



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 22, 2020, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL VOTE/UNWEIGHTED)	
a. Board of Directors Meeting – January 8, 2020	6-12
<i>THAT the minutes of the Board of Directors meeting held on January 8, 2020 be adopted.</i>	
b. Alberni Valley & Bamfield Services Committee Meeting – January 15, 2020	13-15
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on January 15, 2020 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Lori Wilson, ACRD Mapping Technician, 20 Years of Service and Retirement Presentation.	
b. Travis Wilson, CBA, General Manager, Tofino Bus Lines, Update on Transportation Plans for the Alberni-Clayoquot Region and Vancouver Island.	
c. James Christie, Request for Letter of Support for West Bamfield Community Assets Transport Canada Proposal.	
d. Heather Zenner, Results of Royal Road University Masters Project.	

6. CORRESPONDENCE FOR ACTION

(ALL VOTE/UNWEIGHTED)

7. CORRESPONDENCE FOR INFORMATION

(ALL VOTE/UNWEIGHTED)

- | | | |
|----|---|--------------|
| a. | PORT ALBERNI PORT AUTHORITY | 16-19 |
| | 2018 China Creek Marina Lease Payment | |
| b. | KPMG LLP | 20-31 |
| | Audit Planning Letter – ACRD/ACRHD | |
| c. | VANCOUVER ISLAND AND COASTAL COMMUNITIES CLIMATE LEADERSHIP PLAN | 32-38 |
| | Summary of the December 2, 2019 Steering Committee Meeting | |
| | Mission, Vision, Values and Terms of Reference | |
| d. | ALBERNI VALLEY HOSPICE SOCIETY | 39 |
| | Grant-in-Aid Report on Funding | |
| e. | \$10 A DAY CHILD CARE PLAN | 40 |
| | Resort Municipality of Whistler | |
| | District of Kitimat | 41 |
| | District of Lillooet | 42 |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|---|--------------|
| a. | REQUEST FOR DECISION | 43-46 |
| | Adoption of the Fleet Purchasing Policy | |
| | (ALL VOTE/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors adopt the Fleet Purchasing Policy.

- | | | |
|----|---|--------------|
| b. | REQUEST FOR DECISION | 47-57 |
| | 2020 Standing/Select Committee Appointments & Appointments to Outside Organizations | |
| | (ALL VOTE/UNWEIGHTED) | |

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

- | | | |
|----|--|--------------|
| c. | REQUEST FOR DECISION | 58-64 |
| | Alberni Drag Race Association Request to Return to Alberni Valley Regional Airport for Three Years | |
| | (PARTICIPANTS/WEIGHTED) | |

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

- d. **REQUEST FOR DECISION** **65-67**
Somass Estuary Leachate Line, Licence Extension Agreement
(ALL VOTE/WEIGHTED)

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

- e. **REQUEST FOR DECISION** **68-72**
Building Inspection Agreement Renewal with the District of Tofino
(ALL VOTE/WEIGHTED)

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

- f. **REQUEST FOR DECISION** **73-77**
Proposed Building Inspection Agreement with Huu-ay-aht First Nation
(ALL VOTE/WEIGHTED)

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

- g. **REQUEST FOR DECISION** **78-79**
Infrastructure Planning Grant Applications
(ALL VOTE/UNACWEIGHTED)

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

9. PLANNING MATTERS

- 9.1 ELECTORAL AREA DIRECTORS ONLY**
(Participants/Unweighted)

- a. **TUP19013, MALTBY, 244 ALBION CRESCENT (LONG BEACH)** **80-82**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP19013.

- b. **TUP19021, RHODES, 8370 MACMILLAN DRIVE (SPROAT LAKE)** **83-85**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP19021.

10. REPORTS

10.1 STAFF REPORTS

(ALL VOTE/UNWEIGHTED)

- a. Information Report - Correspondence from the Ministry of Children and Family Development – January 22, 2020 **86-93**
- b. Information Report – Correspondence from the City of Port Alberni Regarding Regional District Planning – January 22, 2020 **94-97**
- c. Information Report - Custom Transit Contract Award – January 2020 **98**
- d. Meeting Schedule – February 2020 **99**
- e. Building Inspectors Report – December 2019 **100**

THAT the Board of Directors receives the Staff Reports a-e.

10.2 COMMITTEE REPORTS

(ALL VOTE/UNWEIGHTED)

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

THAT this verbal report be received.

10.3 MEMBER REPORTS

(ALL VOTE/UNWEIGHTED)

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

g. Beaver Creek Water Advisory Committee – J. McNabb

h. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS
(ALL VOTE/UNWEIGHTED)

13. QUESTION PERIOD

14. IN CAMERA
(ALL VOTE/UNWEIGHTED)

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

- i. 90 (1) (a): Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN
(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, February 12, 2020, 1:30 pm
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 8, 2020, 1:30 PM

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

DIRECTORS

Josie Osborne, Vice-Chair, Mayor, District of Tofino

PRESENT:

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Tanya Shannon, Director, Electoral Area "B" (Beaufort)

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

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

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

Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Debbie Haggard, Councillor, City of Port Alberni

Rachelle Cole, Councillor, District of Ucluelet

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation (via teleconference)

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

REGRETS:

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

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning and Development

Wendy Thomson, General Manager of Administrative Services

Jenny Brunn, Manager of Operations

1. CALL TO ORDER

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

The Vice-Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

The Vice-Chairperson welcomed Director Cole, Councillor, District of Ucluelet to the ACRD Board of Directors.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 11, 2019

MOVED: Director Cootes

SECONDED: Director McCarthy

THAT the minutes of the Board of Directors meeting held on December 11, 2019 be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – December 11, 2019

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Committee-of-the-Whole meeting held on December 11, 2019 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. DISTRICT OF UCLUELET

Appointments to Alberni Clayoquot Regional District Board

b. BC NATURAL RESOURCE FORUM

17th Annual BC Natural Resources Forum Invitation

c. UBCM

Gas Tax Agreement Community Works Fund Payment

d. UBCM

2017 CEPF: Emergency Social Services

e. TOFINO LONG BEACH CHAMBER OF COMMERCE

Alternate Approval Process for West Coast Transit Service

f. MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL

UBCM Convention follow-up

g. MINISTER OF CITIZENS' SERVICES

UBCM Convention follow-up

h. MINISTER OF MUNICIPAL AFFAIRS AND HOUSING

UBCM Convention follow-up

i. ISLAND COASTAL ECONOMIC TRUST

Food Processing Hub Adds Value to Alberni Valley Agri-Food Industry

MOVED: Director Roberts
SECONDED: Director Cootes

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1145

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1145, 2020".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1145, 2020".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1145, 2020".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1145, 2020".

CARRIED

b. Request for Decision regarding AVRA Automated Weather Observation System Purchase Award

MOVED: Director Cote
SECONDED: Director Roberts

THAT the ACRD Board of Directors award the purchase of the AVRA Automated Weather Observation System Purchase to Spencer Navigation Maintenance Ltd in the amount of \$86,500 plus GST.

CARRIED

c. Request for Decision regarding West Coast Curbside Collection Contract

*MOVED: Director Roberts
SECONDED: Director McCarthy*

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Curbside Collection Contract to the Ucluelet Rent-it Center Ltd. for the annual contract value of \$142,732.80 plus GST for a five (5) year term.

CARRIED

d. Request for Decision regarding Design Operation and Closure Plans for Alberni Valley and West Coast Landfills

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT the Alberni-Clayoquot Regional District Board of Directors award the Design, Operation and Closure Plan Updates for the Alberni Valley and West Coast Landfills to Sperling Hansen for the contract value of \$95,268 plus GST.

CARRIED

e. Request for Decision regarding Clayoquot Biosphere Trust Board of Directors Appointment Process

*MOVED: Director Roberts
SECONDED: Director McCarthy*

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to conduct a public process to select a volunteer from Electoral Area "C" (Long Beach) to serve on the Clayoquot Biosphere Trust Board for a 4 year term ending March, 2023.

CARRIED

f. Request for Decision regarding Electoral Area Directors' Forum, February 4 & 5, 2020, Richmond, BC

*MOVED: Director Cootes
SECONDED: Director McNabb*

THAT the Alberni-Clayoquot Regional District Board of Directors' authorize Electoral Area Directors' to attend the Electoral Area Directors' Forum, February 4 & 5, 2020 in Richmond, BC.

CARRIED

g. Request for Decision regarding 2020 Federation of Canadian Municipalities Conference

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors approve sharing 50% of the costs for the Mayors' of the City of Port Alberni and District of Tofino to attend the Federation of Canadian Municipalities Conference in Toronto, June 4-7, 2020 including registration, travel and accommodation.

CARRIED

9. PLANNING MATTERS

Director McNabb declared a conflict of interest with respect to item 9.1 (d) on the agenda.

9.1 ELECTORAL AREA DIRECTORS ONLY

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

Temporary Use Permit Application – Report

MOVED: Director Roberts

SECONDED: Director Bodnar

THAT the ACRD Board of Directors consider issuing Temporary Use Permit TUP19013 allowing the concurrent operation of two separate short term rentals within the duplex on the subject property and subject to neighbourhood notification as per Local Government Act s. 494.

CARRIED

b. TUP19021, RHODES, 8370 MACMILLAN DRIVE (SPROAT LAKE)

Temporary Use Permit Application – Report

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors consider issuing Temporary Use Permit TUP19021, subject to neighbouring properties being notified as per Local Government Act s. 494.

CARRIED

- c. **SD19004, RICHMOND & JANTZEN, 9221 CENTRAL LAKE ROAD (SPROAT LAKE)**
Subdivision Referral – Parcel Frontage Waiver Request

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors waive the 10% parcel frontage requirement for the proposed 3.39ha (8.1 acre) panhandle parcel (Lot A) as per subdivision plan of LOT 2, DISTRICT LOT 58, ALBERNI DISTRICT, PLAN 20430.

CARRIED

Director McNabb declared a conflict of interest and left the meeting at 2:44 pm.

- d. **RE19006, KOBUS, 6455 LAMARQUE ROAD (BEAVER CREEK)**
Rezoning Application – Memorandum and Bylaw P1398

MOVED: Director Cote
SECONDED: Director Shannon

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1398 be adopted.

CARRIED

Director McNabb re-entered the meeting at 2:45 pm.

10. REPORTS

10.1 STAFF REPORTS

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

- a. **Reminder: Resolutions for consideration at the 2020 Association of Vancouver Island and Coastal Communities (AVICC) Convention – deadline for submissions February 6, 2020.**

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

MOVED: Director McNabb
SECONDED: Director Shannon

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

CARRIED

The meeting was recessed at 2:47 pm

15. RECONVENE

The meeting was reconvened at 3:00 pm

16. IN-CAMERA

MOVED: Director Cote
SECONDED: Director McNabb

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

- i. 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- ii. 90 (2) (b): the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 3:00 pm.

The meeting was re-opened to the public at 4:14 pm.

17. REPORT OUT: RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director Cote
SECONDED: Director Haggard

THAT this meeting be adjourned at 4:14 pm

CARRIED

Certified Correct:

Josie Osborne,
Vice-Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 15, 2020, 1:30 PM

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

DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)
Bob Beckett, Director, Electoral Area "A" (Bamfield) (via teleconference)
Tanya Shannon, Director, Electoral Area "B" (Beaufort) (via teleconference)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Ron Paulson, Councillor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS: Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer (CAO)
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Lands and Resources Coordinator

1. CALL TO ORDER

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

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

2. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2020

ELECTION OF CHAIRPERSON FOR 2020

The CAO conducted the election for Chairperson of the Alberni Valley & Bamfield Services Committee for 2020.

The CAO requested nominations three times. Director Cote nominated Director McNabb. Director McNabb accepted the nomination.

The CAO declared Director McNabb to the position of Chairperson of the Alberni Valley & Bamfield Services Committee for 2020.

ELECTION OF VICE-CHAIRPERSON FOR 2020

The CAO conducted election of Vice- Chairperson of the Alberni Valley & Bamfield Services Committee for 2020.

The CAO requested nominations three times. Director Paulson nominated Director Haggard, Director Haggard accepted the nomination.

The CAO declared Director Haggard to the position of Vice-Chairperson of the Alberni Valley & Bamfield Services Committee for 2020.

Director McNabb assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Cootes

THAT the agenda be approved as circulated with the following amendments:

- a. removal of AV Drag Racing Association Delegation, and;*
- b. Addition of correspondence from Ministry of Forests, Lands and Natural Resource Operations regarding the proposed drag race event at the Alberni Valley Regional Airport.*

CARRIED

4. ADOPTION OF MINUTES

- a. Alberni Valley & Bamfield Services Committee Minutes –November 6, 2019**

MOVED: Director Cootes

SECONDED: Director Cote

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on November 6, 2019 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. REQUEST FOR DECISIONS & BYLAWS

Director Bodnar entered the meeting at 1:38 pm.

- a. Request for Decision regarding Alberni Valley Drag Race Association Request to Return to Alberni Valley Regional Airport for Three Years – Late Correspondence from Ministry of Forests, Lands & Natural Resource Operations dated Feb. 14/20.**

MOVED: Director Cote
SECONDED: Director Paulson

THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni Clayoquot Regional District Board of Directors that the proposal by the Alberni Valley Drag Race Association (AVDRA) to operate a drag race event for three years at the Alberni Valley Regional Airport (AVRA) be denied.

CARRIED

b. Request for Decision regarding Review – Alberni Valley and Bamfield Services Committee Terms of Reference.

MOVED: Director Cootes
SECONDED: Director Cote

THAT the Alberni Valley and Bamfield Services Committee review and reconfirm their Terms of Reference for 2020.

CARRIED

c. Request for Decision regarding Appointment to the Alberni Valley Regional Airport Advisory Committee.

MOVED: Director Cote
SECONDED: Director Jack

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors appoint Director Haggard from the City of Port Alberni to the Alberni Valley Regional Airport Advisory Committee for 2020/21.

CARRIED

7. LATE BUSINESS

8. ADJOURN

MOVED: Director Shannon
SECONDED: Director Paulson

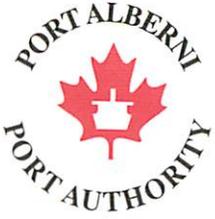
THAT the meeting be adjourned at 1:45 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, B.C. V9Y 7X2
Tel. 250-723-5312 Fax. 250-723-1114
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ADMINISTRATION PORTUAIRE DE PORT ALBERNI
2750, Harbour Road
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December 18, 2019

Alberni Clayoquot Regional District
3008 – 5th Avenue
Port Alberni, BC V9Y 2E3

Attention: Douglas Holmes, CAO

RE: 2018 China Creek Marina Lease Payment

Dear Mr. Holmes,

Please find enclosed the Port Alberni Port Authority's cheque in the amount of \$7,534.22 for the 2018 camping revenue within the Alberni Clayoquot Regional District.

As per the lease agreement I have also attached:

- China Creek Marina operating and capital budget for 2019
- China Creek Marina 2019 user fee schedule
- China Creek Marina 2018 Audited financial statements

If you have further questions please feel free to contact me.

