



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 11, 2020, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL VOTE/UNWEIGHTED)	
a. Board of Directors Meeting – February 26, 2020	9-17
<i>THAT the minutes of the Board of Directors meeting held on February 26, 2020 be adopted.</i>	
b. Committee-of-the-Whole Meeting – February 19, 2020	18-26
<i>THAT the minutes of the Committee-of-the-Whole meeting held on February 19, 2020 be adopted.</i>	
c. Alberni Valley & Bamfield Services Committee Meeting – March 3, 2020	27-29
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on March 3, 2020 be adopted.</i>	
d. Electoral Area Directors Committee – March 3, 2020	30-33
<i>THAT the minutes of the Electoral Area Directors meeting held on March 3, 2020 be adopted.</i>	
e. West Coast Committee – March 4, 2020	34-38

THAT the minutes of the West Coast Committee meeting held on March 4, 2020 be adopted.

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

6. CORRESPONDENCE FOR ACTION

(ALL VOTE/UNWEIGHTED)

a. INVITATION

39

Port Alberni Friendship Center, February 11, 2020, Invitation to attend Reconciliation Circle – Friday, March 27, 2020, 11 am to 2 pm at the Port Alberni Friendship Center, 3555 4th Avenue.

Possible Motion:

THAT the Board of Directors authorize interested Directors to attend the Port Alberni Reconciliation Circle on Friday, March 27, 2020.

7. CORRESPONDENCE FOR INFORMATION

(ALL VOTE/UNWEIGHTED)

a. ISLAND COASTAL ECONOMIC TRUST

40-42

\$1.8 Million in Funding Available for Economic Infrastructure and Innovation Projects

b. CITY OF ABBOTSFORD

Resolution – Continued Expansion of Trans Canada Hwy #1

43-44

Resolution – Development Cost Charges (DCC) Bylaw and Ministry of Transportation and Infrastructure (MOTI) Infrastructure

45-46

c. THE OFFICE OF THE OMBUDSPERSON

47-50

Quarterly Report: October 1 – December 31, 2019

d. FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA

51

Forest Enhancement Society of BC Accomplishments Update

e. UNION OF BRITISH COLUMBIA MUNICIPALITIES

52

UBCM Membership (Invoice Paid)

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

8. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

53-73

Long Beach Airport – Lease Renewal – BC Parks Office Building
(ALL VOTE/WEIGHTED)

THAT the ACRD Board of Directors renew the BC Parks Office Building lease at the Long Beach Airport for a (3) three-year term commencing May 1st, 2020

THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Evacuation Route Planning for the Alberni Valley.

- g. **REQUEST FOR DECISION** **136-137**
Request for Acknowledgement: Municipal Finance Authority of BC 50th
Anniversary
(ALL VOTE/UNWEIGHTED)

THAT the Alberni-Clayoquot Board of Directors send a letter of acknowledgement and congratulations to the Municipal Finance Authority of BC (MFA) recognizing the organizations 50th anniversary in 2020.

- h. **REQUEST FOR DECISION** **138**
West Coast Industrial Land Analysis
(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors authorize a contribution of \$7,500 to the West Coast Industrial Land Analysis being undertaken by the Districts of Tofino and Ucluelet funded from Rural Planning Service.

9. **PLANNING MATTERS**

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

- a. **DVD20001, STRACHAN, 9492 STIRLING ARM DRIVE (SPROAT LAKE)** **139-142**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVD20001.

- b. **DVD20002, CONLEY & BROLEY PROPERTIES INC, 9618 STIRLING ARM CRESCENT (SPROAT LAKE)** **143-149**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVD20002.

- c. **TUP19024, SPROAT LAKE LANDING INC, 10695 LAKESHORE ROAD (SPROAT LAKE)** **150-153**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP19024.

- d. **RE18010, COWLEY & GRANT, 5628 TOMSWOOD ROAD (BEAVER CREEK)** **154-166**

Rezoning Application - Public Hearing Report, Public Hearing Minutes
and Bylaw P1381

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw
P1381 be read a third time.*

- e. **RE19007, HILTUNEN & BURNETT, 7565 DAVENPORT ROAD (BEAVER CREEK)** **167-170**
OCP Amendment and Rezoning Application – Bylaws P1401 and P1402

*THAT Beaver Creek Official Community Plan Amendment Bylaw P1401 be read a
second time.*

*THAT Beaver Creek Official Community Plan Amendment Bylaw P1401 be read a
third time.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw
P1402 be read a second time.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw
P1402 be read a third time.*

- f. **RE20001, ANKER, 6261 LAMARQUE ROAD (BEAVER CREEK)** **171-179**
Rezoning Application – Report and Bylaw P1404

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw
P1404 be read a first time;*

*THAT the public hearing for Bylaw P1404 be delegated to the Director for
Electoral Area 'E', the Alternate Director or the Chairperson of the Regional
District;*

THAT the Board of Directors confirm that adoption of Bylaw P1404 is subject to:

*Confirmation from a Registered On-Site Wastewater Practitioner that the
proposed lots are capable of accommodating on-site sewage disposal to a
minimum 0.6 acre density; and*

Meeting technical referral agency requirements.

- g. **RE20002, PAQUETTE & MCNAMARA, 6765 BEAVER CREEK ROAD** **180-200**
(BEAVER CREEK)

Rezoning Application – Report and Bylaw P1407

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1407 be read a first time;

THAT the public hearing for Bylaw P1407 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;

THAT the Board of Directors confirm that adoption of Bylaw P1407 is subject to:

Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage disposal to a minimum 1 acre density; and

Meeting technical referral agency requirements.

9.2 ELECTORAL AREA DIRECTORS AND TOFINO
(PARTICIPANTS/UNWEIGHTED)

- a. **RT19009, CANNABIS PRODUCTION REGULATIONS (ALL ELECTORAL AREAS)** **201-206**
Zoning Text Amendment – Memorandum and Bylaw P1399

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be adopted.

9.3 ALL DIRECTORS
(ALL VOTE/UNWEIGHTED)

- a. **ACRD HOUSING NEEDS REPORT (ALL ELECTORAL AREAS)** **207-214**
Memorandum – ACRD Housing Needs Report Project Outline

THAT the Board of Directors receive the ACRD Housing Needs Report Project Outline.

10. REPORTS

10.1 STAFF REPORTS
(ALL VOTE/UNWEIGHTED)

- a. **Information Report – Central Westcoast Forest Society Clean-up – March 2020 (J. Brunn)** **215-219**
- b. **Information Report – West Coast Landfill Engineering Work Update – March 2020 – (J. Brunn)** **220-221**

THAT reports a-b be received for information.

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

(ALL VOTE/WEIGHTED)

- a. REQUEST FOR DECISION**
Economic Development

222-223

THAT the ACRD increase the grant in aid to the City of Port Alberni Economic Development service to the prior year's amount of \$21,833.

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

(ALL VOTE/UNWEIGHTED)

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

15. RECONVENE

16. IN CAMERA

(ALL VOTE/UNWEIGHTED)

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

- i. 90 (1) (k) : negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public;*
- 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*
- iii. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 (1) (c) (i) of the *Freedom of Information and Protection of Privacy Act.**

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

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

Next Board of Directors Meeting: Wednesday, March 25, 2020, 1:30 pm
Regional District Board Room



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 26, 2020, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Rene Lacoursiere, Director (Alternate), 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 (via phone)
Cindy Solda, Councillor (Alternate), City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via phone)
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

Debbie Haggard, Councillor, City of Port Alberni
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

STAFF PRESENT:

Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Heather Zenner, Protective Services Manager
Janice Hill, Executive Assistant

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Solda

SECONDED: Director Johnsen

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

- 6a. *Correspondence from Port Alberni Marine Rescue Society.*
- 12a. *Director Beckett – Verbal update on Bamfield Road*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – February 12, 2020

MOVED: Director Beckett

SECONDED: Director Cole

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

CARRIED

b. Committee-or-the-Whole Meeting – February 13, 2020

MOVED: Director Shannon

SECONDED: Director Roberts

THAT the minutes of the Committee-of-the-Whole meeting held on February 13, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Presentations:

The Chairperson presented Mr. Dyer, Ms. Hill and Mr. Stefani with gifts of recognition for their years of service with the Regional District.

Alex Dyer, Planner, 10 Year Anniversary

Janice Hill, Executive Assistant, 10 Year Anniversary

Luc Stefani, Building Inspector/Property Maintenance Coordinator, 5 Year Anniversary

6. CORRESPONDENCE FOR ACTION

- a. Late Item: Port Alberni Marine Rescue Society, February 22, 2020, invitation for a Board of Director representative to attend annual volunteer appreciation dinner, Sunday, March 8, 2020, 6:00 pm at the Alberni Golf Course.**

MOVED: Director Roberts

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Bodnar to attend the Port Alberni Marine Rescue Society annual volunteer appreciation dinner on Sunday, March 8, 2020 at the Alberni Golf Course

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **CITY OF PORT MOODY**
National Pharmacare Program
- b. **MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT**
\$10 a Day Child Care Plan
- c. **MINISTRY OF MENTAL HEALTH AND ADDICTIONS TO CITY OF VICTORIA**
Safer Drug Supply to Save Lives

MOVED: Director Beckett

SECONDED: Director Johnsen

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Beaver Creek Water System Rates and Regulations Bylaw.**

MOVED: Director McNabb

SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as "F1148 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

CARRIED

MOVED: Director McNabb

SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as "F1148 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

CARRIED

MOVED: Director McNabb

SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as "F1148 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

CARRIED

MOVED: Director McNabb

SECONDED: Director Solda

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "F1148 Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2020".

CARRIED

b. Request for Decision regarding Alberni Valley Municipal & Regional District Tax Governance Model Task Force.

MOVED: Director McNabb

SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the General Manager of Administrative Services and appoint Director Cote and Director Beckett to sit on the Alberni Valley Municipal & Regional District Governance Model Task Force until the end of August 2020.

CARRIED

c. Request for Decision regarding Bylaw No. 793-1, Port Alberni Airport Extended Service Area Establishment Amendment, 2020.

MOVED: Director Cootes

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as 791-3, Port Alberni Airport Extended Service Area Establishment Amendment, 2020.

CARRIED

MOVED: Director Cootes

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as 791-3, Port Alberni Airport Extended Service Area Establishment Amendment, 2020.

CARRIED

MOVED: Director Cootes
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as 791-3, Port Alberni Airport Extended Service Area Establishment Amendment, 2020.

CARRIED

d. Request for Decision regarding Red Cross Emergency Response Services Agreement.

MOVED: Director Solda
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors direct the Chief Administrative Officer to enter into an Emergency Response Services Agreement with the Canadian Red Cross Society for a three-year term in the amount of \$10,000.00 annually for the provision of Level One Emergency Response in the Alberni Valley.

CARRIED

e. Request for Decision regarding Letter of Support – Floating Dry Dock Infrastructure Project.

MOVED: Director Solda
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter to the Port Alberni Floating Dry Dock Project Committee supporting the floating dry dock infrastructure project in Port Alberni.

CARRIED

f. Request for Decision regarding Poverty Reduction Planning Funding.

MOVED: Director Cole
SECONDED: Director Osborne

THAT the Alberni-Clayoquot Regional District apply to the UBCM Poverty Reduction Planning Program for funding to undertake planning activities and develop a 'poverty reduction action plan' for the region's communities;

AND THAT if successful, engage the services of the Alberni Clayoquot Health Network to complete the key project activities of the project.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. DVD20001, STRACHAN, 9492 STIRLING ARM DRIVE (SPROAT LAKE)**
Development Variance Permit Application – Report

MOVED: Director Lacoursiere
SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVD20001, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- b. DVD20002, CONLEY & BROLEY PROPERTIES INC, 9618 STIRLING ARM CRESCENT (SPROAT LAKE)**
Development Variance Permit Application – Report

MOVED: Director Lacoursiere
SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVD20002, subject to neighbouring properties being notified as per Local Government Act s.499.

CARRIED

- c. TUP19024, SPROAT LAKE LANDING INC, 10695 LAKESHORE ROAD (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Lacoursiere
SECONDED: Director McNabb

THAT the Board of Directors consider issuing Temporary Use Permit TUP19024 subject to neighbouring properties being notified as per Local Government Act s.494.

CARRIED

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. RT19009, CANNABIS PRODUCTION REGULATIONS (ALL ELECTORAL AREAS)**
Zoning Text Amendment - Public Hearing Report, Public Hearing Minutes and Bylaw P1399

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb

SECONDED: Director Roberts

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be read a third time.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – March 2020**
- b. Building Inspector’s Report – January 2020**

MOVED: Director Osborne

SECONDED: Director Shannon

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb – No Report**
- b. Vancouver Island Regional Library – P. Cote -No Report**
 - From the Board Table – 2020 Annual General Meeting**
- c. Alberni Valley Chamber of Commerce – S. Minions – No Report**
- d. Air Quality Council, Port Alberni – D. Bodnar**

Director Bodnar reported on the Council meeting held on February 6th. Earle Plain from the Ministry Environment spoke at the meeting stating that air quality trends continue due to particulate matter in the air.

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

f. Association of Vancouver Island & Coastal Communities – C. Solda

Director Solda reminded the Board of the AVICC AGM and Convention scheduled for April 17 – 19th at the Vancouver Island Conference Centre in Nanaimo, BC.

g. Beaver Creek Water Advisory Committee – J. McNabb

Director McNabb provided an update on vacancies on the Committee which need to be filled.

h. West Island Woodlands Advisory Group – J. Jack – No Report

i. Other Reports

MOVED: Director Osborne

SECONDED: Director Shannon

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Verbal update on Bamfield Road – Director Bennett

Director Beckett provided a verbal update on the status of the Bamfield road upgrades and stated that the community of Bamfield has expressed their frustration with the lack of response from the Province for upgrading.

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to the Premier expressing the urgency in upgrading the Bamfield Road and for the Premier to meet his public commitment to the road upgrade.

CARRIED

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director Solda

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

- i. 90 (1) (k): Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public;*
- ii. 90 (1) (l). Discussions with regional district officers and employees respecting regional district objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual regional district report];*
- iii 90 (2) (b): Personal information about an identifiable individual who is being considered for a regional district award or honour, or who has offered to provide a gift to the regional district on condition of anonymity.*

CARRIED

The meeting was closed to the public at 2:27 pm.

The meeting was re-opened to the public at 2:51 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

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

THAT the Alberni-Clayoquot Regional District Board of Directors engage the services of Mr. Brian Carruthers to conduct a strategic planning process with the Board of Directors at a cost not to exceed \$17,000.00 plus taxes.

16. ADJOURN

MOVED: Director Osborne

SECONDED: Director McNabb

THAT this meeting be adjourned at 2:52 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, FEBRUARY 19, 2020, 1:30 PM

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

DIRECTORS

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

PRESENT:

Josie Osborne, Vice-Chairperson, District of Tofino
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Rachelle Cole, Councillor, District of Ucluelet
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Debbie Haggard, Councillor, City of Port Alberni
Kirsten Johnsen, Member of Council, Toquaht Nation
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Wendy Thomson, General Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:39 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Roberts

THAT the agenda be approved as circulated.

CARRIED

3. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2020 Grant-In-Aid Applications

GIA 1 Alberni Air Quality Society

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$12,000.00 in 2020 to the Air Quality Society with the following areas participating: City of Port Alberni and Electoral Areas A, B, D, E and F.

CARRIED

GIA 2 Alberni District Fall Fair

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1,000.00 (in-kind) in 2020 to the Alberni District Fall Fair with the following areas participating: City of Port Alberni, District of Tofino, District of Ucluelet, Uchucklesaht Tribe Government and Electoral Areas A, B, C, D, E and F.

CARRIED

GIA 3 Alberni Valley Chamber of Commerce

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$4,000.00 in 2020 to the Alberni Valley Chamber of Commerce with the following areas participating as follows: \$1,000.00 each from Electoral Areas A, D, E and F.

CARRIED

GIA 4 Alberni Valley Hospice Society

MOVED: Director Cootes
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000.00 in 2020 to the Alberni Valley Hospice Society with the following areas participating: City of Port Alberni, Uchucklesaht Tribe Government and Electoral Areas B, D, E and F.

CARRIED

GIA 5 Alberni Valley Rescue Squad

MOVED: Director McNabb
SECONDED: Director Cootes

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in 2020 to the Alberni Valley Rescue Squad as follows:

<u>Amounts</u>	<u>Participants</u>
\$6,000.00	All Municipalities, Electoral Areas & Toquaht Nation
\$6,053.00	City of Port Alberni, Electoral Areas A, B, D, E, F

CARRIED

GIA 6 Alberni Valley Wrestling Club

MOVED: Director Beckett
SECONDED: Director Roberts

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1,500.00 in 2020 to the Alberni Valley Wrestling Club with the following areas participating: all Municipalities and Electoral Areas.

CARRIED

GIA 7 Arrowsmith Amateur Radio Club

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000.00 in 2020 to the Arrowsmith Amateur Radio Club with the following areas participating: City of Port Alberni, Uchucklesaht Tribe Government and Electoral Areas B, D, E and F.

CARRIED

GIA 8 Central West Coast Forest Society

MOVED: Director Osborne
SECONDED: Director Roberts

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$3,500.00 in 2020 to the Central West Coast Forest Society with the following areas participating: District of Tofino, District of Ucluelet, Toquaht Tribe Government and Electoral Area C.

CARRIED

GIA 9 Cherry Creek Community Recreation Commission

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Committee of the Whole refer the grant-in-aid application from the Cherry Creek Community Recreation Commission to the Electoral Area Directors Committee meeting on March 3, 2020 for consideration.

CARRIED

GIA 10 Music By The Sea

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2,000.00 to Music by the Sea in 2020 with the following areas participating: all Municipalities and Electoral Areas.

CARRIED

GIA 11 Port Alberni Association for Community Living

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$4,000.00 in 2020 to the Port Alberni Association for Community Living with the following areas participating: City of Port Alberni and Electoral Areas B, D, E and F.

CARRIED

GIA 12 Port Alberni Marine Rescue Society

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000.00 in 2020 to the Port Alberni Marine Rescue Society with the following areas participating: City of Port Alberni, Uchucklesaht First Nation and Electoral Areas B, D, E and F.

CARRIED

GIA 13 Port Alberni Victims Services Society

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$26,000.00 in 2020 to the Port Alberni Victims Services Society with the following areas participating: City of Port Alberni and Electoral Areas A, D, E, F.

CARRIED

GIA 18 Alberni Community & Women's Services

MOVED: Director Cootes
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$4,000.00 in 2020 to the Alberni Community & Women's Services with the following areas participating: City of Port Alberni, Uchucklesaht Tribe Government, Huu-ay-aht First Nation and Electoral Areas A, B, D, E and F.

CARRIED

Director Cootes left the meeting at 2:45 pm

GIA 15 Vancouver Island North Film Commission

MOVED: Director Osborne
SECONDED: Director Beckett

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$10,000.00 with the following areas participating: all Municipalities and Electoral Areas.

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the main motion be amended to reduce the 2020 grant in aid amount to the Vancouver Island North Film Commission to \$5,000.00.

CARRIED

The main motion as amended was

CARRIED

GIA 16 West Coast Aquatic Management Association

MOVED: Director Osborne
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$12,000.00 in 2020 to the West Coast Aquatic Association with the following areas participating: all Municipalities, Electoral Areas and Toquaht Nation.

CARRIED

GIA 17 Westcoast Inland Search and Rescue Society

MOVED: Director Osborne
SECONDED: Director McNabb

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000.00 in 2020 to the West Coast Inland Search and Rescue Society with the following areas participating: all Municipalities, Electoral Areas and Toquaht Nation.

CARRIED

GIA 19 Alberni Valley Community Foundation

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2,000.00 in 2020 to the Alberni Valley Community Foundation with the following areas participating: City of Port Alberni and Electoral Areas B, D, E, F.

CARRIED

GIA 20 Alberni Valley Drag Race Association

MOVED: Director Cote
SECONDED: Director Shannon

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in 2020 to the Alberni Valley Drag Racing Association in the amount of \$5,000.00 with the following areas participating: City of Port Alberni and all Electoral Areas.

CARRIED

GIA 21 Bread of Life Centre Society

*MOVED: Director McNabb
SECONDED: Director Bodnar*

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000.00 in 2020 to the Bread of Life Centre with the following areas participating: City of Port Alberni and Electoral Areas A, B, D, E, F.

CARRIED

GIA 22 Carving on the Edge Festival Society

*MOVED: Director Osborne
SECONDED: Director Beckett*

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$2,500.00 in 2020 to Carving on the Edge Festival Society with the following areas participating: District of Tofino, District of Ucluelet and Electoral Area "C" (Long Beach).

CARRIED

GIA 23 Navy League of Canada – Port Alberni Branch

*MOVED: Director Cote
SECONDED: Director McNabb*

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$1,500.00 in 2020 to the Navy League of Canada Port Alberni Branch with the following participants: City of Port Alberni and Electoral Areas B, D, E and F.

CARRIED

GIA 24 Westcoast Community Resources Society

*MOVED: Director Shannon
SECONDED: Director Cole*

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$2,600.00 in 2020 to the Westcoast Community Resources Society with the following areas participating: District of Tofino, District of Ucluelet and Electoral Area C.

CARRIED

GIA 14 Surfrider Pacific Rim

MOVED: Director Cole
SECONDED: Director Roberts

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000.00 in 2020 to the Surfrider Pacific Rim with the following areas participating: District of Ucluelet and Electoral Area C.

CARRIED

MOVED: Director Roberts
SECONDED: Director Cole

THAT the Committee of the Whole approve Area C being removed as a participant in the Alberni Valley Drag Racing Association Grant in Aid in 2020.

CARRIED

Other Grants in Aid:

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Committee of the Whole recommend that that ACRD Board of Directors award a grant-in-aid in the amount of \$4,500.00 to the City of Port Alberni Economic Development service as follows: \$1,000.00 each from Electoral Areas A, D, E and F and \$500.00 from Electoral Area B.

CARRIED

MOVED: Director Beckett
SECONDED: Director Cote

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$10,000.00 to the Bamfield Community Affairs Society with Electoral Area A participating.

CARRIED

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a Sproat Lake Special Events grant in the amount of \$10,000.00 in 2020 with Electoral Area D participating.

CARRIED

MOVED: Director Cote
SECONDED: Director Cole

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$24,234.00 in 2020 to the City of Port Alberni for the Parks and Recreation resident rate from Electoral Area D.

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a Beaver Creek Special Events grant in the amount of \$2,500.00 in 2020 with Electoral Area E participating.

CARRIED

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant in aid in the amount of \$22,509.00 in 2020 to the City of Port Alberni for the Parks and Recreation resident rate from Electoral Area F.

CARRIED

MOVED: Director Beckett
SECONDED: Director Shannon

THAT Committee of the Whole approve Electoral Area A as a participant in 2020 in the following grant in aids: Alberni Valley Hospice Society and Arrowsmith Amateur Radio Club.

CARRIED

4. ADJOURN

MOVED: Director Cole
SECONDED: Director McNabb

THAT this meeting be adjourned at 3:58 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON MARCH 3, 2020, 10:00 AM

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

DIRECTORS John McNabb, Chairperson, Director, Electoral Area “E” (Beaver Creek)

PRESENT: Bob Beckett, Director, Electoral Area “A” (Bamfield)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation (via phone)

REGRETS: Sharie Minions, Mayor, City of Port Alberni
Debbie Haggard, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning and Development
Rob Williams, General Manager of Environmental Services
Wendy Thomson, General Manager of Administrative Services
Tricia Bryant, Asset Management Coordinator
Jenny Brunn, Manager of Operations

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:03 am.

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

2. **APPROVAL OF AGENDA**

MOVED: Director Shannon

SECONDED: Director Cote

THAT the agenda be approved as circulated with the addition of the following late item: 4 (a) James Christie, CEO, West Bamfield Community Assets Ltd. Regarding Bamfield Dock Proposal

CARRIED

3. **RECEIVING OF MINUTES**

a. **Alberni Valley & Bamfield Services Committee Minutes – January 15, 2020**

MOVED: Director Beckett
SECONDED: Director Shannon

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

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. James Christie, CEO, West Bamfield Community Assets Ltd. – Bamfield Dock Proposal

Mr. Christie provided an overview of his proposal to take over the west Bamfield Dock facility from Transport Canada. He believes this project can be self sufficient and profitable with limited or no risk to Regional District tax payers. Mr. Christie advised he has a lot of community support from the west side and a letter of support from the Huu-ay-aht First Nation. Mr. Christie provided an overview of the benefits of his proposal including expanding the facility and expanding garbage and recycling services.

b. Jenny Brunn, Manager of Operations – How the logistics and finances of recycling works.

Ms. Brunn provided a presentation on recycling logistics and finances.

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni Valley Regional Airport Asset Management Plan Version 1

The Asset Management Coordinator presented version 1 of the Alberni Valley Regional Airport Asset Management Plan.

MOVED: Director Beckett
SECONDED: Director Cote

THAT the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley Regional Airport Asset Management Plan Version 1.

CARRIED

7. REPORTS

8. **LATE BUSINESS**

9. **ADJOURN**

MOVED: Director Shannon

SECONDED: Director Beckett

THAT the meeting be adjourned at 11:26 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, MARCH 3, 2020

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

DIRECTORS

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

PRESENT:

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)

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, General Manager of Administrative Services

1. CALL TO ORDER

The CAO called the meeting to order at 1:31 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

The CAO conducted the election for Chairperson of the Electoral Area Directors Committee for 2020. The CAO requested nominations three times.

The CAO declared Director Cote to the position of Chairperson of the Electoral Area Directors Committee for 2020.

ELECTION OF VICE-CHAIRPERSON

The CAO conducted election of Vice- Chairperson of the Electoral Area Directors Committee for 2020. The CAO requested nominations three times.

The CAO declared Director McNabb to the position of Vice-Chairperson of the Electoral Area Directors Committee for 2020.

Director Cote assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Shannon
SECONDED: Director Bodnar

THAT the agenda be approved as circulated.

CARRIED

4. RECEIVING OF MINUTES

a. Electoral Area Directors Committee Meeting – October 24, 2019.

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the minutes of the Electoral Area Directors Committee Meeting held on October 24, 2019 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Review – Electoral Area Directors Committee Terms of Reference

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Electoral Area Directors Committee review and reconfirm their Terms of Reference for 2020.

CARRIED

b. Request for Decision regarding Cherry Creek Community Recreation Commission Grant-in-aid Request

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors award a grant in aid in 2020 to the Cherry Creek Community Recreation Commission in the amount of \$20,000.00 as follows: \$18,000.00 contribution from Area "F" and \$2,000.00 contribution from Area "E" AND FURTHER THAT

Regional District staff be directed to work with Commission on potential eligibility through the Community Works Fund for their interior hall upgrades with the understanding that, if all or part of the renovation project is eligible through the Community Works Fund, the grant in aid requisition will be reversed pro rata for the eligible amount.

CARRIED

c. Request for Decision regarding West Coast Industrial Land Analysis

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the Electoral Area Directors Committee recommend to the Board of Directors that the ACRD contribute \$7,500 to the West Coast Industrial Land Analysis being undertaken by the Districts of Tofino and Ucluelet.

CARRIED

8. REPORTS

a. Community Works Funding Allocation for Salmon Beach Potable Water

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the report.

CARRIED

b. EA Director's Forum – Verbal Reports (B. Beckett, K. Roberts, P. Cote, D. Bodnar)

Electoral Area Directors reported on their attendance at the recent Electoral Area Directors Forum held in Vancouver.

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the Electoral Area Directors Committee receive the verbal reports.

CARRIED

9. LATE BUSINESS

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to investigate the potential of putting in a fire hydrant at the corner of Sutton Road and Port Albion Road in Long Beach.

CARRIED

10. ADJOURN

MOVED: Director Shannon

SECONDED: Director McNabb

THAT this meeting be adjourned 3:08 pm.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, MARCH 4, 2020, 10:00 AM

Tiickin Room, Toquaht Admin Office, 1971 Peninsula Road, Ucluelet, BC

- MEMBERS PRESENT:** Kel Roberts, Director, Electoral Areal "C" (Long Beach), Chair
Rachelle Cole, Councillor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
Jackie Godfrey, Parks Canada
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułuꞑiꞑꞑatꞑ Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Rob Williams, General Manager of Environmental Services
Jenny Brunn, Manager of Operations
Mark Fortune, Airport Manager
Mark Boysen, CAO, District of Ucluelet

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Johnsen

SECONDED: Director Cole

THAT the agenda be approved as circulated.

CARRIED

10:05 am – Mark Boysen joins the meeting

3. RECEIVING OF MINUTES

a. **West Coast Committee Meeting – January 29, 2020**

MOVED: Director Osborne

SECONDED: Director Cole

THAT the minutes of the West Coast Committee Meeting held on January 29, 2020 be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Alays Hoyland, Chapter Coordinator, Surfrider – West Coast Waste Reduction Education Program**

- Contracted by the Alberni-Clayoquot Regional District to deliver recycling education across the West Coast.
- The Surfrider Foundation has engaged with local West Coast businesses, schools, and tourism agencies regarding recycling initiatives. Presentations have also been made at various conferences.
- There has been commitment by 30 local West Coast businesses to reduce single use plastic food cutlery.
- The Surfrider Foundation has implemented a wetsuit recycling program and is looking to try and find a local processing option for the material.
- Surfrider Foundation is currently developing a recycling competition in order to help increase West Coast Recycling and diversion efforts.

b. **Louise Rodgers, Tofino Urban Farms – Composting Pilot Update**

- The planning for the organics pilot program started in the Fall of 2019.
- The initial plan was to trial both static and aerated composting processing but based on available space and material quantity the aerated option will be pursued as it results in much faster processing times.
- The program has been operating for three weeks with 4 restaurants resulting in 3 tons of organic material diverted from the landfill.
- The data being collected as part of the program includes optimal processing temperatures, quality or chemistry testing of the finished product and how various fiber products (coffee cups) breakdown during the processing.
- Sourcing available carbon (yard and garden) material will be key to the success of this program as it is a required mixing agent for the composting process.

10:22 am Jackie Godfrey joins the meeting

c. **Jenny Brunn – How the logistics and finances of recycling works**

- The majority of Recycling Programs in BC are funded by the producers of the materials, called Extended Producer Responsibility (EPR).
- This system works through legislation from MoE that allows money to be collected from producers and paid to recycling companies and local governments who collect and process the material.

- Current EPR programs include bottles, tires, HHHW, paint, lights, used oil, appliances, batteries, electronics, Residential Paper and Product Packaging (PPP) and others.
- This does not include mattresses, drywall, commercial cardboard or other commercial PPP.
- The ACRD diverts many of these at the landfills and charges fees to cover those costs.
- The MoE has said they will be adding new EPRs in the near future that may include mattresses, Commercial PPP, or marine plastics.

10:40 am Mark Boysen exits the meeting

5. CORRESPONDENCE

6. REQUESTS FOR DECISIONS AND BYLAWS

a. Request for Decision regarding Long Beach Airport Asset Management Plan

MOVED: Director Roberts

SECONDED: Director Cole

THAT the West Coast Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Long Beach Airport Asset Management Plan Version 1.

CARRIED

b. Request for Decision regarding LBA – Lease Renewal – BC Parks Office Building

MOVED: Director Osborne

SECONDED: Director Cole

THAT the West Coast Committee recommends that the ACRD Board of Directors renew the BC Parks Office Building lease at the Long Beach Airport for a (3) three-year term commencing May 1st, 2020 and ending April 30th, 2023 at a rate of \$4,840.00 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

c. Request for Decision regarding Porsche Club Request to Use Long Beach Airport for Event

MOVED: Director Cole

SECONDED: Director Johnsen

THAT the West Coast Committee recommends that the ACRD Board of Directors approve the Vancouver Island Region of the Porsche Club of America request to

host their annual driver education and charitable fundraising event at the Long Beach Airport to be held May 14th to 17th, 2020 for a rental fee of \$1,000.

CARRIED

d. Request for Decision regarding Cascadia Air Support Letter Request

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the West Coast Committee recommends that the ACRD Board of Directors direct staff to draft a letter to Cascadia Air supporting their proposal to bring scheduled air service to the Long Beach Airport; subject to Transport Canada authorization and execution of a formal agreement with the ACRD.

CARRIED

7. REPORTS

a. West Coast Landfill Engineering Work Update – Jenny Brunn

b. Central Westcoast Forest Society Clean-up – Jenny Brunn

MOVED: Director Osborne

SECONDED: Director Johnsen

THAT the West Coast Committee receive reports a-b.

CARRIED

8. LATE BUSINESS

9. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director Johnsen

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

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

CARRIED

Jackie Godfrey exits the meeting at 12:05 pm

The meeting was closed to the public at 12:05 pm.

The meeting was re-opened to the public at 12:14 pm.

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: Director Osborne

SECONDED: Director Cole

THAT this meeting be adjourned at 12:14 pm.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Douglas Holmes,
Chief Administrative Officer



Port Alberni Friendship Center

February 11, 2020

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



Dear Wendy Thomson

RE: Reconciliation Circle – March 27, 2020 from 11am to 2:00

You and those you wish to bring are invited to attend a Reconciliation Circle at the Port Alberni Friendship Center on ~~Thursday~~^{Friday}, March 27 from 11:00 until 2:00, a light lunch will be provided. As we work towards building a stronger community, please take a moment to review a summary of what the reconciliation circles and events will consist of:

The Port Alberni Friendship Center will be hosting a number of community dialogues sessions and celebration events focusing on building relationships, acknowledging the past, and moving forward in reconciliation. The events/circles will also move conversations into actions that can be taken toward reconciliation and will focus on any other points or themes that come up during circle conversations that support reconciliation approaches. Based on themes that evolve from community discussions and from circle conversations, further reconciliation events/actions will take place. As our guest, you will also get to view an anti-racism play that the Friendship Center wrote and produced titled "Divided we Fall".

We look forward to seeing you, and potentially other members from your organization, at our Reconciliation event on March 27. We would greatly appreciate it if you would kindly register at the following link: <https://www.surveymonkey.com/r/M5NGT8H>

In friendship,

Cyndi Stevens
Executive Director

Port Alberni Friendship Center 3555 4th Avenue, Port Alberni, BC V9Y 4H3

Phone (250) 723-8281 • Fax (250) 723-1877 • www.pafriendshipcenter.com

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\$1.8 MILLION IN FUNDING AVAILABLE FOR ECONOMIC INFRASTRUCTURE AND INNOVATION PROJECTS

Island Coastal Economic Trust's 2020 intake dates scheduled for April and October

COURTENAY, 21 February 2020 – After a highly successful intake of proposals in 2019, the Island Coastal Economic Trust (ICET) is now accepting applications for economic diversification projects and interested parties are encouraged to contact ICET staff early for information and support.

The [Economic Infrastructure and Innovation Program](#) (EIIP), provides up to \$300,000 in matching funding support for projects located on Vancouver Island (north of the Malahat) and on the Sunshine Coast. Specific sectors of focus include business and industry support, downtown revitalization, strategic tourism infrastructure, destination trails, innovation infrastructure and innovation support.

“Our priority is to ensure our communities have what they need to be successful in tomorrow’s economy,” says ICET Chief Executive Officer Line Robert. “Consequently, one of our key goals is to support economic diversification through innovation and adaptation, and that includes a strong focus on technology and the knowledge economy.”

Ensuring incremental economic benefits, in the short to medium term, is a key criteria for any successful EIIP project. Past investments that have made

creative solution to a global problem; the [Ucluelet Aquarium](#), which capitalized on community strengths and values to develop a state of the art aquatic learning centre; the [Elk Falls Suspension Bridge](#), a community led project that doubled the number of park visitors in the first year alone; or the 180 km [Sunshine Coast Trail](#), Canada's longest hut-to-hut hiking trail.

Recently approved projects are supporting the development of remote tourism hubs and indigenous experiences, such as the Huu-ay-aht First Nation's [Anacla-Bamfield Walking Trail](#); technology and the creative sector, with the [Powell River Entrepreneurial Ecosystem incubator](#); or the rise in food innovation centres, such as the [Alberni Valley's Regional Food Hub](#), a handling and processing facility that will provide cost-effective solutions for small scale food producers and processors.

"Our funding model is built to provide full lifecycle support and we work with applicants from concept to completion," says Ms. Robert. "Staff is available to review proposals prior to the upcoming submission dates and we encourage applicants to contact us as early as possible in the project development process."

More detailed information on the EIIP application process can be found on [ICET's website](#). The submission deadline for the North Island and Sunshine Coast Region is **April 3rd** and the Central-South Island Region is **April 9th**.

###

About the Island Coastal Economic Trust

Created and capitalized by the Province of BC, the Island Coastal Economic Trust (ICET) has been at the forefront of economic diversification, planning and regional revitalization for the past thirteen years.

ICET is independently governed by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials, MLAs and appointees from the Island and Coast. This exceptional team of leaders collaborate to set regional priorities and build vital multi-regional networks.

Through a community centered decision-making process, ICET has approved more than \$52 million in funding for over 200 economic infrastructure and

construction phase jobs and 2650 long term permanent jobs.

A full overview of ICET can be found at www.islandcoastaltrust.ca

For further information:

Line Robert, CEO

Island Coastal Economic Trust

Tel. 250-871-7797 (Ext. 227)

line.robert@islandcoastaltrust.ca

Amanda Fortier, Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797 (Ext. 232)

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**To request media images, please contact Amanda Fortier, ICET
Communications Officer.**



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Our mailing address is:

#108 - 501 4th Street

Courtenay, BC V9N 1H3

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Councillors

R. Bruce Banman
Les Barkman
Sandy Blue
Kelly Chahal



CITY OF ABBOTSFORD Mayor, Henry Braun

Councillors

Brenda Falk
Dave Loewen
Patricia Ross
Ross Siemens

February 25, 2020

File: 0530-03

Via email

Dear Mayor and Council:

Re: City of Abbotsford Resolution - Continued Expansion of Trans Canada Hwy #1

At the February 24, 2020 Executive Meeting of Council, Abbotsford City Council endorsed a resolution in support of the continued Expansion of Trans Canada Highway #1 for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

On behalf of Abbotsford City Council, I am requesting your favourable consideration and support for this resolution should this resolution be accepted for debate at the 2020 Annual Convention of UBCM.

