establish a set of local indicators; collect information, research & evaluate current data from various local, regional, provincial, and federal sources. The deliverable will be a living document that will be updated, monitored and evaluated locally and will provide ongoing evidence based reports to inform best decision-making and appropriate alignment strategies.

This project will provide more accurate and current labour supply information, ongoing, relative to Tofino tourism-based businesses e.g. labour supply & demand issues, including access to supply of trained staff, staff housing, wage issues, especially data gaps from Tla-o-qui-aht work force/labour supply and demand profiles.

What is our contribution to the project?

As Project 'Lead', IWT will continue to provide the following in-kind contribution:

- Project coordination/implementation/completion; admin & accounting; Stakeholder meetings – organization, facilitation, continuity; interim & final reporting

What do we need?

On behalf of the WC Local Labour Market Information Project, we are writing to request;

- a) A letter of support for this project
- b) Sharing in the cost of funding for this Economic Development Project, up to **\$18,000**.
As we do not know what the other governments have budgeted for economic development projects, we are asking each government in the region to share what they can afford.

Kind regards,

Ursula Banke, **WC LLMI Project Facilitator**,

Community Liaison / Employment Centre Coordinator

Island Work Transitions Inc., (dba Alberni Valley Employment Centre)

381 Main Street , P.O Box 1050, Tofino, BC V0R 2Z0

Ph: 250-725-8805 - Fax 250-725-2845 Email: ubanke@avemployment.ca

(refer to page 3 for Project Details - Outline, Timeline, Stakeholders & Cost)

Background & Summary

- WC LLMI project supports **the UN 2030 Agenda for Sustainable Development** from the local level. Specifically, the **SDG Goal #8** – “Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”.
- Workforce planning - supply/demand/alignment strategies - employment services; - Issues & challenges – when collecting and reporting local workforce data - unreliable sources, distorted factors not reflecting actual numbers.
- West Coast Local Labour Market Information Project proposes to establish a set of local indicators that will support workforce planning and sustainable economic development in our area. The work will focus on gathering current data from reliable sources relevant to workforce demand, supply & setting targets and indicators with monitoring and evaluation strategies that align with local sustainable economic development goals.

Goals & Objectives

- enable evidenced-based and informed decision-making in response to our local economic realities; the impacts of this pandemic on our local economy and our workforce;
- develop a set of indicators which are monitored, evaluated and adjusted annually to support the alignment of our sustainable development goals within our communities;

Strategy & Work Plan – phased approach

Phase 1(short term) research/data – regional workforce indicators (supply & demand)

Phase 2 (long term) regional workforce alignment strategies using phase 1 data ‘tool’

Phase 1 - Deliverable

- A defined set of labour market indicators (5-7) specific to West Coast Labour market determined by local stakeholder organizations (First Nation & Non-native representation). All data to be contained in a living document; a tool to measure current labour market indicators that will be updated annually by ‘lead’ organization.

Phase 1 Cost - \$18,000

Timeline -

Start - Jan 2021

End - Jun 2021

Project Lead: Island Work Transitions Inc. (IWT)

- Aaron Clausen, CEO & Bill Brown, CEP - Employer Services Manager
- Ursula Banke (Project Facilitator – CEP – Community Liaison West Coast)

Working Group / Advisory Committee

Marcie Dewitt (no alternate) Alberni-Clayoquot Health Network

Julien Hocking-Grant (alternate TBD) Tribal Parks Alliance

JJ Belanger Crystal Cove Beach Resort & Tourism Tofino

Laura Loucks (alternate TBD) Clayoquot Biosphere Trust

Jen Dart (alternate - Ryan Teremy) Tofino-Long Beach Chamber of Commerce

Iris Frank (Education) alternate Lisa Tremblay (HR) Tla-o-qui-aht First Nation

Laura Filgiano (alternate Dian McCreary) Ucluelet Chamber of Commerce

Representatives (Districts of Tofino & Ucluelet & ACRD)

Potential Project Partners (for regional scope)

CBT, IWT, ACHN, TLBCC, UCC, DoT, DoU, ACRD, TFN, UFN, NETP, CFAC, others TBD

West Coast First Nations’ participation – expanded invitations to participate (NETP, Hesquiaht, Ahousaht, Toquaht, Ylclulethaht, Tla-o-qui-aht HR & Tribal Park Alliance)

Sector Diversification (RCMP, Hospital, Emergency Services, Fish processing, Aquaculture, Forestry, Construction, Education, Transportation, Health & Wellness, Technology, Other)



November 24, 2020

ISLAND CORRIDOR FOUNDATION WORKS TO KEEP THE MAGIC OF THE HOLIDAYS ALIVE FOR NANAIMO CHILDREN

Nanaimo, BC - The Island Corridor Foundation (ICF) is working hard to try and keep the magic of the holidays alive for Nanaimo's children and their families amid these uniquely trying times.

With the new Provincial Health Order imposed, it has become even more clear that gift giving for families in need will have to be handled differently for many organizations including [The Great Nanaimo Toy Drive](#) who has been collecting and distributing toys to children for 38 seasons. As more families struggle to make ends meet amid the COVID-19 pandemic they need extra help this year.

In support of this volunteer organization, the ICF is accepting donations online at www.islandrail.ca/donations. Every dollar donated will be used to purchase new toys and books that will be given directly to The Great Nanaimo Toy Drive, who will disburse them to families registered with the organization.

PLUS, in keeping with the spirit of the season, on December 10th, the festively adorned ICF Holiday Train will be making its way along the tracks from the Nanaimo Train Station to a stop across from Steve Marshall Ford dealership. Gift donations can be made here and will be safely collected by ICF and Southern Railway of Vancouver Island crews:

Nanaimo Train Station | 4:30pm - 5:30pm
321 Selby Street, Nanaimo

Across from Steve Marshall Ford | 6:00pm - 7:30pm
3851 Shenton Road, Nanaimo

"The trying times we have all faced in 2020 may be particularly difficult at this time of year for a larger number of people in our community", says

Larry Stevenson, CEO for the Foundation. "To help, we will do our best to ensure that no child goes without a gift this Christmas."

Deadline for donations is December 10th to ensure gifts can be purchased and disbursed in time.

To register your family please visit www.greatnaimotoydrive.ca

For more information:

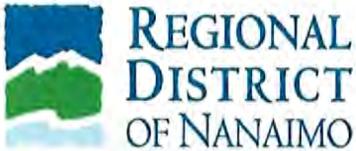
Larry Stevenson, CEO
larrystevenson@islandrail.ca

Andrea Thomas, Manager, Corridor Development
andreathomas@islandrail.ca

The Island Corridor Foundation is a non-profit society and federally registered charity established for the purposes of owning and managing the rail corridor on Vancouver Isla



VISIT OUR WEBSITE



November 18, 2020



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

Dear Chair Jack:

On behalf of the Regional District of Nanaimo Board of Directors, I would like to take this opportunity to congratulate you on your recent election as Chair of the Alberni-Clayoquot Regional District Board.

I look forward to working with you as we continue to build close ties, identify opportunities for collaboration, and share information about regional initiatives of mutual interest.

Again, congratulations, and I wish you all the best as you continue in your role as Board Chair for a new term. Please do not hesitate to reach out to me at any time if I can serve as a resource.

Sincerely,

A handwritten signature in black ink that reads "Tyler Brown". The signature is fluid and cursive.

Tyler Brown, Chair
Regional District of Nanaimo
tyler.brown@nanaimo.ca

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NEW SMALL CAPITAL FUNDING PROJECTS **SUPPORT SAFETY, ACCESSIBILITY AND** **LIVESTREAMING**

Port Alberni Harbour Quay, Mount Cain and Chemainus Theatre latest funding recipients

COURTENAY, 30 November 2020 –Three new grants have been approved for the City of Port Alberni, Mount Cain Alpine Park Society (MCAPS) and the Chemainus Theatre Society (CTS) to help with business and industry restart activities under the Island Coastal Economic Trust (ICET)'s [Small Capital Restart Funding Program](#).

The quick response funding program was launched in early June to provide immediate support, of up to \$15,000, for urgent and innovative solutions to the operational restrictions and business closures imposed by COVID health and safety restrictions.

The City of Port Alberni's *Harbour Quay Business Enhancement Project* will support a cluster of 18 small businesses at the Harbour Quay, one of the city's most important tourism venues. The project will provide several longer-term response activities to help overcome the challenges faced by restaurants and food service sites, retail operations, Farmers' and Crafters' Markets and the Alberni Aquarium. Public space will be reconfigured with covered and heated outdoor eating areas to enable larger seating capacity for restaurants and facilitate outdoor eating in comfort. The space will be defined and revitalized with beautification elements, including planters, signage and murals. The project will also integrate innovative practices, such as Quick Response (QR) codes for viewing menus from the new tent tables with the option of ordering by phone.

"Creating new opportunities for small businesses to bridge operational restrictions and increase their revenues is essential now, particularly entering the winter months," says ICET CEO Line Robert. "The *Harbour Quay Business Enhancement Project* shows a concerted and multipronged approach to helping local business increase their footprint and create longer term vitality and opportunity for the Quay's businesses, visitors and community."

Mount Cain is a popular ski area and community recreation asset on Northern Vancouver Island. However, ensuring the safety of both staff and visitors for the 2020/21 season has been a challenge for the community owned, non-profit society, as Mount Cain operations are reliant on live-in staff. This project will support the reconfiguration of lodge space into safe staff accommodations and work areas to ensure proper physical distancing for both public and workers. The changes funded will also include a new covered and heated beer garden, creating a safe space to socialize, eat and drink for the public, improved operational sustainability and continued employment opportunities for

the region's youth.

“Mount Cain is the largest employer of youth on the North Island and plays a key role in the region's quality of life and winter visitor attraction,” says ICET Board Chair Aaron Stone. “This project will go a long way to increasing confidence and social acceptance of Mount Cain as a safe place to experience outdoor recreation during the pandemic, and will also provide winter tourism activity in North Island and gateway communities, when it is once again safe to travel.”

Chemainus Theatre (CTS) is embarking on a project to capture, record, edit and live-stream broadcast, digital video content of their new “Playbill Presents” series. CTS is a professional theatre showcasing year-round performances and featuring a dining room and art gallery. Project funding will be used to purchase the equipment required for broadcasting, as high demand for this product has exceeded the theatre's physical, COVID restricted capacity. By presenting events through digital media, the CTS hopes to reach existing audiences that require greater protections from COVID, maintain its connection to its traditional markets and create new events and opportunities to improve sustainability.

The Port Alberni project is currently underway, while the Mount Cain and Chemainus Theatre projects are set to commence shortly.

For more information about the program, please see [our guidelines and application form](#).

###

[About the Island Coastal Economic Trust \(ICET\)](#)

Created and capitalized by the Province of BC in 2006, the Island Coastal

Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional government, non-profits and indigenous communities, ICET serves nearly half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more than \$53.8 million in funding for over 230 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797

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ICET ANNOUNCES NEW BOARD AND EXECUTIVE MEMBERS

Biennial election sees new formation within Trust's independent governance structure

COURTENAY, 3 December 2020 – The Island Coastal Economic Trust (ICET) recently welcomed four new members to its Board of Directors and elected its new Executive Committee, as it bid farewell to long-standing members.

The change comes on the heels of the Trust's biennial elections, as defined by the [North Island Coast Development Initiative Trust Act](#). Earlier this year, Mayor Leslie Baird of Cumberland stepped down as Board member and Executive Secretary. Prior to the BC Provincial elections, former Mayor of Tofino Josie Osborne stepped down as Board Chair. She will continue to serve on the Regional Advisory Committee (RAC) as the newly elected MLA for Mid-Island Pacific Rim (Minister of Municipal Affairs).

The new incoming Board members, elected from the North Island Sunshine Coast RAC include Darnelda Siegers, Mayor of Sechelt and Jesse Ketler, Chair of the Comox Valley Regional District. The Board also welcomed two new RAC Chairs – Bob Wells, Mayor of Courtenay (North Island Sunshine Coast RAC) and Mark Swain, Mayor of Lantzville (Central South Island RAC) who serve as advisory (ex-officio) members.

“We’d like to extend our sincerest thanks to both Mayor Leslie Baird and the Honourable Josie Osborne for their leadership and commitment to our Board over the years,” says ICET’s newly elected Board Chair Aaron Stone. “We’re also really pleased to welcome our newest members. The diversity of perspectives, progressive vision and community connection our members bring to the table is without a doubt one of our greatest strengths.”

The Trust is independently governed by an arms’ length decision making model, which includes more than 50 locally elected officials, MLAs and appointees from the Island and Coastal region. The Board of Directors elects eight of its number from the two RACs, and the Province of BC appoints five members. The Central South Island and North Island Sunshine Coast RACs play a vital role in the organization, by providing the Board with valuable information about local needs, regional priorities and economic environment.

“We feel incredibly fortunate that our Board continues to build upon and reflect our regional diversity and unique needs,” says ICET CEO Line Robert. “This model of grassroots level participation ensures that no community is left unheard.”

The new members join current Board and newly elected Executive Committee

members: Aaron Stone, Mayor of Ladysmith (Chair); Ian Morrison, Cowichan Valley Regional District Representative (Vice-Chair); Andy Adams, Mayor of Campbell River (Treasurer); Dana Thorne, Provincial Appointee (Secretary); Roger Kishi, Provincial Appointee (Member at large); John Jack, Chair Alberni Clayoquot Regional District; Michelle Staples, Mayor of Duncan; Al Siebring, Mayor of the District of North Cowichan; Megan Hanacek, Provincial Appointee; and Barry O'Neill, Provincial Appointee.

A full list of Board and RAC members can be found [here](#).

###

[About the Island Coastal Economic Trust \(ICET\)](#)

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For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797

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City of Fort St. John
10631 100 Street | Fort St. John, BC | V1J 3Z5
250 787 8150 City Hall
250 787 8181 Facsimile

December 1, 2020

File # 0230-20

Email: jjustason@ubcm.ca

Union of BC Municipalities
Suite 60 - 10551 Shellbridge Way
Richmond, BC V6X 2W9

Attention: Jamee Justason

Dear Ms. Justason,

Reference: **UBCM Convention Schedule**

City Council has been reviewing its memberships in various organizations, taking into consideration the value provided by the organization versus the expense to be a member. At the July 27, 2020 Council meeting, Council had a robust discussion regarding this topic as well as the current format of the annual UBCM Convention.

The resolutions session, in which many municipalities contribute submissions for discussion, are debated at the same time as individual local government Minister meetings are scheduled. Both are important to attend which leaves local government elected officials conflicted with competing priorities since their resolution submission(s) may be discussed at the same time as they are scheduled to meet with a Minister.

Since the 2020 UBCM convention is virtual, this allowed the Ministers meetings to be scheduled from September 14 to 18 with the convention itself taking place from September 21 to 24. It is recognized that the alternate format was developed due to the pandemic although this change may bode well to incorporate as part of the regular convention schedule moving forward. This would allow local government elected officials to participate in the convention as well as attend requested Minister meetings.

It is acknowledged that UBCM is undertaking a review of its existing resolution process to streamline the number and content of submissions which may result in the number of resolutions being reduced.

... 2

It would be appreciated if UBCM could provide an update on members' response to the resolution submission process changes and the change in Minister meeting scheduling.

If you have any questions, please contact me at (250) 787-8160 or by email at lackerman@fortstjohn.ca.

Yours truly,



Lofi Ackerman
Mayor

cc member municipalities

From: Sulea, Tina <Tina_Sulea@BCTransit.Com>

Sent: Friday, December 4, 2020 11:17 AM

To: Sulea, Tina

Cc: Fudge, Chris; Moore, Myrna; Mossey, Chelsea; Ringma, Rob; Taylor, Lindsay; Trotter, Lisa; Wright, Seth

Subject: BC Transit | BC Restart Funding Update

Business Development

BC Restart Funding Update

Hello Local Government Partners,

Today, the Government of Canada and Province of BC provided an update on the BC Restart funding for BC Transit, TransLink, and BC Ferries. We're pleased to finalize the contribution agreements for additional COVID-19 funding with the Government of Canada and Province of BC.

The COVID-19 pandemic has had a significant impact on BC Transit and our partners.

The \$86 million in funding for 2020/21 and 2021/22 will help cover the costs of:

- Lost revenue at the fare box
- Lost gas tax revenue for the Victoria Regional Transit System
- Additional expenses to improve safety and comfort for BC Transit staff and customers

This additional funding will enable us to work in partnership with you to maintain targeted essential service levels in transit systems across the province, and prioritize affordability by limiting fare increases over the coming years. Stable, reliable and

efficient transit services will be key contributors to economic recovery in communities across BC.

More details about funding amounts for each local government partner will be available in your Annual Operating Agreement which will be distributed next week.

BC Transit has continued to follow the guidance of the Provincial Health Officer and WorkSafeBC in response to COVID-19. Our response measures include:

- Implementing a mandatory face covering policy
- Enhanced cleaning of buses and facilities
- Protective temporary vinyl panels or full driver doors installed for drivers on all buses
- Capacity management to keep buses at a comfortable load
- One way passenger flow entering through the front of the bus and exiting through the rear of the bus

The \$86 million is part of a \$1.08 billion funding package from the Government of Canada and Province of BC to support local governments and public transportation. To find out more about the funding announcement, please visit <https://news.gov.bc.ca/23361>

We will keep you updated as more details become available. If you have further questions, please talk to your Government Relations Manager.



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REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services
Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: December 9, 2020

Subject: **2021 ACRD Board, Committee & Financial Plan Meeting Schedule**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2021 ACRD Board, Committee & Financial Plan meeting schedule as presented.

Desired Outcome:

To approve the 2021 meeting schedule for the Alberni-Clayoquot Regional District (ACRD) board and committee meetings including the financial plan process.

Background:

The attached 2021 meeting schedule is presented for consideration to the Board of Directors for approval of the following meetings:

- Regular Regional District Board of Directors
- Regular Hospital District Board of Directors
- Main Standing Committees: Alberni Valley & Bamfield Services Committee, West Coast Committee & Electoral Area Directors Committee
- Committee of the Whole and other meetings for Financial Planning purposes

As per the ACRD Procedures Bylaw, Regular Board of Directors meetings are held on the second and fourth Wednesday of each month at 1:30 pm in the ACRD Board Room with the exception of July, August and December where the Board meets once a month on either the second or fourth Wednesday. The meetings will be held via Zoom due to the COVID-19 pandemic until it is safe to meet in person again. When it is determined to be safe to meet in person, the meeting schedule will be updated.

The Main Standing Committees above meet at least 4 times per year. ACRD staff try to stagger these meetings throughout the year. The Chair of these committees may call additional meetings as required.

Monthly Meeting Schedule:

On the second Board agenda each month, Regional District staff provide Directors with a "monthly meeting schedule" for the upcoming month. The monthly schedule re-confirms board, hospital and main committee meetings as well as any other upcoming ACRD committee meetings such as the Personnel Committee, AV Emergency Planning Policy Group, Beaver Creek Water Advisory, Committee-of-the Whole meetings etc.

Other dates for Directors to note for 2021:

- Association of Vancouver Island & Coastal Communities (AVICC) Convention – Cancelled for 2021
- Union of British Columbia Municipalities (UBCM) Convention– September 13-17th, 2021

Financial Planning Process:

In 2020 the financial planning process was changed to a new format where the entire financial plan package was presented as a comprehensive document during a Committee of the Whole meeting in early February. This new format provides the overall impact for all the services delivered to each area. The feedback received after the budgeting process last year was positive from both the Board and staff and therefore a similar approach is proposed for 2021. The draft 2021-2025 Financial Plan will be presented on February 11, 2021, with presentation from each department, and this package will form the basis of budget deliberations for the following six weeks. The attached meeting schedule includes multiple dates and times for budget deliberations. Extra meetings have been scheduled a placeholders in case further discussion is required but will only occur if necessary.

The public consultation portion of the financial plan process is challenging in this pandemic situation. Staff are recommending that a presentation of the 2021-2025 Financial Plan occur via Zoom at the beginning of the February 24th Board of Directors meeting and that the public be given the opportunity to ask question or provide feedback at that time. Staff will also work with our First Nation and Municipal partners as well as the Electoral Area Directors to set up virtual presentations to the communities if desired.

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw No. A1075, A1075-1, A1075-2 apply.

Part 11, Division 1 of the Local Government Act requires that a five-year financial plan be developed with public consultation and be adopted annually by March 31.

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

Teri Fong
Teri Fong, CPA, CGA, Chief Financial Officer

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



Date & Time	Meeting	Venue
January 2021		
Wednesday, January 13 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, January 20 th 10:00 am	West Coast Committee Meeting	Ucluelet (or via zoom)
Wednesday, January 27 th 10:00 am	Electoral Area Directors Committee Meeting	ACRD Board Room (or via zoom)
Wednesday, January 27 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
February 2021		
Wednesday, February 10 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Thursday, February 11 th 10:00 am – 4:00 pm	Committee-of-the-Whole (Financial Plan & Budget Deliberations)	ACRD Board Room (or via zoom)
Wednesday, February 17 th 1:30 pm	Committee-of-the-Whole Meeting (Grant-In-Aid)	ACRD Board Room (or via zoom)
Wednesday, February 24 th 10:00 am	Budget Deliberations Meeting (if necessary)	ACRD Board Room (or via zoom)
1:30 pm	Board of Directors Meeting and Financial Plan Public Consultation	ACRD Board Room (or via zoom)
Thursday, February 25 th 10:00 am	Alberni Valley & Bamfield Committee Meeting	ACRD Board Room (or via zoom)
March 2021		
Wednesday, March 3 rd 10:00 am	West Coast Committee Meeting	(Location TBA)
Wednesday, March 10 th 10:00 am	Budget Deliberations Meeting (if necessary)	ACRD Board Room (or via zoom)
1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, March 24 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)



April 2021		
Wednesday, April 14 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, April 28 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
May 2021		
Wednesday, 5 th 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	ACRD Board Room (or via zoom)
1:30 pm	Electoral Area Directors Committee Meeting	ACRD Board Room (or via zoom)
Wednesday, May 12 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, May 26 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
June 2021		
Wednesday, June 2 nd 10:00 am	West Coast Committee	Location TBA
Wednesday, June 9 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, June 23 rd 1:30 pm	Board of Directors Meeting	Long Beach (or via zoom)
July 2021		
Wednesday, July 28 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
August 2021		
Wednesday, August 25 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
September 2021		
Wednesday, September 1 st 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	ACRD Board Room (or via zoom)
1:30 pm	Electoral Area Directors Committee Meeting	ACRD Board Room (or via zoom)
Wednesday, September 8 th	Board of Directors Meeting	ACRD Board Room



**Alberni-Clayoquot Regional District
Draft 2021 Meeting Schedule**

1:30 pm	Regional Hospital District Meeting (immediately following above)	(or via zoom) ACRD Board Room (or via zoom)
Wednesday, September 22 nd 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
October 2021		
Wednesday, October 6 th 10:00 am	West Coast Committee Meeting	Location TBA
Wednesday, October 13 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, October 27 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
November 2021		
Wednesday, November 3 rd 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	ACRD Board Room (or via zoom)
1:30 pm	Electoral Area Directors Committee Meeting	ACRD Board Room (or via zoom)
Wednesday, November 10 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)
Wednesday, November 24 th 1:30 pm	Board of Directors Meeting	ACRD Board Room (or via zoom)
December 2021		
Wednesday, December 8 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room (or via zoom) ACRD Board Room (or via zoom)

Approved by the Board: (DATE)



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson,
General Manager of Administrative Services

Meeting Date: December 9, 2020

Subject: Adoption - Bylaw E1054-1, Beaver Creek Waters System Local Service Area Amendment, 2020

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1054-1 cited as Beaver Creek Water System Local Service Area Amendment, 2020.

Desired Outcome:

To adopt an amendment to the service establishment bylaw for the Beaver Creek Water System in order to extend the boundaries of the local service area to include additional properties.

Background:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors at their regular meeting held on November 25, 2020 considered the attached report and amending bylaw to extend the boundaries of the Beaver Creek Water System local service area to include properties located at 7685 Beaver Creek Road and 7620 Bainbridge Road.

The Board gave three readings to Bylaw E1054-1, *Beaver Creek Water System Local Service Area Amendment, 2020* on November 25th. Prior to adopting the amending Bylaw, consent from the participants of the service area is required. The participating area of this service is a portion of Electoral Area "E" (Beaver Creek). Required consent has been received from Beaver Creek Director, John McNabb.

Bylaw E1054-1 is now submitted for consideration of adoption by the ACRD Board of Directors. If adopted, the properties located at 7685 Beaver Creek Road and 7620 Bainbridge Road will fall within the boundaries of the Beaver Creek Water System local service area.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

The costs for the provision of this service are borne by the service area participants.

Policy or Legislation:

Local Government Act applies.

Wendy Thomson

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

Douglas Holmes

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services
Jenny Brunn, Acting General Manager of Community Services
Beaver Creek Water Advisory Committee

Meeting Date: November 25, 2020

Subject: **Boundary Extension – Beaver Creek Water System Local Service Area**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1054-1, Beaver Creek Water System Local Service Area Amendment, 2020.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1054-1, Beaver Creek Water System Local Service Area Amendment, 2020.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1054-1, Beaver Creek Water Local Service Area Amendment, 2020.

Desired Outcome:

To extend the boundaries of the Beaver Creek Water System to include additional properties.

Background:

In 2012, the Alberni-Clayoquot Regional District (ACRD) Board of Directors established by Bylaw E1054, the Beaver Creek Water System Local Service Area (LSA) within a portion of electoral area "E" (Beaver Creek). The ACRD Board of Directors established the Beaver Creek Water Advisory Committee to advise the ACRD Board on matters relating to the Beaver Creek Water System.

The Beaver Creek Water Advisory Committee met on November 18th and considered the attached report regarding extending the boundaries of Beaver Creek Water System LSA to include properties located at 7685 Beaver Creek Road and 7620 Bainbridge Road. The Committee passed a resolution recommending the ACRD Board of Directors extend the boundaries of the LSA to include these properties.

As required under the *Local Government Act (the Act)*, the ACRD received a sufficient petition from the property owners of 7685 Beaver Creek Road and 7620 Bainbridge Road requesting to be included in the LSA.