Sincerely,

Leslie Martin, CPA, CGA
Director of Finance
Port Alberni Port Authority

China Creek Marina								
2020 Budget - APPROVED								
	2018 Actual	2019 Actual Jan - Oct	2019 Actual Estimated	2019 Budget	2020 Budget	\$ Variance to 2019 Budget	% Variance to 2019 Budget	\$ Variance to 2019 Estimate
REVENUES								
Moorage	208,015	202,080	205,000	220,000	220,000	-	0.00%	15,000
Camping	405,447	427,594	428,000	412,000	435,000	23,000	5.58%	7,000
Concession	1,157	2,625	2,625	1,757	-	1,757	-100.00%	2,625
Fuel - Diesel	11,241	11,898	12,000	12,000	12,000	-	0.00%	-
Fuel - Gas	185,623	144,063	145,000	200,000	150,000	50,000	-25.00%	5,000
Fuel - Oil	298	261	275	400	300	100	-25.00%	25
Fuel - Propane	1,476	1,766	1,800	1,600	1,800	200	12.50%	-
Hydro	11,362	9,026	13,300	10,000	12,000	2,000	20.00%	1,300
Ice	4,249	4,376	4,400	5,000	4,000	1,000	-20.00%	400
Launching	9,788	8,954	9,000	10,500	10,000	500	-4.76%	1,000
Miscellaneous	8,696	11,974	12,132	8,500	11,600	3,100	36.47%	532
Recreation Equipment	1,012	1,286	1,286	1,000	1,400	400	40.00%	114
Rentals - Property		950	1,950	-	9,000	9,000	#DIV/0!	7,050
RV & Boat Storage	14,771	11,339	16,865	15,000	17,000	2,000	13.33%	135
Parking	19,657	17,817	17,850	20,000	19,000	1,000	-5.00%	1,150
Finance Charges	1,298	1,348	1,350					
	884,090	857,356	872,833	917,757	903,100	14,657	-1.60%	30,267
2% Gross Revenue	17,682	17,147	17,457	18,355	18,062	293	-1.60%	605
Total Revenue	866,408	840,209	855,377	899,402	885,038	14,364	-1.60%	29,661
EXPENSES								
Admin & General	24,078	25,777	27,482	25,500	25,750	250	0.98%	1,732
Advertising & Promotion	12,784	4,781	5,738	15,000	12,000	3,000	-20.00%	6,262
Computer Services	9,659	6,416	7,699	8,000	9,500	1,500	18.75%	1,801
Conference & Events		281	281	-	300			
Fuel	179,595	139,727	140,300	181,450	140,150	41,300	-22.76%	150
Insurance	20,211	19,483	24,500	20,000	27,500	7,500	37.50%	3,000
Lease & Rent	26,448	19,400	23,280	25,000	30,000	5,000	20.00%	6,720
Professional Fees	-	-	-	-	-	-	#DIV/0!	-
Repairs & Maintenance	29,714	49,693	59,632	37,500	45,500	8,000	21.33%	14,132
Salary & Wages	202,124	196,626	219,500	225,991	262,438	36,446	16.13%	42,938
Security Services	642	-	-	-	500	500	#DIV/0!	500
Supplies	9,829	8,397	9,616	10,835	9,900	935	-8.63%	284
Telephones & Radios	3,646	2,213	2,655	5,000	3,000	2,000	-40.00%	345
Utilities - Hydro	64,285	56,425	67,710	65,000	70,000	5,000	7.69%	2,290
Utilities - Garbage	7,500	3,716	4,460	8,000	8,000	-	0.00%	3,540
Utilities - Water & sewer	1,530	1,185	1,185	400	600	200	50.00%	585
Total Expenses	592,044	534,122	594,038	627,676	645,138	17,461	2.78%	51,100
Net Operating Income/(Loss)	274,364	306,087	261,338	271,725	239,900	31,825	-11.71%	21,438
Admin Expense	116,296	118,750	160,818	151,517	196,924	45,407	29.97%	36,106
EBITDA	158,069	187,337	100,520	120,208	42,976	77,232	-64.25%	57,544
Amortization Expense	69,042	64,428	77,314	80,000	80,000	-	0.00%	2,686
Net Income/(Loss)	89,027	122,909	23,207	40,208	37,024	77,232	-192.08%	60,230

**Port Alberni Port Authority
2020 Capital Items - Approved**

2020 Capital

China Creek Marina

Portable Cabins	30,000
New Boat/Trailer Parking area	50,000
Utilities Upgrade (reservoir, waterlines, electrical)	50,000
Cookhouse Renovation & Kitchen	20,000
Residence - exterior painting and upgrades	20,000
Picnic Tables	
Current Trailer Parking	
Septic Field Replacement	
Dredging	
	<hr/>
	170,000

RATES

All rates are subject to taxes. Reservations are accepted and a non-refundable \$50 deposit is required at time of booking.

DAILY (APRIL 1 - SEPTEMBER 30)

Basic	\$28.28
Beach Side	\$35.35
Partial Serviced Sites	\$34.34
Partial Serviced Sites (Oversized)	\$38.48
Full Serviced Sites	\$38.48
Full Serviced Sites (Oversized)	\$42.67
Additional Units	\$10.00
(Two tents or units included)	

SEASONAL (APRIL 1 - SEPTEMBER 30)

Basic	\$1753.36
Beach Side - Partial Service	\$2774.07
Partial Serviced Sites	\$2129.08
Partial Serviced Sites (Oversized)	\$2385.82
Full Serviced Sites	\$2385.82
Full Serviced Sites (Oversized)	\$2645.70



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AUDIT PLANNING LETTER

Board of Directors
Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District
3008 5th Ave
Port Alberni, BC V9Y 2E3

January 8, 2020

We are pleased to provide for your review the following information relating to the planned scope and timing for the audits of the financial statements of the Alberni-Clayoquot Regional District (ACRD) and the Alberni-Clayoquot Regional Hospital District (ACRHD) for the year ended December 31, 2019.

We would be pleased to receive any comments or suggestions you may have with respect to the planned audit scope or timing and we look forward to discussing the letter and answering questions that you may have. If you have any specific areas of concerns or other issues you would like addressed in the audit, please contact us. We appreciate the opportunity to serve you and look forward to meeting with you to discuss our audit findings.

This letter is for the use of the Board for the purpose of carrying out and discharging your responsibilities and exercising oversight over our audit. This letter should not be used for any other purpose or by anyone other than the Board. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly

Lenora Lee, CPA, CA
Engagement Partner
(250) 480-3588

cc: Mr. Doug Holmes, Chief Administrative Officer
Ms. Teri Fong, Chief Financial Officer

Enclosures:
Appendix 1 – Draft auditors' reports



Alberni-Clayoquot Regional District
 Alberni-Clayoquot Regional Hospital District
 January 8, 2020

CONSIDERATIONS IN DEVELOPING OUR AUDIT PLAN

Accounting standards

No new accounting standards adopted in the current year.

Audit standards

No new auditing standards applicable in the current year,

SCOPE AND TIMING OF THE AUDIT

The objectives of the audit, our responsibilities in carrying out our audit, as well as management’s responsibilities, are set out in the engagement letter provided by management.

We design an overall audit strategy and audit approach to address the significant risks identified during the planning process.

Materiality

We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The determination of materiality requires judgment and is based on a combination of quantitative and qualitative assessments, including the nature of account balances and financial statement disclosures.

We determine performance materiality (from materiality) in order to assess risks of material misstatement and to determine the nature, timing and extent of audit procedures.

We determine an audit misstatement posting threshold (from materiality) in order to accumulate misstatements identified during the audit.

For the current period, the following amounts have been determined:

Alberni-Clayoquot Regional District

Materiality	Performance Materiality	Audit Misstatement Posting Threshold
\$250,000	\$187,500 which has been set at 75% of materiality	\$12,500 which has been set at 5% of materiality

Alberni-Clayoquot Regional Hospital District

Materiality	Performance Materiality	Audit Misstatement Posting Threshold
\$22,000	\$16,500 which has been set at 75% of materiality	\$1,100 which has been set at 5% of materiality



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We will reassess materiality based on period-end results or new information to confirm whether it remains appropriate for evaluating the effects of uncorrected misstatements on the financial statements.

Identification of significant risks

As part of our audit planning, we identify the significant financial reporting risks that, by their nature, require special audit consideration. By focusing on these risks, we establish an overall audit strategy and effectively target our audit procedures.

Significant unusual transactions

There are no significant changes in the operations of ACRD and ACRHD in the current year that will impact the financial statements.

There were no significant unusual transactions noted through our discussion with management.

Risk of management override of controls

Although the level of risk of management override of controls will vary from entity to entity, professional standards presume the risk of management override of controls is nevertheless present in all entities and requires the performance of specific procedures to address this presumed risk. We plan on performing the required procedures under professional standards. These include testing journal entries and performing a retrospective review of areas of estimate.

Audit approach

Our audit methodology includes obtaining an understanding of the various processes within the ACRD and ACRHD including budgeting, revenue, procurement, payroll, and information technology. Applying this understanding, we will perform:

- analytical analysis over the statement of financial position and the statement of operations and fund balances. In this analysis, support for significant variances provided by management, from both prior year and budget, is tested for completeness and accuracy of the underlying data.
- substantive analytical procedures over revenue and expenses, as well as detailed testing over government transfers, tax requisitions from members and the cut-off of expenses and accruals at year end.
- substantive testing over deferred and restricted revenues and deposits, both received and spent in the year, tracing selected items to supporting cash receipt, invoice or terms of sale respectively.
- confirmation over all significant cash, investment and debt balances and test reconciling items as recorded in the general ledger.
- verification over the accuracy of payroll accruals as at year end and perform a predictive procedure over the payroll expense for the year based on approved budget and known payroll changes in the period.



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- substantive testing over a sample of additions to capital assets, assessing the nature, useful life and amortization, including existence of contaminated sites and valuation of landfill closure costs.

Due to the public nature of funds managed by ACRD and ACRHD, we test expense reports and use of credit cards for both senior management and Board members for compliance with authorization and permitted expense policies.

Timing of audit and deliverables

<i>Topic:</i>	<i>Dates:</i>
Conduct interim audit field work	October 2019
Conduct year-end audit field work	March 2020
Present our year-end audit findings letter, including independence communications to the Board	April 2020
Provide audit opinion on financial statements	Upon acceptance by Board of the financial statements

ANNUAL INQUIRIES OF THE BOARD

Professional auditing standards require that we annually inquire concerning the Board's oversight of management's process for identifying and responding to the risks of fraud within ACRD and ACRHD. Accordingly, we ask whether you:

- Are aware of, or have identified any instances of, actual, suspected, possible, or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behaviour related to financial reporting or misappropriation of assets? If so, have these instances been appropriately addressed to your satisfaction?
- Are aware of any significant fraud risks facing ACRD or ACRHD?
- Believe that the Board exercises effective oversight of management's process for identifying and responding to the risk of fraud in ACRD and ACRHD and the internal controls that management has established to mitigate these fraud risks?
- Are aware of ACRD and ACRHD entering into any significant unusual transactions?

If you have any comments on the above questions that you would like to bring to our attention, please contact Lenora Lee, Engagement Partner.



Alberni-Clayoquot Regional District
Alberni-Clayoquot Regional Hospital District
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OBSERVATIONS AND INSIGHTS

During the course of our audit, we may become aware of observations that may be of interest to you. These observations may include comments on risks and ACRD and ACRHD's approach to those risks, performance improvement observations, or other industry trends and developments. These observations are based on, among other things, our understanding of the affairs and processes of ACRD and ACRHD, as well as our understanding of many other entities in the same or other industries.

We will discuss any such observations with management and provide our insights. We will also include a synopsis of these observations and insights in our discussions with you at the completion of the audit.

PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS) CURRENT DEVELOPMENTS

The following is a summary of the current developments that are relevant to ACRD and ACRHD

Asset Retirement Obligations

- A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.
- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.
- The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.
- As a result of the new standard, the public sector entity will have to:
 - consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;
 - carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;
 - begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.

Revenue

- A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.
- The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.



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- The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Financial Instruments and Foreign Currency Translation

- New accounting standards, PS3450 Financial Instruments, PS2601 Foreign Currency Translation, PS1201 Financial Statement Presentation and PS3041 Portfolio Investments have been approved by PSAB and are effective for years commencing on or after April 1, 2021.
- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.
- Hedge accounting is not permitted.
- A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.
- Based on stakeholder feedback received, PSAB is considering certain scope amendments to PS 3450 Financial Instruments. The proposed amendments include the accounting treatment of bond repurchases, scope exclusions for certain activities by the federal government, and improvements to the transitional provisions. An initial exposure draft was issued for comment by PSAB in May 2019. PSAB is currently deliberating on the comments received and may approve a revised exposure draft for comment in December 2019.

Employee Future Benefit Obligations

- PSAB has initiated a review of sections PS3250 Retirement Benefits and PS3255 Post-Employment Benefits, Compensated Absences and Termination Benefits. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits.
- Three Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance



on the present value measurement of accrued benefit obligations. A third Invitation to Comment sought guidance on non-traditional pension plans. PSAB is currently deliberating on the comments received from the three Invitations to Comment.

- The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.

Public Private Partnership

- PSAB has proposed new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. An exposure draft has been approved by PSAB and will be issued in November 2019, with comments due by February 29, 2020.
- The exposure draft proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.
- The exposure draft proposes that the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.
- The infrastructure would be valued at cost, with a liability of the same amount if one exists. Cost would be measured by discounting the expected cash flows by a discount rate that reflects the time value of money and risks specific to the project.

Concepts Underlying Financial Performance

- PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.
- A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed. PSAB is in the process of developing two exposure drafts for comment.
- The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 Financial Statement Concepts and PS 1100 Financial Statement Objectives. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.
- The SOP includes principles intended to replace PS 1201 Financial Statement Presentation. The SOP proposes:
 - Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.



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- Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
- Restructuring the statement of financial position to present non-financial assets before liabilities.
- Removal of the statement of rereasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).
- A new provision whereby an entity can use an amended budget in certain circumstances.
- Inclusion of disclosures related to risks and uncertainties that could affect the entity's financial position.

International Strategy

- PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.
- Consultation papers were released for comment in May 2018 and March 2019, and have closed. The consultation papers described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies.
- PSAB is expected to make a final decision about its international strategy at its March 2020 meeting.

Purchased Intangibles

- In October 2019, PSAB approved a proposal to allow public sector entities to recognize intangibles purchased through an exchange transaction. The proposal does not include guidance on how to account for intangibles. Instead, the definition of an asset, the general recognition criteria and the GAAP hierarchy is expected to provide guidance on how to account for intangibles. The accounting for intangibles may be addressed through future PSAB projects.

Appendix 1 – DRAFT INDEPENDENT AUDITORS’ REPORT – ACRD

To the Board of Directors of the Alberni-Clayoquot Regional District

Opinion

We have audited the financial statements of Alberni-Clayoquot Regional District (the “District”), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Alberni-Clayoquot Regional District as at December 31, 2019, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Financial Statements” section of our auditors’ report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District’s ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District’s financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Appendix 1 – DRAFT INDEPENDENT AUDITORS’ REPORT – ACRHD

To the Board of Directors of the Alberni-Clayoquot Regional Hospital District

Opinion

We have audited the financial statements of Alberni-Clayoquot Regional Hospital District (the “District”), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of operations for the year then ended
- the statement of changes in net financial assets and accumulated surplus for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Alberni-Clayoquot Regional Hospital District as at December 31, 2019, and its results of operations, its changes in accumulated surplus, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “Auditors’ Responsibilities for the Audit of the Financial Statements” section of our auditors’ report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District’s ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District’s financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Vancouver Island and Coastal Communities Climate Leadership Plan

Summary of the December 2, 2019 Steering Committee meeting

The VICC-CLP (Vancouver Island and Coastal Communities Climate Leadership Plan) Steering Committee is an independent group of local government representatives working to build a climate action plan for Vancouver Island and Coastal Communities that draws on and builds from the unique circumstances of our individual communities – rural and urban - at the same time as thinking and working as a whole region.