Resolution - Continued Expansion of Trans Canada Hwy #1

WHEREAS the Province of BC has identified the Fraser Valley as a growth and innovation corridor as part of a framework for improving British Columbians' standard of living to restore the British Columbia Dream;

AND WHEREAS the critical congestion and safety challenges along the TransCanada Highway through the Fraser Valley and toward Hope continue to impact the provincial movement of goods and services and access to the Asia-Pacific gateway, undercut the economic viability of a region with the province's highest population growth, undermine public safety and quality of life for residents and travelers, and create significant environmental and greenhouse gas emission impacts for BC;

THEREFORE BE IT RESOLVED that the Province prioritize funding toward the continued expansion of the TransCanada Highway through the Fraser Valley and toward Hope in order to support HOV, Electric Vehicles, Autonomous Vehicles, Rapid Transit and Truck transportation (HEARTT);

AND BE IT FURTHER RESOLVED that this funding be made a high priority of the government of British Columbia.

We look forward to your support on this matter.

Yours truly,

Henry Braun
Mayor

c.

Council Members

Honourable John Horgan, Premier of British Columbia

Honourable Claire Trevena, Minister of Transportation and Infrastructure, BC

Honourable Darryl Plecas, Speaker of the Legislative Assembly of British Columbia, MLA Abbotsford South

Brad Vis, MP Mission-Matsqui-Fraser Canyon

Ed Fast, MP Abbotsford

Mike de Jong, MLA Abbotsford West

Simon Gibson, MLA, Abbotsford-Mission

The Lower Mainland Local Government Association

The Union of British Columbia Municipalities (UBCM) Annual Convention

British Columbia Municipalities and Regional Districts

Councillors

R. Bruce Banman
Les Barkman
Sandy Blue
Kelly Chahal



CITY OF ABBOTSFORD

Mayor, Henry Braun

Councillors

Brenda Falk
Dave Loewen
Patricia Ross
Ross Siemens

February 25, 2020

File: 0530-03

Via email

Dear Mayor and Council:

Re: City of Abbotsford Resolution - Development Cost Charges (DCC) Bylaw and Ministry of Transportation and Infrastructure (MOTI) Infrastructure

At the February 24, 2020 Executive Meeting of Council, Abbotsford City Council endorsed a resolution in support of the Development Cost Charges (DCC) Bylaw and Ministry of Transportation and Infrastructure (MOTI) Infrastructure for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

On behalf of Abbotsford City Council, I am requesting your favourable consideration and support for this resolution should this resolution be accepted for debate at the 2020 Annual Convention of UBCM.

Resolution - Development Cost Charges (DCC) Bylaw and Ministry of Transportation and Infrastructure (MOTI) Infrastructure

WHEREAS the Ministry of Municipal Affairs and Housing administers the approval of the Development Cost Charges Bylaw for local municipalities and has rejected the inclusion of local governments capital costs for Ministry of Transportation and Infrastructure highway interchanges on the basis that the local government does not own the aforementioned tangible capital asset;

AND WHEREAS The Ministry of Transportation and Infrastructure expects up to 33% of highway interchange capital costs be paid for by the local municipality;

THEREFORE BE IT RESOLVED that the Province of BC provide for local governments to be able to include their portion of the capital cost for Ministry of Transportation and Infrastructure interchanges in their Development Cost Charges Bylaw or that Ministry of Transportation fully fund capital costs for all MOTI owned Interchange projects.

We look forward to your support on this matter.

Yours truly,

Henry Braun
Mayor

c.

Council Members

Honourable John Horgan, Premier of British Columbia

Honourable Claire Trevena, Minister of Transportation and Infrastructure, BC

Honourable Darryl Plecas, Speaker of the Legislative Assembly of British Columbia, MLA Abbotsford South

Brad Vis, MP Mission-Matsqui-Fraser Canyon

Ed Fast, MP Abbotsford

Mike de Jong, MLA Abbotsford West

Simon Gibson, MLA, Abbotsford-Mission

The Lower Mainland Local Government Association

The Union of British Columbia Municipalities (UBCM) Annual Convention

British Columbia Municipalities and Regional Districts



The Office of the
Ombudsperson

Mr. John Jack
Chair
Alberni-Clayoquot Regional District
3008 5th Ave
PORT ALBERNI BC V9Y 2E3

2nd floor – 947 Fort Street
PO Box 9039 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198



February 24, 2020

Dear Mr. Jack,

RE: Quarterly Report: October 1 – December 31, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **Alberni-Clayoquot Regional District** between October 1 and December 31, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

40
YEARS
1979-2019

B.C.'s Independent Voice for Fairness



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



Quarterly report for Alberni-Clayoquot Regional District for October 1 – December 31, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	2
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 0
<i>Reason for closing an Investigation:</i>	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0
Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All Local Government

Business Licensing	3	2%
Bylaw Enforcement	64	34%
Council Member Conduct (incl. Conflict of Interest)	6	3%
Official Community Plan/Zoning/Development	36	19%
Fees/Charges (incl. Taxes)	14	7%
Open Meetings	3	2%
Procurement	2	1%
Services (incl. Garbage, Sewer, Water)	14	7%
Response to Damages Claim	4	2%
Other	42	22%

General Complaint Topics - All Local Government

Decision/Outcome - Disagreement with	89	34%
Delay	11	4%
Administrative error	11	4%
Treatment by staff	19	7%
Communication	35	14%
Process/Procedure	67	26%
Complaint/Review/Appeals Process	13	5%
Employment/Labour Relations	1	0%
Other	13	5%



Forest Enhancement
Society of British Columbia



March 2, 2020

Re: Forest Enhancement Society of BC Accomplishments Update

Dear Regional District Directors of Alberni-Clayoquot (Regional District),

British Columbians are concerned about climate change along with other environmental, social, and economic concerns. We want to know what our governments are doing to protect communities from wildfire risk, improve wildlife habitat, reduce greenhouse gases, expand the bio-economy, and enhance B.C.'s forests. The enclosed Forest Enhancement Society of BC (FESBC) Accomplishments Update (see website) provides a snapshot of the huge amount of work underway in a vast number of communities across British Columbia to address some of these concerns. We hope that you will find this update informative and will share this with your constituents, who we hope are pleased to see real-life projects happening around the province and often close to where they live.

Our forests are a heritage that defines our province. Managed properly, our forests provide important social, economic, and environmental benefits to all British Columbians, in both rural and urban areas. Investing in our forests can enhance the benefits they provide and help to protect them for future generations. As an example, FESBC recently announced \$30 million in grants for 42 new forest fibre utilization projects where First Nations, community forests, and B.C. companies will be using debris piles of wood fibre that would otherwise be slash burned. These piles will instead be chipped and converted to electricity, heat energy, and a variety of pulp products, adding value to this fibre and helping to achieve B.C.'s and Canada's climate change targets.

We can achieve social, environmental, and economic aspirations of British Columbians by investing in forests to reduce our carbon footprint, reduce wildfire risks, enhance habitat, and create jobs. This is a win-win-win on all fronts.

FESBC will be sending you a more comprehensive Accomplishments Report later this year. If you are interested in further information, please visit our website www.fesbc.ca or connect with our Executive Director Steve Kozuki at skozuki@fesbc.ca or 1.778.765.0938.

Wayne Clogg, RPF
Board Chair, Forest Enhancement Society of BC

016- RD

March 3, 2020

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

Dear and Board Members:

Re: UBCM Membership

I am writing to invite your community to consider renewing your annual membership in the Union of B.C. Municipalities (UBCM).

UBCM has been the collective voice for B.C.'s local governments for 115 years. Created by local government and recognized under a provincial statute, we are committed to advancing the common interests of B.C.'s communities. Our approach of non-partisan, policy-based advocacy is grounded in grass roots engagement and strengthened through research and collaboration with our members.

Over the past year we have championed the need for improved consultation by the province with local government, in keeping with the aims of the Community Charter and the recognition of local government as an order of government. Through the work of two Special Committees, we are continuing our efforts to identify ways to strengthen the local government finance system and address the challenges of climate change through mitigation and adaptation measures. UBCM also continued to deepen its role as a program administrator of choice for the provincial and federal governments as we oversee 11 different programs, including the federal Gas Tax Fund.

Our strength as an organization is grounded in the support provided by our membership. I thank you for the renewal by Alberni-Clayoquot RD this past year – the 41st consecutive year in which 100% of B.C.'s local governments signalled their commitment to UBCM. Over the coming year, I am dedicated to working with my fellow Executive members and our secretariat to maintain the support of communities across the province.

As always, if you have questions or feedback about our work, do not hesitate to be in touch.

Sincerely,



Maja Tait, President



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Brenda Sauve, Environmental Services Coordinator/
West Coast Committee

Meeting Date: March 11, 2020

Subject: LBA – Lease renewal – BC Parks Office Building

Recommendation:

THAT the ACRD Board of Directors renew the BC Parks Office Building lease at the Long Beach Airport for a (3) three-year term commencing May 1st, 2020 and ending April 30th, 2023 at a rate of \$4,840.00 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

Renew the BC Parks lease agreement with the ACRD at the Long Beach Airport for a (3) three-year term effective May 1, 2020 to April 30, 2023.

Background:

At the March 3, 2020 West Coast Committee (WCC) meeting the attached RFD was submitted to renew a lease agreement at the Long Beach Airport with BC Parks and their Office Building. Upon review of the attached report, the WCC supported the recommendation that the ACRD Board of Directors agree to renew the lease for a (3) three year term.

Submitted by: 
Brenda Sauve, Environmental Services Coordinator

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

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



REQUEST FOR DECISION

To: West Coast Committee
From: Brenda Sauve, Environmental Services Manager
Meeting Date: March 4, 2020
Subject: LBA – Lease renewal – BC Parks Office Building

Recommendation:

THAT the West Coast Committee recommends that the ACRD Board of Directors renew the BC Parks Office Building lease at the Long Beach Airport for a (3) three-year term commencing May 1st, 2020 and ending April 30th, 2023 at a rate of \$4,840.00 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

Renew the BC Parks lease agreement with the ACRD at the Long Beach Airport for a (3) three-year term effective May 1, 2020 to April 30, 2023.

Summary:

BC Parks have been a lessee at the Long Beach Airport (LBA) since 2011 as they occupy a building on the airport lands for operational administration purposes. They have been a great tenant and staff are recommending that their lease agreement be renewed for another (3) three years.

Time Requirements – Staff & Elected Officials:

Some staff time will be required to execute the lease agreement.

Financial:

BC Parks will pay \$4,840.00 per year plus applicable taxes and yearly BC CPI increases.

Policy or Legislation:

A notice of disposition was placed in the Newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

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

LEASE

THIS AGREEMENT made the _____ day of _____.

BETWEEN:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

(hereinafter called the "District")

OF THE FIRST PART

AND:

Her Majesty the Queen in the Right of the Province BC
As represented by the Minister of Environment ("The Province")
2080A Labieux Road
Nanaimo, BC
V9T 6J9

(hereinafter called the "Lessee")

OF THE SECOND PART

W H E R E A S:

- A. The Regional District of Alberni-Clayoquot is the owner of the lands and premises in Regional District of Alberni-Clayoquot legally described as:

(the "Airport")
- B. The Lessee has requested and the District has agreed to grant a Lease of a portion of the Airport more particularly described herein.
- C. The District has provided a public acquisition opportunity and notice of its intention to dispose of an interest in the Premises in accordance with sections 285 and 286 of the *Local Government Act*.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the rents and agreements to be paid and performed by the Lessee, the parties hereto covenant and agree with each other as follows:

1. PREMISES

The District leases to the Lessee that portion of the Airport described as shown outlined on the sketch map attached to this agreement as Schedule "A" (the "Premises").

2. TERM

The term of this Lease shall be the period commencing on the 1st of May, 2020 and ending on the 30th of April, 2023.

3. USE

The Lessee shall use the Premises for the purpose of an office building and purposes directly related thereto and the Lessee shall not use the Premises for any other purpose without first obtaining the written consent of the District.

4. RENT

- a. The Lessee shall pay to the District rent of \$ 4,840.00 plus GST per year prior to May 1st of each year.
- b. In the second and subsequent year of the term the annual rent payable by the Lessee shall be the amount of the preceding year's rent increased annually by the percentage change in the British Columbia Consumer Price Index (CPI) of the preceding year, but in no event shall the annual rent of any year of the term be less than the rent of the preceding year.
- c. Late payments of Rent will bear interest at 2% per annum calculated monthly not in advance from the due date until paid.
- d. If the Lease is terminated for any cause whatsoever, no part of any Rent paid or payable in respect of the year in which the Lease is terminated shall be refundable.

THE LESSEE COVENANTS AND AGREES AS FOLLOWS:

5. RENT

5.1 to pay Rent;

6.0 TAXES

- 1.1.** to pay when due all taxes, rates, duties and assessments whatsoever, whether federal, municipal, provincial or otherwise, charged upon the Lessee or the District as a result of the Lessee's occupation of or use of the Premises;

7. UTILITIES

- 7.1.** to pay as they become due all water, sewer, garbage and other rates in respect of the Premises and charges for all gas, oil, telephone and electric power used on the Premises.

8. CONSTRUCTION

- 8.1.** to construct, at its sole cost, and subject to section 8.2, the buildings, structures and improvements described in the attached Schedule "B" (the "Improvements").
- 8.2.** that it will not construct nor alter the Improvements or any building, structure, or other improvement on the Premises unless, prior to any construction, it has obtained:
- (a) the District's approval in writing to the site plan, working drawings, plans, specifications, and exterior elevations;
 - (b) a building permit from the District authorizing the construction of the Improvements set out in the permit and the plans and specifications attached to it; and
 - (c) all required inspections,
- and all work shall be carried out at the cost of the Lessee;
- 8.3.** that:
- (a) the height of the Improvements constructed on the Premises shall conform to the requirements of the *Aeronautics Act* RSC 1985, C. A2, as amended from time to time, and all regulations and orders made pursuant to that Act;
 - (b) any Improvements constructed on the Premises shall have front setbacks of at least eight (8) metres, back setbacks of at least three (3) metres, and side setbacks of at least three (3) metres from the boundary of the Premises; and any Improvements constructed on the Premises shall be setback from any other Improvement by at least five (5) metres;

-
- (c) the sewage system installed to service the Premises (the "**Sewage System**") shall be connected to an authorized septic field at the Lessee's cost.

9. REPAIR AND MAINTENANCE

- 9.1.** that it will, at its sole cost and expense, repair and maintain the Premises and all Improvements, at all times to an excellent standard, reasonable wear and tear excepted;
- 9.2.** that it will provide receptacles for refuse and rubbish of all kinds, and remove such refuse and rubbish from the Premises at regular intervals and will not keep or leave any boxes, packing material or rubbish of any kind in or near the Premises or any passages connected with the same;
- 9.3.** that it will keep clean and free from any rubbish, ice, snow, and leaves, all walks, passages, yards and alleys on or adjacent to the Premises;
- 9.4.** that it will keep and leave whole and in good repair all water, gas, and electrical fixtures, glass, pipes, faucets, locks, fastenings, hinges, heating and cooling apparatus, in, on, or attached to the Premises;
- 9.5.** that at the expiration of the Term, the Lessee shall leave the Premises in good repair, reasonable wear and tear excepted;

10. DISTRICT'S RIGHT OF ENTRY

- 10.1.** that the District may during normal business hours, enter the Premises and view the state of repair and the Lessee shall repair according to any notice given by the District and if the Lessee fails to so repair, the District may, at its option, upon five (5) days prior written notice to the Lessee, repair such damage or injury in which case the Lessee shall reimburse the District for all costs and expenses of repair, plus an additional amount for administration and overhead, forthwith upon receipt by the Lessee of invoices therefor;
- 10.2.** that the District, its employees, servants, or agents shall, during normal business hours and only for the purposes contemplated by this Lease, have full and free access to any and every part of the Premises and the Improvements on twenty-four (24) hours' notice to the Lessee.

11. ASSIGN AND SUBLET

- 11.1.** that it will not assign nor sublet the Premises or any part of it without the prior written consent of the District; will not assign nor sublet, licence, sub-licence, Mortgage or grant any other right or interest in the Premises without prior written consent of the District, such consent not to be unreasonably withheld;

11.2. that the District's consent to assignment or subletting shall not release or relieve the Lessee from its obligations to perform all the terms, covenants and conditions that this Lease requires the Lessee to perform, and the Lessee shall pay the District's reasonable costs incurred in connection with the Lessee's request for consent under section 11.1;

12. NUISANCE

12.1. that it will not carry on nor allow to be carried on or done on the Premises anything that:

- (a) may be or become a nuisance to the District or the public,
- (b) increases the hazard of fire or liability of any kind, over and above activities which are usually carried out at an airport, or
- (c) invalidates any policy of insurance for the Premises.

13. COMPLIANCE WITH LAWS

13.1. that it will:

- (a) comply promptly at its own expense with all statutes, regulations bylaws and other legal requirements (collectively "**Laws**") of all federal, provincial, and local authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the District or the Lessee, and without limiting this subsection 13.1(a);
- (b) at all times during the term observe and comply with the provisions of the *Aeronautics Act*, RSC 1985 C A-2, as amended from time to time, and all regulations and orders made pursuant to that Act and all successor legislation and all rules and regulations by the Minister of Transport for Canada regarding the use of an airport or any portion thereof and all regulations pertaining to the Airport made by the District.

14. INSURANCE

14.1. that it will take out and maintain during the term of the Lease, a policy of comprehensive general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Premises or Airport by the Lessee in the amount of not less than Five Million Dollars (\$5,000,000) per single occurrence or such greater amount as the District may from time to time require, naming the District as an insured party thereto and shall provide the District with a certified copy of such policy or policies;

- 14.2. that all policies of insurance shall contain waiver of subrogation in favour of the District and cross liability, and severability of interest clauses, and shall require the insurer not to cancel, change or allow the insurance to lapse without first giving the District thirty (30) days' prior written notice;
- 14.3. that if the Lessee does not provide or maintain in force the insurance required by this Lease, the District may, in its sole discretion, either terminate this Lease immediately take out the necessary insurance and pay the necessary premium, and the premium amount shall be paid by the Lessee to the District as Additional Rent immediately upon demand; and
- 14.4. that the deductible for the insurance coverage shall be the sole responsibility of the Lessee to pay; if both the District and the Lessee claim to be indemnified under any insurance required by this Lease, the indemnity shall be applied first to the settlement of the claim of the District and the balance, if any, to the settlement of the claim of the Lessee;

15. INDEMNITY

- 15.1. that it will indemnify the District from and against all claims, including Worker's Compensation claims or charges, lawsuits, damages, losses, costs or expenses which the District may incur by reason of the use or occupation of the Premises by the Lessee or the carrying on upon the Premises of any activity in relation to the Lessee's use or occupation of the Premises and in respect of any loss, damage or injury sustained by the Lessee, or by any person while on the Premises for the purpose of doing business with the Lessee or otherwise dealing with the Lessee, or by reason of non-compliance by the Lessee with Laws or by reason of any defect in the Premises, including all costs and legal costs, taxed on a solicitor and client basis, and disbursements and this indemnity shall survive the expiry or sooner determination of this Lease;
- 15.2. that for the purpose of section 15.1 "Lessee" includes any assignee, sub-tenant, licensee, or sub-licensee of the Lessee;

16. BUILDERS' LIENS

- 16.1. that it will indemnify the District from and against all claims for liens for wages or materials or for damage to person or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Lessee may make or cause to be made on, in or to the Premises; and will allow the District to post and will keep posted on the Premises any notice that the District may desire to post under the provisions of the *Builders Lien Act*, and all successor legislation, as amended from time to time;

17. POSSESSION

17.1. that it will, at the expiration or sooner determination of this Lease peaceably surrender and give up possession of the Premises without notice from the District, and any right to notice to quit or vacate being hereby expressly waived by the Lessee despite any law or custom to the contrary;

18. CONDITION OF PREMISES

18.1. that the Lessee has with due diligence investigated and satisfied itself with respect to the condition of the Premises and its suitability for the uses permitted by this Lease, including without limitation with respect to its size, dimensions, state, condition, environmental condition or impact, presence or absence of any substances or conditions (whether hazardous or not), soil and water condition, usefulness, topography, legal access, services and zoning;

19. ENVIRONMENTAL

19.1. that for the purposes of section 19:

- (a) **“Contaminants”** means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls (**“PCBs”**), PCB-containing equipment or materials, pesticides, defoliants, fungi, including mould and spores arising from fungi, or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and
- (b) **“Environmental Laws”** means any statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, code of practice, and other lawful requirements of any government authority having jurisdiction over the Land now or hereafter in force relating in any way to the environment, environmental assessment, health, occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity;

19.2. Lessee’s Covenants and Indemnity

- (a) the Lessee covenants and agrees:
 - i. not to use or permit to be used all or any part of the Premises for the sale, storage, manufacture, handling, disposal, use, or any other dealing with any Contaminants, without the prior written consent of the District;

-
- ii. to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the use and occupancy of the Premises;
 - iii. to promptly provide to the District a copy of any environmental site investigation, assessment, audit, report or test results relating to the Premises conducted by or for the Lessee at any time;
 - iv. to waive the requirement, if any, for the District to provide a site profile for the Premises under the *Environmental Management Act* or any regulations under that Act;
 - v. to maintain all environmental site investigations, assessments, audits, reports, and test results relating to the Premises in strict confidence except as required by law, or to the Lessee's professional advisers and lenders on a need-to-know basis, or with the prior written consent of the District, which consent may not be unreasonably withheld;
 - vi. to promptly notify the District in writing of any release of a Contaminant or any other occurrence or condition at the Premises or any adjacent property that could contaminate the Premises or subject the District or the Lessee to any fines, penalties, orders, investigations, or proceedings under Environmental Laws;
 - vii. on the expiry or earlier termination of this Lease, or at any time if requested by the District or required by any government authority under Environmental Laws, to remove from the Premises all Contaminants, and to remediate by removal any contamination of the Premises or any adjacent property resulting from Contaminants, in either case, brought onto, used at, or released from the Premises by the Lessee or any person for whom it is in law responsible. The Lessee will perform these obligations promptly at its own cost and in accordance with Environmental Laws. The Lessee will provide to the District full information with respect to any remedial work performed under this subsection and will comply with the District's requirements with respect to such work. The Lessee will use a qualified environmental consultant approved by the District to perform the remediation and will obtain the written agreement of the consultant to the District relying on its report. The Lessee will, at its own cost, obtain such approvals and certificates from the BC Ministry of Environment and other applicable government authorities in respect of the remediation as are required under Environmental Laws or by the District, including without limitation, a certificate of compliance evidencing completion of the remediation satisfactory to the Ministry and the District. All such Contaminants

will remain the property of the Lessee, notwithstanding any rule of law or other provision of this Lease to the contrary and notwithstanding the degree of their affixation to the Premises; and

- viii. to indemnify the District and its shareholders, directors, officers, employees, agents, elected officials, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties and expenses whatsoever, (including any and all environmental or statutory liability for remediation, all legal and consultants' fees and expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:
 - A. any breach of or non-compliance with the provisions of section 19 by the Lessee; or
 - B. any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Premises or any act or omission of the Lessee or any person for whom it is in law responsible;

- (b) that the obligations of the Lessee under section 19 will survive the expiry or earlier termination of this Lease.

THE DISTRICT COVENANTS AND AGREES AS FOLLOWS:

20. QUIET ENJOYMENT

20.1. The District covenants with the Lessee for quiet enjoyment.

IT IS HEREBY MUTUALLY AGREED:

21. CONDITIONS PRECEDENT

21.1. that this Lease is subject to the following conditions precedent being satisfied:

- (a) each party providing to the other evidence that this Lease has been approved and authorized by the Lessee and District Board in accordance with all legal requirements; and
- (b) final registration in the Victoria Land Title Office of the Subdivision Plan.

21.2. the parties may approve the Lease after Approving Officer approval but prior to the final registration of the Subdivision Plan in the Land Title Office provided however that if the Subdivision Plan is not finally registered by [date] , the Lease will not come into effect.

22. MORTGAGE

22.1. that, for the purposes of this Lease:

(a) **“Mortgage”** means a mortgage or mortgages upon or in respect of and specifically charging the leasehold interest of the Lessee in the Premises and the Improvements or any part of them and includes any debenture or deed of trust and mortgage to secure any bonds or debentures issued under it, and any assignment of rents made to the Mortgagee as security; and

(b) **“Mortgagee”** means a mortgagee or mortgagees under a Mortgage;

22.2. that a Mortgagee under any Mortgage referred to in section 12.1 may enforce such Mortgage and acquire title to the leasehold estate in any lawful way and, by its representative or by a receiver, as the case may be, take possession of and manage the Premises, and upon foreclosure of such Mortgage may sell or assign the leasehold estate; and the purchaser or assignee of the leasehold estate will be liable to perform the obligations imposed upon the Lessee by this Lease only so long as such purchaser or assignee has ownership or possession of such leasehold estate;

22.3. that no re-entry, termination, acceptance of surrender, disclaimer, or forfeiture of this Lease by the District or by a receiver, interim receiver, receiver-manager, liquidator, custodian, or trustee will be valid against the Mortgagee who has executed and delivered to the District an agreement described in section 23.10 unless the District first has given to the Mortgagee notice of the default entitling the District to re-enter, terminate, or forfeit this Lease, specifying the nature of that default and stating the District’s intention to take such proceedings and requiring the Mortgagee:

(a) to cure the default specified in the notice within a period of 60 days from the date of receipt of that notice by the Mortgagee; or

(b) if the default is other than the failure to pay Rent or any other sums required to be paid to the District by any provisions of this Lease and if the default cannot reasonably be cured within such 60-day period, then to immediately commence to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default, and the District hereby grants the Mortgagee access to the Premises and the Improvements for that purpose;

22.4. that if the default is cured within the period specified, the Mortgagee will be entitled to become tenant of the Premises and Improvements for the balance of the Term remaining at the date of the notice of default or contingency, providing that the Mortgagee attorns as tenant to the District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains

tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee wishes to cure the default or contingency specified in the notice referred to in section 22.3, then the District agrees to permit the curing of the default or contingency specified in such notice and the assumption of the balance of the Term by that Mortgagee whose Mortgage ranks higher in priority; but if any Mortgagee has commenced a foreclosure action, the provisions of section 22.5 will apply.

- 22.5.** that if the Mortgagee commences foreclosure proceedings against the Lessee, whether or not the Lessee is in default of the performance of its covenants and agreements with the District under this Lease at the time such foreclosure proceedings are commenced, the District will not re-enter, terminate, or forfeit this Lease after the commencement of foreclosure proceedings on the ground of any default or contingency entitling the District to re-enter, terminate, or forfeit this Lease if the Mortgagee:
- (a) first gives notice to the District of the foreclosure proceedings;
 - (b) is actively prosecuting the foreclosure proceedings without undue delay;
 - (c) cures the default or contingency within a period of 60 days from the date of receipt of notice from the District specifying the nature of the default or contingency, or if the default or contingency is other than the failure to pay Rent or any other sums required to be paid to the District by any provision of this Lease and if such default or contingency cannot reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or contingency; and
 - (d) performs and observes all of the Lessee's covenants and agreements under this Lease and without undue delay diligently prosecutes to a conclusion the foreclosure proceedings commenced by the Mortgagee;
- 22.6.** that if the Mortgagee acquires title to the Lessee's interest in the Premises and the Improvements pursuant to the foreclosure proceedings, the Mortgagee will then become subrogated to the rights of the Lessee under this Lease, provided it attorns to the District as tenant and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term. If there is more than one Mortgage and more than one Mortgagee commences foreclosure proceedings, the right to cure any default or contingency granted by section 22.5 to a foreclosing Mortgagee will be granted to the Mortgagee whose Mortgage ranks higher in priority;
- 22.7.** that if this Lease becomes subject to termination or forfeiture pursuant to section 31.0 by reason of the bankruptcy or insolvency of the Lessee and the Mortgagee has filed with the District notice of Mortgage in favour of the Mortgagee, the District

will give to the Mortgagee notice of the bankruptcy or insolvency of the Lessee entitling the District to terminate or forfeit this Lease, and stating the District's intention to take such proceedings, and requiring the Mortgagee to cure any other default of the Lessee; and the Lessee's other default will be deemed to have been sufficiently cured if the Mortgagee:

- (a) commences foreclosure proceedings against the Lessee as more particularly set out in section 22.5;
- (b) takes possession and control of the Premises and the Improvements, or causes a receiver to be appointed, under the terms of the Mortgage or by a court of competent jurisdiction, who takes possession and control of the Premises and the Improvements, and the District hereby grants the Mortgagee or such receiver access to the Premises and the Improvements for that purpose;
- (c) cures every default within a period of 60 days from the date of receipt by the Mortgagee of the notice from the District of the bankruptcy or insolvency of the Lessee, or if such default or defaults are other than the failure to pay Rent or any other sums required to be paid to the District by any provision of this Lease and if such default or defaults cannot reasonably be cured within such 60-day period, immediately commences to cure the default and to diligently prosecute to conclusion all acts necessary to cure the default or defaults; and
- (d) attorns as tenant to the District and undertakes to be bound by and to perform the covenants and agreements of this Lease for so long as it remains tenant and has not assigned the balance of the Term;

for clarity, if there is more than one Mortgagee, the right to take possession and control to cure any default and to assume the Lease will be granted to the Mortgagee who wants to do so and whose mortgage ranks higher in priority;

- 22.8.** that any re-entry, termination, or forfeiture of this Lease made in accordance with the provisions of this Lease as against the Lessee will be valid and effectual against the Lessee even though made subject to the rights of any Mortgagee to cure any default of the Lessee and to continue as tenant under this Lease;
- 22.9.** that no entry upon the Premises or Improvements by the Mortgagee for the purpose of curing any default or defaults of the Lessee will release or impair the continuing obligations of the Lessee;
- 22.10.** that the obligations of the District under sections 22.3 to 22.9 are subject to the Mortgagee entering into an agreement in a form satisfactory to the District, whereby the Mortgagee covenants and agrees that if it acquires title to the Lessee's interest in this Lease, but only for so long as it holds such title, it will

perform and observe the covenants and agreements required of the Lessee to be performed and observed, if not performed or observed by the Lessee, whether or not the District has taken any steps to enforce performance or observance of any of the covenants and agreements in this Lease to be performed or observed by the Lessee;

23. MORTGAGE SUBJECT TO DISTRICT'S RIGHTS UNDER LEASE

23.1. that every Mortgage will be made expressly subject to the rights of the District under this Lease;

24. TERMINATION AND RE-ENTRY

24.1. that, subject to section 22.0, if the Lessee shall default in the performance of any of its obligations under this Lease and such default continues for fifteen (15) days following receipt of written notice from the District describing such default and indicating the District's intention to re-enter the Premises if such default is not remedied within fifteen (15) days, the District may terminate this Lease and re-enter the Premises and the rights of the Lessee with respect to the Premises shall lapse and be absolutely forfeited;

24.2. that either the District or the Lessee may terminate this Lease for any reason by giving not less than six (6) months' written notice to the other party;

24.3. that at the termination of this Lease, the Lessee shall remove from the Premises, all of its goods and chattels, including but not limited to, all aircraft, machinery, motors, vehicles, supplies, articles, materials, effects and things at any time brought or placed thereon or therein by the Lessee and shall also, to the satisfaction of the District repair any damage and injury occasioned to Premises by reason of such removal, and the Lessee shall not be entitled to any compensation for such removal or repair, and if the Lessee fails to remove the Lessee's goods and chattels, they shall, at the option of the District, become the property of the District and may be removed and disposed of by the District acting in its sole discretion;

24.4. that at the termination of this Lease, the District may require removal of the Improvements and any other building or structure, and if the Lessee fails to remove any Improvements, building or structure within thirty (30) days of the notice to remove, the Improvements, building or structure shall remain on the Premises without compensation to the Lessee therefore and they shall become the sole and exclusive property of the District;

25. OWNERSHIP OF IMPROVEMENTS

25.1. The District and the Lessee agree that the title to and ownership of the Improvements will at all times during the Term be vested in the Lessee,

notwithstanding any rule or law as to the immediate vesting of the title to and ownership of the Improvements in the District as owner of the freehold. The title to and ownership of, the Improvements will not pass to or become vested in the District until the expiration of the Term either by forfeiture, default, or lapse of time under the terms of this Lease, in which event the Improvements will become the absolute property of the District free of all encumbrances, but only in the circumstances described in section 24.4;

26. EFFECT OF WAIVER

26.1. that the District, by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of reentry upon breach of any covenants, conditions or agreements in it, does not waive its rights upon any subsequent breach of same or any other covenant, condition or agreement of this Lease;

27. DISTRESS

27.1. that if the District is entitled to levy distress against the goods and chattels of the Lessee, the District may use enough force reasonably necessary for the purpose and for gaining admittance to the Premises, and the Lessee releases the District from liability for any loss or damage sustained by the Lessee as a result;

28. HOLDING OVER

28.1. that if the Lessee holds over following the Term and the District accepts Rent, this Lease becomes a tenancy from month to month subject to those conditions in this Lease applicable to a tenancy from month to month;

29. DISTRICT'S PAYMENTS

29.1. that if the District incurs any damage, loss or expense or makes any payment for which the Lessee is liable under this Lease, then the District may add the cost or amount of the damage, loss, expense or payment to the Rent and may recover it as if it were Rent or additional Rent in arrears;

30. DISTRICT'S REPAIRS

30.1. that if the Lessee fails to repair or maintain the Premises in accordance with this Lease, the District, its agents, employees, or contractors may, upon four (4) business days' notice, enter the Premises and make the required repairs or do the required maintenance and recover the cost from the Lessee;

30.2. that in making the repairs or doing the maintenance, the District may bring and leave upon the Premises all necessary materials, tools, and equipment, and the District will not be liable to the Lessee for any inconvenience, annoyance, loss of

business or injury suffered by the Lessee by reason of the District effecting the said repairs or maintenance;

31. INSOLVENCY

31.1. that subject to section 22.0, if:

- (a) the Term or any of the goods, chattels or Improvements on the Premises are at any time seized or taken in execution or attachment by any creditor of the Lessee or under a security agreement;
- (b) a writ of execution is issued against the goods, chattels or Improvements of the Lessee;
- (c) the Lessee makes any assignment for the benefit of creditors; or
- (d) the Premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days, or is used by any person or persons for any other purpose than permitted in this Lease without the written consent of the District;

the Term shall, at the option of the District, immediately become forfeited and the then current Rent and the Rent for the year next following shall immediately become due and payable as liquidated damages to the District, and the District may re-enter and repossess the Premises despite any other provision of this Lease.

32. REMOVAL OF GOODS

32.1. that if the Lessee removes its goods and chattels from the Premises, the District may follow them for thirty (30) days;

33. TIME

33.1. that time is of the essence in this Lease

34. NOTICES

34.1. that any notice required to be given under this Lease shall be deemed to be sufficiently given:

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

if to the District:
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

if to the Lessee:

or at such other address each party may from time to time designate, then the notice shall be deemed to have been received seven (7) business days after the time and date of mailing. If, at the time of mailing of the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow down, lock out or other labour dispute, then the notice may only be given by actual delivery of it.

35. NET LEASE

- 35.1.** that this Lease shall be a complete carefree net lease to the District as applicable to the Premises and the District shall not be responsible during the Term for any cost, charges, expenses or outlays of any nature whatsoever in respect of the Premises or the contents thereof except those mentioned in this Lease;

36. FITNESS OF PREMISES

- 36.1.** that the District has made no representations or warranties as to the condition, fitness or nature of the Premises and by executing this Lease, the Lessee releases the District from any and all claims which the Lessee now has or may in future have in that respect;

37. DISPUTE RESOLUTION

- 37.1.** any dispute arising between the Regional District and the Lessee as to any matter, question or determination arising or required to be made under this Lease, shall immediately be referred for mediation to an arbitrator agreed upon by the District and the Lessee, and in the event that the parties cannot agree upon a mediator, then the question shall be referred to the arbitration before a single arbitrator under the *Arbitration Act* (British Columbia), or any other statute of similar effect being in force in British Columbia and the decision of such arbitrator shall be final and binding upon the parties. The costs of arbitration shall be allocated between the parties as the arbitrator may direct;

38. INTERPRETATION

- 38.1. that when the singular or neuter are used in this Lease they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
- 38.2. that the headings to the sections in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or any provision of it;
- 38.3. that all provisions of this Lease are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;
- 38.4. that unless expressly stated otherwise, any reference in this Lease to a requirement for the consent or permission of the District is deemed to be a reference to the consent or permission of the District granted or withheld in the District's sole, arbitrary and unfettered discretion.

39. TIME

- 39.1. Time is of the essence of this Lease.

40. ENTIRE AGREEMENT

- 40.1. This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

41. BINDING EFFECT

- 41.1. this Lease shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;

42. APPLICABLE LAW

- 42.1. that this Lease shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

43. AMENDMENT

- 43.1. that the parties hereto may by agreement amend the terms of this Lease, such amendment to be evidenced in writing and executed by both parties.

44. REGISTRATION

44.1. that despite section 5 of the *Property Law Act*, the District is not obligated to deliver this Lease to the Lessee in registrable form. The Lessee may, at its own expense, present to the District for execution an instrument rendering this Lease registrable and register the same.

