



Board of Directors Meeting Wednesday, December 8, 2021

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
1:30 pm

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/8-12-2021/>

Register to participate via Zoom Webinar at: https://portalberni.zoom.us/webinar/register/WN_p7-ugX3JTLq3_pJMiHT4DQ

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
Introductions - Directors and Staff present in the Boardroom.	
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 Community Charter)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL/UNWEIGHTED)	
a. Bamfield Water Advisory Committee Meeting – November 23, 2021	10-12
<i>THAT the minutes of the Bamfield Water Advisory Committee meeting held on November 23, 2021 be adopted.</i>	
b. Board of Directors Meeting – November 24, 2021	13-22
<i>THAT the minutes of the Board of Directors meeting held on November 24, 2021 be adopted.</i>	

- c. **Alberni Valley & Bamfield Services Committee Meeting – December 1, 2021** **23-26**

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on December 1, 2021 be adopted.

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

- a. **Ms. Ellen Froid, Executive Director, Alberni Community & Women’s Services, update on activities of Alberni Community & Women’s Services**

6. **CORRESPONDENCE FOR ACTION**
(ALL/UNWEIGHTED)

- a. **REQUEST FOR MEMBER APPOINTMENTS** **27-31**
Municipal Finance Authority of BC (MFA), November 26, 2021,
requesting ACRD Member Appointments to MFA for 2022.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director _____ as a member on the Municipal Finance Authority of BC for 2022.

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director _____ as the alternate member on the Municipal Finance Authority of BC for 2022.

7. **CORRESPONDENCE FOR INFORMATION**
(ALL/UNWEIGHTED)

- a. **MINISTRY OF MUNICIPAL AFFAIRS**
- Launch of CleanBC Roadmap to 2030 **32-33**
 - Proposed Legislative Amendments in Bill 26, the *Municipal Affairs Statutes Amendment Act (No. 2)*, 2021 **34-37**
- b. **CENTRAL WESTCOAST FOREST SOCIETY** **38-43**
Ha’uukmin – Kennedy Flats Back Roads Clean up – Year End Report 2021
- c. **ISLAND COASTAL ECONOMIC TRUST**
- Showcasing the West Coast’s Artisanal Beauty **44-47**
 - Courtenay Outdoor Space to Help Establish Downtown as “Community’s Heart” **48-51**
- d. **CITY OF PITT MEADOWS** **52-53**
Unfair Taxation Benefiting Railway and Industrial Operations
- e. **ALBERNI VALLEY DRAG RACE ASSOCIATION** **54**

- Thank you for Grant-in-Aid
- f. **MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA** **55**
 Important Changes to Your Liability and Property Coverage

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **56-59**
 Revenue Anticipation Borrowing Bylaw No. F1154
 (ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1154, 2022".

- b. **REQUEST FOR DECISION** **60-61**
 (ALL/UNWEIGHTED)
 Provincial COVID-19 Restart Grant Allocation

THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of the remaining COVID-19 Restart Funds as follows:

Year	Service	Amount	Description
2022	Regional / Community Parks	\$10,000	ACRD Parks & Trails Design and Construction Guidelines, Log Train Trail Management Plan and Franklin River Bridge Concept Design

- c. **REQUEST FOR DECISION** **62-66**
 2022 ACRD Committee & Financial Plan Meetings
 (ALL/UNWEIGHTED)

Infrastructure Planning Grant Applications
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Infrastructure Planning Grant applications as presented for the Log Train Trail Park Management Plan, Franklin Bridge Detailed Design, Bamfield Development Cost Charge Review, and the Bamfield Liquid Waste Management Plan projects which may each be eligible for grants up to \$10,000.

- i. **REQUEST FOR DECISION** **113-122**
Island Coastal Economic Trust THRIVE – Small Capital Grant Program
(ALL/UNWEIGHTED)

THAT the Board of Directors support the proposed West Park development project and authorize staff to submit an application on behalf of the Bamfield Parks Commission for the Island Coastal Economic Trust THRIVE – Small Capital Program

- j. **REQUEST FOR DECISION** **123-129**
City Residential 3 Stream Collection Services Agreement
(ALL/WEIGHTED)

THAT the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Waste Collection Service Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing January 1, 2022 and ending on December 31, 2023.

- k. **REQUEST FOR DECISION** **130-131**
Union of BC Municipalities grant applications for Emergency Support Services & Emergency Operations Centres.
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners.

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Operations Centres & Training with interested grant partners.

- l. **REQUEST FOR DECISION** **132-138**
Public request to Lease Lot # 23 Long Beach Airport
(ALL/WEIGHTED)

THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time;

THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

- e. **RE21011, ROBERTSON & CLEMENT, 5657 CHAPMAN ROAD (BEAVER CREEK)** **173-182**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1438

THAT the Board of Directors receive the public hearing report;

THAT the Board of Directors receive the public hearing minutes;

THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time;

THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

- f. **DVF21006, CHERNOMAZ, 6585 CHERRY CREEK ROAD (CHERRY CREEK)** **183-192**
Development Variance Application – Report

THAT the Board of Directors consider issuing development variance permit DVF21006, subject to neighbouring properties being notified as per Local Government Act s.499.

9.2 ALL DIRECTORS
(ALL/UNWEIGHTED)

- a. **ACRD HOUSING NEEDS REPORT (ALL AREAS)** **193-222**
Request for Decision and Staff Presentation
Regional Summary Housing Needs Report

THAT the Board of Directors receive the Alberni-Clayoquot Regional District Housing Needs Report, as presented.

THAT the Board of Directors direct staff to publish the Alberni-Clayoquot Regional District Housing Needs Report on the ACRD website for public access.

10. REPORTS

10.1 STAFF REPORTS
(ALL/UNWEIGHTED)

- a. **Meeting Schedule – January 2022** **223**

- | | | |
|----|--|----------------|
| b. | Building Report- November 2021 | 224 |
| c. | Update on Strategic Priority Targets & Capital Projects December 2021
– D. Sailland | 225-238 |

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

10.2 COMMITTEE REPORTS

(ALL/UNWEIGHTED)

- a. **Electoral Area Directors Committee Meeting
December 8, 2021 – Verbal - P. Cote**

THAT this verbal report be received.

10.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

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

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**

- Emailed to the ACRD at responses@acrd.bc.ca

14. ADJOURN
(ALL/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, January 12, 2022, 1:30 pm
Regional District Board Room & Zoom (Hybrid)



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER ADVISORY COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 23, 2021, 10:00 AM

Via Zoom

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

PRESENT: J.P. Hastey
J. Mass
Les Butler

REGRETS: Phil Lavoie
Check Spooner
Lisa Herbig

STAFF PRESENT: Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <http://www.acrd.bc.ca/events/23-11-2021/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:01 AM.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

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

2. APPROVAL OF AGENDA

MOVED: J. Mass

SECONDED: J.P. Hastey

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

a. **Bamfield Water Advisory Committee Meeting held May 20, 2021**

MOVED: J. Mass

SECONDED: J.P. Hastey

THAT the minutes of the Bamfield Water Advisory Committee Meeting held on May 20, 2021 be received.

CARRIED

4. CORRESPONDENCE FOR ACTION/INFORMATION

5. REQUEST FOR DECISIONS

a. Request for Decision

Boundary Extension of the Bamfield Water System Service Area

MOVED: J. Mass

SECONDED: J.P. Haste

THAT the Bamfield Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a Bamfield Water System Local Service Area boundary extension to include Burts Island.

CARRIED

b. Request for Decision

Bamfield Water System Asset Management Plan Version 1

MOVED: J.P. Haste

SECONDED: J. Mass

That the Bamfield Water Advisory Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Bamfield Water System Asset Management Plan Version 1.

CARRIED

6. REPORTS

a. Bamfield Water System – Inactive Meters

b. Bamfield Water System – New Service Application Strategy

c. Canada Infrastructure Program Grant Denial

MOVED: J. Mass

SECONDED: J.P. Haste

THAT the Bamfield Water Advisory Committee receives the reports for information.

CARRIED

7. **LATE BUSINESS**

8. **QUESTION PERIOD**

Questions/Comments from the public. The General Manager of Community Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. **ADJOURN**

THAT this meeting be adjourned at 10:48 am.

Certified Correct:

Bob Beckett,
Chairperson

Jenny Brunn,
General Manager of Community Services



**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD ON WEDNESDAY, NOVEMBER 24, 2021, 1:30 PM**
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Vice-Chairperson, Director, Electoral Area “E” (Beaver Creek)
Bob Beckett, Director, Electoral Area “A” (Bamfield)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Rene Lacoursiere, Alternate Director, Electoral Area “D” (Sproat Lake)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Ron Paulson, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Alan McCarthy, Member of Legislature, Yuułuʔiłʔatḥ Government
Kel Roberts, Director, Electoral Area “C” (Long Beach)
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Development Services
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Protective Services Manager
Alex Dyer, Planning Manager
Amy Anaka, Planner
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-11-2021/>

1. CALL TO ORDER

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

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

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

The Chairperson introduced & welcomed Mr. Daniel Sailland, new Chief Administrative Officer for the Alberni-Clayoquot Regional District.

Introductions were conducted around the board table.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the agenda be approved as circulated with the addition of the following late item under Section 12 – Late Business - Letter of appreciation to Mr. Bob Kanngiesser for his service on the Alberni Valley Regional Airport Advisory Committee.

CARRIED

3. DECLARATIONS

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (a).

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 10, 2021

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the minutes of the Board of Directors meeting held on November 10, 2021 be adopted.

CARRIED

b. Alberni Valley Regional Airport Advisory Committee Meeting – November 16, 2021

MOVED: Director McNabb

SECONDED: Director Paulson

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on November 16, 2021 be adopted.

CARRIED

c. West Coast Committee Meeting – November 17, 2021

MOVED: Director Johnsen
SECONDED: Director Stere

THAT the minutes of the West Coast Committee meeting held on November 17, 2021 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Lieutenant (N) Cody E. Wylie, Canadian Armed Forces presenting Exercise Ready Renaissance 22.

Lieutenant Wylie provided an overview of Exercise Ready Renaissance 22 which is taking place next April on Vancouver Island. This is an exercise to validate Canada's Disaster Assistance Response Team (DART). He reported on a component of the exercise being conducted in Port Alberni. There won't be a lot of Canadian Armed forces on the ground in Port Alberni, however the exercise benefits from having local subject matter experts that know the area to provide insight into the fact finding that their members do and bring back to feed their commanders.

b. Sandy Mackay, M'akola Development Services, presentation on the West Coast Housing Need and Demand Study.

Mr. Mackay conducted a power point presentation on the West Coast Housing Need and Demand Study.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

a. ISLAND COASTAL ECONOMIC TRUST

Community Builder – Bruce Evans, Director Fanny Bay Harbour Authority

b. B.C. FERRY AUTHORITY

Thank you and confirmation there will be a follow up letter to the ACRD Board regarding questions asked of the Authority's Delegation at the October 24, 2021 meeting.

MOVED: Director Beckett
SECONDED: Director Paulson

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Resolution – Signing Authority for Banking Purposes.

MOVED: Director McNabb

SECONDED: Director Bodnar

i. THAT the following Directors have signing authority:

- John Jack, Chairperson
- John McNabb, Vice-Chairperson
- Penny Cote, Director

ii. THAT the following Staff members have signing authority:

- Daniel Sailland, Chief Administrative Officer
- Teri Fong, CPA, CGA, Chief Financial Officer
- Wendy Thomson, General Manager of Administrative Services

iii. THAT one of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

CARRIED

b. Request for Decision regarding ACHN Table of Partners – ACRD Representative Nomination.

MOVED: Director McNabb

SECONDED: Director Cole

THAT the Alberni-Clayoquot Regional District Board of Directors nominate Director Cote to apply to the Alberni-Clayoquot Health Network Table of Partners for a one (1) year term commencing January 1, 2022.

CARRIED

c. Request for Decision regarding Lot 8, Plan VIP 25529, District Lot 469, Clayoquot Land District (238 Mavis Avenue).

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 8, Plan VIP25529, District Lot 469, Clayoquot Land District as per "Section 57 of the Community Charter".

CARRIED

d. Request for Decision regarding Bamfield Volunteer fire Department – Mini-Pumper Fire Apparatus RFP.

MOVED: Director Beckett

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Mini-Pumper Fire Apparatus, for the Bamfield Volunteer Fire Department, to Fort Garry Fire Trucks in the amount of \$328,090.00 plus taxes.

CARRIED

e. Request for Decision regarding Bylaw Enforcement Policy and Bylaw Enforcement Officer Designation.

MOVED: Director McNabb

SECONDED: Director Paulson

THAT the Board of Directors rescind the current ACRD Bylaw Enforcement Policy.

CARRIED

MOVED: Director McNabb

SECONDED: Director Paulson

THAT the Board of Directors adopt the ACRD Bylaw Enforcement Policy as presented November 24, 2021.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the Board of Directors designate Jason Kevis and Charity Hallberg Dodds as Bylaw Enforcement Officers.

CARRIED

f. Request for Decision regarding Campground and Development Issues at the Long Beach Airport.

MOVED: Director Stere

SECONDED: Director Cole

THAT the Alberni-Clayoquot Regional District Board of Directors support in principle long-term development planning for lands at the Long Beach Airport and direct staff to complete an assessment of resource needs and financial implications to support this objective as part of the 2022-2026 Financial Planning process.

CARRIED

9. PLANNING MATTERS

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (a) and left the meeting at 2:38 pm.

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RD19010, FLEMING, DAY, DIROCCO, COATES, FRECHETTE, SHERWOOD, BEAUTY ISLAND, GREAT CENTRAL LAKE (SPROAT LAKE)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1405 and P1406

MOVED: Director Lacoursiere

SECONDED: Director Shannon

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Lacoursiere

SECONDED: Director McNabb

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Lacoursiere

SECONDED: Director McNabb

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Lacoursiere

SECONDED: Director Shannon

THAT Bylaw P1405, Sproat Lake Official Community Plan Amendment Bylaw be read a third time.

CARRIED

MOVED: Director Lacoursiere

SECONDED: Director McNabb

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a second time.

CARRIED

MOVED: Director Lacoursiere
SECONDED: Director McNabb

THAT Bylaw P1406, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment Bylaw be read a third time.

CARRIED

Director Bodnar re-entered the meeting at 2:42 pm.

- b. DVE21004, MALLON, 5637 TOMSWOOD ROAD (BEAVER CREEK)**
Development Variance Permit Application – Memorandum and Permit

MOVED: Director McNabb
SECONDED: Director Bodnar

THAT the Board of Directors issue development variance permit DVE21004.

CARRIED

- c. RF17010, ASPELL, 2996 HIGHMOOR ROAD (CHERRY CREEK)**
Rezoning Application – Memorandum and Bylaw P1433

MOVED: Director Bodnar
SECONDED: Director Shannon

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- d. TUP20005, HEATHER POWELL, 3133 ALBERNI HIGHWAY (CHERRY CREEK)**
Temporary Use Application – Memorandum

The General Manager of Planning and Development clarified that TUP20005 is considered a new application as there has been a significant time lapse since TUP17010 expired and there are several new conditions proposed for inclusion in TUP20005, as per the July 28, 2021 Board resolution.

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the Board of Directors confirm the 17 conditions listed on pages 74 and 75 of the Board agenda are a requirement for proceeding with TUP20005, as per the Board resolution from July 28, 2021, including limiting the campground to 22 campsites.

CARRIED

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors refer Temporary Use Permit TUP20005 back to the Cherry Creek Advisory Planning Commission.

CARRIED

The meeting recessed at 3:03 pm.
The meeting re-convened at 3:14 pm.

9.2 ALL DIRECTORS

- a. LONG BEACH ELECTORAL AREA ‘C’ HOUSING NEEDS REPORT, AND WEST COAST HOUSING NEED AND DEMAND STUDY REGIONAL SUMMARY AND REPORT INTRODUCTION (ALL AREAS)**
Request for Decision
Housing Needs Report and Regional Summary – Uploaded separately to the [ACRD Website](#)

MOVED: Director Stere
SECONDED: Director Johnsen

THAT the Board of Directors receive the Long Beach Electoral Area ‘C’ Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, as presented.

CARRIED

MOVED: Director Stere
SECONDED: Director Beckett

THAT the Board of Directors direct staff to publish the Long Beach Electoral Area ‘C’ Housing Needs Report, and West Coast Housing Need and Demand Study Regional Summary and Report Introduction, on the ACRD website for public access.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – December 2021**
b. Building Report - October 2021
c. Monthly Agreement & Grant Delegation Report – November 19, 2021

MOVED: Director Shannon
SECONDED: Director Cole

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – J. McNabb

Director McNabb reported on the last meeting of the Corporation.

b. Vancouver Island Regional Library – P. Cote – No Report

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

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

Director Bodnar reported on the last Council meeting. There have been nine woodstove exchanges so far this year, three of the exchanges converted over to natural gas.

e. West Coast Aquatic Board – T. Stere – No Report

f. Association of Van. Island & Coastal Communities – P. Cote – No Report

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

h. West Island Woodlands Advisory Group – J. Jack

Director Jack and McNabb report on the last meeting. A presentation was received from Huu-ay-aht First Nation regarding name change of TFL 44 and the resource management plan.

i. Agricultural Development Committee – T. Shannon – No Report

j. Other Reports

Chairperson Jack reported on his attendance at the - November 12th West Coast Non-Market and Affordable Housing forum on November 12th.

MOVED: Director McNabb

SECONDED: Director Johnsen

THAT the Board of Directors receive the member reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Letter of Appreciation to Bob Kanngiesser.

MOVED: Director Jack
SECONDED: Director McNabb

THAT the ACRD Board of Directors forward a letter to Mr. Bob Kanngiesser thanking him for serving on the Alberni Valley Regional Airport Advisory Committee.

CARRIED

13. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

14. ADJOURN

MOVED: Director McNabb
SECONDED: Director Bodnar

THAT this meeting be adjourned at 3:29 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



**MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING
HELD ON WEDNESDAY, DECEMBER 1, 2021, 1:30 PM**

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Ron Paulson, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation

REGRETS: Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Daniel Sailland Chief Administrative Officer
Mike Irg, General Manager of Planning & Development
Paulo Eichelberger, Solid Waste Manager
Mark Fortune, Airport Manager
Jodie Frank, Organics Diversion Coordinator
Heather Zenner, Protective Services Manager
Wendy Thomson, General Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at
<https://www.acrd.bc.ca/events/1-12-2021/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:32 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

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

2. APPROVAL OF AGENDA

MOVED: Director Shannon

SECONDED: Director Paulson

THAT the agenda be approved as circulated.

CARRIED

3. **MINUTES**

a. **Alberni Valley & Bamfield Services Committee Minutes – September 1, 2021**

MOVED: Director Cote

SECONDED: Director Bodnar

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 1, 2021 be received.

CARRIED

4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

a. **Duncan Booth, WildSafe BC Alberni Valley Community Coordinator, End of Season Presentation on the WildSafe Program in the Alberni Valley.**

The delegation presented the end of season Wildsafe Program in the Alberni Valley.

b. **Mandy Ross, WildSafe BC Bamfield Program Coordinator, Presentation on Past Year's Activities in Bamfield and the WildSafe Assessment.**

The delegation presented highlights of wildlife activities for 2021 in Bamfield and the Wildsafe Assessment.

Director Jack entered the meeting at 2:10 pm.

5. **REQUEST FOR DECISIONS**

a. **Request for Decision regarding Short-term Lease on Lot #15, Alberni Valley Regional Airport.**

MOVED: Director Cote

SECONDED: Director Paulson

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year lease agreement with Seth and Quinn Melmock for lot # 15 at the Alberni Valley Regional Airport (AVRA) effective January 1st, 2022 to December 31st, 2025 at a rate of \$1626.15 per year plus applicable taxes and yearly BC CPI increases.

CARRIED

The meeting recessed at 2:25 pm

The meeting re-convened at 2:34 pm

b. Request for Decision regarding Somass Watershed Flood Management Plan (SWFMP) Peer Review.

MOVED: Director Cote
SECONDED: Director Paulson

THAT the Alberni Valley and Bamfield Services Committee receive the Hatch Somass Flood Management Plan Peer Review and the Somass Flood Management Plan NHC Response to the Peer Review and further refer to the Board of Directors for review.

CARRIED

MOVED: Director Cote
SECONDED: Director Paulson

THAT the Alberni Valley & Bamfield and Services Committee recommend the ACRD Board of Directors instruct staff to investigate mitigation options for flood management in the Somass Watershed Flood Management Plan study area.

CARRIED

MOVED: Director Paulson
SECONDED: Director Beckett

THAT the Alberni Valley & Bamfield Services Committee instruct staff to develop a report and overview on the Somass Watershed Flood Management Plan for consideration at the next Alberni Valley & Bamfield Services Committee meeting.

CARRIED

6. INFORMATION REPORTS

a. Alberni Valley Electoral Areas – Roadside Three-Stream Waste Services Update – J. Frank, Organics Coordinator

The Organics Coordinator conducted a power point presentation on the ACRD Regional Organics Diversion program.

b. Presentation – Alberni Valley Emergency Program Update – H. Zenner, Protective Services Manager

The Protective Services Manager presented a power point presentation on the Alberni Valley Emergency Program.