At our December 2, 2019 meeting, the Steering Committee reviewed its draft Terms of Reference, which include its vision, mission, and values. The Terms of Reference also detail membership, governance, communications, and areas of focus (see attached). Collaboration with and direct participation by indigenous communities in the VICC-CLP is of high importance, and the Steering Committee discussed several approaches to communication and engagement with First Nations, agreeing to report back and bring forward more discussion at its next meeting in early 2020.

The Steering Committee acknowledges that resources (funding and partnerships) are required to bring its vision to life, and discussed potential funding opportunities from senior levels of government, through leveraging with academic institutions, and by grants.

Upon invitation by the Association of Vancouver Island and Coastal Communities (AVICC), the Steering Committee has submitted a proposal to present a 60-minute engagement session at the April 2020 convention in Nanaimo BC. The Steering Committee set an intention to undertake a VICC region-wide “summit” in October 2020 (e.g., 2-3 day event) to inspire, galvanize, and create climate action at the local community level as well as at the VICC-region level.

This meeting, the second VICC-CLP meeting, was efficient, rewarding, and inspiring with members fully participating and engaging with “glass half full” energy and attitude. The Steering Committee is grateful to the Coast Salish peoples and the Regional District of Nanaimo for hosting and to support provided by University of Victoria researchers.

For more information, please contact the Co-chairs:

Lisa Helps, Mayor of Victoria, mayor@victoria.ca

Michelle Staples, Mayor of Duncan, mayor@duncan.ca

Josie Osborne, Mayor of Tofino, Osborne@tofino.ca

Attachment: Terms of Reference

Vancouver Island and Coastal Communities – Climate Leadership Plan (VICC–CLP)

Mission, Vision, Values and Terms of Reference

Mission

To create a climate action plan for Vancouver Island and Coastal Communities that draws on and builds from the unique circumstances of our individual communities – rural and urban – at the same time as thinking and working as a whole region.

Vision

Vancouver Island and Coastal Communities working together to reduce emissions and mitigate climate change at the same time as adapting to a changing climate by creating resilient, regenerative, inclusive and prosperous communities and economies.

Values

We are committed to:

1. Working in a spirit of **reconciliation and decolonization**¹ with the First Nations on whose homelands all of our cities, districts and towns are located.
2. Recognizing that **we need each other to flourish** and that collectively we are more powerful and have greater impact than working alone.
3. Developing a Climate Leadership Plan that **benefits all of our communities** – rural, urban, and indigenous.
4. Working beyond climate considerations and taking an approach of **inclusive, regenerative community building**.
5. Respecting **local autonomy and decision making** and providing resources and support – especially to smaller local governments.
6. Using our time wisely, **staying focused**, and honouring the energy of those who are doing the work.
7. **Learning from each other** by making time in each meeting to share something we are excited about or struggling with.
8. Shifting the conversation about climate change to **joy, possibility and solutions** in order to create momentum and push through climate despair.
9. Bringing together First Nations, community-based, and academic ways of knowing and **valuing the areas of overlap and the differences**.

¹ Advancing reconciliation requires renewing and improving relationships with Indigenous peoples. One of the obstacles to this is that how we work together is often shaped by institutions, habits and ideas that reinforce colonial (unequal, unfair, discriminatory) relationships. We must actively commit to reshaping these institutions, habits and ideas so that we can create ways of working together that are fair, equitable and mutually supportive. When we commit to decolonization, then, we are committing to reflecting on and changing our institutions and ways of working, and our own ideas, to ensure that they support reconciliation.

10. **Engaging our communities** through the plan development phase and plan implementation.
11. Drawing on the **passion and energy of youth** in our communities and creating opportunities for youth involvement and participatory action research.
12. Working with a **sense of urgency while balancing** the need to build support and understanding and bring others along on the journey.
13. **Not duplicating** the efforts of others!

VICC-CLP Working Group Terms of Reference

Mandate

To develop a useful and practical Climate Leadership Plan for Vancouver Island and Coastal Communities with clear actions for emissions reduction, adaptation, and resilience and to deliver this plan for consideration at the Association of Vancouver Island and Coastal Communities (AVICC) conference in April 2021.

Subject to securing funding, to track our process and create a best-practices, how-to guide for other regions across the province and country.

Membership

- First Nations are invited to participate and have a standing invitation to the table
- One elected director from each Regional District appointed by motion of the Regional District board. Each board may also appoint an alternate but is not obligated to do so. Meetings will be attended by the representative and by the alternate if the representative is not able to attend.
- Representatives from Vancouver Island colleges and universities
- Regional District and local government staff are invited to the table as supports and advisers
- The group will be kept to a manageable size in order to maintain forward momentum
- The Mayors of Duncan, Tofino and Victoria will co-chair the working group until the Plan is completed in April 2021; if the working group continues beyond its initial mandate, new co-chairs will be elected by working group members

Reporting

The Working Group will report to Regional Districts through the board-appointed representative. A short summary of each meeting will be circulated for reporting purposes after each meeting.

The co-chairs of the Working Group will also send a short meeting summary after each meeting to:

- The AVICC Executive
- The UBCM Special Committee on Climate Action
- FCM

- Minister Heyman
- Minister Heyman’s Clean Growth and Climate Solutions Advisory Council
- The Climate Caucus
- First Nations Health Authority
- First Nations (by way of working group members sending to the Nations in their areas)

The working group will apply to present at the 2020 and 2021 AVICC conferences.

Areas of Focus

- Emissions reduction and energy efficiency through land-use planning, buildings, transportation, and waste
- Transitioning island and coastal communities to low-carbon sustainable, inclusive economies
- Building community and ecosystem resilience for adaptation
- Financing strategies

Decision Making

- Non-financial decisions will be made by consensus of all members present
- Financial decisions will be made by majority vote of the committee (See Appendix A)

Grants and Finances

- Grants will be applied for through the City of Victoria or through another local government if the City of Victoria is not eligible
- See Appendix A for relationship between the City of Victoria – or other grant holders – and the working group
- Opportunities to leveraging with or through other institutions

Meeting Schedule

- Meetings will be held in the following months:

2020

Feb
Apr
June
Aug
Oct
Dec

2021

Feb
Apr
June

Review and Changes to the Terms of Reference

- These Terms of Reference will be reviewed in June 2020

- Changes may be made at any time by the consensus of the group

APPENDIX A

Relationship between Vancouver Island and Coastal Communities Working Group (VICC-CLP Working Group) and the Fund-Holding Local Government

1. Responsibilities of the Fund Holding Local Government

The Fund Holder will:

- i. Provide in-kind support through its Department of Finance in tracking revenues and expenses for the term of the project and in managing one contractor.
- ii. Issue an RFP for a contractor in consultation with CAOs/CFOs from other Working Group local governments.

2. Relationship with VICC-CLP Working Group

The VICC-CLP Working Group will support the Fund-Holding Local Government by:

- i. Taking a leadership role on grant writing and other fundraising initiatives.
- ii. Reporting at least quarterly to funding holding local government through its Working Group representative.

3. Disbursement of Funds Fund-Holding Local Government

- i. The Fund-Holding Local Government will have full discretion to release funds to the contractor based on the terms in the contract.
- ii. Should additional funding be raised by the Working Group a majority vote of the Working Group is required to allocate it. A conference call with quorum of a simple majority of the Working Group will be held. Following the conference call, an email from one of the Working Group co-chairs will be sent to the Chief Financial Officer of Fund-Holding Local Government, and copied to the entire Working Group, authorizing the disbursement of funds as per the Working Committee vote.

4. Withdrawal of Support by the Fund-Holding Local Government

The Fund-Holding Local Government may withdraw its support from the VICC-CLP with three months written notice to the Working Group by majority vote of the Working Group. At such time as the relationship is severed, all project funds remaining, and any contractual obligations will be transferred by the Fund-Holding Local Government to a new agency as determined by the Working Group and subject to any funding agreements and contracts that may be in place.

5. Severing Relationship with the Fund-Holding Local Government

The Working Group may sever the agreement with three months written notice to the Fund-Holding Local Government by majority vote of the Working Group. At such time as the relationship is severed, all project funds remaining, and any contractual obligations will be transferred by the Fund-Holding Local

Government to a new agency as determined by the Working Group and subject to any funding agreements or contracts that may be in place.

6. Obligation

The Fund-Holding Local Government is under no obligation to provide ongoing support to the VICC-CLP Working Group beyond June 2021.



Alberni Valley HOSPICE SOCIETY



3088 3rd Avenue
Port Alberni BC, V9Y 2A5
250-723-4478



January 06, 2020

Corporate Secretary
Alberni-Clayoquot Regional District
3008 5th Avenue, Port Alberni BC, V9Y 2E3

Re: Grant-in-Aid Report on Funding

Dear Sir or Madame:

Alberni Valley Hospice Society wishes to thank and acknowledge your generous support in the past Grant in Aid program, for your donation of \$4,000.

We are very fortunate that community contributors support our programs and services that we provide and are grateful for your past support.

Last year your funding was directly applied to our Bereavement program to help us deliver components of our Caregiver Support groups, and to also cover costs for brochures, posters, and advertising promotions. Your support meant that we do not have to charge our local community members for our bereavement services.

Every resident in our communities will, at some point in our lives, experience death, loss and bereavement and the availability of such services is important to us all.

Thank you again for your past support.

Yours truly,

Teresa Ludvigson
Executive Director
AVHS/Ty Watson House
teresa@albernihospice.ca



Alberni Valley
HOSPICE SOCIETY

Teresa Ludvigson
Executive Director

Ph: 250-723-4478 Cell: 250-802-4757
2579 10th Avenue, Port Alberni, B.C. V9Y 2P5
www.albernihospice.ca teresa@albernihospice.ca

Hospice will be there during the journey through illness, death and bereavement.



RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way TEL 604 932 5535
Whistler, BC Canada V8E 0X5 TF 1 866 932 5535
whistler.ca FAX 604 935 8109

Julia Martin
Administrative Assistant
Alberni-Cloyoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

January 9, 2020
File No. 2014

Sent Via Email: administration@acrd.bc.ca

Dear Julia Martin,

Re: \$10 a Day Child Care Plan

Thank you for writing to the Resort Municipality of Whistler.

This letter is to advise that Council, at their Regular Council Meeting held on January 7, 2020, received your correspondence, dated December 19, 2019, regarding the \$10 a Day Child Care Plan.

Your correspondence was included in the Regular Council Package, which is on permanent record and on our website. Check whistler.ca/council to access packages and other information about Council.

Council passed a resolution that your correspondence be referred to staff for further consideration. It has been referred to the General Manager of Resort Experience.

The RMOW is committed to providing open and transparent channels for community members and interested stakeholders to provide input to our organization. Input such as yours is valued by our team, and along with our many other engagement and planning tools, helps to inform ongoing municipal plans and activities.

For more details regarding options for providing input to our organization, or to ensure that you're always up to date with the latest news and details from the RMOW, delivered directly to your email inbox, visit: whistler.ca/stay-connected.

Regards,

Alba Banman,
Municipal Clerk

January 14, 2020

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

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



KITIMAT
District of Kitimat
270 City Centre
Kitimat, British Columbia
Canada V8C 2H7

Phone 250.632.8900
Fax 250.632.4995

Re: \$10aDay Child Care Plan

The Mayor and Council of the District of Kitimat would like to provide this letter supporting Alberni-Clayoquot Regional District's (ACRD) resolution requesting the Provincial Government expedite the \$10aDay Child Care Plan and their continuation to advocate for Provincial level changes.

Within the next few years Kitimat will see a significant increase in population with the final investment decision from the LNG Industry, increasing the need for child care. Often many people are struggling to find child care in our community and it is a top concern for young families. With the increase of population, a significant investment and focused activities to both increase the number of quality childcare spaces and to strengthen the childcare sector is needed. We acknowledge the return on investments for communities like ours is significant in order for parents to return to the workforce.

Your consideration to the Alberni-Clayoquot Regional District resolution is greatly appreciated as it will provide a significant change to working families and growing communities and in B.C.

Sincerely,

A handwritten signature in black ink that reads "Phillip Germuth".

Mayor Phillip Germuth
District of Kitimat

cc: Alberni-Clayoquot Regional District



The District of Lillooet
615 Main Street, PO Box 610, Lillooet, BC V0K 1V0
Tel: (250) 256-4289 **Fax:** (250) 256-4288
E-mail: cityhall@lillooetbc.ca

January 14, 2020

File# 0400-60

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

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

John Jack
Chairperson of the Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC, V9Y 2E3

RE: \$10 a Day Child Care Plan

Dear Ministers

The District of Lillooet Council passed the following resolution on January 6, 2020:

"THAT correspondence addressed to the Minister of Children & Family Development and Minister of State for Childcare, from John Jack, Chairperson, Alberni-Clayoquot Regional District, regarding \$10 a Day Child Care implementation, dated December 18, 2019, be received;

AND THAT staff prepare a letter of support to be sent to the Alberni-Clayoquot Regional District."

As such The District of Lillooet is pleased to support the resolution of the Alberni-Clayoquot Regional District (ACRD) of November 27, 2019 as follows:

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

The District of Lillooet agrees that significant investment and focused activities are required to increase the number of quality childcare spaces available to families and to strengthen the childcare sector to champion these changes.

Thank you for your consideration.

Sincerely,

Peter Busse
Mayor



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors
From: Tricia Bryant, CPA, CGA, Asset Management Coordinator
Meeting Date: January 22, 2020
Subject: Adoption of the Fleet Purchasing Policy

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors adopt the Fleet Purchasing Policy.

Desired Outcome:

To formalize the role of the Board of Directors in the procurement process for the ACRD fleet.

Summary:

As part of the Asset Management program, staff have developed a Fleet Management Plan. This document is very operational in nature and it was therefore decided that it would be an internal document for staff and not a policy approved by the Board. However, the role of the Board in the replacement and purchasing of vehicles still needs to be determined. Currently, all vehicle purchases must be approved by the Board. In order to reduce Board time spent on operational decisions, the Fleet Purchasing Policy will create clear and consistently defined processes for vehicle purchases.

The attached Fleet Purchasing Policy sets clear guidelines for vehicle replacements, upgrades and additions including the roles of the Board and staff.

Time Requirements – Staff & Elected Officials:

It is assumed that with the implementation of a Fleet Purchasing Policy that no additional staff time will be required but rather work efficiencies will increase with the creation of clear processes.

Financial:

There are no financial impacts to this policy as the nature or frequency of vehicle purchasing expenses has not changed.

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



Reviewed by:

Teri Fong, CPA, CGA, Chief Financial Officer



Approved by:

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



FLEET PURCHASING POLICY

Policy Issued by: Alberni-Clayoquot Regional District Board of Directors

Date Adopted:

Purpose:

The purpose of this Fleet Purchasing Policy of the Alberni-Clayoquot Regional District (ACRD) is to provide guidance for vehicle replacements, additions and upgrades. The policy of the ACRD is to acquire and manage vehicles in the most cost effective and socially, economically and environmentally sustainable manner; in addition, regular vehicle replacements are considered operational and vehicle additions, upgrades and irregular replacements are approved by the Board following the creation of a business case for each occurrence.

Scope:

The Fleet Purchasing Policy applies to all vehicles owned by the ACRD.

Application:

The Chief Financial Officer (CFO) and Chief Administrative Officer (CAO) will implement and monitor the Fleet Purchasing Policy.