IN WITNESS WHEREOF the parties have signed and sealed this agreement on the _____ day of _____, _____.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

by its authorized signatories:

Chairperson

Chief Administrative Officer

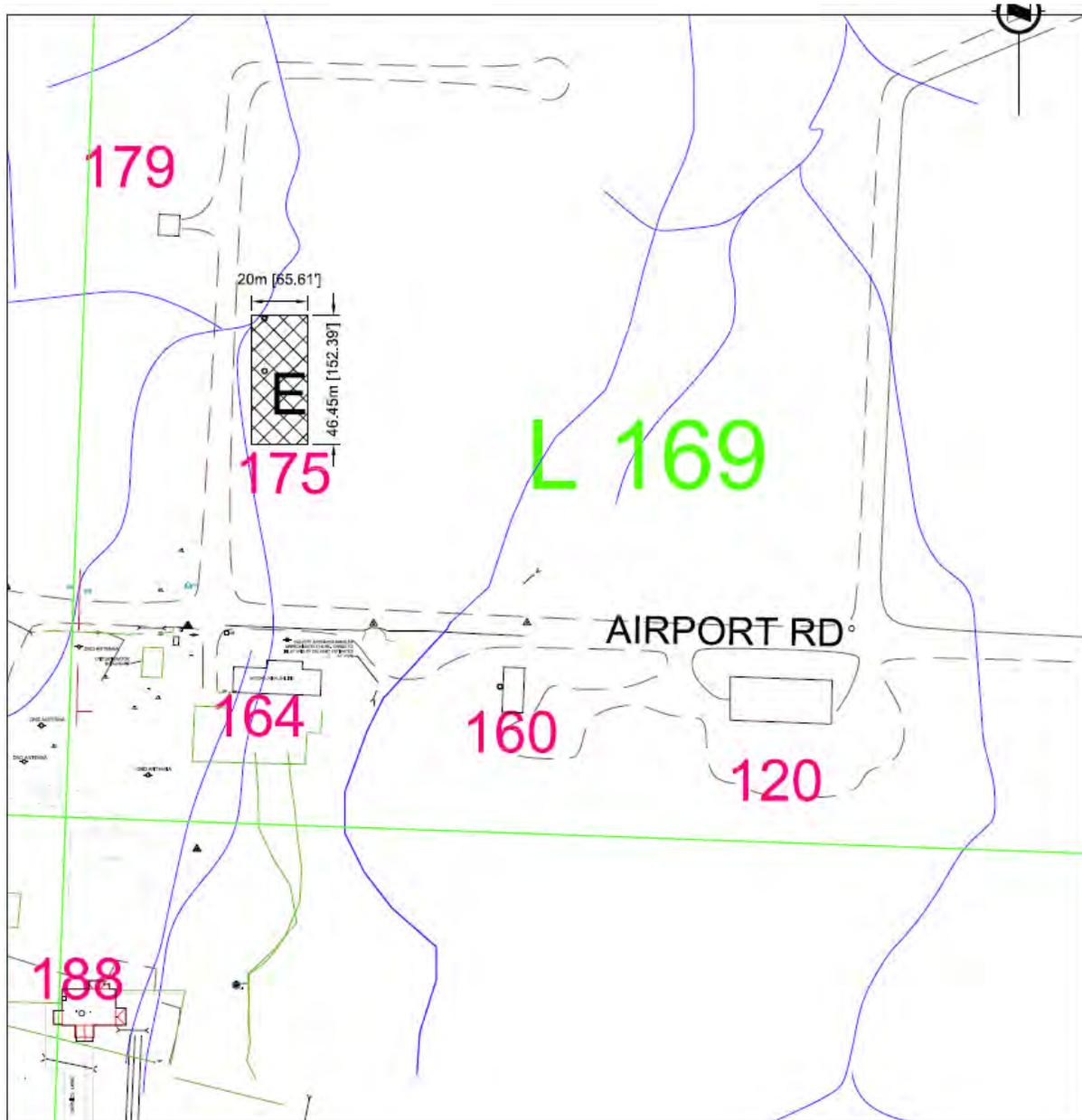
Province of British Columbia
by its authorized signatory(ies)

Name:

Name:

SCHEDULE "A" THE PREMISES

The Premises are a portion of the Airport Lands (Lot E) 175 Airport Rd. comprised of approximately 10,000 square feet as shown on the Schedule A Plan below.



 Lease Area



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





REQUEST FOR DECISION

To: ACRD Board of Directors

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

Meeting Date: March 11, 2020

Subject: Cascadia Air Support Letter Request

Recommendation:

THAT the ACRD Board of Directors direct staff to draft a letter to Cascadia Air supporting their proposal to bring scheduled air service to the Long Beach Airport; subject to Transport Canada authorization and execution of a formal agreement with the ACRD.

Desired Outcome:

That additional scheduled air service be approved for the Long Beach Airport.

Background:

At the March 3, 2020 West Coast Committee (WCC) meeting ACRD staff recommended supporting the proposal from Cascadia Air to bring scheduled air service to the Long Beach Airport; subject to Transport Canada authorization and execution of a formal agreement with the ACRD. Upon review of the attached report, the WCC supported the recommendation for staff to draft a letter of support.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: West Coast Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: March 4, 2020
Subject: Cascadia Air Support Letter Request

Recommendation:

THAT the West Coast Committee recommends that the ACRD Board of Directors direct staff to draft a letter to Cascadia Air supporting their proposal to bring scheduled air service to the Long Beach Airport; subject to Transport Canada authorization and execution of a formal agreement with the ACRD.

Desired Outcome:

That additional scheduled air service be approved for the Long Beach Airport.

Background:

The ACRD Airport Manager recently received the attached information from Cascadia Air (CA). In summary, Cascadia Air is looking to launch a new Vancouver Island air taxi service between Victoria and Port Hardy with accessible stops in-between. Cascadia Air is specifically requesting a letter from the ACRD supporting the concept of Cascadia Air providing scheduled air service to the Long Beach Airport. Cascadia Air would submit the ACRD support letter to Transport Canada with their application to add the Long Beach Airport as a scheduled point of service on AOC 7732.

ACRD staff have no prior history with Cascadia Air. However, adding scheduled air service to the LBA can result in numerous benefits. Entering into an agreement with Cascadia Air would help increase operating revenues in order to help recover costs. This would also help contribute to local tourism through increased visitors to the area. As such, staff are recommending that the ACRD Board of Directors direct staff to draft a letter to Cascadia Air supporting their initiative to deliver air service to the Long Beach Airport. Execution of an agreement between the ACRD and Cascadia Air would follow if Transport Canada authorizes the application and the LBA is able to accommodate their operational requirements.

Time Requirements – Staff & Elected Officials:

A small amount of staff time will be required to draft the letter of support and possibly move forward with next steps.

Financial & Policy or Legislation:

None at this time but if this initiative does progress to an agreement between the ACRD and Cascadia Air then the current LBA landing fees bylaw will apply. It is too early to estimate how much revenue this new service could generate.

Options Considered:

Invite Cascadia Air to be a delegation at the next West Coast Committee meeting to learn more about their business plan and their initiative to operate out of LBA.



Submitted by:

Rob Williams, MSc, General Manager of Environmental Services



Approved by:

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



Cascadia Northern Air Inc.

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

Dear ACRD,

Cascadia Air is formally requesting an authorisation letter from the ACRD to provide Scheduled Air Services from CYAZ Tofino Airport. This authorisation letter would then be forwarded to Transport Canada with application for adding Tofino as a Scheduled point of service on AOC 7732.

Realising our unique model, this letter is for operational approval at the "Scheduled" level of air transportation service and in no way implies any contract with the ACRD.

Any actual use of the Tofino CYAZ airport for scheduled service would be subject to further discussions and contracts as applicable to the processes in place.

Thank you for your consideration and please forward any questions to myself.

Regards,

Jeremy Barrett
Chief Operations Officer / Chief Pilot
Cascadia Northern Air Inc.
587.877.0911 cell
800.818.6099 main

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

Dear ACRD,

Cascadia Air is a 703 Air Taxi based in Campbell River BC. We are embarking on a new revolution in the aviation industry and we are hoping that the ACRD will be a part of this amazing transformation of air travel as we know it.

As a “hybrid” Scheduled airline and Charter company, we are offering an on demand flight system never seen before in aviation. Our initial launch will cover Vancouver Island and the Sunshine Coast and will allow passengers a unique way of booking and travelling in the most cost effective way while bringing economic development and prosperity to the regions we will provide service to with our Sky Routes™.

Our Island operations from Victoria International to Port Hardy and all accessible airports in between along with other partnerships has a huge economic potential for both the local residents and tourism industry.

Cascadia Air wishes to meet with your board to present our unique business plan and show you how our company will positively affect the entire regions of Tofino, Port Alberni and beyond.

Please consider our applications and forward any questions to myself.

Thank you so much,

Jeremy Barrett
Chief Operations Officer / Chief Pilot
Cascadia Northern Air Inc.
587.877.0911 cell
800.818.6099 main



REQUEST FOR DECISION

To: ACRD Board of Directors

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

Meeting Date: March 11, 2020

Subject: Porsche Club Request to Use Long Beach Airport for Event

Recommendation:

THAT the ACRD Board of Directors approve the Vancouver Island Region of the Porsche Club of America request to host their annual driver education and charitable fundraising event at the Long Beach Airport to be held May 14th to 17th, 2020 for a rental fee of \$1,000.

Desired Outcome:

That the Vancouver Island Region of the Porsche Club of America be permitted to host part of their annual event at the Long Beach Airport (LBA) and provide fundraising opportunities to West Coast charitable organizations supporting the activities of the multi region, Black Rock, Porsche Club of America event.

Background:

At the March 3, 2020 West Coast Committee (WCC) meeting the attached RFD was submitted requesting that the Vancouver Island Region of the Porsche Club of America host their annual driver education and charitable fundraising event at the LBA. Upon review of the attached report, the WCC supported the recommendation that the ACRD Board of Directors approve the request.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: West Coast Committee
From: Rob Williams, General Manager of Environmental Services
Meeting Date: March 4, 2020
Subject: Porsche Club Request to Use Long Beach Airport for Event

Recommendation:

THAT the West Coast Committee recommends that the ACRD Board of Directors approve the Vancouver Island Region of the Porsche Club of America request to host their annual driver education and charitable fundraising event at the Long Beach Airport to be held May 14th to 17th, 2020 for a rental fee of \$1,000.

Desired Outcome:

That the Vancouver Island Region of the Porsche Club of America be permitted to host part of their annual event at the Long Beach Airport and provide fundraising opportunities to West Coast charitable organizations supporting the activities of the multi region, Black Rock, Porsche Club of America event.

Background:

The Vancouver Island Region of the Porsche Club of America (VIRPCA) has held 9 sports car events at the Long Beach Airport (LBA) since 2011. The event was initially spearheaded by Eric Russcher, past mayor of Ucluelet and Area Director for the ACRD with the objective of becoming an ongoing fundraiser for local charities on the West Coast.

The VIRPCA has submitted a request to return their event to the LBA in 2020. As in past years the event will include the use of Runway 16/34, Apron #2, Taxiways A, B and C at the LBA in order to accommodate driver training sessions and an autocross event. The event is scheduled to be held May 14 – 17th, 2020. These two activities are conducted using professional driver instructors and in coordination with the Ucluelet Volunteer Fire Brigade (UVFB) and local emergency services.

Other events that coincide with the main activities at the LBA include:

- Beach BBQ and fireworks;
- Pancake breakfast;
- Show and shine;
- Walking poker rally;
- Auction and banquet; and a
- Parade in Ucluelet.

The event activities help promote the area and encourage participants and their families to get out and explore all that the West Coast has to offer. The event is expected to draw upwards of 200 participants and spectators. Funds raised through the various activities help recover event costs and go to such charities as Cops for Cancer - Tour de Rock and the Ucluelet Volunteer Fire Brigade. In 2018, \$23,381 was donated to Tour de Rock and \$8,324 to the UVFB.

In previous years, the ACRD has entered a Licence of Use with the VIRPCA in order to host heir event at the LBA. Terms of the Licence have included regular legal clauses in order to protect the interests of the ACRD. The Licence specifically requires that the VIRPCA obtain comprehensive liability insurance for not less than \$1,000,000 covering the event for any related incident. There is also language in the licence providing for event clean up and maintenance/repairs that are the sole responsibility of the licensee. A limited amount of supplies and equipment will be required from LBA to support this event. This includes fuel consumption and wear and tear on the airport truck and sweeper.

A runway closure and barricades along with NOTAM (safety notice) will be required during the event to ensure air traffic are aware of the partial closure of the airfield for the event.

This event request should be considered in relation to the recent drag race event proposed for the Alberni Valley Regional Airport (AVRA). The main difference between the two events is the scope and scale of event activities; or that the AVRA event was going to close the airport down for an entire weekend and require significant maintenance and repairs to the airport runway after the event. Whereas the LBA proposed event can operate without much impact on airport operations considering they are only use taxiways and a main runway for a short period of time. There is a much smaller impact and risk to airport infrastructure with the Porsche event.

Time Requirements – Staff & Elected Officials:

A small amount of staff time will be required to execute the License of Use. The Airport Manager will work with the VIRPCA prior to the event and will volunteer his time during the event in order to ensure airport safety.

Financial:

In past years the ACRD has not required the VIRPCA to pay a rent amount for the use of the LBA facility. However, staff are recommending that a rent fee be considered as part of this request considering the long-term operational and infrastructure costs for the airport. Charging a rental amount would also be consistent with past approved drag race events at AVRA.

Staff are recommending that a nominal rent fee of \$1,000 be charged to the VIRPCA for hosting their event at the LBA to assist with recovery of costs for LBA equipment and materials being used during and after the event.

Options Considered:

Not proceed with processing this request and defer until the LBA land-use plan has been further discussed and or implemented.

Submitted by: 

Rob Williams, MSc, General Manager of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Tricia Bryant, CPA, CGA, Asset Management Coordinator
West Coast Committee

Meeting Date: March 11, 2020

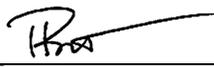
Subject: Long Beach Airport Asset Management Plan Version 1

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors adopt the Long Beach Airport Asset Management Plan Version 1.

Summary:

The attached report and Long Beach Airport Asset Management Plan Version 1 was presented by the Asset Management Coordinator to the West Coast Committee on March 4, 2020. The Committee agreed with the recommendation for the Board of Directors to adopt the plan.

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

Reviewed by: 
 Teri Fong, CPA, CGA, Chief Financial Officer

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



REQUEST FOR DECISION

To: West Coast Committee

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

Meeting Date: January 29, 2020

Subject: Long Beach Airport Asset Management Plan

Recommendation:

That the West Coast Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Long Beach Airport Asset Management Plan Version 1.

Desired Outcome:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopts the Long Beach Airport (LBA) Asset Management Plan (the Plan) to guide decision-making and facilitate sustainable service delivery.

Summary:

The Long Beach Airport Asset Management Plan is the fourth plan created by the ACRD and was created with the assistance of previous site studies, the Airport Superintendent and staff. The purpose of the Plan is to better guide the Board, management and staff in decision-making and sustainable service delivery. It is also a communication tool for public awareness. The Plan has already provided significant value by gathering data from various departments to identify areas and projects that are priority in the budgeting and long-term financial planning process. In order to make relevant and reliable long-term financial plans, Asset Management Plans are a necessity. The Plan is a key tool to become more proactive than reactive. Prior to the Plan's creation, an Asset Registry was created in which component valuations and approximate expiration dates are used to calculate required annual financial contribution from tax requisition in order to maintain desired levels of service. It can also be used to identify necessary adjustments to user rates. This version of the Plan will be dated with the date of adoption.

Asset Management Plans identify any financial gaps that potentially could be filled with grants or require other funding sources such as taxation. Asset Management Plans are now a requirement for grant applications as well as accurate and reliable long-term financial plans.

The ACRD Asset Management Policy has been included for reference.

Time Requirements – Staff & Elected Officials:

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

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ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Long Beach Airport

Asset Management Plan

Version 1



DATE OF ADOPTION: TBD



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1 EXECUTIVE SUMMARY

1.1 Purpose of the Plan

The Long Beach Airport (LBA) Asset Management Plan (AMP) is part of the ACRD Asset Management Program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically and environmentally responsible manner, while providing the Level of Service (LOS) agreed upon by the Board, Transport Canada and Island Health.

1.2 Asset Description

The LBA assets include:

- Aprons
- Taxiways
- Runways
- Terminal building and out-buildings
- Fencing
- Various technical and runway equipment
- Specialized heavy equipment
- Water system, wastewater systems and culverts
- Parking lot & Airport Road
- Golf course

1.3 Levels of Service

The present funding levels are insufficient to continue to provide the existing services at current levels of service in the medium-term. The main service consequences will be inability to accommodate leasehold tenants, a decline in water quality or loss of service and failing infrastructure used in daily applications.

As with much of Canada's airport infrastructure, the LBA was obtained from Transport Canada after World War II to be used for public transportation.

1.4 Future Demand

The main demands for new services are created by:

- Population growth
- Tourism
- Changes in demographics
- Climate change
- Board of Directors and user level of service expectations
- Transport Canada regulations
- Island Health regulations for water
- Potential historical WWII preservation



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

1.5 Lifecycle Management Plan

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

The Asset Management Coordinator has created the LBA AMP with the assistance of consulting firm reports, airport staff and management. Asset Management systems will continue to be maintained once this position expires by ACRD staff. Estimated service life (ESL) and replacement cost of the infrastructure were determined using internal policies and industry standards. Management staff provided risk assessments and goals.



1.6 Financial Summary

The LBA has a total current replacement value of \$47.9 million in 2020 dollars. With an estimated inflation rate of 1.5%, estimated future replacement costs are \$54.7 million for current infrastructure at the end of the components estimated service life. The 2016 Census data shows the West Coast population has grown by approximately 1.32% each year since 2011. Tourism has also increased each year; it's estimated that Tofino hosted 600,000 visitors in 2018 with 5.4% choosing to fly directly to Tofino (Tourism Tofino); between 2005 and 2015, revenue from room stays increased by 21.1% (Destination BC). It is assumed that requests for air travel will continue to increase along with tourism.



In 2019, the Tofino, Ucluelet and Long Beach areas had a total assessed value of \$1.867 billion and the summarized financial plan for LBA was as follows:

2019 Long Beach Airport Financial Plan		Amount
Operating Expenses		\$526,712
Contribution to Reserves from Operating		\$250,000
Conditional Grants		\$5,662,045
Total Long Beach Airport 2019 Expenditures		\$6,438,757

In 2019, the anticipated revenues for the LBA service were approximately \$200,000, the surplus used from prior years was approximately \$164,000 and the resulting tax requisition was \$375,916. The 2019 tax requisition resulted in a converted residential tax rate of \$0.153.

Staff continue to look for other sources of revenue for LBA such as user fees and lease revenues; however, for the purposes of this plan only tax requisition was considered as a future revenue source. Any future additional revenues collected will offset the recommended contribution rates included in this AMP.

Due to the current age and condition of the assets, the infrastructure gap for 2020 is \$30.7 million. In addition to this immediate funding gap, annual contributions of \$1.03 million is required to fully fund LBA’s capital. In reality, renewal of system components will occur in cycles based on asset life, completion of major improvements and according to their condition and use. Many of the assets were created during World War II for the Royal Canadian Air Force and have well exceeded their expected useful lives. Included in the future estimates is the cost of resurfacing runways, aprons and taxiways originally installed 76 years ago as well as removing or decommissioning some of these assets that do not directly serve the airport.

A significant capital renewal project occurred in 2019 for the resurfacing of Apron III and associated taxiways with an investment of \$5.4 million funded through the Airports Capital Assistance Program (ACAP). Also in 2019, funding was secured through the BC Airports Assistance Program (BCAAP) of \$67,405 for an infrastructure project to promote passenger safety for travel between the terminal and runways.

It is suggested that the removal, decommissioning or restoration of WWII assets be prioritised from a safety perspective with removal cost estimates for critical infrastructure totalling approximately \$306,000 for the bunkers, Letchford home, communications and generator buildings; restoration could be considered but the costs are expected to be substantially higher. Parks Canada currently leases two large WWII buildings for storage and a workshop; extensive exterior renovations are required on both buildings. Due to the hazardous materials used in the finishing of the buildings in the 1940s, professional services will need to be commissioned to safely dispose of any removed material. Complete building removal costs are estimated at approximately \$160,000 per building if renovation and rejuvenation is



not pursued. Both buildings currently need new roofs, siding, windows and gutters in addition to the dry rot removal required in the storage building.

Parks Canada Storage Building



Due to historical significance, if the removal of the buildings was not favoured, buildings should be remediated to showcase their significance to Canadian heritage. There are options available to apply to have the site deemed a Heritage Place with Parks Canada which could offer funding opportunities. While the airport isn't currently a tourist destination for historical reasons, there has been expressed interest in maintaining or restoring the remaining war-era structures.

1.7 Asset Management Practices

Assets are managed using a combination of Microsoft Office, Vadim, AutoCAD and TRACR II AIM. Registries and AMPs will be reviewed and updated on an annual basis prior to the release of the following version.

1.8 Monitoring and Improvement Program

At the end of this AMP there will be an Improvement Plan intended to improve Asset Management practices within LBA and the Asset Management Program as a whole. Generally included in Improvement Plans are suggested changes or additions to documented inspections and condition assessments, monitoring of asset-specific operational and maintenance procedures and assigning present risks a numerical rating in order to measure mitigation success.



2 INTRODUCTION

2.1 Background

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

The ACRD AM Program follows the advice of the Asset Management BC Framework (AMBC); Plans are designed to be living documents that change with the organization to reflect progress made while continuously striving for sustainable service delivery. Consideration of community priorities and an understanding of trade-offs between resources and desired services is the foundation of sound AM practices. The AMBC Roadmap guides organizations through basic, intermediate and advanced Asset Management Practices. It is the goal of the ACRD to achieve a basic to intermediate level of understanding.

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

- Annual strategic priorities and Land Use Plans
- Short term and long term financial plans
- Policies and bylaws
- Grant applications and funding

Asset Management Plans are designed for several reasons; first, to guide Management and the Board in planning and decision-making; second, to aid in the creation of short-term and long-term financial plans as well as operational plans; and last, to spark community engagement for the service.

As the ACRD moves through the AM implementation process, knowledge and understanding of the AM program increases and it is expected that this plan evolve further, solidifying assumptions made and filling in any present information gaps where further research or information is required.

2.2 Asset Inventory

The LBA consists of many components including:

- 3 Runways
- 8 Taxiways
- 3 Aprons
- Several out-buildings
- 3 septic fields
- 8 culverts
- Lighting and technical systems
- Terminal building
- Fencing
- Specialized heavy machinery
- Water system
- Parking lot & Airport Road



Current replacement costs were estimated by the Property Maintenance Coordinator, Asset Management Coordinator and Airport Superintendent using unit costs from industry standards, previous works performed and in-house Marshall & Swift Valuation Service. Unit costs include all installation and estimated remediation activities. Remaining useful life estimates were based on installation dates and expected service life provided by the Airport staff based on knowledge and experience.



There are currently approximately 3,355 meters of fencing surrounding and within the LBA property in varying conditions, including Animal Control fencing, aged Transport Canada fencing and newer chain-link fencing installed by the ACRD. According to the Airport Superintendent, there is much more fencing required to meet Transport Canada standards. Approximately 10,000 meters of fencing will need to be added to become compliant with Transport Canada regulations at a current estimated cost of \$275,000. This cost is not included in the current fencing inventory but is accounted for in the annual contribution requirements.

Originally built with concrete, the runway, apron and taxiway surfaces have proven to last in the West Coast climate but resurfacing with concrete is not financially feasible. The LBA uses asphalt for complete resurfacing on top of the concrete base and will only use concrete for individual panel replacement as a renewal project.

Current leaseholders are required to remove buildings upon cessation of the lease; however, situations may arise that prevent removal. The ACRD acquired the Letchford home after the leaseholder passed away and the estate failed to remove the building. As there are currently many buildings not owned by the LBA that are situated on LBA land, it is possible in the future that those buildings will fall under the ownership of the airport and will become part of any subsequent AM Plans. The leaseholder buildings that could potentially be acquired are of varying conditions and age and remediation or removal costs will be calculated at the time of acquisition and included in the long-term financial plan and recommended contribution levels.



Letchford Home



2.3 Levels of Service

Level of Service (LOS) can be defined as the service quality for a given activity or a commitment to carry out a given action in response to an event or asset condition. LOS is broken into two categories:

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

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

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

The current and expected Levels of Service detailed in Tables 2.1 and 2.2 shows the expected levels of service based on resource levels in the current financial plan. Organizational measures are measures of fact related to the service delivery outcome.



Table 2.1 - Customer Level of Service Objectives

Values	Expectation	Measure	Current Performance	Desired Performance
Quality	Safe and accessible airport facilities including water and wastewater	Number of customer complaints relating to safety and efficiency	Numerous complaints about Airport Road quality	No complaints related to safety at facilities
		Water quality samples meet or exceed Island Health and Canadian Guidelines for drinking water quality	All water samples meet VIHA requirements	No complaints related to water quality or wastewater systems
Function	Airport facilities meet users' needs without interruption of services	Usage of facility including capacity and related infrastructure interruptions or failures	Complaints received during power outages resulting in a loss of water, lighting and phone services	Facilities manage capacity through scheduling to accommodate air traffic needs; or, expansion to facilities and related infrastructure if required Backup power source for outages
Capacity and Use	Adequate parking and terminal space at all times	Number of service complaints related to capacity or restriction of flights relating to capacity	Overflow parking lot has temporarily relieved congestion but traffic flow realignment is required to optimize the current space and traffic patterns	Aircraft and vehicle parking is adequate and functional for all users of the airport All parking congestion is eliminated





Table 2.2 - Technical Levels of Service

Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
Operations 2019 Budget: \$181,000	Airport Road and airside surfaces are kept clear and accessible	Regular runway, apron and taxiway inspections, obstacles removed	Daily inspections performed as part of Transport Canada regulations (limited winter maintenance)	No interruptions to service due to unclear surfaces
	Access to clean, safe water	Monitor water system, quality and testing required by VIHA	Water quality and potability samples meet VIHA standards	Water quality and potability samples meet VIHA standards
Maintenance 2019 Budget: \$24,000	Airport equipment and facilities are maintained to meet Transport Canada regulations	No interruption of services due to maintenance	Rehabilitation of Apron III and associated taxiways causing interruptions Maintenance equipment designed to keep surfaces usable in winter conditions	Assets are inspected and maintained in a timely manner to not cause interruptions to service
	Water and wastewater access are without interruption	Regular water maintenance procedures occur as needed (flushing, repairs, assessments)	Flushing every 2 weeks, inspections every 2 days	Water and wastewater repairs continue to be proactive and repairs and maintenance occur as required
Renewal 2019 Budget: \$5,604,640 (including grant funds)	Critical infrastructure is replaced when quality falls below accepted levels	Useful life of airport infrastructure increases over time as renewals are performed. Renewal needs identified by staff	Budgetary constraints do not allow for necessary repairs or replacement outside of grant funded opportunities	Repairs, replacements or renewals are adequately budgeted and occur as needed to avoid failures
Upgrade/ New 2019 Budget: \$410,140 (including grant funds)	Assets are upgraded to accommodate increased capacity and use as air transportation grows	Number of requests for additional flights in and out of airport, number of parking spaces available at busy periods, requests for airport to accommodate larger aircraft	Requests for direct flights to Victoria with larger aircraft Requests for upgraded approach technology Terminal can be over capacity at peak times Requests for transit, accommodations Wastewater infrastructure is old and insufficient Water distribution system not adequate for fire flows	As flight traffic increases, expansions are considered and executed as needed to accommodate passengers and aircrafts to avoid terminal capacity issues Wastewater systems are replaced with upgraded larger systems Water system is upgraded for fire flows



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

Transport Canada also provides regulations for airports and aerodromes to which LBA must conform. Airports must have a safety management system in place and comply with airport safety standards and security requirements. More specifically, Part III of the Canadian Aviation Regulations outlines the following topics relevant to runways: thresholds and end coordinates, elevations, pavements, slopes, taxiways, obstacles, wind indicators, markings, lighting, signs and maintenance.

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

2.4 Emergency Preparedness

The LBA maintains an updated Emergency Response Plan. Within this plan there is guidance designed for before, during and after any emergencies involving aircraft, structures and other events affecting the operation of the airport. The ACRD will review and update the Emergency Response Manual annually with a full scale exercise conducted every four years relating to a major aircraft incident and at minimum the assembly and deployment of emergency service organizations.

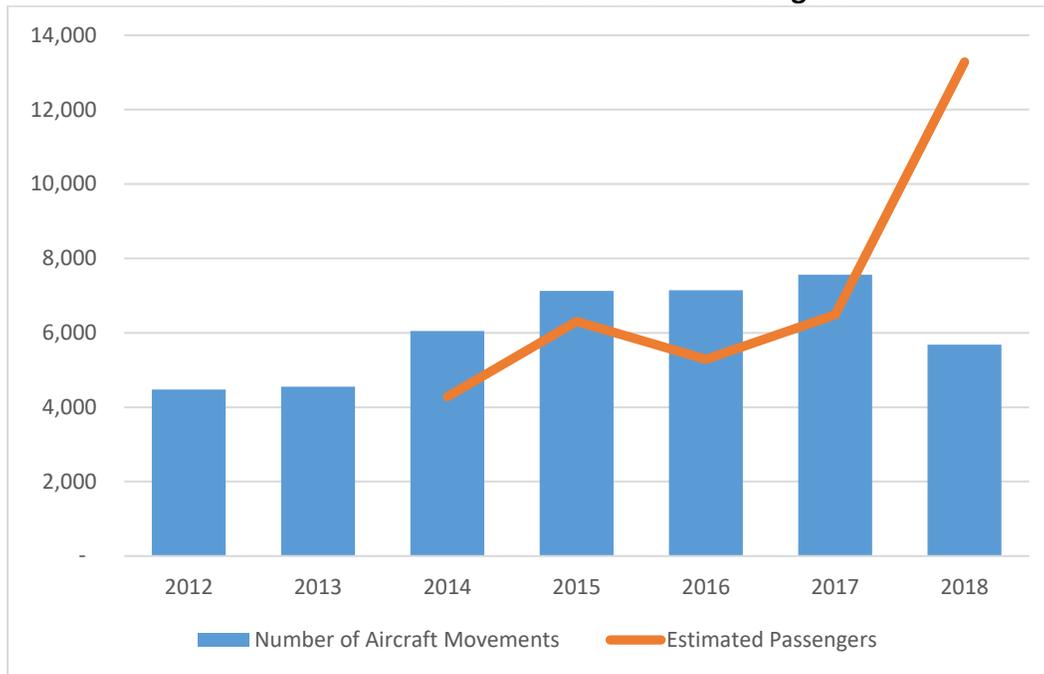
2.5 Traffic and Revenues

Airport traffic has increased with the rise in tourism in the area. Destination British Columbia states that between 2005 and 2015, revenue from room rentals in the area has increased by 21.1%, indicating the increase in tourists coming to the West Coast. During peak travel, the terminal building can be over capacity depending on flight times. It will be required in the near future to evaluate the current configuration of the terminal building and consider constructing a second storey into the current overhead space available.

Aircraft movements decreased in 2018, contrary to the above statement, due to a change over in airlines stationed in the terminal building and one of the main airlines trading in smaller aircrafts in favour of larger high-capacity aircrafts. The number of passengers was derived using the passenger fees each year. In year 2018, there was a doubling of aircraft passengers compared to 2017. Passenger travel for 2019 is expected to continue to increase with the recent changes but the final figure is not yet known. Overflow parking was installed to accommodate the increase in traffic as well as taxiway expansions for aircraft parking. While the vehicle parking lot is a suitable temporary solution, a traffic flow realignment will be required prior to the implementation of public transit along the West Coast. Table 2.3 shows the decrease in aircraft movements along with the large spike of passengers using the airport.



Table 2.3 – Aircraft Movements and Passengers



2.6 Required Improvements

The Airport Superintendent and airport staff perform daily checks of the runways, aprons and taxiways per Transport Canada regulations. When a surface is deteriorating beyond acceptable levels, the staff will apply for funding to have the surface remediated. In 2019, Apron III and associated taxiways were resurfaced through ACAP funding and passenger safety improvements were completed with BCAAP funding.

Current Parks Canada Storage Building – Previously WWII Structure

2019

1950s



While airport surfaces are maintained to adequate levels through available funding programs, much of the other non-airside infrastructure is failing and in need of repair or removal. The aged assets have



been in use for over 75 years and are the cause of current and future site-wide contamination via sewage, lead paint, asbestos and unfavourable water treatment methods.

3 CURRENT STATE OF LBA INFRASTRUCTURE

3.1 Inventory

Table 3.1 - Assets covered by this Plan

Asset Category	Quantity	2020 Replacement Value
Runways	3	22,164,000
Aprons	4	6,612,700
Taxiways	8	10,231,600
Buildings	12	2,934,200
Fencing	3,355 m	92,600
Lighting	1	1,464,000
Maintenance Equipment	3	766,900
Water Meters	9	4,800
Water Pipes	4,035 m	907,300
Water Treatment Equipment	1	173,000
Water Reservoir	1	849,100
Access Road & Parking Lots	3	1,257,100
Fire Hydrants	8	61,000
Septic Systems	4	142,100
TOTAL		\$47,660,400

Costs include labour, engineering, financial, and administration cost estimates.

3.2 Airport History

Prior to the airport being constructed, the LBA lands were used by the Tla-o-qui-aht First Nations people for daily activities including hunting local birds and deer, harvesting berries and gathering flora for medicine, basket making and other traditional activities. The southeastern corner of the airport lands were traditionally a canoe portage between Wickaninnish Beach and Grice Bay. To this day, the LBA offers cranberry picking opportunities on the land during early Fall every year.

Dating back to 1913, the airport lands had been held by the Province of BC in fee simple. In 1941, the land was expropriated from fee simple landholdings and construction began on the Royal Canadian Air Force Tofino Station during WWII after threat of enemy attack. The airport was built by Coast Construction Co. from Vancouver and it appears it was a functioning military airport until the 1950s. It became a public aerodrome in 1958 with Highway 4 opening the following year. Because of the initial use of the airport, many of the runways are made of concrete while the majority of other public airports construct their runways using asphalt. Originally constructed with more than 120 buildings, many



structures still remain from WWII including residences, workshop/storage buildings, a weather station, an ammunition blast wall, bunkers and several abandoned buildings of varying magnitude. In 1988, Don McGinnis Co. was contracted to demolish many of the buildings on site. Most of the remaining buildings are nearing or past their useful lives and need to be either remediated or removed.

RCAF Station Tofino



The airport was transferred to Transport Canada in 1945 after the war and transferred again to the ACRD in 2000 after Transport Canada opened negotiations to transfer the then-named Tofino Airport. While under ownership of Transport Canada, the Tla-o-qui-aht people had hoped to gain control of traditional airport lands before the transfer to the ACRD due to a number of deciding factors. Per a letter addressed to the ACRD in 2016, the Tla-o-qui-aht First Nation would like to be more intimately involved in any plans for development or other uses of the land. The ACRD has committed to meet and discuss this matter with Tla-o-qui-aht First Nation in order to find a path forward.



Tla-o-qui-aht First Nation Fishing circa 1940



There is an interest among tourists and local residents to explore the historical World War II significance of the Long Beach area. The Canso bomber that crashed in 1945 after leaving the airport is still a popular hiking destination that is reached by travelling an unofficial trail through Parks Canada land and venturing through an old WWII radio communications building. The Long Beach area was the site of the first alleged enemy strike during WWII with the shelling of the Estevan Point lighthouse by a Japanese submarine, highlighting the West Coast's importance in World War II history.

3.3 Site Contamination

It has been widely documented that underground at the airport, various war items are buried. As noted in the 1996 Beatty Franz Environmental Baseline Study Tofino Airport, drums of metal shavings and oil, vehicles, ammunition containing lead and sheen on standing water were noted. Previous sewage and other spill contamination on site has been identified and remediated by Transport Canada. Several sites have been marked as previous landfill sites used by both the army and local residents as recently as the 1960s. One public landfill location has been covered and since has had tree coverage; it was noted, however, that part of a vehicle was protruding from the earth. Without fully excavating the airport site, it's difficult to know how far-spread the contamination reaches and how this compromises the integrity of the earth above.

Several sites have soil contamination due to improper storage and disposal of chemicals and other hazardous materials. Transport Canada noted many of these instances of contamination and agreed to



remediate as necessary but it's entirely possible that further contamination, not noted in the Environmental Baseline Study from 1997 by Franz Environmental Inc., is on site and was not evident during the study. Dark soil contamination due to organic dump sites at Taxiway Foxtrot was discovered in recent years and required remediation with costs covered by Transport Canada. It has been mentioned that during the decommissioning of the airport, disposal of military equipment and supplies occurred in the quickest way possible in order to demobilize and move on to the next stages and locations post-war. Transport Canada will pay for the remediation of hydrocarbons but will not fund the remediation of organic deposit, such as ravines that were filled with stumps and other clear-cutting debris.

Organics Contamination at Taxiway Foxtrot



Wastewater and drainage infrastructure that was originally installed during WWII continues to be in use in leased hangar spaces and the Parks Canada buildings. Currently, drainage runoff and wastewater is diverted into old military tanks and later drained into nearby watercourses.

The airport water system uses brine to remove manganese and iron to treat the well water before it's distributed. During the treatment process, the used brine is disposed into a nearby fish-bearing stream before it is diverted towards Grice Bay. It is recommended that the ACRD find a safer and more ecologically-friendly method for water treatment and decommission the current brine method. If LBA



were to connect to an outside water system, only a distribution system would be required with possible rechlorination depending on saturation levels.

Brine Pollution leaving the LBA Pump House



As a part of the transfer agreement between Transport Canada and the ACRD, Transport Canada is obliged to address historical contaminated site issues that existed prior to the transfer in 2000. As previously noted, most of the historical WWII buildings contain toxins such as asbestos and lead. Lead paint was banned in Canada in 1960 and asbestos in 1979; this matter requires further investigation and discussion with the parties involved.

The Public Sector Accounting Board (PSAB) recently issued Asset Retirement Obligations, section PS 3280, and Liability for Contaminated Sites, section PS 3260. These sections state that if a public sector entity controls or has a legal obligation to retire an asset then there must be accountability for funding that activity. Best estimates for retirement costs must be included in financial statements and, as such, they must be included in the Asset Management Program. Due to the uncertainty of many of the buildings futures, whether they are to be restored for historical purposes, renovated to keep in use, removed, or left as-is due to funding constraints, disposal costs for aged infrastructure is included in cost estimates for the purpose of this AMP.