Director Beckett left the meeting at 3:50 pm

MOVED: Director Shannon
SECONDED: Director Bodnar

THAT the Alberni Valley & Bamfield Services Committee receives reports a-b.

CARRIED

7. LATE BUSINESS

8. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

9. ADJOURN

MOVED: Director Shannon

SECONDED: Director Jack

THAT the meeting be adjourned at 3:58 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

From: MFA

Sent: November 26, 2021 8:57 AM

Subject: FW: NOTICE: Municipal Finance Authority of BC Appointment of Member(s) & Notice of AGM

Importance: High

[CAUTION] This email originated from outside of the ACRD

Attention: Regional District, Chief Administrative Officer

Re: Municipal Finance Authority of BC Appointment of Member(s)

Dear Sir/Madam,

This is a reminder of the requirement to appoint a Member or Members to the Municipal Finance Authority of BC (MFA) **prior to February 28, 2022** for a period of approximately one year (*from date of appointment until a successor is appointed between November 2022 and February 2023*). The regional district may also appoint one Alternate Member for each Member, to act in the case of necessary absence from a meeting of the Authority.

Under the *MFA Act*, all regional districts have at least one director appointed, based on population, with Fraser Valley and Capital having two and Metro Vancouver having ten for a total of 39 Members of the Authority.

Please complete the attached Member Appointment Contact Information Form for your Member(s) and Alternate(s) **AND** provide official appointment documentation on your regional district letterhead. Please send all correspondence by email to: mfa@mfa.bc.ca.

For your reference, please see attached the 2022 draft listing of the Members of the Authority (including vote entitlement), as well as the 2022 Notice of MFA Member Meetings.

Although our Act states that appointments are to be made no later than February 28th, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make their travel and accommodation arrangements for the **MFA Financial Forum & AGM taking place on March 23-24, 2022 in Victoria**. Further event details can be found in the Notice of MFA Member Meetings.

Please email any questions to mfa@mfa.bc.ca.

Kind regards,

Peter Urbanc
Chief Executive Officer



**Municipal Finance
Authority of BC**

217-3680 Uptown Boulevard
Victoria, BC V8Z 0B9

250.383.1181 | mfa.bc.ca

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**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
MEMBERS OF THE AUTHORITY**

Regional District	Member Appointed	Alternate	March 2022 Vote Entitlement*
Alberni-Clayoquot			1
Bulkley-Nechako			1
Capital			4
Capital			4
Cariboo			2
Central Coast			1
Central Kootenay			2
Central Okanagan			4
Columbia Shuswap			2
Comox Valley			2
Cowichan Valley			2
East Kootenay			2
Fraser-Fort George			2
Fraser Valley			3
Fraser Valley			3
Kitimat-Stikine			1
Kootenay Boundary			1
Metro Vancouver			5
Mount Waddington			1
Nanaimo			4
North Coast			1
North Okanagan			2
Northern Rockies			1
Okanagan-Similkameen			2
Peace River			2
qathet			1
Squamish-Lillooet			1
Strathcona			1
Sunshine Coast			1
Thompson-Nicola			3

*Based on 2016 Census Results
° Board of Trustees Member



2022 Member Appointment Contact Information

Regional District Information

RD Name: _____

RD Mailing Address: _____
Street Address *Unit Number*

City *Province* *Postal Code*

Appointed Member Contact Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City **BC** *Province* *Postal Code*

Email _____ Phone # _____

Please indicate which address is to be used for main contact:

Regional District Address Member Address

Alternate Appointed Member Contact Information

**mailing address of Regional District will be used if necessary*

Full Name: _____
Last *First* *M.I.*

Email _____ Phone # _____

Secondary Contact Required to Send Correspondence To

Full Name: _____
Last *First* *M.I.*

Email _____ Phone # _____

RD CAO or CO _____
Name *Signature*



**Municipal Finance
Authority of BC**

2022 ANNUAL GENERAL MEETING

MFA's Financial Forum & Annual General Meeting will be held on March 23-24, 2022 at the Hotel Grand Pacific, 463 Belleville Street, in Victoria.

We will host a celebratory dinner reception on the evening of Wednesday, March 23 and present topical panel discussions during our Financial Forum sessions prior to the Member meeting on Thursday, March 24.

Registration:

Please RSVP by email to mfa@mfa.bc.ca to confirm the attendance of one representative, either the appointed MFA member or alternate member.

Accommodation:

A preferred group rate for reservations at the Hotel Grand Pacific will be available.

Further registration details will be communicated directly with Members and their secondary contact person.

NOTICE OF 2022 SEMI-ANNUAL MEETING

The Semi-Annual Meeting of the Members is scheduled to be held on September 12, 2022 in conjunction with the Annual UBCM Conference in Whistler. Further details will be forthcoming.

Contact:

Please direct any correspondence regarding appointments, Member activity, and upcoming meetings to: mfa@mfa.bc.ca



October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

.../2

Mayors and Regional District Chairs of British Columbia
Page 2

The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: www.cleanbc.gov.bc.ca and read the [news release](#).

I would also like to share with you the [2021 Climate Change Accountability Report](#). The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers



October 26, 2021

Ref: 268550

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am writing to you to provide you with an overview of the proposed legislative amendments in [Bill 26](#), the *Municipal Affairs Statutes Amendment Act (No. 2)*, 2021 that was introduced by Minister Josie Osborne in the B.C. Legislature today.

Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other acts. The amendments will address a variety of topics including:

- new tools to help local governments support housing supply by streamlining their development approval processes,
- modernized public notice requirements,
- the requirement for councils and boards to consider codes of conduct, and
- community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the amendments in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development.

The Province's news release and information bulletin for the legislation are available here:

<https://news.gov.bc.ca/25595>

<https://news.gov.bc.ca/25596>

Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

Here are further details regarding the items in Bill 26. I will send a circular with further technical details on the amendments to local government Chief Administrative Officers shortly.

Development Approvals Process Review

To support the streamlining of local government development approvals process and increased housing supply, this bill proposes legislation to remove the default requirement for local governments to hold public hearings for zoning bylaws that are consistent with an official community plan and enable local governments to delegate minor development variance permits to local government staff.

The Province initiated the Development Approvals Process Review (DAPR) to improve the efficiency and effectiveness of development approvals as a way to support the affordability and timeliness of new housing supply getting to market. Stakeholders who participated in DAPR consultations identified process improvement in relation to public hearings and delegation of authority in certain matters from council to municipal staff as two initial areas of action that could have an impact on streamlining development approvals.

Modernizing Public Notice Requirements

We have heard from local governments that the existing notice requirements under local government legislation do not fully meet community needs and the realities of modern electronic communication, particularly in smaller and rural communities.

Bill 26 addresses these concerns by modernizing the options for providing statutory notice to citizens, similar to other provinces. The bill creates a new “local choice” option for local governments to determine and specify, by bylaw, the means of public notice that will have the broadest reach in their communities. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities, there will be no requirement to change, and they may continue to use the newspapers for notice. However, the new rules provide additional choices and modernized options for communities that determine they have need for additional or alternative approaches.

Code of Conduct

The bill contains changes that aim to strengthen the responsible conduct of local elected officials. Codes of conduct set shared expectations for behaviour, and these amendments will add a new requirement for all municipal councils and regional district boards to publicly consider the development of a code of conduct for their council or board members.

Currently, there is no requirement for local governments to develop codes of conduct or engage in a conversation about having a code of conduct. The changes in this bill create a standardized process for elected officials to engage in regular and meaningful dialogue about how they will govern together while demonstrating their accountability to the public.

The proposed approach has been developed through a joint Ministry Working Group with UBCM and LGMA and responds to calls for more tools to strengthen local government responsible conduct and was

supported through an endorsed resolution of the membership of the Union of BC Municipalities at the September 2021 Convention.

These changes will not take effect until a regulation to bring them into force is passed – likely in Spring 2022. Additional guidance material will be provided to local governments when the changes are brought into force.

Dissolution of Jumbo Glacier Mountain Resort Municipality

Amendments in this bill will enable the dissolution of the Jumbo Glacier Mountain Resort Municipality (Jumbo). Jumbo was incorporated as a mountain resort municipality in 2013, with no residents, to facilitate the development of a ski resort in the Jumbo Valley.

Specialized provisions are required for the dissolution of Jumbo as the existing authorities are not sufficient to dissolve a municipality without residents or to accommodate changes to revert this area to the Regional District of East Kootenay. The amendments will also repeal the authority to incorporate a mountain resort municipality without residents, like Jumbo, in the future.

The provisions in this bill to enable the dissolution of the municipality at Jumbo are also integral to the agreement between the province and the Ktunaxa Nation to create an Indigenous Protected and Conserved Area in the Jumbo Valley.

Islands Trust Act Amendments

Bill 26 includes amendments to the *Islands Trust Act* that address specific requests made by the Islands Trust. The amendments will support effective governance by ensuring the Islands Trust is able to meet its specialized mandate to “preserve and protect” the Trust Area.

The Islands Trust has demonstrated leadership in reconciliation efforts in its dealings with First Nations’ interests in Islands Trust governance and activities. The proposed changes in this bill amend the *Islands Trust Act* to include a specific reference to First Nations in the Trust’s objective statement in the Act to recognize and enshrine its ongoing relationship and reconciliation efforts with First Nations.

Amendments will also enable the Islands Trust to provide financial support to third parties for activities that provide education about or preserve the environment and unique amenities of the Trust Area. This ability to support community efforts to educate about the Islands Trust environment and unique amenities complement the existing ability to support heritage and history projects that already exists in the Act.

And finally, the proposed amendments will streamline development approvals processes in the Islands Trust by enabling local trust committees to adopt and amend Development Approval Information bylaws. This change is consistent with other authorities of Local Trust Areas in the Trust and will create efficiencies in approval processes.

Powell River Incorporation Act

Bill 26 adds new targeted amendments to the unique statute incorporating the City of Powell River – the *Powell River Incorporation Act* (PRIA) - as requested by the City of Powell River. The PRIA contains extensive limitations on municipal regulation of the mill in Powell River and the “Mill Site” area of the City. These provisions protected the operations of the pulp mill at the time of incorporation but reduced activity of the mill and transfer of mill lots to the City have made these restrictions a constraint on economic development of those lots – now owned by the City.

The proposed amendments will support the City’s economic development objectives by removing city owned parcels from the “Mill Site” area to allow for further development of those parcels. This proposal is supported by the current mill owner, Paper Excellence and the Tla’amin First Nation.

I trust you find this information helpful, and I also appreciate you communicating back this information from the province to your councils and boards, to your local government staff and to your communities.

Kind regards,



Tara Faganello
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, Civic Info
Chief Administrative Officers of BC



Ha'uukmin - Kennedy Flats Back Roads Clean up

Year End Report – 2021



Tribal Parks Allies



Overview

The Ha'uukmin - Kennedy Flats watershed is located on the west coast of Vancouver Island, in the southern part of Clayoquot Sound, British Columbia. The watershed as a whole is 12,937ha which includes 18 sub-basins: Kootowis, Hospital, Sandhill, Staghorn, Trestle South, Trestle, Indian/Harold, Lost Shoe, Salmon, Conference Creeks, Thunderous, Thornton, Mercantile, Port Albion, Itatsoo, Chenatha (Twin Rivers), Grice Bay, and Maltby Slough. Ha'uukmin - Kennedy Flats includes the traditional territory and treaty lands of the Tla-o-qui-aht First Nation, Toquaht First Nation, and Yuułu?it?ath First Nation (YFN) . The stream systems within Ha'uukmin - Kennedy Flats support all five species of pacific salmon - coho, chum, Chinook, sockeye, and pink - as well as resident and sea-run Coastal Cutthroat Trout, Rainbow Trout, steelhead, Lamprey, Three-spined stickleback, and sculpin. Historical timber harvesting introduced an extensive network of rough backroads, covering 253km within this watershed. Throughout this network, illegal dumping takes place at numerous sites. Temporary settlements are set up and then abandoned, leaving a vast array of garbage often tucked away down narrow spur roads. This trash does not decompose or feed the forest. Wildlife may ingest the garbage, toxins will leach into the soil, and hazardous materials will enter waterways. It will remain in the watershed for years to come unless it is removed.

Central Westcoast Forest Society, in collaboration with Tla-o-qui-aht Tribal Parks and funding support from the Alberni-Clayoquot Regional District (ACRD), facilitates annual volunteer-based clean-ups to mitigate the illegal dumping of garbage into various areas of the watershed. The goals of the clean-ups are to maintain the overall health of the watershed; to bring communities together to be good stewards of the lands and waters; and to address the issue of illegal garbage disposal. Volunteers are educated on the importance of keeping garbage out of watersheds. Collected garbage is removed, weighed, and properly disposed of at the Westcoast Landfill. By weighing the garbage, we can keep track of garbage levels year to year.



Clean-up Efforts

Spring

On Saturday March 27th, CWFS, Surfrider and Tla-o- qui-aht Tribal Parks hosted a volunteer clean-up of the Ha'uukmin-Kennedy Flats back roads.

Volunteers collected a total of 3040kg of garbage, 40% of which was diverted from the landfill via the Surfrider sorting and recycling station. In addition to this, four vehicles were removed from the back roads later that week. Notable garbage finds included a broken surfboard, a microwave, fire extinguishers, and a tiger stuffy.

All participants were entered into a raffle with the chance to win amazing prizes donated by West Coast Salty Buns, Foggy Bean Coffee, Ucluelet Brewing Company, Long Beach Surf Shop, Ucluelet Aquarium, Heartwood Kitchen, Surf Junction Campground and Zoe's Bakery and Café.



Fall

On Sunday October 17th, CWFS and Tla-o- qui-aht Tribal Parks hosted the second Ha'uukmin-Kennedy Flats back roads volunteer clean-up of 2021. Food was generously provided by Zoe's Bakery and Café (coffee and treats pre-clean) and West Coast Salty Buns (BBQ post clean). The event was promoted on Tuff City Radio and featured in the Westerly News and Tofino Times newspapers. As well, social media and posters around both Tofino and Ucluelet helped to spread word and garner support. Approximately 70 volunteers joined us to help collect garbage dumped throughout the network of back roads.

Volunteers were made up of community members from Ucluelet and Tofino, as well as some visitors. A couple from California heard of the event on the radio and joined us. Long Beach Automotive assisted in

removing abandoned vehicles, alongside community members who had the capacity to tow vehicles out with their own trucks and flatbed trailers.

In 4 hours, a total of 5,530 kg of trash was picked up, sorted, and properly disposed of at the West Coast Landfill. Vehicles towed out of the back roads weighed a total of 12,650 kg. Disposed materials found included: abandoned camp settlements, mattresses, furniture, a bathtub multiple abandoned RVs and other vehicles, tires, car parts, bicycles, a dog kennel, items being used as toilets, many cans and bottles, and other various garbage.

Awesome prizes for volunteers were donated from Patagonia, Pluvio Restaurant and Rooms, the Ucluelet Aquarium Society and the Ucluelet Brewery. This event was graciously funded by the Alberni Clayoquot Regional District, with huge in-kind support from the West Coast Landfill, Long Beach Automotive, Zoe's Bakery and Café, West Coast Salty Buns, and Ucluelet Petro Canada Gas Bar.



Summary

The Ha'uukmin - Kennedy Flats Cleanup events in 2021 were a huge community success! In total across the two events, volunteers and CWFS staff removed 8,570 kg of illegally dumped trash from the forests and waterways around the Ha'uukmin-Kennedy Flats Watershed. In addition to this, numerous derelict vehicles were removed, totaling at least 17,000 kg. Social media posts, posterage, and radio and newspaper advertising helped bring both community members and visitors to the event. Most years have seen the event being held on a Saturday, but this October we held it on a Sunday. A couple of volunteers said that this made it possible for them to join. The October clean also was on a lovely sunny day, which is likely to have improved attendance as well. Furthermore, partnering with numerous community organizations to offer food, beverages, and prizes may have helped increase the number of volunteers. CWFS plans to continue the Ha'uukmin - Kennedy Flats Watershed Cleanup events into future years in order to maintain the health of local ecosystems and communities.

Recommendations

- Improve garbage scouting prior to the event to make it easier for volunteers to find hotspots. Use flagging tape to mark spur roads where garbage is and give volunteers red tape to mark once it has been cleaned.
- Continue collaborating with numerous community partners and reach out to more local businesses to involve them in the event.
- Collaborate with Surfrider Pacific Rim on more cleanups to reach a broader volunteer audience and have more of the trash properly sorted to be diverted from the landfill.



Showcasing the West Coast's artisanal beauty.

In February of this year, we launched the Rural Business and Community Recovery Program (now called the [RECOVER Capacity Program](#)) with funding from the Province of British Columbia.

Within two months, 37 new and temporary term positions were created to support communities with populations under 25,000. The \$1.83 million in funding supports 10 regional and sub-regional positions, 22 new jobs in communities under 5000 and five positions in other communities under 25,000.

As communities and regional and sub-regional initiatives gain momentum, we're checking in with the names behind the job titles -- the people working to help strengthen business and community economic recovery and resilience across our Island and Coastal areas.

In this first installment, and in the lead-up to the holiday season, we thought it appropriate to profile a local online marketplace. We head to the West Coast to hear from Seika Anderson, the Ucluelet Chamber of Commerce's hire to develop [Common Ground Market](#). The site is dedicated to promoting, celebrating and facilitating the creative work of the region's many talented artists.

From the onset, Seika's excitement, vision and support has boded well for the blossoming of this project. And as buyers from as far-off as the UK are learning of the marketplace, it may only be a matter of time before products from the region's "west coast makers" really take flight.

VOICES

Seika Anderson, Ucluelet Chamber of Commerce
Regional Digital Marketplace Manager



“This project is a creation of COVID. With a lack of physical markets Common Ground Market gave artisans an opportunity to sell their wares in another way.

The platform is an artisanal community full of creative makers who, especially during the pandemic, took solace in their arts, crafts and hobbies. It helped a lot with people’s mental health by providing an outlet to work on their crafts.

We launched the platform at the end of March and are up to 24 vendors already. My job is to assist vendors through the entire process, from sending out the Welcome Pack, to helping set up their online shop, arranging photography days and marketing the Common Ground Market. I’m here to help make it easier to get their shops live.

We are currently looking to expand into the nine communities in the Alberni Clayoquot Regional District. In our next phase, we want to introduce workshops so vendors can meet and learn from each other directly while sharing the knowledge of their craft.

Common Ground Market hosted two West Coast Night markets this past Summer. The vision was to bring vendors into a community space with local businesses, music, art, food and drink. The evening markets were a great success, with 25+ vendors, live music, children’s entertainment, the Ucluelet Brewing Company serving craft beer and local food offerings. The markets were a great boost to the artisan community’s economic growth. And after the last few years, a much-needed outdoor social event for both locals and visitors to the area.

The West Coast artistic community is tight knit. If artists don’t know each other personally, they usually know of one another and do their best to support each other.

Our biggest challenge initially was visibility. With Tourism Ucluelet’s support and our [social media platforms](#), the market has really started to pick up. People’s shopping habits have shifted during the pandemic. Now more than ever consumers are wanting to support local. I would love to see visitors to the area putting their feet up after a long day at the beaches and trails, perusing Common Ground Market and deciding what artisan souvenir they would like to bring home with them. Common Ground Market gives shoppers across the county and internationally an opportunity to take a piece of the coast home with them.

I love that I can be a part of this! I can interact and assist artists in getting their (online) shops set up; and marketing the platform is a fantastic creative outlet to help vendors sell and stay

motivated to keep going. I come from an artistic family and it means a lot to me that this platform performs well for the artisans.”

The “[Common Ground Market](#)” initiative is run by the Ucluelet Chamber of Commerce. The Regional Digital Marketplace Manager position bolsters the development of a multi-vendor online marketplace supporting artisans, non-profits and small businesses in the nine west coast communities of the Alberni Clayoquot Regional District. This includes help to set-up their e-commerce store, increase business sales and/or launch a new business entirely. The position will also help move the market into phase 2, expanding to include service providers and new geographic areas.

To read the full list of approved RECOVER projects, visit our website [here](#).

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Our mailing address is:

#108 - 501 4th Street
Courtenay, British Columbia, Canada V9N 1H3

Want to change how you receive these emails?
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From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: December 2, 2021 10:00 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: COURTENAY OUTDOOR SPACE TO HELP ESTABLISH DOWNTOWN AS 'COMMUNITY'S HEART'

[CAUTION] This email originated from outside of the ACRD

[View this email in your browser](#)



Building a diverse and sustainable economy.



COURTENAY OUTDOOR SPACE TO HELP ESTABLISH DOWNTOWN AS "COMMUNITY'S HEART"

New THRIVE project supports flexible public area to draw in visitors and locals for safe gathering

COURTENAY, 2 December 2021 – A new multifunctional and adaptable parklet in Courtenay will become an important asset to add vitality and support business and recovery efforts in the downtown core, with funding support through the THRIVE Small Capital Program.