Definitions:

- **Replacement:** Retiring a current vehicle from the fleet and purchasing another with similar size and capability, excluding general advancements in vehicle technologies.
- **Upgrade:** Retiring or moving a current vehicle to another service and purchasing another with increased capabilities or capacity, excluding general advancements in vehicle technologies.
- **Additions:** Purchasing a vehicle for the fleet without the loss of a current vehicle.

Objectives:

The purchase of vehicles must reflect a conservative philosophy based on the following fundamental objectives, in the following order of priority:

1. Safety

Vehicles must be safe and reliable not only for staff but other drivers on the road. Technologies that reduce distractions, such as Bluetooth, and enhanced safety features to prevent collisions or reduce damage in the event of a collision will always be chosen over makes or models that may lack these features.



2. Compliance with BC Climate Action Charter

The ACRD signed the BC Climate Action Charter and procuring vehicles with electric or hybrid engines will reflect this commitment. Vehicles that are not available in electric or hybrid models, such as trucks, will be monitored for efficiency and consumption and replaced as required.

3. Suitability

Given the various terrains within the ACRD and surrounding communities, the ACRD fleet will be adequate for all kinds of road travel. Vehicles that are designated to travel on gravel and to remote communities will be equipped with 4x4 capabilities to ensure staff reach their destinations and are able to return without complication. Vehicles will be capable of carrying a number of people to reduce vehicle usage when multiple people are travelling to a single destination. Vehicles will also be available that are intended for pavement travel only to adhere to our commitment to the BC Climate Action Charter.

4. Availability

Vehicle demands will grow and change as staffing resources and work plans change and expand. With the creation of a new position or modification of a current position, the required vehicle usage will be considered and communicated to the CFO and CAO to ensure that shortages do not occur.

Procedure:

Replacements:

Vehicles that have fulfilled their service lives and require replacement with a similar type of vehicle will not go to the Board for approval as the replacement is considered operational. Vehicles are expected to last 10 years from the date of manufacture; beyond 10 years, vehicles will not require Board approval for replacement. Vehicles that fall short of 10 years when requiring replacement will be presented with a business case to the Board for approval.

Upgrade:

In the event that the current vehicle no longer suits the needs of the ACRD and vehicle betterment is required, a business case will be presented to the Board for approval.

Addition:

As staffing needs or resources increase, so will the size of the ACRD fleet in order to prevent work inefficiencies and bottlenecks. Additions to the fleet will be presented with a business case to the Board for approval.



REQUEST FOR DECISION

To: Board of Directors

From: John Jack, Chairperson/
Wendy Thomson, General Manager of Administrative Services

Meeting Date: January 8, 2020

Subject: **2020 Standing/Select Committee Appointments & Appointments to Outside Organizations**

Recommendation:

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

Desired Outcome:

To make appointments and/or re-confirm appointments to ACRD committees/commissions, outside board, agencies and commissions for 2020.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to Select, Standing Committees and Commissions.

Select Committees: Appointed by the Board to consider or inquire into any matter and report its findings and/or opinion the board. Once the findings are reported, the Select Committee is dissolved.

Standing Committees: The Chair of the Board may establish Standing Committees for matters the Chair considers would be better dealt with by a Committee and may appoint persons to those committees. At least one member of each Select and Standing Committee must be a Director of the Board.

Commissions: The Board may, by bylaw, establish Commissions and set conditions and delegate authorities. Commissions may be established by the Board to operate Regional District services or manage property or an interest in a property held by the Regional District.

Outside Organizations (elective & required): The Board appoints a Director and in some cases an alternate, to various outside boards, agencies and commissions such as the NI 911 Corporation, Municipal Finance Authority etc. Some of these appointments have varying terms. Directors appointed to outside organizations report back to the Board on a regular basis on their activities.

In January of each year the Chairperson reviews and updates appointments to Committees/Commissions and appointments to outside organization and makes recommendations to the Board for endorsement. The Chair and General Manager of Administrative Services have updated the appointment lists which are attached for consideration of approval by the ACRD Board.

Election of Chair to the ACRD's Standing committees is conducted by the Committee at their first meeting each year.

Attached is a report that outlines the mandate and time commitments of ACRD Committees.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

Any associated costs covered through General Government services.

Policy or Legislation:

Section 218, 263, 461 of the *Local Government Act* and ACRD Procedures Bylaw apply.

Submitted by: 

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



Wendy Thomson, Manager of Administrative Services

Approved by: 

John Jack, Chairperson



Alberni-Clayoquot Regional District 2020 Standing/Select Committee & Commission Appointments

STANDING COMMITTEES:

Alberni & Bamfield Services Committee

- John McNabb (Chair)
- Debbie Haggard (Vice-Chair)
- Sharie Minions
- John Jack
- Dianne Bodnar
- Tanya Shannon
- Penny Cote
- Wilfred Cootes
- Bob Beckett

Electoral Area Directors Committee

- Penny Cote
- Tanya Shannon
- John McNabb
- Bob Beckett
- Dianne Bodnar
- Kel Roberts

West Coast Committee

- Josie Osborne
- Rachelle Cole
- Kel Roberts
- Alan McCarthy
- Kirsten Johnsen
- Ex-Officio Members:
 - Tla-o-qui-aht First Nation Rep.
 - Ahousaht First Nation Rep.
 - Hesquiaht First Nation Rep.
 - Pacific Rim National Park Rep.

Bamfield Parks Commission

- Sheryl Ferguson (Chair-Treasurer) (2018-2020)
- Bob Beckett
- Andrea Butler (2019 – 2021)
- Louis Druehl (2017-2019)
- Dane Dentoon

Personnel Committee

- John Jack
- Josie Osborne
- Sharie Minions
- John McNabb
- Rachelle Cole

AV Emergency Planning Policy Group

- Penny Cote
- John McNabb
- Tanya Shannon
- Dianne Bodnar
- Debbie Haggard, Councillor, City of Port Alberni
- Dan Washington, Councillor, City of Port Alberni
- Ex-Officio Members:
 - Tseshaht First Nation
 - Hupacasath First Nation

Agricultural Advisory Committee

- Penny Cote
- Lisa Aylard
- Robert Haynes
- Vicki Lee
- Ron Emblem
- Wayne Smith

Beaver Creek Water Advisory Committee

- John McNabb (Chair)
- Harold Carlson
- Gord Blakey
- Pam Craig
- Patty Edwards

Long Beach Airport Advisory Committee

- Josie Osborne
- Rachelle Cole
- Alan McCarthy
- Kirsten Johnsen
- Kel Roberts
- Pacific Rim National Park Rep.
- Ucluelet Chamber Rep.
- Tofino/Long Beach Chamber Rep.
- Tla-o-qui-aht First Nation Rep.
- Charles McDiarmid, Member at Large

Salmon Beach Committee

- ~~Ken Lunde~~ Vacant
- Kel Roberts
- Ellen Peete (Chair)
- Jill Maibach
- Terry Graff
- Ron McKinley

Sproat Lake Parks Commission

- Joe Lamoreaux (Chair)
- Chris Law
- Kathy Burkowsky
- Sabrina Zimmerman
- Brian Callendar
- Rob Turner
- Bob Aston
- Penny Cote
- Joe Priestland

Bamfield Water Committee

- Bob Beckett (Chair)
- John Mass
- Barry Otterson
- Lisa Herbig
- J.P. Haste
- Ex-Officio Members:
 - Bamfield Fire Chief
 - Les Jmaeff, Marine Science Centre Rep

Agricultural Development Committee

- Penny Cote
- Tanya Shannon
- Ann Siddall
- Bob Collins
- Cathy Burkosky
- Lisa Aylard
- Pat Deakin
- Rosemarie Buchanan
- Erika Goldt
- Makenna Cyr
- Meagan Curtis
- Edward Dyson
- Melody Francoeur
- Mica Verbrugge
- Katelyn McDougall

Fisheries Resource Committee**1 year term**

- John Jack
- ~~Mayco Noël~~
- Bob Beckett
- Al McCarthy
- Wilfred Cootes
- Ex-Officio Members:
 - West Coast Aquatic Rep.
 - NTC Rep.
 - DFO Rep.
 - BC Rep., Min. Environment

Alberni–Clayoquot Transportation Committee

- John McNabb
- John Jack
- Penny Cote
- Cindy Solda, CPA
- Port Alberni Port Authority Rep.
- Chamber of Commerce Rep.
- Western Forest Products Rep.
- Min. Transportation Rep.
- AV Chamber of Commerce Rep.
- Island Timberlands Rep.
- Catalyst Paper Rep.
- Tseshaht First Nation Rep.
- Hupacasath First Nation Rep.
- MLA

Alberni Valley Regional Airport Advisory Committee

- Director Debbie Haggard, Councillor, CPA
- Director Penny Cote, EA Area “D” (Sproat Lake)
- Bob Kanngiesser, Member at Large
- Mike Ruttan, Member at Large
- Michael Hoff, Member at Large
- Councillor Richard Watts, Tseshaht
- Chief Councillor Steven Tatoosh, Hupacasath
- Ms. Shelley Crest, Port Alberni Port Authority
- Mr. Dan Savard, AV Chamber of Commerce

SELECT COMMITTEES:

Parks Service Review Committee

- John Jack
- Bob Beckett
- Kel Roberts
- Cindy Solda
- ~~Mayco Noël~~
- Josie Osborne
- Penny Cote

Somass Basin Flood Mapping Committee

- John McNabb
- ~~Cindy Solda~~
- Penny Cote
- Tseshaht First Nation Rep.
- Hupacasath First Nation Rep.
- Nuuchahnulth Tribal Council Rep.
- Dept. of Fisheries & Oceans Rep.
- BC Hydro Rep.
- West Coast Aquatic Rep.
- AV Enhancement Society Rep.
- Mosaic
- Ministry of Environment
- PA Port Authority Rep.
- Catalyst Rep.

ADVISORY PLANNING COMMISSIONS

(APC's): (varying terms)

Bamfield APC

- Max Salamon
- Jane Morrison
- Rae Hopkins
- J. P. Haste
- John Mass
- Brian McKay
- Kevin McAughtrie
- Tavi Kristjan (Kildonan area advisor only)
- Peter Horton (Kildonan area advisor only)

Beaufort APC

- George Haack
- Ron Emblem
- Meagan Curtis
- Peter Dekens
- John Adams
- Claude Lessard
- Lisa Aylard
- Steve King
- Les Toth
- Ted McGill

Beaver Creek APC

- Gordon Blakey
- Dorothy Brooks
- Shelley Chrest
- Patty Edwards
- Kevin Clarke
- Nick Clarke
- Pam Craig

Cherry Creek APC

- John Versteeg Jr.
- Mike Jones
- Bob Vandermolen
- Markus Urner
- Denis Francoeur
- Carrie Smith
- Jamie McKinnon
- Barb Deederly
- Anton Haffner

Long Beach APC

- Jim Whitworth
- Petra Arnold
- Scott MacDonald
- Nick Haisch
- Rachael O'Callahan
- Ellen Peet

Sproat Lake APC

- Joe Van Bergen
- Dean Sept
- Geo Monrufet
- Roger Loggin
- Roberta Jensen
- Walter Konkin
- Mark Marley
- Rene Lacoursiere
- Steve Gray



Alberni-Clayoquot Regional District & Regional Hospital District 2020 Appointments to Outside Boards, Agencies, Commissions

REQUIRED

Municipal Finance Authority

(1 year term Jan – Dec.)

- John McNabb
- John Jack, Alternate

E911 Corporation

(1 year term – Jan. – Dec.)

- John McNabb
- ~~Cindy Solda, Alternate~~

Island Coastal Economic Trust

North Island Sunshine Coast Regional Advisory
(Chair of ACRD Board)

- John Jack

Vancouver Island Regional Library Board

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

Municipal Insurance Association of BC

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

Island Corridor Foundation

- Ken McRae, Director
(2 year term – April 2019 – March 2021)
- John Jack, Member Rep.

Island Health Capital Planning Committee

- Josie Osborne

Coastal Community Network

- ~~Mayco Noël~~

Coastal Community Social

Procurement Steering Committee

- John Jack

ELECTIVE

Clayoquot Biosphere Trust

(2018 – 2021)

- Vacant (advertising position)
- Rachel O'Callahan, Alternate

Barkley Salmon Working Group

- Penny Cote

Air Quality Council

- Dianne Bodnar

West Island Woodlands Advisory Group

- John Jack
- John McNabb, Alternate

Vancouver Island Film Commission

- ~~Cindy Solda~~

AV Museum & Heritage Board

- Penny Cote
- ~~Cindy Solda, Alternate~~

Coastal Communities Network

- Vacant

AV Chamber of Commerce

- Sharie Minions
- John McNabb, Alternate

West Coast Aquatic Board

- Josie Osborne
- Kel Roberts, Alternate

Ditidaht BC Treaty Table

- Bob Beckett

Offshore Pacific Area Committee

- Kel Roberts
- Bob Beckett, Alternate



Alberni-Clayoquot Regional District & Regional Hospital District 2020 Appointments to Outside Boards, Agencies, Commissions

ELECTIVE

AVICC Special Committee on Solid Waste Management

– Political Appointments

- John McNabb
- Josie Osborne (Alternate)

AVICC Climate Leadership Plan Steering Committee

- Sharie Minions
- John McNabb (Alternate)

Central West Coast Forest Society

- Kel Roberts

Alberni-Clayoquot Health Network

Table of Partners

- Penny Cote
- Josie Osborne

Alberni-Clayoquot Continuing Care Society

- John McNabb

West Coast Native Health Care Society

- Penny Cote

Committee	Membership	Mandate	# of Meeting Annually (approx.)	Type of Committee
Alberni & Bamfield Services Committee	Director for Bamfield, Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek, City of Port Alberni (2 Directors), Huu-ay-aht First Nation, Uchucklesaht Tribe Government.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: Alberni Valley Emergency Planning, Alberni Valley Waste Management, Alberni Valley Regional Airport, Alberni Valley Regional Water (proposed), Bamfield Waste Management, Custom Transit, Sproat Lake Marine Patrol, Emergency Fire Services Coordinator.	4 - 6	Standing
Electoral Area Directors Committee	Directors for each: Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, Cherry Creek.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: Building Inspection, Management of Development – Rural Areas, Regional Library, Gas Tax Funding Allocation, Electoral Area Administration	4 - 6	Standing
West Coast Committee	One (1) Director from each: Long Beach, Tofino, Ucluelet, Yuułuʔiłʔatḥ Government, Toquaht Nation; Non-voting ex-officio Members – One (1) each from Pacific Rim National Park, Tla-o-qui-aht First Nation, Ahousaht First Nation, Hesquiaht First Nation.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: West Coast Waste Management, Long Beach Airport, Long Beach Emergency Planning, Long Beach Bike Path, West Coast Multiplex, West Coast Health Services.	4 - 6	Standing
Agricultural Advisory Committee	Director appointed by the Board, volunteers from all electoral areas.	Review ALR development applications.	2-3 (based on how many ALR applications received).	Standing
Agricultural Development Committee	Volunteers from all electoral areas and one Director appointed by the Board.	Implementation of the agricultural plan initiatives.	10 - 12	Standing