In regards to asbestos, the ACRD is obligated specifically under PSAB to financially account for the cost of disposal of asbestos. Even if disposal were postponed, the ACRD is not relieved of this obligation. As previously noted, Transport Canada has assumed responsibility for much of the on-site contamination that took place before the transfer of land to the ACRD. While it is uncertain whether costs will be covered by Transport Canada for future land remediation, there is currently contamination that needs to be remediated and that cost will need to be assumed by either Transport Canada or the ACRD.

As a part of disposal and decommissioning of infrastructure, it is likely the LBA historical assets will result in a substantial liability for site remediation, typically due to demolition, land restoration and contamination. The most important factor for consideration at this point is minimization of financial, environmental, and social costs. Due to the complexity and historical nature of the airport, careful consideration will need to take place for each piece of infrastructure as it is removed or restored.

Contamination liabilities that are the responsibility of the ACRD include: wastewater and drainage contamination from military septic systems currently in use in a leasehold hangar, Parks Canada building, and the caretaker house and the brine pollution from the water treatment facility.

3.4 Replacement Costs and Dates

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

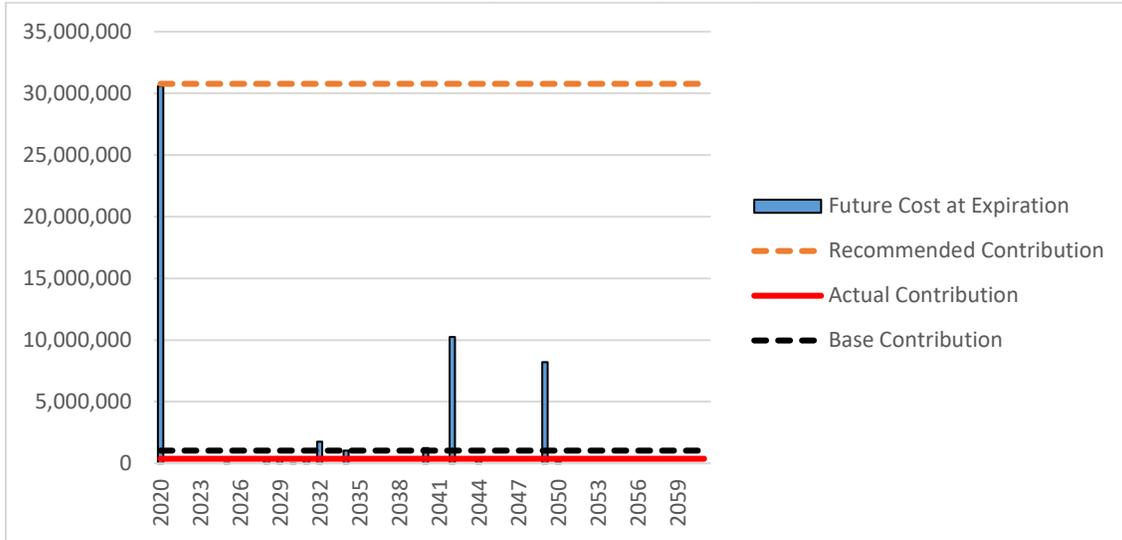
Renewals required in 2020 make up over \$30.7 million in replacements or disposals, stressing the need for a capital renewal plan now to meet future financial gaps. Collecting a residential tax rate of \$12.590 will bring reserve balances to an adequate level and fund the works needed, however, this amount is an extreme leap from the current \$0.153 collected and not financially feasible. Collecting \$12.398 as a residential tax rate will fund needed works over the next 20 years only but is still not affordable. The reserve balance for LBA was fully exhausted in 2019, leaving no extra funds for future use. If there were no upgrades required and reserve balances were adequate, a residential tax rate of only \$0.424 would need to be collected to maintain minimum funding; the present funding gap is due to the age and condition of the assets acquired and the low requisition amount collected each year. These numbers may not be realistic given the funding availability for airports. The ACRD has successfully applied for and received over \$11 million in grant funding in recent years for critical airport infrastructure. It should be noted that while this is a substantial amount of funding, the use of these funds is restricted to critical assets and can not be used for the restoration or removal of historical buildings on airport lands; as well, there is no guarantee that these funding programs will be available in the future or that grant applications will be successful.

Almost three quarters of the LBA assets are currently due for replacement, removal or repair. Table 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060. This includes replacement of surfaces such as runways, aprons and taxiways. For the purposes of this Plan, required contributions including and excluding surfaces are both detailed. In addition, decommissioning



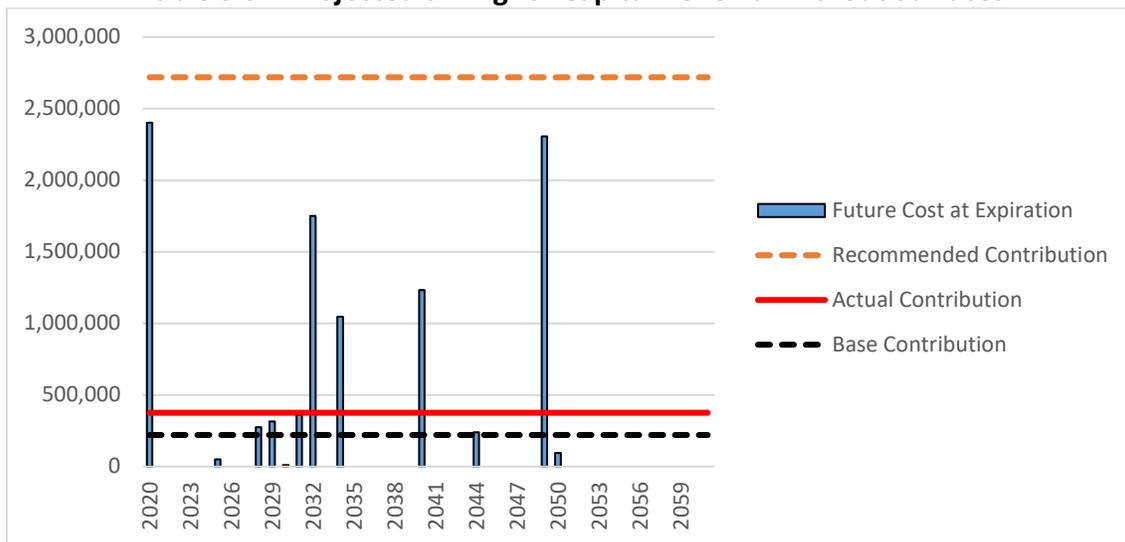
costs are included rather than remediation or renovation costs due to PSAB Asset Retirement Obligations.

Table 3.2 - Projected Timing for Capital Renewal



It is assumed that grant funding will continue to be available and used to replace runways, aprons and taxiways. If those assets are omitted from funding requirements, a residential tax rate of \$1.139 will be required to bring reserve balances to an adequate level and to fund needed projects. If there were no works required and reserve balance were adequate, a residential tax rate of \$0.090 would be needed to maintain minimum funding levels; unfortunately, the LBA is not in a position to achieve this level of financial security in the current state. Table 3.3 summarizes suggested infrastructure replacement dates and estimated costs for all assets excluding runways, aprons and taxiways.

Table 3.3 – Projected timing for Capital Renewal without Surfaces





The current tax requisition is not adequate to fund the much needed improvements at the airport and the longer an inadequate tax requisition is collected, the more the funding gap will continue to grow. Reserve balances have been fully exhausted this year and can not be replenished through grant funding. Annual contribution requirements will fluctuate each year depending on projects completed, assets nearing expiry or total requisition. For example, if there were to be no increase in requisition and no projects completed in 2020, the funding gap would grow by another \$518,000 by 2021.

Due to the remote nature of the West Coast, mobilization and demobilization costs are generally higher than other communities. Repairs are performed in an opportunistic and strategic method in order to reduce these costs. Repairs are due to be performed on crosswind runway 16-34 during the Apron II repairs but because this is not a primary runway, ACAP funding isn't available. The panel replacement will true the runway surface and improve drainage.

Runway repairs are typically done by panels if complete resurfacing isn't planned. Runway panels, originally constructed by the Department of National Defence, are generally 25 by 100 feet. Panel replacements include removal, compaction, pinning, laying new Portland concrete and sealant.

3.5 Condition Assessments

Regular assessments are done on all surfaces on a daily basis as a part of Transport Canada regulations. Condition assessments are not performed on other components at the airport such as buildings, water or wastewater infrastructure. In all other ACRD systems, a numerical overall condition assessment rating is given to assets based on their estimated service life remaining and current physical condition. Regular condition assessments on all non-surface assets are part of the improvement works outlined in this Plan. Based on estimated service life and condition assessment, 68% of the LBA assets assessed are in poor or very poor physical condition. According to the Airport Superintendent, the airfield surfaces are currently in moderate condition and repairs are performed as required in the most opportunistic manner.

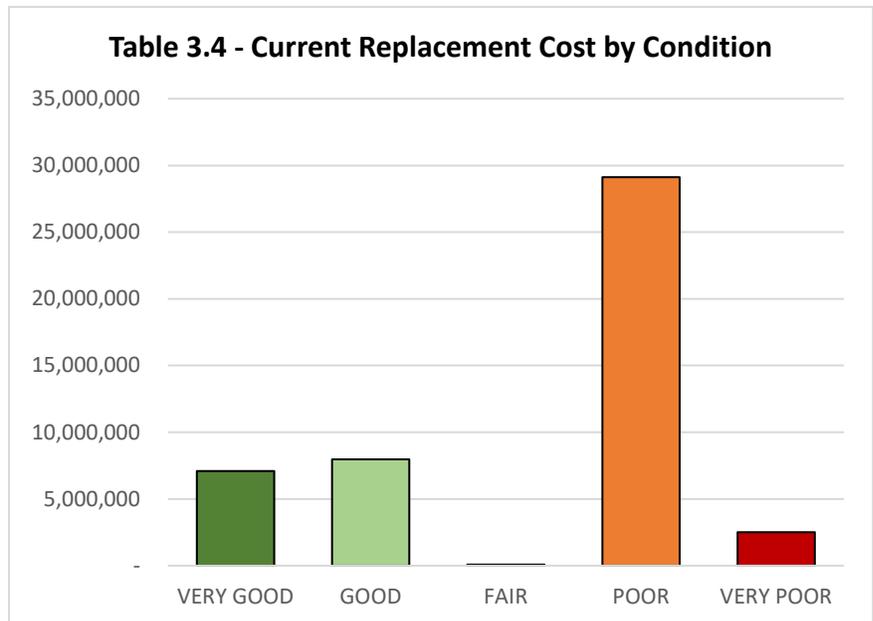


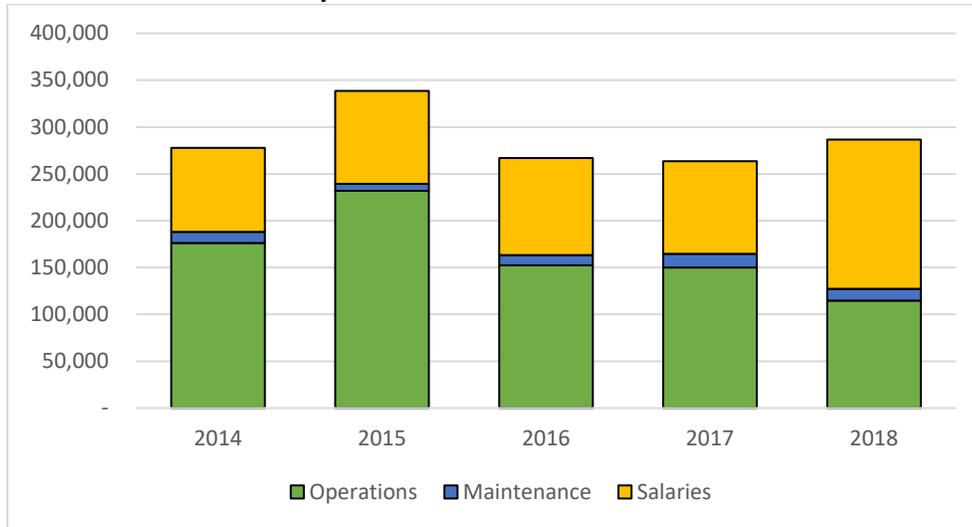
Table 3.4 shows the current cost to replace assets based on the percentage of estimated useful service life remaining and physical condition assessment.



3.6 Current Operations and Maintenance Costs

A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Considering the origin and current state of assets at LBA, it is safe to assume that maintenance costs trends are not necessarily reflective of infrastructure quality. Table 3.5 shows the trend in combined final operations and maintenance costs since 2014 for all assets at LBA.

Table 3.5 – Operations and Maintenance Cost Trends



Average operation and maintenance costs total \$286,000 per year, including labour and benefits. Historically, operations costs were for operations contract costs only. Going forward, operations and maintenance costs will be tracked separately in our accounting software as a part of the improvement plan in order to identify spikes in maintenance costs, indicating a failure of infrastructure. Operations costs are associated with day-to-day expenses aimed at achieving levels of service goals while maintenance costs are associated with repairs and keeping equipment in good running order.

3.7 Risk Management Plan

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

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



A risk matrix has been prepared and will be used for risk ratings throughout the ACRD Asset Management Program. This matrix will also be used in conjunction with regular condition assessments to properly evaluate new and existing risks.

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

According to the General Manager of Environmental Services and Airport Superintendent, the following are credible elevated risks at this time:

1. Major natural disaster (earthquake, tsunami, etc.) causing major damage to critical infrastructure
2. Aircraft incident within airfield involving multiple people and/or pieces of equipment
3. Water or wastewater supply/quality incident relating to aging infrastructure
4. Health and safety issue related to the continued use of WWII structures

WWII Army Bunker still in use





4 ASSET MANAGEMENT IMPROVEMENT PLAN

4.1 Infrastructure Replacement Priority Ranking

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

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

It is important to note the volatile prices of construction materials including mobilization and demobilization costs on the West Coast; many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used.

Table 4.1 – Infrastructure Replacement Priority Ranking

Component	Current Cost Estimate	Risk
Replace aged piping for improved fire flows	770,000	High
Removal of WWII buildings	700,000	High
Replacement Cost – High Risk	\$ 1,470,000	
Emergency vehicle access improvements	80,000	Moderate
Replace aging water pumps and meters	41,300	Moderate
Install required additional fencing	275,000	Moderate
Connect tenants to current septic system	16,000	Moderate
Backup power source for services	100,000	Moderate
Replacement Cost – Moderate Risk	\$ 512,300	
Replace WWII culverts in airfield	9,400	Low
Replace WWII culverts on Airport Road	200,000	Low
Replacement Cost – Low Risk	\$ 209,400	
Total Current Replacement	\$ 2,191,700	

It should be noted that projects listed above pertain only to assets owned by LBA that pose a risk to the current operations. This does not include projects that need to be completed in the service that do not affect capital assets.

4.2 Improvement Plan

The tasks identified in the Table 4.2 are required to achieve the LBA asset management objectives, manage risks, and close the gap between current and targeted levels to achieve within the AMBC road Map. These tasks are the responsibility of the General Manager of Environmental Services and Airport Superintendent with assistance from airport and operations staff. Tasks are listed in priority sequence



and will be completed as time and resources allow. Safety is paramount with airport operations and achieving clear flight paths, adequate fire flows and emergency vehicle access is being treated as urgent.

Table 4.2 – Improvement Plan

Task#	Task	Responsibility	Timeline
1	Runway 16 OLS clearing within Parks Canada	Airport Superintendent	Spring 2020
2	Improve approach lighting for runway 11-29 Omin Directional Approach Light System (ODALS)	Airport Superintendent	Spring 2020
3	Begin documenting condition assessments on non-airport water and sewer infrastructure with a numerical condition rating	Airport Maintenance Staff	Spring 2020
4	Regional asset identification system for specific assets to record expenses at the asset level, when appropriate	Airport Staff, Finance Department	Spring 2020
5	Financial budgets for asset renewal and replacement align with Transport Canada regulations	Airport Superintendent, Finance Department	Fall 2020
6	Annually review Risk Framework for changes	Airport Superintendent, Asset Management Coordinator	December 2020
7	Complete update of LBA's Land Use Plan	Planning Staff	December 2020
8	Aging infrastructure is identified and slated for replacement or renewal	Airport Staff	Ongoing
9	Update and monitor asset specific operations and maintenance costs	Asset Management Coordinator	Ongoing
10	Update inventory for additions, disposals and changes in useful life	Airport Staff, Asset Management Coordinator	Ongoing
11	Identification for funding for capital projects	Airport Superintendent, Asset Management Coordinator where applicable	Ongoing



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REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Tricia Bryant, CPA, CGA, Asset Management Coordinator
Alberni Valley and Bamfield Services Committee

Meeting Date: March 11, 2020

Subject: Alberni Valley Regional Airport Asset Management Plan Version 1

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley Regional Airport Asset Management Plan Version 1.

Summary:

The attached report and Alberni Valley Regional Airport Asset Management Plan Version 1 was presented by the Asset Management Coordinator to the Alberni Valley and Bamfield Services Committee on March 3, 2020. The Committee agreed with the recommendation for the Board of Directors to adopt the plan.

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

Reviewed by: 
 Teri Fong, CPA, CGA, Chief Financial Officer

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



REQUEST FOR DECISION

To: Alberni Valley and Bamfield Services Committee

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

Meeting Date: March 3, 2020

Subject: Alberni Valley Regional Airport Asset Management Plan Version 1

Recommendation:

That the Alberni Valley and Bamfield Services Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni Valley Regional Airport Asset Management Plan Version 1.

Desired Outcome:

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

Summary:

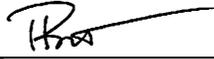
The Alberni Valley Regional Airport Asset Management Plan is the fifth plan created by the ACRD with the assistance of previous site studies, the Airport Manager and staff. The purpose of the Plan is to better guide the Board, management and staff in decision-making and sustainable service delivery. It is also a communication tool for public awareness. The Plan has already provided significant value by gathering data from various departments to identify areas and projects that are priority in the budgeting and long-term financial planning process. In order to make relevant and reliable long-term financial plans, Asset Management Plans are a necessity. The Plan is a key tool to become more proactive than reactive. Prior to the Plan's creation, an Asset Registry was created in which component valuations and approximate expiration dates are used to calculate required annual financial contribution from tax requisition in order to maintain desired levels of service. It can also be used to identify necessary adjustments to user rates. This version of the Plan will be dated with the date of adoption.

Asset Management Plans identify any financial gaps that potentially could be filled with grants or require other funding sources such as taxation. Asset Management Plans are now a requirement for grant applications as well as accurate and reliable long-term financial plans.

The ACRD Asset Management Policy has been included for reference.

Time Requirements – Staff & Elected Officials:

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

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

Reviewed by: 
Teri Fong, CPA, CGA, Chief Financial Officer

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Alberni Valley Regional Airport

Asset Management Plan

Version 1



DATE OF ADOPTION: TBD



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1 EXECUTIVE SUMMARY

1.1 Purpose of the Plan

The Alberni Valley Regional Airport (AVRA) Asset Management Plan (AMP) is part of the ACRD Asset Management Program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically and environmentally responsible manner, while providing the Level of Service (LOS) agreed upon by the Board, Transport Canada and Island Health.

1.2 Asset Description

The AVRA assets include:

- Taxiways and Apron
- Runway
- Terminal building and leased spaces
- Fencing
- Fuel system
- Weather station
- Technical and runway equipment
- Water system, wastewater systems and culverts
- Parking lots & Access Road

1.3 Levels of Service

The present funding levels are sufficient to continue to provide the existing services at current levels of service in the short-term if all grant funding applications are successful and all eligible ACAP and BCAAP assets are covered. If not, the main service consequences will be inability to accommodate leasehold tenants, a decline in water quality or loss of service and failing infrastructure used in daily applications. Current funding levels are insufficient for the medium and long-term.

1.4 Future Demand

The main demands for new services are created by:

- Changes in usage
- Climate change
- Board of Directors and user level of service expectations
- Transport Canada regulations
- Island Health regulations for water and wastewater

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



1.5 Lifecycle Management Plan

Asset Management assists in conscious and calculated decisions for all assets covered in AMPs from acquisition, operation, maintenance, disposal and renewal or upgrade. During the course of an assets life, the replacement value is known along with an estimated date of replacement based on age and condition including estimated disposal cost. Annual contributions required are calculated for each component in each service so we can measure the funding gap between current and future levels of service in order to align funding and service expectations. The AM Program achieves responsible and reliable lifecycle management practices.

The Asset Management Coordinator has created the AVRA AMP with the assistance of consulting firms, airport staff and management. Asset Management systems will continue to be maintained once this position expires by ACRD staff. Estimated service life (ESL) and replacement cost of the infrastructure were determined using internal policies and industry standards. Management staff provided risk assessments and goals.



1.6 Financial Summary

The AVRA has a total current replacement value of \$4.56 million in 2020 dollars. With an estimated inflation rate of 1.5%, estimated future replacement costs are \$5.98 million for current infrastructure at the end of the components estimated service life. Not included in the estimates are projections for future demand and projected capital upgrades as the AVRA has recently had a major expansion and no further increases in demands are anticipated at this time.

The participating areas of the AVRA are the City of Port Alberni, Electoral Area B – Beaufort, Electoral Area D – Sproat Lake, Electoral Area E – Beaver Creek and Electoral Area F – Cherry Creek and together they have a total assessed value of \$4.3 billion. The summarized financial plan for AVRA was as follows:

2019 Alberni Valley Regional Airport Financial Plan		Amount
Operating Expenses		\$279,500
Debt Repayment		\$316,000
Contribution to Reserves from Operating		\$270,000
Conditional Grants		\$162,500
Total Alberni Valley Regional Airport 2019 Expenditures		\$1,028,000



In 2019, the revenues for the AVRA service were \$176,206, the surplus used from prior years was approximately \$97,431 and the resulting tax requisition was approximately \$643,069. Total revenues for AVRA were \$916,706. The 2019 tax requisition resulted in a converted annual residential tax rate of \$0.1177.



Omitting possible grant funding opportunities, based on the projected future renewal costs and the current reserve level, funding of the airport for the next 20 years will require annual investments of approximately \$256,000 or a converted residential tax rate of \$0.047, strictly for capital expenditures alone, excluding operational or maintenance costs. In reality, renewal of system components will occur in cycles based on asset life, completion of major improvements and according to their condition and use. Grant funds will likely be available for select projects that are crucial to airport activities but the timing and funding availability of grants isn't certain, nor is the success of the grant application.

The most significant project recently completed cost \$1 million for relocation of the North West Industrial Road due to obstacle limitations; this project was partially funded through the BC Airports Assistance Program (BCAAP) with capital reserves funding the remainder. The weather station is also due for replacement as it is no longer supported by the manufacturer and is nearing the end of useful life. The \$106,000 replacement is scheduled for early 2020 and is eligible for 75% BCAAP funding.

The AVRA is comprised of only essential aerodrome assets, with an average condition rating of "Good". The majority of infrastructure at the airport are leasehold structures owned and operated by long-term tenants.



1.7 Asset Management Practices

Assets are managed using a combination of TRACR II AIM, Microsoft Office and Vadim. Registries and AMPs will be reviewed and updated on an annual basis prior to the release of the following version.

1.8 Monitoring and Improvement Program

At the end of this AMP there will be an Improvement Plan intended to improve Asset Management practices within AVRA and the Asset Management Program as a whole. Generally included in Improvement Plans are suggested changes or additions to documented inspections and condition assessments, monitoring of asset-specific operational and maintenance procedures and assigning present risks a numerical rating in order to measure mitigation success.

2 INTRODUCTION

2.1 Background

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

The ACRD AM Program follows the advice of the Asset Management BC Framework (AMBC); Plans are designed to be living documents that change with the organization to reflect progress made while continuously striving for sustainable service delivery. Consideration of community priorities and an understanding of trade-offs between resources and desired services is the foundation of sound AM practices. The AMBC Roadmap guides organizations through basic, intermediate and advanced Asset Management Practices. It is the goal of the ACRD to achieve a basic to intermediate level of understanding.

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

- Annual strategic priorities
- Short term and long term financial plans
- Policies and bylaws
- Grant applications and funding

Asset Management Plans are designed for several reasons; first, to guide Management and the Board in planning and decision-making; second, to aid in the creation of short-term and long-term financial plans as well as operational plans; and last, to spark community engagement for the service.

As the ACRD moves through the AM implementation process, knowledge and understanding of the AM program increases and it is expected that this plan evolve further, solidifying assumptions made and filling in any present information gaps where further research or information is required.



2.2 Asset Inventory

The AVRA asset inventory consists of many components including:

- 1 Runways
- 3 Taxiways
- 1 Aprons
- Parking lot & access roads
- 3 septic fields
- Fuel tanks and pump
- Lighting and technical systems
- Mobile terminal building
- Fencing
- Specialized heavy machinery
- Water system
- Caretaker pad

Current replacement costs were estimated by the Asset Management Coordinator and Airport Manager using unit costs from industry standards and previous works. Unit costs include all installation and estimated remediation activities. Remaining useful life estimates were based on installation dates and expected service life provided by the Airport staff based on knowledge and experience.

There are currently approximately 3,810 meters of fencing surrounding and within the AVRA property in varying conditions including Animal Control fencing, chain-link fencing and several vehicle gates. According to the Airport Manager, there is more fencing required to meet Transport Canada standards. Approximately 1,010 meters of fencing will need to be added to become compliant with a current estimated cost of \$27,900. This cost is not included in the current fencing inventory but is accounted for in the annual contribution requirements.

The original runway and recent runway extension were constructed using asphalt and is expected to last 30 years after construction.

Leasehold properties are in charge of their own well water and wastewater services.

2.3 Levels of Service

Level of Service (LOS) can be defined as the service quality for a given activity or a commitment to carry out a given action in response to an event or asset condition. LOS is broken into two categories:

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

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

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

The current and expected Levels of Service detailed in Tables 2.1 and 2.2 shows the expected levels of service based on resource levels in the current financial plan. Organizational measures are measures of fact related to the service delivery outcome.



Table 2.1 - Customer Level of Service Objectives

Values	Expectation	Measure	Current Performance	Desired Performance
Quality	Safe and accessible airport facilities including water and wastewater	Water quality samples meet or exceed Island Health for drinking water quality Wastewater systems function as expected with no adverse impacts to service delivery or tenants	Water quality meets Island Health standards for drinking water. On-site well produces high quality water No complaints relating to wastewater systems	No complaints related to water quality, exceeding Island Health standards No complaints relating to wastewater systems
Function	Airport facilities meet users' needs without interruption of services	Usage of facility including capacity and related infrastructure interruptions or failures	Fuel system and water are operated by electric pumps. Power outages can cause interruptions to service including a continuous week in 2018. Outages occur 1-2 times per year	Backup power source for outages to prevent interruptions to service
Capacity and Use	Adequate parking and terminal space at all times	Number of service complaints related to capacity or restriction of flights relating to capacity	Aircraft and vehicle parking is adequate and functional for all users of the airport during regular operations	Aircraft and vehicle parking is adequate and functional for all users of the airport during all peaks in passenger traffic



AVRA Lighting System



Table 2.2 - Technical Levels of Service

Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
Operations 2019 Budget: \$104,000	Airport road and surfaces are kept clear and accessible	Regular runway, apron and taxiway inspections Obstacles cleared as needed	Airport Manager brings equipment from Long Beach when required for runway clearing. Weather and traffic delays will prevent required clearing. Runways are inspected as needed, bi-weekly at minimum, and reported to the Airport Manager	No interruptions to service due to unclear surfaces. Regular condition assessments performed on all surfaces
	Access to clean, safe water	Monitor water system, quality and testing required by VIHA	Water quality and potability samples meet VIHA standards	Water quality and potability samples meet VIHA standards
Maintenance 2019 Budget: \$18,000	Airport equipment and facilities are maintained to meet Transport Canada regulations for aerodromes	No interruption of services due to maintenance	Interruptions may result from maintenance equipment being stored at Long Beach Airport. Surfaces are inspected as needed, bi-weekly at minimum, and reported to the Airport Manager	Assets are inspected and maintained in a timely manner to not cause interruptions to service
	Water and wastewater access are without interruption	Regular water maintenance procedures occur as needed (flushing, repairs, assessments)	Water systems are inspected weekly. Repairs are reactive rather than proactive. Lack of a backup power source will cause interruptions in water access during power outages Wastewater systems are pumped out approximately every 4 years	Water and wastewater repairs are proactive. Repairs and maintenance requirements are identified through regular assessments and performed before service interruptions
Renewal 2019 Budget: No 2019 budget for renewals	Critical infrastructure is replaced when quality falls below accepted levels	Useful life of airport infrastructure increases over time as renewals are performed. Renewal needs identified by staff	Renewals are reactive with minimal impact to service delivery. Budgetary constraints do not allow for necessary repairs or replacement outside of grant funded opportunities	Repairs, replacements or renewals are adequately budgeted and occur as needed to avoid failures



Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
Upgrade/ New 2019 Budget: \$340,000	Assets are upgraded to accommodate increased capacity and use as air transportation grows Ability to land at airport in adverse weather, especially flights redirected from LBA	Number of parking spaces available at busy periods, requests for airport to accommodate larger aircraft Upgrades to technology to support airport usage in poor weather	On rare occasions, flights destined for Long Beach will land at AVRA due to weather conditions. This will cause the terminal to be over capacity before passengers can leave by bus or plane. GPS approach technology is in the process of being implemented to allow for landings in adverse weather	As flight traffic increases, expansions are considered and executed as needed to accommodate passengers and aircrafts to avoid capacity issues GPS approach technology is implemented and upgraded as required

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

Transport Canada also provides regulations for airports and aerodromes to which AVRA must conform. More specifically, Part III of the Canadian Aviation Regulations outlines the following topics relevant to runways: thresholds and end coordinates, elevations, pavements, slopes, taxiways, obstacles, wind indicators, markings, lighting, signs, maintenance and fuel handling.

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

2.4 Emergency Preparedness

The AVRA is a registered aerodrome and therefore is not required to maintain an Emergency Response Plan (ERP) under the Canadian Aviation Regulations. Though not required, airport staff are putting operational procedures in place that would be an asset to the aerodrome, similar to those typically included in an ERP.



3 CURRENT STATE OF AVRA INFRASTRUCTURE

3.1 Aerodrome Uses – Past, Present and Future

Construction of the aerodrome began in 1989 with final completion of the airport in 1993, after operating for a short period with a gravel runway. Lands were transferred in fee simple from the Province of BC in 1991 for airport purposes. Title will remain with the ACRD so long as the land is used for airport purposes with restrictive covenants stating that the land will be used for the core purpose of an airport. Construction was funded with \$1.5 million from Air Transport Assistance Program funding and \$1.5 million from the ACRD. Original demand stemmed from a desire by local businesses to access air travel on a more local scale and to shift economic focus from the declining forest industry towards tourism. Tourism became a leading factor leading up to the 1992 BC Summer Games held in Port Alberni. The previously used Somass air strip saw upwards of 3,000 aircraft movements annually and the site could not accommodate the anticipated increase in air travel.

In 2016, the ACRD expanded the runway in overall width and length to allow for larger aircraft and both day and night runway usage with the intent to encourage regional economic development and improve levels of service. The runway expansion added 1,000 feet of runway at the southeast corner resulting in the removal of the existing non-airport related infrastructure and the entire runway receiving new asphalt, paint and a lighting system. Final costs for this project, including grant funded costs, totalled \$8.27 million. Prior to the runway expansion, AVRA hosted non-airport related events such as drag racing. The Province has recently informed the ACRD that non-airport uses such as drag racing is not a permitted use under the Crown Grant. The ACRD will work to clarify the terms of the Crown Grant with respect to permitted land uses that will assist the AVRA Advisory Committee with the development of a long-term AVRA vision.



AVRA Prior to Expansion



Boeing 737 landing on the new Southeast Runway Expansion



Currently, AVRA is home to seven leaseholders, four of which use the aerodrome for hangar space, aircraft maintenance, repair and storage and a gliding club. AVRA currently serves an industrial driven purpose versus the Long Beach Airport that serves a tourism driven purpose. The anchor tenant currently has approximately 80 employees based out of AVRA with expectation of up to 100 employees. The Alberni Valley falls within the catchment of Qualicum Beach, Nanaimo and Comox airports and it is likely that travellers will choose out of town airports for flight travel for financial reasons while travellers on the West Coast will choose Long Beach Airport as they are a more localized hub and the tourism industry can support a dedicated airport. The Alberni Valley and Long Beach airports were designed as sister airports so air traffic that may not be able to land on the West Coast due to weather may opt to land at AVRA and vice versa. This also allows for shared maintenance services between the airports. Currently, AVRA does not record aircraft movements as Long Beach Airport does but anecdotally air traffic is increasing, especially with the increase in glider traffic and aircraft maintenance.

Future plans for AVRA include completing necessary upgrades to the weather station estimated at approximately \$106,000, with the majority of funding secured through BCAAP grants. GPS approach upgrades are currently being sent to NAV Canada for review. Once these upgrades are in place, AVRA will be open to service both restricted and non-restricted instrument approaches, similar to Long Beach Airport, and will be more attractive for commercial charter flights. An Airport Advisory Committee has recently been formed and will soon recommend a visionary plan for AVRA.

3.2 Inventory

Costs included in inventory include labour, engineering, financial and administration cost estimates.

Table 3.1 - Assets covered by this Plan

Asset Category	Quantity	2020 Replacement Value
Runway (resurface)	1	1,941,000
Taxiways & Apron (resurface)	4	881,800
Terminal Building & Wastewater	1	95,500
Fencing	3,810 m	105,000
Lighting	1	934,000
Maintenance Equipment	1	265,300
Fuel Tanks & Pump	2	55,200
Water Pipes	350 m	74,300
Water Treatment Equipment	1	5,300
Weather Station	1	106,000
Caretaker Pad & Wastewater	1	31,800
Parking Lot (resurface)	1	25,000
Signage	2	9,400
TOTAL		4,529,600



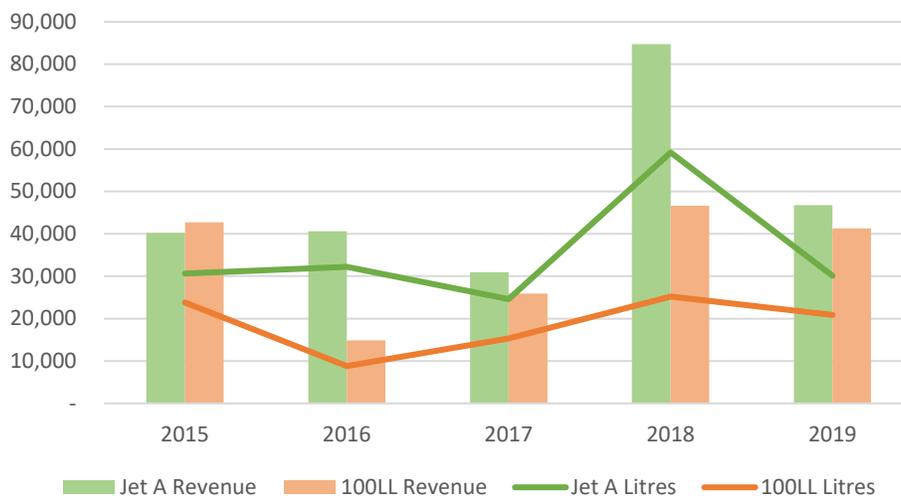
3.3 Obstacle Limitations and the North West Road

Per Transport Canada regulations, AVRA must maintain a clear approach, specifically, *an aeroplane must clear all obstacles along the net take-off flight path by at least 35 feet vertically or by at least 200 feet horizontally within the aerodrome boundaries and 300 feet horizontally outside those boundaries.* This includes rocks, roads and trees. After the runway expansion project in 2016, the North West road encroached on this boundary and was required to be moved. Work continues on this project into 2020 with completion expected in 2020. Once the road lowering project is complete, however, it will not be considered an asset for the purposes of this plan as it lies outside AVRA boundaries. The road is on Crown land and is held as a Statutory Right of Way by Island Timberlands and will be maintained going forward by Island Timberlands.

3.4 Fuel Sales and Traffic

AVRA maintains two double walled pressure fuel tanks for aircrafts or specialized vehicles containing Jet A and 100LL fuel. Aircraft are permitted to land on the runway free of charge to use the fuel pumps. The pressure on the tanks is monitored regularly by the caretaker to ensure that the seals have not been compromised. Fuel sales increased for 2018, totalling over \$125,000, a large jump from the average \$65,000 in sales from prior years. This was likely due to the increase in wildfire activity in the area and the anchor tenant opting to use the on-site fuel rather than purchasing directly from fuel suppliers. Table 3.2 shows sales for 2019 were on comparable with previous year averages.

Table 3.2 – Fuel Sales - Litres and Revenue



Fuel prices remain similar to that of other smaller airports and aerodromes in the central island region.

3.5 Replacement Costs and Dates

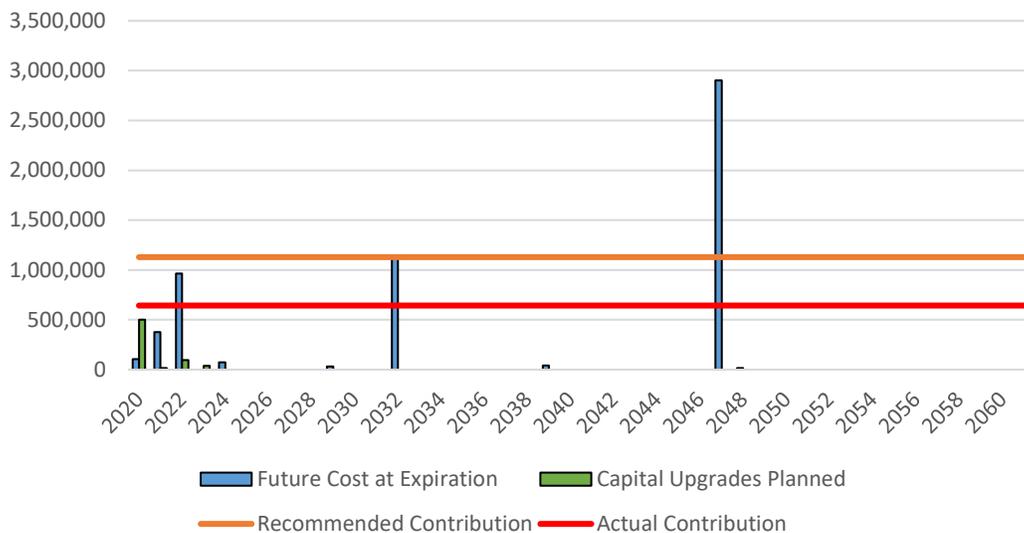
Asset management changes the financial focus from historical cost and annual amortization included in the ACRD’s financial statements to estimated replacement value, estimated service life, and annual capital investment required.