This new flexible outdoor area will allow locals and visitors to gather in a central location that can host a range of activities and events. The 4th Street Parklet structure will include modular shelters and seating, as well as photos and interpretive signage that express the history and culture of the area. The

multipurpose space will also host food trucks, musicians, merchants and farmers markets, in addition to seating for events and outdoor learning offered by the Courtenay Museum.

“Creating new spaces that attract community members and visitors into the downtown areas is at the core of why we created the THRIVE program,” says Island Coastal Economic Trust Board Chair Aaron Stone. “This is an excellent example of how communities are building on their unique strengths and opportunities to drive future growth into downtown business areas.”

The THRIVE Small Capital Program was launched in late May by the Island Coastal Economic Trust, to help stimulate and promote vitality in downtowns, Main Streets and business districts across the region. One-stop funding support of up to 100% of eligible project costs (to a maximum of \$50,000) is available thanks to a joint collaboration with Tourism Vancouver Island (TVI) and the Vancouver, Coast & Mountains tourism region (managed by Destination BC).

“Throughout the pandemic we heard from the regional tourism organizations that they needed investment to support regional projects. THRIVE Small Capital is an excellent example of how tourism infrastructure will support projects that showcase more of what the region has to offer, strengthen community connection and create jobs in the future,” said Melanie Mark, Minister of Tourism, Arts, Culture and Sport. “Courtenay’s new market street space is an innovative example of how communities are using their ingenuity following the pandemic to build back stronger.”

Led by the City of Courtenay, the 4th Street Parklet project has its roots in the Downtown Courtenay Playbook, which was built through strong community collaboration and engagement. The site is located adjacent to the Courtenay

Museum, Native Sons Hall, Sid Williams Theatre, as well as several community-owned businesses, including a café, restaurants and craft brewery. It is also within a short walking distance to many downtown shops, the Puntledge River, and Lewis Park.

“Characterizing 4th Street as a Market Street will help build a unique identity for the City’s downtown and offer much needed benefits to businesses, visitors and residents alike,” says Courtenay Mayor Bob Wells. “We wanted a reusable, cost efficient and durable structure with the ability to rebuild on various site locations. This project meets our design goal of accommodating multiple functions and will be a versatile community asset.”

The minimalist project design will incorporate innovative and sustainable elements including eight, free-standing cedar and metal bracket cubes attached to recycled wood decking within an aluminum frame. The cubes can be quickly and easily arranged or reassembled in a multitude of different layouts, which can accommodate various users and events, such as farmers markets, speakers and festivals.

The project is set to get underway shortly.

All applications to the THRIVE Small Capital Funding Stream will now be accepted on an ongoing basis until the program is fully subscribed.

For more information on the THRIVE Small Capital Funding Stream, please visit our website: <https://www.islandcoastaltrust.ca/capital-funding-programs#thrive>

###

About the Island Coastal Economic Trust

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional governments, non-profits and Indigenous communities, ICET serves over half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more than \$55 million in funding for over 280 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2600 construction phase jobs and 2750 long-term permanent jobs.

For further information:

[Hilary Muth](#), Communications Coordinator

Island Coastal Economic Trust

Tel. 250-871-7797 (Ext. 228)



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Our mailing address is:

#108 - 501 4th Street
Courtenay, BC V9N 1H3

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City of Pitt Meadows
OFFICE OF THE MAYOR

November 17, 2021

File: 05-1900-01/21

Selina Robinson
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2
Sent via email: FIN.Minister@gov.bc.ca

Dear Minister Robinson:

Re: Unfair Taxation Benefitting Railway and Industrial Operations

Further to your November 4, 2021 letter advising the Province has no plans to explore reclassification with respect to Railway and Industrial Operations, we are writing to express our significant disappointment with this information.

Although your letter is in response to the September 10, 2021 UBCM meeting it does not appear to consider the overwhelming support of over 90% of UBCM members (90.4% for fair taxation from railway operations and 94.9% for fair taxation from industrial parks) requesting a review of the legislation. Given the high level of support from around the province, we were hopeful more due consideration would be given to our request.

Additionally, over 25 years has passed since the legislation was changed. However, over the last 25 years there have been significant changes in the environment, health and safety considerations as well as continued and increasing pressures on local services and infrastructure.

With regards to your comment on reviewing the assessment methodology of linear properties we would appreciate understanding the rationale, approach and expectation of this review.

For clarity, there were two separate requests for legislation review.

1. Railway Operations - Create fairer taxation by removing section 5(e) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR23 Fair Taxation from Railway Operations.
2. Industrial Operations - Create fairer taxation by removing section 5(f) of the Assessment Act – Prescribed Classes of Property Regulation B.C. Reg. 438/81 endorsed by UBCM under NR25 Fair Taxation from Industrial Parks.

Your letter appears to address the railway operations fair taxation request by not wishing to reconsider the 1995/96 decision which is specific to railway operations. However, the review of fair taxation in industrial operations does not appear to have been addressed.

We look forward to a favourable response in regards to our concerns.

Yours Truly,



Mayor Bill Dingwall

BGS, LL.B., CPHR

cc: UBCM Executive
UBCM Member Municipalities

Alberni Clayoquot Regional District

3008-5th Avenue

Port Alberni BC

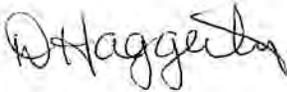
V9Y 2E3

November 16,2021

Dear Board of Directors:

On behalf of the Alberni Valley Drag Race Association we would like to thank you for your grant in aid awarded to us this year of \$5000. This money came in handy when we hosted the first annual AVDRA Charity Cruise in Port Alberni. The event was a huge success. It was a great feeling to see so many people show up despite the weather conditions and donate funds to 2 great causes. Especially exciting to see were the looks on the peoples faces in the regional district when our cruise went out Beaver Creek and Cherry Creek. There were people lined up along the whole route! It really shows how Port Alberni can come together for one great event. The funds were used to cover expenses incurred during the cruise. The bill for flagging was a little more than we expected. We were able to donate all the proceeds from the cruise to both charities. We look forward to another event in 2022.

We thank you for your support.



Deb Haggerty

Treasurer

AVDRA



**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

Important Changes to Your Liability and Property Coverage

At the MIABC, we aim to provide broad insurance coverage that is tailored to our members' needs. We are continually monitoring the insurance market and assessing our members' inquiries to ensure our policies are evolving along with the needs of local governments. This fall, the MIABC membership agreed to implement four important changes to expand coverage and one which restricts coverage.

If you are responsible for purchasing insurance for your local government, you will want to review these coverage changes carefully as they may eliminate the need for you to purchase additional coverage under another policy.

Liability Protection Agreement (LPA) Amendments

Off-Highway Automobile Liability Coverage – ICBC's Basic Third-Party Liability program no longer applies to the off-highway operation of non-standard motor vehicles, such as ATVs, golf carts, utility vehicles, and industrial vehicles. The membership agreed to include coverage for the off-highway operation of non-standard motor vehicles in the LPA so that MIABC members do not have to purchase this additional coverage from ICBC as a stand-alone policy.

Medical Services – Many of our members' firefighters and volunteer firefighters are trained to provide enhanced medical care at paramedic service levels. The MIABC membership agreed to expand coverage to ensure that licensed and trained firefighters providing paramedic service levels are covered under the LPA.

Contagion Endorsement – Since the start of the global pandemic, much of the insurance industry has moved to exclude coverage for contagion claims. The reinsurance market has imposed broad exclusions, restricting coverage arising from the transmission of any communicable disease, whether related to a pandemic or not. The MIABC membership agreed to cover claims related to transmission of all communicable diseases, subject to a sublimit of \$250,000, under the LPA.

Property Insurance Agreement (PIA) Amendments

Licensed Mobile Equipment (Contractor's Equipment) – Our PIA provides coverage for unlicensed mobile equipment, with some limited coverage for licensed equipment while on premises. Traditionally, we have used our brokerage arm to place coverage for members' licensed equipment, but this amendment expands our basic coverage to include that equipment.

Communicable Disease – Despite the minimal risk of receiving insurable claims arising from communicable disease, our property program reinsurers have required us to exclude coverage for communicable diseases from all current and future policies. We were required to add an exclusion to the PIA which follows the language required by our reinsurers.

If you have any questions about these changes, feel free to reach out to our team at AskUsAnything@miabc.org.



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: December 8, 2021

Subject: Revenue Anticipation Borrowing Bylaw No. F1154

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1154, 2022”.

Background:

A revenue anticipation-borrowing bylaw is created each year to ensure that the Regional District has authority to borrow money for expenditures that must be made before the related revenues are received. In essence, this bylaw is a tool for managing cash flow and is created annually whether it is believed to be required or not. Once received, the revenues are used to cancel the debt. The Regional District did not need to utilize overdraft during 2021. It is not known at this time whether borrowing will be required in 2022 as the need is impacted by the timing of projects as well as collectability of user fees.

This bylaw is required by the Regional District’s Bank as well as the Municipal Finance Authority.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

If overdraft or temporary borrowing are used then interest charges will be applied, otherwise there are no financial implications.

Strategic Plan Implications:

Not applicable.

Policy or Legislation:

Section 404 of the Local Government Act provides the authority for revenue anticipation borrowing.

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

Certified true and correct copy of
**“Revenue Anticipation Borrowing
Bylaw No. F1154, 2022.”**

The Corporate seal of the Regional
District of Alberni-Clayoquot was
hereto affixed in the presence of:

Wendy Thomson,
Corporate Officer

John Jack,
Chairperson



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: December 8, 2021
Subject: Provincial COVID-19 Restart Grant Allocation

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the allocation of the remaining COVID-19 Restart Funds as follows:

Year	Service	Amount	Description
2022	Regional / Community Parks	\$10,000	ACRD Parks & Trails Design and Construction Guidelines, Log Train Trail Management Plan and Franklin River Bridge Concept Design

Desired Outcome:

For the Board of Directors to approve the allocation of the remaining \$10,000 of funding that was received from the Ministry of Municipal Affairs program "COVID-19 Safe Restart Grants for Local Governments".

Summary:

At the November 10, 2021 Board of Directors meeting the allocation of the remaining COVID restart funding was discussed and the following motion was passed:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of COVID-19 Restart Funds, subject to removing \$10,000 from Regional / Community Parks, as follows:

Year	Service	Amount	Description
2021	General Government	\$5,500	COVID office costs
2021	General Government	\$17,000	Further IT upgrades including Boardroom audio/visual improvements
2021	Alberni Valley Emergency Planning	\$2,500	Emergency Operations Center mobile kit
2021	Rural Planning / Building Inspection	\$15,000	Resources to support the increase in development applications
2022	Rural Planning / Building Inspection	\$66,000	Resources to support the increase in development applications
2022	Regional / Community Parks	\$40,000	ACRD Parks & Trails Design and Construction Guidelines, Log Train Trail Management Plan and Franklin River Bridge Concept Design
Total		\$146,000	

AND FURTHER staff be instructed to investigate if COVID Restart Grant funds could be allocated to the Alberni-Clayoquot Health Network and report back at the next Board of Directors meeting.

Staff reached out to Marcie Dewitt, Alberni-Clayoquot Health Network (ACHN) Coordinator, to discuss any COVID impacts to the activities of the ACHN. The impacts included the meeting switching to electronic as well as some delays in a few of the projects while they adjusted their format of community engagement. However, the Coordinator confirmed that there were no financial impacts to the ACHN activities due to COVID. Therefore, staff recommend that the Board proceed with the original plan presented by staff at the November 10th meeting and allocate the remaining \$10,000 of funding to support the development of the parks program.

The Board must allocate the remaining \$10,000 of COVID restart funding at this meeting as the agreement with the Province requires the allocation is completed prior to yearend, even though the expenditures are permitted to be incurred in future years.

Teri Fong

Submitted by: _____
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

Wendy Thomson

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

Daniel Sailland

Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

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

Meeting Date: December 8, 2021

Subject: 2022 ACRD Board, Committee & Financial Plan Meeting Schedule

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2022 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.

Desired Outcome:

To approve the 2022 meeting schedule for the Alberni-Clayoquot Regional District (ACRD) board, committee and hospital district meetings, including 2022 financial planning meetings.

Summary:

Prior to January 15 of each year, the ACRD Board of Directors establishes a schedule of meeting for the year which is posted to the ACRD website.

Background:

The 2022 ACRD meeting schedule is presented for consideration of approval by the Board of Directors for the following meetings:

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

As per the ACRD Procedures Bylaw, Regular Board of Directors meetings are held on the second and fourth Wednesday of each month at 1:30 pm in the ACRD Board Room, with the exception of July, August and December where the Board meets once a month on either the second or fourth Wednesday.

For 2022, there will only be one Board meeting in September and October due to the following:

- UBCM Annual Convention conflicts with the first Board meeting in September
- The general local election will be held on Saturday, October 15th. The new Board will not be sworn in until the November 9th inaugural meeting of the Board. Therefore, the second Board meeting in October (October 26th) will not be held.

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

A recent amendment to Provincial legislation and the ACRD Procedures Bylaw now authorizes the Regional District to hold hybrid meetings whereby directors, committee members and the public can participate in ACRD open meetings in-person in the ACRD Board room or by Zoom. All open meetings are recorded and livestreamed to the Regional District website.

Monthly Meeting Schedule:

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

Other dates for Directors to note for 2022:

- Association of Vancouver Island & Coastal Communities (AVICC) Convention – April 1 – 3rd in Victoria
- Union of British Columbia Municipalities (UBCM) Convention– September 12-16th in Whistler

Financial Planning Process:

The draft 2022-2026 Financial Plan will be presented on to the Committee of the Whole on February 10, 2022, with presentations from each department. This package will form the basis of budget deliberations for the following six weeks. The attached meeting schedule includes multiple dates and times for budget deliberations. Extra meetings have been scheduled as placeholders in case further discussion is required but will only occur if necessary.

The public consultation portion of the financial plan process continues to be challenging in this pandemic situation. Staff are recommending that a presentation of the 2022-2026 Financial Plan occur via Zoom at the beginning of the February 23rd Board of Directors meeting and that the public be given the opportunity to ask questions or provide feedback at that time. As always, staff will also work with our First Nation and Municipal partners as well as the Electoral Area Directors to set up virtual presentations to the communities if desired.

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw No. A1075, A1075-1, A1075-2, A1705-3 apply.

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

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

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



**Alberni-Clayoquot Regional District
2022 Meeting Schedule**

Date & Time	Meeting	Venue
January 2022		
Wednesday, January 12 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Wednesday, January 26 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
February 2022		
Wednesday, February 9 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Thursday, February 10 th 10:00 am – 4:00 pm	Committee-of-the Whole (Financial Plan & Budget Deliberations)	Hybrid – ACRD Board Room/Zoom
Wednesday, February 16 th 1:30 pm	Committee-of-the-Whole Meeting (Grant-In-Aid)	Hybrid – ACRD Board Room/Zoom
Wednesday, February 23 rd 10:00 am 1:30 pm	Budget Deliberations Meeting (if necessary)	Hybrid – ACRD Board Room/Zoom
	Board of Directors Meeting and Financial Plan Public Consultation	Hybrid – ACRD Board Room/Zoom
Thursday, February 24 th 10:00 am 1:30 pm	Alberni Valley & Bamfield Committee Meeting	Hybrid – ACRD Board Room/Zoom
	Electoral Area Directors Committee	Hybrid – ACRD Board Room/Zoom
March 2022		
Wednesday, March 2 nd 10:00 am	West Coast Committee Meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, March 9 th 10:00 am 1:30 pm	Budget Deliberations Meeting (if necessary)	Hybrid – ACRD Board Room/Zoom
	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom

Date & Time	Meeting	Venue
Wednesday, March 23 rd 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
April 2022		
Wednesday, April 13 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Wednesday, April 27 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
May 2022		
Wednesday, May 4 th 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	Hybrid – ACRD Board Room/Zoom
1:30 pm	Electoral Area Directors Committee Meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, May 11 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Wednesday, May 25 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
June 2022		
Wednesday, June 1 st 10:00 am	West Coast Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, June 8 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Wednesday, June 22 nd 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
July 2022		
Wednesday, July 27 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
August 2022		
Wednesday, August 24 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom

Date & Time	Meeting	Venue
September 2022		
Wednesday, September 7 th 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	Hybrid – ACRD Board Room/Zoom
1:30 pm	Electoral Area Directors Committee Meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, September 28 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
October 2022		
Wednesday, October 5 th 10:00 am	West Coast Committee Meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, October 12 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
November 2022		
Wednesday, November 9 th 1:30 pm	Board of Directors Meeting (Inaugural Meeting)	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom
Wednesday, November 23 rd 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, November 30 th 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	Hybrid – ACRD Board Room/Zoom
1:30 pm	Electoral Area Directors Committee Meeting	Hybrid – ACRD Board Room/Zoom
December 2022		
Wednesday, December 7 th 10:00 am	West Coast Committee meeting	Hybrid – ACRD Board Room/Zoom
Wednesday, December 14 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom

Approved by the Board:



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services/
Eddie Kunderman, Operations Manager

Meeting Date: December 8, 2021

Subject: **Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment, 2021.

Desired Outcome:

To extend the boundaries of the Bamfield Water Service area to include Burts Island, 550 Bamfield Inlet.

Summary:

One of the roles of the Regional District is to provide services to its' electoral areas. As per the *Local Government Act*, the owners of parcels in an electoral area may submit a petition for services to the Regional District.

Background:

The Alberni-Clayoquot Regional District (ACRD) received a sufficient petition from the property owners of Burts Island in Bamfield requesting the boundaries of the Bamfield Water System Service area be expanded to include their property. A copy of the certificate of sufficient petition is attached. The area to be included within the service area is outlined on the attached map.

The Bamfield Water Committee met on November 23rd and considered the attached staff report outlining the requirements to connect this property to the Bamfield Water System. The Committee passed a resolution recommending the ACRD Board of Directors approve a boundary extension to include Burts Island.

Attached please find a copy of Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment, 2021 which includes Burts Island within the service area for consideration of three readings by the ACRD Board of Directors.

If Bylaw 837-1 receives three readings by the ACRD Board of Directors and participating area consent is obtained from the Director for Bamfield, the Bylaw will be presented for consideration of adoption by the ACRD Board at the January 12, 2022 regular Board of Directors meeting.

Time Requirements – Staff & Elected Officials:

Minimal staff time to amend the establishing bylaw to expand the service area boundaries. Some staff time to oversee the water connection project, including the coordination of the permitting process. This staff time will be specifically tracked and billed to the applicant as administrative fees.

Financial:

All costs for the waterline extension to this property will be borne by the property owner.

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act and Community Charter apply.

Wendy Thomson

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

Eddie Kunderman

Eddie Kunderman, Operations Manager

Approved by: *Daniel Sailland* _____
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: Bamfield Water Advisory Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: November 23, 2021
Subject: Boundary Extension of the Bamfield Water System Service Area

Recommendation:

THAT the Bamfield Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a Bamfield Water System Local Service Area boundary extension to include Burts Island.

Desired Outcome:

To extend the Bamfield Water System Local Service Area to include Burts Island in order to provide a water connection to the property owner.

Summary:

The ACRD has been petitioned by the property owners of Burts Island to extend the local service area to be able to provide a water connection to the island. The ACRD hired Koers & Associates Engineering to provide a water model analysis to ensure the current water system and treatment plant could meet the additional demand. The assumption is that the new water connection would be serviced by the existing 50 mm diameter submarine water line running from the end of south Bamfield past Burlo Island to West Bamfield. The summary states that the existing watermain and treatment plant will be able to support the additional domestic service connection. It also states that the 50 mm water main will not be able to provide fire flow protection. Approval of this connection is inline with new service application strategy presented by staff in a separate report on this agenda.

After approval of the boundary extension a land tenure will be required from the Province for the installation of the waterline. This would include a Department of Fisheries review prior to approval of a tenure. The installation of the waterline may include engineering costs as tying into the existing watermain have specific installation requirements. Other approvals may be necessary as include a Construction Permit from the Health Authority.

Time Requirements – Staff & Elected Officials:

There will be significant staff time required for the boundary extension, coordination of the permitting process and construction of the waterline. This staff time will be specifically tracked and billed to the applicant as administrative fees.

Financial:

All direct and administrative costs for the waterline extension will be borne by the applicant. The applicant will also pay the \$5,000 connection fee.

Policy or Legislation:

Schedule A of the Bamfield Water System Establishing Bylaw will need to be amended by the Board of Directors to extend the Bamfield Water System Local Service Area boundary.