Attached for consideration of three readings by the ACRD Board of Directors is Bylaw E1054-1, *Beaver Creek Water System Local Service Area Amendment, 2020* which extends the boundaries of the LSA to include these properties. The new boundaries of the LSA are defined on the attached map which forms part of Bylaw E1054-1.

Prior to adoption of this Bylaw, at least two thirds of the participants of the service area must consent to the adoption of the Bylaw. In this case, the service area participant is electoral area "E" (Beaver Creek).

If Bylaw E1054-1 receives three readings by the ACRD Board of Directors, ACRD staff will obtain consent from the Director for Beaver Creek (Director McNabb). Following consent, the Bylaw will be forwarded for consideration of adoption by the ACRD Board of Directors.

If Bylaw E1054-1 is adopted by the ACRD Board of Directors, these properties will be part of the Beaver Creek Water System LSA.

Time Requirements – Staff & Elected Officials:

Some staff time developing the amending bylaw and ensuring compliance with the Act.

Financial:

The costs for the provision of this service are borne by the service area participants.

Policy or Legislation:

Local Government Act applies.

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

Submitted by: Jenny Brunn
Jenny Brunn, Acting General Manager of Community Services

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



REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee
From: Jenny Brunn, Interim GM of Community Services
Meeting Date: November 18, 2020
Subject: Local Service Area Boundary Amendment

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors amend the boundaries of the Beaver Creek Water System Local Service area to include District Lot 30, Alberni Land District, Except Plan 9787, THAT PT LYING E OF BEAVER CRK RD & S OF BAINBRIDGE Road, 7685 and 7620 Bainbridge Road.

Background:

In 2015, the property owners of 7620 Bainbridge Road applied for a water service connection which was paid for and installed. As this property was outside of the service area, it is understood that staff intended to amend the boundaries to bring this property into the service area at that time but this amendment never occurred. In November of 2019, an additional water connection application was made for this property and installed. It was assumed at the time that the property was within the boundaries as it already had a water service. In early 2020, staff realized that this recently serviced property was outside of the service area. Staff contacted the property owners to explain the options available to them; request to be included in the service area or choose to have their water services disconnected from the system. The property owners made a formal request to be included in the service area in late August.

If the above recommendation is passed by the Committee, Regional District staff will prepare an amendment to Bylaw E1054, Beaver Creek Water System Local Service Area, 2012 to include this property within the service area for consideration of three readings and adoption by the ACRD Board of Directors.

Financial:

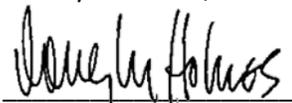
The water services for these properties have received and paid for water service since the installation of services. However, they have not been billed for parcel taxes. Once the service area boundaries are amended and the property is brought into the local service area, parcel taxes can be applied for future years.

Time Requirements – Staff & Elected Officials:

Staff time will be required to draft an amendment to Bylaw E1054, Beaver Creek Water System Local Service Area.

Submitted by: 
Jenny Brunn, Interim GM of Community Services

Reviewed by: 
Wendy Thomson, GM of Administrative Services

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



Alberni-Clayoquot Regional District

Bylaw E1054-1

**A bylaw to amend the boundaries of the
Beaver Creek Water System Local Service Area**

WHEREAS the Alberni-Clayoquot Regional District operates the Beaver Creek Water System as defined in Bylaw E1054, *“Beaver Creek Water System Local Services Area Establishment, 2012”*;

AND WHEREAS the Alberni-Clayoquot Regional District has been petitioned by a property owner to expand the boundaries of the Beaver Creek Water System Local Service Area to include their properties within the service area;

AND WHEREAS consent of at least 2/3ds of the participants of the service area has been obtained;

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

1. Bylaw E1054, *Beaver Creek Water System Local Service Area Establishment, 2012* is hereby amended as follows:

Section 3 – Boundaries

Schedule “A” is replaced with a new Schedule “A” which is attached to and forming part of this Bylaw.

2. This Bylaw may be cited as *“Bylaw E1054-1, Beaver Creek Water System Local Service Area Amendment, 2020”*.

CERTIFICATION as to sufficiency and validity of petition this 2nd day of November, 2020.

Read a first time this 25th day of November , 2020.

Read a second time this 25th day of November , 2020.

Read a third time this 25th day of November , 2020.

ADOPTED this day of , 2020.

Chairperson

GM of Administrative Services/Corp. Officer

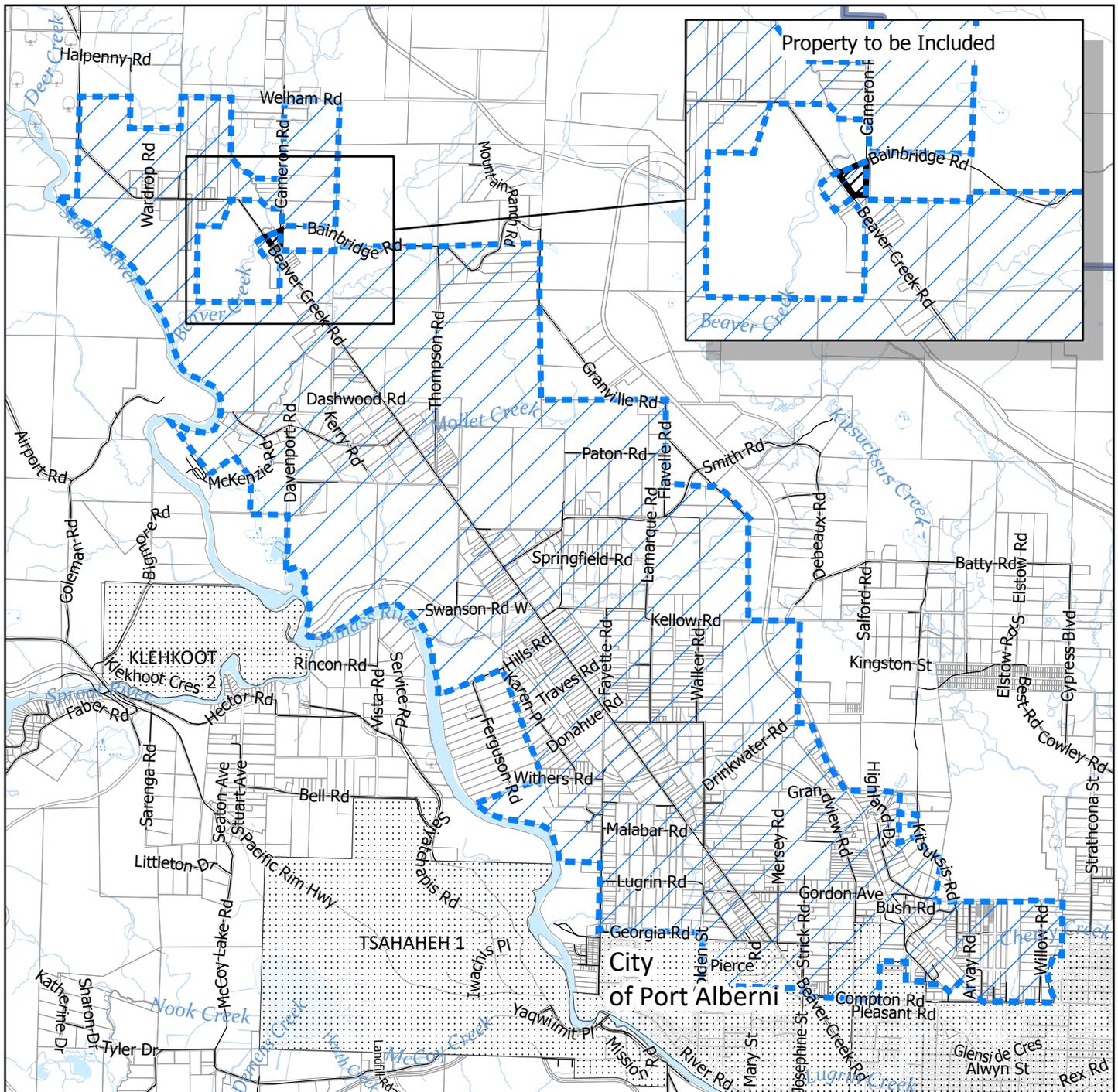
Certification:

I hereby certify the foregoing to be a true and correct copy of Bylaw E1054-1, *Beaver Creek Water System Local Service Area Amendment, 2020* as adopted by the Alberni-Clayoquot Regional District Board of Directors on the _____ day of _____, 2020.

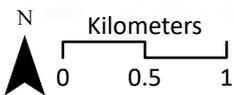
GM of Administrative Services/Corp. Officer

Schedule 'A'

This schedule is attached to and forms part of Bylaw E1054-1
 Beaver Creek Water System Local Service Area Amendment, 2020



Legal Description: DISTRICT LOT 30, ALBERNI LAND DISTRICT, EXCEPT PLAN 9787, THAT PT LYING E OF BEAVER CRK RD & S OF BAIN BRIDGE RD



-  Property to be Included
-  Beaver Creek Water Local Service Area



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Douglas Holmes, Chief Administrative Officer
Meeting Date: December 9, 2020
Subject: ACRD Strategic Plan

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the content of the 2021-2024 Strategic Plan as attached and that staff be directed to provide recommended Targets for the specific strategies in the plan during the development of the 2021-2025 Financial Plan.

Desired Outcome:

To confirm the Board's strategic direction and to have that direction guide future plans and operations.

Background:

Starting in September 2020, the members of the ACRD Board worked with an independent consultant (Brian Carruthers) to facilitate the development of content for the Board's strategic plan. That content is attached to this report for the Board's consideration.

The Strategic Plan describes:

- The Region as it is today,
- The Board's aspirations for the Region in the future,
- The role of the ACRD,
- Our commitments as to how we will conduct ourselves as we fulfill our role,
- The purpose of the strategic plan, and;
- The Board's strategic focus areas

Should the Board approve the content as presented or amended, documents will be prepared that additionally includes information about the region, information about the directors, a message from the Chair and graphics from around the region. Staff would also start using the substance of the plan in preparing recommendations to the Board once targets are confirmed and, in some cases, after the financial plan is adopted.

Specific Areas of Attention:

In addition to confirming that the attached faithfully represents the discussions of the Board members, we wish to highlight some matters:

- Targets:
 - Our recommendation is to set the Targets during the development of the financial plan. This recommendation is intended to align resources with public service intentions of the Board.
 - It is worth noting that some organizations take other approaches including eliminating the Targets during the uncertainty of the COVID-19 pandemic. This would have the effect of making the outcomes of the plan more fluid and less predictable.

- **Strategies 5.1 & 5.4:**
 - Staff have understood Strategy 5.1 'Inter-jurisdictional Engagement' as working with any/all organizations with whom we may have mutual interest or benefit, whether those organization are in or out of ACRD boundaries and whether they are members of the ACRD federation or not. If this is consistent with the Board's intention, no change or clarification is needed.
 - Staff have understood Strategy 5.4 'Intra-regional Planning' to be a session involving the members of the ACRD federation to gain mutual benefits through complimentary plans or improved processes. If this is consistent with the Board's intention, no change or clarification is needed.

Time Requirements – Staff & Elected Officials:

The quantity of staff time required to undertake the content of the Board's Strategic Plan in any one year is related to the Targets chosen by the Board. Additional staff time will be required to report annually on the status of the Board's strategies.

Financial:

The cost for the preparation of the Plan has been budgeted at approximately \$18,500. and staff expects that budget to cover the cost of finishing the project.

Policy or Legislation:

The Strategic Plan will provide Board policy to be followed by staff.



Approved by:

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

2021 – 2024 Strategic Plan

Our Region

The Alberni-Clayoquot is a striking and diverse region on west central Vancouver Island comprised of rugged mountains, expansive lakes, pristine rivers and a naturally wild coastline. The unique and scenic geography makes the Alberni-Clayoquot a highly popular destination for domestic and international visitors and provides an abundance of outdoor activities for its residents.

The region is strongly associated with and dependant on the abundant fresh water lakes, rivers and ocean environments. The region's communities also enjoy strong connections with the rich First Nations culture and history. Although communities of the region are typically strong and resilient, there is an increase in vulnerable populations impacted by social and economic disparity.

The economy of the region is in transition from highly productive resource-based industries such as forestry and fishing to a more complex economy that also includes tourism, light industry, agriculture and retail services. A deep-sea port and two airports are major economic drivers that enable the transportation of goods and travellers and support industry. Relatively affordable housing costs and a mild climate contribute to an increase in people relocating to the region.

Our Future

As we look to the future, we envision a sustainable and balanced economy that supports a living wage and retains our families and younger population while allowing our elders to age in place. We are better able to support our vulnerable populations and there is reduced social and economic inequity. We have maintained our spirit and our authentic historic values and have embraced tolerance and inclusion.

Our economic success is not achieved at the expense of the natural environment and we have implemented measures to adapt to and mitigate the impacts of climate change. We have enhanced our agricultural capacity, we practice sustainable resource development on our lands and in our waters and our natural spaces and trails are highly valued by residents and visitors to our region.

Our communities are better-connected culturally, physically and virtually. First Nations have opportunities for fuller participation in local governance; our roads, transit and marine transportation networks are robust and we have reliable cellular and broadband connectivity across the region. Our local governments are better aligned and collaborative in the provision of services and our citizens are actively engaged with their local governments.

Our Role

As a regional government, it is our role to provide effective and efficient local services that contribute to the liveability of our region and its communities. We utilize our strength as a regional government to convene and connect communities; to inspire and advance shared governance with First Nations and to advocate to other levels of government on behalf of our citizens. We engage with our residents to understand their needs and share information on our services and governance.

Our Commitments

As we fulfill our role in providing services and governance to our citizens, we will:

- **Consider all points of view** as we deliberate and make decisions
- **Be respectful** in our interactions and debate
- **Have a willingness to learn from others** and benefit from their experience and perspectives
- **Be prepared** so we can have informed discussion and debate
- **Value the work of our staff** and their commitment to public service

Purpose of the Strategic Plan

This strategic plan has been developed to unite the Board of Directors under a common vision for the region and to provide clear priorities and focus for staff. The plan will support a more strategic approach to financial decisions and ensure our resources are focused on the most important issues facing our region and our communities and will facilitate increased collaboration and alignment with our partners.

STRATEGIC FOCUS AREAS

1. The Economy and COVID-19 Recovery

Goal

To maintain stability and confidence in our local economy.

Why

As a regional government, it is our responsibility to show leadership, support the well-being of our communities and to anticipate and plan for a new and changing future.

Strategies	Objectives	Target
1.1 Social Procurement Policy	Create procurement policies to enable local government expenditures that derive enhanced community benefit	
1.2 Leverage Community Works Funds and Other Grants	Strategic investment of CWF and targeted applications to grant programs for initiatives and projects that support economic recovery and development.	
1.3 Improve Broadband and Cellular Service	Advocate to senior government and private sector for improved internet and cellular service to remote, under-serviced areas of the region.	
1.4 Enhance Agricultural Development	<p>Advocate to the Ministry of Agriculture and Agricultural Land Commission to reduce regulations that restrict or impede development and operation of agricultural lands.</p> <p>Support agricultural initiatives such as water supply/irrigation, farm-gate programs and farmer’s markets</p>	
1.5 Parks and Trails Service Levels	Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.	

2. Communications and Engagement within the Region

Goals

To enhance how we make information available to our citizens, to align our communications with our strategic objectives, and to be proactive in engaging with the public on important initiatives and processes.

Why

Enhanced communication and engagement with our citizens will create better awareness of our role and the services we provide and input that is received will help to inform our decisions and actions.

Strategies	Objectives	Target
2.1 Media Engagement	Collaborate with the media to enhance the provision of information to the public	
2.2 Optimize Website and Social Media	Enhance the ACRD website and expand the use of social media platforms for public communication.	
2.3 Communications and Engagement Support	Obtain the services of a dedicated communications and engagement professional.	

3. Management of New and Existing Infrastructure

Goals

To effectively manage our infrastructure to ensure that we are able to maintain high levels of service and to mitigate future costs.

Why

Appropriate, reliable, well-maintained infrastructure will allow us to accommodate future growth and visitation in our region and mitigate health and safety risks to those who rely on our infrastructure.

Strategies	Objectives	Target
3.1 Appropriate Capital Reserves	Implement Asset Management program to ensure sustainable capital reserve balances for infrastructure repair and replacement including: <ul style="list-style-type: none"> • Development of a long-term financial plan • Development of a capital reserve policy • Perform condition assessments on critical assets • Fully implement GIS system for use as asset identification 	
3.2 Solid Waste Management Plans Implementation	Implement regional organics diversion Implement enhanced leachate treatment at the WCL Improve recycling and diversion programs throughout the region	
3.3 Acquisition and Development of New Utilities	Establish a policy that provides criteria for the acquisition of new or existing water/sewer utilities.	

4. Emergency Management

Goal

To be adequately prepared for emergencies and disasters by coordinating our emergency planning and response activities and by promoting community preparedness and resiliency.

Why

We have identified a number of existing hazards and vulnerabilities and we recognize that changes in our climate are increasing the risk of natural disasters such as flooding, land slides and forest fires and we have a legislated responsibility to plan for such events and respond effectively.

Strategies	Objectives	Target
4.1 Identifying Hazards and Risks	Undertake a climate change risk assessment to identify areas that may have increased hazards included those due to the effects of climate change.	
4.2 Emergency Response Plans	Keep current and maintain regional and sub-regional emergency response plans for the region.	
4.3 Improved Coordination	Explore opportunities for greater coordination with First Nations, Municipalities and other agencies	

5. Partnerships and Alignment

Goal

To achieve mutual benefits from partnering with First Nations, local governments and community partners, sharing and leveraging our resources and aligning our efforts towards common goals.

Why

Financial and service enhancement benefits can be achieved through leveraging and sharing our strengths and resources and we are more effective and avoid conflict and duplication when our objectives are aligned.

Strategies	Objectives	Target
5.1 Inter-jurisdictional Engagement	Develop a process for inter-jurisdictional engagement on issues of mutual interest or benefit	
5.2 First Nations Protocol Agreements	Develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.	
5.3 Governance Reviews	Conduct reviews of: Various Trails (e.g. Log Train Trail and multi use path) Alberni Valley Aquatic Centre Regional Transit strategy	
5.4 Intra-regional Planning	Convene intra-regional planning session following 2022 election	



REQUEST FOR DECISION

To: Board of Directors

From: Charlie Starratt, Regional Services Manager

Meeting Date: December 9, 2020

Subject: Fire Protection Services Agreement – Hupacasath FN and Sproat Lake VFD.

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a five-year term, and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.

Desired Outcome:

To enter into an agreement with the Hupacasath First Nation in order for the Sproat Lake Volunteer Fire Department (SLVFD) to provide structural fire protection to Kleekhoot Reserve No. 2.

Background:

The SLVFD has been providing structural fire protection services to the Kleekhoot Reserve No. 2 since 1989. The original agreement was for one year and continued on a year to year basis until 2017 when it was changed to a three-year term. The agreement has now been revised to a five year term.

Time Requirements – Staff & Elected Officials:

Minimal staff and elected official time required to enter into the Agreement. Volunteer time will be required by the SLVFD as required.

Financial:

The Hupacasath FN shall pay the ACRD an annual fee representing as a proportionate share of the total costs to provide structural fire protection calculated as outlined in Schedule “D” of the Fire Services Agreement.

Policy or Legislation:

The Sproat Lake Volunteer Fire Department service was established by Bylaw No. 563, 1988. The Local Government Act allows Regional Districts to enter into agreements to provide services within and outside their boundaries.

Submitted by: 
Charlie Starratt, Regional Services Manager

Reviewed by: 
Heather Zenner, MA, RPF, Protective Services Manager

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

FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2020

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

(the "**Regional District**")

OF THE FIRST PART

AND:

HUPACASATH FIRST NATION

Box 211, Port Alberni
British Columbia, V9Y 7M7

(the "**First Nation**")

OF THE SECOND PART

WHEREAS:

- A. The First Nation has requested the Regional District to provide structural fire protection services to Kleekhoot Indian Reservation No. 2, as outlined in bold on the attached map as Schedule "A", in accordance with Regional District and Hupacasath First Nation Bylaws
- B. The Regional District operates the Sproat Lake Volunteer Fire Department and is prepared to offer structural fire protection services, subject to the terms and conditions contained in this Agreement;
- C. The Regional District Board of Directors have approved this Agreement and its resolution is attached as Schedule "B" to this Agreement;
- D. The Council of the First Nation has approved this Agreement by Band Council Resolution, attached as Schedule "B" to this Agreement.

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

1.0 DEFINITIONS

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

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

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

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

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

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

"Reserve" means Kleekhoot Indian Reservation No. 2;

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

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

2.0 WATER SUPPLY

2.1 The First Nation represents and warrants to the Regional District that the Reserve has a water supply and water pressure sufficient for the purposes of providing the fire protection services contemplated under this Agreement.

2.2 The Regional District, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Reserve due to insufficient supply of water,

insufficient water pressure or any other reason outside the Regional District's control.

- 2.3 At all times during the term of this Agreement, fire hydrants on the Reserve shall be maintained by the First Nation in good working order and kept painted and free of rust in accordance with current editions of the National Fire Protection Codes and amendments thereto and will remain in effect throughout the term of this Agreement. As part of that maintenance, each fire hydrant must be kept clear of brush and high grass within a radius of twenty (20) feet of the hydrant. A map, detailing the locations of all fire hydrants on the Reserve, must be provided to the Sproat Volunteer Fire Department and the Regional District at the commencement of this Agreement and annually thereafter. In addition, the First Nation agrees to maintain all fire hydrants and water supply lines in accordance with the instructions of the Regional District or its officers designated for that purpose.
- 2.4 For the purpose of greater certainty, it is acknowledged and agreed between the parties that notwithstanding anything to the contrary contained in this Agreement, the Regional District does not and shall not be obliged to possess, control, operate or maintain any of the water supply system on the Reserve or to add to or update any fire service equipment utilized by the Regional District.

3.0 PERMISSION TO ENTER ON RESERVES

- 3.1 The First Nation covenants and agrees that the Fire Chief, or other Senior Officer may, at all reasonable times, enter upon the Reserve for the purposes of:
- (a) inspecting and testing the fire hydrants;
 - (b) inspecting any Unit located upon the Reserve to determine if there are possible threats to the safety of the Regional District's firefighters who may be called upon to extinguish fires within such Units;
 - (c) determining what steps, the First Nation must take to remove such potential dangers; and
 - (d) any other purpose related to the delivery of fire protection services under this Agreement.
- 3.2 The First Nation covenants and agrees that a representative of the Regional District may, at all reasonable times, enter upon the Reserve for the purpose of performing Unit counts of all categories of development (i.e. Dwelling Unit, Public Building and Commercial Unit).
- 3.3 The First Nation's permission to enter upon the Reserve in sections 3.1 and 3.2 shall, as a result of the execution of this Agreement by the First Nation and the Regional District, be considered to be in writing and shall continue without

reservation or restriction during the term of this Agreement and shall be considered as a licence only and not as the granting or the conveyance or conferring on the Regional District of any right, estate or interest in title to any portion of the Reserve or any improvements hereunder and shall terminate upon the termination of this Agreement.

4.0 EXTENT OF SERVICE

- 4.1 The Regional District, through the Sproat Lake Volunteer Fire Department, agrees to provide structural fire protection services to all Units existing on the Reserve as of the date of this Agreement, as detailed on Schedule "C" to this Agreement, at the request of the First Nation or its members.
- 4.2 Subject to the terms of this Agreement, the Regional District will make all reasonable efforts to provide the fire protection services detailed in section 4.1 during the term of this Agreement at the same level of service that the Regional District provides those services to its own inhabitants within the Regional District. If the level of service to the Regional District's own inhabitants increases to the extent that the Regional District, in its sole opinion and discretion, believes that the fees payable under section 7 of this Agreement are not sufficient to recover the Regional District's costs of providing the same level of service to the Reserve, the Regional District will give three (3) months written notice to the First Nation of a proposed amendment of this Agreement reflecting a proposed fee increase and provide the First Nation with justification of the fee increase. If at the end of the three-month period of the notice, the Regional District and the First Nation have not agreed to the amendment, the Regional District will continue to provide the former level of service to the Reserve and not the increased level being provided to inhabitants of the Regional District if it is reasonably practical to do so.
- 4.3 It is a condition of the Regional District's provision of fire protection services under this Agreement that any Unit to be provided with those services shall be constructed in accordance with the applicable federal, provincial and local government enactments standards and codes governing:
- (a) the construction of buildings and structures;
 - (b) the provision of plumbing and water services in those buildings; and
 - (c) fire safety, prevention of spread of fire and other firefighting and life safety provisions. Inspection services may be provided for any Unit other than single family dwellings to the same level as accepted within the Regional District. The Regional District may request the First Nation to provide the Regional District with a copy of the occupancy permit or any other relevant information for any building

or structure on the Reserve at any time in order to ascertain whether it is safe to enter the building or structure in the event of a fire.

- 4.4 Notwithstanding section 4.1 of this Agreement, the Regional District will not provide fire protection services to Units that are not listed on Schedule "C" on the date of this Agreement, unless such Units are added to this Agreement as an Addendum upon the Regional District's approval of an application made to the Regional District by the First Nation, such approval may be unreasonably withheld.
- 4.5 For the purposes of obtaining the Regional District's approval under section 4.4 the First Nation shall notify the Regional District not less than three (3) months in advance of the estimated date of completion of construction of any new Unit that the First Nation wishes to be added as an Addendum to this Agreement .
- 4.6 The First Nation agrees to name and indicate by sign post all of the streets within the Reserve to which this Agreement applies, and to affix numbers conforming to the official numbering system of the Regional District of Alberni-Clayoquot to all residences and other buildings situate within the Reserve so that the said numbers are easily visible from the streets.
- 4.7 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the Regional District in respect of the supply of fire protection services to the First Nation than that which applies to the supply of such services to inhabitants of the Regional District. Nothing in this Agreement shall require the Regional District to provide a fire service under this Agreement higher than the level of fire protection service provided to inhabitants of the Regional District.
- 4.8 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Reserve and the Sproat Lake Fire Hall may result in longer response times for buildings on the Reserve than for buildings within the Regional District. The parties acknowledge and agree that the Sproat Volunteer Fire Department has limited resources for fighting fires including limited personnel, equipment and apparatus. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Reserve.
- 4.9 Despite sections 4.2 and 4.7 of this Agreement, the Regional District cannot ensure the same level of service to the Reserve unless the First Nation first enacts and enforces standards for open air burning and land clearing similar to those enacted by the Regional District for its own inhabitants.
- 4.10 Nothing in this Agreement requires the Fire Chief of the Sproat Lake Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment to the Reserve, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire protection within the Regional District fire service area.