AV Emergency Planning Policy Group	Director for : Sproat Lake, Beaver Creek, Beaufort, Cherry Creek, City of Port Alberni Mayor and Council. Non-voting ex-officio Members – One (1) each representative the following organizations: 1. Tseshaht First Nation 2. Hupacasath First Nation 3. Director or Alternate for Electoral Area “A” (Bamfield)	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the service.	2	Standing
AV Emergency Planning Liason Group	Alberni Valley Emergency Planning Policy Group Chair and members from various outside organizations such as RCMP, BCAS, fire department personnel, First Nations, City of Port Alberni.	For the purposes of fostering emergency preparedness and response.	2	Standing
Bamfield Parks Commission	Director for Bamfield, two members appointed by the Board, 2 residents of Bamfield.	Developing, operating and maintaining certain community parks within Electoral Area A - Bamfield.	2	Standing
Bamfield Water Committee	Director for Bamfield, Bamfield Advisory Planning Commission Chairperson, member from the Bamfield Marine Science Centre, two members at large from Bamfield, one member from the Bamfield Business Community. Ex-Officio non-voting member: Bamfield Fire Chief.	Deal with matters relating to the Bamfield Water Service.	3 - 4	Standing (Advisory)
Beaver Creek Water Advisory Committee	Director Beaver Creek, Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for Beaver Creek.	Advises the Board on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.	4 - 6	Standing (Advisory)
Advisory Planning Commissions	Each electoral area has their own commission consisting of 5 to 11 volunteer members from their own area.	Review planning applications in their respective areas, as well as overall planning projects.	Monthly as necessary	Standing (Advisory)
Alberni-Clayoquot Transportation Committee	One (1) Member from each Port Alberni Port Authority, Alberni-Clayoquot Regional District, City of Port Alberni, West Coast Community Rep, Alberni Valley Chamber of Commerce, Hupacasath First Nation, Tseshaht First Nation, Labour Council, MLA, MP	Advance new highway construction, transportation upgrades and highway maintenance to benefit access to and within the Aberni Valley.	1 - 2, at call of the Chair	Standing

Fisheries Resource Committee	One (1) Member from each Nuu-chah-nulth Tribal Council and West Coast Aquatic. Five (5) Directors of the ACRD Board representing the various areas of the Alberni-Clayoquot Region. Ex-Officio Non-Voting Members: Province of BC appointed representative; Department of Fisheries and Oceans Canada appointed representative; ACRD Committee Consultant.	To support the socio economic and cultural efforts and concerns of regional communities in the commercial, sports and First Nation fishing and aquaculture industries.	2 - 3, at the call of the Chair	Standing
Alberni Valley Airport Advisory Committee	One member from: Tseshaht First Nation, Hupacasath First Nation, Alberni Valley Chamber of Commerce, Port Alberni Port Authority. Two (2) members at-large representing the business community in the Alberni Valley. One member from Sproat Lake, One ACRD Director from the City of Port Alberni, Beaufort, Sproat Lake, Beaver Creek, Cherry Creek.	Reviews, reports and advises the AVBSC on matters concerning the long term development of the Airport.	4	Standing
Long Beach Airport Advisory Committee	Director from Long Beach, Ucluelet, Tofino, Yuułuʔiłʔatḥ Government, Toquaht Nation. One (1) member at-large nominated by the West Coast Directors representing the business community. Non-voting ex-officio Members – Regional District CAO, Airport Manager, Pacific Rim National Park, Tla-o-qui-aht First Nation, Tofino Chamber of Commerce, Ucluelet Chamber of Commerce, West Coast Business member nominated by West Coast Directors.	Reviews, reports and advises the Board of Directors on matters concerning the long term development of the Long Beach Airport.	4	Standing

Parks Service Review Committee	Five to seven members with representation of municipal directors, electoral directors, First Nation directors and geographical areas.	Review and advise on the following: the future components of a park system that reflect regional equality and the financial impact; member participation in the Regional Parks service; the role and options for community park associations; options for conversion bylaw including spending limits; options for a financial plan; invite other Regional Districts to provide presentation highlighting their success stories and challenges; and develop terms of reference for Parks & Trail Committee to help implement the Parks & Trails Strategic Plan.	2 - 3, at the call of the Chair	Standing
Personnel Committee	Five (5) Directors considering: Representation from the Electoral Areas, First Nations Government and Municipalities; Recognition of the importance of continuity of appointments to the Personnel Committee during the Board's four year term.	Review, comment and recommend approval of personnel and executive policies, excluding operational policies administered by the Chief Administrative Officer.	3 - 4, at the call of the Chair	Standing
Salmon Beach Committee	Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach; Director for Long Beach.	Advises the Board on matters relating to Salmon Beach Services, including but not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.	2 - 4	Standing (Advisory)
Sproat Lake Parks Commission	Director for Sproat Lake, two members appointed by the Board, 2 residents of Sproat Lake.	Developing, operating and maintaining certain community parks within Electoral Area D - Sproat Lake.		Standing



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Alberni Valley and Bamfield Services Committee/
Douglas Holmes, Chief Administrative Officer

Meeting Date: January 22, 2020

Subject: Alberni Valley Drag Race Association request to return to Alberni Valley Regional Airport for three years.

Recommendation:

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

Desired Outcome:

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

Background:

At the January 15, 2020 Alberni Valley and Bamfield Services Committee meeting, the attached RFD was presented to the Committee.

In addition to the attached RFD, ACRD staff discussed the terms of the Crown Grant on January 13, 2020 with FLNROD to enquire if there were any opportunities to vary the terms of the Crown Grant to temporarily allow the drag race event for one weekend a year. FLNROD clarified in writing on January 14, 2020 (attached) that there is no variance process to allow for a purpose that is not specifically stated in a Crown Grant.

Submitted by: _____

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



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Douglas Holmes, Chief Administrative Officer

Meeting Date: January 15, 2020

Subject: Alberni Valley Drag Race Association request to return to Alberni Valley Regional Airport for three years.

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni Clayoquot Regional District Board of Directors that the proposal by the Alberni Valley Drag Race Association (AVDRA) to operate a drag race event for three years at the Alberni Valley Regional Airport (AVRA) be denied.

Desired Outcome:

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

Background:

The Alberni Valley Drag Racing Association (AVDRA) presented to the Alberni-Clayoquot Regional District Board of Directors at the December 11, 2019 board meeting to request the ability to run the annual drag race event at the Alberni Valley Regional Airport for three years starting in 2020. AVDRA has indicated that their request for the three-year term is to allow time to fundraise for the development of a race facility at an alternative location.

Previously on May 8, 2019 the ACRD Board of Directors denied the Alberni Valley Drag Racing Association (AVDRA) request to hold the 2019 drag race event at the Alberni Valley Regional Airport (AVRA). In the press release the ACRD Board of Directors acknowledged the importance of this event to the region and their direction to staff to report back with options to consider a financial contribution towards the 2019 drag race event being planned for Stamp Avenue in Port Alberni. The Board also indicated that the difficult decision was made in order to protect the interests of the users and leaseholders at AVRA and the significant ongoing capital investment at AVRA made by the taxpayers. The Board directed staff to work with the AVDRA to identify a feasible long-term home for the drag races. On May 15, 2019 the AVDRA cancelled the 2019 Thunder in the Valley event. ACRD staff and members of the AVDRA met in September 2019 to discuss alternate locations; however, no feasible properties were noted at that time.

Crown Grant

The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNROD) has not commented on past drag races at AVRA that staff are aware of until this most recent request by the AVDRA. FLNROD staff contacted ACRD staff on December 13th, 2019 after seeing media reports about the AVDRA's request to return to AVRA. As the AVRA property was Crown Granted to the ACRD for airport purposes, FLNROD staff indicated that "drag racing is not consistent with the Crown Grant or licence for airport purposes". FLNROD also indicated that they have recently denied a non-airport use to the Qualicum Airport, who were interested in developing airport lands for a wood product

manufacturing facility. FLNROD denied this use; however, the Province offered that a portion of the Crown Grant could be deleted to allow for development, subject to the proponent purchasing the land back at fair market value. Similarly, in 2019 the City of Campbell River did not pursue the use of Crown Granted airport lands adjacent to the Campbell River Airport for a drag strip because the Province indicated that the use was unrelated to airport operations. The Province also offered that the City of Campbell River could remove a portion of their Crown Granted lands for the development of a drag strip; however, this option was not pursued. While ACRD staff do not necessarily agree that the AVRA Crown Grant is as completely restrictive as described by the Province, staff do concede that closing the airport for a drag race event would be contrary to the normal operation of the airport and, therefore, not consistent with the Crown Grant.

Insurance

From an insurance standpoint, the AVRA existing insurance policy has an absolute exclusion for an event such as drag racing and there is no option to purchase special event coverage to extend the existing program. Should the event proceed, the AVDRA would be required to purchase event insurance and provide the ACRD a waiver of subrogation and confirmation that the insurance will apply as a primary insurance. The challenge with this scenario is that, if an aircraft requires an emergency landing, there would be no insurance coverage for that activity. Accordingly, the ACRD would have to close the airport to aircraft for the duration of a drag race event until assurance is provided that the airport can be safely reopened. An emergency aircraft landing without insurance coverage is a substantial risk in terms of severity (although arguably low in probability) for the taxpayers of the AVRA service.

Airport Infrastructure

In 2019 the ACRD requested the services of Tetra Tech Canada Inc. to review the implications of the allowing the Alberni Valley Drag Racing event to return to AVRA. Tetra Tech was asked to outline issues that may result from the use of airside pavements and associated areas at AVRA for drag races. Tetra Tech outlined several concerns including the impact to current aircraft operations, impact on future aircraft operations, impact on AVRA tenants, impact on AVRA level of service, and finally the impact on AVRA infrastructure (paved surfaces, paint markings, infield surfaces & facilities, airfield lights & signs, foreign object damage).

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

Financial:

AVDRA's request to return to AVRA is for one weekend a year, the second weekend in August, for three years (2020, 2021, 2022). ACRD staff have been in contact with the AVDRA since this request and requested that AVDRA provide an updated closure plan for their proposed event and update ACRD staff on their financial position. AVDRA provided a response dated January 2, 2020 (attached) indicating that they would be able to cover the costs of the event by the end of the event, with a deposit provided to ACRD prior to the event. The association has requested that not all the required fees be paid prior to the event in order to allow enough available funds to operate the event. The licence fee and damage deposit are amounts that would be required to be paid up front; however, payment for the recovery of maintenance costs could be settled post event. The AVDRA also indicated that their previously submitted closure plan remains unchanged except for contact names.

AVDRA previously indicated that they are looking to retain \$20,000 - \$60,000 of net profit from the event annually; however, clarified the projected 2020 profit to be \$20,000, in their January 2nd letter. The association stated that the prize money will be reduced and that they are taking extra steps to save on costs as this is being approached as a fundraising event. The AVDRA has also stated that they plan to engage the previous sponsor who had pledged funds for this initiative, as well as others.

In 2015, the last time the Thunder in the Valley event was held at AVRA, the licence fee of \$7,900 was paid by the ACRD via a grant-in-aid.

Fees, costs, and deposits for this event are estimated as follows:

- an event licence fee of \$8,200
- recovery of maintenance cost of \$15,300
- and a \$6,000 damage deposit

Regardless of a decision to allow the AVDRA the option to make payments, there could be a debt to the ACRD if the event did not generate enough funds to cover all costs for the event.

Conclusion

As we come to better understand the implications of the AVDRA's request, there are more factors impeding staff's ability to recommend holding the event at the Alberni Valley Regional Airport.

Submitted by: 

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

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

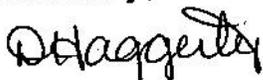
January 2, 2020

Attention: Rob Williams

In regards to our proposal to hold the Thunder In The Valley event at the AVRA for 2020, you have requested more information from us in regards to a business plan. We will be able to cover the costs discussed by end of the event in 2020 with a deposit before hand. As for projected profits, our goal would be to make \$20,000.00 at the 2020 event. Everything that we submitted in the "Plan for closure" from last year will be the same for this year with a few contact people changed.

Thank you for your consideration with this proposal. We do understand that the AVRA is not a permanent location for the drag races but would like to work with the Regional District and the City of Port Alberni in raising funds to start up our own drag race facility in Port Alberni.

Sincerely,



Deb Haggerty

Treasurer AVDRA

for the executive of the AVDRA

From: [Hallworth, Jeff FLNR:EX](#)
To: [Heather Zenner](#); [Douglas Holmes](#)
Cc: [Proteau, James FLNR:EX](#); [Morris, Rhonda M FLNR:EX](#); [Bailey, Annette FLNR:EX](#)
Subject: Statement from the Province with Respect to 3-Day Drag Racing Event Proposed to Be Held at the AVRA
Date: January 14, 2020 10:30:11 AM
Importance: High

Good morning Heather and Doug,

As I promised to you on yesterday morning's phone call, the following is a statement from the Province with respect to the request by the local drag racing community to hold an event at the local airport. Please share the message with the Board of Directors tomorrow and do not hesitate to contact us if you have any questions or concerns.

While there is a history of use of the Alberni Valley Regional Airport for a 3-day drag racing event, it occurred so in contravention to an existing Crown Grant. The recent Crown land application by the Alberni-Clayoquot Regional District (ACRD) to expand the airport brought to light the fact that Crown Grant 77-1271 had been inappropriately been used for this event in the past.

In 1991, the Province issued a Crown Grant to the ACRD for a very specific purpose related to airports. One hundred and twelve hectares (approximately 277 acres) were granted to the ACRD for the total sum of \$1.00 for the express purpose of developing an airport. The ACRD were granted these lands in perpetuity at far less than fair market value because the development of an airport was deemed beneficial to the entire region, including the City of Port Alberni. To ensure that there is no use of the land for purposes other than for an airport, a reversionary clause was inserted into the Crown Grant by the Province. The clause states that the land is to be *"used for an airport including associated aircraft related commercial enterprises, subject to reversion if not so used"*.

If the ACRD wishes to use the subject lands for a purpose other than an airport (e.g. to allow for short-term commercial events), then it may apply to the Province to either cancel the Crown Grant and subsequently apply for a Crown land tenure (e.g. a licence or a lease) that would allow for a sub-tenure or it may apply to purchase the subject lands outright at fair market value (including paying for costs associated with a required legal survey and land appraisal) and then authorize such an event under its own conditions, as the ACRD would own the land in fee simple without restriction.

Upon review of the matter, there is unfortunately no applicable variance process to allow for a purpose that is not specifically stated in a Crown Grant (i.e. there is no language that would allow for alteration of the terms of the grant). For more information on the Provincial Crown Land Policy – Airports, please reference <https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/land-water-use/crown-land/airports.pdf>. Please contact the South Island Natural Resource District Office if you require further information about our policies and procedures pertaining to this matter.

Regards,

Jeff Hallworth, P.Ag. Licensed Authorizations Officer
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

South Island Natural Resource District
4885 Cherry Creek Road, Port Alberni, BC, V9Y-8E9
Ph: 250-731-3022, Em: Jeff.Hallworth@gov.bc.ca



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Heather Zenner, Lands and Resources Coordinator
Meeting Date: January 22, 2019
Subject: Somass Estuary Leachate Line, Licence Extension Agreement

Recommendation:

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

Desired Outcome:

To maintain the existing leachate line from the Alberni Valley Landfill, through Port Alberni Port Authority lands and terminating in the City of Port Alberni sewerage lagoon.

Background:

The leachate line has been in active since 1997 and is a critical piece of infrastructure for the Alberni Valley Landfill, transporting leachate away from the landfill to be treated in the sewerage lagoons.

The extension agreement as provided by PAPA will provide for a five-year extension to the existing agreement, with no change to the terms of the agreement.

Time Requirements – Staff & Elected Officials:

None.

Financial:

The licence fee is five dollars and is acknowledged by PAPA.