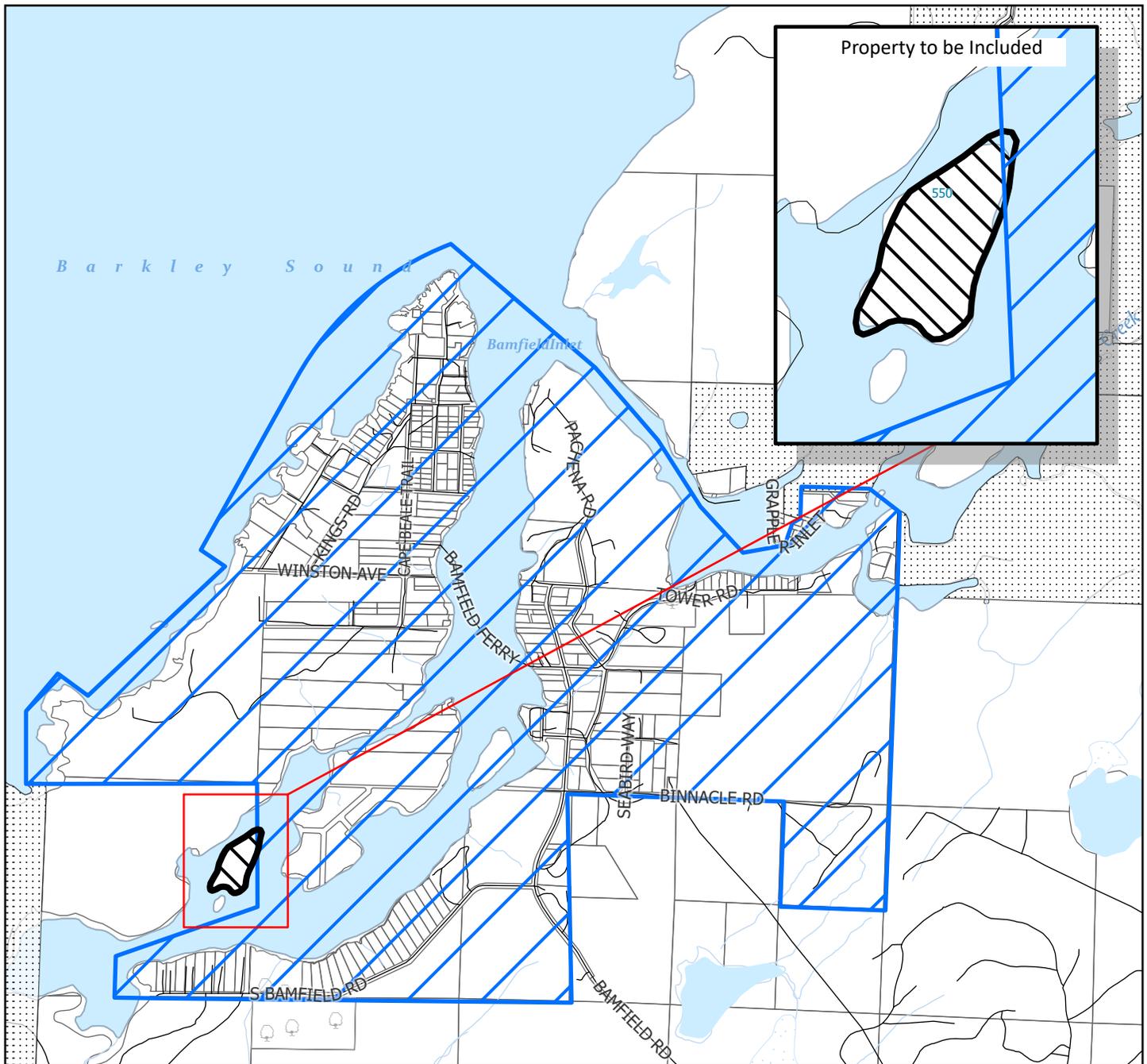
Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

Reviewed by: Jenny Brunn
Jenny Brunn, General Manager of Community Services

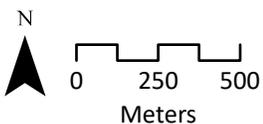
Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

Petition

Bamfield Water System Local Service Area Boundary Extension



Legal Description: THAT PART OF THE NORTH WEST 1/4 OF SECTION 18 TOWNSHIP 1 BARCLAY DISTRICT CONSISTING OF AN ISLAND IN BAMFIELD CREEK LYING NEAR THE CENTRAL PORTION OF THE EAST BOUNDARY OF SAID 1/4 SECTION



Property to be included



Bamfield Water Service Area



Alberni-Clayoquot Regional District

Certificate of Sufficiency Petition for Services

Bylaw 837-1, Bamfield Water System Local Service Conversion and
Establishment Amendment, 2021

As per Section 212 (4) of the *Community Charter*;

I, **Wendy Thomson, General Manager of Administrative Services** for the Alberni-Clayoquot Regional District, hereby certify that a valid and sufficient petition was received requesting the boundaries of the Bamfield Water System Local Service area be expanded to include the following property:

- That Part of the North West $\frac{1}{4}$ of Section 18, Township 1, Barclay District consisting of an Island in Bamfield Creek lying near the central portion of the east boundary of said $\frac{1}{4}$ Section, 550 Bamfield Inlet, 550 Bamfield Inlet

Given under my hand this 2nd day of
December, 2021 in the City of Port
Alberni.

A handwritten signature in cursive script that reads "Wendy Thomson".

Wendy Thomson,
General Manager of Administrative Services



**Alberni-Clayoquot Regional District
Bylaw 837-1**

A bylaw to amend the boundaries of the Bamfield Water System Local Service Area

WHEREAS the Regional District Board established and operates the Bamfield Water Service as described in Bylaw 837, “Bamfield Water System Local Service Conversion and Establishment, 1994”;

AND WHEREAS the Regional District Board has received a sufficient petition from the owners of real property within a portion of Electoral Area “A” (Bamfield), requesting the boundaries of the Bamfield Water System Local Service area be expanded to include their property for the supply, treatment, conveyance and distribution of water;

AND WHEREAS the Regional District Board wishes to alter the boundaries of the Bamfield Water Service to include this property;

AND WHEREAS the Director for Electoral Area “A” (Bamfield) has consented to the adoption of this amending Bylaw;

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

- a. Bylaw 837, “Bamfield Water System Local Service Conversion and Establishment, 1994” is hereby amended as follows:

Section 2 – Local Service Area Boundaries be replaced in its entirety with the following:

The boundaries of the Bamfield Water System local service are within a portion of Electoral Area “A” (Bamfield) as defined on Schedule ‘A’ attached to and forming part of this Bylaw.

- b. This Bylaw may be cited as Bylaw 837-1, “Bamfield Water System Local Service Conversion and Establishment Amendment, 2021”.

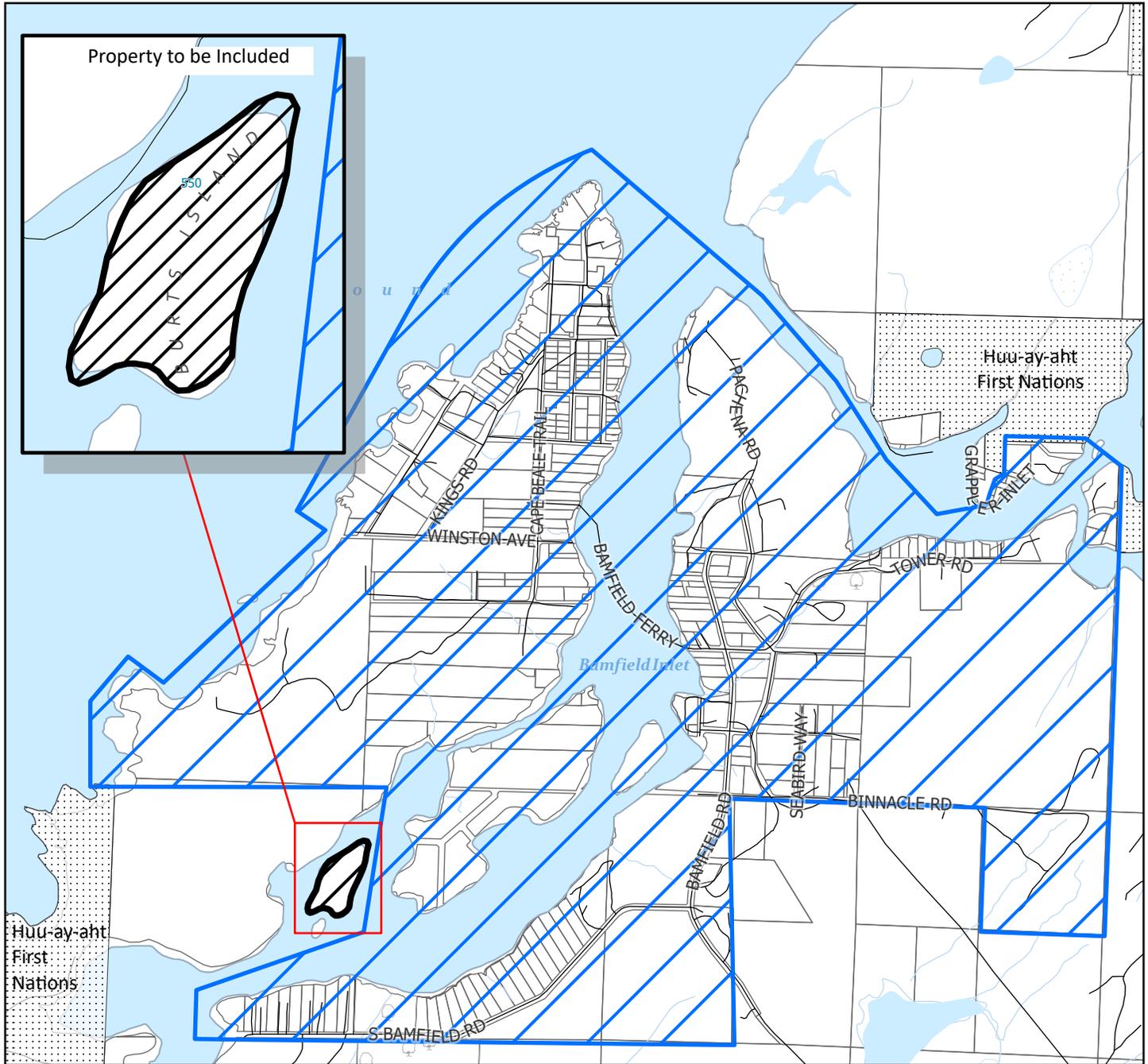
Read a first time this day of , 2021.

Read a second time this day of , 2021.

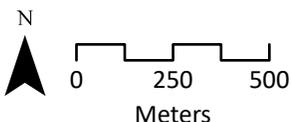
Read a third time this day of , 2021.

Schedule 'A'

This schedule is attached to and forms part of Bylaw 837-1, Bamfield Water System Local Service Conversion & Establishment Amendment, 2021.



Legal Description: THAT PART OF THE NORTH WEST 1/4 OF SECTION 18 TOWNSHIP 1 BARCLAY DISTRICT CONSISTING OF AN ISLAND IN BAMFIELD CREEK LYING NEAR THE CENTRAL PORTION OF THE EAST BOUNDARY OF SAID 1/4 SECTION



Property to be included



Bamfield Water Local Service Area



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Bamfield Water Committee
Meeting Date: December 8th, 2021
Subject: Bamfield Water System – Asset Management Plan Version 1

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors adopt the Bamfield Water System Asset Management Plan Version 1.

Summary:

At the November 23rd, 2021 Bamfield Water Advisory Committee meeting, the attached report was presented, discussed and the resolution above was passed as presented.

Submitted by: *Eddie Kunderman*
Eddie Kunderman, Operations Manager

Reviewed by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

REQUEST FOR DECISION

To: Bamfield Water Committee

From: Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

Meeting Date: November 23, 2021

Subject: Bamfield Water System Asset Management Plan Version 1

Recommendation:

That the Bamfield Water Advisory Committee recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Bamfield Water System Asset Management Plan Version 1.

Desired Outcome:

The Alberni-Clayoquot Regional District (ACRD) Board of Directors adopt the Bamfield Water System Asset Management Plan (AMP) to guide decision-making and facilitate sustainable service delivery.

Summary:

The Bamfield Water System AMP is the final Version 1 plan created by the ACRD with the assistance of site reports, Community Services Department staff, and contractors. The purpose of the AMP is to better guide the Board, management and staff in decision-making, sustainable service delivery, and proactivity versus reactivity. It is also a communication tool for public awareness. The AMP will provide significant value by utilizing existing data to identify areas and projects that require attention in the budgeting and long-term financial planning process. This AMP utilizes data from the Island Health standards, Fire Underwriters Survey requirements, Asset Management Policy, and Asset Management Strategy, and will influence the Long-Term Financial Plan. This AMP can also be used to identify necessary adjustments to taxation or user rates. This version of the AMP will be dated with the date of adoption.

Prior to the AMP's creation, an Asset Registry was created in which component valuations, approximate expiration dates, and condition assessments were used to calculate required annual financial contribution from requisition and parcel tax in order to maintain desired levels of service.

AMPs identify any financial gaps that potentially could be filled with grants or that may require additional funding or maintenance; they are also a requirement for grant applications as well as accurate and reliable Long-Term Financial Plans.

Time Requirements – Staff & Elected Officials:

Most AMPs 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 AMPs in the 5-year financial plan and any other relevant documents of the Regional District.

Strategic Plan Implications:

This initiative aligns with strategic priority 3.1 to implement Asset Management programs to ensure sustainable capital reserve balances for infrastructure repair and replacement.

Submitted by: Tricia Bryant
Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

Approved by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administration Officer



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

BAMFIELD WATER SYSTEM

Asset Management Plan
Version 1



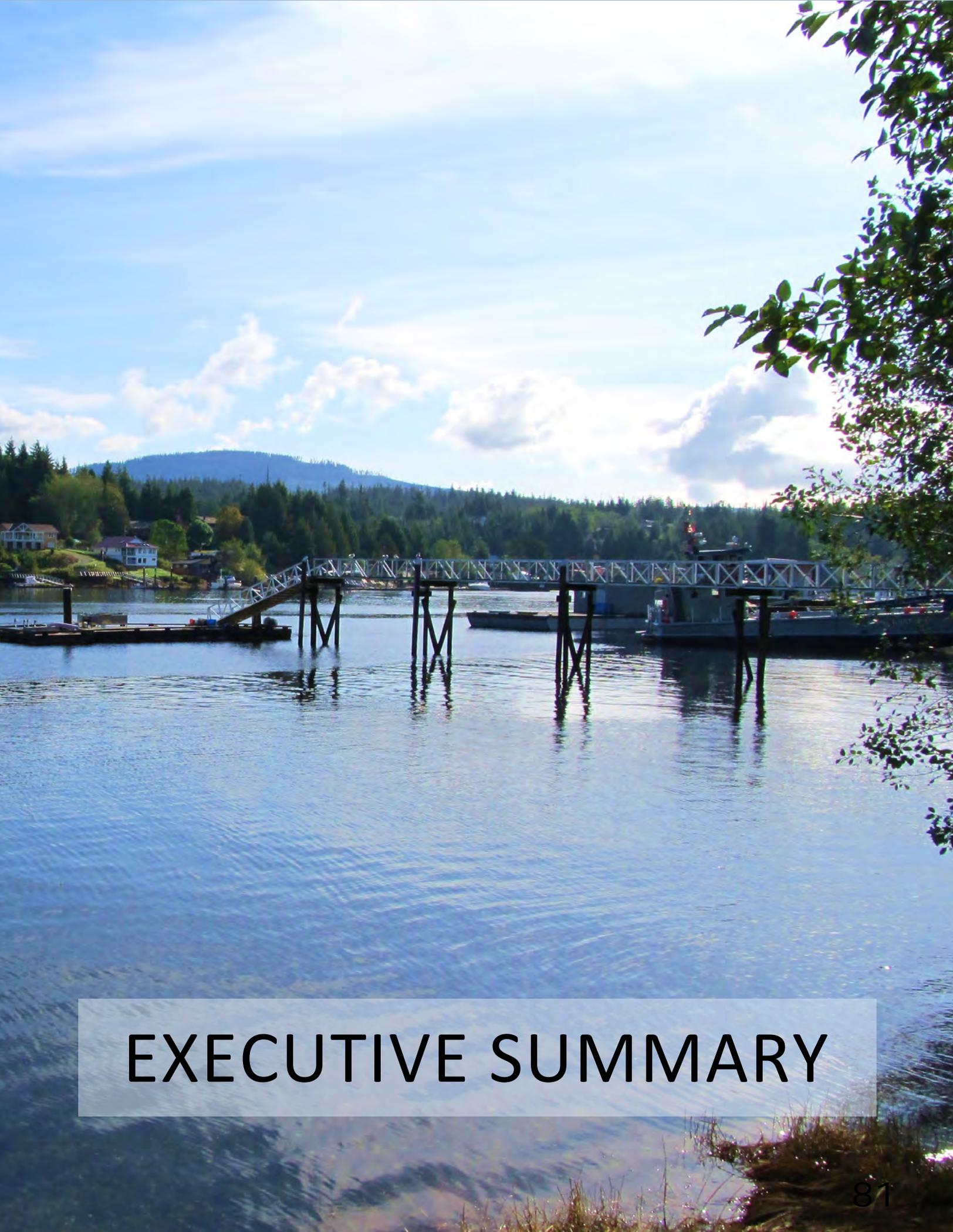
DATE OF ADOPTION: TBD



Bamfield Water System Asset Management Plan

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EXECUTIVE SUMMARY



Bamfield Water System Asset Management Plan

1.1 Purpose of the Plan

The Bamfield Water System (BWS) Asset Management Plan (AMP) is part of the Alberni-Clayoquot Regional District (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 agreed upon by the Board. This AMP follows the guidelines of the ACRD's Asset Management Policy and Strategy and will inform operations and maintenance procedures, the 5-year Financial Plan and Long-Term Financial Plan.

1.2 Asset Summary

The Bamfield Water System network includes:

- A water treatment plant
- Two reservoirs with 545 m³ capacity
- 16,500m of water mains and transmission mains
- Sugsaw Lake

1.3 Levels of Service

Levels of Service (LOS) is the convergence of physical performance, customer expectation, and available funding to operate and maintain the asset(s). The present funding levels are insufficient to meet the future capital requirements to provide the existing services at current levels in the medium-term. The main service consequences will be more frequent service interruptions, a decline in water quality or loss of service.

1.4 Future Demand

Increases in future demand will be managed through a combination of maintaining and upgrading existing assets and providing new assets to meet demand. Other practices to accommodate future demand changes also include non-asset solutions such as changes in bylaws and regulations, insuring against risks, and mitigating potential failures.

The main demands for new services are created by:

- Growth rate (requests for new connections)
- Board of Directors and resident level of service expectations
- Legislative regulations including Island Health operating permit
- Change in community needs or vision

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 asset's life, the future replacement value is estimated based on current or historical costs plus inflation as well as estimated date of replacement based on age and condition, if applicable. Required annual



Bamfield Water System Asset Management Plan

contributions are calculated for each component within the AMP to measure the funding gap between current and desired Levels of Service in order to align funding and service expectations. The AM Program, adopted by the ACRD in 2018, achieves responsible and reliable lifecycle management practices.

The Bamfield Water System AMP was created with the assistance of Koers & Associates Engineering Ltd., operations staff, and contractor. Asset Management systems will continue to be maintained by the Asset Management & Grant Coordinator and staff prior to the creation of subsequent AMPs.

Estimated service life (ESL) and replacement costs of the water system infrastructure were determined through field research and data collection by Koers & Associates Engineering Ltd. While the ACRD believes this information to be reliable and accurate, it is recognized that assets may exceed estimated service life. Every effort will be made to extend service lives to the fullest extent through maintenance programs and balancing risks with available resources. Management staff provided risk assessments and goals used within risk registers and matrices intended to identify and mitigate unacceptable threats to ACRD assets and their users.