5.0 NATURE OF SERVICE

- 5.1 The Regional District shall provide the firefighting service on a twenty-four hour on call basis from the Sproat Lake Fire Volunteer Fire Department, utilizing the manpower and equipment available at the time of notification of a fire.
- 5.2 Any fire protection services provided under this Agreement shall be under the exclusive control of the Fire Chief or Senior Officer present at such fire, and no member of the First Nation shall interfere with the conduct of such services but shall assist if requested to do so by the Sproat Volunteer Fire Department's Senior Officer at the scene of a fire on the Reserve.
- 5.3 The First Nation agrees that the First Nation shall and shall cause its members to comply with all directions and requests of the Fire Chief or Senior Officer attending at the scene of a fire on the Reserve, to assist in the Regional District's provision of fire protection services under this Agreement.

6.0 INDEMNITY

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

7.0 FEES

- 7.1 The First Nation shall provide annually to the ACRD on or before January 15th, a statement setting forth the number of residencies together with an appraisal of the Net Actual Assessed Value of improvements of buildings on the Reserve as conducted by a Certified Appraiser.
- 7.2 The First Nation shall pay the ACRD an annual fee as shown outlined on Schedule "D".

8.0 COST OF ADDITIONAL AID

- 8.1 The First Nation agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the Regional District that the Regional District considers necessary to assist with the suppression of a fire on the Reserve.

9.0 RIGHTS RESERVED

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

10.0 TERM OF AGREEMENT

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

11.0 ASSIGNMENT

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

12.0 TIME

12.1 Time shall be of the essence of this Agreement.

13.0 INTERPRETATION

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

14.0 HEADINGS

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

15.0 WAIVER

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

16.0 LANGUAGE

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

17.0 BINDING EFFECT

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

18.0 TERMINATION BY THE REGIONAL DISTRICT

18.1 The Regional District may terminate this Agreement at any time upon giving seven hundred and thirty (730) days' notice in writing to the First Nation.

19.0 TERMINATION BY THE FIRST NATION

19.1 The First Nation may terminate this Agreement at any time upon giving seven hundred and thirty (730) days' notice in writing to the Regional District but the Regional District shall not be required to refund any prepaid money paid to the Regional District under this Agreement.

20.0 NOTICE

20.1 It is hereby mutually agreed that:

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

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

if to the Regional District:
3008 Fifth Avenue

Port Alberni BC V9Y 2E3

if to the First Nation:

Box 211, Port Alberni
British Columbia, V9Y 7M7

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

21.0 DISPUTE RESOLUTION

- 21.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).
- 21.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

22.0 ENTIRE AGREEMENT

- 22.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.
- 22.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the First Nation and the Regional District only if the amendments are in writing and executed by the parties hereto.

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

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT by its authorized signatories)

Name:

Date

Name:

Date

SIGNED SEALED AND DELIVERED by the
Hupacasath First Nation
pursuant to the consent of the majority of the
Councillors of the Band present at a Council
meeting duly convened at which authority
was given for the **Hupacasath First Nation**
to enter into this Agreement:

Chief

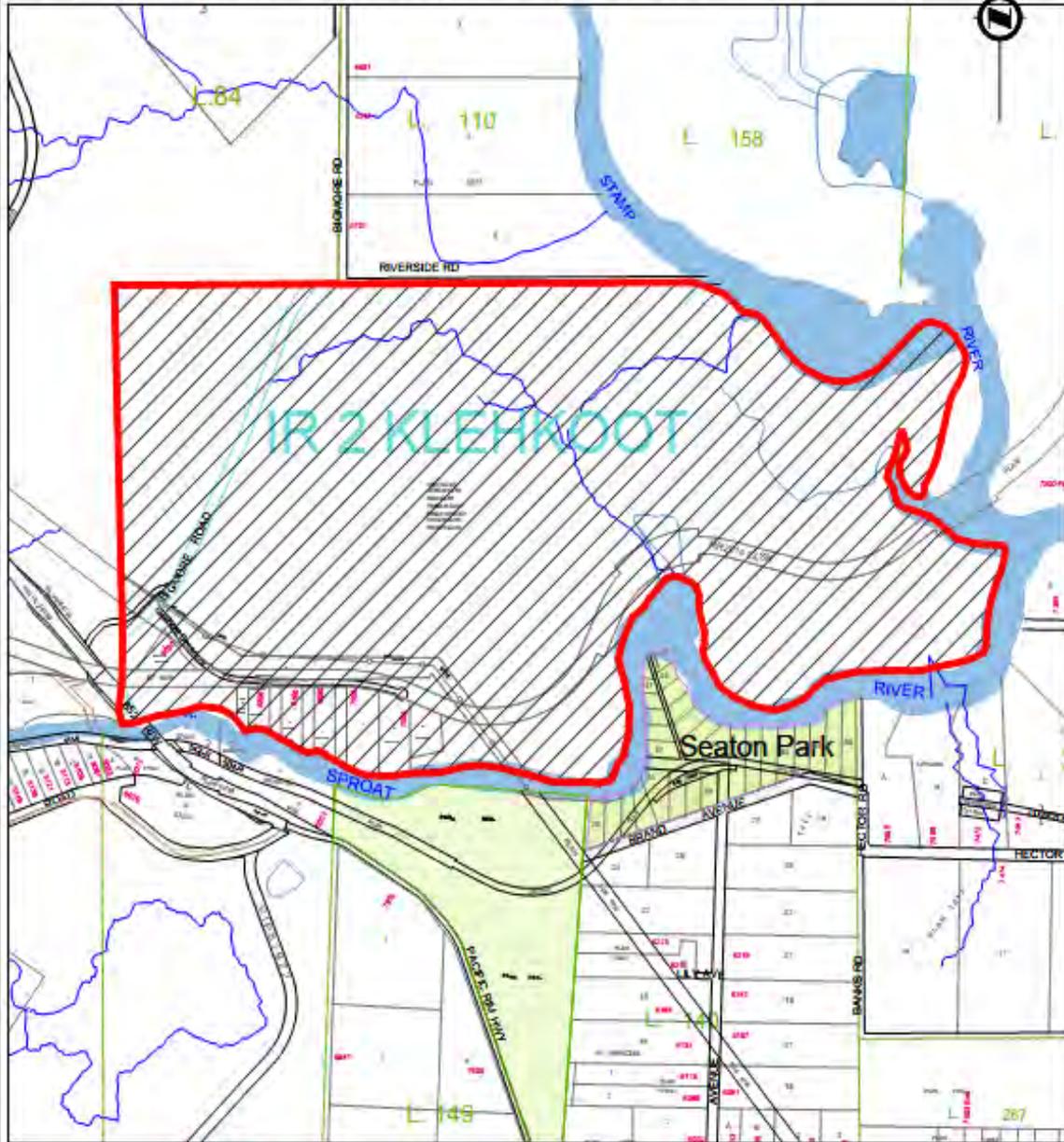
Date

Councillor

Date

Schedule 'A'

This schedule is attached to and forms part of
Fire Protection Services between ACRD and Hupacasath First Nation.



 Agreement Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



SCHEDULE “B” TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

BOARD/COUNCIL RESOLUTIONS

Alberni-Clayoquot Regional District
Regular Board of Directors Meeting –

“That the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a five-year term”

Hupacasath First Nation
Regular Council Meeting –

“Be it resolved that the Hupacasath First Nations Chief & Council have reviewed and accepted the Fire Protection Service Agreement between the Alberni-Clayoquot Regional District and the Hupacasath First Nation for a five-year term”

SCHEDULE "C" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

**DETAILS OF DEVELOPMENT EXISTING ON THE RESERVE
AS OF THE DATE OF THIS AGREEMENT**

Dwelling Units	6
Public Buildings	0
Commercial Units	5
• Water tower	
• Pump house	
• Water filter system buildings	

SCHEDULE "D" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

1. The First Nation shall pay the ACRD an annual fee representing as a proportionate share of the total costs to provide structural fire protection calculated as follows:
 - a. Calculation of the rate per \$1,000.00 of Net Actual Assessed Value of Improvements applied to all Property Classes.
 1. Total estimated Annual SLVFD Fire Protection Costs
divided by (l)
 2. Total of Net Actual SLVFD Service Area Assessed Values of Improvements applied to all property Classes,
equals (=)
 3. Base Rate per \$1,000.00 of Net Actual Assessed Value.
 - b. Annual Charge for Residencies on Reserve.
 1. Total Net Actual Assessed Value of Improvements on the Reserve (as provided by 7.1)
multiplied by (x)
 2. The applicable Base Rate per \$1,000.00 of Net Actual Assessed Value (calculated from (a) (3) above)
equals (=)
2. On or before April 10th of each year, the ACRD will invoice the First Nation for the fees due for fire protection provided by the ACRD under the terms of this Agreement.
3. The First Nation agrees to pay the invoice on or before August 1st of each year.
4. A 10% penalty shall be added to all amounts remaining unpaid on August 31st and a further 10% to the unpaid balance on December 1st. Amounts remaining unpaid on January 1st of the following year shall be subject to interest at the rate of prime plus one percent as set by the Regional District's, bankers until the balance is paid in full.
5. If the First Nation fails to make a payment required under this Agreement to the ACRD on the date that the same is due, the ACRD may, at its option, and upon two months' written notice, discontinue the fire protection services provided under

this Agreement until payment has been made in full, together with interest pursuant to section 6.



Request for Decision

To: ACRD Board of Directors
From: Heather Zenner, Protective Services Manager
Meeting Date: December 9, 2020
Subject: Long Beach Electoral Area Emergency Plan

Recommendation:

That the Alberni Clayoquot Regional District approve the Long Beach Emergency Plan.

Desired Outcome:

That the Alberni-Clayoquot Regional District (ACRD) use the Long Beach Emergency Plan as a foundation for emergency management in the Long Beach Electoral Area.

Background:

The *Emergency Program Act* requires that local authorities prepare an emergency plan to prepare, respond to, and recovery from emergencies and disasters. Up until now, an emergency plan for the Long Beach Electoral Area has not existed and, until an emergency plan is approved by the Board of Directors, a non-conformity with the legislation exists.

ACRD hired contractor Sybille Sanderson to develop the emergency plan with support from ACRD staff. A tour of the Long Beach Electoral Area was completed in August to meet with other municipalities, First Nations, Parks Canada, ACRD west coast staff, Search and Rescue, Canadian Rangers, and local residents. A committee was also struck to provide input and development into the Emergency Plan and associated Emergency Response Guidelines. This committee has met virtually several times in the development of the emergency plan and guidelines. The Emergency Response Guidelines provide more specific information than the emergency plan including the identification of roles and responsibilities of agencies, outlines procedures, and provides specific guidance for Emergency Operations Centre staff to utilize. The guidelines are not approved by the board and are updated by staff on an as needed basis.

Time Requirements – Staff & Elected Officials:

Significant staff time will be required to implement the Long Beach Emergency Plan. The budgeting process for 2021 will need to consider the recruitment of a Volunteer Emergency Program Coordinator (or possibly two, given the non-contiguous community concentrations) with honorarium, similar to the Bamfield Emergency Program model. Developing Emergency Support Services in the Long Beach Electoral is also required to support the permanent residents in the area who may be evacuated from their homes due to an emergency. Developing an emergency preparedness program is required to educate the residents in each of the distinct areas of their hazards and specific vulnerabilities. There may be an opportunity to deliver some emergency services in conjunction with other local governments and First Nations on the west coast, but these discussions have not yet commenced.

Staff time is also required to develop a regulatory bylaw for both the Long Beach Electoral Area and Bamfield Electoral

Area. These bylaws will be presented to the Board in the New Year for consideration.

Financial:

Implementation of the Long Beach Electoral Area Emergency Plan and Response Guidelines will be discussed during budget discussions for 2021.

Submitted by: 

Heather Zenner, MA, RPF, Protective Services Manager

Approved by: 

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



Alberni-Clayoquot
Regional District

Long Beach Electoral Area Emergency Plan

Serving residents within the Long Beach Electoral Area.

(This service is coordination by the Alberni-Clayoquot Regional District in collaboration with the District of Tofino, the District of Ucluelet and First Nations as requested.)

Long Beach Emergency Program 2020



Acknowledgement

This document was developed by the Mid Island Emergency Coordinators & Managers (MIECM).

It is understood that an effective emergency plan is a 'living' document and as such there will be a need for revision and updating on a continuing basis. This document is designed to be the foundation for local authorities in the event of a disaster. Local Authorities should insert their individual documents to complete their plan (i.e. insert local applicable bylaw, authorities, jurisdictional boundaries and specific agency plans such as the communication plan).

This document is offered to other local authorities with the proviso that you obtain MIECM permission prior to incorporating any part into your community's emergency plan.

The plan is available via download for a nominal fee.

For information regarding this plan, please contact your local Emergency Manager:

ACRD Protective Services Manager

Phone: (250) 724-1356

Email: hzenner@acrd.bc.ca

Disclaimer

Every reasonable effort has been made to ensure the accuracy of this Emergency Plan. Local Authorities assume no responsibility and disclaim any liability for any injury or damage resulting from the use or effect of the information specified in the plan.

EXECUTIVE SUMMARY / LETTER OF INTRODUCTION

The Alberni-Clayoquot Regional District is a federation consisting of member Municipalities; Port Alberni, Tofino, Ucluelet, Treaty First Nations; Huu-ay-aht, Yuułuʔiłʔatḥ, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas. The Alberni-Clayoquot Regional District is within the traditional territory of ten First Nations. The Electoral Areas include:

- Electoral Area “A” – Bamfield
- Electoral Area “B” – Beaufort
- Electoral Area “C” – Long Beach
- Electoral Area “D” – Sproat Lake
- Electoral Area “E” – Beaver Creek
- Electoral Area “F” – Cherry Creek

The ACRD encourages mutual collaboration for all aspects of emergency management with all First Nations, including:

- Ahousaht First Nation
- Ditidaht First Nation
- Hesquiaht First Nation
- Hupacasath First Nation
- Huu-ay-aht First Nations
- Tla-o-qui-aht First Nation
- Toquaht Nation
- Tseshaht First Nation
- Uchucklesaht Tribe
- Yuułuʔiłʔatḥ Government

This Emergency Plan provides an overview of the sub-regional emergency management program for ACRD – Long Beach. Agencies and organizations identified as providing key response and recovery capacity during major emergencies or disasters will also receive access to the more detailed and comprehensive emergency response and recovery operational guidelines. It is important to understand that effective emergency management is a shared responsibility and that emergency preparedness and community members helping each other is foundational to building resilient communities.

Residents and visitors are encouraged to inform themselves of the local hazards and potential risks and ensure that they utilize the information to prepare to take care of themselves for a minimum of 7 -14 days. Emergency response in major disasters will be focused on life safety issues and restoring infrastructure as quickly as possible. Doing your part, helps us do ours!



PLAN ADMINISTRATION

The Emergency Management Plan may undergo revisions whenever appropriate:

Amendments will be documented in section 1.2 Record of Amendments and an updated plan will be distributed (in whole or in part) to the distribution list. Where appropriate, updated plans will be distributed electronically, and updated pages or sections will be printed and replaced as necessary.

The ACRD Protective Services Manager is the point of contact for any suggested revisions and is responsible for ensuring that emergency plans, annexes and appendices are reviewed and amended as required.

Distribution

This Emergency Plan will be distributed in whole or in part to internal departments and external agencies as deemed appropriate (*see Appendix 3 for a complete list*).

Acronyms/Abbreviations

BCEMS	British Columbia Emergency Management System
DFA	Disaster Financial Assistance
DOC	Department Operations Center
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Center
EPA	Emergency Program Act
ESS	Emergency Support Services
EPC	Emergency Program Coordinator
HRVA	Hazard, Risk, and Vulnerability Assessment
ICS	Incident Command System
ISC	Indigenous Services Canada
MOE	Ministry of Environment
MoTI	Ministry of Transportation and Infrastructure
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Coordination Centre
SAR	Search and Rescue

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EMERGENCY MANAGEMENT PLAN OVERVIEW

Purpose and Objectives

The purpose of the Emergency Management Plan is to outline the structure and organization required to effectively coordinate response and recovery to emergencies within ACRD – Long Beach. This plan does not provide operational guidelines for emergencies which are coordinated at the site by first responder agencies.

The Emergency Management Plan is designed to align the local authority with the [British Columbia Emergency Management System](#), a comprehensive framework to help ensure a coordinated, organized and effective approach to emergencies and disasters.

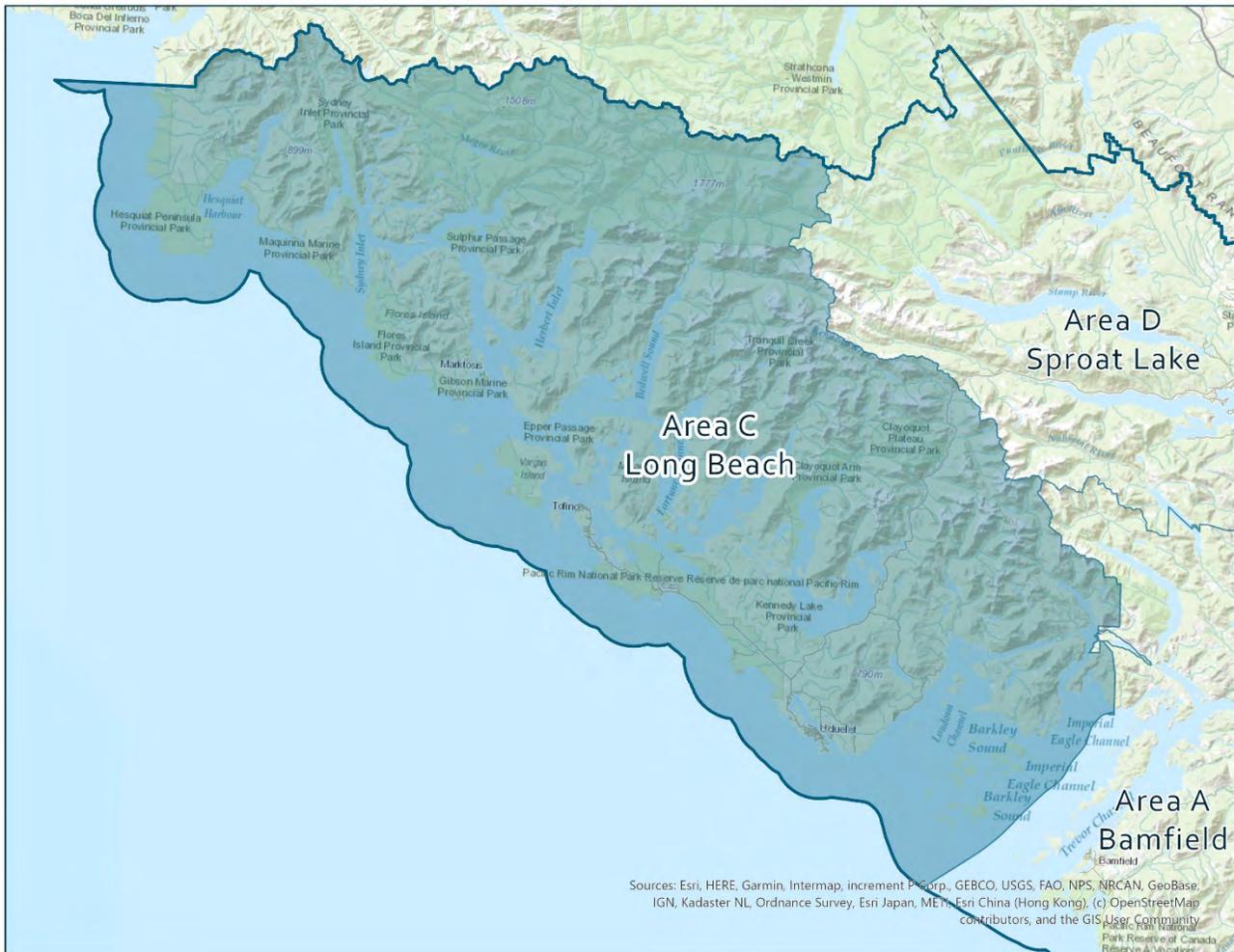
The Province of British Columbia’s [Emergency Program Act \(EPA\)\(1996\)](#) places certain requirements on local authorities with regards to maintaining emergency management programs and plans. In addition to the Act, the [Local Authority Emergency Management Regulation \(LAEMR\)\(1995\)](#) exists outlining more specifically what is required of Local Authorities. Below is a table which outlines a few of the emergency planning requirements (*Planning Guide for Local Authority Emergency Management, page 10*).

<ul style="list-style-type: none"> • A local authority is required to have an emergency plan 	EPA 6(2)
<ul style="list-style-type: none"> • A local authority is required to establish and maintain an emergency management organization • A local authority may appoint committees and a coordinator for the emergency management organization 	EPA 6 (3)
<ul style="list-style-type: none"> • A local authority may delegate any of its powers and duties under the Act to committees or a coordinator except the power to declare a state of local emergency 	EPA 6 (4)
<p>A local authority emergency plan must reflect the following:</p> <ul style="list-style-type: none"> • The potential emergencies and disasters within its jurisdiction • Their relative risk of occurrence and potential impact on people and property • Procedures for accessing resources such as personnel, equipment, facilities, and finance • Procedures for implementing the plan • Procedures to notify affected peoples of an impending disaster • Procedures to coordinate the provision of food, clothing, shelter, transportation, and medical services • Priorities for restoring essential services provided by the local authority and by other service providers • A training and exercise program for staff and agencies assigned responsibilities in the plan • Establish a procedure for periodic review and update of the plan. • Procedures for how guidance and direction is provided to the emergency management organization 	LAEMR 2
<p>Local authorities may also:</p> <ul style="list-style-type: none"> • Enter into mutual aid agreements with other authorities • Develop agreements with NGOs 	LAEMR 3

The objectives of the plan are to:

- Summarize the potential hazards and risks present within the local authority jurisdiction
- Establish a procedure for a periodic review and update of the plan
- Outline the procedures for implementing the plan
- Identify internal and external communications procedures of notification of an impending disaster
- Identify how provision of food, clothing, shelter, transportation, and medical services are provided to people affected by emergencies
- Identify how the needs of vulnerable population groups will be addressed during an emergency
- Identify the functional roles and responsibilities of internal and external stakeholders
- Identify the logistical support and resource requirements necessary for implementing the plan
- Identify the priorities for restoring essential services provided by the local government and by external service providers
- Outline any mutual aid agreements
- Outline a training and exercise program for staff assigned responsibilities in the plan

Scope



The Long Beach Emergency Program is responsible for supporting and coordinating response and recovery for major emergencies or disasters beyond the capacity of regular emergency response (i.e. police, ambulance, fire, public works, utilities, etc.) requiring support and coordination.

This plan does not cover medical emergencies or medical facilities under the operation and scope of the Ministry of Health for the Province of BC. In addition, this plan does not cover roads and infrastructure under the responsibility of the Ministry of Transportation and Infrastructure or private agencies such as BC Hydro, Telus, Shaw, and Fortis BC. However, those implementing this plan will make every effort to work cooperatively with all of these agencies to ensure a timely and effective response to emergencies and disasters.

This plan makes the following assumptions:

- ACRD – Long Beach Emergency Program will work with all levels of government, service providers and residents to coordinate timely return of services to the public.
- This plan expects that the governments of Canada and British Columbia will be ready and prepared to respond to support local governments when required.
- This plan expects that residents and visitors will do their part to prepare themselves for life without services for a minimum of 7 days from the onset of any emergency or disaster.
- In widespread disasters, residents need to prepare to take care of each other within their neighbourhoods and immediate communities (if you can't get out, emergency responders can't get in!)
- Non-residents visiting the area at the time of an emergency or disaster will be sent home at the earliest opportunity to maintain resource capacity for local residents.
- Local governments on Vancouver Island using the MIECM plan template, will endeavor to assist with available capacity when requested to support response and recovery activities.
- 75% of resources and response personnel identified in the region may be available to respond during a major emergency or disaster once they ensure the safety and health of their families.
- 50% of the resources identified to be acquired through mutual aid agreements will be available during an emergency or disaster.

Authority for the Plan

Emergency powers are vested by the following:

1. Local Government Act, Revised Statutes of BC, 1996, Chapter 323
2. Emergency Program Act, Revised Statutes of BC, 1996, Chapter 111
3. Emergency Program Management Regulation, BC Regulation 477/94
4. Local Authority Emergency Management Regulation, BC Regulation 380/95
5. Indian Act, Section 81(a)

Authority to Activate the Emergency Plan

The plan may be activated, in whole or in part, if an emergency has occurred or appears imminent that may require action and coordination beyond normal operation procedures. It may also be activated to assist in the planning and coordination of major events.

The following have the authority to implement the plan:

- Protective Services Manager or designate
- Chief Administrative Officer or designate

Emergency Response agencies are encouraged to request implementation of the Emergency Plan and/or activation of the Emergency Operations Centre early in an event to ensure effective support and coordination as required.

Note: Activation of the plan does not necessarily mean the EOC will be activated nor does it require a state of local emergency to be declared.

British Columbia Emergency Management System

The British Columbia Emergency Management System (BCEMS) is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters. It provides a structure for a standardized approach to developing, coordinating, and implementing emergency management programs across the province.

BCEMS evolved from and expands on the framework previously in place across the province – the BC Emergency Response Management System (BCERMS). BCERMS utilized the structure and fundamentals of the Incident Command System (ICS) which has been widely adopted by first responders and emergency management programs throughout North America.

In 2016 BCEMS was introduced to incorporate the four phases of emergency management. BCEMS views emergency management as a continuous process consisting of four interconnected phases: Mitigation, Preparedness, Response, and Recovery.

The Local Authority is committed to using the BCEMS framework. The Local Authority regularly reviews the Hazard, Risk and Vulnerability Analysis to ensure that it is current and clearly identifies priorities for mitigation, preparedness, response and recovery.