When a surface is deteriorating beyond acceptable levels, the staff will apply for funding to have the surface remediated. Renewals required within the next two years based on asset age make up over \$500,000 in replacements. Collecting a residential tax rate of \$0.207 will bring reserve balances to an adequate level and fund all required works, however, this amount is almost double the current \$0.1177 collected. Currently, only \$0.036 of the tax requisition is dedicated towards capital, the remainder covers operational and maintenance expenditures as well as debt repayment associated with operating the Airport. The reserve balance for AVRA has been exhausted with the North West Industrial Road relocation project. If there were no upgrades required and reserve balances were adequate, a residential tax rate of only \$0.028 would need to be collected to maintain minimum funding; the present funding gap is due to the required runway upgrades, obstacle limitation clearing and the low requisition amount collected each year. These numbers may not be realistic given the funding availability for airports. The ACRD has successfully applied for and received over \$900,000 in grant funding in recent years for critical airport infrastructure. It should be noted that while this is a substantial amount of funding, there is no guarantee that these funding programs will be available in the future or that grant applications will be successful.

A quarter of the AVRA assets are due for replacement, removal or repair within the next five years. Table 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060. This includes replacement of surfaces such as runways, aprons and taxiways. For the purposes of this Plan, required contributions including and excluding surfaces are both detailed.

Table 3.2 - Projected Timing for Capital Renewal

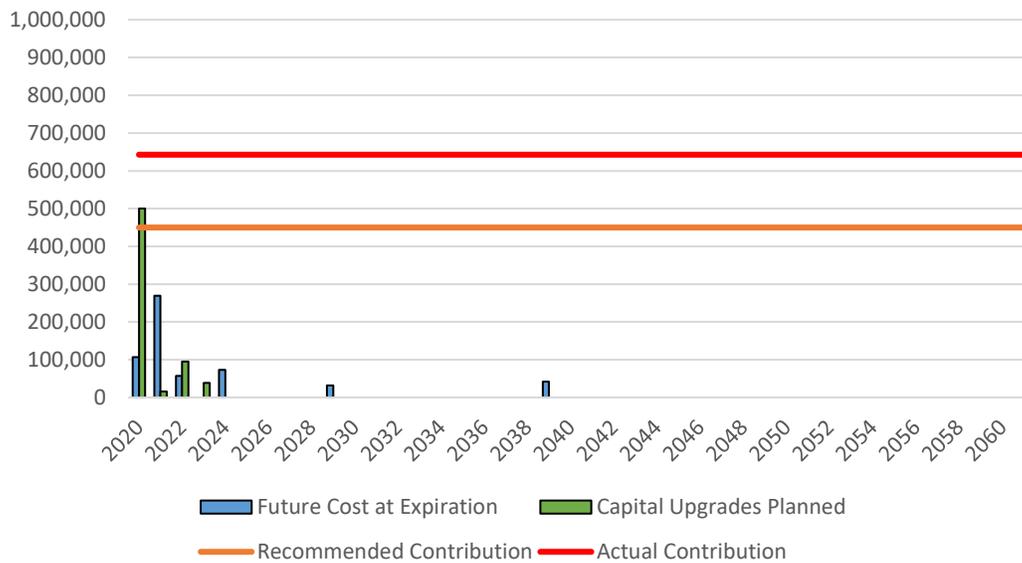


It is assumed that grant funding will be available and used to replace runways, aprons and taxiways and that grant applications will be successful. If those assets are omitted from funding requirements, a residential tax rate of \$0.082 will be required to bring reserve balances to an adequate level and to fund needed projects. If there were no works required and reserve balance were adequate, a residential tax rate of \$0.005 would be needed to maintain minimum funding levels. Table 3.3 summarizes suggested



infrastructure replacement dates and estimated costs for all assets excluding runways, aprons and taxiways.

Table 3.3 – Projected timing for Capital Renewal without Surfaces



The current tax requisition is not adequate to fully fund the much needed improvements at AVRA and the longer an inadequate tax requisition is collected, the more the funding gap will continue to grow. Reserve balances are fully exhausted and can not be replenished through grant funding. Annual contribution requirements will fluctuate each year depending on projects completed, assets nearing expiry or total requisition. For example, if there were to be no increase in requisition and no projects completed in 2020, the required residential tax rate would continue to grow by another \$0.093 by 2021.

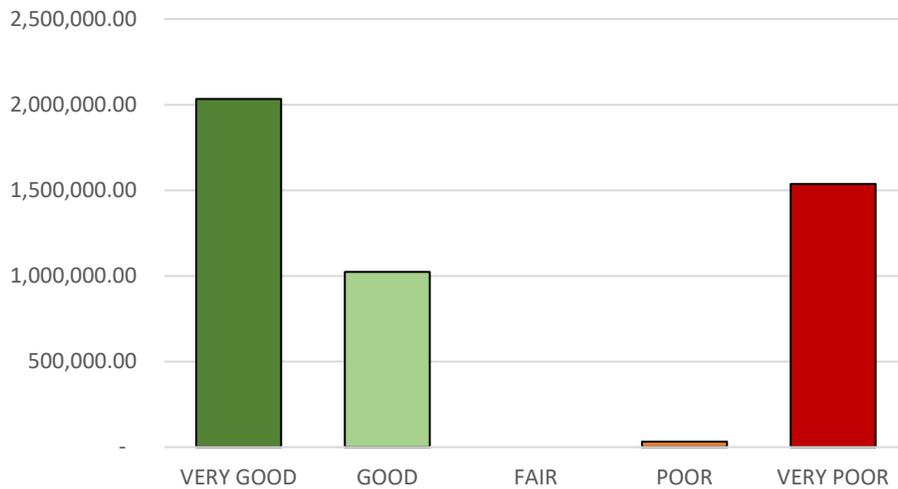
3.6 Condition Assessments

Runway inspections are performed approximately 2 to 3 times per month. Daily inspections are not required due to AVRA maintaining registered aerodrome status rather than airport status. Condition assessments are not performed on other components at the airport such as buildings or wastewater infrastructure. Potable water and infrastructure is inspected weekly. In all other ACRD systems, a numerical overall condition assessment rating is given to assets based on their estimated service life remaining and current physical condition. Regular condition assessments on all non-surface assets are part of the improvement works outlined in this Plan. Based on estimated service life and condition assessment, 31% of the AVRA assets assessed are in very poor physical condition. According to the Airport Manager, the airfield surfaces are currently in varying condition with the runway being in good condition and taxiways and aprons being in poor and worsening conditions. Crack sealing will be required in 2020 to maintain required LOS.

Table 3.4 shows the current cost to replace assets based on the percentage of estimated useful service life remaining and physical condition assessment.



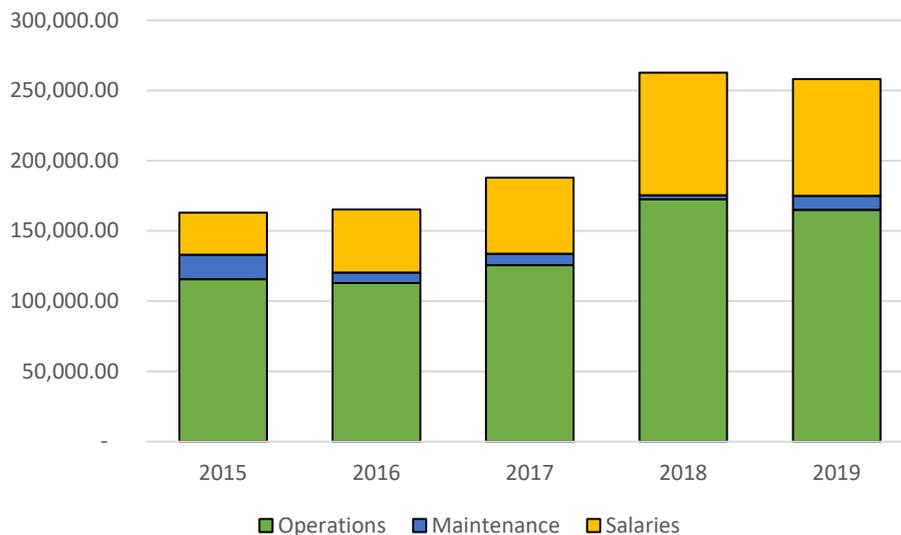
Table 3.4 - Current Replacement Cost by Condition



3.7 Current Operations and Maintenance Costs

A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Table 3.5 shows the trend in combined operations and maintenance costs since 2014 for all assets at AVRA.

Table 3.5 – Operations and Maintenance Cost Trends



Average operation and maintenance costs total \$207,000 per year, including labour and benefits. AVRA experiences more extreme weather conditions than the Long Beach Airport and therefore experiences higher costs associated with surface maintenance. A maintenance shed is required to store current runway equipment in order to ensure the full expected service life is achieved; presently, the



maintenance equipment totalling a current replacement cost of approximately \$370,000 is stored outside near the terminal building and is expected to deteriorate at an accelerated rate due to exposure.

3.8 Risk Management Plan

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

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

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

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

According to the Airport Manager, the following are credible elevated risks at this time:

1. Major natural disaster (earthquake, wildfire, etc.) causing damage to critical infrastructure
2. Aircraft incident within airfield involving multiple people and/or pieces of equipment
3. Water or wastewater supply/quality incident relating to water infrastructure
4. Weather event causing prolonged service interruption

4 ASSET MANAGEMENT IMPROVEMENT PLAN

4.1 Infrastructure Replacement Priority Ranking

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

When budgeting for future projects, it is recommended that a 30% general contingency and a 30% allowance for construction, engineering, financial, legal and admin costs be added to total project costs. It is important to note the volatile prices of construction materials. Many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used.



Table 4.1 – Infrastructure Replacement Priority Ranking

Asset	Current Replacement Cost Estimate	Risk
Weather station	106,000	High
Install required additional fencing	27,800	High
Replacement Cost – High Risk		\$ 133,800
Taxiway & Apron replacement	881,800	Moderate
Maintenance equipment storage building	100,000	Moderate
Backup power source for services	100,000	Moderate
Replacement Cost – Moderate Risk		\$ 1,081,800
Replace aged fuel tanks & pumps	55,200	Low
Replace aged septic systems	52,000	Low
Replacement Cost – Low Risk		\$ 107,200
Total	\$ 1,322,700	

It should be noted that projects listed above pertain only to assets owned by AVRA that pose a risk to the current operations. This does not include projects that need to be completed in the service that do not affect capital assets.



4.2 Improvement Plan

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

**Table 4.2 – Improvement Plan**

Task#	Task	Responsibility	Timeline
1	Begin documented condition assessments on all non-surface assets with a numerical condition rating	Airport Maintenance Staff	Spring 2020
2	Regional asset identification system for specific assets to record expenses at the asset level, when appropriate	Airport Staff, Finance Department	Spring 2020
3	Financial budgets for asset renewal and replacement align with Transport Canada regulations for aerodromes	Airport Manager, Finance Department	Fall 2020
4	Annually review Risk Framework for changes	Airport Manager, Asset Management Coordinator	December 2020
5	Maintain assets to a “certified” airport standards per Transport Canada where possible to mitigate large increases in overall expenditures resulting from potential changes in Levels of Service and regulations	Airport Staff	Ongoing
6	Aging infrastructure is identified and slated for replacement or renewal	Airport Staff	Ongoing
7	Update and monitor asset specific operations and maintenance costs	Asset Management Coordinator	Ongoing
8	Update inventory for additions, disposals and changes in useful life	Airport Staff, Asset Management Coordinator	Ongoing
9	Identification for funding for capital projects	Airport Manager, Asset Management Coordinator where applicable	Ongoing



5 REFERENCES

Asset Management BC

- 2011, “Asset Management for Sustainable Service Delivery: A BC Framework”
- 2011, Roadmap Project: A guide for using the Asset Management BC Road Map, Opus International Consultants Ltd, https://www.assetmanagementbc.ca/wp-content/uploads/Guide_for_using_the_Roadmap-AMBC-Sept_23_2011.pdf
- 2014, Canadian Infrastructure Report Card “Asset Management Primer”, https://www.assetmanagementbc.ca/wp-content/uploads/Asset_Management_Primer-CIRC-October_2014.pdf

NAMS Canada Certificate Program

- 2006, “International Infrastructure Management Manual”, Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM.
- 2008, “NAMS.PLUS Asset Management”, Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- 2015, 2nd edition, “Australian Infrastructure Financial Management Manual”, Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- 2015, 3rd edition, “International Infrastructure Management Manual”, Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM.

Transport Canada

- 2010, “Compliance with Regulations and Standards for Engine-Inoperative Obstacle Avoidance”, Government of Canada, <https://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-700-016.html>



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Heather Zenner, Protective Services Manager
Meeting Date: March 11, 2020
Subject: UBCM – Emergency Operations Centre & Training Grant Application, UBCM – Evacuation Route Planning

Recommendation:

THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Operations Centres and Training.

THAT the Alberni Clayoquot Regional District Board of Directors apply for a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Evacuation Route Planning for the Alberni Valley.

Desired Outcome:

For the Alberni-Clayoquot Regional District to apply for grant opportunities that will support the Emergency Operations Centre and provide for an Evacuation Route Plan for the Alberni Valley.

Background:

Emergency Operations Centres & Training Grant

The Community Emergency Preparedness Program Fund provides funding to local governments to improve Emergency Operations Centres and to the enhance EOC capacity through training and exercises. Up to \$25,000 of funding is available per applicant. Staff are recommending that that this years' application focus on:

- Implementing a mass notification system for the Alberni-Clayoquot Regional District;
- Training exercise for staff and emergency agencies.

Evacuation Route Planning Grant

The Community Emergency Preparedness Program Fund provides funding to local governments and First Nations to develop Evacuation Route Plans. Staff are recommending that that this years' application focus on:

- An evacuation plan for the Alberni Valley including the City of Port Alberni, Tseshaht First Nation lands, Hupacasath First Nation lands, Sproat Lake, Cherry Creek, Beaufort, and Beaver Creek.

Staff have reached out to the City of Port Alberni, the Hupacasath First Nation, and to the Tseshaht First Nation to determine if they are willing to partner on these grant applications.

Time Requirements – Staff & Elected Officials

Staff and contractor time will be required to complete the grant application. Should the funding be successful,

coordination of these projects will require contractor and employee resources.

Financial

The grant funds 100% of the cost of eligible activities including consultant costs, administration costs, and public information costs.

Submitted by: 

Heather Zenner, RPF, Protective Services Manager

Approved by: 

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



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, Chief Financial Officer
Meeting Date: March 11, 2020
Subject: Request for Acknowledgement: Municipal Finance Authority of BC 50th Anniversary

Recommendation:

THAT the Alberni-Clayoquot Board of Directors send a letter of acknowledgement and congratulations to the Municipal Finance Authority of BC (MFA) recognizing the organizations 50th anniversary in 2020.

Summary:

MFA respectfully requests that the ACRD Board of Directors send a letter of acknowledgement and congratulations to recognize their organizations' 50th anniversary in 2020. They will be celebrating this milestone at their AGM event in Victoria on March 25th and 26th, 2020 and they wish to share the letters with their stakeholders at that time. Their letter of request is attached.

MFA provides local governments with low borrowing rates for short term borrowing and provide financial solutions to serve the needs of all BC Communities as well as competitive investment alternatives.

Time Requirements – Staff & Elected Officials:

Minimal. Staff time to prepare and submit letter on behalf of the Board of Directors.

Financial:

N/A

Submitted by: 
Teri Fong, Chief Financial Officer

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



**Municipal Finance
Authority of BC**

February 26, 2020

Sent via Email

Attention : Financial Administration, Regional District

Re: Request for Acknowledgement: Municipal Finance Authority of British Columbia (MFA) – 50th Anniversary in 2020

We would like to respectfully request a letter of acknowledgement and congratulations to recognize our organization's 50th anniversary in 2020. We will celebrate this milestone at our Annual General Meeting event in Victoria, BC on March 25th and 26th, 2020.

In its 50th year, the MFA is proud of the strong growth it has exhibited in its service footprint and increasing impact on the financial health of local governments in BC. Our vision is to be recognized as a world-class financial institution for the benefit of taxpayers in British Columbia and to be our clients' preferred choice for financing and investing. We strive to increase our value each year. Our mission is to provide financial solutions for BC's Local Governments.

Over the past 50 years, the MFA has raised over \$40 billion dollars in the bond market to fund BC infrastructure and maintain a commercial paper program of \$700 million dollars in support of our short-term lending programs. Our securities are rated at the highest levels possible and are highly sought after by investors in Canada and around the world. This excellent rating and demand for our securities ensure that BC's local governments all borrow at the lowest rates available to municipalities in Canada, reducing taxpayer burden for these projects. All BC municipalities borrow from the MFA at this same low price, benefiting from the MFA's cooperative model which is unique in Canada and reflective of BC's collaborative spirit and ingenuity.

In partnership with our Board of Trustees, our highly-skilled team of 15 dedicated professionals is committed to providing financial solutions to serve the needs of all BC communities, regardless of size or location. We now not only provide access to stable and low-cost long- and short-term funding, but also competitive investment alternatives.

We would greatly appreciate your comments and your consideration of this request is gratefully appreciated.

Kind regards,

Shelley Hahn
Chief Services Officer, MFA



MEMORANDUM

To: ACRD Board of Directors

From: Electoral Area Directors Committee

Meeting Date: March 11, 2020

Subject: West Coast Industrial Land Analysis

Recommendation: *THAT the ACRD Board of Directors authorize a contribution of \$7,500 to the West Coast Industrial Land Analysis being undertaken by the Districts of Tofino and Ucluelet funded from Rural Planning service.*

Background: At the March 3, 2020 Electoral Area Directors Committee meeting, the Committee resolved: "THAT the Electoral Area Directors Committee recommend to the Board of Directors that the ACRD contribute \$7,500 to the West Coast Industrial Land Analysis being undertaken by the Districts of Tofino and Ucluelet."

District of Tofino and Ucluelet staff have been in discussions with ACRD staff regarding this project and there is an opportunity to include a portion of Electoral Area "C" in this study. The Long Beach Airport is within the proposed study area and the ACRD will share relevant studies and plans that have already been completed for the airport.

Staff recommended to the Electoral Area Directors Committee that the ACRD participate in this project with funds coming from the Rural Planning service. The amount recommended by staff is based on the limited land available in Area "C" and keeping the costs within the 2020 draft budget.

The original staff memorandum to the Electoral Area Directors Committee and the letter from the Districts of Tofino and Ucluelet are attached for information.

Prepared by: 

Mike Irg, MCIP, RPP, GM of Planning and Development

Approved by: 

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Sarah Holden, Junior Planner
Meeting Date: March 11, 2020
Subject: DVD20001, Cameron Strachan, 9492 Stirling Arm Drive

Recommendation:

THAT the Board of Directors issue development variance permit DVD20001.

Summary:

At the February 26, 2020 Board meeting, the Board of Directors considered application DVD20001 and passed the following motion:

“THAT the Board of Directors consider issuing development variance permit DVD20001, subject to neighbouring properties being notified as per Local Government Act s.499.”

The Board resolved that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No written correspondence has been received to date. If any objections or responses are received prior to the March 11, 2020 Board meeting, staff will inform the Board.

The development variance permit will reduce the required side yard setback from 4.57 m (15 ft.) to 3.05 m (10 ft.) for the construction of a single family dwelling.

Submitted by: 
Sarah Holden, Junior Planner

DVD20001



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

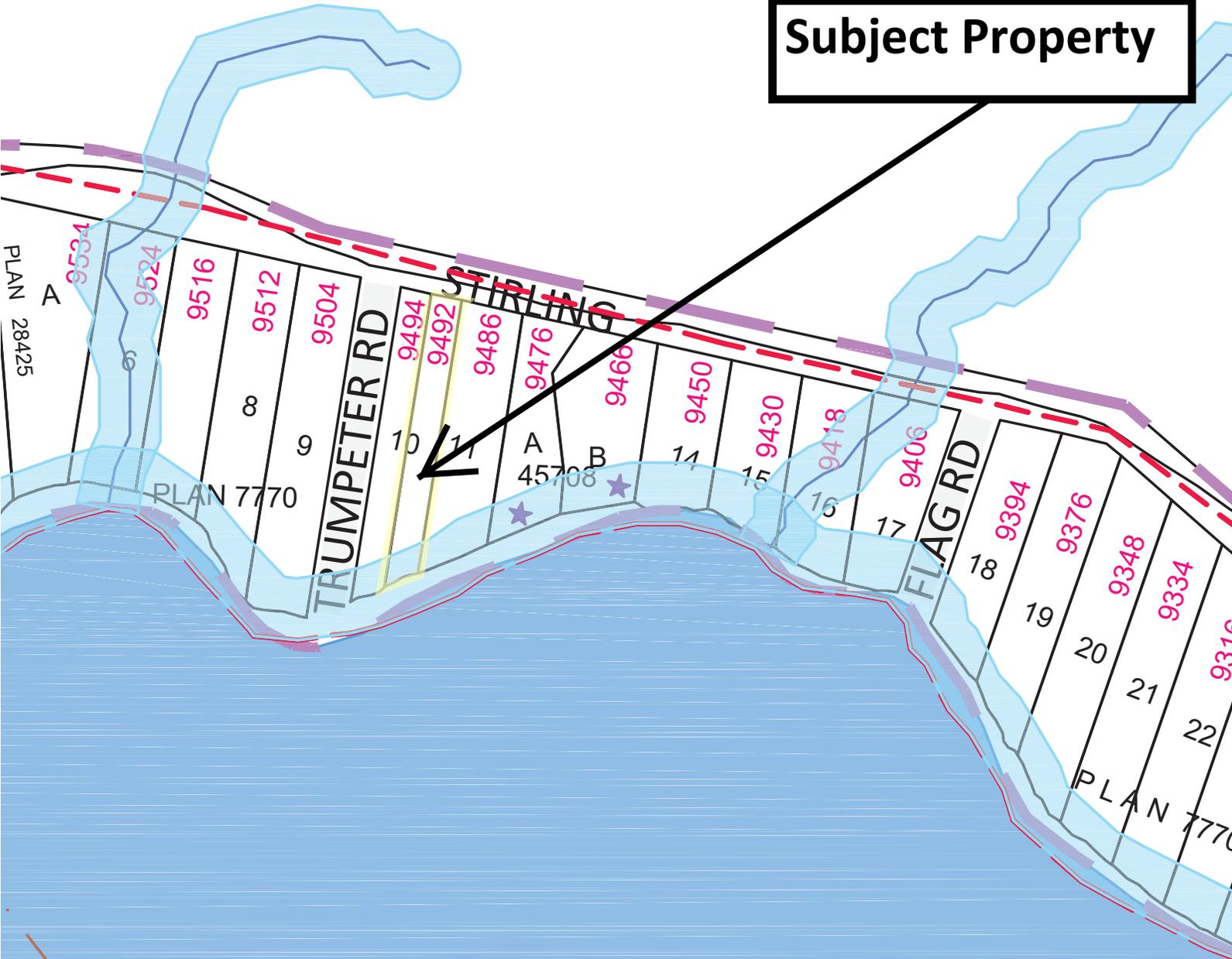


Approved by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

DVD20001

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuuʔuʔitʔat 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) & "F" (Cherry Creek)

Subject Property



PLAN 28425

PLAN 7770

PLAN 7770

LAND
LAND



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

DEVELOPMENT VARIANCE PERMIT NO. DVD20001

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Cameron Strachan

Address: 9492 Stirling Arm Drive

With respect to:

Legal Description: THAT PART OF LOT 10, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770, LYING TO THE EAST OF A BOUNDARY PARALLEL TO THE WESTERLY BOUNDARY OF SAID LOT AND EXTENDING FROM THE POINT OF BISECTION OF THE NORTHERLY BOUNDARY OF SAID LOT

PID: 000-068-209

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- (i) Development variance of Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the required side yard setback from 4.57 m (15 ft.) to 3.05 m (10 ft.) for the construction of a single family dwelling.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot 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 Board of Directors

DVD20001



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Sarah Holden, Junior Planner
Meeting Date: March 11, 2020
Subject: DVD20002, Braden Conley and Broley Properties Inc., 9618 Stirling Arm Crescent

Recommendation:

THAT the Board of Directors issue development variance permit DVD20002.

Summary:

At the February 26, 2020 Board meeting, the Board of Directors considered application DVD20002 and passed the following motion:

“THAT the Board of Directors consider issuing development variance permit DVD20002, subject to neighbouring properties being notified as per Local Government Act s.499.”

The Board resolved that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. One written letter of correspondence generally opposed to the variance was received on March 4, 2020 and is attached to this memo. If any additional objections or responses are received prior to the March 11, 2020 Board meeting, staff will inform the Board.

The development variance permit will reduce the required watercourse setback from 100 feet (30.48m) to 60 feet (18.28m) to site an accessory building and associated accessory dwelling unit in the northwest portion of the property.

Submitted by: _____


Sarah Holden, Junior Planner

DVD20002

Reviewed by: 
Alex Dyer, MCIP, RPP, Planner

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

DVD20002

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuuʔuʔitʔat 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) & "F" (Cherry Creek)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

DEVELOPMENT VARIANCE PERMIT NO. DVD20002

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Braden Conley and Broley Properties Inc.

Address: 9618 Stirling Arm Crescent

With respect to:

Legal Description: LOT 4, SECTION 88, CLAYOQUOT DISTRICT, PLAN 28943

PID: 001-455-460

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- (i) Development variance of Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the required watercourse setback from 100 feet (30.48m) to 60 feet (18.28m) to site an accessory building and associated accessory dwelling unit in the northwest portion of the property.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot 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 Board of Directors

DVD20002

From: [Don Anderson](#)
To: [Planning Shared](#)
Subject: ACRD letter to the board re conley"s variance
Date: March 4, 2020 8:43:39 PM
Attachments: [ACRD letter to the board re conley"s variance.odt](#)

Hi everyone, I hope this correspondence gets into the agenda for the March 11/20 board meeting. The Conley's are a very nice family but that is not the issue here. The issue is the potential for 8 bedrooms with 5 in the main house, 1 in the illegal garage transformation and possibly a 2 bedroom coach house? Being built specifically as a rental property has had a significant negative effect on our lives in which we are permanent residents here. With the constant rotation of strangers as next door neighbours is disturbing. I hope you will look at this application pragmatically and allow a garage with no additional accommodations and deal with the existing non conformity of what was a garage.

Regards,
Don Anderson

Date: March 03/20

To: Alberni Clayoquot Regional District

Board of Directors

Attn: Mike Irg

cc; Wendy Thomson

Manager of Planning and Development

Re: 9618 Stirling Arm Cres. Port Alberni BC. Development Variance DVD20002

As the owners of the property directly west of 9618 Stirling Arm Cres., we have no concerns with the Conley's building an accessory building with the reduced setback from the small seasonal watercourse.

We do have concerns that the accessory building will also have another accommodation attached to it. This property was purchased and developed for the sole purpose of rental accommodations. A 4 bedroom house was built as well as converting a detached garage to further accommodations on the property. This converted garage does not meet the definition of a carriage house as it is not connected to an accessory building.

The problem we have with this is that the property's ad reads it can accommodate 10 people. The average price per stay is \$1,117.00 per night and what we are finding as neighbors is that to reduce costs that several people get together to split costs. Along with RV's and several boats we have witnessed in the past upwards of 24 people.

Additional density will most certainly put more strain on the septic system and amplify the already rotating door of strangers especially May, June, July, August and September. This rental situation has wrecked the peaceful nature of the neighborhood. We understand the renters want to have fun as they have spent a lot of money to do so but it is at the neighbors' expense and the owners' profit.

In addition to this, if the variance is passed and the Conley's can build another suite in conjunction with the accessory building, how will you deal with the existing converted garage? How will the Regional district enforce that particular building being non habitable if that is a requirement for approval of this variance application? As enforcement is complaint driven and as neighbours, we do not wish to be the continual complaintants.

Respectfully,

Don Anderson & Lesley Anderson

9624 Stirling Arm Cres. Port Alberni BC. 250 731-4980



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors

From: Sarah Holden, Junior Planner

Meeting Date: March 11, 2020

Subject: TUP19024 – Sproat Lake Landing INC, Ross Mitchell – 10695 Lakeshore Road

Recommendation

THAT the Board of Directors issue Temporary Use Permit TUP19024.

Background

On February 26, 2020, the Board considered an application for a Temporary Use Permit for the property described as LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720, located at 10695 Lakeshore Road, Sproat Lake.

The Board recommended that this application be furthered to the next stage of the temporary use permit process. This involved publishing notification of the permit in the newspaper and notification to all residents and owners of properties within 100m of the subject property, which have been completed. No correspondence has been received to date. If any correspondence is received prior to the March 11, 2020 Board meeting, staff will inform the Board.

If approved, the permit will allow the applicants to operate a mini golf course at the subject property for a three (3) year term.

Prepared by: 
Sarah Holden, Junior Planner

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

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

TUP19024

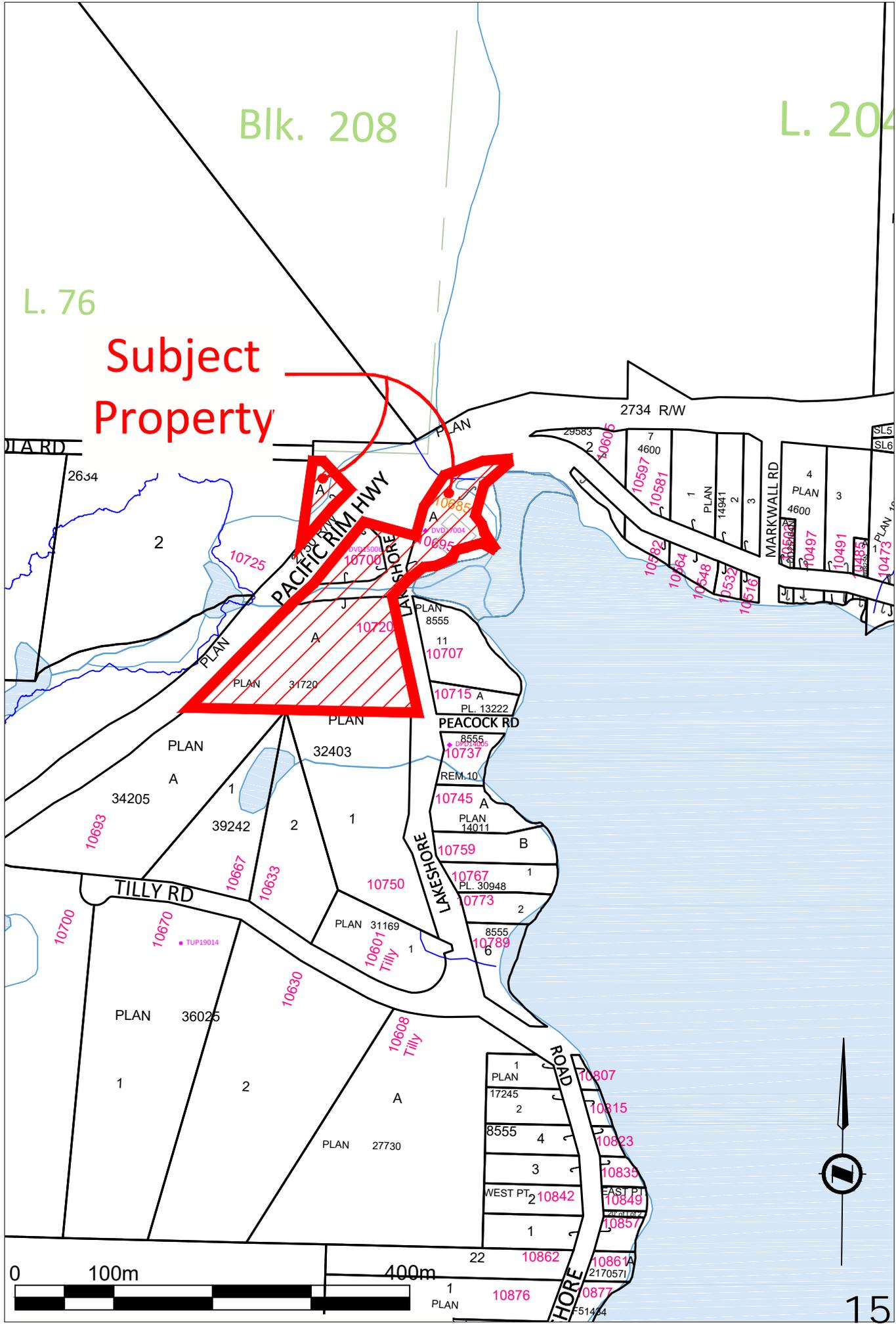
Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?if?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

Blk. 208

L. 204

L. 76

Subject
Property





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. TUP19024

Whereas, pursuant to Section 463 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: Sproat Lake Landing INC

Address: 10695 Lakeshore Road, Port Alberni

With respect to:

Legal Descriptions: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720

PID: 001-136-780

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Sproat Lake Landing INC with respect to property legally described as LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720 subject to the conditions as follows:

1. This permit is issued for the operation of a mini golf course on the subject property.
2. The location of the mini golf course is as per the site plan attached as 'Appendix A'.
3. The hours of operation are limited to 10 am – 9 pm.
4. This permit is valid for three (3) years from the date of execution. 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 bring the property into compliance with zoning.
5. Should the conditions of this permit not be met, the permit may be revoked.

In accordance with the provision of Section 463 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

TUP19024

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



- THEME CHECKLIST**
1. WILD PACIFIC TRAIL
-PORT RENFREW SYMBOL AT TEE-OFF.
-BANFIELD CLAMSHELL AT GREEN
 2. PORT ALBERNI
-SALMON SHAPED HOLE. DORSAL FIN IS A RAMP IN FAIRWAY
 3. CATHEDRAL GROVE
-MULTIPLE FAKE TREE TRUNKS LINE SHOTS AS OBSTACLES
 4. BEAR WATCHING
-3D BEAR FIGURE (PUTT-THRU) IN THE FAIRWAY
 5. INNER HARBOUR
-THREE TREE LINE THE HOLE. EMPRESS, PARLIAMENT BUILDING & HORSE-DRAWN CARRIAGE
 6. MOUNT ARROWSMITH
-ARROW SHAPED HOLE. BOULDER ARCH IN THE STYLE OF AN INUKSHUK IN FAIRWAY
 7. UCLUJET
-LIGHTHOUSE AT THE GREEN ON THE EDGE OF THE POND
 8. & 9. WHALE WATCHING
-WHALE FIGURES IN THE POND ADJACENT TO BOTH HOLES. POND IN THE SHAPE OF SPROAT LAKE
 10. DELLA FALLS
-STREAM HAS 2 W/STREAM FALLS THE BALL PASSES OVER ON THE WAY TO THE GRATE
 11. PARKSVILLE
-2 SAND CASTLES ALONG FAIRWAY
 12. BUTCHART GARDENS
-FLOWERS IN PLANTER. BRIDGE PRIOR TO SHOT IS A REPLICA OF RED BRIDGE
 13. FIRST NATIONS
-TOTEM POLE IN FAIRWAY
 14. BROKEN ISLANDS
-SHOT DIVIDED INTO THREE SECTIONS. EACH WITH ITS OWN COLOR/TEXTURE
 15. MOUNT WASHINGTON
-MOUNT WASHINGTON REPLICA ON FAIRWAY OF UPHILL SHOT
 17. TOFINO
-SURFBOARDS & SAND TRAPS IN THE FAIRWAY
 18. BEAVER LODGE
-BEAVER LODGE REPLICA IN FAIRWAY

SPROAT LAKE

NOTES:

All concrete on site shall be a fiber mesh based concrete with a 3500 P.S.I. rating.

Three Phase available but motor starter is required. Please consult your electrician in choosing appropriate pump assembly.

Unless otherwise agreed, electrician is responsible for supplying and installing starters and overloads for Three Phase pumps.

Owner MUST request Three Phase pumps IN WRITING.

It is strongly recommended that a buck & boost transformer be installed if a single phase leg is taken from 3-phase service to power the pumps, due to the unstable voltage of this arrangement.

Spray fountain heads in lower ponds MUST be HIGHER than pump.



Handicap accessible portions of the course(s) are designed in accordance with ADAAG (Americans with Disabilities Act Accessibility Guidelines) Chapter 10 Section 1007.

REUSE OF DOCUMENTS:
This document, and the designs incorporated herein, are the property of Harris Miniature Golf Courses, Inc. and are not to be used in whole or in part for construction of this, or any other project without written authorization of Harris Miniature Golf Courses, Inc.



GRAPHICS LEGEND:

- R- Rough
- ST- Sand Trap
- *Note: color carpet may be used in place of natural sand
- Elevation Change
- Embankment

PROJECT: Sproat Lake Landing Port Alberni, BC	
DRAWN BY: J. Onyszczak	DATE: 03 / 11 / 19
CHECKED BY: G. Lynn	JOB #: 19-16-2
LAYOUT PLAN	SHEET: 2 OF 10
REVISIONS:	
J.J.O.	01 / 30 / 20 (COURSE LAYOUT)
DATE PRINTED: 02 / 03 / 20	

Prepared by: 
Charity Hallberg Dodds, Planning Assistant

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

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

RE18010 & RE19007



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

PUBLIC HEARING MINUTES

March 2, 2020 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held on Monday, March 2, 2020 at 7:00 pm in the Regional District of Alberni-Clayoquot Board Room, 3008 Fifth Avenue, Port Alberni BC.