1.6 Financial Summary

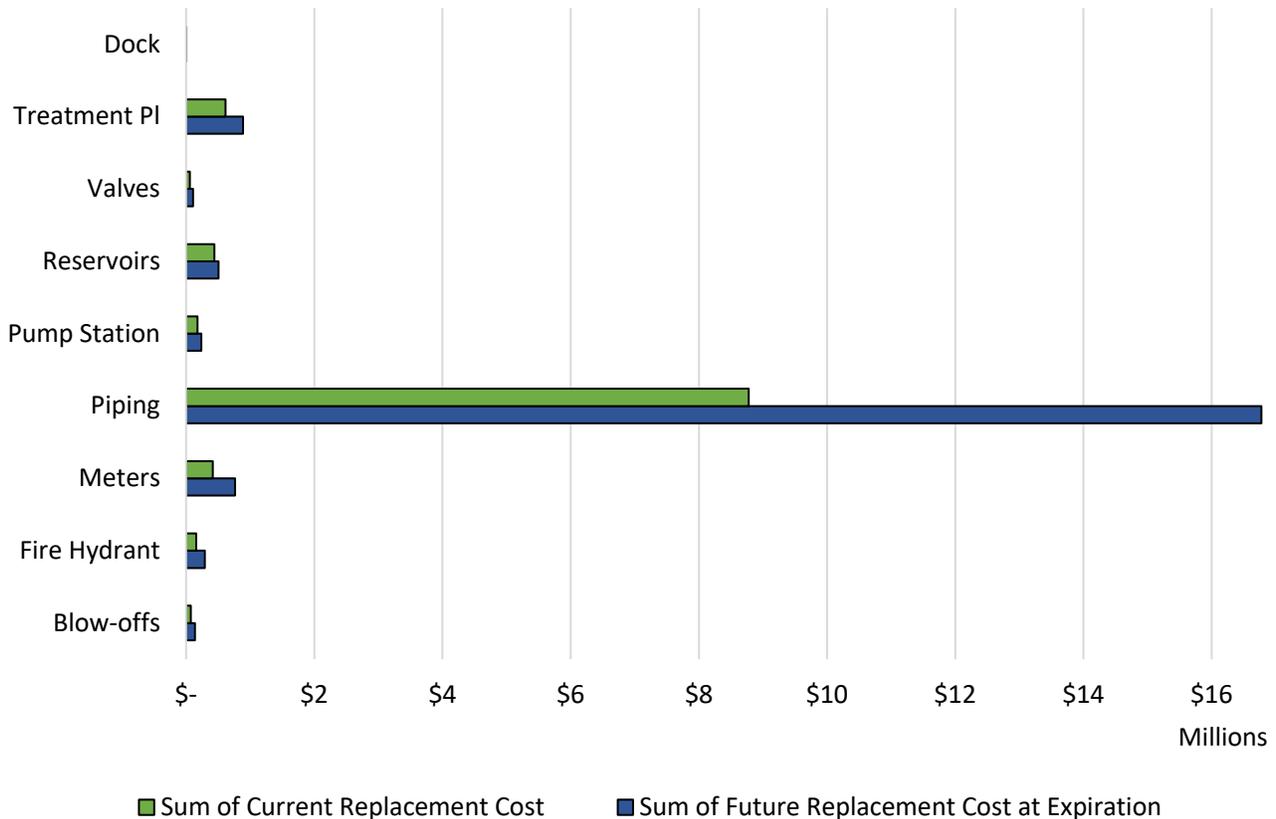
The BWS has a total current replacement value of \$11.9 million. This does not include a contingency for construction, engineering, financial, legal or administration costs. With an estimated inflation rate of 1.5%, estimated future replacement costs are \$22.1 million for current infrastructure at the end of the components estimated service life. Not included in the estimates are projections for future demand and projected capital upgrades. The current water treatment plant can accommodate an increase in demand although the water mains may require upgrading depending on location. The current system was not originally constructed with the intention to support a fire department; however, the Bamfield Volunteer Fire Department relies on the water system to provide fire flows. Total “All-In” project costs for pipe replacement are generally 150% of the cost of pipe materials. Total current project costs for upgrading pipes below 150mm in diameter to meet fire flows would cost approximately \$6.3 million with a total project cost of \$15-18 million to upgrade the entire system for storage and flow requirements.

There are approximately 204 water connections within the Bamfield Water System that contributed \$92,260 in parcel taxes in 2021, including treatment plant borrowing; in addition, approximately \$165,000 will be collected in quarterly water fees for a total contribution of \$257,260. The current budget allows for approximately \$34,000 in capital contributions annually. Based on projected future renewal costs and the current reserve level, funding of the water system would require annual combined contributions of approximately \$474,000 to cover operations, maintenance and capital 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. A summary of current and future replacement costs by asset category is shown in Figure 1.1.



Bamfield Water System Asset Management Plan

Figure 1.1 – Current and Future Replacement Costs by Asset Category



1.7 Asset Management Practices

Assets are managed using a combination of Microsoft Office and iCity/Vadim. The ACRD currently utilizes GIS within the Planning Department and will soon expand to service more departments including the creation of asset databases to aid in the management of existing assets. A dedicated Asset Management Software solution has not been considered at this time but will be reviewed in the future as demands and processes evolve. 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

An Improvement Plan is included within Section 4.2 detailing tasks to improve Asset Management practices within Bamfield Water System services and the Asset Management Program as a whole. 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.



INTRODUCTION



Bamfield Water System Asset Management Plan

2.1 Background

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island with one of the most dramatic and majestic landscapes. The Alberni-Clayoquot Regional District is a federation consisting of member Municipalities, First Nations, and six electoral areas. The Alberni-Clayoquot Regional District is within the traditional territory of ten First Nations.

This AMP encompasses all Bamfield Water System assets, excluding natural assets; however, the ACRD recognizes that natural assets provide critical resources and services to the community. Sugsaw Lake is one of the most prominent natural assets within the ACRD. The delicate nature of managing natural assets is being approached systematically and methodically through training programs and collaboration between departments with complementary backgrounds. As resources allow, natural assets will be included in subsequent AMPs, along with recommended conservation programs and measures.

The purpose of the plan is to facilitate the strategic management of the water system 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 and beyond.

The ACRD AM Program follows the advice of the Asset Management BC Framework; 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 Bamfield Water System 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
- Water utility maintenance policies
- User rates and fees bylaw
- Grant applications and funding

Asset Management Plans are designed for several reasons: to guide Management and the Board in planning and decision-making, to aid in the creation of short-term and long-term financial plans as well as operational plans, and 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.



Bamfield Water System Asset Management Plan

2.2 Asset Inventory

The Bamfield Water System consists of linear and non-linear components including:

- Over 16 kilometers of water mains
- 204 service connections
- 26 hydrants
- Water treatment plant
- 2 reservoirs
- Sugsaw Lake dock

Current replacement costs were determined by Koers & Associates Engineering firm using unit costs from recent water main projects completed in nearby water systems. Unit costs do not include excavation, backfill, and surface restoration. Remaining useful life estimates were based on installation dates and industry standards for expected service life.

2.3 Water Source & Emergency Preparedness

The BWS pulls water from Sugsaw Lake and treats raw water through a Dissolved Air Floatation followed by UV and chlorine disinfection. The water operator conducts daily tests to ensure chlorine levels.

Since the installation of the water treatment plant in 2018, the water quality has increased significantly and meets the Canadian Drinking Water Quality Guidelines (CDWQG). The Bamfield Water System maintains updated emergency response procedures and has redundancy and back-up systems at the treatment and pump station. An official Water Emergency Response Plan, updated in 2019, outlines steps to respond to a catastrophic event.

2.4 Levels of Service

Levels of Service (LOS) are measures of fact related to the service delivery outcome intended to demonstrate effective performance. LOS measure how the customer receives the service, the value provided by the service, and performance related to allocation of resources to service activities to best achieve the desired outcomes. Other services within the ACRD will typically have LOS separated by both how the customer perceives the service and how the service can be delivered effectively, giving consideration to resources and capacity.

Levels of Service (LOS) are defined using two terms, customer levels of service and technical levels of service.

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



Bamfield Water System Asset Management Plan

Table 2.1 - Customer Level of Service Objectives

Values	Expectation	Objective Measure Used	Current Performance	Requirements to Achieve Desired LOS
Quality	Access to clean, safe potable water	Quality samples meeting or exceeding Island Health and Canadian Guidelines for drinking water quality	100% of samples exceed the Canadian guidelines for drinking water quality and no positive results for Coliform and E.coli.	It is reasonable to expect that this will stay the same
Function	Reliable, consistent water services without interruption of services	Performance: Number of service interruption calls for water main breaks	<5 calls received annually for water disruptions or leaks identified by water contractor	Likely to increase if renewals and upgrades requirements are not met
Capacity and Use	Access to potable water at the lowest possible rate	Water levels are adequate to support demand. Water Treatment Plant has capacity for fire flows but distribution lines are undersized for fire flows	Linear assets do not have fire flow capacity	Reservoir water levels could be depleted from excessive use or drought conditions if not monitored and conserved. No current budget for upgrades.





Bamfield Water System Asset Management Plan

Table 2.2 - Technical Levels of Service

Service	Service Objective	Objective Measure	Current Performance	Requirements to Achieve Desired LOS
Operations	Access to clean, safe, and potable water	Water quality testing required by VIHA	Samples sent monthly to Island Health that all meet required standards	Continue monitoring program
Operations Budget			Budget is sufficient to complete all operations and maintenance activities	Budget will increase with renewals and upgrades to the water system
Maintenance	Reliable, consistent water services without interruption	1) Water main flushing 2) Regular maintenance 3) Condition assessments	1) No current flushing program 2) Pipe repair is reactive 3) Condition assessments are not performed currently	1) Annual flushing program 2) Replacements are proactive vs reactive 3) Regular assessments performed
Maintenance Budget			Budget is sufficient to complete all operations and maintenance activities.	Budget will increase in relation to cost increases
Renewal	Reliable, consistent water services without interruption	Infrastructure renewal needs are identified by operations staff and ESL	Using ESL and condition assessment rankings, 88% of BWS infrastructure is in either fair to very poor condition	Risk and priority frameworks identify required renewals before failures occur. Proactive vs reactive replacements.
Renewal Budget			\$20,000 budgeted annually for renewals	\$668,000 over 20 years to meet renewal needs based on asset life cycles
Upgrade/ New	Upgrade remaining areas to meet fire flow requirements per FUS and user demands	Upgrade piping diameter in applicable areas within project budget amounts	Majority of BWS does not meet fire flows	Fire flow upgrades prioritized in conjunction with current piping upgrade requirements based on ESL and pipe material.
Upgrade/ New Budget			\$422,625 budgeted for effluent project in 2023-2024	Estimated \$15-18 million required to meet piping fire flow requirements



Bamfield Water System Asset Management Plan

For the purposes of this report, customers’ LOS 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. 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.

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 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.

2.5 Fire Flows and Required Improvements

The majority of BWS does not meet fire flow regulations stipulated by the Fire Underwriters Survey (FUS) in “Water Supply for Public Fire Protection” and MMCD Design Guidelines. In order to meet regulations, pipe diameter and/or material improvement is required. Current flows are between 40-60 L/s depending on the area with a duration of 1.5 hours before flow would diminish. The required fire flows are shown in Figure 2.3 – FUS Fire Flow Requirements.

Table 2.3 – FUS Fire Flow Requirements

Development	Minimum Fire Flow & Duration		Total Volume ⁽³⁾ (m ³)
	Flow ⁽¹⁾ (L/s)	Duration ⁽²⁾ (hrs)	
Single Family Residential	60	1.4	300
Commercial & Institutional	150	2	1,080
Industrial	60 ⁽⁴⁾	1.4 ⁽⁴⁾	300

A large-scale redesign of the system and significant capital upgrades will be required to eliminate the current flow shortage. It is estimated that more than 8,900m of watermains with diameters below 150mm will need to be replaced along with increases in storage capacity. Koers & Associates Engineering Ltd. estimated the costs of upgrading the system to provide adequate fire flows and storage to be \$15-18 million plus taxes.

Future updates and revisions to this plan will incorporate conversations amongst key stakeholders and rights holders regarding aligning the level of service needed by the community, risks and consequences associated with these assets, the taxpayers’ ability and willingness to pay for various levels of service and the ACRD’s resource capacity. It is most likely that upgrades will occur as assets fail.



**CURRENT STATE
OF WATER
INFRASTRUCTURE**



Bamfield Water System Asset Management Plan

3.1 Inventory

Table 3.1 - Assets covered by this Plan

Asset Category	2021 Replacement Value
Standpipes/Blow Offs	\$ 74,800
Service Connections/Meters	414,000
Linear Assets	10,183,600
Pump Station	176,900
Reservoir	441,000
Treatment Plant	613,200
Dock	5,000
TOTAL	\$ 11,908,500

Costs are for supplies only; labour, engineering, financial, and administration costs are not included. Estimated total project costs use an “All-In” rate based on number of linear meters of pipe. Depending on the diameter of pipe, All-In rates typically range from 150% of the cost of pipe.

Natural assets, such as Sugsaw Lake, have not been included in this inventory as the ACRD is still in the development stage of identifying and managing these assets. As resources allow, natural assets will be included in subsequent versions of this AMP.

3.2 Replacement Costs and Dates

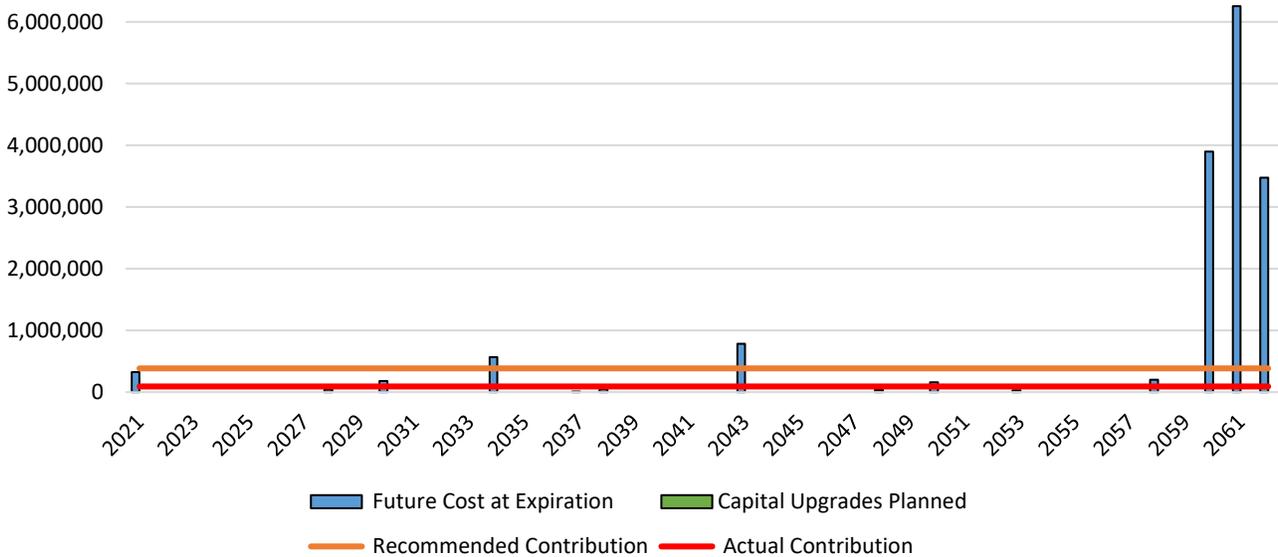
Asset management changes the financial focus from historical cost and annual amortization included in the ACRD’s financial statements to estimated replacement value, estimated service life, and annual capital investment required. This AMP uses current market replacement values, inflation, estimated service life, condition assessments, and annual capital investments required to determine replacement costs and dates. The ACRD’s 5-Year Financial Plan and Tangible Capital Asset registry utilizes historical costs per Public Sector Accounting Board’s PS 3150 (Tangible Capital Assets); however, this does not account for market changes or inflation.

Table 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060. Due to the age and estimated service life of the assets within BWS, there are significant capital expenditures forecasted in approximately 40 years. Collecting the recommended combined annual contribution from users shown below of \$474,000 will alleviate these spikes in capital expense. This equates to \$1,515 per parcel in annual parcel tax with no change in quarterly water fees or a total \$1,874 in annual water fees with no change in parcel tax. These figures have been averaged over the average life of the current components in an effort to evenly distribute contributions and forecasted capital expenditures. BWS parcels currently contribute \$452 in parcel tax and average annual water fees of \$808.



Bamfield Water System Asset Management Plan

Table 3.2 - Projected Timing for Capital Renewal

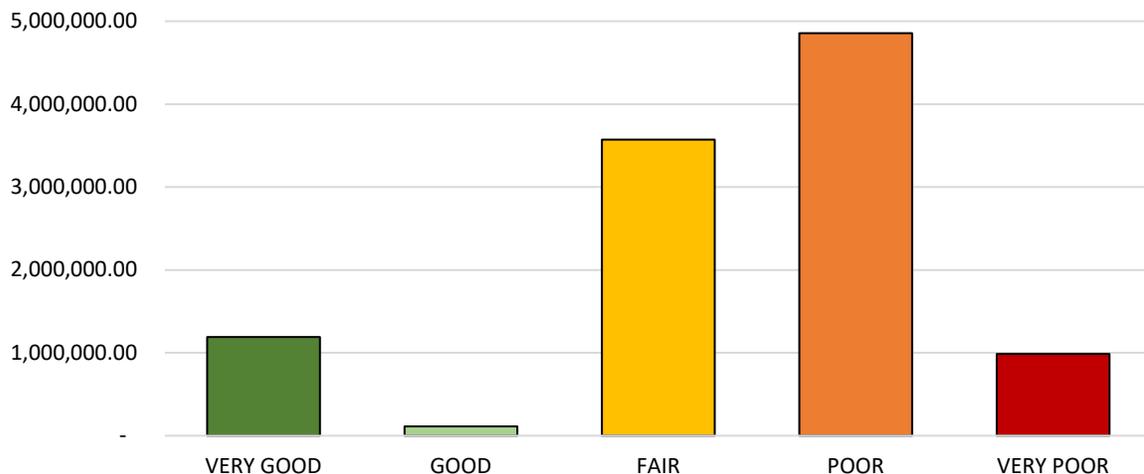


3.3 Condition Assessments

The operations contractor for BWS has provided condition assessment ratings for linear assets. Non-linear assets have been given a condition rating based on remaining estimated service life. Based on these ratings, 88% of BWS assets have a fair to very poor physical condition.

Table 3.3 shows the current cost to replace assets based on the percentage of estimated useful service life remaining.

Table 3.3 – Current Replacement Cost by Condition



3.4 Current Operations and Maintenance Costs

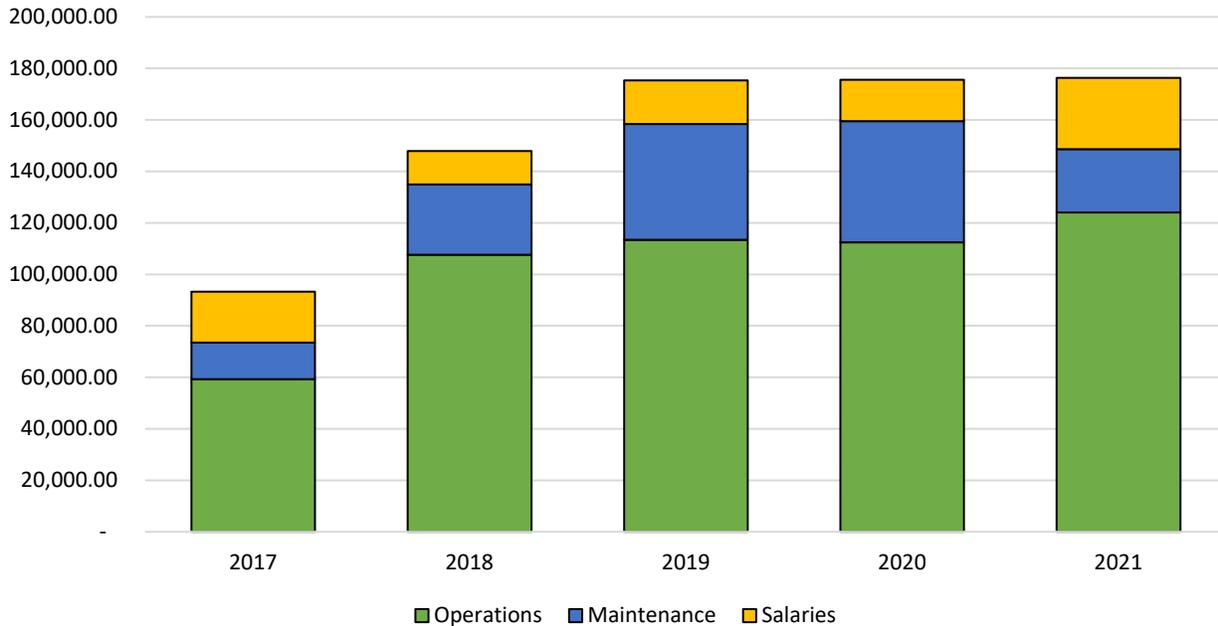
A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Table 3.4 shows



Bamfield Water System Asset Management Plan

the trend in combined operations and maintenance costs since 2017. Average operation and maintenance costs total \$153,000 per year, including salaries and benefits.

Table 3.4 – Operations and Maintenance Cost Trends



Bamfield Water System can track unaccounted water loss, or Non-Revenue Water (NRW), by measuring the volume of water produced by the water treatment plant compared to residential meter readings. The system has a goal of no more than 15% NRW loss, however, in 2020 the NRW was 25%. This indicates there are leaks within the system which are likely resulting from the submarine water main that feeds water to West Bamfield that had been damaged. The Community Services Department is confident that recent repairs will further reduce this percentage.

3.5 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 BWS.