Emergency Management Phases

PHASE	WHAT IT MEANS
Mitigation	<ul style="list-style-type: none"> • Steps are taken to identify, prevent, eliminate, or reduce the risk and impact of hazards. • Purpose is to protect lives, property, and the environment; reduce economic and social disruption; and improve response capabilities. • Covers structural measures (e.g., construction of floodways and dikes, earthquake retrofitting) and non-structural measures (e.g., building codes, land-use planning, tax and insurance incentives).
Preparedness	<ul style="list-style-type: none"> • Action is taken to prepare for emergency response and recovery. • Plans are created to support the continuity of emergency operations and other mission critical services. • Individuals, families, and neighbourhoods implement measures to prepare for and cope with the immediate impact of a disaster. • Activities include: emergency and continuity planning, volunteer management, training, exercises, maintenance and continuous improvement, and public/stakeholder education.
Response	<ul style="list-style-type: none"> • Action is taken in direct response to an imminent or occurring emergency/disaster in order to manage its consequences. • The plan for continuity of emergency operations is activated, if necessary. • This phase involves measures to limit loss of life, minimize suffering, and reduce personal injury and property damage associated with disasters. Examples include emergency public/stakeholder information, fire-fighting, search and rescue, emergency medical assistance, evacuation, site support, and agency coordination.
Recovery	<ul style="list-style-type: none"> • Steps are taken to repair a community affected by a disaster and restore conditions to an acceptable level or, when feasible, improve them. (Note: The term “community” refers to everyone who is or could be affected by an emergency/disaster. This includes all levels of government, agencies, not-for-profit organizations, businesses, and individuals.) • This phase consists of several stages and works toward disaster risk reduction to minimize future damage to the community and environment. • It includes measures such as the return of evacuees, provision of psychosocial support, resumption of impacted businesses and services, provision of financial assistance, conduct of economic impact studies, and reconstruction. These measures are taken after an emergency/disaster in as timely a manner as possible.

British Columbia Emergency Management System Fact Sheet

Essentials of BCEMS

Vision

Resilient communities across British Columbia.

Mission

To facilitate the use of a proactive, collaborative, and integrated approach to emergency management to minimize loss and promote effective response and recovery in BC.

Purpose

BCEMS is a comprehensive framework that helps ensure a coordinated and organized approach to emergencies/disasters. It provides a structure for a standardized approach to developing, coordinating, and implementing emergency management programs across the province.

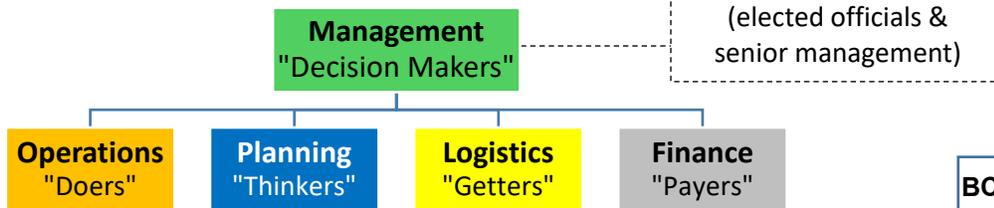
Guiding Principles

- Health and safety
- Shared responsibility
- All-hazards approach
- Collaboration and stakeholder engagement
- Common approach
- Clear communication
- Continuous improvement

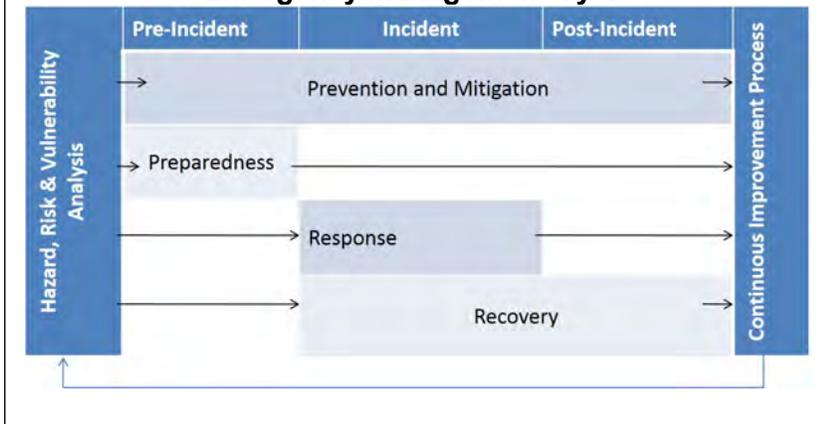
BCEMS Response Goals

1. Ensure the health and safety of responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

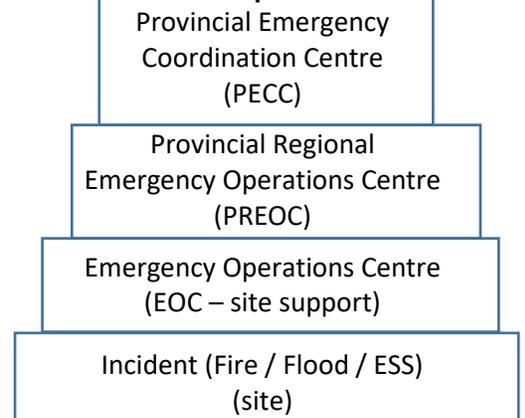
Five Primary Management Functions



Emergency Management Cycle



BCEMS Response Levels



Be Prepared! Help Others! Together we are so much more!

HAZARDS, RISKS AND VULNERABILITIES

The purpose of Hazard, Risk and Vulnerability Analysis (HRVA) is to help a community make risk-based choices to address vulnerabilities, mitigate hazards, and prepare for response and recovery from disasters.

Hazard, Risk, and Vulnerability Summary

Hazard = events, phenomena or human activities that may result in consequences such as:

- Loss of life
- Injuries
- Damage to community infrastructure
- Impact to community services

Risk = Probability X Consequences

Vulnerability = susceptibility of people, animals, property, infrastructure and environment to potential harm.

Impacts that need to be considered include:

- Health and safety of community
- Critical facilities
- Lifelines (water, electricity, gas, etc.)
- Community infrastructure
- Environmental, economic and social systems

HRVA Matrix:

Probability	Very High		Extended Community Isolation		
	High	Medical Emergencies	Marine HazMat	Land HazMat	Wildfire
	Moderate	Flooding	Structure Fires Pandemic	Drinking Water Interruption	Tsunami
	Low				Earthquake
Risk Level		Minor	Moderate	Major	Catastrophic
Very High		Consequences			
High					
Moderate					
Low					

The top hazards for the communities are assessed to be: Interface Wildfire, Earthquake, Tsunami, Extended Community Isolation, Water Supply Interruption, Hazardous Materials Spill, and Medical Emergencies.

Historically, the communities have experienced extended community isolation, tsunami, and medical emergencies. 2020 is the year of pandemic with COVID-19 further isolating individuals within communities due to provincial health orders. Isolation bring additional psychosocial issues with it.

Community Population Based on the 2016 Census Report:

Total Population 677

Demographics:

Age	Total
0-19	175
20-29	75
30-49	180
50-64	160
65+	80

Primary Economic Dependencies:

Employment by Industry - 320

	Count	% Distribution
Agriculture, forestry, fishing and hunting	30	9.38%
Construction	35	10.93%
Manufacturing	15	4.69%
Retail trade	15	4.69%
Transportation and warehousing	25	7.81%
Finance and insurance	10	3.13%
Professional, scientific and technical services	10	3.13%
Administrative and support, waste management and remediation services	25	7.81%
Health care and social assistance	10	3.13%
Arts, entertainment and recreation	20	6.25%
Accommodation and food services	90	28.13%
Other services (except public administration)	10	3.13%
Public administration	25	7.81%

Source: Statistics Canada Census - 2016

Unique Characteristics:

Close proximity of oceans, lakes, rivers, mountains, valleys, forests, trails etc. make for wonderful outdoor enjoyment for all. Located on the west coast of Vancouver Island, surfing is a major draw to the area. In the summer, visitor numbers often are double that of residents. This can create additional challenges in emergencies and disasters and so a significant effort is underway to educate visitors on the key hazards and how to be prepared to look after themselves.

The communities are particularly vulnerable to:

With small communities dispersed throughout the area, transportation issues are a prime concern. The extensive road closures between the west coast and Port Alberni leave residents and visitors isolated. The December 2018 Windstorm is a prime example of how a storm is able to wreak havoc on a widespread area leaving communities and individuals isolated without core services such as electricity

and its dependencies such as water, heat, light, food, etc. and without the opportunity to purchase necessary resources if they had not prepared for this eventuality.

Based on the HRVA, a series of Contingency Checklists have been created to assist responders in assuring that key response actions are implemented and identifying key roles and responsibilities. These Contingency Checklists are part of the Emergency Response and Recovery Operational Guidelines and are each divided into four sections:

- Potential Impacts;
- Incident Site Actions;
- EOC Actions; and
- Equipment Resources.

MITIGATION OVERVIEW

A thorough Hazard, Risk & Vulnerability Analysis provides you with important information about the potential hazards in your community, the likelihood of those hazards occurring and most importantly your community's potential impacts and vulnerabilities.

Taking the time to share this valuable information with elected officials, staff and the public can greatly improve your community's willingness to explore potential opportunities to invest in reducing those risks. Risk reduction can be effectively implemented at all levels:

- Individuals and businesses implementing FireSmart principles.
- Prioritizing infrastructure and buildings to retrofit with seismic improvements.
- Developing land-use policies and official community plans that integrate the HRVA lens to reduce risks and improve public safety.
- Developing asset management processes that ensure financial capacity for replacing equipment and facilities before they become unviable.

PREPAREDNESS OVERVIEW

[Preparedness](#) is a shared responsibility. What can you do?

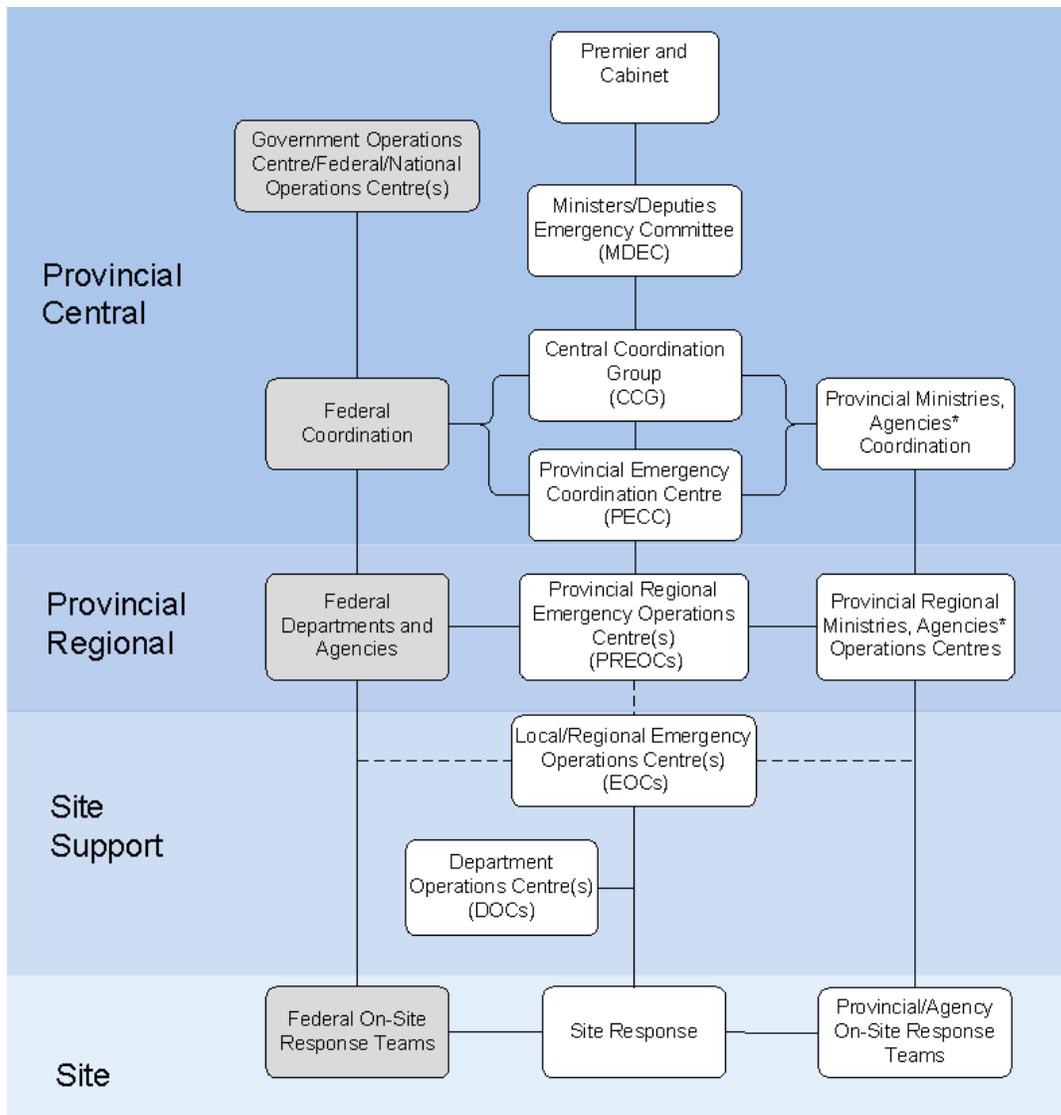
- Individuals and families get prepared using the MIECM Emergency Preparedness Workbook
- Neighbourhoods work together with neighbours (formally or informally) to get ready for emergencies or disasters. Contact your local Emergency Program Coordinator for information on guide materials and available presentations such as:
 - [Get Prepared for a Tsunami in BC](#)
 - [FireSmart BC](#)
 - [In It Together: Neighbourhood Preparedness Guide](#)
- Workplaces are recommended to align their businesses with [WorkSafeBC](#) and [business continuity](#) requirements to develop practical tools for staying in business during and after an emergency or disaster (whether that involves just your workplace or your whole community).
- Agriculture and Farms can use the [farm emergency plan](#) and [guide](#) templates to prepare for potential emergencies and determine their best options.
- Local governments are mandated to prepare for emergencies and disasters. This Emergency Plan and the various detailed documents created for emergency response and recovery are all part of preparedness activities. Training and exercises are also an integral part of emergency preparedness.

RESPONSE OVERVIEW

Provincial Response System

BCEMS includes a comprehensive response management system based on the principles of the Incident Command System (ICS) that ensures a coordinated and organized response to emergencies and disasters. This framework comprises four levels which are activated as necessary: Site; Site Support; Provincial Regional Coordination; and Provincial Central Coordination.

BC Emergency Management Structure



Legend:

Required Reporting	—————	Federal Integration	Local/Regional/Provincial Integration
Information Sharing	- - - - -		

* Agencies = Stakeholders

Site Response

Site response manages the tactical response to the emergency/disaster and functions directly under the ISC structure. Command is determined by the type of event. Site operations include, but are not limited to:

- First Responders (Fire, Police, Ambulance, Public Works)
- Emergency Support Services
- Emergency Communications Teams

Site

Uses resources to solve problems arising from the emergency/disaster

- Responders at the site may come from various levels of government and from other stakeholders.
- Direction comes either from a single command or a unified command.
- Command is provided from a single on-site incident command post (Single or Unified Command).

Specific Tasks:

- Manage the tactical response to the emergency/disaster
- Responsible for the safety and health of all those who are operating at the site
- Evaluate risk on an ongoing basis
- Determine the resources required to deal with the emergency/disaster
- Coordinate provision of essentials such as food, clothing, lodging, emotional support, information and family reunification
- Provide alternate communications such as commercial or amateur radio to sites and EOCs

Site Support

Supports and coordinates the overall emergency response activities within its geographical or functional jurisdiction. This level of support can be provided by one or more of the following:

- Department Operations Centre (DOC): Agencies that require unique functional support for their emergency activities may establish a DOC. A DOC is primarily concerned with supporting the emergency activities of the agency and ensuring that regular business activities continue. It can be established at the provincial, regional, or local level. For example, a local authority fire department may establish a DOC to respond to a specific emergency/disaster. Business and industry may also activate functional or geographic operations centres (e.g., Area Operation or Area Command Centre).
- Emergency Operations Centre (EOC): An EOC is set up off-site, in a pre-designated facility, and is activated at the request of the incident commander or senior official. EOCs may be established by any level of government or the private sector to support the entire site or individual agencies.
- Regional Emergency Operations Centre (REOC): Local authorities or agencies may combine resources in a REOC. A REOC functions as an EOC, but allows for collaborative decision making, coordinated resource requests, and prioritization of scarce resources between local authorities during regional emergencies/disasters. A REOC can also coordinate public messaging.
- Policy Group (elected officials and senior management) is set up separately to provide guidance on policy questions, set expenditure limits and declare a state of local emergency when necessary.

Specific Tasks:

- Maintain communication with the site level
- Provide policy guidance
- Coordinate the collection of situational awareness information and disseminate information internally and externally as appropriate

- Provide operational support (e.g., for evacuations)
- Coordinate local multi-agency support to the site level
- Acquire and deploy additional resources obtained locally, from other EOCs, or from the provincial regional coordination level
- Prioritize and coordinate critical resources
- Coordinate media information

Provincial Regional Coordination

Provides and coordinates provincial support for local authorities and First Nations within designated regional boundaries. Support and coordination at this level are provided by a Provincial Regional Emergency Operations Centre. (PREOC).

Specific Tasks:

- Acts as a conduit of information back to the provincial government
- Assists in implementing emergency plans across local authorities and other levels of government, Crown corporations, and stakeholders
- Coordinates the collection of situational awareness information (e.g., priority issues of concern, damage assessment) and disseminates this information to the provincial central coordination level, provincial ministries, local authorities, and stakeholders
- When an emergency/disaster affects multiple jurisdictions, obtains critical resources and prioritizes their coordinated deployment in accordance with BCEMS response goals
- Where no local authority exists, directly manages the response
- Coordinates regional dissemination of provincial messaging on the status of the emergency/disaster

Provincial Central Coordination

Prioritizes provincial government objectives and leads the overall provincial response. It also serves as the coordination and communication link with the other response levels and the federal disaster support system. Central coordination and provincial leadership are provided by the Provincial Emergency Coordination Centre (PECC).

Emergency Coordination Centre (ECC)

EMBC houses the Emergency Coordination Centre (ECC), a 24-hour centre that records, notifies and monitors emergency incidents across the province 365 days per year. If an emergency incident occurs with potential to escalate or has required the activation of the local emergency operation centre(s), the ECC will contact designated EMBC regional and headquarters staff. EMBC staff will activate the PREOC and/or PECC if deemed necessary. The ECC facilitates the flow of information within and between agencies and senior officials if local telecommunications are impacted.

Local Authorities should contact the ECC in the event of an emergency to request a task number, a control number assigned by EMBC for tracking an approved response.

Provincial Emergency Coordination Centre (PECC)

EMBC's Provincial Emergency Coordination Centre (PECC) implements provincial government objectives and leads the overall provincial response. It also serves as the coordination and communication link with the other response levels and the federal disaster support system. The PECC is located in Victoria.

Specific Tasks:

- Provides overall leadership and coordination in the implementation of the provincial government's priorities and objectives in a major emergency/disaster:
- Gathers situational awareness data to establish the scope and scale (current and potential) of major emergencies/disasters, and provides it to the government and other stakeholders
- Facilitates advance planning, addressing the need for resources and support based on situational awareness information
- Supports the provincial government's response activities, providing policy direction for regional emergency operations
- Coordinates and supports any activated PREOC
- Coordinates cross-government support to provincial ministries and emergency management stakeholders
- Ensures adequate province-wide mobilization and allocation of critical assets
- Coordinates the government's business continuity requirements for critical government functions and provides continuity support to senior provincial officials, as requested
- Facilitates, as required, the acquisition of provincial, national, and international support
- Coordinates overall provincial messaging on the status of the emergency/disaster

Catastrophic Emergency Response and Recovery Centre (CERRC)

The concept of operations for a provincial-led Catastrophic Emergency Response and Recovery Centre is in development.

RECOVERY OVERVIEW

Recovery is the phase of emergency management in which steps and processes are taken/implemented to:

- Repair communities affected by a disaster
- Restore conditions to an acceptable level or, when feasible, improve them
- Restore self-sufficiency and increase resilience in individuals, families, organizations, and communities

Recovery measures consist of short-term, medium-term and long-term stages and work towards minimizing future damage to communities and the environment.

Recovery measures are generally implemented as soon as life-safety issues are addressed to reduce impact to communities. These measures may include:

- Temporary housing
- Monitoring health care needs including psychosocial needs and continuation of health services
- Environmental impact assessment
- Economic recovery
- Planning and reconstruction

Key recovery concepts include:

- Coordinating efforts

- Providing leadership
- Empowering individuals
- Recognizing and respecting the many facets of recovery
- Acting quickly while planning for the long-term
- Planning for transition

Recovery Planning in the EOC (Recovery Unit)

Early in the emergency response, the EOC needs to identify the potential need for recovery operations and staff the Recovery Unit in the EOC to plan for the transition to recovery. It is essential for the EOC to be aware of and keep recovery needs in the forefront of all emergency operations to ensure that the transition to recovery goes smoothly and that emergency response measures are implemented to improve the recovery process.

Specific tasks:

- Assess community/organization recovery requirements and develop recovery plans
- Identify immediate steps to initiate and speed up recover within the community/organization
- Anticipate long-term actions required to restore local services
- Liaise with other organizations/agencies involved in recovery
- Establish plans to transition the EOC to a Recovery Operations Centre (ROC)
- Support establishment of a Recovery Steering Committee and appointment of a Recovery Director

Emergency Support Services teams need to plan for transition to recovery so that evacuees know how/where recovery will continue following response. This can be initiated by having a “Next Steps” table in the ESS Reception Centre where recovery personnel/agencies provide information on what is available for Recovery Services.

Community Resilience Centre

In many communities some form of Community Resilience Centre may be activated to formally assist individuals through the recovery process. Collaboration/coordination with provincial, community, business and not-for-profit agencies is critical to ensure that recovery is holistic and builds community capacity and resilience.

Assistance is provided with a “one-stop shop” approach through a series of steps that may need to be expanded to assist those with more complex recovery requirements.

Specific steps:

- Complete a capacity and needs assessment with community residents
- Assist individuals in completing their personal action plan
- Ensure that those with urgent needs are connected with appropriate agencies/groups:
 - Pursuing family reunification efforts
 - Linking homeowners needing assistance in removing debris with residents who can help
 - Providing psychosocial support services including trauma counselling
 - Engaging public health agencies to provide water testing
 - Linking home-based business owners with local business organizations like Chamber of Commerce and Rotary Club

Recovery Operations Centre (ROC)

Ideally, when the EOC determines the need for a formal recovery process, the EOC transitions into a Recovery Operations Centre. ROCs may be established by any level of government or the private sector to support community or individual agency recovery efforts.

Regional Emergency Operations Centres can morph into Regional Recovery Operations Centres to support the larger community and local authority recovery efforts.

The recovery structure is likely to change over time from short-term to medium-term and long-term. Refer to the stages of recovery outlined below:

Stages of Recovery



ROLES AND RESPONSIBILITIES

During the Preparedness, Mitigation, Response and Recovery phases of disaster, numerous departments and agencies will participate. Several departments and agencies have been pre identified as important participants in all phases.

Initially local governments will work with their local jurisdiction resources including first responders. As an event unfolds, it may become clear that additional resources may be called upon should the local authority require assistance beyond our own capabilities. The following synopsis is broken out by internal, external and provincial/federal agency support:

Local Jurisdiction

Administration (Governing Jurisdiction)

- Preplan for mitigation, preparedness, response and recovery at a local level
- Pre-designate EOC facilities and staffing
- Develop the Local Authority EOC operational guidelines
- Policy Group (elected officials and senior management) determine expenditure limits and declare a state of local emergency for the jurisdiction when necessary.

Building Inspection

- Provide input and assessment for key facilities, seismic stability studies, policy development, long range planning
- Develop a rapid damage assessment training program for employees and volunteers
- Develop strategies and processes for compiling damage assessment information and recommendations during response
- Develop a 'fast track' system for Building Permit/Inspection during recovery

Community Disaster Recovery

- Provide for the extended basic needs of persons impacted by disaster (i.e. information, emotional support and coordination of resources and services)
- May provide support to Resilience and Recovery Operations Centre personnel
- Coordinate the response of volunteer organizations providing human services
- May provide services and support for Neighbourhood Programs
- Organizes transition from recovery to community resources for those impacted by disaster

Emergency Communications

- Provide communications support in the event of an emergency or disaster resulting in communications outages
- Deployed at the request of the EOC Director through the Emergency Communications Team (ECT) Unit in Logistics
- Deployment and set-up is pre-determined through exercise planning for designated facilities

Emergency Support Services

- Provide for the basic needs of persons impacted by disaster (i.e. information, family reunification, emotional support and coordination of services)
- May provide support to Emergency Response units and EOC personnel
- Coordinate the response of volunteer organizations providing services to impacted individuals

Engineering and Public Works

- May be lead agency for dam breach, flooding and water main breaks, etc.
- Organize provision and distribution of potable water
- Maintain and repair of sewage collection systems, storm drainage systems, public roads/walks, public buildings
- Provide refuse collection and disposal
- Assist Ministry of Transportation and Infrastructure with maintenance of traffic lights and provision and deployment of traffic signs, barricades, etc.
- Liaise with utility companies (Telephone, Hydro, Gas, etc.)
- Assist with inspection of damaged buildings and structures and determining demolition of those considered unsafe, through Building Inspection Department

Fire Department

- May respond to Dangerous Goods / Hazardous Materials, Urban/Wild Fire incidents
- Provide direction and assistance in tactical evacuation of people
- May provide medical aid in cooperation with Ambulance
- Provide fire suppression and fire control in an emergency

- May provide rescue service in cooperation with other departments and agencies
- May provide assistance in determining availability of water supplies

Neighbourhood Programs

- Establish Neighbourhood Command Post(s) to lead neighbourhood response efforts
- Mitigate hazards: i.e. turning off damaged utilities, fire safety and debris clearing
- Complete rapid damage assessment surveys
- Set up first aid station and triage and treat injured to training level
- Search damaged building, rescuing trapped persons, mark dangerous buildings
- Provide temporary shelter and liaise with Emergency Support Services (ESS) for services

Local Agency Support

British Columbia Ambulance Service (BCAS)

- Responsible for providing mass casualty and health care services
- Responsible for triage, treatment and transport of casualties
- Coordinate emergency medical activities with EOC
- The Provincial Ambulance Service is controlled & directed by the Minister of Health

Health Authority

Hospitals:

- When patients received or anticipated exceeds the existing capabilities, actions are initiated:
 - Patient surge planning
 - Triage of all patients received
 - Stabilization and preparation of multiple / trauma victims for transport
 - Treatment and admission, or discharge

Public Health:

- Monitor water quality
- Immunization
- Epidemiology / disease control

Police (Royal Canadian Mounted Police)

- Lead agency for Motor Vehicle Incidents and Terrorism
- Maintain law and order and enforce emergency restrictions and regulations
- Coordinate traffic and route control
- Provide direction and assistance in the warning, alerting and evacuating of people
- Coordinate Search and Rescue Operations
- Crowd control
- Coordinate use of auxiliary and/or special police (COPS - Citizens on Patrol)
- Liaise with Coroner's Office

Provincial and Federal Agency Support

British Columbia Coroners Service

- Provide services as necessary including operation of:
 - temporary morgues;
 - identification of the dead; and
 - mass fatality planning

British Columbia Wildfire Service

- Manages wildfires through a combination of wildfire prevention, mitigation and suppression strategies, on both Crown and private lands outside of organized areas such as municipalities and regional districts

Canadian Red Cross Disaster Management Program

- Work in partnership with first responders, emergency managers and the province to support their response and recovery activities. Work in collaboration with other voluntary sector organizations

Emergency Management British Columbia (EMBC Formerly PEP)

- EMBC is a branch of the Ministry of Public Safety and Solicitor General who will coordinate the response of the Provincial Government to emergencies/disasters
- Coordinate requests for provincial, federal or international aid via local authority EOC
- Support local authority volunteer services and provide Workers' Compensation Board coverage for training and response work (Search & Rescue, Emergency Support Services, and Emergency Communications Team (ECT) etc.).
- Provide Disaster Financial Assistance (DFA), and Response/Recovery expense reimbursement

Ministry of Children and Family Development

- Provide policy direction and expertise dealing with unaccompanied youth
- Child protection services
- Reunion services

Ministry of Environment & Climate Change Strategy

- Provide professional or technical advice and direction at hazardous material or pollution spills
- Assess and monitor air and water quality
- Provide conservation officers to act as special constables to reinforce police forces in law and order and traffic duties
- If evacuations are required within park boundaries, representatives from the Park Branch will liaise with provincial operations centres, agencies and local authorities as required.