Present: John McNabb, Director for Electoral Area 'E' – Beaver Creek
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant
Applicants: Pauli Hiltunen, Beverley Cowley and Rodney Grant
Members of the Public: 1

1. The meeting was called to order at 7:00 pm. Director McNabb acknowledges that the public hearing is being held within the territory of the Tseshah and Hupacasath First Nations.
2. Director McNabb introduces himself and planning staff. He explains that the public hearing is for bylaws associated with two separate development applications. Bylaw P1381 is for the rezoning of 5628 Tomswood Road. Bylaws P1401 and P1402 are for an OCP amendment and rezoning of 7565 Davenport Road. Both applications are necessary to facilitate subdivision proposals.
3. Director McNabb asks staff to read out Notice of Public Hearing.
4. The notice is read by Alex Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area 'E' of the Regional District of Alberni-Clayoquot (ACRD) will be held to consider Bylaws P1381, P1401 and P1402. These bylaws are necessary to facilitate subdivision proposals for two (2) separate properties.

Bylaw P1381: To rezone LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 21840 from Small Holdings (A1) District to Acreage Residential (RA2) District.
Beverly Cowley & Rodney Grant – 5628 Tomswood Road, Port Alberni BC

Bylaw P1401: To redesignate LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690 from Rural Use to Residential Use.

Bylaw P1402: To rezone LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690 from Rural (A2) District to Small Holdings (A1) District.
Pauli Hiltunen & Sheryl Burnett – 7565 Davenport Road, Port Alberni BC

The Public Hearing will be held by the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District. The Board resolutions making these delegations, along with Bylaws P1381, P1401 and P1402 and relevant background documents, are available for review and discussion with Planning staff at the ACRD office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from February 19, 2020 to March 2, 2020 inclusive.

Anyone who feels their interest in property will be affected by the proposed bylaws will be afforded a reasonable opportunity to be heard. Options include attending the Public Hearing and/or submitting correspondence to the ACRD by one of the following methods:



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES March 2, 2020 – ELECTORAL AREA 'E'

Hard copy provided at the Public Hearing, in person at the ACRD office or by mail to the Planning Department to the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, March 2, 2020. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Facsimile sent to 250-723-1327 before 4:00 pm, March 2, 2020. Facsimile correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence submitted prior to the Public Hearing must be received by the ACRD no earlier than 8:00 am on February 19, 2020 and no later than 4:00 pm on March 2, 2020. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

5. Director McNabb explains that the purpose of the hearing is to hear representations, written and verbal, from any person who believes that their interest in property is affected by the proposals. The Regional Board will receive full minutes of the hearing before voting on the bylaws. Staff will take written minutes that summarize the issues raised. He starts with application RE18010/Bylaw P1381 and asks staff to introduce the application.
6. Alex Dyer explains the rezoning is to facilitate a subdivision proposal to create a one-acre lot. He mentions that no correspondence has been received and that copies of the referral agency comments (Appendix 'A') are available.
7. Director McNabb asks the applicant to explain their proposal.
8. Rodney Grant explains that they would like to subdivide to create one one-acre lot. They have had reports completed by an onsite wastewater practitioner and a biologist; both supporting the proposal.
9. Alex Dyer notes that the original proposal has changed from a 0.6 acre minimum to a 1.0 acre minimum due to the wastewater practitioner's recommendation.
10. Director McNabb invites the public to speak. There are no comments from the public.
11. Director McNabb moves onto application RE19007/Bylaws P1401 and P1402. He asks staff to introduce the application.
12. Alex Dyer explains the rezoning is to facilitate a subdivision proposal to create one lot. He mentions that no correspondence has been received and that copies of the referral agency comments (Appendix 'B') are available.
13. Director McNabb asks the applicant to explain their proposal.
14. Pauli Hiltunen explains that they would like to subdivide to create one lot. The portion they'd like to subdivide is unused and not visible from their home. They are considering selling the lot; possibly to one of their children. He feels this is a good opportunity to create a rural lot, which will provide someone with the ability to enjoy the rural lifestyle.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
March 2, 2020 – ELECTORAL AREA 'E'**

15. Director McNabb invites the public to speak. There are no comments from the public. He asks if staff has anything to add. There is nothing more to add.
16. Director McNabb explains that the Board of Directors cannot receive any new information or have any further discussion on either of the proposals before the bylaws are adopted. He calls two times for further representations.
17. KG Campbell, 5618 Kitsuksis Road, asks what the proposal is for the property next to him.
18. Alex Dyer explains that they are going to subdivide and create one new lot.
19. KG Campbell asks where the access to the lot will be.
20. Rodney Grant says the access will be off of Tomswood Road.
21. KG Campbell is good with that and has no further questions.
22. Director McNabb calls one more time for further representations. Hearing none, he terminates the hearing at 7:11 pm.

Certified Correct:

John McNabb, Director for Electoral Area 'E' – Beaver Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

From: [Jenny Brunn](#)
To: [Charity Hallberg Dodds](#)
Subject: FW: RE18010/Bylaw P1381 Referral Response Request - 5628 Tomswood Road (Cowley and Grant Rezoning)
Date: February 10, 2020 11:18:14 AM

Jenny Brunn
Manager of Operations
Alberni-Clayoquot Regional District

From: Jenny Brunn
Sent: October 18, 2018 5:40 PM
To: Peter Thicke <pthicke@acrd.bc.ca>
Subject: RE: RE18010/Bylaw P1381 Referral Response Request - 5628 Tomswood Road (Cowley and Grant Rezoning)

Peter,

I apologize for not replying sooner - just getting a chance to catch up on emails. However, It is October 18th ☺

Just some thoughts – the waterline servicing tomwood appears to be 4” pipe which is under standard watermain size of 6”. The Beaver Creek water bylaw requires all development to prove that the water system can provide adequate fire flow and peak demand to new subdivisions. In other locations, I have often requested a letter stamped by an engineer who has reviewed the plans and done the calculations to make sure this is met. I’m not sure if this has already been done, or if this is the time to make that request.

Do we have a minimum lot size for properties with septic systems? 0.6 acres near a watercourse sends warning bells for me. I assume VIHA will provide comments. If they don’t – please let me know and I will put more time into investigating my concerns.

Probably easiest to discuss in person, so I can get up to speed on how things are done around here. I will be in the office in the morning tomorrow.

Thanks Peter!

Jenny Brunn
Manager of Operations
Alberni-Clayoquot Regional District

From: Peter Thicke
Sent: Wednesday, October 03, 2018 4:11 PM
To: Charlie Starratt <firechief@bcvfd.ca>; 'lcheetham@sd70.bc.ca' <lcheetham@sd70.bc.ca>; Peter



Your File #: RE18010
eDAS File #: 2018-05743
Date: Oct/11/2018

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

**Re: Proposed Bylaw P1381 for:
Lot 1, DL 20, Alberni, Plan 21840
5628 Tomswood Road, Port Alberni**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

- Not to be construed as a subdivision approval. All review of the subject lot will be assessed at the time of subdivision application;

If you have any questions please feel free to call Peter Webber at (250) 751-3277.
Yours truly,

Peter Webber
Development Approvals Technician

Local District Address
Vancouver Island District Third Flr 2100 Labieux Road Nanaimo, BC V9T 6E9 Canada Phone: (250) 751-3246 Fax: (250) 751-3289



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAW NO: P1381 ACRD FILE NO.: RE18010

APPLICANTS: Beverly Cowley and Rodney Grant

ACRD CONTACT: Peter Thicke, Jr Planner

Date of Referral: October 3, 2018

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

Signature: _____

Date: 10/04/2018



BYLAW RESPONSE SUMMARY

BYLAW NO's.: P1401 & 1402 ACRD FILE NO.: RE19007

APPLICANT NAME: Pauli Hiltunen & Sheryl Burnett

ACRD CONTACT: Sarah Holden, Jr. Planner

Date of Referral: December 6, 2019

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Final needs to be completed on existing BP# BC11-30; last inspection was framing.

Agency (please print):

ACRD

Name (please print):

Brett Mortlock

Title: Building Inspector

Signature:

Date: 12.10.2019



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAW NO's.: P1401 & 1402

ACRD FILE NO.: RE19007

APPLICANT NAME: Pauli Hiltunen & Sheryl Burnett

ACRD CONTACT: Sarah Holden, Jr. Planner

Date of Referral: December 6, 2019

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

The Ministry of Transportation and infrastructure has no objections to the proposed rezoning bylaw. It is the applicant's responsibility to obtain any necessary permits or approvals in connection with any future subdivision on the subject property.

Agency (please print):

Ministry of Transportation and Infrastructure

Name (please print):

Tim Hendy

Title: Development Officer

Signature:

Date: 2019-12-16



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAW NO's.: P1401 & 1402 ACRD FILE NO.: RE19007

APPLICANT NAME: Pauli Hiltunen & Sheryl Burnett

ACRD CONTACT: Sarah Holden, Jr. Planner

Date of Referral: December 6, 2019

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Island Health will have an opportunity to review the subdivision application, through the referral process with the Ministry of Transportation and Infrastructure, to ensure the proposal meets the intent of Island Health's Subdivision Standards.

While a Registered Onsite Wastewater Practitioner is able to evaluate the ability of the soils to support an onsite sewerage system, the Sewerage System Standard Practice Manual specifically states that the manual is not intended to address the potential cumulative impacts of discharge from multiple sewerage systems within a given area. The purpose of the Island Health Subdivision Standards is to ensure that new lots created will support a primary and reserve sewerage system; the intent being to prolong the expected lifespan of sewerage systems and safeguard the environment and public health.

It has been noted that the proposed subdivision may be serviced by the Beaver Creek Water System. Any extensions or alterations of the existing water supply system to service the proposed properties must not be undertaken unless a construction permit has been issued by Island Health in accordance with the Drinking Water Protection Act and Drinking Water Protection Regulations.

Agency (please print):

Island Health

Name (please print):

Stephanie Bruvall

Title: Environmental Health Officer

Signature:

Date: December 20, 2019

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1381

OFFICIAL ZONING ATLAS AMENDMENT NO. 709

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1381.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 21840 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26th day of September, 2018
Amended this 13th day of November, 2019
Read a second time as amended this 13th day of November, 2019
Public Hearing held this 2nd day of March, 2020
Read a third time this day of,

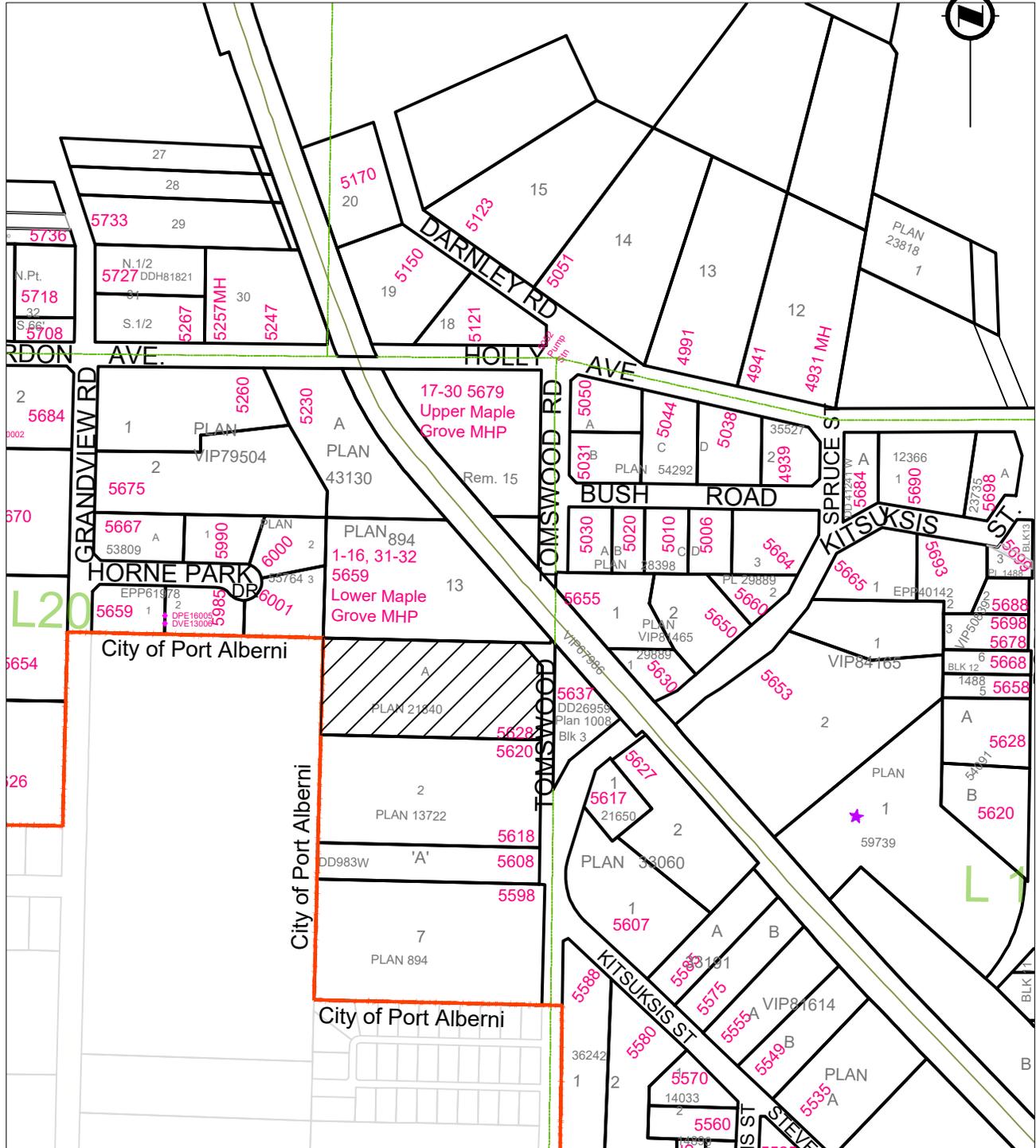
Adopted this day of,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1381



Legal Description: LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN21840



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1401

**A BYLAW TO AMEND BYLAW NO. P1291
BEAVER CREEK OFFICIAL COMMUNITY PLAN**

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

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

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

1. TITLE
This bylaw may be cited as the Beaver Creek Official Community Plan Amendment Bylaw No. P1401.
2. Schedule B, the plan map, is hereby amended by redesignating LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690 from "Rural Use" to "Residential Use" as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 27th day of November, 2019

Public Hearing held this 2nd day of March, 2020

Read a second time this day of ,

Read a third time this day of ,

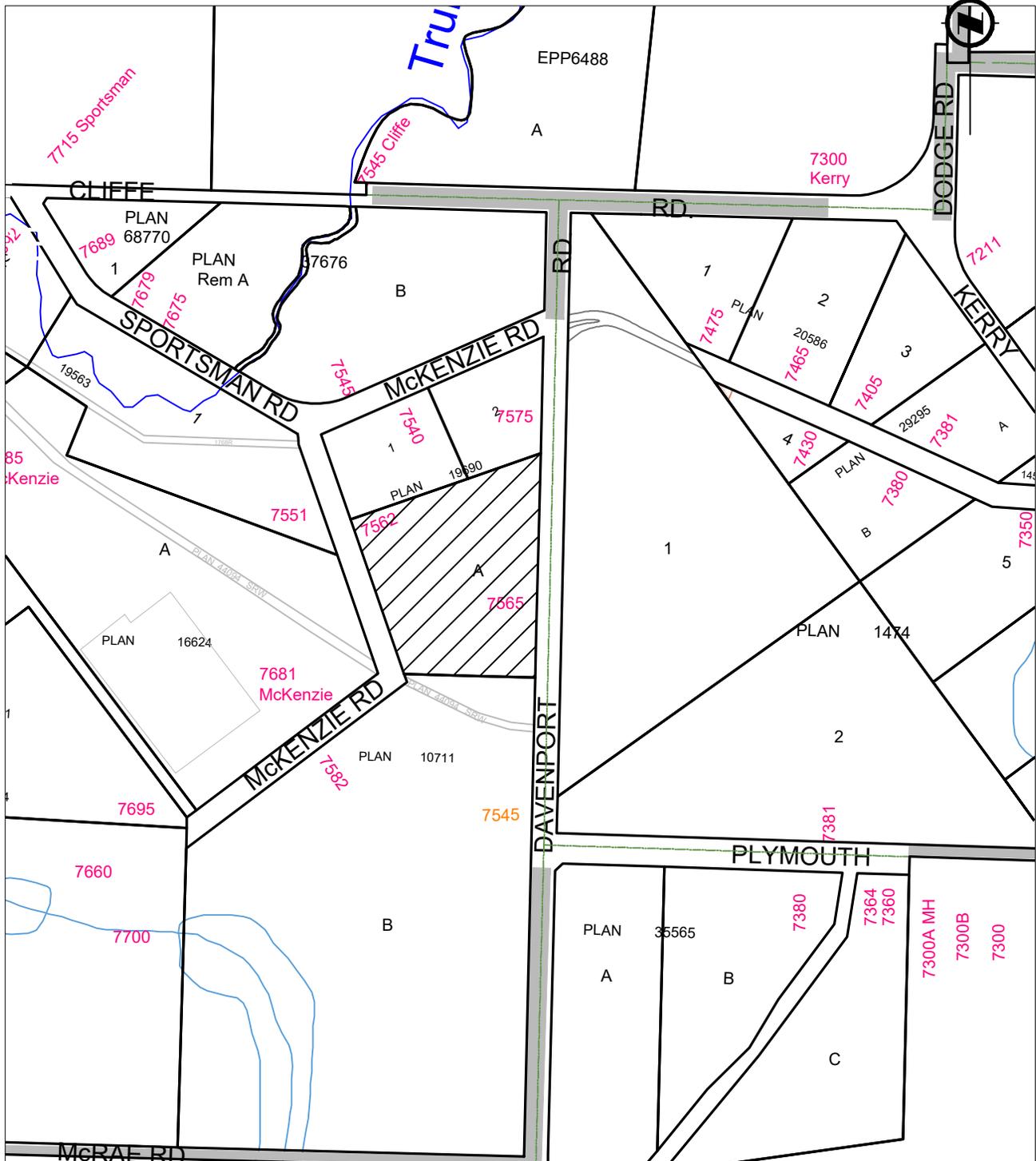
Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1401



Legal Description: LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690



To be redesignated from "Rural Use" to "Residential Use".



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1402

OFFICIAL ZONING ATLAS AMENDMENT NO. 721

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

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1402.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690 from Rural (A2) District to Small Holdings (A1) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 27th day of November, 2019

Public Hearing held this 2nd day of March, 2020

Read a second time this day of ,

Read a third time this day of ,

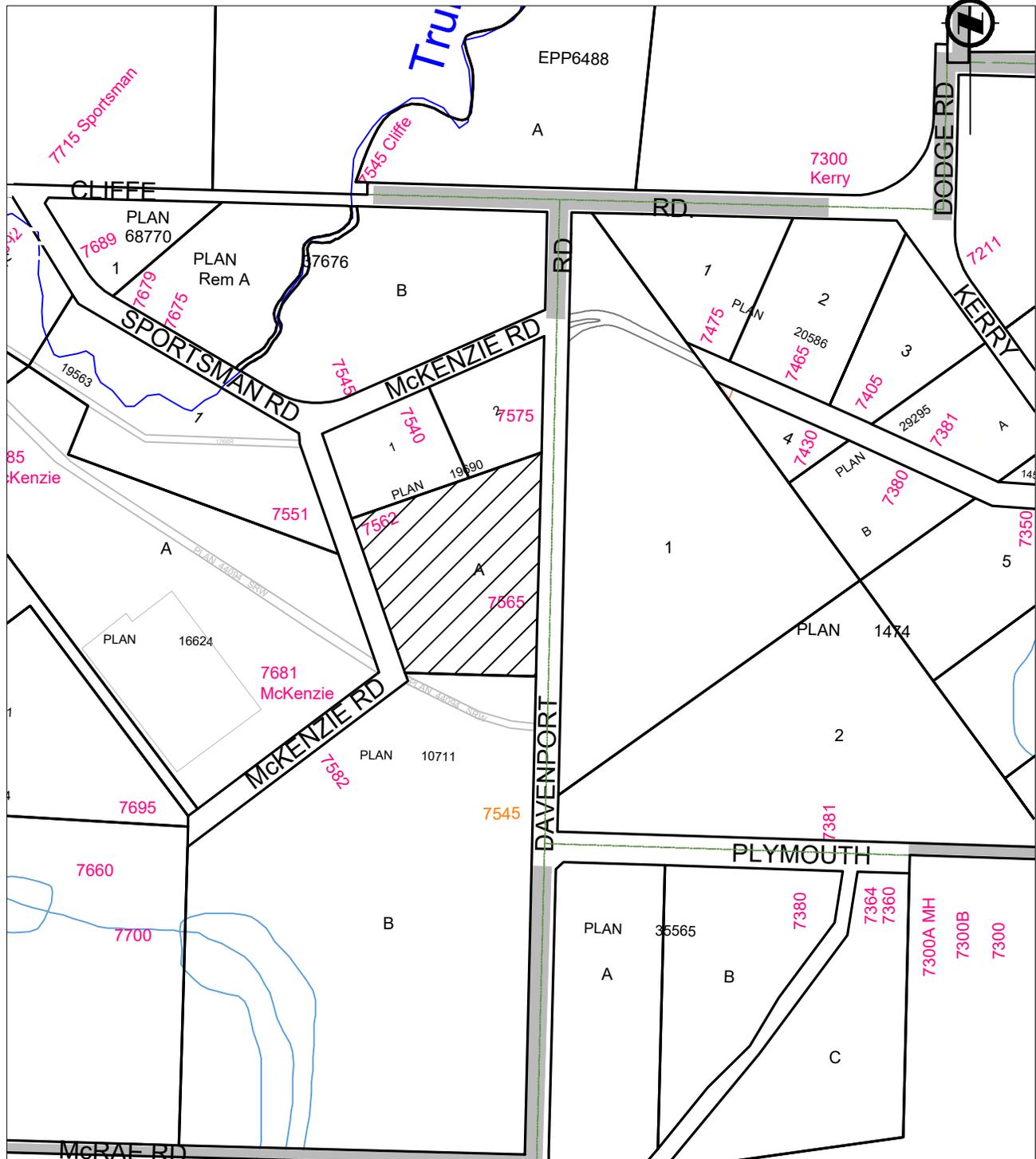
Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1402



Legal Description: LOT A, DISTRICT LOT 33, ALBERNI DISTRICT, PLAN 10711, EXCEPT THAT PART IN PLAN 19690



To be rezoned from Rural (A2) District to Small Holdings (A1) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: March 11, 2020

ACRD FILE NO.: RE20001

APPLICANTS: Erin & Steve Anker

LEGAL

DESCRIPTION: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560

LOCATION: 6261 Lamarque Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owners have applied to rezone the +/- 0.89 ha (2.21 ac) parcel from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a subdivision of the subject property into a +/- 0.49 ha (1.2 ac) parcel and a remainder +/- 0.40 ha (1.0 ac) parcel.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1404 be read a first time;
- THAT the public hearing for Bylaw P1404 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1404 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage disposal to a minimum 0.6 acre density; and
 - b. Meeting technical referral agency requirements.

Observations:

- i) **Status of Property:** The +/- 0.89 ha (2.21 ac) subject property is mostly flat and has been cleared apart from a treed buffer along Lamarque Road. The parcel includes a mobile dwelling and multiple outbuildings without foundations. An

RE20001

undeveloped right-of-way borders the east side of the property. Similar residential properties border the property to the north, south, east, and across Lamarque Road to the west.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the ACRD requires confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage to a minimum 0.6 acre density.
- b. **Water Supply:** Beaver Creek Community Water.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** Access to the property is off Lamarque Road. Proposed panhandle access to the new lot along the southern property line running from Lamarque Road.

iii) Existing Planning Policies Affecting the Site

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use". The objective of this land use designation is to provide a range of housing options within the plan area.

Policy 8.2.7 requires that lots created by subdivision that are smaller than 1 ha are serviced with communal or community water or sewer system or both. The parcel is currently serviced by the Beaver Creek Community Water system.

The subject property is not within a Development Permit Area.

The proposed development conforms to the policies and objectives of the Beaver Creek OCP.

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

	A1 District (existing)	RA3 District (proposed)
Minimum Lot Area:	2 acres	0.6 acres
Minimum Lot Width:	165 feet	98.425 feet
Lot Coverage:	-	15%
Minimum Setbacks		
Front:	25 feet	49.21 feet
Rear:	30 feet	32.8 feet
Side:	5 feet	16.4 feet

The applicant intends to rezone the property to allow for a subdivision of the +/- 0.89 ha (2.21 ac) parcel into a +/- 0.49 ha (1.2 ac) parcel and a remainder +/- 0.40 ha (1.0 ac) parcel. Rezoning the property to Acreage Residential (RA 3) District

RE20001

from Small Holdings (A 1) District would allow this subdivision.

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

Comments:

This rezoning is the first step in the applicant's plan to subdivide the property into two (2) lots. However, rezoning this +/- 0.89 ha (2.21 ac) from A1 to RA3 could potentially allow for a three (3) lot subdivision based on the minimum lot size in the RA3 zone. In that case, the proposed panhandle driveway may pose access challenges.

A restrictive covenant, EP94367, registered to title in 2000 in favour of Island Health and the ACRD, requires the property owners to install sewage disposal systems in the southeast corner of the parcel. The applicants' preliminary panhandle layout includes a driveway access dissecting the covenant area. Discharge of the covenant for driveway access and proof of capability of accommodating sewage disposal everywhere on the property will be a condition of the future subdivision.

The proposed panhandle lot does not meet the required 10% of the perimeter of a lot fronting a public road. As part of future subdivision approval, the ACRD will require a parcel frontage waiver for the proposed panhandle. The proposed panhandle frontage on Lamarque does not meet the minimum lot width requirement in the RA3 zone of 98.425 feet (29.9 m). An application to vary the minimum lot width will be requirement of subdivision approval.

ACRD Staff are supportive of the application as it provides a good opportunity for infill development and is not out of character for the area, provided the technical requirements of subdivision are resolved at the subdivision application stage.

Submitted by:



Sarah Holden, Junior Planner

Reviewed by:



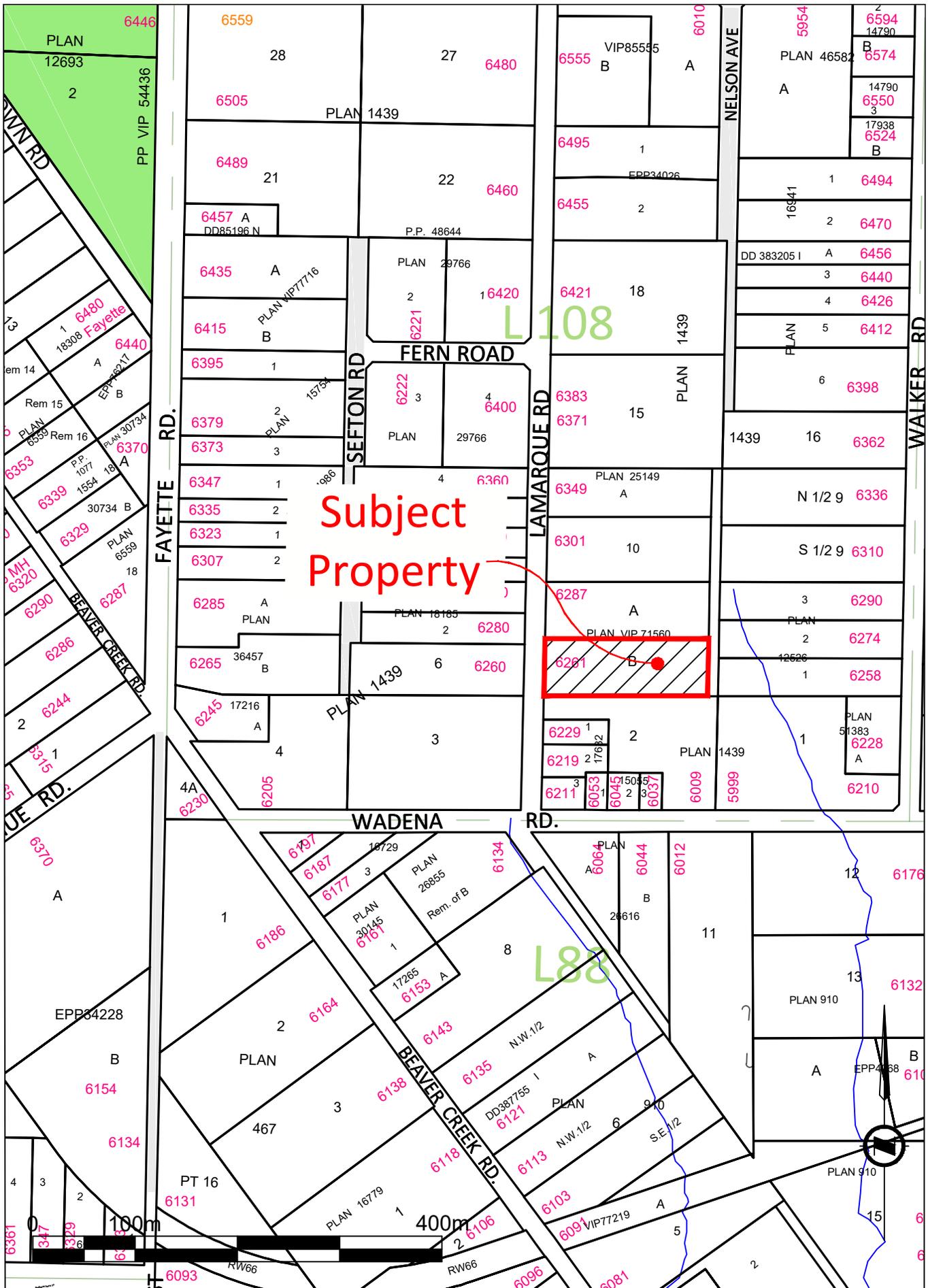
Alex Dyer, MCIP, RPP
Planner

Approved by:



Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

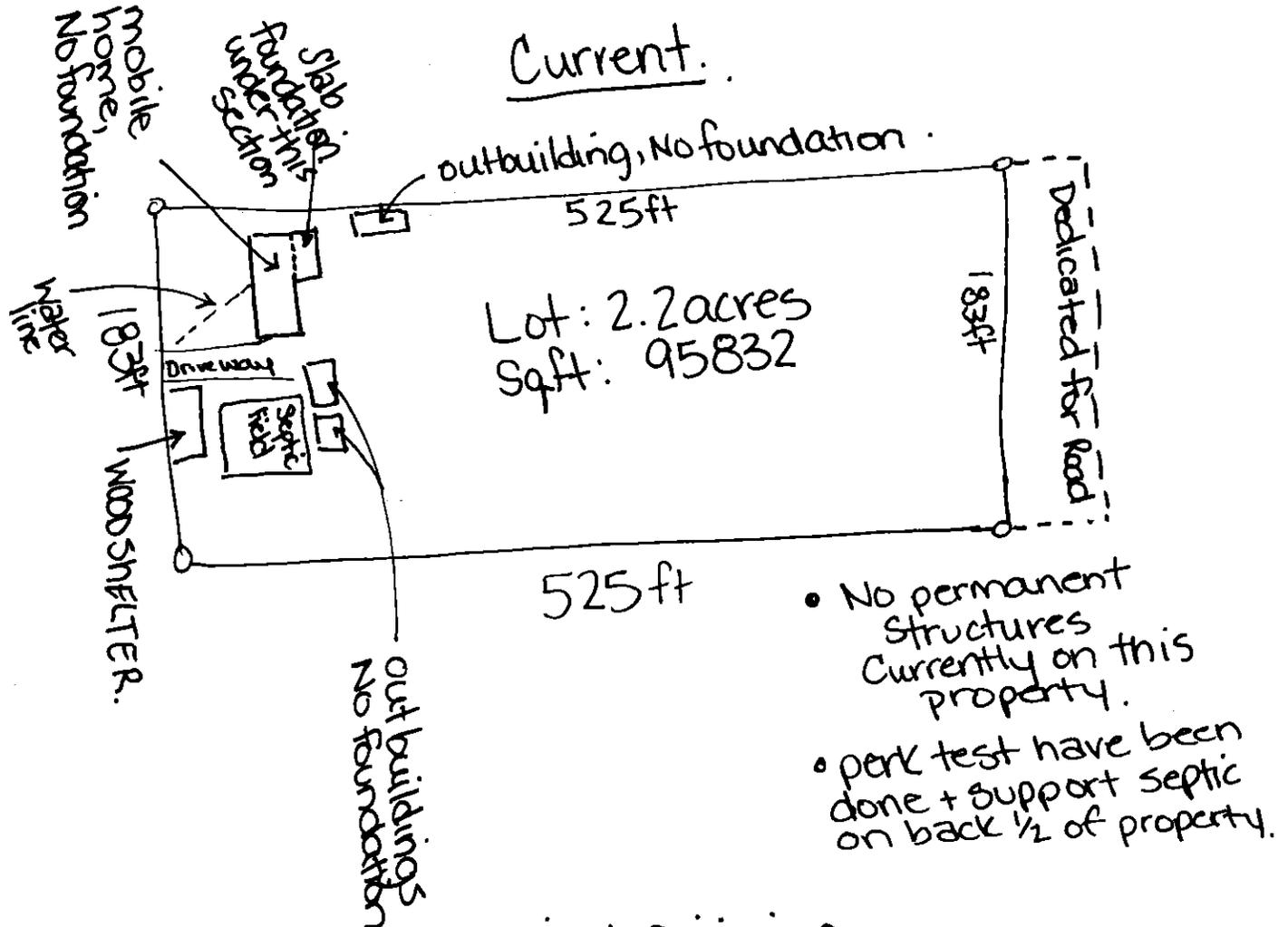
RE20001



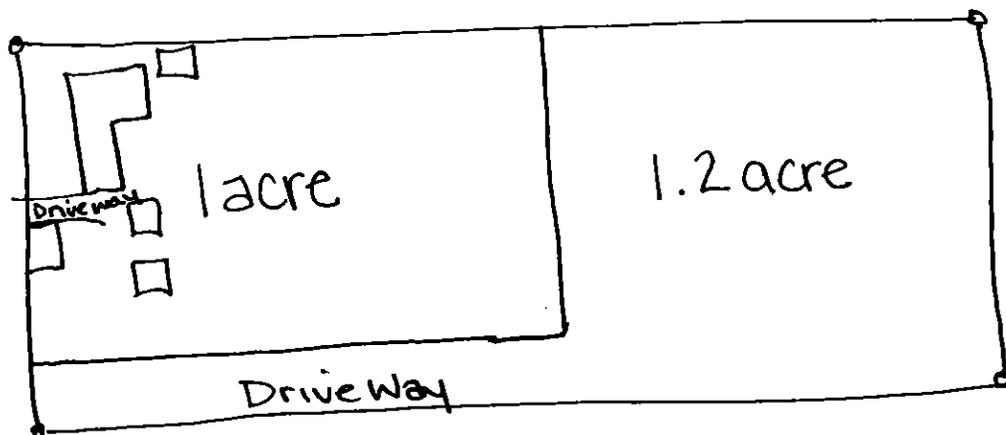
Legal Description: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560

Property ID

024-883-930, LOT B DISTRICT LOT 108
ALBERNI DISTRICT PLAN V1P71560



Desired Division

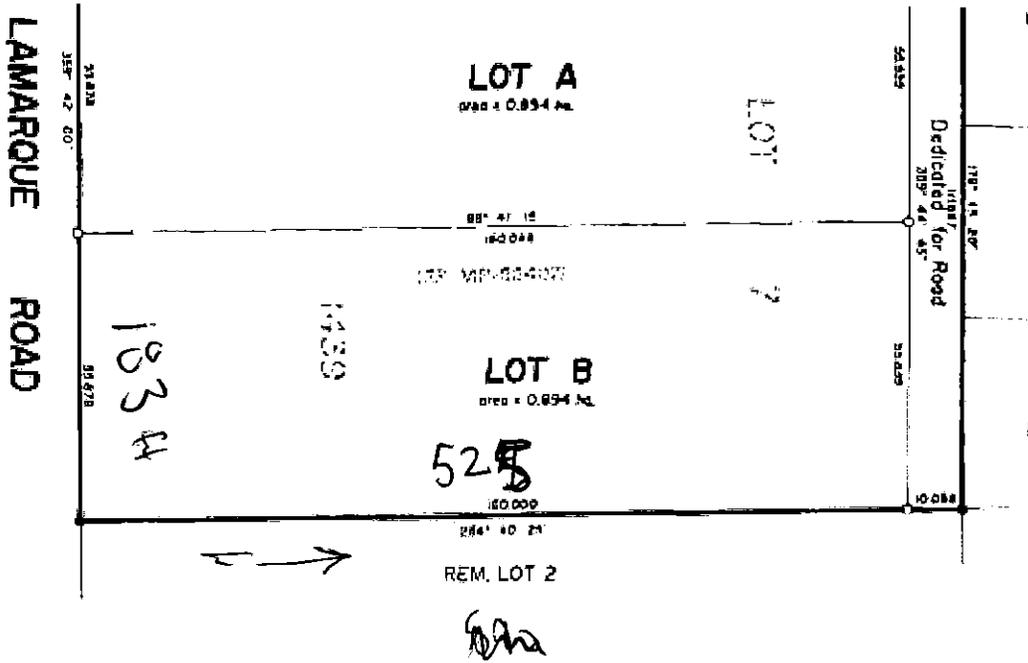


6261 Lamarque

Lori Wilson <lwilson@acrd.bc.ca>

Thu 2019-10-10 3:13 PM

To: Kat Dwolinsky <kat@albernirealtor.com>



Reason and Comments in support of the application.