The goal in adopting a framework is to have a consistent accurate understanding of the state of the BWS's infrastructure. 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, the

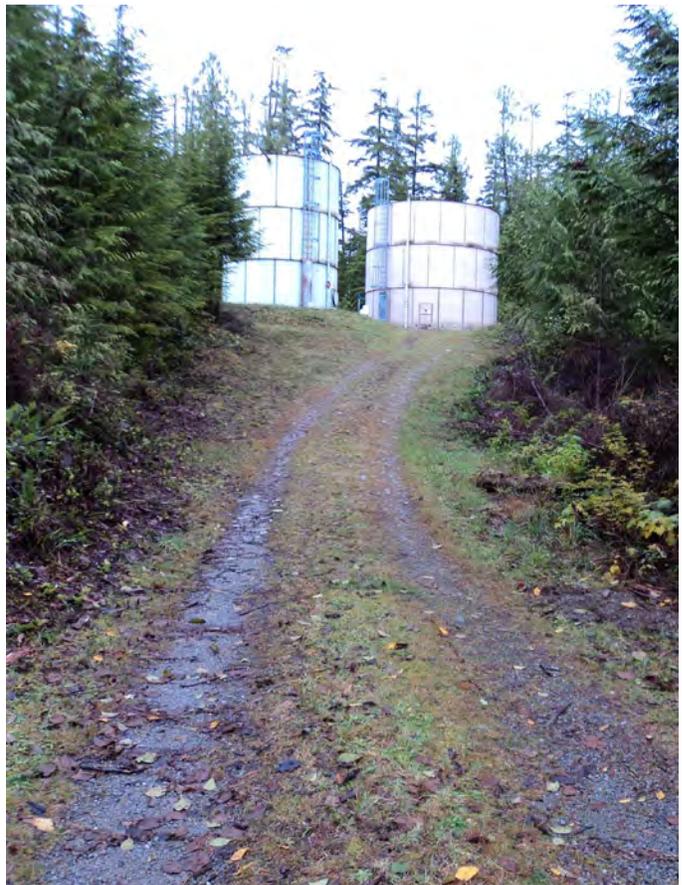


Bamfield Water System Asset Management Plan

consequences should the event occur, 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 Community Services and Manager of Operations, the following are credible risks that could create a "High" risk rating at this time:

1. Loss of water system source/supply due to a failure of the water supply line or intake due to damage (i.e., earthquake, damaging event, etc.)
2. Watershed event resulting in excessive turbidity or contamination of source water
3. Failure of unprotected transmission line to West Bamfield due to external damages
4. Major failure of a water reservoir or transmission line resulting in loss of storage for firefighting and possible loss of water supply to community
5. Reduced water flow during a large fire event. The water system is currently limited in its capacity to meet fire flows due to undersized mains and storage capacity





ASSET MANAGEMENT IMPROVEMENT PLAN



Bamfield Water System Asset Management Plan

4.1 Water Infrastructure Replacement Priority Ranking

Table 4.1 lists the components within Bamfield Water System in order of their required estimated replacement based on risk. This information can be used to aid in creating a Long-Term Financial Plan for this class of assets. When budgeting for future projects, it is recommended that a 30% general contingency be added to total project costs. 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 is not exhaustive and includes only infrastructure that requires replacement during the 2021-2025 Financial Plan period.

Table 4.1 – Improvement Works

Component	Current Replacement Costs (pre-tax, pre-contingency)	Risk
Replace existing West Bamfield transmission main with cover	\$ 720,000	High
Replace existing Grappler Inlet transmission main with cover	1,500,000	High
Option 1 Replacement Cost – High Risk	\$ 2,220,000	
West Bamfield transmission main protective cover	\$ 470,000	High
Grappler Inlet transmission main protective cover	2,000,000	High
Option 2 Replacement Cost – High Risk	\$ 2,470,000	
Replace piping below 150mm diameter	\$ 6,300,000	Medium
Upgrade system beyond piping to achieve adequate fire flows	11,700,000	Medium
Fire Flow Upgrade Cost – Medium Risk	\$ 18,000,000	





Bamfield Water System Asset Management Plan

4.2 Improvement Plan

The tasks identified in the Table 4.2 are required to achieve the BWS 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	Implement operations process for documenting condition assessments of water mains, fire hydrants and pumps etc.	Community Services Department	Spring 2022
2	Update and monitor component specific operation and maintenance costs	Asset Management & Grant Coordinator	Semi-annually
3	Update water asset inventory for disposals, additions and changes in useful life - AM fixed asset review	Community Services and Finance Department	As projects occur or annually
4	Regional asset identification system for specific components to record expense at the asset level	Finance Department, Mapping Technician	In progress
5	Identification of funding sources for capital water projects	Finance Department & Community Services Department	Ongoing
6	Implement ArcGIS to gain a better understanding of asset locations and conditions	Mapping Technician/Planning Department	To be determined
7	Create a Risk Framework and annual assessment process	AM committee, Financial Department, Community Services Department	In progress/annually





Bamfield Water System Asset Management Plan

APPENDIX

Name/Location	Description	Component	Qty/ Length (m)	Date Installed	Expected Service Life	Current Replacement Cost
Rance Island Submarine Services	seaboard rd to Rance Island , north end	Piping	100	1981	80	53,000
Seaboard Road	North end to south end	Piping	140	1981	80	74,200
Binnacle Road	Bamfield Rd to Bamfield Inlet foreshore	Piping	300	2008	80	159,000
Burle Island Submarine Service	Bamfield Inlet Foreshore to Cia Rock Rd	Piping	270	2008	80	143,100
Bond St	The Mall to Westminster Ave	Piping	155	1981	80	82,150
Brady's Beach Trail	Wyton Rd to Mathers Lane	Piping	65	1981	80	34,450
Brady's Beach Trail	Wyton Rd to 330m south	Piping	330	1981	80	174,900
Burlington Ave	Bond St to Regent St	Piping	90	1981	80	47,700
Christophers Lane	Wickhams Lane to Scotts Lane	Piping	95	1981	80	50,350
East West SRW	Bamfield Rd to Seaboard Rd	Piping	105	1981	80	55,650
Grapper Inlet submarine main	North Rd to north side	Piping	200	1981	80	106,000
Mathers Lane	Brady's Beach Trail to west end	Piping	90	1981	80	47,700
Michelens Lane	Christophers Ln to 53m north	Piping	55	1981	80	29,150
Michelens Lane	53m north to col-de-sac end	Piping	125	1981	80	66,250
Pachena Rd	Grappler Rd to Nuthatch Rd	Piping	355	1981	80	188,150
Pachena Rd	Hull Rd to north	Piping	30	1981	80	15,900
Regent St	Westminister Ave to The Mall	Piping	110	1981	80	58,300
Regent Street	Burlington Ave to South	Piping	60	1981	80	31,800
SRW off Michelens Ln	53m north to west	Piping	110	1981	80	58,300
SRW off Wickhams Lane	60m north of Burlington - east	Piping	60	1981	80	31,800
SRW South of Wild Duck Rd	Cape Beale Trail to south	Piping	180	1981	80	95,400
Tower Rd	Grappler Rd to North Rd	Piping	525	1981	80	278,250
Westminster Ave	Bond St to Regent St	Piping	95	1981	80	50,350
Wickhams Ln	Customs House Ln to Christophers Ln	Piping	60	1981	80	31,800
Wild Duck Road	Cape Beale Trail to east foreshore	Piping	120	1981	80	63,600
Seabird Way	Binnacle Road to Whistlebouy	Piping	200	1982	80	106,000
Whistlebouy	Seabird Way to east end	Piping	130	1982	80	68,900
Burlington Ave	Bond St to Scotts Lane	Piping	80	1985	80	42,400
SRW South of Wild Duck Rd	south to east	Piping	65	1985	80	34,450
SRW South of Wild Duck Rd	east to south	Piping	50	1985	80	26,500
SRW South of Wild Duck Rd	south to east towards foreshore	Piping	20	1985	80	10,600
SRW South of Wild Duck Rd	east toward foreshore to foreshore	Piping	15	1985	80	7,950



Bamfield Water System Asset Management Plan

Name/Location	Description	Component	Qty/ Length (m)	Date Installed	Expected Service Life	Current Replacement Cost
Submarine Pipeline	West Bamfield foreshore to Burlo Island	Piping	90	1985	80	47,700
Submarine Pipeline	Burle island north end - Heggstrom rd	Piping	1200	1987	80	636,000
Bamfield Rd	South Bamfield Rd to south end	Piping	395	2008	80	209,350
Brady's Beach Trail	330m south to Winston Ave	Piping	275	2008	80	145,750
Crane Rd	Wild Duck Road to north end	Piping	65	2009	80	34,450
Wild Duck Road	Cape Beale Trail - Crane Road	Piping	180	2009	80	95,400
Bond St	The Mall to Burlington Ave	Piping	165	1981	80	87,450
Cape Beale Trail	Winston ave to the mall	Piping	510	1981	80	270,300
Cape Beale Trail	Winston ave to Wild Duck Road	Piping	190	1981	80	100,700
Nuthatch Rd	Pachena Rd to west end	Piping	255	1981	80	135,150
The Mall	Cape Beale Trail to Bond St	Piping	110	1981	80	58,300
Wickhams Ln	Burlington Ave to Customs House Lane	Piping	115	1981	80	60,950
Reservoir #1	Water Storage	Reservoirs	180	1981	35	153,000
Water treatment system process controls	Water Treatment Plant	Treatment PI	1	2018	10	20,000
Pump station equipment storage building (no foundation)	Pumphouse	Pump Station	4.8	2010	20	4,800
Pump station building electrical	Pumphouse	Pump Station	1	2010	20	20,000
Pump station generator	Pumphouse	Pump Station	1	2010	20	30,000
Pump station pump and motor	Pumphouse	Pump Station	2	2010	20	30,000
Pump station system process controls	Pumphouse	Pump Station	1	2010	20	5,000
Reservoir #2	Water Storage	Reservoirs	360	1999	35	288,000
Sugsaw lake dock		Dock	1	2012	25	5,000
Water treatment electrical	Water Treatment Plant	Treatment PI	1	2018	20	25,000
Water treatment chlorination system	Water Treatment Plant	Treatment PI	1	2018	25	25,000
Water treatment tank	Water Treatment Plant	Treatment PI	1	2018	25	350,000
Water treatment UV system	Water Treatment Plant	Treatment PI	1	2018	25	40,000
Water treatment pumps, valves, blowers, analyzers, meters	Water Treatment Plant	Treatment PI	1	2018	30	20,000
Pumphouse building	Pumphouse	Pump Station	24.75	2010	40	37,125
Pump station piping & appurtenances	Pumphouse	Pump Station	1	2010	40	50,000
Water treatment treated water holding tanks	Water Treatment Plant	Treatment PI	61.5	2018	35	18,450



Bamfield Water System Asset Management Plan

Name/Location	Description	Component	Qty/ Length (m)	Date Installed	Expected Service Life	Current Replacement Cost
Water treatment plant building	Water Treatment Plant	Treatment PI	76.5	2018	40	114,750
Air Release Valve		Valves	17	1982	80	57,800
Fire Hydrants		Fire Hydrant	26	1982	80	158,600
Service connections		Meters	207	1982	80	414,000
Stand pipes		Blow-offs	22	1982	80	74,800
Grappler Inlet Water Supply Main	Water Supply Main	Piping	457	1980	80	326,755
Grappler Inlet Water Supply Main	Water Supply Main	Piping	1737	1980	80	1,241,955
Bamfield Inlet Submarine Line	Nuthatch Rd to Winston Ave	Piping	350	1981	80	750,050
Bamfield Rd	Frigate Rd to Hull Rd	Piping	235	1981	80	124,550
Binnacle Road	Pachena Rd to Seabird Way	Piping	80	1981	80	42,400
Binnacle Road	Seabird Way to reservoir	Piping	405	1981	80	214,650
Frigate Road	Bamfield Rd to west end	Piping	155	1981	80	82,150
Frigate Road	Bamfield Rd to west end	Piping	350	1981	80	185,500
Grappler Road	Grappler Rd to Bamfield Rd	Piping	350	1981	80	185,500
Hull Road	Bamfield Rd to Pachena Rd	Piping	80	1981	80	42,400
Pachena Rd	Hull Rd to Binnacle Rd	Piping	220	1981	80	116,600
Waterfront SRW	Frigate Rd to Nuthatch Rd	Piping	320	1981	80	169,600
Winston Ave	Bamfield Inlet to Cape Beale Trail	Piping	110	1981	80	58,300
Bamfield Rd	Binnacle Rd to South Bamfield Rd	Piping	390	1982	80	206,700
Binnacle Road	Pachena Rd to Bamfield Rd	Piping	125	1982	80	66,250
Heggstrom Rd	South Bamfield Rd to waterfront	Piping	165	1982	80	87,450
Imperial Eagle Dr	Bamfield Rd to Imperial Eagle Drive	Piping	950	1982	80	503,500
South Bamfield Road	Imperial Eagle Drive to Heggstrom Rd	Piping	320	1982	80	169,600
South Bamfield Road	Heggstrom Rd to west end	Piping	330	1982	80	174,900
Wyton Rd	Kings Rd to Brady's Beach Trail	Piping	125	2008	80	66,250
Cape Beale Trail	The mall to Kings Rd	Piping	115	2009	80	60,950
Kings Rd	Cape Beale Trail to Wyton Rd	Piping	390	2009	80	206,700
Grappler Inlet Water Supply Main	Water Supply Main	Piping	823	1980	80	678,975



Bamfield Water System Asset Management Plan

REFERENCES

Alberni-Clayoquot Regional District

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REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger, Solid Waste Manager
Meeting Date: December 8, 2021
Subject: 3rd Avenue Depot Contract Award

Recommendation:

THAT the ACRD Board of Directors award INEO Employment Services Inc. the contract for operation of the ACRD Recycling Depot, located at 3620 3rd Ave. in Port Alberni, for a 3-year term, beginning February 1, 2022 for a monthly cost of \$10,800 (excluding taxes), with the option to extend for two additional terms, subject to satisfactory performance.

Background:

In 2020, the ACRD extended the former Curbside Recycling Collection and 3rd Avenue Recycling Depot (Depot) Contract until November 30, 2021 to synchronize with the implementation of organics diversion and 3-stream collection in the City of Port Alberni (CPA).

As part of this transition period, a Request for Proposal (RFP) for operational services at the Depot was issued on October 27, 2021. This RFP included:

- A component of social procurement in line with the ACRD Board’s strategic plan, whereby proponents provided information on how they support community and social values; and
- An estimate to develop and operate an onsite “Re-Store,” whereby gently used building material and household products will be accepted by donation from customers, then re-sold to other community members in need of those products¹.

Submissions closed on November 29, 2021, with two formal bids received, as shown below:

Proponent	Monthly Price to Operate Depot	Mandatory Requirements Met	Evaluation Score (out of 100)
Vancouver Island Recycling Corp. (VIRC)	\$27,200	Yes	65.91
INEO Employment Services Inc. (INEO)	\$10,800	Yes	95.00

Both bids were reviewed based on experience, methodology, social procurement practices, cost, and completeness of their respective proposals. While both bidders met the requirements of the RFP, INEO had the highest evaluated proposal and was the lowest cost provider. It is recommended that INEO Employment Services Inc. be awarded the contract for operations of the Depot for a period of 3 years, with the option to extend for an additional two terms, subject to satisfactory performance of the work. This contract will begin on February 1, 2022.

¹The development of the Re-Store would occur during the term of the contract to allow time to develop a robust model to fit the 3rd avenue building and make use of some of the additional space there.

Time Requirements – Staff & Elected Officials:

Staff time will be required to:

- Finalize contract documentation as well as perform contract administration and supervision over the 3-year term.
- During the term, work with INEO to develop the “Re-Store” plan.

Financial:

Based on previous year’s operations, the cost of operating the Depot was \$14,400/month (\$172,800/year). The new operating contract will cost \$10,800/month (\$129,600/year). This represents a reduction in operating costs for this site by 33%. The costs for the new operating contract will be captured in the draft Solid Waste Budget for the 2022 Financial Plan.

Strategic Plan Implications:

Strategy 1.1 Social Procurement Policy - the new depot RFP includes a mandatory section on social procurement, which will support spending on expenditures that derive enhanced community benefit within the Alberni Valley. Both bidders were asked to describe how they supported social procurement principles, through examples such as fair/living wages, diversity in the workplace, training, education and social enterprises. Both bidders provided responses to questions on social procurement with INEO coming out ahead in the evaluation.

Strategy 3.2 Solid Waste Management Plan Implementation – Improve recycling and diversion programs throughout the region. The depot operations as well as the development of a Re-Store at 3rd. Avenue, are tasks which support recycling and diversion programs through the region by reducing waste going into the landfill.

Submitted by: Paulo Eichelberger
Paulo Eichelberger, Solid Waste Manager

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: December 8, 2021
Subject: Award of BCWS Utility Truck Purchase

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the purchase of 1-tonne pick-up truck from Steve Marshall Ford for the purchase price of \$52,164.00 excluding tax for the Beaver Creek Water Service Area.

Summary:

At the October 13th meeting, the Board of Directors approved a Financial Plan Amendment to purchase a new third vehicle for the Beaver Creek Water System. This third vehicle was recommended to increase operational efficiencies, and address health and safety concerns for the Beaver Creek Water Operators.

The ACRD issued an RFP for this vehicle that closed on November 15, 2021. The ACRD received two bids, which are summarized below.

Company	Truck Details	Price, excluding tax	Met all RFP specs
Steve Marshall Ford	2022 F350 XL	54,824.00	X
Alberni Chrysler	2022 Ram 3500 Crew	67,965.00	X

The bid received from Steve Marshall Ford was clearly the lower of the two bids and they were identified as the lead proponent. After some negotiation, the bid price from Steve Marshall Ford was lowered to \$52,164.00 plus taxes. Delivery timelines for both vehicles were estimated at 3-6 months but are subject to factory delays. This price is indicative of the current market, and the increased demand for reduced inventory.

Attached below for information are the reports as presented to the Board at the October 13, 2021 meeting.

As the truck meets all of the specifications from the RFP, staff recommend award to Steve Marshall Ford for the purchase price of \$52,164.00 plus tax.

Financial:

The cost of the truck to the Beaver Creek Water service is \$55,815.48 (\$52,164 + \$3,651.48 PST; amount excludes GST). An amendment to the ACRD’s 2021-2025 Financial Plan is also included on this agenda. The amendment will provide adequate funding in the BCWS Motor Vehicle Replacement Fund to complete this purchase.

Options Considered:

The purchase of the new truck could be delayed into 2022 in an attempt to increase the number of bids and decrease the purchase price of the vehicle. However, staff cannot be sure that the price offered will decrease, and there is a chance that if we delay the price could increase from what was offered. Staff does not recommend the delay, due to this uncertainty and the continued health and safety risks faced by staff in the interim.

Submitted by: *Eddie Kunderman*
Eddie Kunderman, Operations Manager

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Beaver Creek Water Committee
Meeting Date: October 13th, 2021
Subject: Beaver Creek Water System – Vehicle Purchase

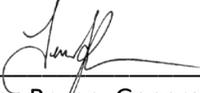
Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve a 2021 Financial Plan Amendment, moving \$30,000 from the Capital Development Fund to the Motor Vehicle Replacement Fund.

Summary:

At the September 27th, 2021 Beaver Creek Water Advisory Committee meeting, the attached report was presented, discussed and the resolution above was passed as presented.

Submitted by: 
Eddie Kunderman, Operations Manager

Reviewed by: 
Jenny Brunn, General Manager of Community Services

Approved by: 
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee

From: Eddie Kunderman, Operations Manager

Meeting Date: September 27, 2021

Subject: Financial Plan Amendment

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommends that the Alberni-Clayoquot Regional District Board of Directors approve a 2021 Financial Plan Amendment, moving \$30,000 from the Capital Development Fund to the Motor Vehicle Replacement Fund.

Desired Outcome:

To purchase a third vehicle for the Beaver Creek Water System (BCWS) that will adequately address operational requirements, including the necessity for a lift gate as recommended by the Alberni-Clayoquot Regional District Joint Occupational Health and Safety Committee (JOHSC).

Summary:

The BCWS lacks adequate capacity and lifting capabilities within their current three-vehicle fleet. The lack of a hydraulic tailgate/lift gate has led to injuries on the job for the water operators. They currently perform a lot of heavy lifting when loading items into the trucks, and need a better way to perform this task. The JOHSC supported the idea of a vehicle replacement as a means to prevent future injuries as our workforce ages. A lift gate cannot be installed on the newest truck in the fleet, as it is installed with a dump box. The 2009 F250 is installed with a utility box, and would not be able to support a hydraulic lift gate. The third vehicle in the system is a 2011 Ford Ranger, which has little value to the system. It is not large enough to support the needs of the system, and BCWS would be more efficient with the replacement of the 2011 Ford Ranger with a new vehicle.

Replacing the Ford Ranger with a newer 1 ton truck that mirrors the vehicle purchased last year would both alleviate the aforementioned safety concern and ensure that all the vehicles within the BCWS could service multiple purposes and maximize efficiency. It would also allow for more flexibility for the other tasks the BCWS staff undertake for the ACRD, such as landfill sampling and monitoring of the West Coast water systems.

The new vehicle, with an installed hydraulic lift gate will serve multiple uses operationally that the Ford Ranger is unable to. It will also lead to increased efficiency within the system, lead to improved fuel efficiency and most importantly, improve the health and safety of our workers, which are our most valuable entity.

Time Requirements – Staff & Elected Officials:

There will be some staff time required for the purchasing of the vehicle.