Ministry of Agriculture

- Provide advice to farmers, aquaculturalists and fishers on the protection of crops, livestock and provincially managed fish and marine plant stocks
- Coordinate support and/or managing agricultural animal relocation
- Develop emergency response plans addressing animal disease and plant health
- Administer provision of crop insurance to cover damage from disasters and emergencies
- Develop Emergency Management Guides to assist producers in preparing for emergencies

Joint Rescue Coordination Centre

- Provide direction and assistance in evacuation of people during air and marine incidents
- May provide rescue service in cooperation with Local Authority departments and agencies
- May implement Mutual Aid Agreements as necessary

Search and Rescue

- Assist the Police in ground and inland water search and rescue operations
- Assist the Fire and Police Departments in evacuations
- Assist Emergency Health Services personnel in treatment of injured as directed
- May conduct Light Urban Search & Rescue depending on training levels

Transportation

- Develop transportation plan
- Link to public transportation agencies
- Link to private transportation agencies
- Liaise with Police (RCMP) to implement transportation plan
- Close provincial transportation routes including highways and inland ferries where the safety of the public is at risk

PUBLIC NOTIFICATION AND INFORMATION

The *Local Authority Emergency Management Regulation* requires that your community's emergency plan "establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster."

It is essential for local governments to develop and implement an effective and timely delivery of emergency information to site level responders, assisting and cooperating agencies, site support personnel, and the public/stakeholders.

Goals:

- Standardize key information so that it can be accessed easily within and across organizations
- Establish a process that promotes the regular sharing of information with response organizations
- Link the operational and support elements within and across various organizations
- Provide a common operating picture and situational awareness for response personnel
- Maximize the use of readily available resources, including the Internet and web-based tools
- Ensure the secure management and timely release of sensitive information
- Ensure the release of credible and accurate information to the public and other stakeholders

Public Information Plan

The public information plan is sufficiently flexible to allow response to a variety of emergency situations throughout an incident as well as in the recovery phase. The plan identifies key contacts and communication tools to support a response to emergencies using all available and appropriate communication tools.

Key aspects of the Public Information Plan include:

- Roles and responsibilities for Information Officers, Information Teams and Spokespersons
- Working with Key Response or Recovery Agencies to ensure consistent messaging throughout each emergency or disaster
- Media relations processes to ensure that media are regularly informed through a variety of avenues including website and social media updates, media releases, media briefings, etc.
- Working with media, in particular with public broadcast radio to encouraged hourly repeats of emergency situation updates and instructions to ensure public opportunity to learn about the situation and what they can/should do
- Identifying best practices for verifying, coordinating and distributing information regarding the emergency or disaster and providing direction for the safety and support to the public
- Identifying best practices for utilizing and monitoring social media throughout an emergency or disaster to ensure that factual information is shared in a timely matter
- Identifying ways for the public to share information regarding the emergency or disaster including social media and the potential for a Call Centre or pre-identified phone number that provides key information and utilizes various means for ensuring timely response to public inquiries
- Developing key messaging templates to ensure consistent and standardized information sharing

Key sources for information include:

Facebook: [Ucluelet Community Board](#)

Twitter: <https://twitter.com/ACRDgov>

Website: <https://www.acrd.bc.ca/emergency-preparedness>

Emergency Notification Options:

- [Sign up](#) for Ukee Mail and Ucluelet Emergency Notification System
- [Sign up](#) for Tofino Emergency Notifications

AlertReady System

Alert Ready is Canada's emergency alerting system. Alert Ready delivers critical and potentially life-saving alerts to Canadians through television, radio and LTE-connected and compatible wireless devices. The Alert Ready system was developed with many partners, including federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, Pelmorex, the broadcasting industry and wireless service providers. Together, these partners work to ensure Canadians receive alerts immediately and know when to take action to stay safe.

For more information check out: <https://www.alertready.ca/>

Currently, the Province of British Columbia utilizes the Alert Ready system specifically for Tsunami Warnings. Local Authorities will be alerted and will coordinate potential response requirements and further dissemination through a variety of means including website, social media, radio, etc.

LOGISTICAL CONSIDERATIONS

During emergencies or disasters, many resources will be required for effective response and recovery. The Local Government has identified key resources that may be available in the community and from neighbouring communities through mutual aid. If additional resources are required beyond what is locally available, the local government will follow the processes outlined by Emergency Management British Columbia for requesting resources through the province. This includes equipment and personnel.

Resource Management

Resource Management begins at the site level and emergency management is encouraged to connect with first responder agencies to share resource information to ensure effective coordination before, during and after emergencies.

Measures include:

- Identification of resource needs based on the threats to and vulnerabilities of the jurisdiction/organization, and development of alternate strategies to obtain the needed resources
- If necessary, create new policies to encourage the positioning of resources near expected incident sites in response to anticipated resource needs
- Anticipate circumstances that may trigger specific required actions such as restocking of supplies when inventories reach a predetermined minimum
- Ongoing assessment of resource status for accurate inventory organized by category, kind and type including size, capacity, capability, skill, etc. A thorough, detailed list ensures effective ordering and shipping processes
- Establish standing agreements and contracts between parties likely to provide/request resources
- Establish standing agreements and contracts with technical specialists

Volunteer Management

Introduction - Utilization of Volunteers

The achievement of Emergency Program goals is best served by the active participation of citizens of the community. To this end, the program accepts and encourages the involvement of volunteers at all levels of the Emergency Program and within all appropriate programs and activities.

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers.

Definition of “Volunteer”

A “volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement of approved expenses, performs a task at the direction of and on behalf of the Emergency Program. A “volunteer” must be officially accepted and enrolled by the agency prior to performance of the task. Unless specifically stated, volunteers will not be considered as “employees” of the region.

Service at the Discretion of the Emergency Program

The Emergency Program accepts the service of volunteers with the understanding that such service is at the sole discretion of the Emergency Program and must be initiated/requested by the local authority.

Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the Emergency Program including Emergency Support Services, Neighbourhood Program, Search & Rescue, Emergency Communications Team, and serve at all levels of the program. Volunteers will not, however, be utilized to carry out work normally performed by local authority employees.

Conflict of Interest

Volunteers are required to conduct themselves in a manner, which assures that a conflict of interest, whether personal, philosophical, or financial, does not exist or appear to exist.

Volunteers are expected to discuss potential conflict of interest situations with their component coordinator to determine if the conflict is actual or perceived.

Representation of the Agency

Prior to any action or statement that might affect or obligate the Emergency Program, volunteers should seek prior consultation and approval from appropriate staff. These actions may include, but are not limited to, public statements to the press, coalition of lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of the Emergency Program as specifically indicated within their position descriptions and only to the extent of such written specifications.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, client, or other person or involves overall Emergency Program business.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Emergency Program or other corrective action.

Dress Code

As representatives of the Emergency Program, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers will dress appropriately for the conditions and performance of the duties.

Volunteer / Staff Relationships

Volunteers and staff are considered to be partners in implementing the mission and programs of the Emergency Program. It is essential for the proper operation of this relationship that each partner understands and respects the needs, abilities and responsibilities of the other.

Lines of Communication / Access to Information

Volunteers are entitled to necessary information pertinent of their work assignments.

Lines of communication should operate in both directions, and should exist both formally and informally.

Volunteers will be consulted regarding decisions that would substantially affect the performance of their duties.

Volunteer Recruitment

Position Descriptions

Volunteers require a clear, complete, and current description of the duties, responsibilities, and limitations of the position that they are expected to fill. Prior to any volunteer assignment or recruitment effort, a position description must be developed for each volunteer position. This position description will be given to each accepted volunteer and utilized in subsequent management and evaluation efforts.

Recruitment

Volunteers may be recruited by the Emergency Program on a pro-active basis, with the intent of broadening and expanding volunteer involvement in the community.

Volunteers may be recruited through either an interest in a specific role or through a general interest, which may be later matched with a specific role. Cross-training will be actively encouraged to ensure that volunteers can effectively assist the Emergency Program.

Volunteers may be recruited on the basis of ability, experience, skill, and qualifications with the ultimate goal being to promote volunteers by methods free of bias or discrimination.

EMBC Liaison

Emergency Program volunteers will be registered with Emergency Management British Columbia which provides WorkSafeBC and Liability Insurance coverage during pre-approved training, response and recovery activations. [EMBC Policies](#) should be reviewed annually or anytime EMBC sends out an update. Specific policies relating to the coverage can be found at the bottom of the page under:

5.07 - Workers' Compensation Coverage

5.08 - Liability Coverage

Indemnification and Insurance

It is recommended that Emergency Program volunteers are also included in Local Authority indemnification. The following conditions could result in protection being removed:

- The claim arises out of the gross negligence of the volunteer.
- The volunteer acted contrary to the terms of his work assignment or an order of a superior in relation to the action that gave rise to the claim.

Including registered volunteers in the Local Authority indemnification is important if volunteers are active in promotional events such as Fairs, Farmers Markets etc. that are not included in the EMBC coverage.

The Local Authority may want to consider providing Volunteer Accident Insurance for registered Emergency Program Volunteers participating in a pre-approved response.

Training

Consistent, standardized training is essential for a cohesive emergency program. When considering training options, ensure that your choices promote collaboration, meet BCEMS standards and support mutual aid between jurisdictions.

Types of training may include:

- Orientations and workshops
- Briefings and presentations
- Function or activity specific response and recovery training
- Cross-training to enhance capability
- Multi-agency and/or multi-jurisdictional training for information sharing and to enhance coordination and collaboration
- Overviews of emergency management and roles and responsibilities (such as Policy Group)

Exercises

Emergency plans are exercised to ensure that they are workable and can be implemented effectively. A multi-year exercise program provides a coordinated process for ensuring all aspects of the emergency program are tested. An exercise program will enhance operational readiness by:

- Validating the objectives of the emergency plan
- Testing systems, procedures and equipment
- Identifying resource and training gaps
- Clarifying roles and responsibilities
- Improving inter-agency coordination and communication

Critical Infrastructure

Canada has identified the following 10 categories (in no particular order) as Critical Infrastructure:

- Energy and Utilities
- Information and Communication Technology
- Finance
- Manufacturing
- Food
- Safety
- Government
- Transportation
- Health
- Water

British Columbia has mirrored these same 10 categories of critical infrastructure. The following [Critical Infrastructure Assessment Tools](#) are available to communities that want to develop a keen understanding of their own reliance on critical infrastructure:

- Guides
- CI Assessment Tools
- Community Champion Resources (i.e. Workshop Facilitation Aids and Templates and Examples)

The ACRD is currently undertaking a comprehensive Asset Management Process and agencies/organizations are encouraged to identify key assets and infrastructure to ensure that they are maintained to an appropriate level with serious consideration for existing and potential hazards.

FINANCIAL CONSIDERATIONS

Emergencies can be expensive. The cost of responding to events can quickly reach tens or hundreds of thousands of dollars. Safeguarding the public, protecting property and implementing other response objectives can require substantial short-term expenditures that fall outside of regular budgeting and procurement practices.

Spending Authority

Local governments are required to pay all response and recovery expenses up front and where eligible, prepare and request a claim reimbursement from the provincial government. It is recommended that Local Governments develop a spending policy that addresses the need for extraordinary expenditures during and after emergencies or disasters. This spending authority does not require “declaring a state of local emergency” to be implemented.

Response Costs

Emergency Management personnel and Suppliers need to be aware of the current *B.C. Road Builders & Heavy Construction Association (The Blue Book)* for provincially approved rates which will be adhered to during any emergency response and recovery initiatives.

Expense Authorization Forms

Wherever possible and reasonable, the local government will submit an Expenditure Authorization Form along with all required backup information to the PREOC for approval prior to, or simultaneously with critical emergency response activities.

Disaster Financial Assistance

Following a disaster, the provincial government may declare the event eligible for Disaster Financial Assistance (DFA). Once declared, the DFA program may compensate individuals for essential uninsurable losses and/or reimburse local governments for damaged infrastructure.

Key information includes:

[Compensation & Disaster Financial Assistance Regulation](#)

[Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations](#)

Mitigation

Mitigation initiatives for local government infrastructure is funded through the local government budget approval process combined with available grant application processes. Infrastructure replacement is based on age, condition and level of essential service considerations.

Preparedness

Individuals:

Preparedness is the foundation of an effective emergency program. It begins with each individual and family informing themselves of the potential hazards and risks in the areas that they frequent. Next it is important to take stock of their potential vulnerabilities to these hazards and risks. Making an

emergency plan for yourself and your family members to prepare and become as resilient as possible to these events.

Neighbours:

The December 2018 Windstorm and Power Outage clearly demonstrated the need for neighbourhoods to connect with neighbours and share resources such as heat, generators to protect frozen foods and meals to help each other through this period of isolation and lack of services. We encourage everyone to practice checking on the neighbour across and on either side so that no one is left struggling alone.

The 2020 COVID-19 pandemic demonstrates the need to check on neighbours and provide assistance as you are able but doing this while maintaining social distancing (i.e. phone calls, leaving groceries on doorsteps, etc.).

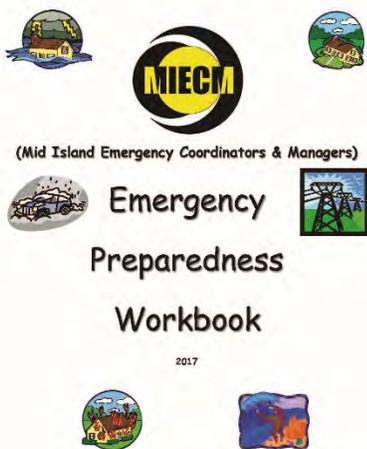
Communities:

Communities are made up of individuals, businesses and agencies. Together we are able to accomplish so much more! Is there a natural hub like a grocery store or community centre in your immediate area? Consider working with business and volunteers to create a hub for sharing information about local resources (generator sharing, serving meals with the service clubs and posting/sharing factual information provided through local governments).

Local Authorities:

Local authorities need to work with appropriate agencies and organizations to focus on the big picture of consequence management (re-establishing critical infrastructure, maintaining water & sewer services, coordinating and supporting emergency responders dealing with major life safety situations, planning for alternative options should the situation worsen or evacuations become necessary).

Information and Training Resources:



The [MIECM Emergency Preparedness Workbook](#) is available online and by request by contacting the ACRD.

Free Emergency Preparedness information sessions are also available to groups of any size.

The website has an abundance of information:

- Farm Emergency Planning [templates](#) and [guides](#)
- [Business Preparedness](#)
- [Evacuation Preparedness](#)

Specific training is also available for:

- [FireSmart](#) Your Neighbourhood – identifying the risks of wildfire and how we can reduce the risk to our homes

Together we can accomplish so much more!



MEMORANDUM

To: Board of Directors

From: Mike Irg, GM Planning and Development

Meeting Date: December 4, 2020

Subject: RD19010 - LOT 771, CLAYOQUOT DISTRICT; Beauty Island, Great Central Lake
Letter from Applicant

Recommendation:

THAT the Board of Directors receive the applicant's letter and leave Bylaw P1406 as presented at first reading.

Note: if the Board wishes to amend Bylaw P1406, as requested by the applicant, an appropriate motion would be:

THAT the Board of Directors direct staff to amend Bylaw P1406 to permit 2 cabins per lot as requested by the applicant and refer the application back to the Sproat Lake APC.

Background:

The attached staff report was presented to the Sproat Lake APC on July 20, 2020 and the APC made the following recommendation:

"For staff to look at options for 2 dwellings per proposed lot and total square footage of dwellings, then bring back to the APC for discussion."

On July 22, 2020, the Board received the staff report and gave first reading to Bylaws P1405 (OCP amendment) and P1406 (zoning amendment). The applicant's agent made a verbal presentation to the Board on August 25, 2020 and then provided the attached letter on October 16, 2020 requesting the bylaw be amended to allow two dwellings per lot.

While there are multiple owners of this property, with a complex ownership structure, staff have provided a recommendation based on good land use planning and do not support rezoning to allow 2 recreational dwellings per lot.

Bylaw P1406 is drafted as a site-specific zone and regulates density by limiting each lot to one dwelling with a maximum floor area of 150 square meters (1614 square feet) and one accessory building with a maximum floor area of 40 square meters (450 square feet). P1406 also limits the

number of potential new lots to a maximum of 4 with a minimum lot area of one hectare for each lot.

The applicants have presented draft subdivision plan for a total of 3 lots. Proposed lot 1 could potentially be subdivided in the future.

The applicants request is for a total of 8 cabins no bigger than 1500 square feet each (6 cabins if future subdivision of proposed lot 1 is restricted) on up to 4 lots. In most circumstances, staff would not recommend multiple dwellings on a recreational zoned, fee simple property and this property has specific challenges being water access only.

It should also be noted that the zone and subdivision layout proposed by the applicant would allow 6 cabins on three lots, while avoiding the parkland dedication provisions of the *Local Government Act*.



Submitted by: _____

Mike Irg MCIP, RPP
Manager of Planning and Development



Approved by: _____

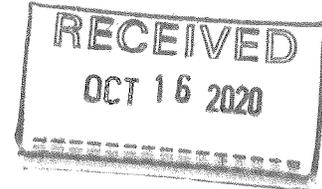
Douglas Holmes BBA, CPA, CA
Chief Administrative Officer

Fern Road Consulting Ltd.

Our File: 19-032-Z

2020-10-09

Alberni-Clayoquot Regional District
3008 – Fifth Avenue
Port Alberni, BC
V9Y 2E3



Attention: Chair and Area Directors

**RE: District Lot 771, Clayoquot District
Beauty Island**

On behalf of the owners of Beauty Island, we seek the Board's direction.

BACKGROUND

In December 2019, as applicant, we submitted a rezoning application to ACRD. Beauty Island is currently zoned A-4 Forest Reserve. The purpose of the rezoning application is to give individual ownership to the 8 owners according to the share % on title.

Sims Associates Land Surveying Ltd. surveyed the island and because the lake level is much higher than when the District Lot was created in 1908, there will be a large Return to Crown around the perimeter of the island. The remaining area is 5.4 ha (13.3 acres) and we have shown 3 lots that represent the share interest.

In addition, we felt it was prudent to investigate the soils for septic disposal so we had Mr. Glenn Gibson, Registered Onsite Wastewater Practitioner (ROWP) inspect the soils and he concluded that the soils meet current Island Health standards and the existing systems do not show any sign of a health hazard.

PROPOSAL

The share structure of the owners is 50%, 25% and 25%. Our proposal was for each lot to be a minimum of 1.2 ha (3 acres) with 2 cabins per lot. The size of the cabins was to be a maximum of 1500 sq ft per cabin plus 500 sq ft for sheds. This equates to a total buildout of 13,500 sq ft or approximately 2.3% lot coverage for the entire island.

The zone that has received 1st Reading is for 1 cabin per lot with 5% lot coverage. 5% lot coverage equates to 29,000 sq ft of buildings, much more than the owners want.

The owners would like to have 2 cabins per lot but much less lot coverage. The owners feel that although the footprint of 1 large cabin would be the same as 2 small cabins, the functionality is much different.

- 50% of the island (proposed Lot 1) is owned by a sister/brother who already have a cabin of approximately 1500 sq ft.
- 25% of the island (proposed Lot 2) is owned by 2 sisters and their 2 children and they use the old cabins that are legal, non-conforming because they are too close to the natural boundary.
- The remaining 25% is owned by 2 sisters and the only building is a partially completed cabin of approximately 1200 sq ft (cabin is partially completed because ACRD was not able to issue a building permit because of density so a “stop work” order was issued).

This proposal was on the agenda of the Sproat Lake APC on July 20, 2020 and the motion that passed was:

“for staff to look at options for 2 dwellings per proposed lot and total sq ft of buildings then bring it back to the APC for discussion”.

The zone that received 1st Reading means that the 2 families that own proposed Lots 2 and 3 must share cabin space. The owners do not want to increase the footprint, in fact they would like the footprint decreased in lot coverage but have 2 cabins per lot. I understand that having 2 cabins per lot sounds like eventually there will be an application to subdivide proposed Lots 2 and 3 again but they are only 1.3 ha in size and Island Health will not approve subdivisions of lots that are less than 1 ha. Again, the owners would like to limit the lot coverage but have the footprint in 2 small cabins.

REQUEST

The owners are in full agreement that they want to limit the size of the cabins. However, the zone that has received 1st Reading is limited by lot coverage only and states “one cabin per lot”. The owners would like to move forward with the application but would like 2 cabins per lot with a maximum size of 1500 sq ft per cabin.

We request that the Board change the Bylaw to 2.3% lot coverage and 2 cabins per lot with a maximum size of 1500 sq ft per cabin.

Thank you for the opportunity to present the owner’s wishes. We are including a copy of the Proposed Subdivision Plan.

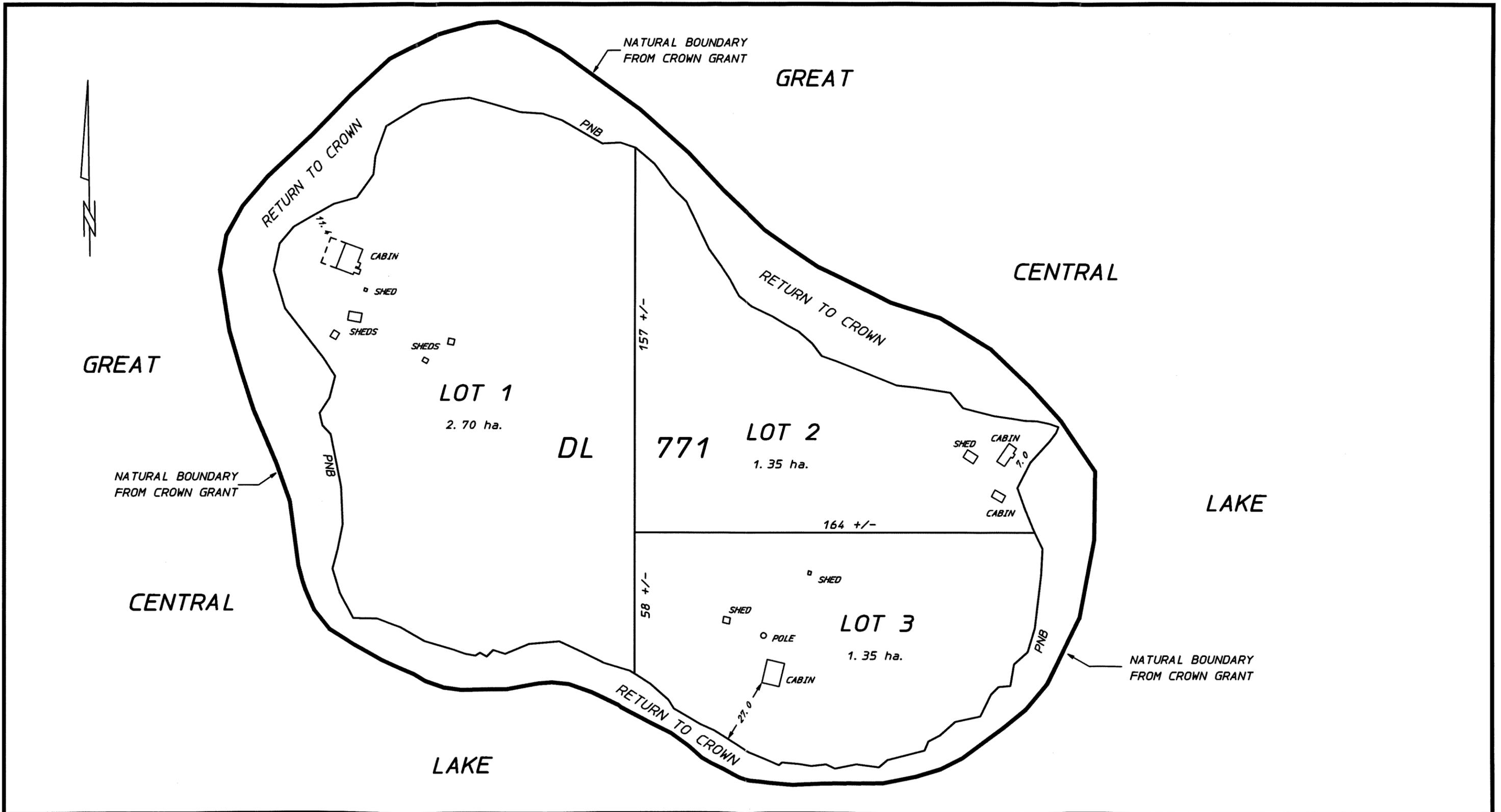
Sincerely,



Helen MacPhail Sims
Office Manager

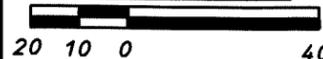
/tj

Enclosure



PLAN OF PROPOSED SUBDIVISION OF
DISTRICT LOT 771, CLAYOQUOT DISTRICT.