Submitted by: 

Heather Zenner, RPF, Lands and Resources Coordinator



Rob Williams, General Manager of Environmental Services

Approved by: 

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

**SOMASS ESTUARY LEACHATE LINE
LICENCE EXTENSION AGREEMENT**

THIS AGREEMENT MADE EFFECTIVE THE 1st day of November, 2019 BETWEEN:

PORT ALBERNI PORT AUTHORITY,
of 2750 Harbour Road, Port Alberni B.C. V9Y 7X2

(the "Grantor")

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT,
of 3008 Fifth Avenue, Port Alberni , B.C. V9Y 2E3

(the "Grantee")

WHEREAS:

- A. The Grantor manages the Port Alberni Harbour lands (the "Lands") on behalf of Her Majesty the Queen in the Right of Canada.
- B. By a licence made effective the 6th day of July, 2000, between the Grantor and the Grantee and previously renewed, including without limitation a renewal on November 1st, 2009 and November 1st, 2014 for a further terms of five (5) years (the "Licence"), the Grantor licenced to the Grantee the use of the Licence Area (as that term is defined in the Licence).
- C. The Grantee has requested that the Grantor extend the term of the Licence for a further period of five (5) years, commencing on the date of this Agreement (the "Extension Period"), on the terms and conditions specified in the Licence, and the Grantor has agreed to do so.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the payment of a licence fee in the sum of FIVE DOLLARS (\$5.00) by the Grantee to the Grantor, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the premises and covenants and agreements contained in this Agreement, the Grantor and the Grantee covenant and agree with each other as follows:

1. The parties agree that the term of the Licence is hereby extended for the Extension Period upon the same terms, conditions, and covenants as are contained in the Licence.
2. This Agreement is expressly made a part of the Licence to the same extent as if incorporated in the Licence, and the parties agree that all agreements, covenants, conditions, and provisos contained in the Licence, will be and remain unaltered and in full force and effect during the Extension Period. The Grantor and the Grantee acknowledge and agree to perform and observe, respectively, the obligations of the Grantor and the Grantee under the Licence as extended hereby. The Grantor and the Grantee hereby confirm and ratify the Licence and the extension of the term of the Licence.

3. The Grantee acknowledges and agrees that this Agreement is made with the Grantor on its own behalf and not as an agent of Her Majesty the Queen in the Right of Canada.
4. This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.
5. This Agreement may be executed by the parties in any number of counterparts, each of which when executed and delivered is deemed to be an original, but all of which when taken together will constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement under the hands of their proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND DELIVERED BY)
THE PORT ALBERNI PORT)
 AUTHORITY in the Province of British)
 Columbia on the ____ day of _____,)
 20__, by its authorized signatories:)
 _____)

C/S

Print Title: _____)
 _____)
 Print Title: _____)

SIGNED, SEALED AND DELIVERED by)
THE ALBERNI-CLAYOQUOT)
REGIONAL DISTRICT in the Province of)
 British Columbia on the ____ day of)
 _____, 20__, by its authorized)
 signatories:)
 _____)

C/S

Print Title: _____)
 _____)
 Print Title: _____)



REQUEST FOR DECISION

To: Board of Directors, Alberni-Clayoquot Regional District

From: Mike Irg, General Manager of Planning and Development

Meeting Date: January 22, 2020

Subject: Building Inspection Agreement Renewal with the District of Tofino

Recommendation:

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

Desired Outcome:

The District of Tofino has requested the ACRD building inspector to provide building intermittent inspection services for the District. Staff do not expect this be more than a few inspections per year.

Summary:

The District of Tofino's current building inspection agreement with the ACRD expired on February 12, 2017. There is a clause that allows the contract to continue on a month-to-month basis, however, given the times that has passed, staff recommends a new contract be signed.

Under the agreement, the District of Tofino establishes, charges, and collects all fees. The ACRD bills the District of Tofino for the time spent on building permits and wood stove inspections.

Background:

The ACRD has previously provided this service. The District of Tofino has a building inspector but requires the ACRD to provide inspections on a specific project. In addition this contract would allow the ACRD to provide holiday coverage if needed.

Time Requirements – Staff & Elected Officials:

The ACRD building inspection service has the ability to provide this service on the infrequent basis that has been requested.

Financial:

The agreement is structured on a cost recovery system based on the time spent on the District of Tofino building permits and travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits, supervision, and administration. Vehicle mileage will be \$0.55/km.

Policy or Legislation:

The ACRD has the ability to enter into agreements with other governments. The recommended term of this agreement

is two years. The building inspection service arrangement includes a clause that allows either party to provide notice and terminate the contract.

The proposed agreement includes an indemnity clause (section 2.1) and stipulates that the ACRD Building Inspectors will only provide plan checks and inspect construction for compliance with the BC Building Code. The District of Tofino is responsible for confirming compliance with the District of Tofino bylaws and all Federal and Provincial Acts and Regulations.

Options Considered:

The options are to enter into the contract and provide building inspection services or not to enter into the agreement.



Submitted by: _____

Mike Irg, MCIP, RPP
General Manager of Planning and Development



Approved by: _____

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE THIS ____ DAY OF _____, 2020.

BETWEEN:

DISTRICT OF TOFINO
121 3rd Street, Tofino, BC, V0R 2Z0

(hereinafter called **Tofino**)

AND:

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

(hereinafter called **the Region**)

This Agreement shall be known as the “**BUILDING INSPECTION RESOURCE SHARING AGREEMENT**”

WHEREAS

Tofino wishes to occasionally retain the services of the Region’s building inspection staff to undertake building inspection work within Tofino’s jurisdiction.

The Region is willing to make their building inspection staff available to Tofino under the terms and conditions outlined in this agreement.

THEREFORE in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

“Tofino Supervisor” means the Manager of Planning.

“Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region.

“Regional Supervisor” means the General Manager of Planning and Development.

“Regional Collective Agreement” means the prevailing collective agreement in place between the Region and the Canadian Union of Public Employees Local 118.

2. Tofino Covenants

- 2.1 Tofino assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the Region's Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at Tofino's request and within the jurisdiction of Tofino.
- 2.2 The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and Provincial Acts and Regulations.
- 2.3 Tofino agrees to pay the Region within 30 days of receipt of an invoice for building inspections services provided by the Region.

3. Region Covenants

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to Tofino when requested by the Tofino Supervisor.
- 3.2 The Regional Building Inspector will only conduct plan checks, inspect construction for compliance with the B.C. Building Code and provide woodstove inspections. The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and Provincial Acts and Regulations.
- 3.3 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on Tofino inspections. The Region will subsequently invoice Tofino for all time the Regional Building Inspector spends on Tofino inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits, supervision, and administration.
- 3.4 The Region will provide a vehicle for the Regional Building Inspector's use for transportation to and from assigned Tofino inspections and will subsequently invoice Tofino for required mileage at a rate of \$0.55/km.

4. Term of Agreement:

- 4.1 The term of this agreement shall be from the 1st day of February 2020 to

the 1st day of February 2022 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.

- 4.2 Notwithstanding Section 4.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by mediation, either party may terminate the agreement following thirty days written notice.

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

DISTRICT OF TOFINO by its authorized signatories

:

Josie Osborne, Mayor

Bob MacPherson, CAO

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

:by its authorized signatories

John Jack, Chair

Douglas Holmes BBA, CPA, CA, CAO



REQUEST FOR DECISION

To: Board of Directors, Alberni-Clayoquot Regional District

From: Mike Irg, General Manager of Planning and Development

Meeting Date: January 22, 2020

Subject: Proposed Building Inspection Agreement with Huu-ay-aht First Nation

Recommendation:

That the Board of Directors enter into a two (2) year agreement with Huu-ay-aht First Nation (HFN) to provide building inspection services and direct the CAO and Vice-Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT.

Desired Outcome:

HFN requires a building inspector to provide building inspection services on their Treaty Settlement Lands and has requested the ACRD provide that service.

Summary:

HFN staff have been in initial discussions with ACRD staff about this proposed contract. ACRD building inspectors would be called with as much advance notice as possible and would coordinate HFN inspections with monthly ACRD inspections in Bamfield. The next step is for the ACRD Board to pass a resolution to enter into the agreement.

Under the agreement, HFN establishes, charges, and collects all fees. The ACRD would bill HFN for the time spent on building permits and wood stove inspections.

This agreement is modeled on similar agreements with the City of Port Alberni, Toquaht Nation and the Districts of Ucluelet and Tofino.

Background:

Under treaty, one of the areas of responsibility that the HFN has is building inspection and HFN has asked the ACRD to provide building inspection as a contract service on an infrequent basis.

Time Requirements – Staff & Elected Officials:

The ACRD building inspection service has the capacity to provide this service, HFN inspections can be coordinated with trips to Bamfield.

Financial:

The agreement proposes a cost recovery system based on the time spent on HFN building permits and

travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits, supervision, and administration. Vehicle mileage will be \$0.55/km. Where ever possible mileage and travel time will be shared with travel to Bamfield. For example, if the travel time to Bamfield is three hours, HFN will be billed 1.5 hours and half the mileage.

Policy or Legislation:

The ACRD has the ability to enter into agreements with other governments. As the recommended term of this agreement is two years, the building inspection service arrangements can be reviewed and there is a clause that allows either party to provide notice and terminate the contract.

The proposed agreement includes an indemnity clause (section 2.1) and stipulates that the ACRD Building Inspector will only provide plan checks and inspect construction for compliance with the BC Building Code. The HFN Supervisor is responsible for confirming compliance with HFN legislation and all Federal and Provincial Acts and Regulations.

Options Considered:

At this time the only options are for the ACRD to contract building inspection or for the HFN to make other arrangements for building inspection.

Submitted by: 

Mike Irg, MCIP, RPP
General Manager of Planning and Development

Approved by: 

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

THIS AGREEMENT MADE IN DUPLICATE THIS 23rd DAY OF JANUARY, 2020.

BETWEEN:

HUU-AY-AHT FIRST NATION

1971 Peninsula Road, P.O. Box 759, Ucluelet, BC, V0R 3A0

(hereinafter called **Huu-ay-aht First Nation**)

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 5th Avenue, Port Alberni, Province of British Columbia, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the “**BUILDING INSPECTION RESOURCE SHARING AGREEMENT**”

WHEREAS,

Huu-ay-aht First Nation wishes to occasionally retain the services of the Region’s building inspection staff to undertake building inspection work within the Huu-ay-aht First Nations’ jurisdiction

The Region is willing to make their building inspection staff available to Huu-ay-aht First Nation under the terms and conditions outlined in this agreement.

THEREFORE, in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

“Huu-ay-aht First Nation Supervisor” means the Director of Lands, Public Works and Resources

“Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region

“Regional Supervisor” means the General Manager of Planning and Development

“Regional Collective Agreement” means the prevailing collective agreement

in place between and the Region and the Canadian Union of Public Employees Local 118.

2. Huu-ay-aht First Nation Covenants

- 2.1 Huu-ay-aht First Nation assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the Region's Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at Huu-ay-aht First Nation's request and within the jurisdiction of Huu-ay-aht First Nation.
- 2.2 The Huu-ay-aht First Nation Supervisor will be responsible for confirming that all construction complies with Huu-ay-aht First Nation legislation and all other applicable Federal and Provincial Acts and Regulations.
- 2.3 Huu-ay-aht First Nation agrees to pay the Region within 30 days of receipt of an invoice for building inspections provided by the Region.

3. Region Covenants

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to Huu-ay-aht First Nation when requested by the Huu-ay-aht First Nation Supervisor.
- 3.2 The Regional Building Inspector will only conduct plan checks, inspect construction for compliance with the B.C. Building Code and provide woodstove inspections. The Huu-ay-aht First Nation Supervisor will be responsible for confirming that all construction complies with Huu-ay-aht First Nation legislation and all other applicable Federal and Provincial Acts and Regulations.
- 3.3 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on Huu-ay-aht First Nation inspections. The Region will subsequently invoice Huu-ay-aht First Nation for all time the Regional Building Inspector spends on Huu-ay-aht First Nation inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits, supervision, and administration.
- 3.4 The Region will provide a vehicle for the Regional Building Inspector's

use for transportation to and from assigned Huu-ay-aht First Nation inspections and will subsequently invoice the Huu-ay-aht First Nation for required mileage at a rate of \$0.55/km.

4. Term of Agreement:

- 4.1 The term of this agreement shall be from the 23rd day of January, 2020 to the 22nd day of January, 2022 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.
- 4.2 Notwithstanding Section 4.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by mediation, either party may terminate the agreement following thirty days' written notice.

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

Huu-ay-aht First Nation by its authorized signatories

Chief Robert Dennis

Director of Lands and Natural Recourses - HUU-AY-AHT First Nation

ALBERNI CLAYOQUOT REGIONAL DISTRICT
by its authorized signatories

Josie Osborne, Chairperson

Douglas Holmes, CAO



REQUEST FOR DECISION

To: Board of Directors
From: Brenda Sauve, Environmental Services Coordinator
Meeting Date: January 22, 2020
Subject: Infrastructure Planning Grant Applications

Recommendation:

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

Desired Outcome:

To apply for grant funding of \$10,000 for each of:

- BCWS Connection Audit
- Bamfield Bear Hazard Assessment
- Recycling App
- Solid Waste Management Engagement Plan

Summary:

The grant applications have been created for the following objectives:

BCWS Connection Audit: All water connections in the Beaver Creek Water Service are charged based on the number of units serviced on each property. There may be properties with secondary suites or shops connected to the water system that are not being charged for their portion of the water system. A system audit conducted by staff, would identify all existing connections and ensure rates are consistently and equitably applied throughout the system.

Financial: The matching funds for this project is BCWS Labour & Benefits as the project is to utilize staff.

Bamfield Bear Hazard Assessment: This hazard assessment that will be conducted by the Bear Aware Association in Bamfield, will review all potential bear-human conflicts, identify gaps and make recommendations to reduce conflicts. Conducting a preliminary bear hazard assessment will provide a general but community-specific overview of human-bear conflicts. Completion of this assessment is the last step required for Bamfield to achieve Bear Smart Status.

Financial: The matching funds for this project is Alberni Valley & Bamfield Waste Management – Bamfield Transfer Station Budget.

Recycling App: The objective of this project is to provide residents with easy-to-access and up-to-date information and instruction on “what goes where”; to encourage responsible recycling and to reduce contamination from the recycling stream. This will also help reach the ACRD diversion goals and engage residents. This will be developed by Recollect, they specialize in developing recycling apps.

Financial: The matching funds for this project will come from:

- 70% Alberni Valley & Bamfield Waste Management consulting budget
- 30% West Coast Waste Management budget

Solid Waste Management Engagement Plan: As a requirement of the Environmental Management Act, the regional district is required to update its SWMP every 10 years through meaningful community engagement. Ensuring that we have an effective engagement plan that meet these objectives and achieve true community buy-in will mean that the targets for waste diversion are more likely to be achieved and the projects and changes recommended in the plan will be supported when implemented. The goals of the last plan have not been met and the ACRD has some of the lowest diversion rates in the province. In order to create a SWMP that will carry authority and garner support from decision makers, it is imperative that the region’s communities are involved in the process or a meaningful and committed manner. A consultant will be hired to create this plan.

Financial: The matching funds for this project will come from:

- 70% Alberni Valley & Bamfield Waste Management consulting budget
- 30% West Coast Waste Management budget

Time Requirements – Staff & Elected Officials:

Some staff time will be required.

Financial:

The Province will provide a maximum grant of \$10,000 using the following formula:

1. 100% of approved costs for the first \$5,000
2. 50% of approved costs for the next \$10,000

Submitted by: 

Brenda Sauve, Environmental Services Coordinator

Reviewed by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

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

Recommendation

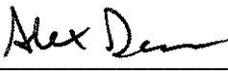
THAT the Board of Directors issue Temporary Use Permit TUP19013.