Financial:

There is currently \$21,192.79 in the BCWS Motor Vehicle Replacement fund. Moving \$30,000 from the Capital Development Fund to the Motor Vehicle Replacement Fund will allow for sufficient funds for the purchase of the new vehicle, and installation of the hydraulic lift. The 2011 Ford Ranger will be transitioned to the Long Beach Airport service, replacing the 2007 Ford Ranger, which is due for replacement.

Submitted by: 

Eddie Kunderman, Operations Manager

Reviewed by: 

Jenny Brunn, General Manager of Community Services

Approved by: _____
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: December 8, 2021
Subject: Infrastructure Planning Grant Applications

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the Infrastructure Planning Grant applications as presented for the Log Train Trail Park Management Plan, Franklin Bridge Detailed Design, Bamfield Development Cost Charge Review, and the Bamfield Liquid Waste Management Plan projects which may each be eligible for grants up to \$10,000.

Desired Outcome:

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

- Log Train Trail Park Management Plan
- Franklin Bridge Detailed Design
- Bamfield Development Cost Charge (DCC) Review
- Bamfield Liquid Waste Management Plan

Summary:

Infrastructure Planning Grants are available to help local governments develop or improve long-term plans in the following areas:

- Asset management plans
- Integrated stormwater management plans
- Water master plans
- Liquid waste management plans

Grant applications have been created for the following objectives:

Log Train Trail Park Management Plan

Staff have identified the Log Train Trail as the priority for the development of a management plan. A management plan is a document that outlines the vision and direction for a park area. It reviews the history of the park including how the historical use has evolved over time. It provides a snapshot of the current park infrastructure and compares the intended use against the observed current use, how the park is managed and potential management issues. It then engages in public and stakeholder consultation and prepares a summary of future management options, actions, and

associated costs. The ACRD holds a non-exclusive lease agreement with the Ministry of Transportation and Infrastructure for a roughly 17km section of the Log Train Trail. The current uses are pedestrian, equestrian, cycling, and motorized vehicles including ATV, dirt bike and forestry crossings. With such a wide variety of user groups and stakeholders there are management challenges that other ACRD parks do not see. Staff foresee great value in a public conversation with these stakeholders to develop a vision for the trail, how the ACRD can better manage it to ensure safe public use for our intended users, and the associated costs with various management options.

Financial: The total cost of this project will be \$30,000. If approved, the remaining \$20,000 will come from Community Works Funding. Alternatively, this could be funded through regional parks services.

Franklin Bridge Detailed Design

Staff are in the process of creating a concept site plan for the construction of a pedestrian crossing at Franklin River. If successful, this infrastructure planning grant will be used to build upon the concept site plan and develop a detailed engineered design for the structure. The Detailed Design could be used to support potential grant applications and would be one of the supporting documents if the ACRD were to issue a construction tender.

Financial: The total cost of this project will be \$20,000. If approved, the remaining \$10,000 will come from BC Covid-19 Restart Grant funding.

Bamfield Development Cost Charge Review

Staff have identified the necessary review and update of the DCC Bylaw for the Bamfield Water System. The current DCC bylaw is outdated, and has inadequate fees for new development, with exemptions for developments of less than four (4) units per property, which is the majority of development within the system. It was also based on a water system plan to meet domestic demands only and excluded fire protection. The community has recognized the value of having a water system that can provide fire protection and the recently completed Infrastructure Renewal and Long Range Plan for the Bamfield Water System has identified the lack of fire flow capacity within much of the system and the upgrades required to address this. With the anticipation that development will continue to pick up, it is imperative that the DCC bylaw accurately reflect the compounding affect of new connections on the system. The ACRD will enlist the services of a qualified engineering consultant to undertake this DCC Review, which will identify DCC eligible projects and calculate new rates following the Best Practices Guide of the Province of B.C. A new bylaw will be developed, and public consultation will be undertaken. The expected outcome is the adoption of a new bylaw with updated rates at the end of the project.

Financial: The total cost of this project is \$20,000. If approved, the remaining \$10,000 will come from the Bamfield Water System Consultant Costs budget.

Bamfield Liquid Waste Management Plan

Liquid waste management has been identified as an area of heightened risk for the Community of Bamfield. As the Forest Main roadwork gets completed, and development begins to grow, strategies will need to be built to protect public health and the environment through the management and disposal of treated waste. The first step in building these strategies is the creation of a liquid waste management plan. Staff have held preliminary discussions with the Ministry of Environment who have communicated that due to this being a relatively small community with a treatment plant being created, the liquid waste management plan, which usually is very complex, could be relatively simple. A project plan is in the process of being completed, outlining the necessary steps for the creation of this plan.

Financial: The estimated cost of this project is \$160,000. If approved, the remaining \$150,000 funds will come from Community Works Funding.

Time Requirements – Staff & Elected Officials:

Some staff time will be required for the completion of these grant applications.

Financial:

Staff confirm the required matching funds are available should the Board advance with these initiatives.

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

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

Strategic Plan Implications:

These grant submissions align with the following Strategic Plan items:

1.5 Parks and Trails Service Levels: Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

3.1 Appropriate Capital Reserves: Implement Asset Management program to ensure sustainable capital reserve balances for infrastructure repair and replacement including the development of a long-term financial plan and the development of a capital reserve policy.

3.3 Acquisition and Development of New Utilities: Establish a policy that provides criteria for the acquisition of new or existing water/sewer utilities.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: ARCD Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: December 8, 2021
Subject: Island Coastal Economic Trust THRIVE – Small Capital Grant Program

Recommendation:

THAT the Board of Directors support the proposed West Park development project and authorize staff to submit an application on behalf of the Bamfield Parks Commission for the Island Coastal Economic Trust THRIVE – Small Capital Program

Summary:

The Bamfield Community, through the Community Affairs Society and Parks Commission, have requested that the ACRD submit an application on their behalf for the Island Coastal Economic Trust (ICET) THRIVE – Small Capital Program for \$50,000. The Bamfield Parks Commission will prepare the proposal with ACRD input and the ACRD will then submit it. This project has been initiated and driven by members of the community and will continue to be managed by the Bamfield Parks Commission. Due to the project utilizing ACRD parkland, once complete the infrastructure would be an ACRD asset, board support of this initiative is required for it to proceed beyond the design stage.

The proposed design has been developed by UBC Engineering Students that have worked with members of both the Parks Commission and Community Affairs Society. The draft plan is currently in the process of being finalized. A few images from their plan have been attached to this report for your information.

Once constructed The Bamfield Parks commission will be responsible for the operating and maintenance requirements which would involve an increased level of service for West Park.

Background:

Members of the Bamfield community have driven the concept of a revitalized west park as a community gathering place. West Park once served as a playing field for the local school, complete with wooden tennis court, and attracted local and visiting people for outdoor activities. However, this centrally located public space has become less well used over time and currently attracts little attention from visitors.

West Park is the only large open public space on the west side of the inlet and is a very sunny spot to spend time in (when weather cooperates). There is no public covered space on the west side of Bamfield Inlet for formal and informal gatherings. The proposed project would enable shelter from the rain and wind to allow for yoga, coffee mornings, art and craft fairs, acoustic music events or socialization with friends. The proposed works aim to re-establish West Park as a community hub in for Bamfield residents and visitors alike.

The ICET Thrive program aims to create new outdoor public amenities or areas that contribute to increased business district vitality, visitor attraction, resident engagement and quality of life. The Thrive program is nearing the end of its funding and therefore there is a sense of urgency from the Bamfield group to submit this application quickly.

Time Requirements – Staff & Elected Officials:

Staff time to submit grant application. If the application is successful staff time will be required to administer the grant funds, coordinate reporting, and ensure the deliverables are met. Bamfield Parks Commission and Community Affairs members will be responsible for the majority of this project but will work with ACRD staff to ensure proper processes and procedures are followed. Once constructed additional staff time would be required to comply with the parks and trails inspection and maintenance policy.

Financial:

The goal of the project proponents is to fund the design and construction through a combination of grants and in-kind donations. Once constructed this infrastructure would be included within the ACRD asset register and the ACRD would hold financial responsibilities to meet service levels and fund eventual asset renewal.

The Bamfield Electoral Area is facing significant financial pressure in all of its services due to the aging infrastructure and unique geographically challenges that face the community. Staff are somewhat hesitant to support this new project when there are so many financial needs however, to date the Bamfield Parks Commission has been able to support its operations with other revenues. Staff have inquired of the Commission regarding future funding requests to support this new infrastructure and have been advised by the Commission that they do not intend to requisition funds to maintain this new structure.

Strategic Plan Implications:

5.1 Engagement with community partners – Engage with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation.

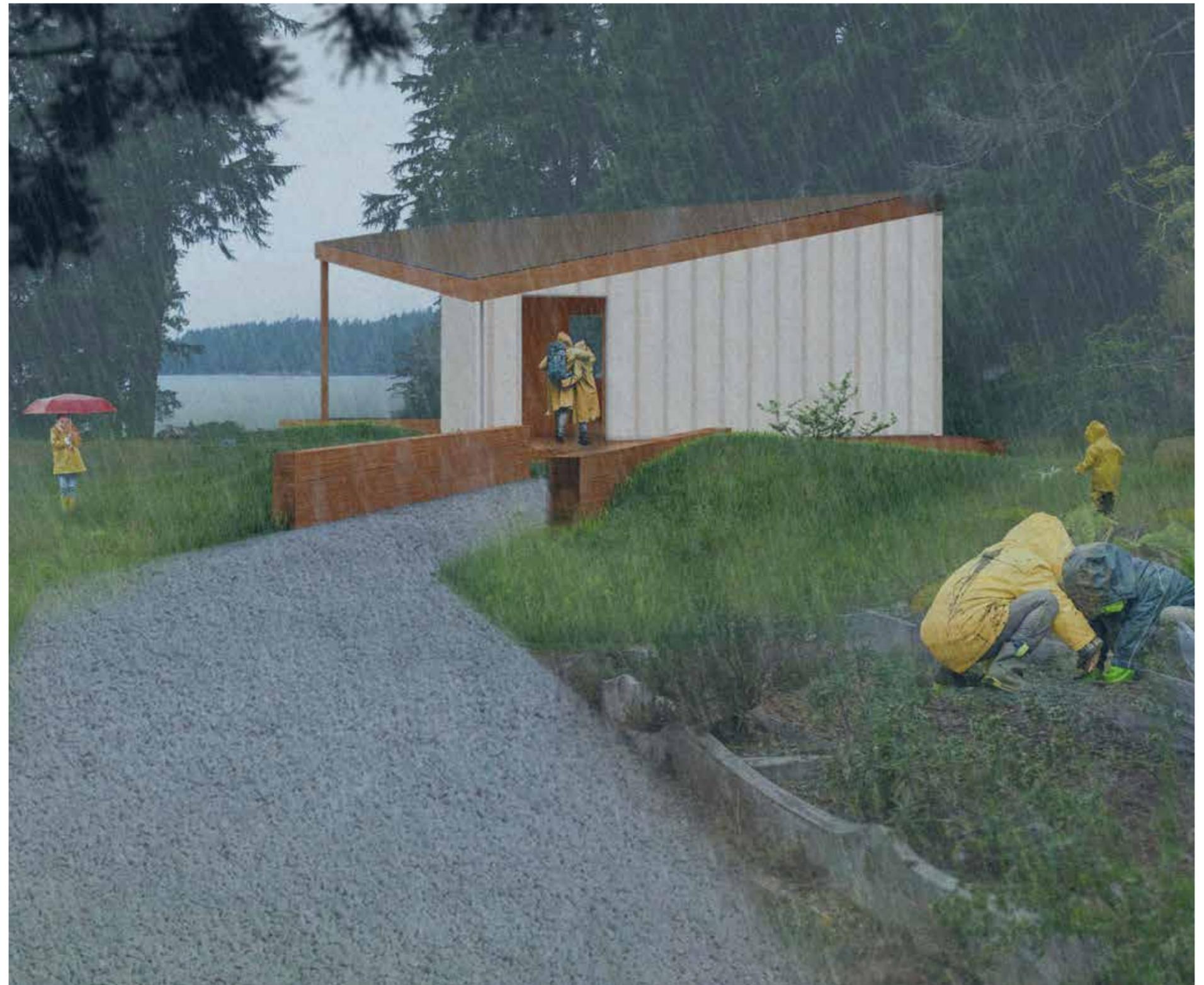
Submitted by: Michael McGregor
Michael McGregor, Lands and Resources Coordinator

Reviewed by: Teri Fong
Teri Fong, Chief Financial Officer

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

Watershed

UBC Bamfield Pavilion Studio
CD Presentation | November 30, 2021



Guiding Principles

Gather

A flexible space for community gathering

Light

Maximizing light within the pavilion while keeping it a dry, uninsulated (3 season) space for all

Framing

Using the pavilion's form to frame and enhance views to Trevor Channel and the field

Gradient

Gradient of play from unstructured (forest), through semi-structured (log pile, swingset) to structured (field)

Roof Model Images - Process



Model Images - Details

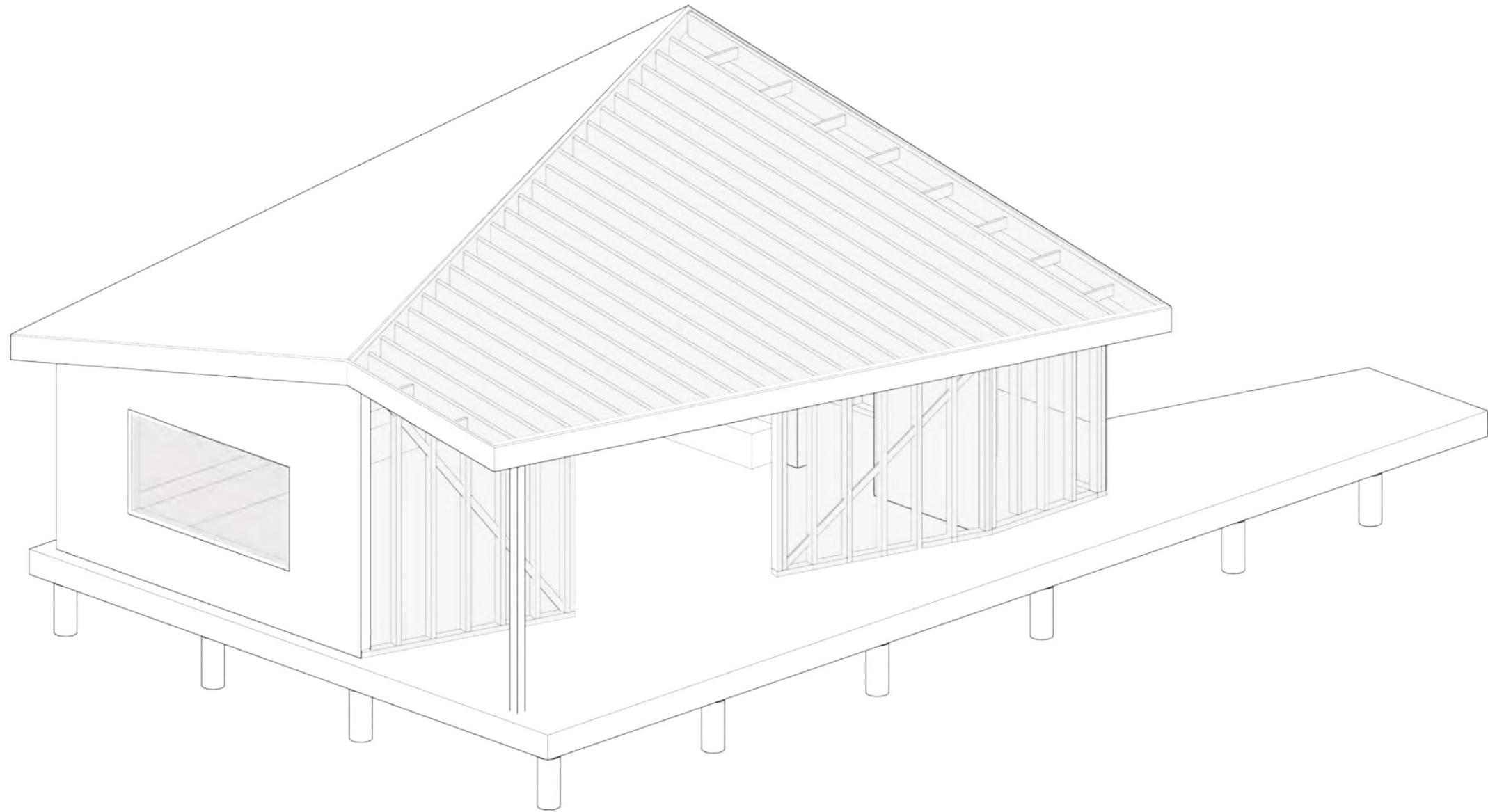


Exterior Perspective Rendering



Interior Perspective Rendering





1
A-000

Axonometric drawing - Pavilion

Exterior Perspective Rendering





REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger, Manager of Solid Waste
Meeting Date: December 8th, 2021
Subject: City Residential 3 Stream Collection Services Agreement

Recommendation:

THAT the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Waste Collection Service Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing January 1, 2022 and ending on December 31, 2023.

Desired Outcome:

To replace the transition agreement with the City of Port Alberni (CPA) to collect curbside recyclable materials from within the City boundaries as part of the 3 stream waste collection services that began on September 13th, 2021.

Summary:

At the September 8th, 2021 meeting, the Board of Directors authorized entering into a transitional agreement with the CPA to take over the curbside recycling collection as part of their new 3-Stream Curbside Waste Collection Service and Phase One of the Organics Diversion Program. During this transitional period, from September 13th to December 31st, 2021, the ACRD will continue to receive Recycle BC funding for all eligible residences including those within the City of Port Alberni. As of January 1, 2022, the City will enter into a contract directly with Recycle BC to receive compensation for collecting recycling within their boundaries.

The attached agreement details the responsibilities of the CPA and ACRD for recycling services within the City boundaries. The ACRD will continue to provide educational services to those residents as well as provide services for the consolidation and transport of the recyclable material to the designated receiving facility in Parksville. The CPA will provide compensation to the ACRD for these services. The term of the agreement is set to end at the same time as the contract with Recycle BC. After this time, it is expected that a subsequent replacement agreement will be for a 5-year term.

Time Requirements – Staff & Elected Officials:

There is significant staff time that is being allocated to support the transition from the current waste collection system to the 3-stream waste collection system including phone administration, educational resources and contract administration.

Financial:

There are approximately 6,670 eligible households within the City of Port Alberni resulting in payments from Recycle BC of \$415 per month for educational services. The costs for consolidation and transport of recycling are approximately \$5,000 per month. This will result in a monthly payment of around \$5,415 to the ACRD to cover the operational and education services provided for the CPA.

Strategic Plan Implications:

Strategy 3.2 Solid Waste Management Plan Implementation – the 3-Stream collection supports improvement of recycling and diversion programs through the region by reducing waste going into the landfill.

Policy or Legislation:

As per the ACRD Officers Delegation Bylaw and the Solid Waste Management Plan.

Submitted by: Paulo Eichelberger
Paulo Eichelberger, Solid Waste Manager

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE this Day of December, 2021.

BETWEEN:

CITY OF PORT ALBERNI, a municipal Corporation duly incorporated under the laws of the Province of British and having an office at 4850 Argyle Street, in the City of Port Alberni, Province of British Columbia, V9Y 1V8.

(the "City")

AND:

ALBERNI CLAYOQUOT REGIONAL DISTRICT (ACRD), a Regional District duly incorporated under the laws of the Province of British and having an office at 3008 5th Avenue, Port Alberni, Province of British Columbia, V9Y 2E3

(the "Region")

This Agreement shall be known as the "**City of Port Alberni 3-Stream Waste Collection Service Agreement**"

WHEREAS the City has expanded its curbside waste service to include residential collection of 3-streams of waste including recycling, organics and garbage;

AND WHEREAS the Region has discontinued the collection of curbside residential recycling collection within City boundaries and accepts all 3- streams of waste delivered by City collection trucks at the Alberni Valley Landfill;

AND WHEREAS the Region will continue to provide solid waste education service within the City.

NOW THEREFORE THIS AGREEMENT WITNESSES, that in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

- 1.1 "Alberni Valley" means the area covered by the jurisdiction of the City of Port Alberni as well as the Sproat Lake, Beaver Creek, Cherry Creek and Beaufort Electoral areas.
- 1.2 "AVL" means the Alberni Valley Landfill located at 7080 McCoy Lake Road in Port Alberni.
- 1.3 "City of Port Alberni" means the area covered by the jurisdiction of the City of Port Alberni;

- 1.4 "City Solid Waste Collection Staff" means the incumbents in the City's employment that fulfills the position titled "Solid Waste Collection Operators" responsible for the collection of curbside garbage, recycling and organics;
- 1.5 "City Supervisor" means the Manager of Operations;
- 1.6 "Curbside Collection Services" means the removal of garbage, recyclable material, organics or all three by the City;
- 1.7 "Eligible Residences" means a residential premise within the City, but does not include multiple residential premises;
- 1.8 "Residential Premises" means a building containing not more than three dwelling units;
- 1.9 "Organics Coordinator" means the incumbent in an employment position titled "Organics Coordinator " at the Region;
- 1.10 "Regional Supervisor" means the Region's Solid Waste Manager;

2. Services provided by the City:

- 2.1 The City will provide the necessary equipment and labour to collect recycling from all eligible residences within the City boundaries.
- 2.2 The City will deliver collected recyclable materials to the designated recycling tipping area at the AVL within regular operating hours.
- 2.3 The City will provide reporting to the ACRD on a regular basis, based on the Lateral Innovation on board truck software, that includes customer information relating to contamination related incidents flagged by the City, to help support the Region's education and enforcement efforts.