SCALE 1: 1500



ALL DISTANCES ARE IN METRES.
ALL DIMENSIONS AND AREAS ARE
SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2019/10/31	

SIMS ASSOCIATES
 LAND SURVEYING
 223 FERN ROAD WEST,
 QUALICUM BEACH, B.C.
 V9K 1S4
 PHONE: (250) 752-9121
 FAX: (250) 752-9241
 FILE: 19-032-S
 COMP: 19-032.P1



Rezoning Application

TO: Regional Board of Directors

MEETING DATE: July 22, 2020

FROM: Mike Irg, GM Planning and Development

ACRD FILE NO: RD19010

APPLICANTS: Terri Fleming, Kristin Fleming, Amber Day, Leanne Frechette, Tina Dirocco, Lorie Day, Debra Coates, and Rick Sherwood (Agent: Sims Associates)

LEGAL DESCRIPTION: LOT 771, CLAYOQUOT DISTRICT

LOCATION: Beauty Island, Great Central Lake

ELECTORAL AREA: "D" Sproat Lake

Applicants Intention: This application concerns an OCP amendment, zoning text amendment and a zoning map amendment. The applicants intend to rezone the property from Forest Reserve (A4) District to the proposed site-specific zone, Beauty Island (BI RVH) District in order to facilitate a three (3) lot subdivision.

Recommendation:

- THAT Bylaw P1405 Sproat Lake Official Community Plan Amendment Bylaw be read a first time.
- THAT Bylaw P1406 Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaws P1405 and P1406 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaws P1405 and P1406 are subject to:
 - a. Support from the Tseshaht First Nation and Hupacasath First Nation;
 - b. Confirmation of suitable parking facilities at the east end of Great Central Lake;
 - c. All docks complying with the Provincial standards;

RD19010

- d. The uninhabited cabin being demolished or brought into compliance with the BC building code; and
 - e. Meeting all technical referral agency requirements.
-

Observations:

i) **Status of Property:** The subject property includes all of Beauty Island, a 5.4 ha (13.34 ac) island located in the easternmost third of Great Central Lake, northwest of Brown's Bay. Beauty Island rises in elevation 20 m above the natural boundary of the shoreline. The island is mostly treed and does not include marked watercourses.

Improvements include four (4) cabins, two of which are legally non-conforming as they predate the ACRD Zoning Bylaw. One cabin was built with a building permit. Construction on the fourth cabin commenced and received a Stop Work Order for unauthorized construction in 2008. No application has been made for construction of the cabin to date. Obtaining a building permit and bringing the non-conforming cabin into compliance with the Building Bylaw or demolishing the cabin is a condition of rezoning.

Beauty Island is zoned Forest Reserve (A4), along with the surface of Great Central Lake and the nearest surrounding parcels are also zoned Forest Reserve (A4) District. The intent of the proposed rezoning is to facilitate a three (3) lot, water access only, subdivision.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. Information provided by a Registered On-Site Wastewater Practitioner (ROWP) confirms that each of the proposed 3-lots demonstrate adequate soils for sewage treatment. Additionally, the ROWP confirmed "all current on-site seasonal sewage disposal show no signs of any potential Health Hazards as prescribed by the Regulations 326/04."
- b. **Water Supply:** Lake intake.
- c. **Fire Protection:** Outside fire protection districts
- d. **Access:** Water access only. Ministry of Transportation and Infrastructure to determine access requirements at the time of subdivision approval. The Regional District will require confirmation of suitable parking on the east end of Great Central Lake recognizing that the Island is water-access only.

iii) Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates

RD19010

the lands as “Recreational Residential Use”. The objective of the Recreational Residential Use designation is to provide opportunities for seasonal residency.

While section 11.2.2 states the ACRD’s policy to “only permit the development of new lots for part-time residential use where access is provided either by dedicated roads or by forestry roads” the intention of this policy is to limit development to areas with existing access. This section does not contemplate water access only sites and therefore does not apply to Beauty Island.

Under the Sproat Lake OCP, a property must maintain a minimum lot size of 1 hectare for subdivision purposes if serviced with on-site well and septic. Each of the proposed lots exceed this minimum lot size requirement.

The OCP also designates a development permit area (DPA) which may impact development of the properties: “DPA I – Riparian Areas Protection”. DPA I includes all lands within 30 metres of Great Central Lake, Boot Lagoon and the Stamp River.

Staff recommends changing the OCP to “comprehensive development” to allow for a site-specific zone that limits lot the number of lots to four(4). Bylaw P1404 meets the intent of the OCP.

- C. **Zoning:** The property is zoned Forest Reserve (A4) District which permits a minimum lot area of 16 ha (40 ac) and one single family dwelling per lot for properties of this size. The Island therefore cannot be subdivided unless it is first rezoned.

The applicants have applied to rezone the property to a seasonal recreational zone that would facilitate a maximum of (4) four lots, although the applicant has stated they intend to create three (3) lot subdivision in accordance with their respective shares on title. The proposed new zoning designation, Comprehensive Development, Beauty Island (BI RVH) District, would facilitate the subdivision of Beauty Island into large lots with a 1.0 ha (2.47 ac) minimum area.

The property includes two legally non-conforming cabins, one cabin built with a building permit and one cabin that was built without a building permit application. The cabin constructed without a Building Permit is in contravention of the ACRD Building Bylaw. Bringing the non-conforming cabin into compliance with the Building Bylaw will be a condition of subdivision approval.

The existing buildings are approximately 7.0 m, 27.0 m, and 11.4 m from the present natural boundary of Great Central Lake. As such, they may require Development Variance Permits to comply with the lot lines and setback requirements of the proposed rezoning. The siting of any non-conforming

RD19010

structures built prior to the adoption of the ACRD Zoning Bylaw may be maintained and repaired within their existing footprints subject to Section 529 of the Local Government Act.

	Current Zoning Forest Rural (A4) District	Proposed Zoning Comprehensive Development, Beauty Island (BI RVH) District
Minimum Lot Size:	40 acres	1.0 ha
Minimum Lot Width:	660 feet	150 feet
Lot Coverage:	-	5%
	Minimum Setbacks	
Front:	50 feet	50 feet
Rear:	30 feet	30 feet
Side:	15 feet	15 feet
	Maximum Height	
feet	35 feet	30 feet

Uses permitted under the proposed zoning include one single family home per lot and accessory building and associated uses.

Note: Accessory dwelling units and vacation rental are not permitted under the proposed zone.

The applicant is applying to rezone the property from Forest Reserve (A4) District to, Beauty Island (BI RVH) District in order to facilitate the subdivision of the property into four lots with a minimum area of 1.0 ha parcels.

Comments:

The proposal consists of a plan to amend the ACRD Zoning Bylaw text amendment and an ACRD Zoning Bylaw map amendment to facilitate a three-lot subdivision with a 1.0 ha (2.47 ac) minimum parcel size with an OCP amendment. The proposed zoning would allow for a maximum of 4 lots on the subject property. The Sproat Lake OCP requires a 1.0 ha (2.47 ac) minimum lot size for lots that are serviced with on-site water (lake in-take) and septic.

Section 18.0 Marine Use provides a list of objectives and policies for waterbodies, including Great Central Lake. This includes section 18.1.2 “maintain the unique physical and biological characteristics of the shoreline environments”. Recognizing the ecological importance of the riparian environment, Development Permit Area DPA 1 – Riparian Area Protection applies to the 30-meter foreshore of Beauty Island.

The cabin constructed without a Building Permit is in contravention of the ACRD

RD19010

Building Bylaw. Obtaining a building permit and bringing the non-conforming cabin into compliance with the Building Bylaw or demolishing the structure is a condition of rezoning.

The applicants have asked for (2) dwellings per lot. Staff are not supportive of a zone that would allow for (8) dwellings on this property. This is an Island in Great Central Lake accessible only by water. If the two existing cabin are on the same lot following subdivision approval, their legal non-conforming status would continue.

Staff are supportive of zoning as presented, which would allow for a maximum of four lots, limit the dwelling size, and allow for residential recreational use.

Submitted by:



Mike Irg, MCIP, RPP
GM of Planning and Development

Approved by:



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RD19010



Subject
Property

DL 771

Great Central Lake















Fern Road Consulting Ltd.



Our File: 19-032-Z

2019-12-12

RD19010

PL20200001

Alberni-Clayoquot Regional District
3008 – Fifth Avenue
Port Alberni, BC
V9Y 2E3

Attention: Mike Irg

Dear Mike:

**RE: Proposed Zoning Amendment of District Lot 771, Clayoquot District
Beauty Island**

On behalf of our clients, Tina Dirocco, Leanne Frechette, Terri Fleming, Kristin Fleming, Amber Day and Lorie Day, Rick Sherwood and Debra Coates we are applying for a zoning amendment for Beauty Island.

BACKGROUND

Beauty Island in Great Central Lake was created as District Lot 771 in 1908. The island is treed, has 3 cabins and various sheds. The current owners all belong to the same family.

Sims Associates (Sims) has surveyed the island and has determined the present natural boundary (PNB). Sims has prepared a proposed subdivision plan showing locations of buildings, current PNB and amount of Return to Crown (due to the lake level being much higher than where it was previously surveyed).

PROPOSAL

There are 8 people on title as owners and shares are as follows:

- 50% share Rick Dale Sherwood and Debra Agnes Coates
- 25% share Tina-Marie Dirocco and Leanne Tracey Frechette
- 25% share Terri Lynn Flemming, Kristin Jean Flemming, Lorie Lee Day and Amber Lynn Day

The owners would like to subdivide so that the ownership is the same as the share percent. Currently the island is zoned A-4 Forest Reserve with a minimum parcel size of

40 acres. We propose rezoning the property to Cottage and Seasonal Residential with a minimum parcel size of 3 acres (1.2 ha).

The owners would like to have 2 cottages per lot with each cottage a maximum of 1500 sq ft. Although "Vacation Rental" is part of this zone, the owners do not want to rent and suggest this option be eliminated from the zone.

We felt it would be prudent to have the soil checked for percability. Mr. Glenn Gibson of Gibsons & Sons inspected the property and determined that it "demonstrates adequate soils for on-site sewage treatment that meet the intent of both Standards".

We have completed an application form but are unsure of the fee. We request you review the file and inform us of the fee and we will then collect it from the owners.

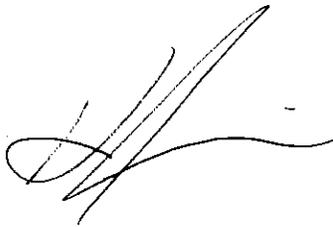
ENCLOSURES

In support of this application, we are enclosing:

- Application form
- 3 Title Searches
- Signed Letters of Authorization
- Report prepared by Gibson & Sons
- Proposed Subdivision Plan prepare by Sims

Please do not hesitate to contact me if there are any questions or you would like to discuss further.

Sincerely,



Helen MacPhail Sims
Office Manager
/tj

Enclosure



APPLICATION FOR DEVELOPMENT

- | | |
|--|--|
| <input type="checkbox"/> Official Community Plan Amendment
<input checked="" type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> Development Permit
<input type="checkbox"/> Development Variance | <input type="checkbox"/> Minimum Parcel Frontage Waiver
<input type="checkbox"/> Board of Variance Application
<input type="checkbox"/> Temporary Commercial Use Permit
<input type="checkbox"/> Temporary Industrial Use Permit
<input type="checkbox"/> Other: _____ |
|--|--|

Applicant/Property Owner Information	Agent Information
Name: See attached Sheet	Name: Helen MacPhail Sims c/o Fern Road Consulting Ltd
Mailing Address:	Mailing Address: P.O. Box 405, Qualicum Beach, V9K 1S9
Telephone:	Telephone: 250 752-9121
Fax:	Fax:
Cell:	Cell:
Email:	Email: hsims@simssurvey.ca

- Legal Description: District Lot 771, Clayoquot District 009-409-441

- Particulars of Proposed Development:
 - Existing OCP Designation: D Recreational Residential
 - Proposed OCP Designation: D n/a
 - Text Amendment: Eliminate "Vacation Rental" from the zone
 - Existing Zone: A-4 Forest Reserve
 - Proposed Zone: SC Seasonal Cottage
 - Within the Agricultural Land Reserve (ALR)?: No Yes
 - Within a Development Permit Area?: No Yes
 - Method of Sewage Disposal: Community System Onsite Septic System Other
 - Method of Water Supply: Community System Onsite Water System Other

- Other (explain): Gets water from Great Central Lake

- Describe the existing land use of the subject property: Recreational family cabins and various sheds

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

North: Great Central Lake

South: Great Central Lake

East: Great Central Lake

West: Great Central Lake

- Describe the proposed development of the subject property (attach additional pages if necessary):

See cover letter

- Reasons and comments in support of the application (attach additional pages if necessary):

See cover letter

- The following information is required. Failure to provide any of the following may delay the application.

A sketch/plan of the subject property showing:

- the legal boundaries and dimensions of the subject property;
- boundaries, dimensions, and area of any proposed lot (if subdivision is being proposed);
- the location of permanent building and structures on the subject property with distances to property lines;
- the location of any proposed building, structures, or additions hereto, with distances to property lines;
- the location of any existing sewage disposal systems and/or property water source; and
- topographic features (rock outcroppings, etc.).

- Additional or more detailed information may be requested by the Regional District following review of your application.

[Redacted text block containing illegible information]

Applicant/Owner Signature: _____

Applicant/Owner Signature: _____

Date: 12 Dec/19

Attached Sheet

Applicant/Property Owner Information

Name: Rick Sherwood and Debra Coates

Mailing Address: 2596 Alberni Highway, Site 215, C-7, Port Alberni, BC, V9Y 7L6

Name: Tina Dirocco and Leanne Frechette

Mailing Address: 5696 Arvay Road, Port Alberni, BC, V9Y 8H4

Name: Terri Flaming, Kristin Fleming, Lorie Day and Amber Day

Mailing Address: 7641 Beaver Creek Road, Port Alberni, BC, V9Y 8M9

Gibson and Sons Consulting
811 Wildgreen Way, Parksville
250 240 1724 gibsonandsons65@gmail.com

Mario + Tina Di Rocco
Arway Rd Port Alberni
m+rocco@shaw.ca

April 25/19

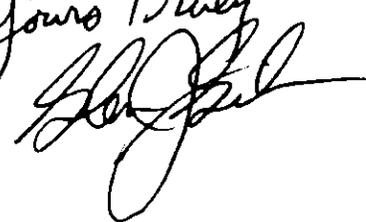
Re: Proposed 3 lot Subdivision of Beauty Island

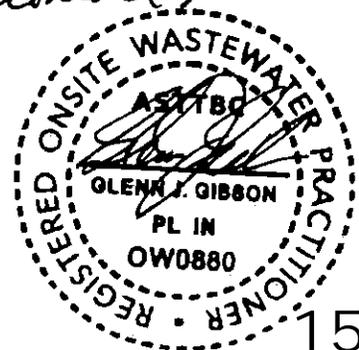
On April 25/19 we dug percolation and observation holes by hand on each of the 3 lots to demonstrate adequate soils for on-site sewage treatment that meet the intent of both Standards.

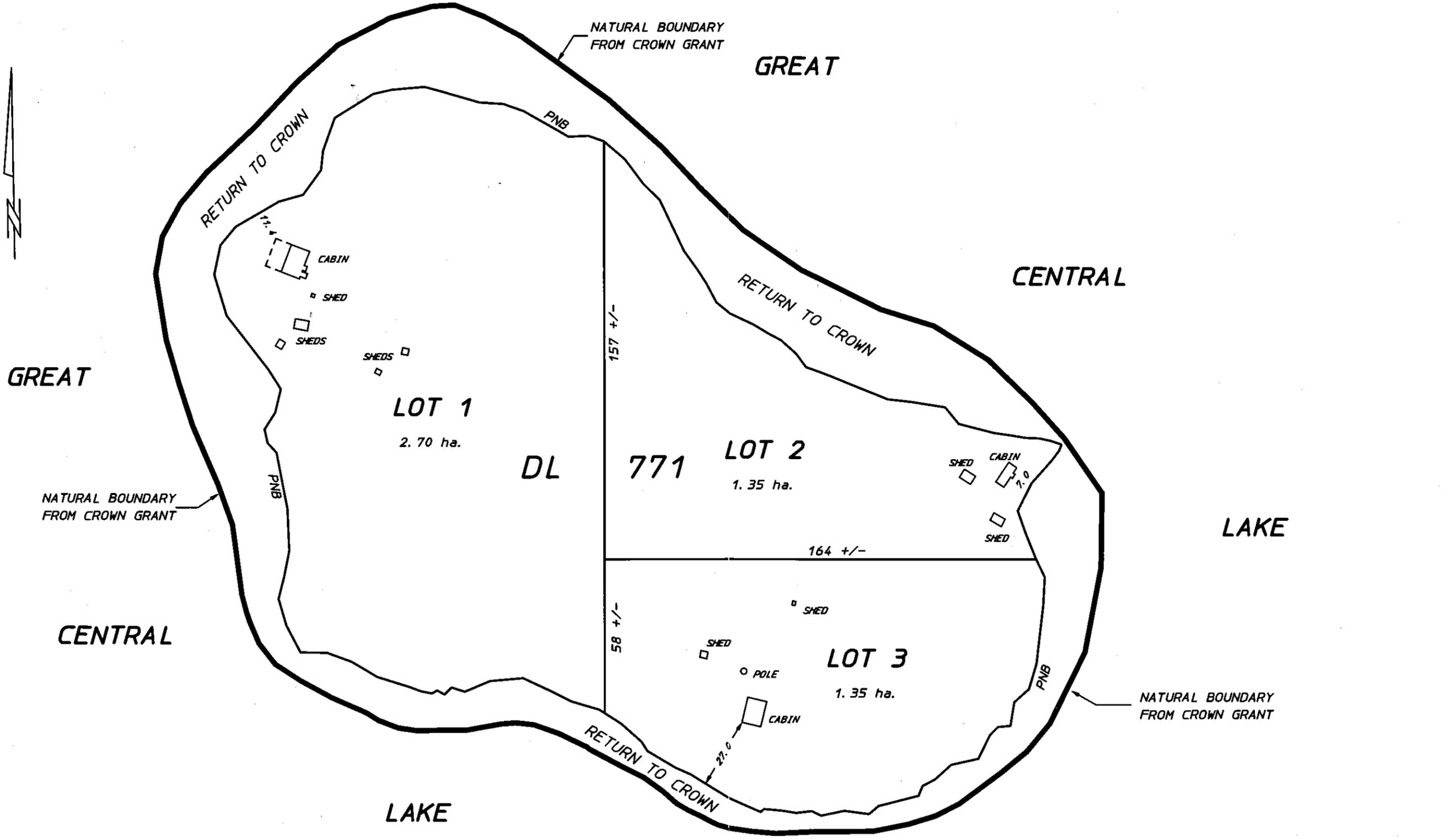
The soils are defined as loamy sands, the holes were dug to 24" + and the percolation rates ranged from 2-6 minutes.

I believe these site conditions meet the intent of both Standards. All current on-site seasonal sewage disposal show no signs of any potential Health Hazard as prescribed by the Regulations 326/04.

If you have any questions please contact me.

Yours Truly






**PLAN OF PROPOSED SUBDIVISION OF
DISTRICT LOT 771, CLAYOQUOT DISTRICT.**

SCALE 1: 1500

 ALL DISTANCES ARE IN METRES.
 ALL DIMENSIONS AND AREAS ARE
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2019/10/31	

SIMS ASSOCIATES
 LAND SURVEYING
 223 FERN ROAD WEST
 QUALICUM BEACH, B.C.
 V9K 1S4
 PHONE: (250) 752-9121
 FAX: (250) 752-9241
 FILE: 19-032-5
 COMP: 19-032.P1

P1405 REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1405

**A BYLAW TO AMEND BYLAW NO. P1310
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1405.
2. Schedule B, the plan map, is hereby amended by redesignating LOT 771, CLAYOQUOT DISTRICT from "Recreational Residential Use" to "Comprehensive Development Area" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2020
Public hearing held this day of , 2020
Read a second time this day of , 2020
Read a third time this day of , 2020

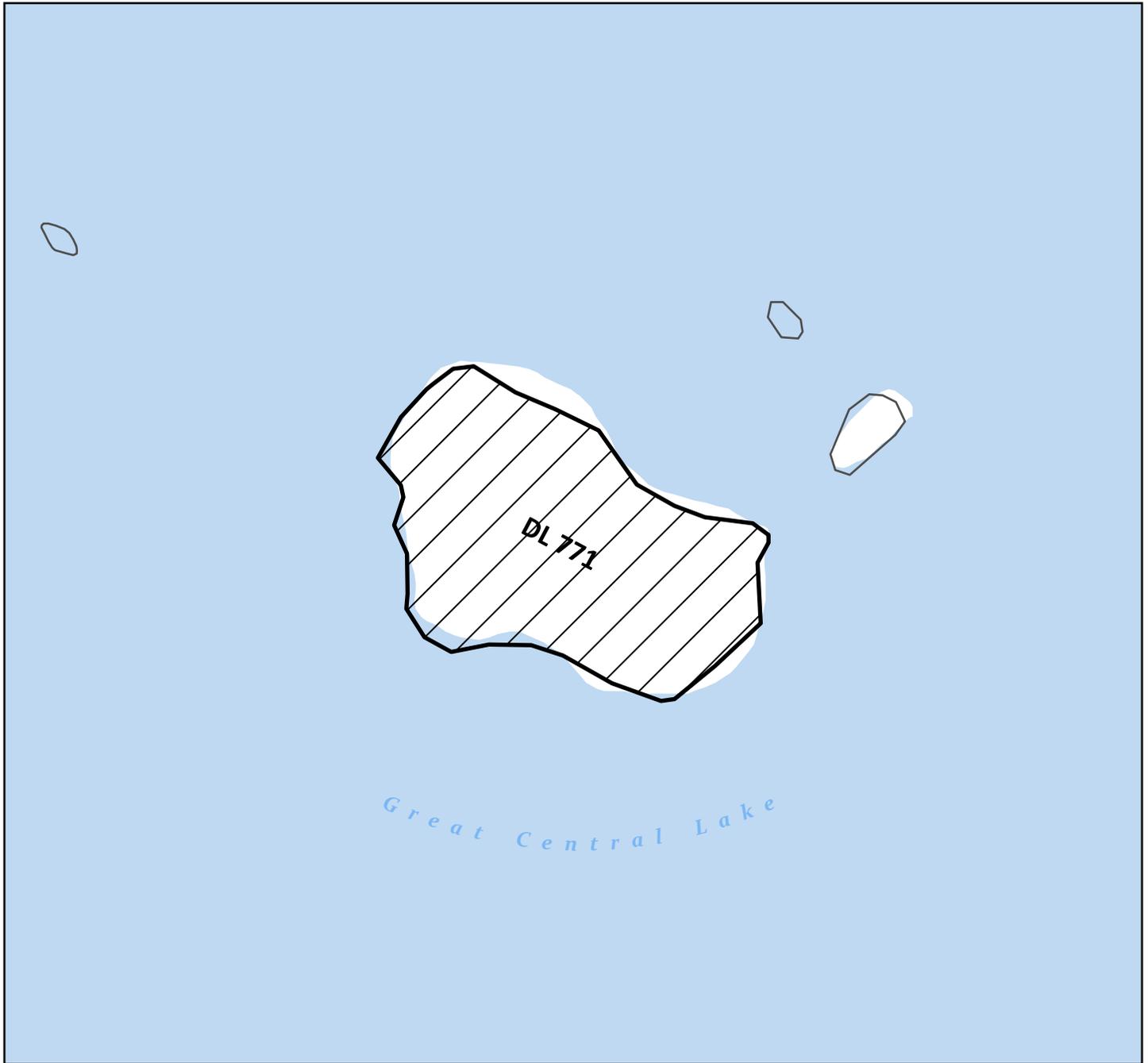
Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

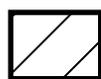
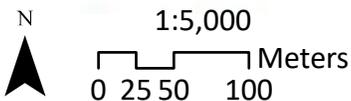
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1405 to Amend Sproat Lake OCP



P1405 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-designating from "Recreational Residential Use" to "Comprehensive Development Area"

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1406

**OFFICIAL ZONING TEXT AMENDMENT AND
OFFICIAL ZONING ATLAS AMENDMENT NO. 723**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendments to the Official Zoning Text and the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw No. P1406.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot text is hereby amended by:

- a. Adding a new section 166 Beauty Island (BI RVH) District” to read as follows:

“ 166 Beauty Island (BI RVH) District

This District provides for low-density development of large parcels intended for recreational use without the provision of water, sewer, sewage disposal, drainage or fire protection services by the Regional District. The natural setting and environmental features will be protected and preserved through large lot sizes and low density.

166.1 Permitted Uses

- (1) One Single Family Dwelling per lot which is constructed on the site on which it will be occupied, which is not to be occupied as the permanent home or residence of any family, but rather as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere;
- (2) One Accessory building;

166.2 Density

- (1) One (1) Single Family Dwelling per lot;
- (2) the minimum lot size shall be one (1) hectare (2.47 acres);
- (3) the maximum number of lots shall not exceed four (4) lots;
- (4) the maximum floor area of a Single Family Dwelling unit shall not exceed 150 square meters (1,614 square feet) in floor area;
- (5) the maximum floor area for an accessory building shall not exceed 40 square meters (430 square feet) and the height shall not exceed 3.66 meters (12 feet). ”

b. Including the following line item to Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
BI RVH	150	2.5 acres	5%	50	30	15	30

c. Including “BI RVH” on the line that references “R” Districts in Section 4.3, Interpretation.

d. Including “166 Beauty Island RVH (BI RVH) District” in Section 5.1, Designation of Districts, under Comprehensive Development Use.