Background

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

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

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

Prepared by: 
Alex Dyer, MCIP, RPP, Planner

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

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

TUP19013

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

TEMPORARY USE PERMIT NO. TUP19013

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

A Temporary Use Permit is hereby issued to:

Name: Peter Maltby and Jonathon Maltby

Address: 244 Albion Crescent

With respect to:

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

PID: 003-080-617

Civic Address: 244 Albion Crescent

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

1. This permit is issued for the operation of two (2) short-term vacation rental (STR) units, each with two (2) bedrooms per unit, within the existing duplex on the subject property.
2. The rental units shall not change the residential appearance of the duplex.
3. A maximum of two (2) persons shall be permitted per bedroom when the dwelling unit is being occupied as an STR.
4. The owner or a caretaker must live on-site or available within 20 minutes.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. This permit is valid for two (2) years from the date of execution.
7. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to two (2) years or return the property to the original use permitted under the current Zoning.
8. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued or the property owner must return the property to the original use permitted under the current zoning by way of ceasing any short term vacation rental use or rezone the property.

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

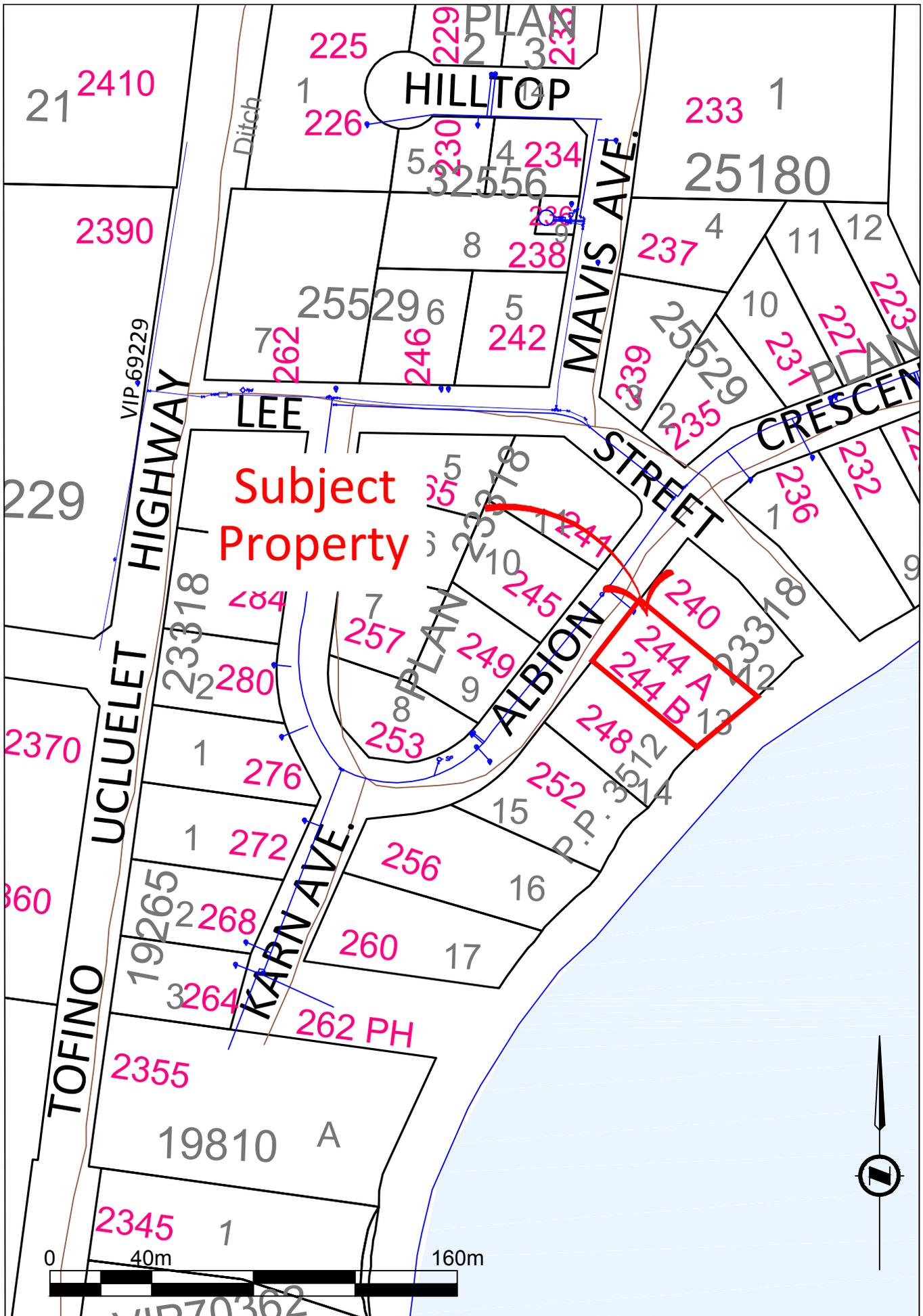
This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2020.

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

TUP19013

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



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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, MCIP, RPP, Planner
Meeting
Date: January 22, 2020
Subject: TUP19021 – Rhodes & Carniato – 8370 MacMillan Drive

Recommendation

THAT the Board of Directors issue Temporary Use Permit TUP19021.

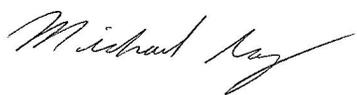
Background

On January 8, 2020, the Board considered an application for a Temporary Use Permit for the property described as LOT 10, DISTRICT LOTS 61 AND 141, ALBERNI DISTRICT, PLAN 28646 located at 8370 MacMillan Drive.

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

If approved, the permit will allow the applicants to operate a three-bedroom short term vacation rental in the existing single family dwelling for a three (3) year term.

Prepared by: 
Alex Dyer, MCIP, RPP, Planner

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

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

TUP19021

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

TEMPORARY USE PERMIT NO. TUP19021

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

A Temporary Use Permit is hereby issued to:

Name: Ryan Rhodes & Samantha Carniato

Address: 8370 MacMillan Drive

With respect to:

Legal Description: LOT 10, DISTRICT LOTS 61 AND 141, ALBERNI DISTRICT, PLAN 28646

PID: 001-750-976

Civic Address: 8370 MacMillan Drive

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Ryan Rhodes and Samantha Carniato with respect to properties legally described as LOT 10, DISTRICT LOTS 61 AND 141, ALBERNI DISTRICT, PLAN 28646 subject to the conditions as follows:

1. This permit is issued for the operation of a three (3) bedroom short term vacation rental (STR) unit at the subject property.
2. A maximum of two (2) persons shall be permitted per bedroom when the dwelling unit is being occupied as an STR.
3. The STR use is limited to a maximum of 30 days between October 1 and May 1 each year.
4. The rental unit is limited to the single family dwelling on the subject property.
5. The rental use of the property shall not change the residential appearance of the single family dwelling.
6. The owner or a caretaker must live on-site or be available within 20 minutes.
7. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
8. This permit is valid for three (3) years from the date of execution.
9. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to three (3) years or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

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

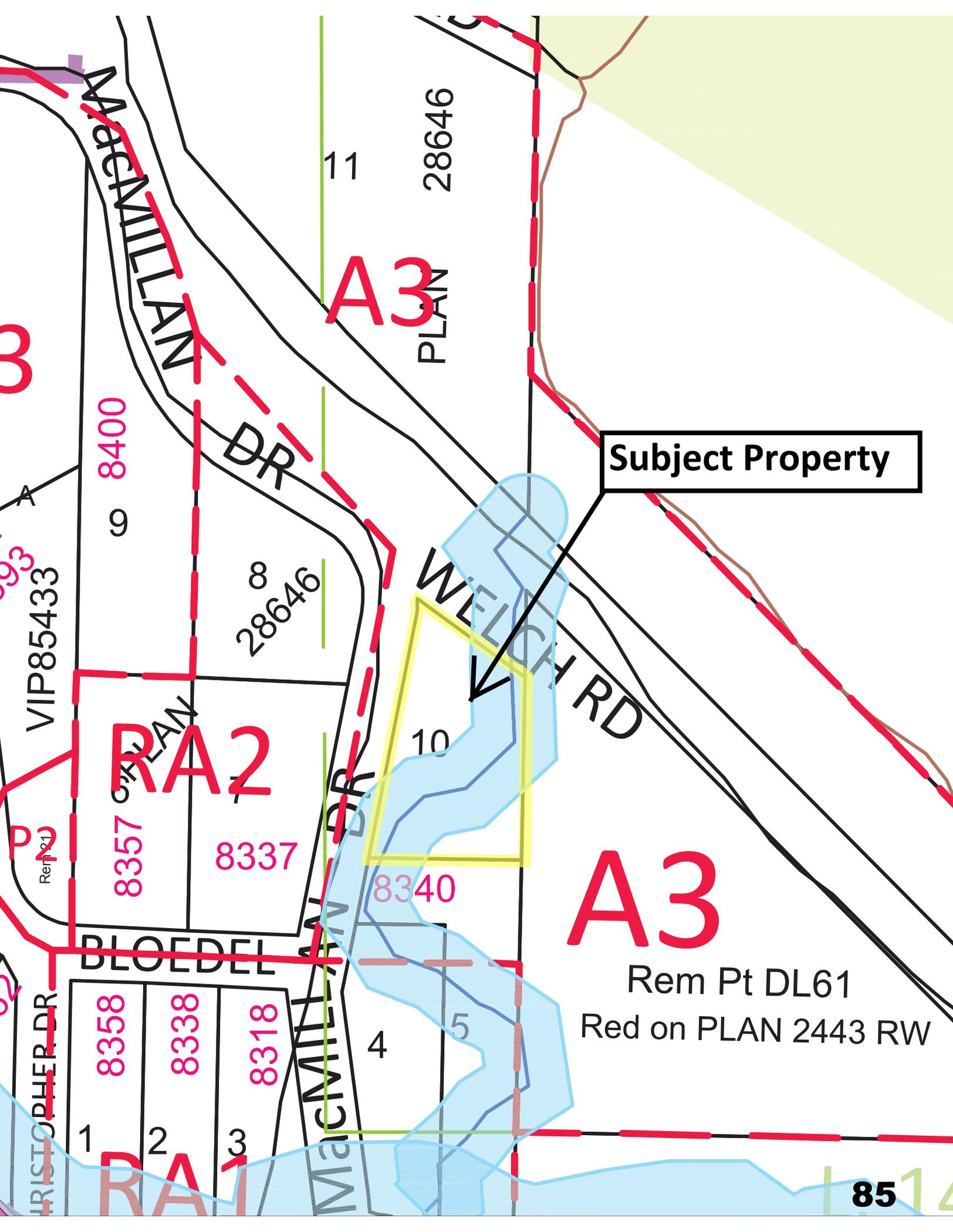
This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2020.

Douglas Holmes, BBA, CPA, CA, CAO

Chairperson of the ACRD Board of Directors

TUP19021

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



Subject Property

A3
PLAN 28646

RA2
PLAN 8357

A3

Rem Pt DL61
Red on PLAN 2443 RW

8400

28646

8337

8340

8358

8338

8318

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85

VIP85433

CHRISTOPHER DR

BLOEDEL DR

MacMILLAN DR

WELLS RD

MacMILLAN DR

DR

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P

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INFORMATION REPORT

To: Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: January 22, 2020

Subject: Correspondence from the Ministry of Children and Family Development

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on October 23, 2019 received the attached correspondence from MLA Scott Fraser regarding the second intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant program.

The ACRD Board of Directors passed the following resolution:

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to Minister Conroy, Ministry of Children and Family Development and Minister Chen, Ministry of State for Childcare requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January, 2020 allowing communities additional time to implement their Child Care Planning Action Plans and to develop local partnerships AND FURTHER a copy of this letter be forwarded to Scott Fraser, MLA, Mid-Island- Pacific Rim and all other Regional District's in British Columbia.

Attached please find the ACRD's letter dated October 31, 2019 to Minister Conroy and the response letter dated December 16, 2019 from Minister Katrina Chen, Minister of State for Child Care.

Although the deadline for the second intake could not be extended, the Ministry did suggest that the ACRD consider applying to the Childcare BC New Spaces Fund. While there is no deadline for applications, the Childcare BC New Spaces Fund is subject to the availability of funding within the budget. The program is available to public organizations, including local governments, school boards, health authorities and public post-secondary institutions, as well as many others. A brief outline is attached.

The ACRD Board of Directors requested input from the Alberni-Clayoquot Health Network on the Child Care Needs Assessment Plan conducted in the region and direction on options for a regional coordinated approach to address existing and future child care challenges in the region.

The ACHN met on January 15th and passed the following resolution

"The Health Network agrees to take on two task forces (1 on the West Coast and 1 in the Alberni Valley) to review the Child Care Plan and make recommendations to stakeholders and partners.

ACRD staff recommend the ACRD Board await a suggested direction from the AC Health Network prior to applying for additional grants.

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

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



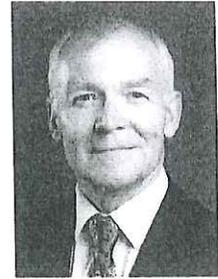
LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

BC Government Caucus

Parliament Buildings
Victoria, BC V8V 1X4
Phone: (250) 387-3655
www.gov.bc.ca

Community Office

3945B Johnston Rd.
Port Alberni, BC V9Y 5N4
Phone: (250)720-4515
scott.fraser.mla@leg.bc.ca



Scott Fraser MLA
Mid Island - Pacific Rim

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

October 17th, 2019

Dear Board of Directors,

I wanted to reach out today to discuss an initiative recently announced by Minister Conroy and Minister Chen regarding a second intake of both planning grants and space creation grants for Child Care.

As you may be aware our government has been working hard to implement a universal child-care plan that provides affordable, accessible and high-quality care and early learning to every child whose family wants or needs it. This includes the creation of new child-care spaces in communities across the province as part of building a Better BC.

The second intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program is now open. The Space Creation Program is accepting applications until November 22, 2019, and the Planning Grant Program until January 31, 2020.

Local governments applying for funding through the Child Care Space Creation Program are now eligible for up to \$4 million to help them create new licensed child care spaces - \$1 million through the space creation program to build spaces from zero to Kindergarten, and \$3 million through the Childcare BC New Spaces Fund to create additional zero to Kindergarten spaces and/or license types, such as school-age spaces. In addition, through the space creation program, local governments are now eligible to purchase land in order to create child care spaces.

I would encourage Mayor and Council to work with the Provincial government to bring the available childcare funds to the Alberni-Clayoquot Regional District. Please reach out to my staff at my constituency office if you require additional information regarding this program.

Yours truly,

Scott Fraser, MLA (Mid Island-Pacific Rim)

sf:am
BCGEU



October 31, 2019

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

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

Re: Deadline Extension Request - Community Child Care Space Creation Program

Dear Ministers,

The Alberni-Clayoquot Regional District (ACRD) Board of Directors were very pleased with the recent announcement for the second grant intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program.

The ACRD, City of Port Alberni, District of Ucluelet and District of Tofino applied for and were successful in receiving funding for the Child Care Planning Project in 2019. Work on the regional Child Care Action plan commenced as soon as the grant funds were released. The project was initiated in May 2019 with project activities spanning a six-month timeline. The final report will be presented to the ACRD Board in November 2019, which includes recommendations as well as short and long-term opportunities for space creation. Through this process, local communities have heard the need for affordable and accessible childcare in the region and plan to expedite action to ensure progress is made where possible. The Community Child Care Space Creation grant program will assist us to continue the work we began earlier this year to address childcare needs in the region.