- It is with all intents and purposes that we intend to develop this property for our family home. It is within our desired location and we would like to see the neighbourhood remain that, a neighbourhood.
- 6455 Jamarque Rd. has just been rezoned from A1 to RA-3 with no opposition
- There is a second property in the neighbourhood undergoing the rezoning process from A1 to RA-3.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1404

OFFICIAL ZONING ATLAS AMENDMENT NO. 722

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1404.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,
Read a second time this day of ,
Read a third time this day of ,

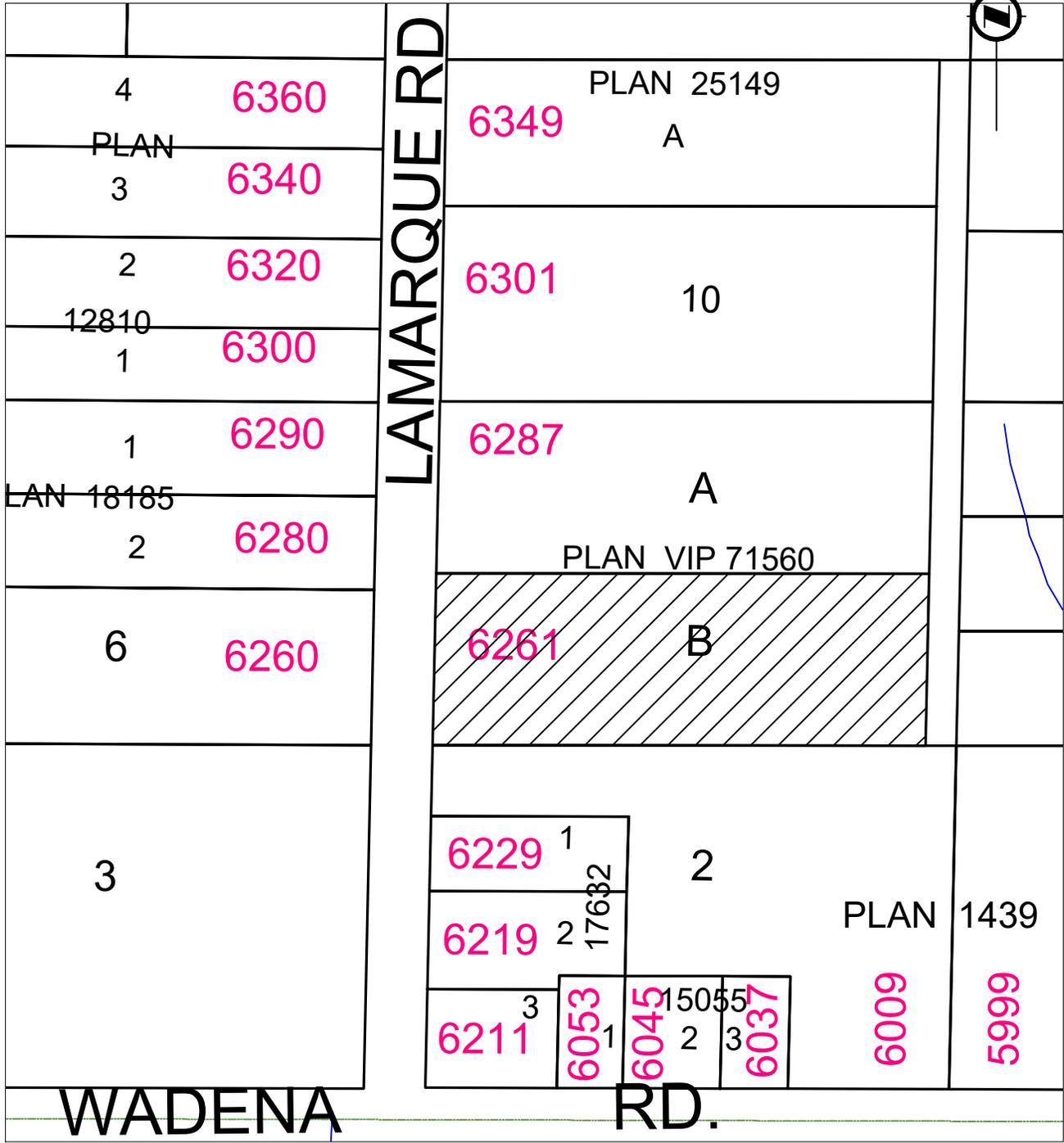
Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

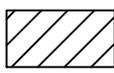
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1404



Legal Description: LOT B DISTRICT LOT 108 ALBERNI DISTRICT PLAN VIP71560



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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: March 11, 2020

ACRD FILE NO.: RE20002

APPLICANTS: Dana Paquette & Muriel McNamara

LEGAL DESCRIPTION: LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108

LOCATION: 6765 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owners have applied to rezone the 2 ha (4.94 ac) parcel from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate the subdivision of the subject property into two 0.5 ha (1.24 ac) parcels and a 1.1 ha (2.47 ac) remainder.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1407 be read a first time;
- THAT the public hearing for Bylaw P1407 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1407 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage disposal to a minimum 1 acre density;
 - b. Meeting technical referral agency requirements.

Observations:

- i) **Status of Property:** The 4.94 acre property is flat and mostly cleared except for a line of trees adjacent to Beaver Creek Road on the west side of the property and a stand of trees in the central part of the property. There is an existing single family dwelling on the property and numerous accessory buildings and structures. The

RE20002

lot is surrounded by other residential properties.

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. The applicants have engaged a Registered On-Site Wastewater Practitioner (ROWP) to assess if the proposed lots are capable of accommodating on-site sewage. Sewerage confirmation is required prior to the public hearing.
- b. **Water Supply:** Beaver Creek Community Water.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** The property is accessed from Beaver Creek Road. The proposed new lots will also be accessed from Beaver Creek Road, with a panhandle access to proposed Lot B.

iii) Existing Planning Policies Affecting the Site

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use". The objective of this land use designation is to provide a range of housing options within the plan area.

Policy 8.2.7 requires that all new lots created by subdivision are serviced with water and sewerage. This policy will apply if the application for rezoning is approved and the applicants proceed with the subdivision.

The subject property is impacted by Development Permit Area I – Riparian Areas. The DPA I designation applies to lands within 15m of the high water mark of a designated stream and is intended to ensure that ecological values of sensitive riparian areas have been considered prior to development. The subject property has a marked watercourse bisecting the northeastern portion of the lot. The Toth and Associates Environmental report, dated February 4, 2020, noted that:

- The ACRD mapping notes a tributary of Plested Creek on the subject property; and
- Based on a field review the drainage ditch does not represent a natural watercourse.

The Toth report recommends:

- Drainage provides seasonal surface flow to Plested Creek and any ditch dredging/maintenance should be conducted in the summer months; and
- Upon completion of any works the ditch bottom and banks should be re-seeded so that they remain vegetated.

The proposed development conforms to the policies and objectives of the Beaver Creek OCP.

- c. **Zoning:** The property is zoned Small Holdings (A1) District and the property owner

RE20002

is applying to rezone to Acreage Residential (RA2) District.

	A1 District (existing)	RA2 District (proposed)
Minimum Lot Area:	2 ac	1 ac
Minimum Lot Width:	165	120 ft.
Lot Coverage:	-	25%
Minimum Setbacks		
Front:	25 ft.	40 ft.
Rear:	30 ft.	30 ft.
Side:	5 ft.	15 ft.

The applicants intend to rezone the property to allow for a subdivision of the 2 ha (4.94 ac) parcel into two 0.5 ha (1.24 ac) parcels and a 1.1 ha (2.47 ac) remainder. Rezoning the property from Small Holdings (A1) District to Acreage Residential (RA2) District would allow this subdivision.

The proposed development requires a rezoning of the subject property from Small Holdings (A1) District to Acreage Residential (RA2) District.

Comments:

The rezoning is the first step in the applicant's plan to subdivide the property into three (3) lots. The proposed two 0.5 ha (1.24 ac) parcels and a 1.1 ha (2.47 ac) remainder would be accessed off Beaver Creek Road.

The applicants have engaged a Registered On-Site Wastewater Practitioner (ROWP) to assess if the proposed lots are capable of accommodating on-site sewage. Sewerage confirmation is required prior to the public hearing.

The proposed panhandle lot, Lot B, does not meet the required 10% of the perimeter of a lot fronting a public road. As part of future subdivision approval, the ACRD will require a parcel frontage waiver for the proposed panhandle. The proposed panhandle frontage on Beaver Creek Road does not meet the minimum lot width requirement in the RA2 zone of 120 ft. An application to vary the minimum lot width will be requirement of subdivision approval.

ACRD Staff are supportive of the application as it provides a good opportunity for infill development and is not out of character for the area.

Submitted by:



Sarah Holden, Junior Planner

RE20002



Reviewed by:

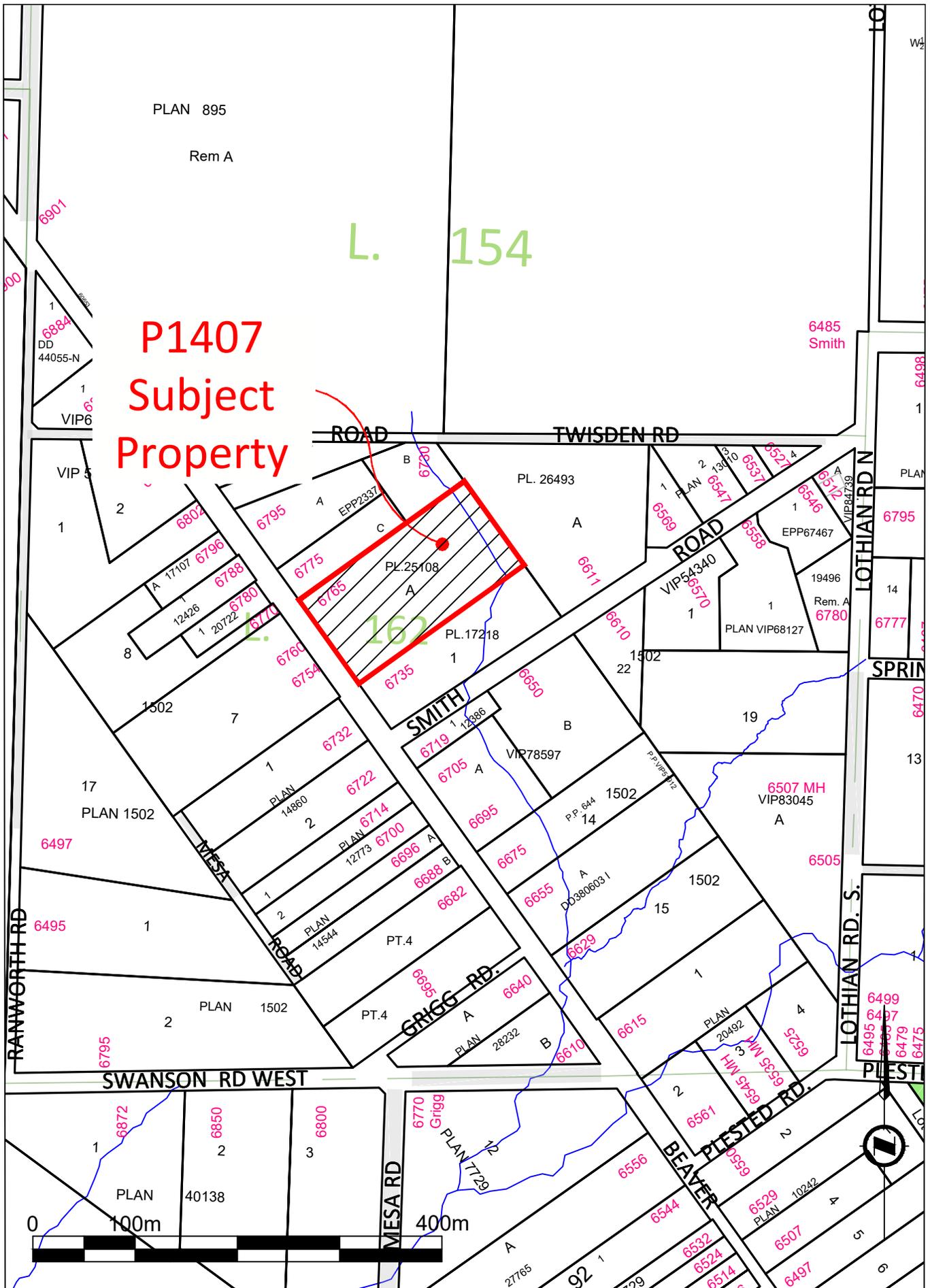
Mike Irg, MCIP, RPP
Manager of Planning & Development



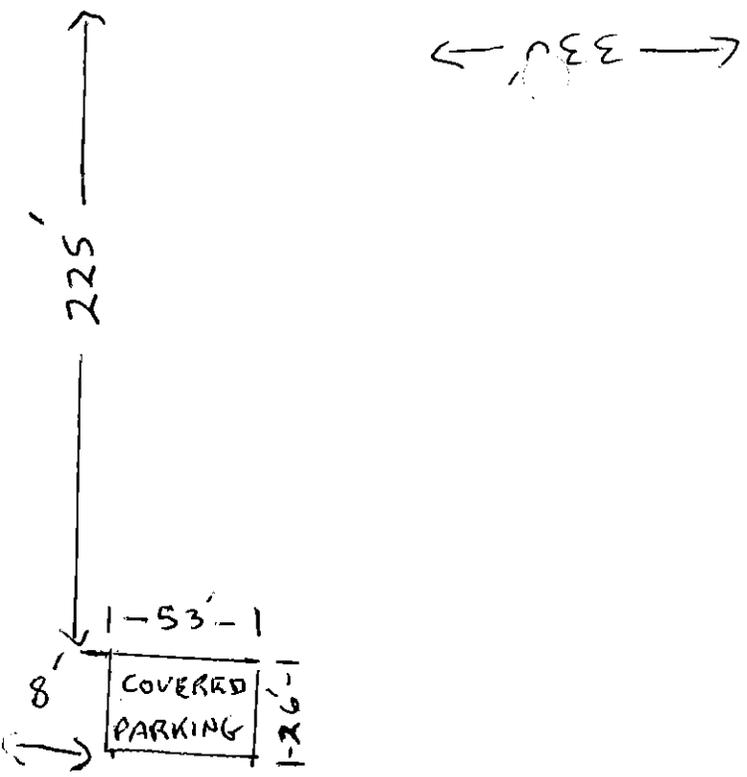
Approved by:

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RE20002



P1407 Rezoning from Small Holdings (A1) District to Acreage



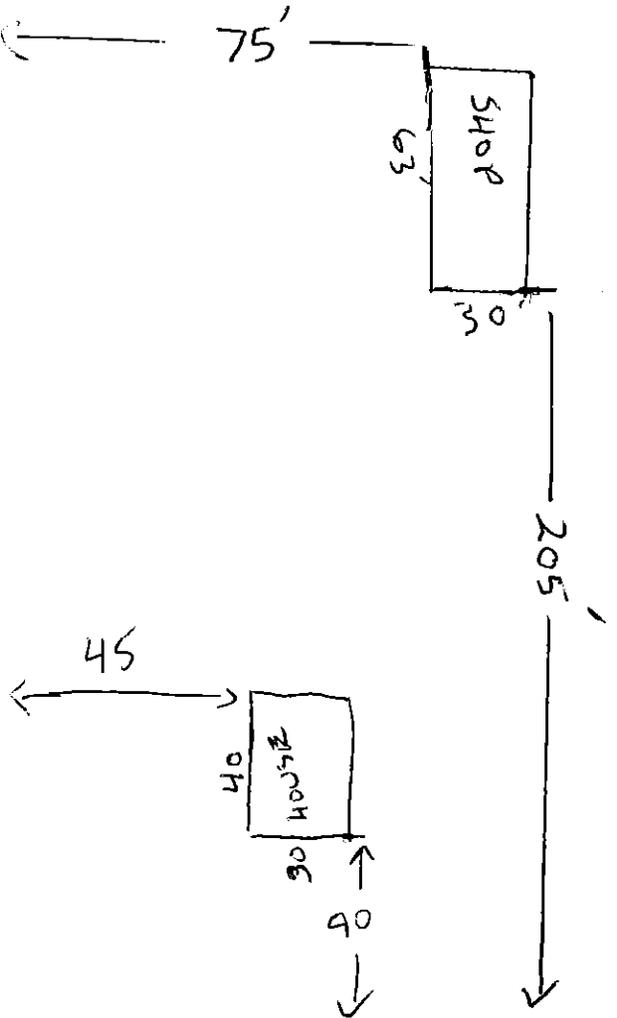
6765 BEAVER CREEK
V9Y8M2

PID-002-872-889

LOT A, DL162

PLAN # 25108

LOT SIZE - $330' \times 652.95'$



$652.95'$

$165'$ 185

DANA PAQUETTIE + MURIEL MCNAMARA

6765 BEAVER CREEK

CONTACT INFO - 250-735-2066

• OIP Denotes iron post found.
• IP Denotes 1/2" square galvanized iron post set
Bearings astronomic derived from Plan 17218.

22

162

LOT A
LOT B

01-1886
SID 70
03.4

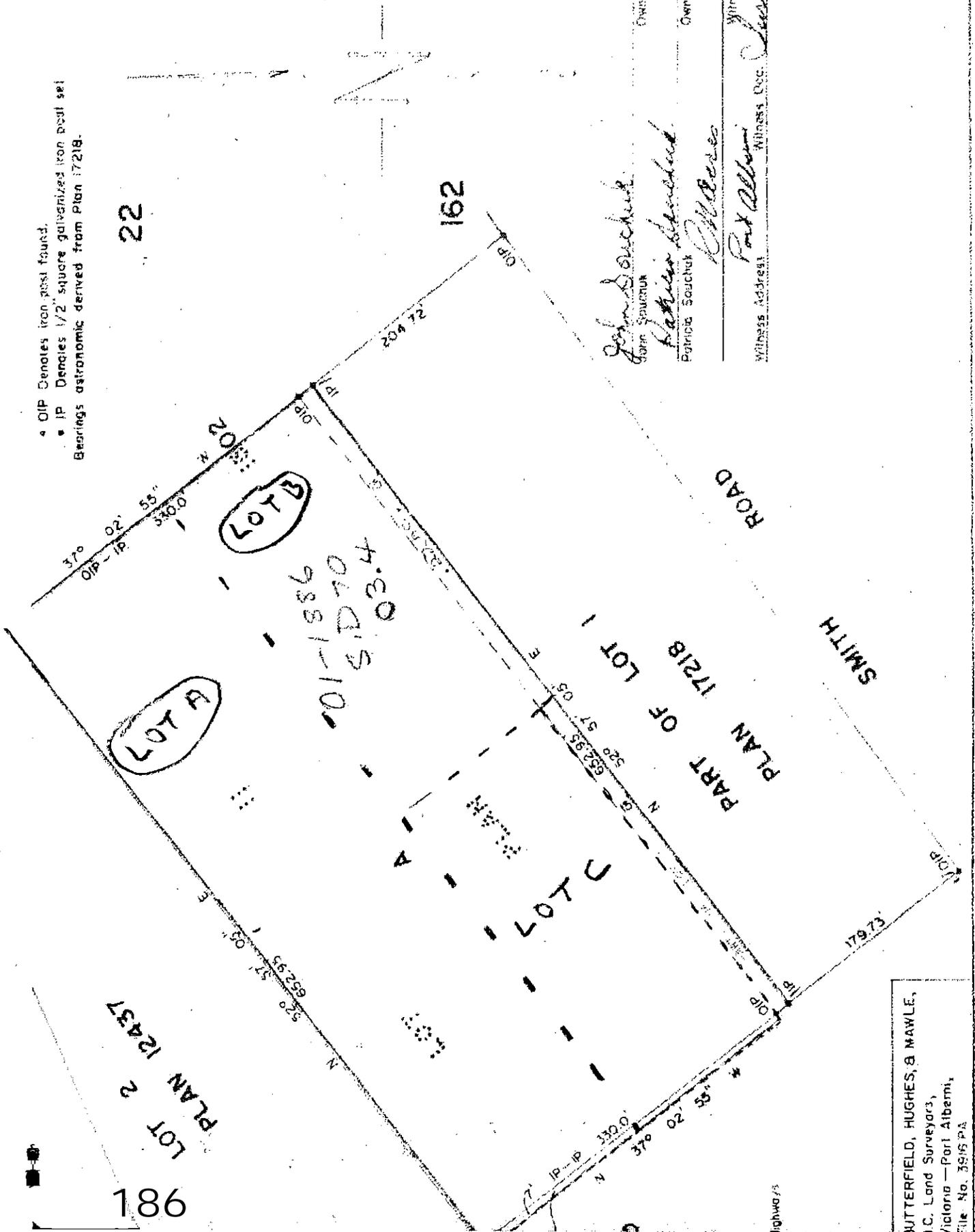
LOT 2
PLAN 12437

186

John Souchak
John Souchak
Patricia Souchak
Patricia Souchak
M. Beres
M. Beres
Pat Allom
Pat Allom
Witness Address
Witness Dec. Date

ROAD
SMITH
PART OF LOT 1
PLAN 17218

BUTTERFIELD, HUGHES, & MAWLE,
I.C. Land Surveyors,
Victoria - Port Alberni,
File No. 3516 PA





Toth and Associates Environmental Services

6821 Harwood Drive, Lantzville, B.C. V0R 2H0

Tel: (250) 390-7602

E-mail: stoth@shaw.ca

February 4, 2020

Muriel McNamara
6765 Beaver Creek Road
Port Alberni, BC

**Re: Status of a surface drainage feature on 6765 Beaver Creek Road (PID# 002-872-889),
Port Alberni**

Toth and Associates Environmental Services conducted an assessment of a dry ditched drainage located at the northeast end of 6765 Beaver Creek Road on September 18, 2018. Based on the Alberni-Clayoquot Regional District's (ACRD) mapping, the drainage forms part of a tributary of Plested Creek (Watershed Code: 930-137400-88600), and is identified as a Riparian Development Permit Area (DPA). The provincial Habitat Wizard and Fisheries Inventory Data Queries (FIDQ) information indicate that Plested Creek supports populations of coho salmon and steelhead. The limit of fish distribution in the Plested Creek system is not indicated.

It is our understanding that the proposed development includes subdivision of the subject property into two lots.

It is our understanding that the ACRD has requested a professional opinion on whether or not the ditched drainage represents a natural watercourse. Based on our review, it is our opinion that the drainage ditch does not represent a natural watercourse on or upstream of 6765 Beaver Creek Road, and in all probability contains sections of both natural and man-made drainage downstream of the subject property. "Natural" in this case would be limited to within the period since European settlement. Due to the level of drainage alteration from land development, we cannot definitively state whether or not there was a natural watercourse downstream of the subject property prior to settlement.

Evidence in support of this conclusion is best provided by the March 9, 2018 aerial photography provided on Google Earth which shows that the drainage originates from ditch flows along the north side of Twisden Road, and from undefined run-off from farmlands north of Twisden Road. Downstream of the subject property, the drainage appears to have sections of ditched and non-ditched channel to the top of ravine bank associated with Plested Creek.

We frequently come across situations where the history of a drainage is debated by the "which came first" question; in other words, was the drainage historically modified from a natural watercourse, or was the drainage solely created as a result of stormwater management during prior land development?

Frequently where historically the land use was farming we find that drainage courses resulted from stormwater management (e.g. ditches) created to drain pasture or crop lands that may (especially in the case of crop lands) have once been low lying swamplands.

The main geologic evidence for supporting a pre-existing natural watercourse is whether there is any remaining topographic evidence of the historic presence of a watercourse in the vicinity. All natural watercourses through their alluvial processes (e.g. erosion and down-cutting) leave a defined mark on the landscape. In the case where a property has been graded or filled, there is generally topographic evidence upstream or downstream of the property.

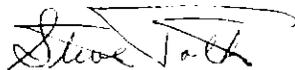
There is no topographic evidence of a pre-existing watercourse on or upstream of the subject property and minimal / discontinuous evidence downstream of the property.

The BC *Water Sustainability Act* (WSA) applies to a "natural" watercourse or natural source of water supply. Based on our review, the BC WSA would not apply to the ditched drainage on the subject property.

The subject property has been used for farming in the past, and the zoning bylaw indicates that farming related activities are the primary permitted uses for this zone. Therefore, maintenance of good site drainage is an important factor to permit continued farm use of the subject property. Given the lack of fisheries information concerning the Plested Creek watershed, and the high potential for barriers to fish passage at, or downstream of Beaver Creek Road, it is highly unlikely that the ditched drainage supports fish. However, as the drainage provides seasonal surface flows to Plested Creek, any ditch dredging / maintenance should be conducted during the summer when the ditch is dry and upon completion of such works the ditch bottom and banks through the property should be re-seeded so that they remain vegetated.

Please contact us if you require any additional information.

Sincerely,
Steve Toth, AScT, R.P.Bio.



Toth and Associates Environmental Services

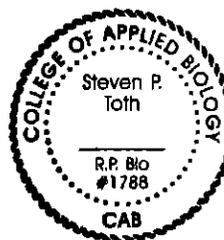


Figure 1. Subject property location and drainage ditch network.



Gibson and Sons Consulting Ltd.
811 Wildgreen Way, Parksville
Septic@gibsonwastewater.ca
250-240-1724



Mr. Alex Dyer
Senior Planner
Alberni Clayoquot Reg. Dist.

February 13, 2020
PA/20/005
2018-03738

Dear Mr. Dyer,

Re: Proposed Carriage Home on the south portion of 6765 Beaver Creek Rd. Port Alberni

Further to our January 16, 2020 Filing/ROSS for this property we have also been involved as you may know in the subdivision of this land into two parcels. We have conducted observation and permeability test holes over the last winter to ensure the south half of this parcel is capable of supporting on-site treatment sites. These sites meet the requirements of the demand dosing sand mound guidelines set out in the Standard Practice Manual V3 for this Province. If you have any questions please contact me,

Yours Truly,

A handwritten signature in blue ink, appearing to read "Glenn J. Gibson".

Glenn J Gibson CPHI(c) ROWP

Muriel McNamara
Dana Paquette



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

Ms. Jamie Hopkins
Dir. Cogr. Technician
Min of Transportation & Infrastructure

your file # 2018-0375

Sept 20/19

Ms Hopkins

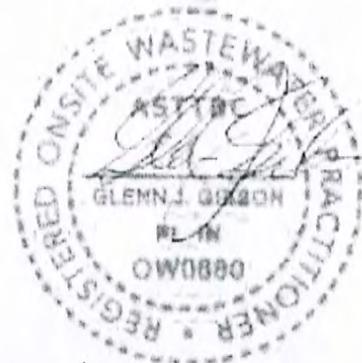
Re: 2 Lot Subdivision of 6765 Beaver Creek Port All.

On September 16, 2019 we inspected the on-site sewage system for this dwelling to witness no signs of any malfunction or potential Health Hazard as prescribed by the Sewerage System Regulations. This system does not cross the proposed lot boundary.

This system installation pre dates the remaining files kept with Island Health

If you have any questions please contact me,
250 240 1724

Yours Truly
Glenn Gibson





ISLAND HEALTH
FILING ACCEPTED
JAN 16 2020
This filing Does Not Constitute
Approval for Further Subdivision

RECORD OF SEWERAGE SYSTEM

Filing #

PA20/005

1. Property Information	<input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Amendment - Original Filing #	
	Tax Assessment Roll # 770 01886.000	PID # 002 872 889
	Legal Description (Plan, Lot, District Lot, Block Numbers) Lot A Plan 25108 DL 162 Alberni LD	
	Street (Civic) Address or General Location 6765 Beaver Creek Road	City Port Alberni
2. Owner Information	Name of Legal Owner Dana Paquette/ Muriel McNamara	
	Mailing Address same	
	Phone 250m735 2066	City Port Alberni
3. Authorized Person Information	Name of Authorized Person Glenn J Gibson	
	Mailing Address 811 Wildgreen Way	
	Phone 250 240 1724	City Parksville
	Registration # OW 0880	Email gibsonandsons65@gmail.com
4. Structure Information	Sewerage System Will Serve:	
	<input checked="" type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Other Structure (specify) <input checked="" type="checkbox"/> Other Dwelling (specify) carriage	
5. Site Information	The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one)	
	<input checked="" type="checkbox"/> Less than or equal to 9,100 litres <input type="checkbox"/> More than 9,100 litres but less than 22,700 litres	
	Depth of native soil to seasonal high water table or restrictive layer (cm) 75 +	Information respecting the type, depth and porosity of the soil is attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Drinking Water Protection	Will the sewerage system be located less than 30 m from a well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If yes, attach a professional's report and specify the intended distance (m) Distance of proposed sewerage system to the closest body of surface water 300+ (m)	
7. System Information	Sewerage treatment method <input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3	
8. Legal or Regulatory Considerations	<input checked="" type="checkbox"/> Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.	
	Is this filing submitted as the result of an order from the Health Authority? <input type="checkbox"/> Yes (attach a copy of the order) <input checked="" type="checkbox"/> No	
9. Plot Plan and Specifications	Plot Plan (to scale) and specifications are attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<input checked="" type="checkbox"/> The plans and specifications are consistent with Standard Practice Source of Standard Practice: <input checked="" type="checkbox"/> Ministry of Health Standard Practice Manual <input type="checkbox"/> Other	
10. Authorized Person's Signature	Signature 	
	Date January 13, 2020	OFFICE USE ONLY Filing Accepted Date JAN 16 2020 Receipt Number 244196

JAN 16 2020

This filing Does Not Constitute Approval for Further Subdivision

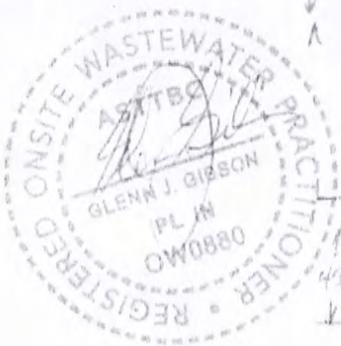
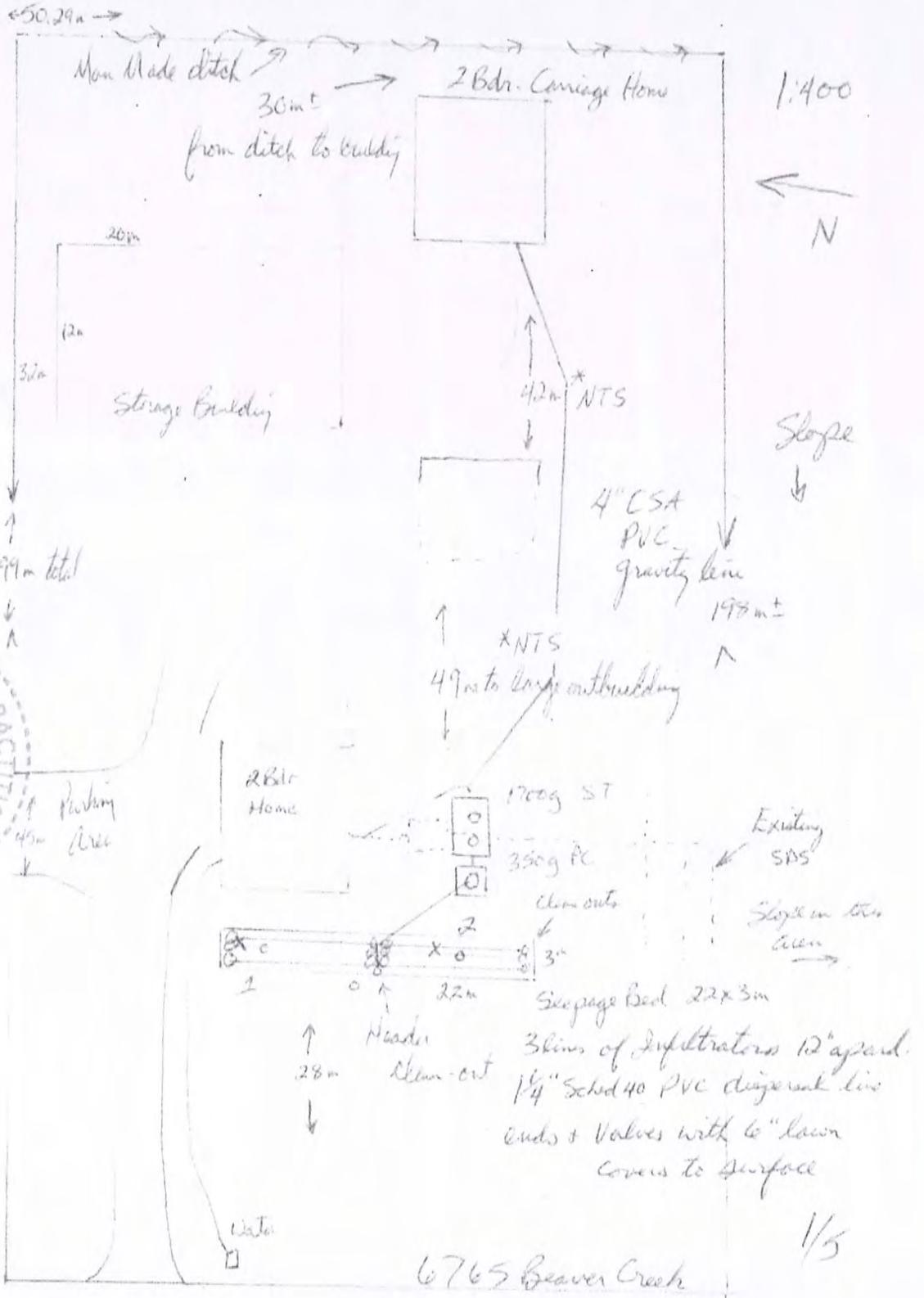
Gibson and Sons Consulting

811 Wildgreen Way, Parksville

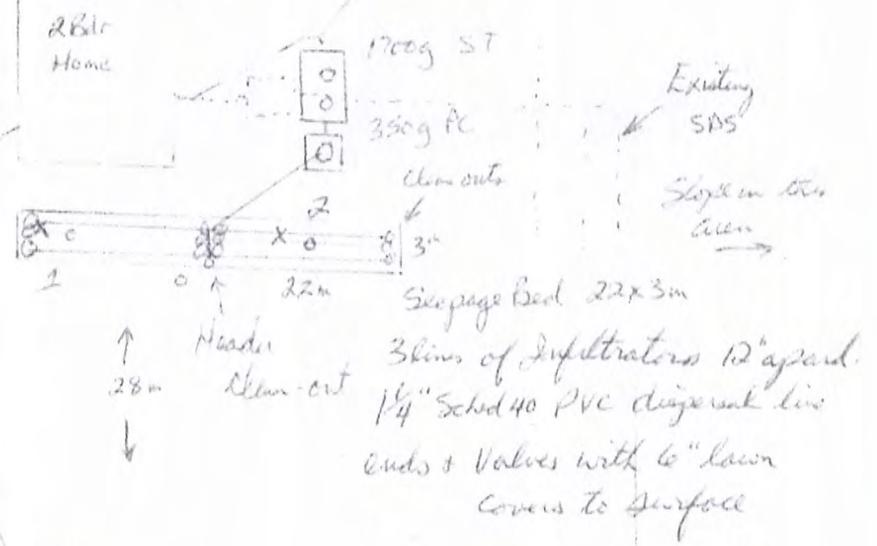
250 240 1724 gibsonandsons65@gmail.com

Jan 15, 2020

Plan for 6765 Beaver Creek Port Alberni On-Site Treatment

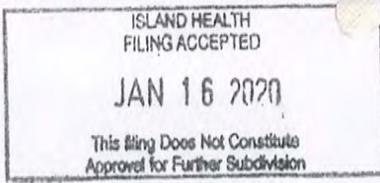


Parking Area



6765 Beaver Creek

1/5



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

Record of Sewerage System for Construction Purposed

Date *January 13, 2020*

Legal description Lot *A* Plan *B5108* DL *162* Alberne *LD*

Address *6765 Beaver Creek Road*

GPS *49.30124*
-124.86117

Owner Info

Dana Paquette + Maril Mc Namara



Summary of Proposed System *A new on-site treatment system for a new 2Bdr Carriage home near the rear of the property and the existing 1948 home on the currently near 5 acre parcel. A 3x22m seepage bed just below the 1st home where the best soils of 30-36" were found. To ensure 60cm VS max. bed excavation of 15cm for the North half. New concrete tanks and effluent lines - see plan*

Daily Design Flow *1000L + 1000L = 2000L*

Septic tank(s) *1700 gallon, 2 Chamber Concrete by Davis Pre-Cast*

Pump chamber *350 gallon Concrete*

Distribution method *Pressure distribution on demand dosing using a Mayers or Sleaf 40 115V effluent pump to insure min. 3' plume for 1/2 2 dispersal holes. Using weighted floats and a high level alarm from SSE Rhombus. All PVC is CSA, the 2 and 1.4" is sched 40. EA 36 Standard Infiltrators placed across the slope with < .5% slope in the bed. 40" apart for 6 lines of 30' each each with valves and distal cleanouts hand tightened. Distribution lines are hung in chambers with heavy duty zig straps*

page 2/5

ISLAND HEALTH
FILING ACCEPTED
JAN 16 2020
This filing Does Not Constitute
Approval for Further Subdivision

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



Site information

Parcel size 4.96 acres

Water source Beaver Cr. / Port Alberni WWS

Topography Gentle slope west to east from the road towards the mountains, very little native foliage, many small outbuildings.

Soil information September 16, 2019 test hole results.

Test Pit #1 + 2 as they were very similar

Top 2-3" is LFH sand loam black single grain and dry. Then 6-9" of a med. coarse sand that has distinct oranges and loam material no compaction, single grain dry and no disturbed / full soils. From 12" (to surface) to 20' + 23' there is some structure and decrease in grain size and a lighter brown to grey still dry, no sign of mottle with good med. root structure.

Hole #1 only goes to 30' with roots to a dense compacted limiting layer at 32" we believe the SHWT is at 30", now grey and moist.

Hole #2 went to 36' with similar profile but deeper.

Const. Notes - All electrical to be performed by a Qualified Electrician
Two 15 amp 110v services needed.

Install in unsaturated conditions ensure tanks are level. If potential hydrostatic pressure is evident ensure relief valve + pipe to the down slope South
All access points must be to surface. Ensure pump assembly is within 6' of lid
Use rope on pump for lifting. Total Dynamic Head has not been fully calculated as per experience for rise + run with these 2 pipe sizes
for friction loss is evident the 4 hp pump will meet the requirements page 3/5

6765 Beaver Creek

ISLAND HEALTH
 FILING ACCEPTED
 JAN 16 2020
 This filing Does Not Constitute
 Approval for Further Subdivision

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

Jan 15, 2020
 page 4 of 5

Design calculations and System Configuration

Source of waste, typical residential strength and volume is expected, No garburator, water softeners or unusual usages

As per owners declaration of Dec 27, 2019

Daily Design Flow table II-9 of the SPM,

= 2000 L/day for 2 x 2 Bed Homes.