- 3. Bylaw No. 15 of the Regional District of Alberni-Clayoquot atlas is hereby amended by rezoning LOT 771, CLAYOQUOT DISTRICT from Forest Reserve (A4) District to Beauty Island (BI RVH)) District as shown on Schedule A which is attached to and forms part of this bylaw.
- 4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of 2020
 Public Hearing held this day of 2020
 Read a second time this day of 2020
 Read a third time this day of 2020

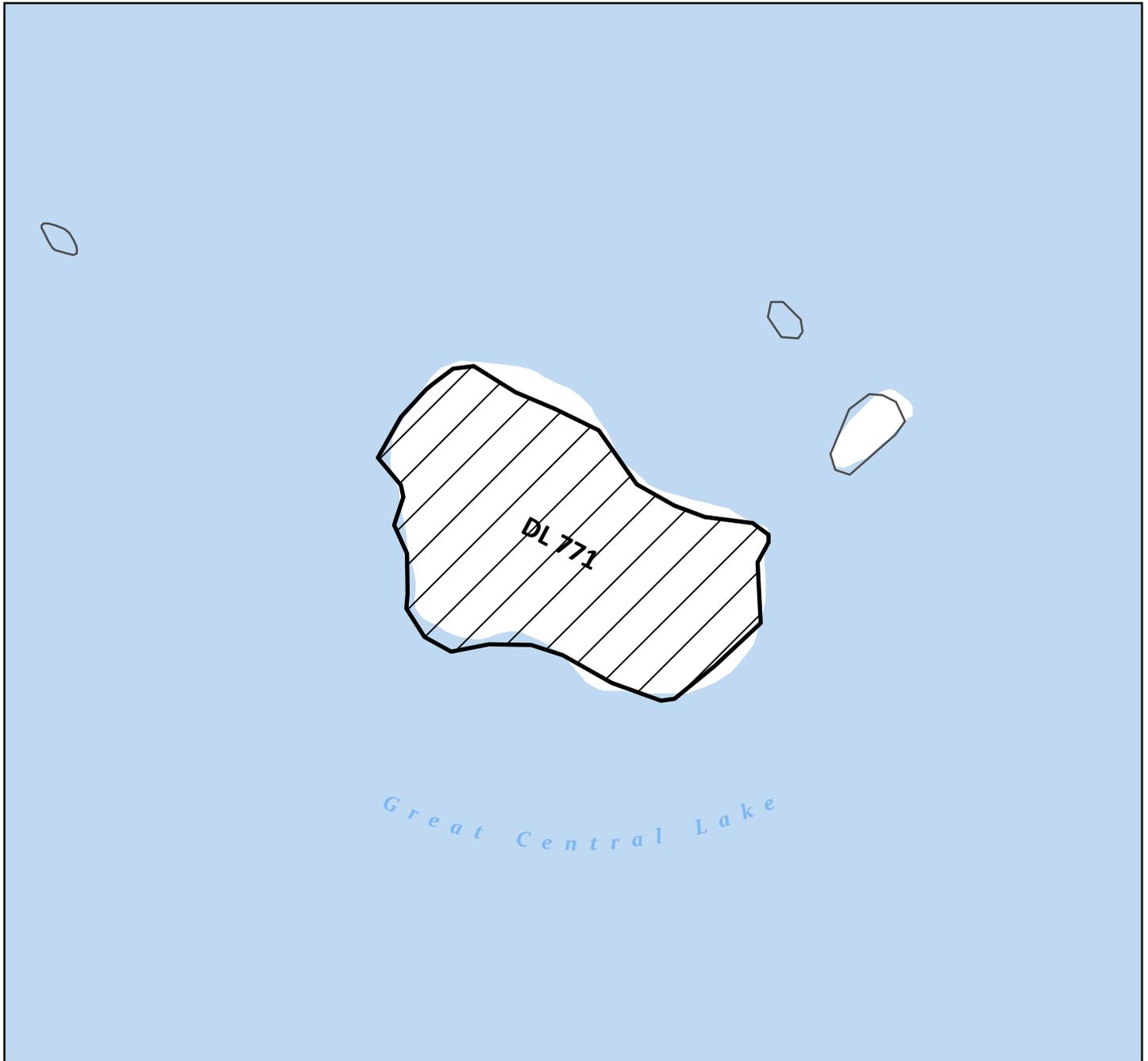
Adopted this day of 2020

Douglas Holmes, BBA, CPA, CA
 Chief Administrative Officer

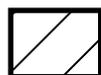
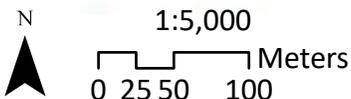
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1406 to Amend Official Zoning Atlas



P1406 - Beauty Island
Legal Desc.: Lot 771, Clayoquot District



Re-zoning from "Forest Reserve (A4) District" to
"Beauty Island (BI RVH) District"



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: December 9, 2020

ACRD FILE NO.: RE20011

APPLICANTS: Karen Neuwirth

LEGAL

DESCRIPTION: LOT 2 DISTRICT LOT 23 ALBERNI DISTRICT PLAN 20587

LOCATION: 6008 Grandview Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owner is applying to rezone the 1.2 hectare (3 acre) property to Acreage Residential (RA3) District in order to accommodate subdivision to a 0.6 acre minimum lot size. The applicants intend to subdivide the property into three parcels: two +/- 0.6 acre vacant parcels at the rear of the property and the remainder with the existing house and improvements adjacent to the road.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1421 be read a first time;
- THAT the public hearing for Bylaw P1421 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1421 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;
 - b. Meeting technical referral agency requirements.

Advisory Planning Commission Recommendation: The Beaver Creek APC will consider this application at a meeting to be held December 7, 2020. Staff will provide the APC recommendation by verbal update to the Board on December 9th.

RE20011

Observations:

- i) **Status of Property:** The 1.2 hectare (3 acre) property is mostly level with all of the improvements located on a +/- 1 acre cleared portion on the east side of the lot. There is an existing house and barn located along the north lot line and a detached shop adjacent to Grandview Road. The remaining +/- 2 acres on the west side of the property is vacant and treed with second growth forest.
- ii) **Services**
- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the applicants will be required to engage a Registered On-Site Wastewater Practitioner to assess the capability of the land to accommodate on-site sewage disposal to a 0.6 acre density. Confirmation will be required prior to the public hearing.
 - b. **Water Supply:** Beaver Creek Community Water. If the rezoning is successful and the property owners proceed with subdivision, the applicants will need to satisfy the requirements of Beaver Creek Water System (BCWS) Development Cost Charge Bylaw F1133 and any BCWS water connection requirements.
 - c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
 - d. **Access:** The property is accessed from Grandview Road. The proposed new lots at the rear of the property would be accessed via a proposed panhandle access following the south lot line to Grandview. Another option would be to dedicate Ministry of Transportation and Infrastructure road right-of-way to provide access to the proposed lots. The final lot layout and orientation of access driveways would be determined at the subdivision stage.

iii) Existing Planning Policies Affecting the Site

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve. The west side of the property borders onto the ALR boundary.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use". The objective of this land use designation is to provide a range of housing options within the plan area. The Residential Use designation supports a 0.24 hectare (0.6 acre) minimum lot size for lots serviced by community/communal water or sewer. The lots would be connected to the Beaver Creek Water System.

There are no development permit areas that impact development on this property.

The zoning amendment and proposed subdivision complies with the policies and objectives of the Beaver Creek OCP.

- c. **Zoning:** The property is zoned Small Holdings (A1) District. The property owner is applying to rezone to Acreage Residential (RA3) District to accommodate a

RE20011

proposed three lot subdivision.

	A1 District (existing)	RA3 District (proposed)
Minimum Lot Area:	2 acre	0.6 acre
Minimum Lot Width:	165 ft.	98.4 ft.
Lot Coverage:	-	15%
Minimum Setbacks		
Front:	25 ft.	49.2 ft.
Rear:	30 ft.	32.8 ft.
Side:	5 ft.	16.4 ft.

The applicants intend to subdivide the property creating two vacant parcels at the west end of the property leaving the remainder with the existing improvements on the east end of the property adjacent to the road. While the property is 3 acres in lot area, the road frontage on Grandview Road is only 156.75 feet wide. The property widens to 246.4 feet wide at the rear. In order to facilitate a three lot subdivision, the applicants may require a development variance to reduce the required minimum lot width in the RA3 District and a waiver to the minimum 10% parcel frontage onto a road required by the *Local Government Act*. The development variance and parcel frontage waiver would be required at the subdivision application stage.

The proposed development requires a rezoning of the subject property from Small Holdings (A1) District to Acreage Residential (RA3) District.

Comments: The rezoning is the first step in the applicant's proposal to subdivide the property into three lots: two vacant +/- 0.6 acre parcels at the rear of the property and the remainder lot containing the house and accessory buildings on the east side of the property adjacent to the road.

As a condition of rezoning, the applicants will be required to engage a Registered On-Site Wastewater Practitioner to assess the capability of the land to accommodate subdivision to a 0.6 acre minimum lot size. The sewage capability assessment would be required prior to the public hearing.

If the rezoning application proceeds, a number of matters relating to the subdivision would need to be addressed at the subdivision application stage if the applicants proceed with a three lot subdivision. This would include:

- Development variance to reduce the required minimum lot width in the RA3 District to accommodate three lots.
- Parcel frontage waiver to waive the *Local Government Act* requirement that a lot must have a minimum of 10% of the perimeter of the lot fronting onto a road.
- Development Cost Charge payment of \$5,023 for each new lot created to satisfy the requirements of ACRD Bylaw F1133.

Planning staff are generally supportive of proceeding with the public hearing process for the

RE20011

application as it complies with policies and objectives of the Beaver Creek OCP and provides an opportunity for infill development that is not out of character with the surrounding area.

Submitted by: 
Alex Dyer, MCIP, RPP, Planner

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

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

RE20011

To ACRD - Proposed Rezoning of
Lot 2 plan VIP20587
District Lot 23 - Alberni Land District
PID 003-593-207

Nov 6/2020

To whom it may concern.

I have attached a plan of the subdivision and the measurements that were given to me. They are what I know to the best of my knowledge. There are two small homes on each side of our home. On the plan VIP 20587, they are Lot 1 and 3. Lot 1 was fixed up about 3 years ago and Lot 3 has no one living in it. I would like to put the panhandle

along the side of our
pasture beside ² { Lot 3⁵ (South)
Fence piece }

and run it along to swing
up behind our home and
split between the proposed
two 1 acre lots at the
back of our property.

The back of the property
backs onto 30 acres
of Greenspace I believe
owned by the city or ACRD.

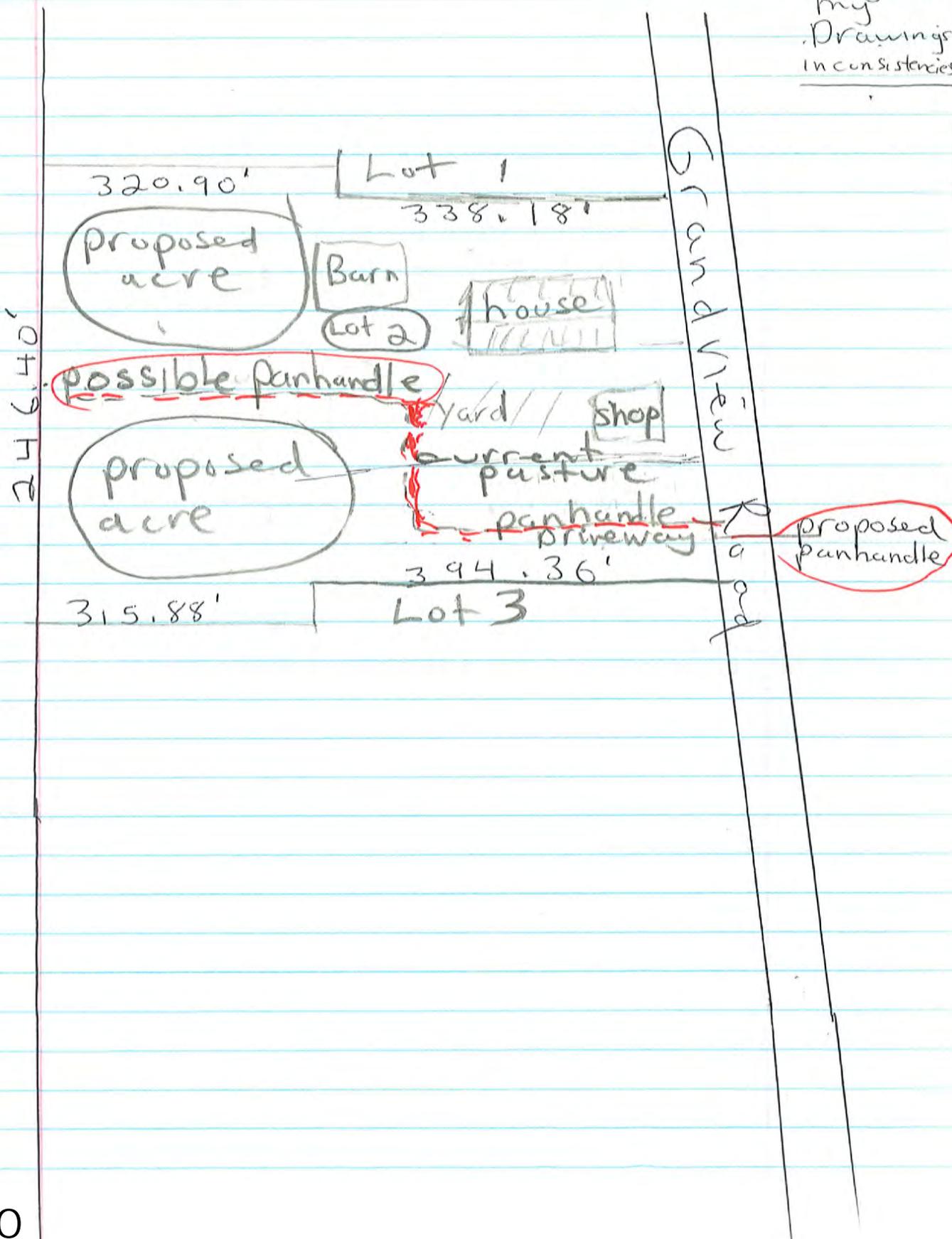
It was suggested to me
that this could be
a shared strata subdivision
and Ruled or Rezoned RA3.

Thank you for your time and
consideration, Sincerely, Karen ¹⁶⁹
Newirth

Plan of Subdivision of Lot 2 Plan VIP 20587

6008 Grandview Road
Port Albert

please
Forgive
my
Drawings
inconsistencies



PLAN OF SUBDIVISION OF LOTS 50,51 AND PART OF 52, D.L. 23, ALBERNI DISTRICT, PLAN 1434.

PLAN N^o 20587

6008 Grandview Road

Deposited in the Land Registry Office of Victoria
BC 44/2004 by *John Kennedy*

SCALE: 100' = 1"

LEGEND
● CIP Shows water level
● CIP Shows standard pipe and hand
● CIP Shows 1/2" square obstacles not shown but shown derived from Plan 1434

N 1/2 OF N 1/2

possible creating a shared strata subdivision with shared access

Proposed Rezoning RA3

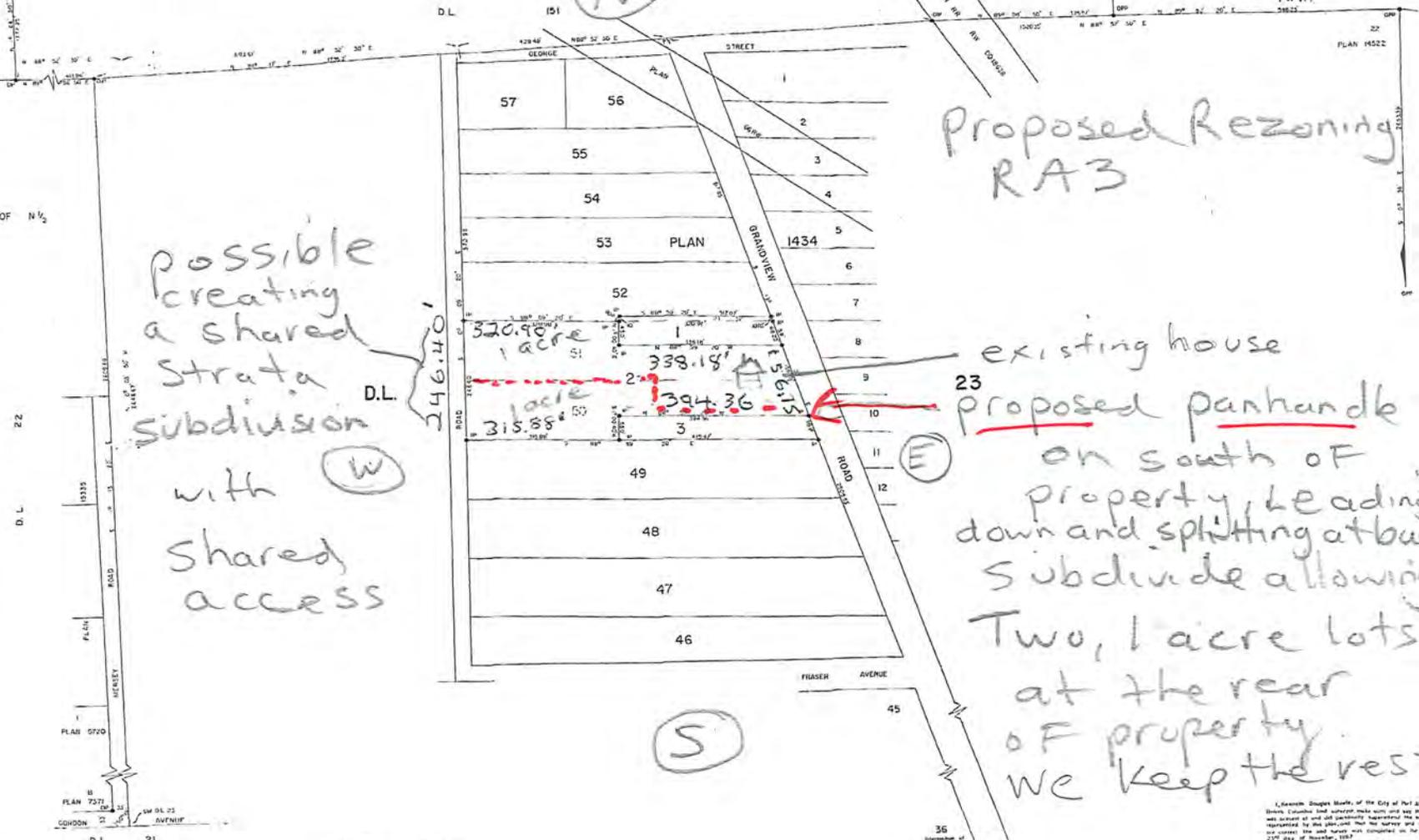
existing house
proposed panhandle
on south of property, leading down and splitting at back
subdivide allowing
Two, 1 acre lots
at the rear of property.
We keep the rest.

D.L. 246.40

(N)

(E)

(S)



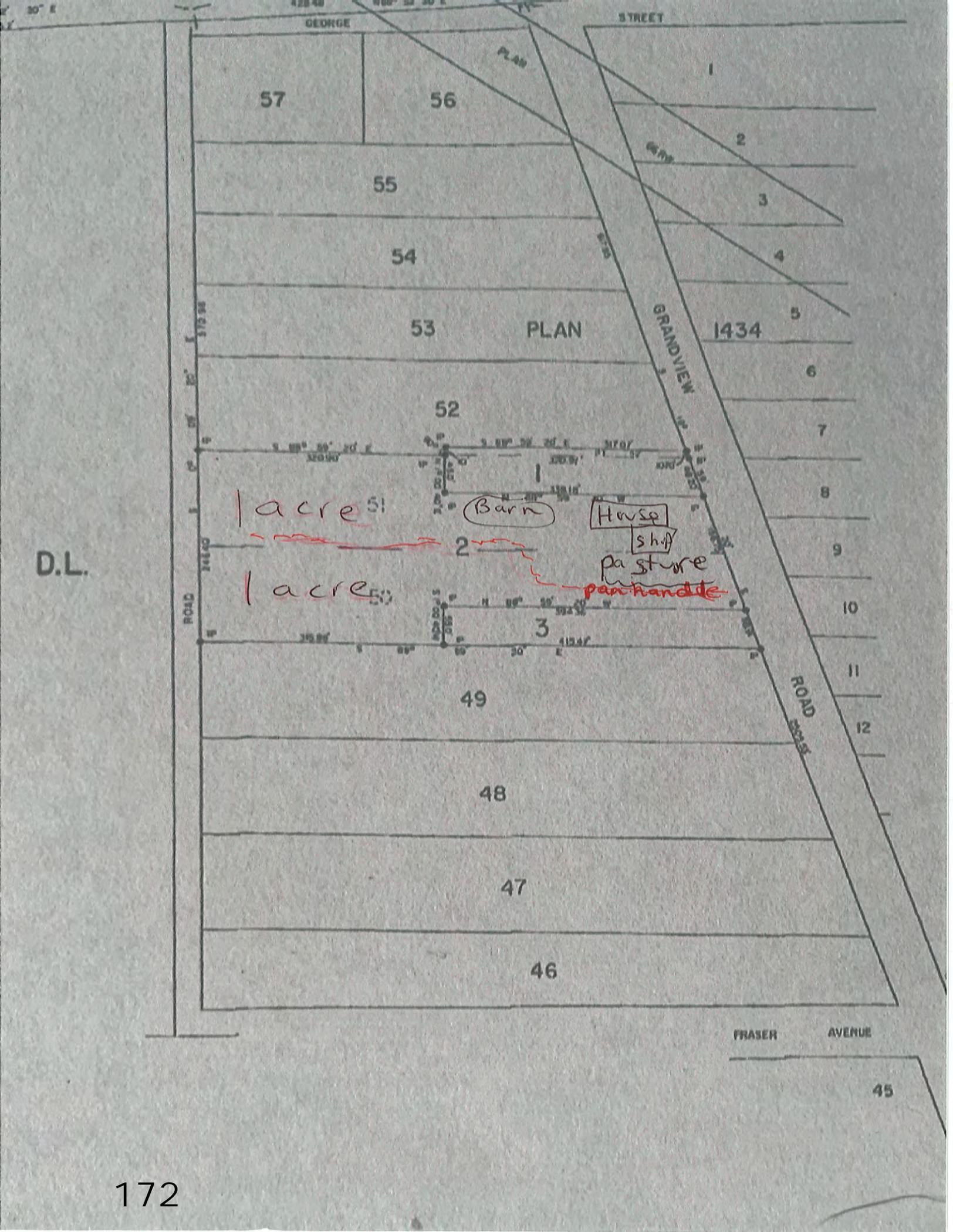
Approved under the Land Registry Act, 1987
20th day of September 1997

MCELD

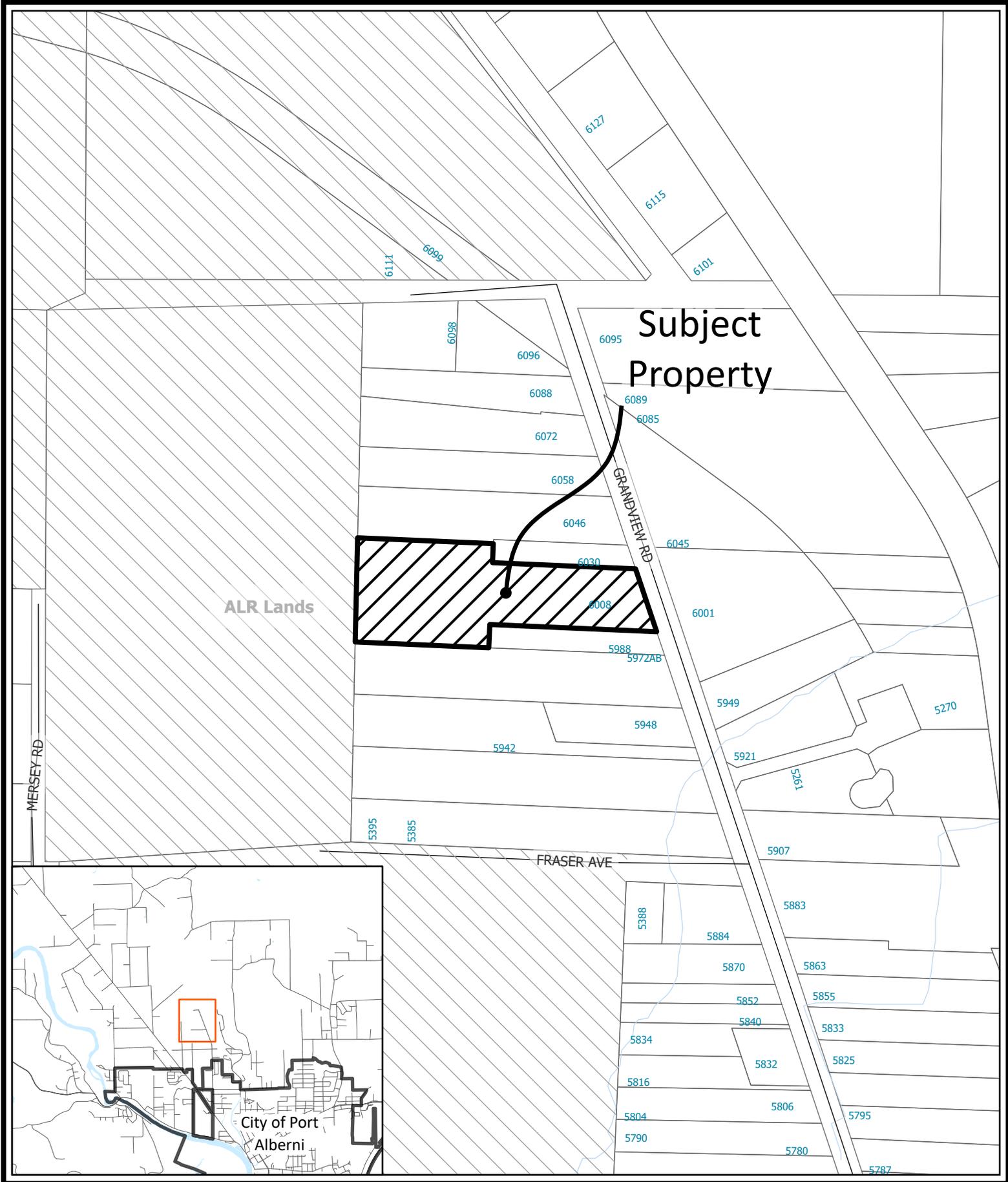
John Kennedy
John Kennedy
20587 Plan No., PLAN 1434, BC
Address Address

I, Kenneth Douglas MacNeil, of the City of Port Alberni, British Columbia, land surveyor, make sworn and say that I was present at and did personally supervise the survey represented by this plan, and that the survey was done in correct accordance with the Survey Act, R.S.O. 1990, c. 43, s. 27(1) day of November, 1997.
Signed before me this 24th day of November 1997.
[Signature]
A Commissioner of Swearing Officers under the Oath Act, R.S.O. 1990, c. 43, s. 27(1).
A Commissioner of Swearing Officers under the Oath Act, R.S.O. 1990, c. 43, s. 27(1).