At the October 23, 2019 ACRD Board of Directors meeting, the Board of Directors passed the following motion:

"THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to Minister Conroy, Ministry of Childcare and Family Development and Minister Chen, Ministry of State for Childcare requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January, 2020 allowing communities additional time to implement their Child Care Planning Action Plans and to develop local partnerships AND FURTHER a copy of this letter be forwarded to Scott Fraser, MLA, Mid-Island- Pacific Rim and all other Regional District's in British Columbia."

The ACRD Board of Directors is requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January 2020 allowing communities additional time to implement their Child Care Planning Action Plans and develop local partnerships.

Your consideration of our request is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "John Jack". The signature is written in a cursive style with a large initial "J".

John Jack,
Chairperson

CC Honourable Scott Fraser, MLA (Mid Island-Pacific Region)
BC Regional Districts & Municipalities



BRITISH
COLUMBIA

VIA E-MAIL
Ref: 245845

December 16, 2019

John Jack
Chairperson, Alberni-Clayoquot Regional District
E-mail c/o: jmartin@acrd.bc.ca

Dear John Jack:

Thank you for your letter detailing the request of the Alberni-Clayoquot Regional District (ACRD) Board of Directors to extend the November 22, 2019 deadline for the UBCM Child Care Space Creation Program. I appreciate you taking the time to write on behalf of your communities, and apologize for the delay in responding.

We appreciate that the application deadline for the UBCM Community Child Care Space Creation Program has recently passed, and that many local governments are currently in the process of finalizing their Child Care Space Creation Action Plans. The funding for the UBCM Community Child Care Space Creation Program is provided through the Early Learning and Child Care (ELCC) Agreement between the Province and the Government of Canada. The application deadline is therefore dictated by our obligations within that agreement, which expires March 31, 2020.

Local governments currently engaged in planning for child care, including those which may not yet have completed their Child Care Space Creation Action Plans, have been encouraged to apply to the UBCM Community Child Care Space Creation Program. The Province understands that many local governments already recognize significant child care gaps in their communities, and we hope this application intake period can support these needs.

We recognize that you may not have been able to meet the UBMC CCCS Program application timeline. As an alternative, the ACRD may consider applying to the Childcare BC New Spaces Fund. This program is supporting the creation of new licensed child care spaces in the public, non-profit and private sectors. As public sector partners, local governments are eligible to apply for up to \$3 million to create new licensed child care spaces in their community. The Childcare BC New Spaces Fund is currently open and considering applications on an ongoing basis. We encourage you to apply at your earliest convenience.

.../2

Ministry of
Children and Family
Development

Office of the
Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

Location:
Parliament Buildings
Victoria

I appreciate you taking the time to highlight the important concerns of the ACRD. We recognize there is still much to do to create the child care system children and families in British Columbia need and deserve. We appreciate the feedback and guidance we receive from local government partners. We continue to explore opportunities that will help us move to a universal child care system that responds to the needs of local communities.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katrina', with a long horizontal stroke extending to the right.

Katrina Chen
Minister of State for Child Care

pc: Allison Bond, Deputy Minister
Christine Massey, Assistant Deputy Minister

CHILDCARE BC NEW SPACES FUND
CREATING LICENSED CHILD CARE SPACES
THROUGHOUT BRITISH COLUMBIA



A NEW DAY FOR FAMILIES
CHILDCARE BC



As part of the Province's \$1.3-billion investment in child care, the Childcare BC New Spaces Fund (formerly major capital funding) is investing \$221 million to support the creation of up to 22,000 new licensed child care spaces over the next three years. The Childcare BC New Spaces Fund program prioritizes building sustainable child care spaces in the public sector as a foundation for universal child care in B.C.

WHO CAN APPLY?

- » Public sector organizations, including local governments, school boards, health authorities and public post-secondary institutions
- » Indigenous Governments
- » Non-profit societies, including non-profit child care providers, Child Development Centres, and Indigenous non-profit societies
- » Businesses and incorporated companies

HOW MUCH FUNDING IS AVAILABLE?

Per project, eligible applicants can receive up to:

- » **\$3 million for up to 100% of project costs** for public sector organizations and Indigenous Governments.
- » **\$1.5 million for up to 100% of project costs** for Indigenous non-profit societies.
- » **\$1.5 million for up to 90% of project costs** for non-profit societies, including non-profit child care providers and Child Development Centres.
- » **\$250,000 for up to 75% of project costs** for child care providers that are businesses or incorporated companies .

PROGRAM HIGHLIGHTS

- » Leverages existing facilities — on school grounds, at recreation centres and other public places — to help make life easier for families.
- » Prioritizes communities with the greatest need, Infant/Toddler spaces, spaces that serve vulnerable and underserved populations, and facilities operating outside of core business hours.
- » Improves child care affordability by requiring successful applicants to apply for Child Care Operating Funding and enrol in the Child Care Fee Reduction Initiative, where eligible.

HOW TO APPLY

The Childcare BC New Spaces Fund accepts applications continuously, with no fixed deadlines.

To learn more and apply for funding, call 1 888 338-6622 or visit www.gov.bc.ca/childcare/newspacesfund.

LEARN MORE ABOUT CHILDCARE BC

Government is also working to improve child care affordability for families and support early childhood educators. Learn more at www.gov.bc.ca/childcare.



MEMORANDUM

To: ACRD Board of Directors

From: Mike Irg, General Manager of Planning and Development

Meeting Date: January 22, 2020

Subject: Letter from the City of Port Alberni Regarding Regional District Planning

Recommendation:

That the Board of Directors receive the staff report for information.

Background:

The City of Port Alberni has written to the ACRD and wishes to explore options for participating in the Part 14- Planning and Land Use Management service for the Electoral Areas of the ACRD (Part 14).

Summary of Part 14 of the LGA

The authority given regional districts in Part 14 only applies to the area of the regional district not in a municipality or treaty settlement lands. Matters included in Part 14 of the *Local Government Act (LGA)* include; advisory planning commissions, public hearing requirements and procedures, official community plans, zoning bylaws, development approval information requirements, development permits, temporary use permits, development variance permits, subdivision and development requirements, phased development agreements, parking and loading requirements, Board of Variance, contaminated sites, development cost charges, and housing needs reports.

Developing an Agreement for Municipal Participation in Part 14

As a first step, ACRD staff will meet with City staff to discuss the options.

The following is a potential path to an agreement.

- ACRD and City staff meet to discuss options for municipal participation in Part 14 Planning.
- City representatives and Electoral Area (EA) Directors meet to discuss option for participation.
- Staff draft agreement.
- City Council and EA Directors agree on the cost of participation in Part 14.
- EA Directors vote on the agreement (note: the *LGA* specifically limits this vote to only the full participants in Part 14, in this case the EA Directors).

- The agreement is signed and the City Directors can vote on those Part 14 matters that are included in the agreement.

Policy or Legislation: Part 14 of the *Local Government Act* applies to both regional districts and municipalities. Municipalities have the option of not participating in costs for Part 14 services as it relates to regional districts.

Options:

If the City of Port Alberni wishes to participate in a portion of Part 14 planning, there are numerous options for how this can be accomplished and I have summarized some of those options to provide some context and start the discussion.

- Vote on all Part 14 matters in specific electoral areas, eg. Beaver Creek and Cherry Creek.
- Vote on all Part 14 matters within a specific distance of the City boundary, eg. two kilometers.
- Vote on specific types of application, eg. commercial and industrial rezoning application, OCP updates and amendments, or development variances.
- Any combination of the above.

Sections 213 and 381 for the *Local Government Act* are attached as Appendix A.



Submitted by: _____
Mike Irg, MCIP, RPP, General Manager of Planning and Development



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

**Appendix A
(Excerpt from the LGA)**

Special rules in relation to Part 14 [Planning and Land Use Management]

- 213** (1) The following apply in relation to an agreement under section 381 (2) [municipality sharing in some regional district costs for Part 14 services]:
- (a) the director for the municipality is not entitled to vote on the resolution or bylaw authorizing the regional district to enter into the agreement;

(b) as soon as the agreement has been entered into, the director for that municipality is not entitled to vote on any resolution or bylaw authorizing the regional district to enter into any other agreement under that section;

(c) while the agreement is in force, the director for that municipality is not entitled to vote on any resolution or bylaw under Part 14 *[Planning and Land Use Management]* except in accordance with the agreement.

(2) The following apply in relation to a municipality that has given notice under section 381 (3) *[withdrawal from participation in Part 14 services]*:

(a) as soon as the notice has been given, the director for the municipality is not entitled to vote on any resolution or bylaw authorizing the regional district to enter into an agreement under section 381 (2);

(b) effective the year following the year in which the notice is given and continuing until the municipality again participates in the service, the director for that municipality is not entitled to vote on any resolution or bylaw under Part 14 except, if applicable, in relation to participation under section 381 (6) or (7) *[limited continued participation]*.

Cost sharing for services under Part 14 *[Planning and Land Use Management]*

381 (1) The costs of services under Part 14 must be apportioned on the basis of the converted value of land and improvements in the service area as follows:

(a) if no municipality has entered into an agreement under subsection (2) or opted out under subsection (3), among all the municipalities and electoral areas, with the service area deemed to be the entire regional district;

(b) subject to paragraphs (c) and (d), if one or more municipalities have opted out under subsection (3) and are no longer participating in the services, among the electoral areas and any municipalities that have not opted out, with the service area deemed to be those areas;

(c) if one or more municipalities have entered into an agreement under subsection (2) to share only some of the costs, those costs are to be recovered in accordance with the agreements and the remaining costs are to be apportioned among the other municipalities and electoral areas participating in the services;

(d) if a municipality is liable for costs under subsection (6) or (7), those costs are to be recovered from the municipality and the remaining costs are to be apportioned among the other participating municipalities and electoral areas.

(2) The board and a municipality may enter into an agreement that the municipality is to share in some but not all of the costs of services under Part 14, to the extent set out in the agreement and in accordance with the terms and conditions for the municipality's participation established by the agreement.

(3) Subject to subsection (4), a municipality may opt out of participation in services under Part 14 by giving notice to the board, before August 31 in any year, that until further notice it will no longer share the costs of services under Part 14.

(4) A municipality that is a party to an agreement under subsection (2) may give notice under subsection (3) only in the last year of the term of the agreement.

(5) After notice is given under subsection (3), the municipality ceases to participate in the services, effective at the start of the following year.

(6) As an exception to subsection (5), if a municipality that is not a party to an agreement under subsection (2) gives notice under subsection (3) after a board has passed a resolution authorizing the preparation of an official community plan or bylaw under Part 14, the municipality continues to participate in the services and must share the costs in that preparation until the earlier of the following:

(a) the date the plan or bylaw is adopted;

(b) 2 years after the date the resolution is passed.

(7) Subsection (6) also applies to a municipality that is a party to an agreement under subsection (2) if the official community plan or bylaw is in relation to the Part 14 services for which the municipality shares costs under the agreement.



INFORMATION REPORT

To: ACRD Board of Directors
From: Rob Williams, General Manager of Environmental Services
Meeting Date: January 22, 2020
Subject: Alberni Valley Custom Transit Contract Award

Recommendation:

THAT the ACRD Board of Directors receive this report for information.

Report:

A request for proposals (RFP) was issued by BC Transit on July 30, 2019 for the delivery and management of custom transit services within the Alberni Valley. The RFP was structured as a Central Island Contract that would also include transit services within the City of Port Alberni, Comox Valley Regional District and the City of Campbell River. The objective of this strategy was to create a regional contract opportunity that would promote competition and result in efficiencies and value to taxpayers and customers.

The RFP closed on September 24, 2019 and the contract was awarded to PWTTransit Canada LTD (PWT). The contract will take effect April 1, 2020. This will result in no operational change for the Alberni Valley custom transit service as PWT currently operates the service. There could be benefits of the regional contract through the ability to have greater collaboration with the other combined Central Island transit services.

The budget is not expected to change with the new contract and remain in line with the 2019 5 Year Financial Plan.

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

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



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
FEBRUARY 2020**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Thursday, February 6 th	Age-Friendly Community Workshop	1:30 pm – Gyro Youth Centre	Directors, Staff, Public
Wednesday, February 12 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Directors, Staff
Thursday, February 13 th	Committee-of-the-Whole Financial Plan Meeting	10:00 am – 4:00 pm	Directors, Staff
Tuesday, February 18 th	Bylaw P1399 Public Hearing Cannabis Production Regulations	7:00 pm – Cherry Creek Community Hall	Directors, Staff, Public
Wednesday, January 19 th	Committee-of-the-Whole Grant-In-Aid Meeting	1:30 pm, Regional District Board Room	Directors, Staff
Wednesday, February 26 th	Continued Budget Deliberations (if required)	10:00 am, Regional District Board Room	Directors, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff
Thursday, February 27 th	Alberni Valley & Bamfield Services Committee Meeting	10:00 am – Regional District Board Room	Committee, Staff
	Electoral Area Directors Committee Meeting	1:30 pm – Regional District Board Room	Committee, Staff

January 17, 2020

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
DECEMBER, 2019**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	287,282					1	303,408	1	274,160			3	864,850
Mobile Homes							1	11,090	2	108,453			3	119,542
Multi-Family													0	0
Adds&Rens							1	10,026					1	10,026
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							1	1,000			1	49,368	2	50,368
Totals	1	287,282	0	0	0	0	4	325,523	3	382,613	1	49,368	9	1,044,786

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1			1	2	27

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
DECEMBER, 2019 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	5	925,197	2	568,108	1	0	11	4,444,815	5	1,512,689	3	1,383,620	27	8,834,429
Mobile Homes	0	0	1	6,358	0	0	3	109,526	7	163,879	0	0	11	279,762
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	1	12,543	1	1,514	3	282,571	3	202,162	0	0	5	80,835	13	579,625
Commercial	0	0	0	0	2	879,563	0	0	0	0	1	35,000	3	914,563
Institutional	0	0	0	0	0	0	0	0	0	0	1	20,117	1	20,117
Industrial	0	0	0	0	3	2,157,346	0	0	0	0	1	57,476	4	2,214,822
Miscellenaous	3	8,000	4	161,518	2	52,058	22	755,192	14	758,482	5	157,661	50	1,892,911
Totals	9	945,740	8	737,498	11	3,371,538	39	5,511,694	26	2,435,050	16	1,734,709	109	14,925,682

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2018	104	12,305,797	104	12,305,797					
2017	103	12,826,449	103	12,826,449					
2016	82	10,545,063	82	10,545,063					
2015	89	8,577,170	89	8,577,170					
2014	73	7,121,200	73	7,121,200					
2013	81	8,208,948	81	8,208,948					
2012	92	9,011,700	92	9,011,700					
2011	120	9,221,498	120	9,221,498					
2010	149	21,524,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	80	3,348,092	80	3,348,092
2008	147	22,682,130	147	22,682,130	1998	75	3,320,890	75	3,320,890
2007	163	15,007,877	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	161	15,909,705	161	15,909,705	1996	128	9,050,554	128	9,050,554
2005	138	12,962,379	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	133	11,036,854	133	11,036,854	1994	151	7,915,500	151	7,915,500
2003	97	6,925,356	97	6,925,356	1993	167	10,864,000	167	10,864,000
2002	76	2,986,134	76	2,986,134	1992	173	11,192,500	173	11,192,500
2001	89	5,790,126	89	5,790,126	1991	126	7,155,120	126	7,155,120
2000	88	4,095,339	88	4,095,339	1990	118	6,323,900	118	6,323,900