Hydraulic loading rate from SPM tables II-22 and 23 of 30 L/day/sq m for this type of soil,

Loamy Sand with perc rates ranging from 2.30 min 2.57 4.57 and 6.31 min

Minimum Area of Infiltration surface is in sq meters =

$2000 \text{ DDF L/day} \div 30 \text{ HLR L/day/sq m} = 66.6 \text{ m}^2$

$66.6 \div 3 \text{ m wide Seepage Bed} = 22.2 \text{ m long} = 72.8' \text{ long.}$

Linear Loading Rates tables II-27 and 28 in the SPM

slope = 1-2
 soil depth = 30" or 75cm
 soil texture group = LS

70 L/day/sq m

So $2000 \div 70 = 28.6 \text{ m}$ however a SHW prevents this LLR

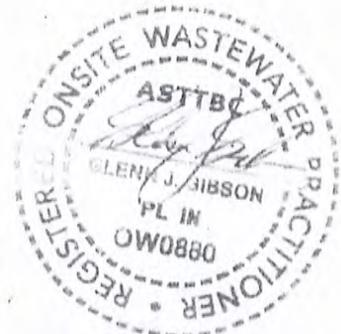
Configuration and dispersal system

22 m x 3 m seepage bed with pea gravel / chambers

6 laterals are 40" apart

total length of laterals is 180' or 55 meters

6765 Beaver Cr.



ISLAND HEALTH
 FILING ACCEPTED
 JAN 16 2020
 This filing Does Not Constitute
 Approval for Further Subdivision

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

Jan 15, 2020

$66.6 \text{ sq m AIS} \div .56 \text{ sq m/orifice} = 119 \text{ orifices} \div 6 \text{ laterals} = 20 \text{ orifices/lateral}$



Orifice spacing

total length of laterals . total number of orifices

$55 \text{ m} \div 119 \text{ orifices} = .46 \text{ m or } 46 \text{ cm or } 18 \text{ inches}$

Dosing volume

The dose volume is selected to balance two goals,

- 1) to minimize soil saturation with regard to soil dose frequency standards in the SPM table II - 10 Normal for type 1 is 8 doses/ day

$2000 \text{ L/day DDF} \div 8 \text{ doses} = 250 \text{ L/dose}$

- 2) to achieve at least 67% of the pump cycle at full pressurization for even distribution as per SPM III 6.10.2.2, a guide of 5 x the volume of the laterals is used, non draining/ level.

$55 \text{ m of laterals} \times .98 \text{ L/m for } 32 \text{ mm PVC sched } 40 = 53.9 \text{ vol.}$

5 times the draining vol. is $L \times 5 = 269 \text{ Liters}$

Therefore the selected dose volume is 250 L/dose providing 8 doses per day

Which also achieves the minimum 250 L/dose to ensure full squirt over 67% cycle.

Reserve volume is 15% of the DDF from pump on to alarm on

$15\% \times 2000 \text{ Liters DDF} = 300 \text{ Liters} = 5.5''$

We have chosen for the Alarm to begin 7" above the pump off.

Alarm reserve volume is 50% of the DDF from alarm on to inlet effluent pipe

$50\% \times 2000 \text{ Liters DDF} = 1000 \text{ Liters} = 23''$

*7.78 gal/inch in Davis 350 gal Pump Chamber, 11" to pump height
 $22 \div 35.30 = 7''$ 47" inlet height*

6765 Beaver Cr.

Gibson and Sons Consulting
 Planning and Installation of Onsite Sewage
 Systems
 811 Wildgreen Way Parksville V9P 0A5
 250 240 1724 gibsonandsons65@gmail.com
 ROWP OW 0880

INVOICE/Quote

invoice # 0252
 Date: Jan 9/20

To: Ms Muriel Mc Namara
 Mr. Dana Paquette
 6765 Beaver Cr.
 Port Alberni

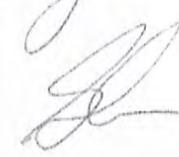
Comments

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Completed ROSS/Filing		1000
1	Letter of Certification for occupancy		
1	VHA fee		2000
SUBTOTAL			
75240 9888 GST	SALES TAX		50
SHIPPING & HANDLING			
TOTAL due			1250

Make all checks payable to Gibson and Sons Consulting
 If you have any questions concerning this invoice, please contact us.
 Thank you for your business!

paid

Quote for system completed but
 does not include electrical is \$13,600
 We need 2x15 amp services, 1 for pump and
 1 for alarm

Thank You


REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1407

OFFICIAL ZONING ATLAS AMENDMENT NO. 724

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

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1407.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this day of ,
Read a second time this day of ,
Read a third time this day of ,

Adopted this day of ,

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

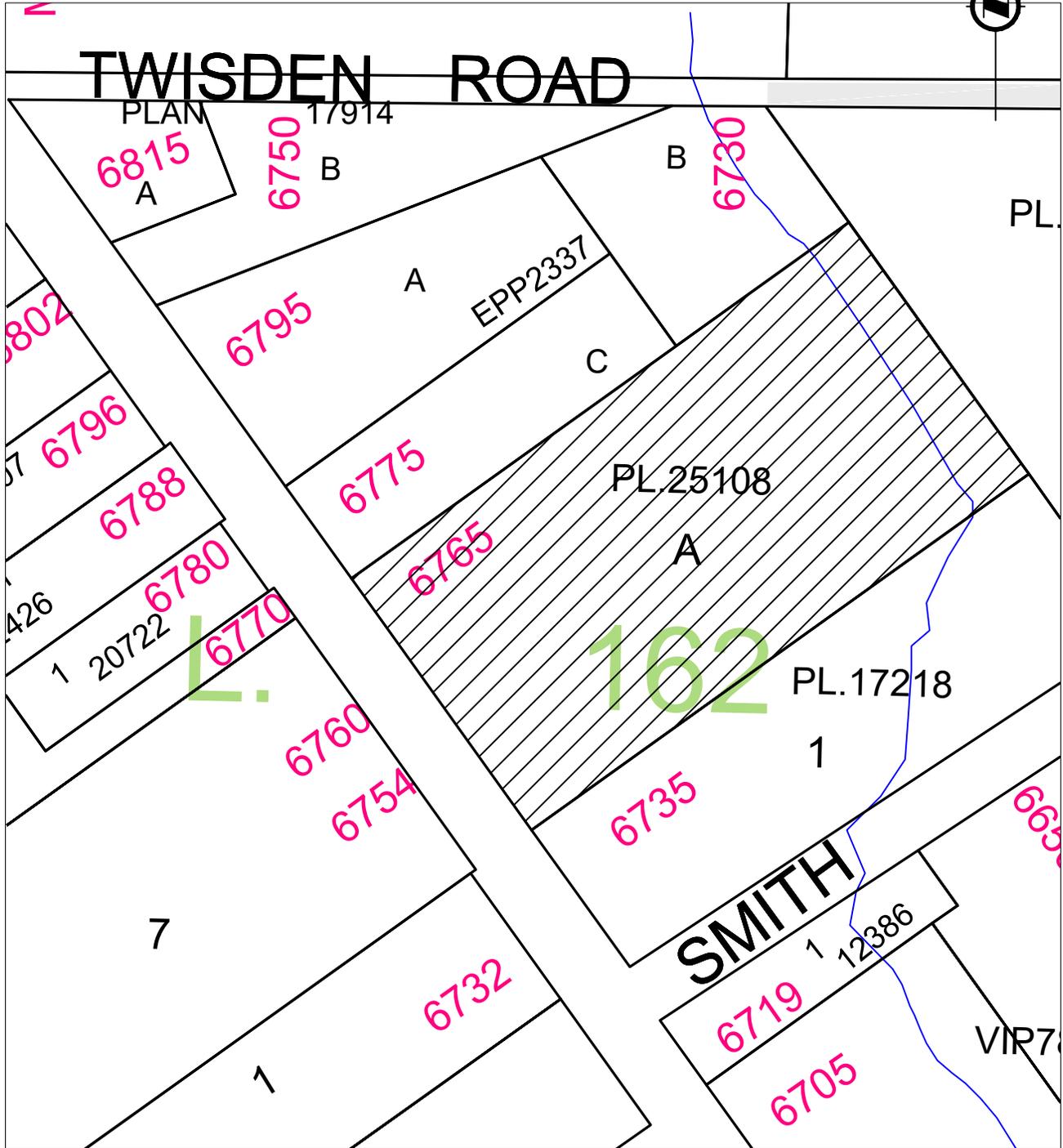
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1407



TWISDEN ROAD



Legal Description: LOT A DISTRICT LOT 162 ALBERNI DISTRICT PLAN 25108



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Alex Dyer, MCIP, RPP, Planner

MEETING DATE: March 11, 2020

RE: P1399/RT19009 – Cannabis Production Regulations (ACRD)

Recommendation:

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be adopted.

Background:

A second public hearing for Bylaw P1399 was held on February 18, 2020. The public hearing report and minutes were received and the bylaw was given third reading at the February 26, 2020 Board meeting.

Planning staff are recommending that Bylaw P1399 now be adopted.

Prepared by: 
Alex Dyer, MCIP, RPP
Planner

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

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

RT19009

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1399

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1399.

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

a. Section 3 is hereby amended by removing the following definition:

“Medical Marihuana Facility means a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.”

b. Section 3 is hereby amended by adding the following definition:

“Medical Cannabis Production means the production, growing, processing, storage or distribution of cannabis for medical purposes as permitted by federal legislation, but specifically excluding the:

- i. *production, growing and associated processing, storage or distribution of cannabis for medical purposes within a non-soil based structure, building, prefabricated structure or container that is placed, sited, constructed, or commenced to be constructed, after September 1, 2019;*
- ii. *storefront or retail outlet distribution of cannabis; and*
- iii. *growing of cannabis by an individual for their personal use.”*

c. Section 3 is hereby amended by amending the following definition:

“Non-Medical Cannabis Production means the production, growing, processing, storage or distribution of commercial non-medical cannabis as permitted by federal legislation, but specifically excluding the:

- i. *production, growing and associated processing, storage or distribution of commercial non-medical cannabis within a non-soil based structure, building, prefabricated structure or container that is placed, sited, constructed, or commenced to be constructed, after September 1, 2019;*
- ii. *storefront or retail outlet distribution of cannabis; and*
- iii. *growing of cannabis by an individual for their personal use.”*

d. Section 101 Small Holdings (A1) District is hereby amended by amending subsection 101.1(10) to read as follows:

“(10) Medical Cannabis Production provided that the use in any building, structure or area used for the production of cannabis for medical purposes is sited:

- i. *If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.*
- ii. *If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and*
- iii. *If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”*

e. Section 101 Small Holdings (A1) District is hereby amended by amending subsection 101.1(11) to read as follows:

“(11) Non-Medical Cannabis Production provided that the use in any building, structure or area used for the production of non-medical cannabis is sited:

- i. *If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.*
- ii. *If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and*
- iii. *If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”*

f. Section 102 Rural (A2) District is hereby amended by amending subsection 102.1(14) to read as follows:

“(14) Medical Cannabis Production provided that the use in any building, structure or area used for the production of cannabis for medical purposes is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.
- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
- iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”

g. Section 102 Rural (A2) District is hereby amended by amending subsection 102.1(15) to read as follows:

“(15) Non-Medical Cannabis Production provided that the use in any building, structure or area used for the production of non-medical cannabis is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.
- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
- iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”

h. Section 103 Forest Rural (A3) District is hereby amended by amending subsection 103.1(15) to read as follows:

“(15) Medical Cannabis Production provided that the use in any building, structure or area used for the production of cannabis for medical purposes is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.
- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
- iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”

i. Section 103 Forest Rural (A3) District is hereby amended by amending subsection 103.1(16) to read as follows:

“(16) Non-Medical Cannabis Production provided that the use in any building, structure or area used for the production of non-medical cannabis is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.

- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
 - iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”
- j. Section 131 Industrial Park (M1) District is hereby amended by amending subsection 131.1(12) to read as follows:

“(12) Medical Cannabis Production provided that the use in any building, structure or area used for the production of cannabis for medical purposes is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.
- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
- iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”

- k. Section 131 Industrial Park (M1) District is hereby amended by amending subsection 131.1(13) to read as follows:

“(13) Non-Medical Cannabis Production provided that the use in any building, structure or area used for the production of non-medical cannabis is sited:

- i. If located outside of the Agricultural Land Reserve, a minimum of 60 metres from all lot lines and 300 metres from existing schools and parks.
- ii. If located within the Agricultural Land Reserve, a minimum of 30 metres from all lot lines, 60 metres from residential and institutional zoning districts and 300 metres from existing schools and parks; and
- iii. If located outside of the Agricultural Land Reserve, on a lot with a minimum lot size of 2.43 hectares (6 acres). If located within the Agricultural Land Reserve, no minimum lot size applies.”

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

Read a first time this 11th day of September, 2019

Amended this 23rd day of October, 2019

Read a second time as amended this 23rd day of October, 2019

First Public Hearing held this 19th day of November, 2019

Second Public Hearing held this 18th day of February, 2020

Read a third time this 26th day of February, 2020

Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

TO: ACRD Board of Directors

FROM: Amy Anaka, MCIP, RPP, Planner

MEETING DATE: March 11, 2020

RE: ACRD Housing Needs Report Project Outline

Recommendation:

THAT the Board of Directors receive the ACRD Housing Needs Report Project Outline.

Summary:

On November 27, 2019, the Regional Board directed staff to apply to the 2019 UBCM Housing Needs Report (HNR) grant program to develop a HNR for each of the ACRD electoral areas (EAs). On January 23, 2020, UBCM awarded funding to complete an ACRD HNR by January 9, 2021 (refer to Appendix A: Ministry Funding Announcement). The following memo outlines how the ACRD HNR will be undertaken, focusing on the six EAs, while working collaboratively with the three member municipalities, the four Maa-nulth Treaty First Nations and the non-treaty First Nations who have an interest in the process.

Background:

On April 16, 2019 legislative requirements took effect that municipalities and regional districts in BC are required to complete HNRs by April 2022 and every five years thereafter. These reports will help local and BC governments better understand and respond to housing needs in communities throughout BC. Local governments are required to collect approximately 50 distinct kinds of data about: current and projected population; household income; significant economic sectors; and currently available and anticipated housing units.

Project Overview:

The ACRD HNR will focus on the six EAs, while working collaboratively with member municipalities and First Nations to provide an overall better understanding of current and future housing needs for residents and stakeholders. The HNR will also be completed to fulfill provincial requirements, and can be considered as a first step in the development of a future regional housing action plan, as well as position the different areas to implement collaborative projects and leverage funding opportunities. Importantly, the information gleaned from this process will provide staff with the evidence to present to the Board to allocate funding for future HNRs. The assessment will also help inform comprehensive Official Community Plan (OCP) reviews in each EA.

Regional Coordination

Funding has been allocated to complete a HNR for each of the ACRD EAs. It is anticipated that HNRs will be completed for three separate geographic areas in the following order: Bamfield EA, the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek EAs), and the West Coast (Long Beach EA). Throughout the project development, emphasis will be placed on collaborating with EAs, member municipalities, and First Nations to ensure regional consistency and cost-efficiencies, where available. Information sharing will be key in identifying existing and projected gaps in housing supply across the entire Regional District.

There is an opportunity to work on HNRs with a sub-regional focus across three geographic areas. Recognizing that Bamfield is an isolated remote community with a unique base of community services, collaboration with residents, community agencies, and service providers will be key to identify housing needs in Electoral Area 'A'. The City of Port Alberni is currently undertaking a housing needs assessment (and is central to the Alberni Valley EAs), which creates opportunities to work with the municipality on knowledge sharing within the Alberni Valley. ACRD staff will collaborate on the HNR within Electoral Area 'C' with the member municipalities on the west coast, Districts of Tofino and Ucluelet, with the intent to work with Tofino and Ucluelet staff on engagement activities in their communities, and to gather data and share information where possible. Many commercial operators within the Districts on the west coast rely on the region as a whole for staff housing and the need for seasonal accommodation impacts housing availability.

Work Completed To-Date

The ACRD EAs included in the funding application have not completed HNRs or similar reports. The EAs each have an OCP that includes high level policies to provide a range of affordable housing options. As well, work was completed in 2014 to establish regulation for accessory dwelling units, and the ACRD Board adopted a Short Term Vacation Rental Policy in 2018, both of which apply to all EAs. The ACRD is currently working on an Age-Friendly Plan to promote the development of the rural areas of the Alberni Valley as age-friendly communities. One of the primary themes for the evaluation of age-friendliness is housing and through an age-friendly lens, the Age-Friendly Plan will set priorities for ACRD policies and bylaws.

Project Work Plan

The three proposed area specific HNRs for Bamfield EA, the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek EAs), and the West Coast (Long Beach EA) will be completed over the following four phases, with a focus on a creative engagement process designed to capture the unique diversity of the area, and its residents and stakeholders.

- **Phase 1 Project Strategy:** Prepare and release a Request for Proposals; Develop a Community Engagement Strategy; Background research and legislation review; Identify and engage with partners and stakeholders.
- **Phase 2 Community Engagement:** Create web presence; Develop, administer and follow up with survey and questionnaire for the public and other stakeholders; Develop and conduct community forums, open houses, focus groups, pop-up events, discussions, etc. As the ACRD includes many rural and remote areas, with residents that do not reside in the areas full time and that may have high housing needs, the engagement process will be designed to capture the unique experiences of hard-to reach populations through a variety of opportunities. There will also be collaboration with established networks and organizations such as the Alberni Clayoquot Health Network (ACHN), Alberni Valley Community Stakeholders Initiative (AVCSI), First Nations Health Authority, Island Health, INEO Employment Services, North Island College, as well as other various service providers. Project staff will collaborate to ensure vulnerable populations are provided the best opportunity to provide input into the HNR.
- **Phase 3 Planning/Needs Assessment:** Analysis of engagement activities, consultation summary; Analyze, research and gather data (from existing datasets and additional sources). Data collection will include area specific socio-economic data that is not necessarily defined by official boundaries and allows for implementation to align with servicing provisions. Data collection may include information on emergency and transitional shelters/housing, supportive housing, subsidized housing, special needs housing, and rental and ownership housing, etc. Other data sources may include: annual homelessness counts, data collected as part of the ACRD OCP's development, and where available, transit data from BC Transit to consider connectivity between areas.
- **Phase 4 Housing Needs Report Development and Presentation:** Develop overall ACRD regional draft and final report, and area specific reports, including information on First Nations; Present and publish draft and final

report; Present to ACRD, municipalities and First Nations.

- **Implementation (on-going):** Work to educate public, First Nations, service providers, Regional Board, and other stakeholders to better understand and plan for current and future housing needs. Once the final HNR is completed, ACRD staff will continue to work collaboratively to educate all stakeholders to better understand and plan for current and future housing needs. Additionally, OCP updates will be required to include information gathered in a HNR.

Time Requirements – Staff & Elected Officials:

Staff time will be required to manage and support the project consultant, once hired. The UBCM grant includes 230 hours allocated for an ACRD Planning staff project lead. Elected officials will be invited to participate in various activities related to the project development, and the project team will provide regular updates to the Regional Board.

Policy or Legislation:

HNRs will support policy development for regional and rural planning initiatives such as OCPs, the Zoning Bylaw, and the Age-Friendly Plan. The Local Government Act requires that HNRs are included when developing or amending an OCP in relation to housing policies.

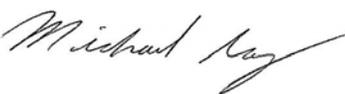
Financial:

The UBCM HNR Program grant of \$80,104.40 is 100% funded with no cost to the ACRD. OCP updates will require resources in subsequent years. Had the ACRD not received this funding, the Regional District is still required to complete this work.

Next Steps:

The next step in the completion of the ACRD HNR will be to hire a consultant through a request for proposals process. Once a consultant is hired, the staff project lead will work with the consultant throughout the process to ensure the project is completed on time and budget. Specific details on funding allocations for each electoral area, and when work in their areas will be completed will be included in a future project work plan.

Prepared by: 
 Amy Anaka, MCIP, RPP
 Planner

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

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



NEWS RELEASE

For Immediate Release
2020MAH0033-000338
Feb. 27, 2020

Ministry of Municipal Affairs and Housing

Province supporting communities to plan for housing

VICTORIA – The Province is investing \$1.7 million to help communities collect and analyze data on their housing needs so governments can deliver the right kind of homes for people in B.C.

The data will inform housing needs reports, which will identify community housing needs, such as affordable housing, rental housing, seniors' housing, as well as housing for people at risk of homelessness, families and people with special needs. The reports will also help local governments support local economic growth by assessing future employment-housing needs.

“Housing needs reports are a way to gather important information as we partner with local governments to create the right housing for people in communities of all sizes around the province,” said Selina Robinson, Minister of Municipal Affairs and Housing. “The wave of enthusiasm and interest in applying for this grant tells us that local governments are eager to collect this information to help them build vibrant, thriving communities.”

In 2018, the Province announced a \$5 million investment over three years (2019-21) to help local governments collect and analyze data about their communities. The data is then combined with provincial data about household income and demographics to complete a housing needs report. The reports will help inform council decisions about development proposals and help determine what kind of housing is needed in neighbourhoods. Thirty-one applications were approved for this year's funding allocation. The fund is administered by the Union of British Columbia Municipalities (UBCM).

“This program is strengthening the data available on the housing supply in communities and its alignment with the current and projected needs of our residents,” said Maja Tait, mayor of Sooke and UBCM president. “Better data brings greater certainty about the types of homes that are most needed now and in coming years as demographics and populations change. I appreciate the provincial government's continuing support to improve housing data in B.C.”

Many of the successful applicants submitted proposals that include engagement with First Nations, neighbouring communities, housing providers and other stakeholders to gain a better understanding of the housing needs for their community.

Since 2019, several local governments have completed their housing needs reports, including the District of Sooke, the Village of McBride, the Village of Harrison Hot Springs and the Town of Sidney, while many others are underway. Completed reports are presented to local councils and made available online to anyone seeking information on local housing needs.

“The grant program enabled a detailed study that provides important data on demographics and the immediate and longer-term housing needs specific to our community,” said Cliff McNeil-Smith, mayor of Sidney. “As we now embark on a comprehensive Official Community

Plan review, the report and its recommendations are a solid basis for developing targeted policies to address the ongoing housing challenges.”

Delivering affordable housing is a shared commitment between government and the BC Green Party Caucus, and is part of the Confidence and Supply Agreement.

Quotes:

Aaron Stone, board chair, Cowichan Valley Regional District –

“Building on the establishment of our own affordable housing service, this grant will allow us to strengthen our community planning and our engagement with the development community. We appreciate this support to help ensure our investments are creating the right housing mix to serve our diverse and rapidly growing region.”

Sean Bujtas, deputy mayor, Terrace –

“The City of Terrace greatly appreciates the financial support to complete a housing-needs assessment. With the economic activity and the impacts of LNG and other resource projects in the northwest, housing pressure on residents in our community is significant. Funding for this assessment will allow us to move forward and address those challenges.”

Quick Facts:

- Under new requirements, local governments must produce their first housing needs report by April 2022 and every five years after that.
- Housing needs reports are another tool to help the Province work with local governments and other partners to build 114,000 new affordable homes around B.C. by 2028.
- In the first two intakes of the Housing Needs Reports Program, over \$3 million in grants have been approved, supporting 101 municipalities and 18 regional districts with funding to help develop their Housing Needs Reports.

Learn More:

To see Housing Needs Reports requirements and supporting data and guidance, visit:
<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

For application information on provincial funding administered by UBCM, visit:
<https://www.ubcm.ca/EN/main/funding/lgps/housing-needs-report-program.html>

For a snapshot of progress on B.C.’s 10-year housing plan, visit:
<https://workingforyou.gov.bc.ca/>

A backgrounder follows.

Contact:

Ministry of Municipal Affairs and Housing
Media Relations
778 584-1255

Connect with the Province of B.C. at: news.gov.bc.ca/connect

BACKGROUND

For Immediate Release
2020MAH0033-000338
Feb. 27, 2020

Ministry of Municipal Affairs and Housing

B.C. municipalities receiving grants for housing needs reports

Fifty municipalities and nine regional districts are receiving grants to develop a housing needs report, following the second intake of applications that closed Nov. 29, 2019.

Applications for regional housing needs report projects may involve a combination of municipalities and regional district electoral areas. This is reflected in some of the grants listed below.

- Alberni-Clayoquot Regional District: \$80,104.40
 - includes all electoral areas
- Abbotsford: \$70,000
- Burnaby: \$70,000
- Canal Flats: \$15,000
- Capital Regional District: \$150,000
 - includes Juan de Fuca electoral area, Salt Spring Island Local Trust Area (of Islands Trust), Central Saanich, North Saanich, Esquimalt, Metchosin, Highlands, Langford, Colwood, Saanich and Victoria
- Chase: \$15,000
- Cowichan Valley Regional District: \$150,000
 - includes all electoral areas and North Cowichan, Duncan, Ladysmith, and Lake Cowichan
- Elkford: \$15,000
- Fernie: \$20,000
- Fraser Valley Regional District: \$120,000
 - includes all electoral areas
- Granisle: \$15,000
- Hope: \$20,000
- Invermere: \$15,000
- Kent: \$20,000
- Kimberley: \$20,000
- Langley (City): \$30,000
- Mackenzie: \$9,875
- Maple Ridge: \$50,000
- New Westminster: \$50,000
- Okanagan-Similkameen Regional District: \$140,000
 - includes all electoral areas as well as Penticton, Keremeos and Summerland
- Peace River Regional District: \$140,000
 - includes all electoral areas and Dawson Creek, Pouce Coupe, Chetwynd and Hudson's Hope

- Port Moody: \$30,000
- Powell River: \$80,000
 - includes qathet Regional District electoral areas (A, B, C, D) and Tla’amin First Nation
- Sparwood: \$15,000
- Stewart: \$15,000
- Surrey: \$70,000
- Taylor: \$15,000
- Terrace and Regional District Kitimat-Stikine: \$50,000
 - includes electoral areas C and E
- Thompson-Nicola Regional District: \$150,000
 - includes nine electoral areas (A, B, E, I, J, L, M, N, P), Merritt, Cache Creek, Clinton, Logan Lake, Clearwater and Sun Peaks
- West Vancouver: \$30,000
- Zeballos: \$14,548

Contact:

Ministry of Municipal Affairs and Housing
Media Relations
778 584-1255

Connect with the Province of B.C. at: news.gov.bc.ca/connect



INFORMATION REPORT

To: ACRD Board of Directors

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

Meeting Date: March 11, 2020

Subject: Central Westcoast Forest Society Clean-up

Summary:

The attached report was presented at the March 4, 2020 West Coast Committee (WCC) meeting. After review and discussion the WCC received the report.

Submitted by:

Jenny Brunn, Manager of Operations

Approved by:

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



REPORT FOR INFORMATION

To: West Coast Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: March 4, 2020
Subject: Central Westcoast Forest Society Clean-up

The request for additional funding for increased clean-up efforts by the Central West Coast Forest Society was received along with a letter of support from the District of Tofino earlier this month (see attached). Staff spoke with the Director of Operations for the Central Westcoast Forest society and it was agreed that a budget increase from \$3,500 to \$5,000 in 2020 would be appropriate with a potential increase in budget to \$7,500 in 2021 if the 2020 program is successfully expanded. The 2020-2024 Financial Plan for West Coast Waste Management will allow for funding of this program expansion.

Submitted by: _____
Jenny Brunn, Manager of Operations

Reviewed by: _____
Teri Fong, Chief Financial Officer

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



CENTRAL
WESTCOAST
FOREST
SOCIETY

286 Main Street
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

January 27, 2020

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, B.C.
V9Y 2E3

Dear West Coast Waste Management Service,

Central Westcoast Forest Society (CWFS) is a local charitable non-profit based in Ucluelet on the west coast of Vancouver Island. CWFS focuses on salmon habitat restoration and enhancement, research and education and the development of recreational and educational opportunities and infrastructure on Vancouver Island.

For over 25 years CWFS has been working on ecological restoration in the Kennedy Flats Watershed, on the west coast of Vancouver Island. The watershed comprises 12,937 hectares of land and over 420 km of fish bearing streams. Bound by the Pacific Ocean to the west and Kennedy Lake to the east, the watershed supports chinook, chum, pink, coho, and sockeye salmon; rainbow, steelhead, and cutthroat trout. The watershed also supports a diversity of wildlife and focal species intrinsic to our area.

Historical timber harvesting introduced an extensive network of roads, covering over 253 km in this watershed. Scattered throughout this road network are numerous illegal dumping sites. Every year, household garbage is illegally dumped in the Kennedy Flats Watershed. Illegally dumped materials can have serious effects on the environment, wildlife habitat and the ability of others to use and enjoy outdoor recreational areas. Harmful chemicals can be released and enter waterways and fish bearing streams. Wildlife can be injured, poisoned, or killed as a result of foraging through garbage. Illegal dumping sites can lead to the habituation of black bears and increase the likelihood of human-bear conflict.

In 2016, 2017, 2018 and 2019 Central Westcoast Forest Society received \$3,500 from the ACRD's Waste Management budget to address illegal dumping in the Kennedy Flats Watershed. In August and September of 2016, November of 2017, October of 2018, as well as February and December of 2019 this funding went towards volunteer community clean up days, truck fees, and signage to mark fish bearing streams. In total 1645 kg, 4610 kg, 7,633kg and 12,000kg (including 2 trucks) of garbage were removed in 2016, 2017, 2018 and 2019, respectively. For 2020 CWFS would like to increase our efforts and host more community clean-ups, encompassing a larger area as well as focusing on educational signage and First Nation employment. We hope that ACRD will allocate \$7,500 in the Waste Management budget for 2020 and waive the tipping fees at the West Coast Landfill for collected waste in order for CWFS to continue clean-up efforts within the Kennedy Flats. Please see attached cost estimate for details of increased funding request.

We really appreciate the help that ACRD has provided in the past and hope to continue this partnership into the future.

Thank you for your support and consideration.

Sincerely,

Mandala Smulders
Director of Operations, Central Westcoast Forest Society



COST ESTIMATE

Central Westcoast Forest Society
 PO Box 641
 Ucluelet, BC V0R 3A0
 email: info@clayoquot.org

DATE: January 27, 2020
 INVOICE #:
 GST No. 89503 6358 RT0001

ATTN:
 Rob Williams
 General Manager of Environmental Services
 Alberni-Clayoquot Regional District

FOR: CWFS Kennedy Flats Clean up

Cost Estimate for three Kennedy Flats Clean-ups					
DESCRIPTION	NO.	RATE	HOURS	TOTAL	
Wages					
Project Manager	1	\$ 50.00	40	\$ 2,000.00	3 clean -ups plus prep, reporting time, and signage design
CWFS Staff	1	\$ 35.00	24	\$ 840.00	CWFS staff - 3 clean -ups and signage installation
CWFS Staff	3	\$ 35.00	24	\$ 2,520.00	Employment for local First Nations - 3 clean -ups and signage install
Supplies and Rentals					
			Days		
Truck Rental and Fuel	1	\$ 125.00	3	\$ 375.00	Truck for 3 clean-ups
Supplies (bags, gloves, etc)	1	\$ 250.00	3	\$ 750.00	Supplies for 3 clean-ups
Signage	3	\$ 300.00	1	\$ 900.00	Educational signage to be designed, printed and put up in dumping areas
Refreshments for participants	1	\$ 100.00	3	\$ 300.00	Refreshments for 3 clean-ups
			Subtotal	\$ 7,685.00	
			GST 5 %	\$ 384.25	
			TOTAL	\$ 8,069.25	

Please make all cheques payable to Central Westcoast Forest Society.



DISTRICT OF TOFINO

P.O. Box 9, 121 Third Street, Tofino, B.C. V0R 2Z0

T: 250.725.3229 | F: 250.725.3775 | Email: egoatcher-bergmann@tofino.ca | Website: tofino.ca

February 4, 2020

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

File No. C&C-03 (ACRD -2020)
Via Email

Dear Chairperson Jack and Board of Directors:

Re: Support for Central Westcoast Forest Society – Kennedy Flats Watershed Clean Up

At the Council meeting held January 28, 2020, the Council of the District of Tofino received a presentation from the Central Westcoast Forest Society about the Kennedy Flats Watershed Clean Up events which have been engaging local residents and businesses to help remove waste from ACRD lands since 1995.

At the meeting, Council passed the following resolution:

Resolution No. 28/20

THAT District of Tofino Council supports the annual Kennedy Flats Watershed Clean Up and encourages the Alberni-Clayoquot Regional District to continue providing funds to the Central Westcoast Forest Society for illegal dumping education and cleanup efforts.

If you have any questions or concerns, please do not hesitate to contact me at 250-725-3229 ext. 610 or by email at egoatcher-bergmann@tofino.ca.

Sincerely,

Elyse Goatcher-Bergmann
Manager of Corporate Services

cc. Megan Francis, General Manager, Central Westcoast Forest Society, megan@clayoquot.org



INFORMATION REPORT

To: ACRD Board of Directors

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

Meeting Date: March 11, 2020

Subject: West Coast Landfill Engineering Work Update

Summary:

The attached report was presented at the March 4, 2020 West Coast Committee (WCC) meeting. After review and discussion the WCC received the report.

Submitted by:

Jenny Brunn, Manager of Operations

Approved by:

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



REPORT FOR INFORMATION

To: West Coast Committee
From: Jenny Brunn, Manager of Operations
Meeting Date: March 4, 2020
Subject: West Coast Landfill Engineering Work Update

On January 29, 2020, the West Coast Committee received the West Coast Landfill (WCLF) Leachate Collection and Treatment Assessment Report completed by McGill Engineering and approved having Sperling Hansen undertake a review of the report and complete a cost analysis of landfill closure versus continued operation.

Staff met with Sperling Hansen on February 12, 2020 for the project start-up for updating the Design, Operation and Closure Plan (DOCP)s for both landfills. The need for the WCLF assessment of closure versus operation was discussed and Sperling Hansen detailed how an accurate cost and environmental assessment could be completed. It was determined that this work would be required to be completed prior to starting the DOCP update for the WCLF as it could have significant implications on the future design needs for the site. Staff have directed Sperling Hansen to hold all work on the DOCP for the WCLF and proceed with the Analysis Report. Once this has been completed and a future direction decided for the WCLF, the DOCP update will be undertaken. Staff anticipate that this will not occur until 2021 or until the update of the Solid Waste Management Plan is complete.

Submitted by: 

Jenny Brunn, Manager of Operations

Reviewed by: 

Rob Williams, GM of Environmental Services

Approved by: 

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



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Mike Irg, GM of Planning and Development
Meeting Date: March 11, 2020
Subject: Economic Development

Recommendation:

THAT the ACRD increase the grant in aid to the City of Port Alberni Economic Development service to the prior year's amount of \$21,833.

Desired Outcome:

Maintain support for support for economic development and economic development initiatives in the rural areas of the ACRD.

Summary:

The ACRD supports economic development in the rural areas with a grant in aid contribution to the City of Port Alberni in exchange for support from the City of Port Alberni's Economic Development Officer (EDO). This occurs in a number of ways and this report will outline the projects that have been active in the last year.

The EDO led the coordination of the Alberni Valley Regional Food Hub project in partnership with PAPA. The EDO applied for and received a grant of \$750,000 to support the \$1.5M project. The project will develop a shared infrastructure production facility providing access to certified processing facilities, refrigeration, specialized equipment, new technology. There will be dedicated areas for shellfish, finfish, seaweed and terrestrial food processing. Heather Shobe, the ACRD agricultural support contractor, has been very active helping coordinate the terrestrial food component. The Economic Development office reimbursed the ACRD \$2,400 for the majority of her time spent helping develop the grant application in 2019.

Another significant project is the Industrial Land Inventory and Action Plan to support developing industrial land opportunities in the City of Port Alberni and the electoral areas of the Alberni Valley. The EDO successfully applied for ICET funding and used a significant portion of the ACRD grant in aid contribution for the required matching funding to hire a consulting firm, the EDO has been overseeing the consulting firms work on this project, which should be completed this spring.

The EDO also sits on the Agricultural Development Committee and works with the ADC in advising staff and the Agricultural Support contractors on initiatives supporting food production in the region.

Other projects include:

- securing funds for the marketing of Bamfield, Huu-ay-aht and the Alberni Valley
- assisting with the Alberni Valley Airport expansion and development including supporting and attending Airport Advisory meetings

- coordination between planning staff and interested developers in discussing land use policies
- connecting Cascadia Seaweed to the Nuu-chah-nulth Seafood Development Corporation
- negotiating the beginnings of the MRDT renewal for the Alberni Valley with AV Tourism
- promoting that the ACRD bring a Connected Communities representative to a Board meeting.

Time Requirements – Staff & Elected Officials:

The EDO spends significant time on economic development projects that are in or have a positive impact on the rural areas of the ACRD. This includes responding to inquires that would otherwise come to ACRD staff.

Financial:

The following table presents the 2019 awarded amount as well as the 2020 proposed amount as discussed at the February 13, 2020 Committee of the Whole.

	2019	2020
A - Bamfield	\$2,500	\$1,000
B - Beaufort	\$2,000	\$500
D - Sproat Lake	\$6,000	\$1,000
E - Beaver Creek	\$6,000	\$1,000
F – Cherry Creek	\$5,333	\$1,000
Total	\$21,833	\$4,500

Policy or Legislation:

Local governments have the ability to provide an economic development service.

Discussion:

The following are some points for the Board to consider if participation in economic development is reduced or eliminated.

- If there is limited or no sharing of knowledge between the EDO and the ACRD, development opportunities could be missed.
- Support for rural economic development opportunities could fall to the planning department, which has limited ability to support individual businesses.
- For the ACRD to take on greater EDO responsibility in the rural areas would be at an increased cost.
- The benefits of economic development transcends municipal and electoral area boundaries. Good development in any area of the Regional District benefits the entire Regional District.

Submitted by: 

 Mike Irg MCIP, RPP, GM of Planning and Development

Approved by: 

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