BUTTERFIELD, HUGHES & WATKINS 304470

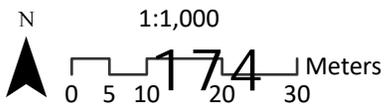


D.L.



Legal Description: LOT 2 DISTRICT LOT 23 ALBERNI DISTRICT PLAN 20587

Subject
Property



Legal Description: LOT 2 DISTRICT LOT 23 ALBERNI DISTRICT PLAN 20587



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1421

OFFICIAL ZONING ATLAS AMENDMENT NO. 732

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1421.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT 2 DISTRICT LOT 23 ALBERNI DISTRICT PLAN 20587 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2020
Public Hearing held this day of , 2020
Read a second time this day of , 2020
Read a third time this day of , 2020

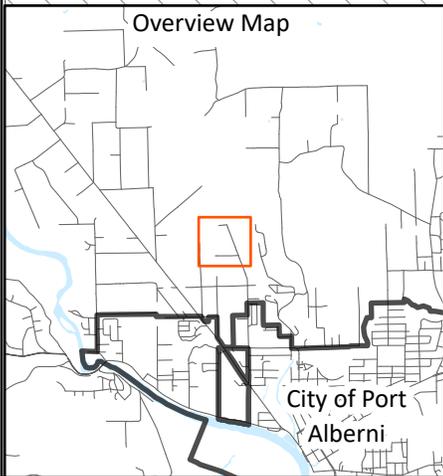
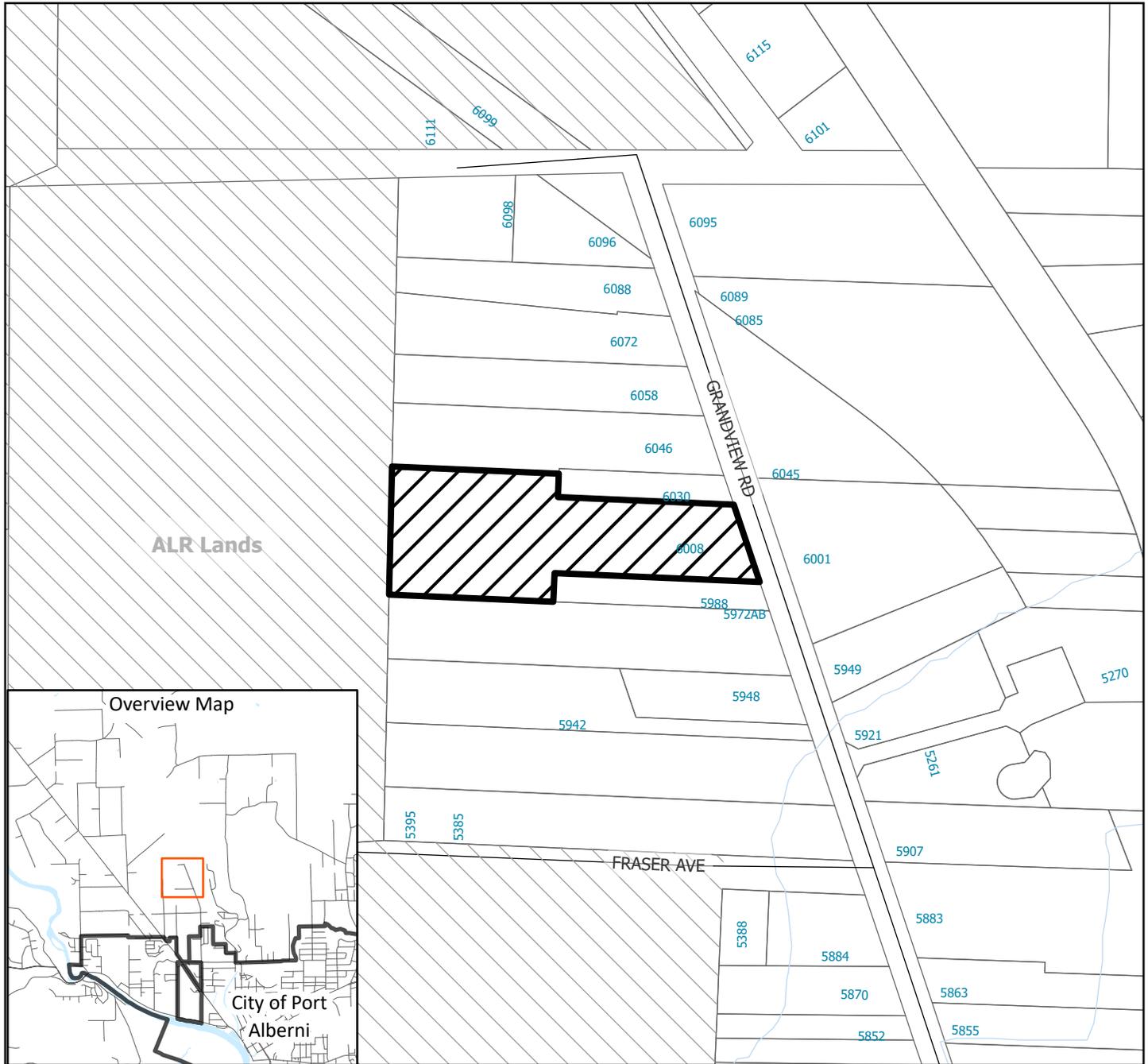
Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

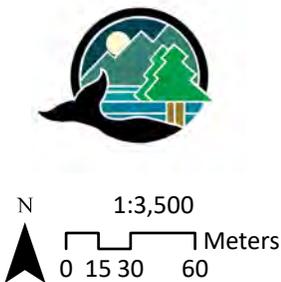
Schedule 'A'

This schedule is attached to and forms part of
Bylaw 1421



P1421 Neuwirth
Legal Description: LOT 2 DISTRICT LOT 23 ALBERNI DISTRICT PLAN 20587

 To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: December 9, 2020

ACRD FILE NO.: RF20006

APPLICANT: Rick Sherwood (Agent: Chris Arcus)

LEGAL

DESCRIPTION: PARCEL A (DD 398285I) OF DISTRICT LOT 136, ALBERNI DISTRICT EXCEPT PART IN PLANS 25943, 30312 AND VIP86160

LOCATION: Parcel A, Sherwood Road (PID 001-445-260)

ELECTORAL AREA: "F" Cherry Creek

Applicant's Intention: The +/- 25.06 ha (61.94 ac) subject property is split zoned with +/- 0.32 ha (0.8 ac) zoned Light Industrial (M2) District and the remainder zoned Forest Reserve (A4) District. The applicant intends to rezone an additional +/- 0.17 ha (0.4 ac) portion from Forest Reserve (A4) District to Light Industrial (M2) District. Following rezoning, the applicant intends to subdivide a minimum 0.24 ha (0.6 ac) Light Industrial (M2) District parcel.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1413 be read a first time;
- THAT the public hearing for Bylaw P1413 be delegated to the Director or the Alternate Director for Electoral Area "F", the Chairperson of the Electoral Area Directors Committee, or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1413 is subject to:
 - a. Confirmation from a Registered On-site Wastewater Practitioner that the site is capable of accommodating on-site sewage disposal for industrial uses.
 - b. Environmental report prepared by a Registered Professional Biologist providing development recommendations to mitigate impact on the adjacent Roger Creek ravine.
 - c. Meeting technical referral agency requirements.

RF20006

Advisory Planning Commission Recommendation: The Cherry Creek APC considered this application on December 1, 2020 and passed a motion to support the staff recommendation.

Observations:

Status of Property: The +/- 25.06 ha (61.94 ac) subject property is accessed from Sherwood Road with no improvements located on the parcel. The property consists of second growth forest and thick scrub apart from a cleared 2.5 acre area used as a shale quarry and a cleared 1 acre section adjacent to the road, partially zoned M2.

The parcel is bordered by industrial properties to the north and west, P1-zoned cemetery to the north-east, privately-owned Mosaic forestry lands to the east, and Crown Land to the south. The large parcel varies topographically, from a relatively level area bordering the north-west portion of Sherwood Road, to steep slopes running towards Roger Creek. The area proposed for rezoning is relatively level, but is bordered by steep, and in some cases undercut slopes, to the south and south-east.

A portion of the property was historically used as a shale quarry and clean fill materials were moved during the construction of the West Coast Hospital and placed on the portion of the parcel fronting Sherwood Road. This is the area proposed for rezoning and future subdivision. There is a section of trail in the south-east corner of the parcel that connects with the Roger Creek trail system. There is currently no public trail access agreement over the privately-owned property.

ii) **Services**

- a. **Sewage Disposal:** No septic system in place. Confirmation of on-site sewage disposal capability for a light industrial use will be required as a condition of rezoning approval. Confirmation of adequate sewage capability will also be required by the Ministry of Transportation as part of the subdivision application.
- b. **Water Supply:** Cherry Creek Waterworks District.
- c. **Fire Protection:** Cherry Creek fire protection area.
- d. **Access:** Access to the property is off Sherwood Road. The proposed access has good visibility and appears to provide necessary space for industrial traffic. The Ministry of Transportation and Infrastructure must approve the zoning amendment prior to adoption as the property is located within 800 metres of a Controlled Access Highway, pursuant to the *Transportation Act*.

iii) **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as a mix of "Industrial Use", "Community Service", and "Resource Use." The portion of the subject property intended for rezoning is designated "Industrial Use." The Cherry Creek OCP supports industrial properties as they provide necessary employment and economic diversity. The OCP supports a 0.24 hectare (0.6 acre) minimum lot size for subdivision in this designation where a

RF20006

property is connected to a community water system.

Policy 6.2.3 - Encourage industrial uses to locate in areas so designated, such as the Sherwood Road area and the Link Mill site. The Cherry Creek OCP encourages Industrial uses along Sherwood Road.

The area of the proposed rezoning is not within a Development Permit Area. However, Roger Creek does bisect the property and a development permit will be required at the time of subdivision.

The proposal complies with the policies and objectives of the Cherry Creek Official Community Plan.

- c. **Zoning:** The property is split-zoned Light Industrial (M2) District and Forest Reserve (A4) District. The property owner is applying to rezone a +/- 0.17 ha (0.4 ac) portion from Forest Reserve (A4) District to Light Industrial (M2) District, which would bring the total area of the property zoned M2 to +/- 0.5 ha (1.2 ac).

	A4 District (existing)	M2 District (proposed)
Minimum Lot Area:	40 ac	10,000 sq. ft.
Minimum Lot Width:	660 ft.	100 ft.
Lot Coverage:	-	60%
Minimum Setbacks		
Front:	50 ft.	10 ft.
Rear:	30 ft.	10 ft.
Side:	15 ft.	Total of both sides 20 ft.
Watercourse:	100 ft.	100 ft.

The applicant intends to rezone the property to create a larger industrial parcel for future subdivision. The proposed +/- 0.5 hectare area is adjacent to an existing Light Industrial (M2) District zoned section of the subject property and to M1, M2 and M6 zoned properties in the immediate vicinity. Rezoning this portion would create a sufficiently sized area to subdivide an industrially zoned parcel that complies with the 0.24 ha (0.6 ac) minimum lot size supported by the OCP.

The proposed development requires a rezoning of a portion of the subject property from Forest Reserve (A4) District to Light Industrial (M2) District to create an industrial zoned lot for future subdivision.

Comments:

The proposed Zoning Bylaw map amendment is necessary to facilitate the applicants intended subdivision plan for a minimum 0.24 ha (0.6 ac) light industrial parcel. Following subdivision, the applicant intends to sell the parcel for industrial uses, which is consistent with the uses of the surrounding parcels.

RF20006

The portion of the property to be rezoned is adjacent to the Roger Creek ravine. Recognizing the proposed industrial use of this portion of the property and the ecological importance of the Roger Creek system, staff are recommending that the applicants engage a Registered Professional Biologist to conduct a site assessment and provide development recommendations that will promote the protection and enhancement of the riparian area. There is an existing covenant registered to the property, EC074411 in favour of the ACRD, that prohibits the construction of any building within 30 metres of the top of the ravine and requires the maintenance a 15 metre vegetative strip adjacent to the edge of the ravine. Additional development restrictions, such as an amended restrictive covenant, may be considered depending on the recommendations of the Qualified Environmental Professional.

Confirmation from a Registered On-site Wastewater Practitioner that the proposed lot can accommodate on-site sewage disposal to meet Island Health standards will be required as a condition of rezoning.

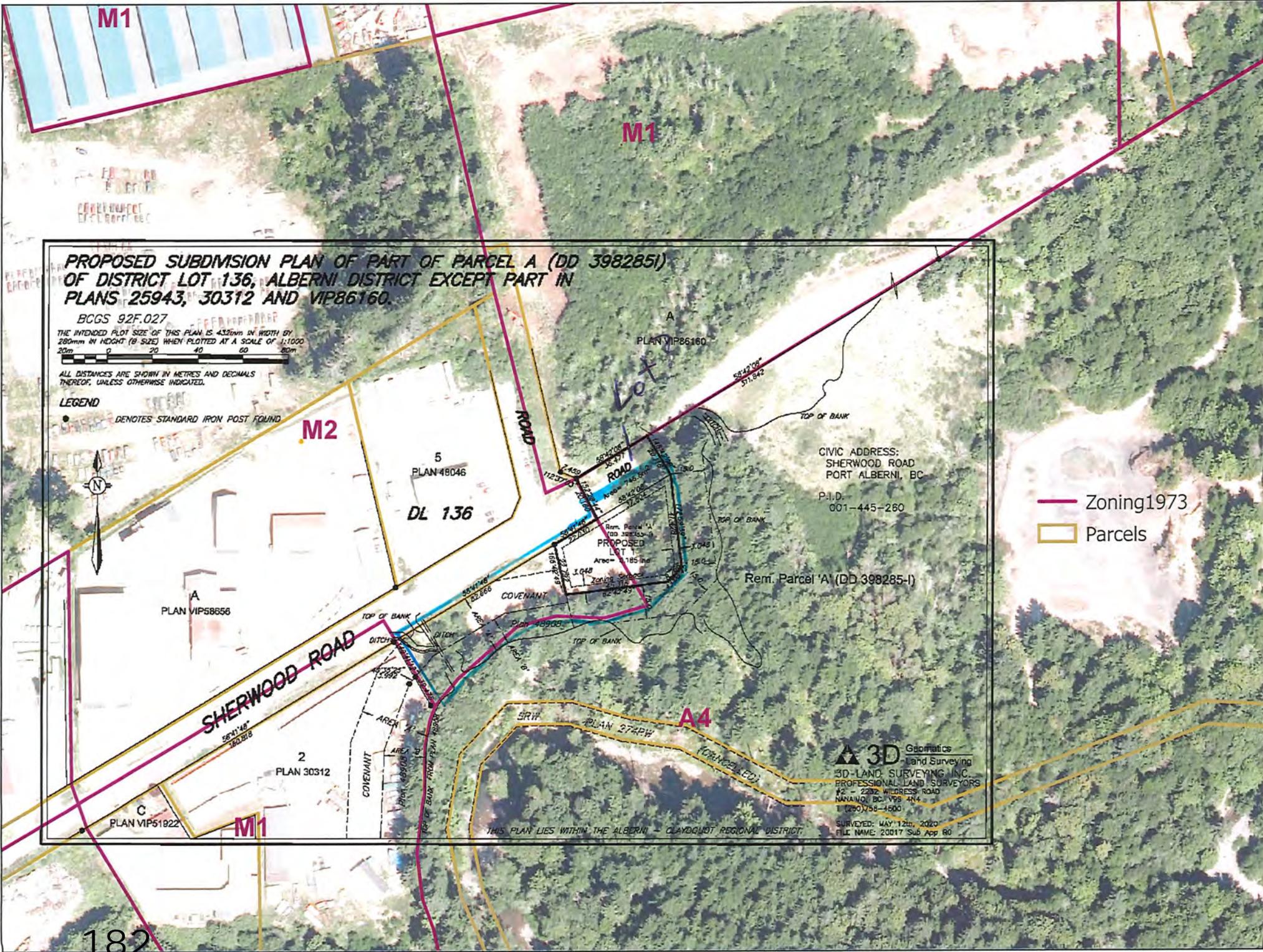
The proposed use fits with the surrounding uses and character of the area. This portion of the property is currently designated as Industrial Use in the Cherry Creek OCP, which provides a long-term vision for development in the community. Rezoning this +/- 0.17 ha (0.4 ac) portion from Forest Reserve (A4) District to Light Industrial (M2) District is supported by the goals and objectives of the Cherry Creek OCP. Planning staff are supportive of this application proceeding to the public hearing stage subject to the review by the Qualified Environmental Professional.

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

RF20006



**PROPOSED SUBDIVISION PLAN OF PART OF PARCEL A (DD 398285)
OF DISTRICT LOT 136, ALBERNI DISTRICT EXCEPT PART IN
PLANS 25943, 30312 AND VIP86160.**

BCGS 92F.027

THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY
280mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:1000

20m 0 20 40 60 80m

ALL DISTANCES ARE SHOWN IN METRES AND DECIMALS
THEREOF, UNLESS OTHERWISE INDICATED.

LEGEND

● DENOTES STANDARD IRON POST FOUND



CIVIC ADDRESS:
SHERWOOD ROAD
PORT ALBERNI, BC
P.I.D.
001-445-260

— Zoning1973
— Parcels

3D Geomatics
Land Surveying
3D-LAND SURVEYING INC.
PROFESSIONAL LAND SURVEYORS
#2 - 2232 WILDRESS ROAD
NANAIMO, BC V9S 4N4
T: (250)758-4500

SURVEYED: MAY 12th, 2020
FILE NAME: 200117 Sub App 80

THIS PLAN LIES WITHIN THE ALBERNI - CLAYDQUIST REGIONAL DISTRICT.

Sherwood rd Rezone

In hopes to rezone a very small portion of the currently zoned A4 lot to M2, and combine it with the adjacent other portion of M2 zoned lot to create a usable, marketable, much needed Industrial lot.







REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1413

OFFICIAL ZONING ATLAS AMENDMENT NO. 728

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1413.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of PARCEL A (DD 398285I) OF DISTRICT LOT 136, ALBERNI DISTRICT EXCEPT PART IN PLANS 25943, 30312 AND VIP86160 from Forest Reserve (A4) District to Light Industrial (M2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2020
Public Hearing held this day of , 2020
Read a second time this day of , 2020
Read a third time this day of , 2020

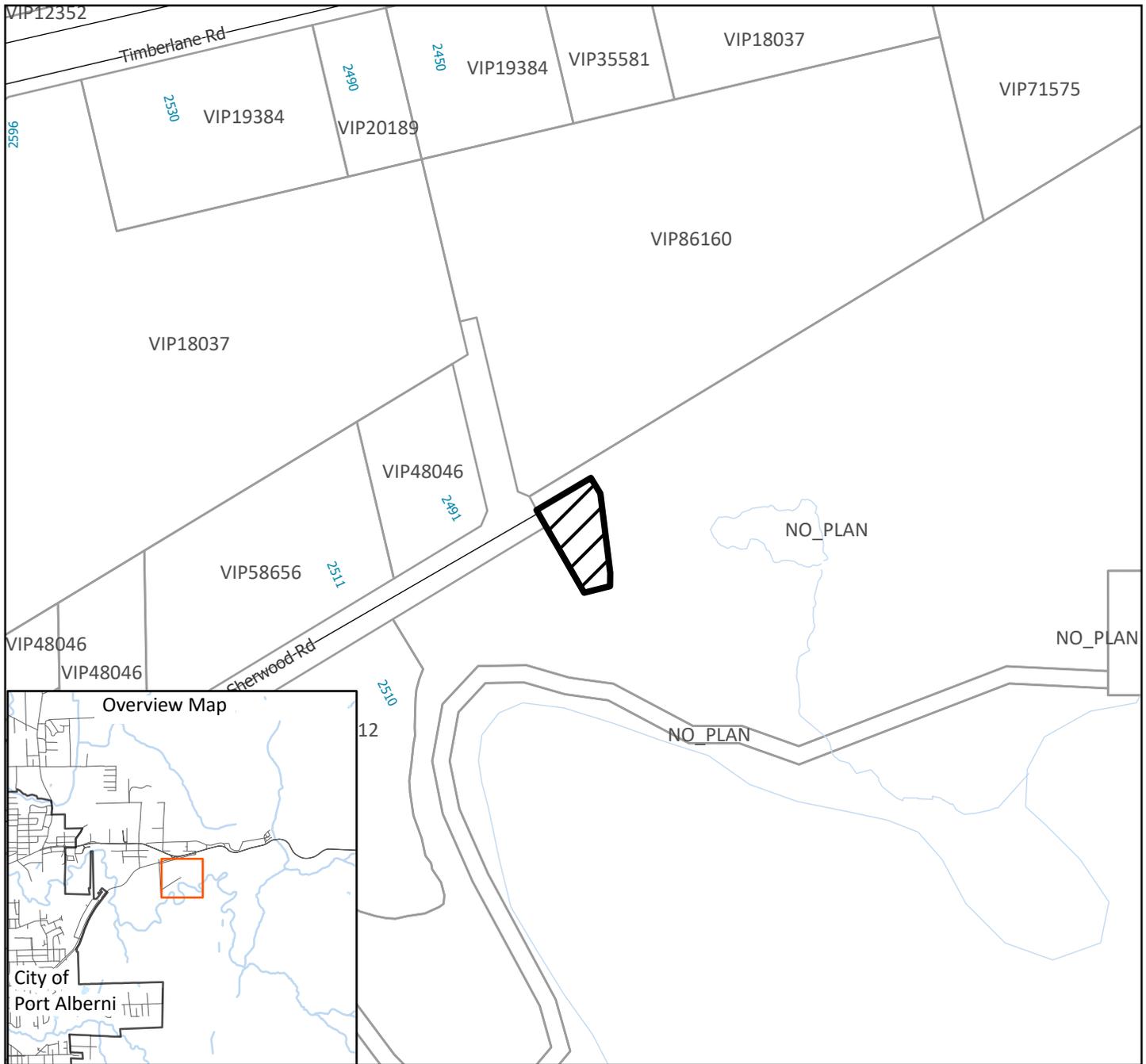
Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

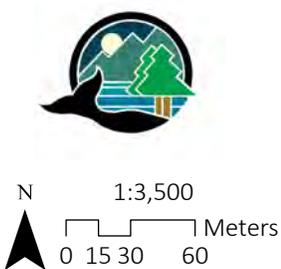
Schedule 'A'

This schedule is attached to and forms part of Bylaw 1413



P1413 Sherwood
Legal Description: PARCEL A (DD 398285I) OF DISTRICT LOT 136, ALBERNI DISTRICT EXCEPT PART IN PLANS 25943, 30312 AND VIP86160

 To be rezoned from Forest Reserve (A4) District to Light Industrial (M2) District.





Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule JANUARY 2021

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, January 13 th	Board of Directors Meeting	1:30 pm – Via Zoom	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting – Via Zoom	Directors, Staff
Wednesday, January 20 th	West Coast Committee	10:00 am - Ucluelet (or via zoom)	Committee, Staff
Wednesday, January 27 th	Electoral Area Directors Meeting	10:00 am – ACRD Board Room (or via Zoom)	Directors, Staff
	Board of Directors Meeting	1:30 pm – Via Zoom	

December 4, 2020

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2020**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	103,713	1	307,211	1	299,488	1	327,382	4	1,037,794
Mobile Homes							3	76,972	1	8,239			4	85,211
Multi-Family													0	0
Adds&Rens							3	858,102	3	93,276			6	951,378
Commercial													0	0
Institutional									1	2,000,000			1	2,000,000
Industrial													0	0
Miscellenaous					1	8,500	4	66,521	2	50,479	2	175,828	9	301,328
Totals	0	0	0	0	2	112,213	11	1,308,806	8	2,451,481	3	503,210	24	4,375,710

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2020 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	3	327,974	7	2,345,445	10	2,796,807	3	1,096,759	23	6,566,985
Mobile Homes	0	0	1	6,363	0	0	4	89,805	2	62,239	1	25,000	8	183,407
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	3	228,955	1	45,000	9	1,356,452	9	465,459	0	0	22	2,095,866
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	1	50,594	0	0	1	2,000,000	0	0	2	2,050,594
Industrial	0	0	0	0	0	0	3	1,724,066	0	0	0	0	3	1,724,066
Miscellenaous	1	25,000	2	149,491	6	247,700	11	290,823	16	462,497	8	459,360	44	1,634,872
Totals	1	25,000	6	384,809	11	671,268	34	5,806,592	38	5,787,002	12	1,581,119	102	14,255,790

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	10

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2019	100	13,880,896	109	14,925,682					
2018	101	11,915,321	104	12,305,797					
2017	101	12,763,835	103	12,826,449					
2016	75	10,113,611	82	10,545,063					
2015	85	8,302,662	89	8,577,170					
2014	70	6,551,200	73	7,121,200					
2013	77	7,891,578	81	8,208,948					
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900