3. Services provided by the Region:

- 3.1 The Region will provide necessary equipment and labour required to consolidate and transport the curbside recyclable materials from the AVL to the receiving facility, as designated by Recycle BC, and currently located at ~~9401 Trans-Canada Hwy, Chemainus, B.C.~~
1429 Springhill Road, Parksville, B.C.
- 3.2 The Region will provide education services to the residents within the City to inform them of how to use the 3-stream program.
- 3.3 The Region will perform curbside waste composition audits at in-scope residential properties, located in randomly selected neighborhoods within the City, to assist in developing effective education campaigns.

4. Payment:

- 4.1 The City will be paid by Recycle BC for the collection of recycling per eligible residence as well as for the education of eligible residences within the City of Port Alberni.
- 4.2 The City will transfer the Recycle BC revenues for educational services to the Region to assist in paying for regional solid waste education services.
- 4.3 The Region will recover the costs to consolidate and transport the recyclable material to the receiving facility by invoicing the City for these services at cost.

5. City Covenants

- 5.1 Provided that the City Supervisor determines that the City's operational needs can be met, the City will make the City Solid Waste Collection Operators available for educational and engagement purposes, with regional staff, when requested by the Regional Supervisor.
- 5.2 The City assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, damages, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the services provided by the City as described in Section 2 of this agreement.

6. Region Covenants

- 6.1 The Region will provide the Organics Coordinator on an as-needed basis to provide project management assistance, manage education services and provide operational support.
- 6.2 The Region will provide its Alberni Valley Waste Education Coordinator on an as-needed basis to provide solid waste collection education services to City staff.
- 6.3 The Region assumes all risk and agrees to indemnify and hold the City harmless, and to defend the City against and from any claims, damages, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the services provided by the Region as described in Section 3 of this agreement.

7. Mutual Covenants:

- 7.1 The City Supervisor and Regional Supervisor shall use their best efforts to mutually coordinate and provide resource sharing when needed.

8. Term of Agreement:

- 8.1 The term of this Agreement shall be from the 1st day of January 2022 to the 31st day of December 2023.
- 8.2 Notwithstanding Section 8.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations for which a dispute cannot be resolved informally or by mediation, either party may terminate the Agreement following thirty days written notice.

IN WITNESS WHEREOF the parties have executed and sealed this Agreement on the date first above written.

THE CORPORATE SEAL OF THE
CITY OF PORT ALBERNI
WAS HEREUNTO
AFFIXED IN THE
PRESENCE OF:

THE CORPORATE SEAL OF THE
ALBERNI-CLAYOQUOT REGIONAL DISTRICT
WAS HEREUNTO
AFFIXED IN THE
PRESENCE OF:

CITY OF PORT ALBERNI)
By its authorized signatories:)
)
)
_____)
Mayor)
)
_____)
Corporate Officer)

Date: _____

ALBERNI-CLAYOQUOT REGIONAL)
DISTRICT by its authorized signatories:)
)
_____)
Chairperson)
)
_____)
Chief Administrative Office)

Date: _____



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Heather Zenner, Protective Services Manager

Meeting Date: December 8, 2021

Subject: Union of BC Municipalities grant applications for Emergency Support Services & Emergency Operations Centres.

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners.

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Operations Centres & Training with interested grant partners.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) to apply for grant opportunities that will support the three Emergency Programs in the region, while collaborating with interested partners.

Background:

UBCM has offered both the Emergency Support Services (ESS) grant and the Emergency Operations Centre (EOC) and training grants for several years. The ACRD has been successful in receiving both of these grants which have furthered our emergency program by providing supplies and training opportunities. Each grant provides for up to \$25,000 and is 100% funding, so no matching funds are required. The ESS grant will be submitted in January 2022, the EOC grant will be submitted in February with funding announcements anticipated in April and May respectively.

The District of Tofino and the District of Ucluelet will be invited to partner on the EOC grant as this application will include a funding request for a facilitated training exercise on the West Coast. The EOC grant will also include funding for additional training opportunities in the Alberni Valley and Bamfield supporting the development of staff, First Nations, volunteers, and emergency agencies. The ESS grant will also focus on training opportunities for volunteers and staff and provide for ESS recruitment and retention activities.

Time Requirements – Staff & Elected Officials:

Staff time will be required to support the grant application process and implementation of the grant.

Financial:

The grant funds 100% of the cost of eligible activities, no partner contribution is required.

Strategic Plan Implications:

This request supports ACRD 2020-2022 Strategic Plan focus area #4 Emergency Management, in becoming adequately prepared for emergencies and disasters by coordinating our emergency planning and response activities and promoting community preparedness and resiliency.

Policy or Legislation:

The *Emergency Program Act* stipulates that local governments are responsible for Emergency Planning and Preparedness. The *Local Government Act* requires that services bear the costs of delivering those services.

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

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Clayoquot Regional District Board of
From: Directors Mark Fortune, Airport Manager
Meeting Date: December 08 2021
Subject: Public request to Lease Lot # 23 Long Beach Airport

Recommendation:

THAT the ACRD Board of Directors approve entering into a (3) three-year lease agreement with Taryn Bellavance for lot # 23 at the Long Beach Airport (CYAZ) effective January 1st, 2022 to December 31st, 2025 at a rate of \$5346.75 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

To lease lot # 23 at CYAZ to build a phased Artist Studio space and production facilities.

Summary:

A letter of interest has been received by Taryn Bellavance to lease and develop lot # 23 at the Long Beach Airport CYAZ. The purpose of the lease is to build an artist studio and work shop facility.

Background:

The applicant has reviewed the available lots at LBA and has decided to pursue Lot # 23 to build a artist studio, workshop and loft. Permitted uses under the LBA Airport One Zone (APLB-1) list, (t) Manufacturing, (aa) Caretaker accommodation and (dd) retail store. The applicant has submitted a site plan and building layout for the proposed structures. The applicant has amended their proposal to include a pump and haul sewage system for phase 1 of this project.

Time Requirements – Staff & Elected Officials:

Minimal staff time / monitoring once implemented

Financial:

The lessor will pay the ACRD an annual fee of \$5346.75/per year plus applicable taxes and yearly BC CPI increases and the annual AMC fee of \$.25/m² or a minimum charge of \$300/year.

Policy or Legislation:

The proposal meets the requirements of the LBA APLB-1 zoning. A notice of disposition will be 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.

Options Considered:

1. Not enter into a lease
2. Defer the lease for future consideration

Submitted by: 
Mark Fortune Airport Manager

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

Approved by: _____
Daniel Sailland, MBA, Chief Administrative Officer

Short Term Lease Application

ADDENDUM – November 12, 2021

(See phase 1, bullet 1)

Name: Taryn Bellavance

Business: Soul and Stem

Phone: 250 612 1860

Email: tbellavance4@gmail.com

Address: 1462 Victoria Road, Ucluelet BC, V0R 3A0. PO Box 1370

Lease Proposal Information

- Lease lot location and size: District Lot 175, Airport Road, Long Beach Airport, Tofino, BC. 20 meters x 50 meters
- Proposed land use: Artist Studios / Workshops / Artist Loft
- Activities to occur on site: Hand-making pottery, floral design, and painting
- Structures / equipment to be added to site:

All phases: shipping containers will be secured to concrete footings

Phase 1

- **Pump and haul sewage system – road side**
- 2, 40x8ft shipping containers – 195m², max 5m high
- 1, 20x8ft shipping container – 48.8m², max 5m high
- Outdoor patio, 146m²
- Multi terrain wild life fencing, 2 man-gates, max 2m high

Phase 2

- Engineered roof trusses, metal roofing – 438m², max 7m high
- Enclose open end of outdoor patio after roof is on

Phase 3

- 3, 40x8ft shipping containers – 292m², max 5m high
- 4ft wide concrete sidewalk along inside of shipping containers – 146m²
- 4ft wide awning off of shipping containers to cover concrete sidewalk – max 5m high

Phase 4

- 1, 40x8ft shipping container – 97.5m², max 5m high
- 8x10 storage shed – 24m², max 5m high

- How does this conform to current zoning and draft land use plan:
Section 164.1.1

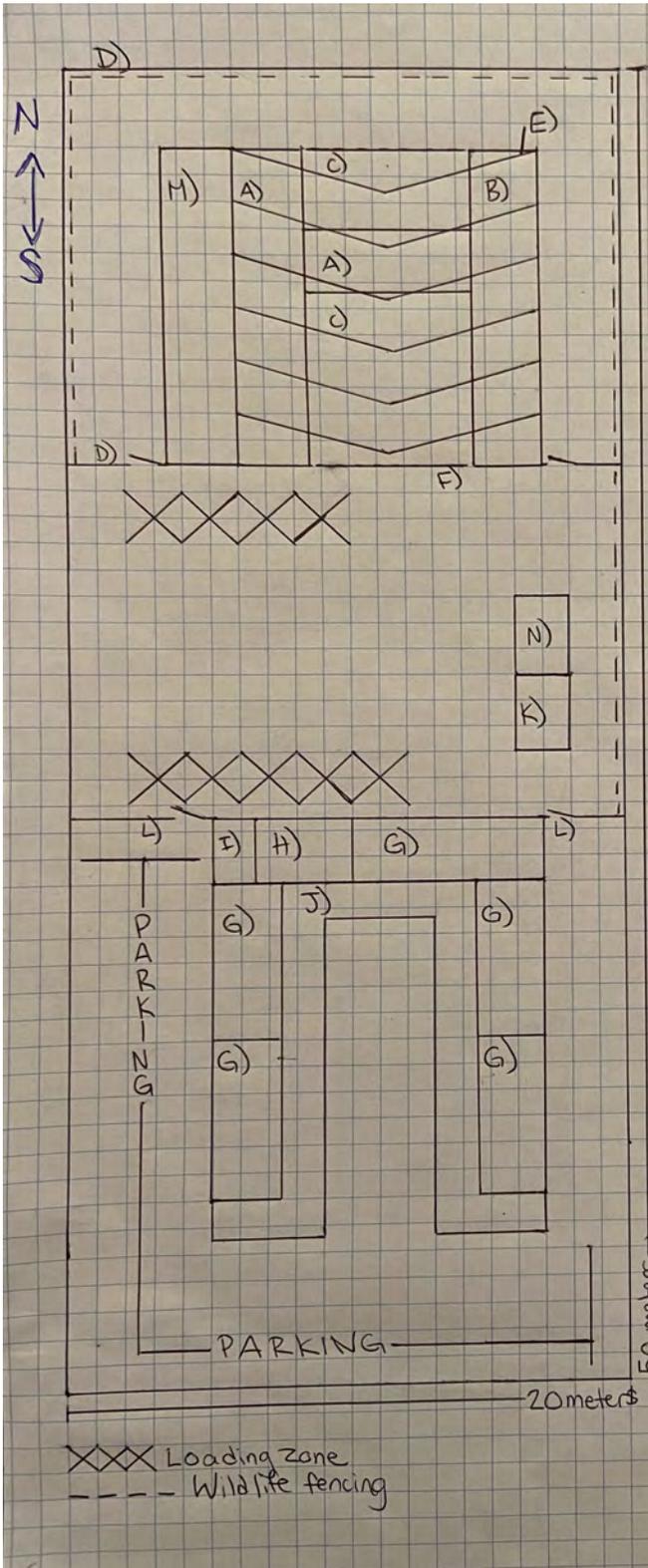
Phase 1:

- T) Manufacturing, assembly, disassembly, processing or packaging of materials and goods
- AA) Caretaker accommodation

Phase 3 possibility:

- DD) Retail store not exceeding 125m²

- Plan for servicing lot – water, power, sewer: lot is serviced by ACRD
- Proposal meets threshold of CYAZ Wildlife Management Plan
- Security issues will be addressed: motion sensor lighting, security camera, fence and gate, onsite caretaker
- No potential for impact of airport activities



Phase 1

- A) Artist Studio
- B) Artist Loft / Caretaker Residence
- C) Outdoor patio
- D) Wild life fencing + mangates

Phase 2

- E) Engineered roof trusses / roofing
- F) Enclose outdoor patio entrance

Phase 3

- G) Up to 5 Artist studio / gallery / retail spaces
- H) Washroom for use of Artists
- I) Utility room
- J) Covered concrete sidewalk
- K) Dumpster
- L) Man-gates

Phase 4

- M) Studio expansion
- N) Possible storage shed

Scale – 1 square : 1 Meter

Artist Rendering



Phase 1 – shipping containers

Phase 2 – engineered roofing trusses & enclosed patio

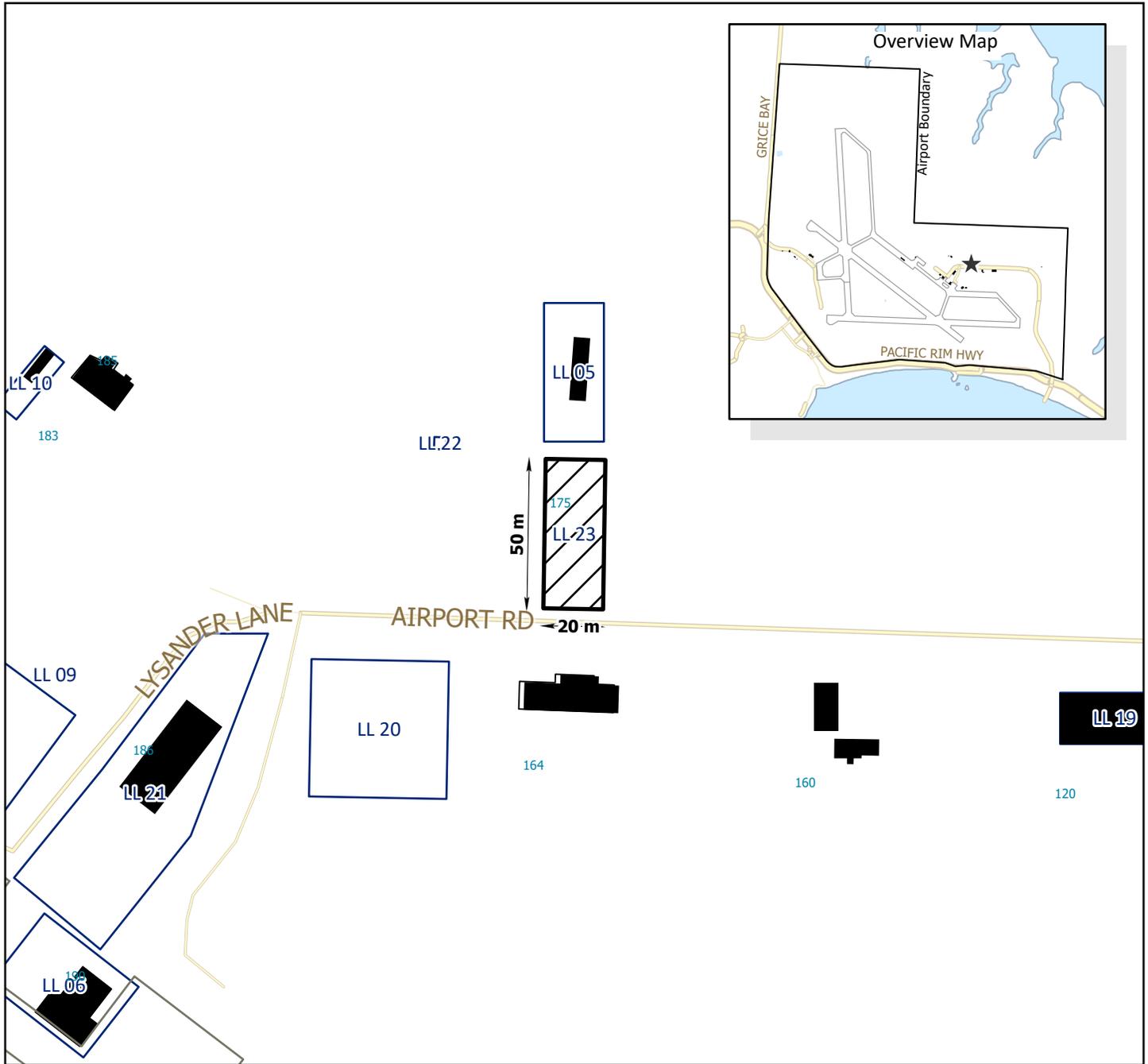


Artist Rendering

Phase 3 – awning to cover concrete sidewalk

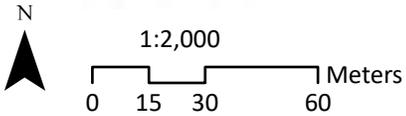
Schedule 'A'

This schedule is attached to and forms part of Long Beach Airport Lease Lot '23'



Long Beach Airport Lease Lot '23'
20m x 50m ; 1000.0 m²

over a portion of DISTRICT LOT 169 CLAYOQUOT DISTRICT





REQUEST FOR DECISION

To: ACRD Board of Directors
From: Alberni Valley Bamfield Committee/
Mark Fortune, Airport Manager
Meeting Date: December 08, 2021
Subject: AVRA – Short Term Lease – Lease Lot 15 Seth and Quinn Melmock

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year term lease agreement effective January 1, 2022 until December 31, 2025 with Seth and Quinn Melmock at the Alberni Valley Regional Airport at a rate of \$1,626.15/per year plus airport maintenance charges, GST and annual BC CPI increases.

Desired Outcome:

To increase revenues and support airport related land-use at the Alberni Valley Regional Airport through the development of short-term leases and to support local aircraft maintenance operations.

Summary:

On December 1, 2021, the Alberni Valley and band Bamfield Committee (AVBC) was presented with the attached report for entering into a (3) three-year lease with Seth and Quinn Melmock for the establishment of a Aircraft welding and fabrication facility. The AVBC supported the proposal and recommended that the ACRD Board of Directors approve the recommendation.

Submitted by:

Mark Fortune, Airport manager

Reviewed by:

Wendy, Thomson, General Manager of Administrative Services

Approved by:

Daniel Sailland, MBA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee
From: Mark Fortune, Airport Manger
Meeting Date: December 01 2021
Subject: Public request to Lease Lot # 15 Alberni Valley Regional Airport

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year lease agreement with Seth and Quinn Melmock for lot # 15 at the Alberni Valley Regional Airport (AVRA) effective January 1st, 2022 to December 31st, 2025 at a rate of \$1626.15 per year plus applicable taxes and yearly BC CPI increases.

Desired Outcome:

To lease lot # 15 at AVRA to build an aircraft hangar and an aircraft Welding and fabrication facility. The outcome will increase aviation services on the airfield.

Summary:

A letter of interest has been received by Seth and Quinn Melmock to lease and develop lot # 15 at the Alberni Valley Regional Airport (AVRA). The purpose of the lease is to build an aircraft welding and fabrication facility.

Background:

The applicant has reviewed the available lots at AVRA and has decided to pursue Lot # 15 to build a aircraft welding and fabrication facility. Permitted uses under the AVRA Airport One Zone (AP-1) list, 1.1(f) aircraft hangar 1.1 (h) Aircraft servicing and maintenance. The applicant has submitted a site plan and building layout for the proposed structure.

Time Requirements – Staff & Elected Officials:

Minimal staff time / monitoring once implemented

Financial:

The lessor will pay the ACRD an annual fee of \$1,626.15/per year plus applicable taxes and yearly BC CPI increases and the annual AMC fee of \$.25/m² or a minimum charge of \$300/year.

Policy or Legislation:

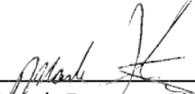
The proposal meets the requirements of the AVRA AP-1 zoning. A notice of disposition will be placed in the Newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Not enter into a lease.

This is the last airside lease lot available at AVRA. The following options were considered:

2. Defer the lease for future consideration.

Submitted by: 
Mark Fortune Airport Manager

Reviewed by: 
Jenny Brunn, Community Services Manager

Approved by: *Daniel Sailland*
Daniel Sailland, Chief Administrative Officer

CBS8/AVRA Lease Application

RE: Lot 15 Port Alberni Regional Airport

The following information is in regards to leasing the said lot 15 at the Port Alberni Regional Airport.

Name: Seth Melmock/ Quinn Melmock

Company nameTBA

Phone Number 250 895 0351/ 780-235 2050

Visualapproach@hotmail.com/ melmock4@gmail.com

Address: PO Box 1034 Port Alberni BC V9Y 7L9

:Proposal information : Block F of block 209 District lots

130,157,157,172,and 204..... lot 15 CBS8/AVRA Port Alberni Airport

:Location and size : Lot 15 measuring 30.0 metersx32.7 meters 980m²

:Proposed Land use: construction of a 60x60 Aircraft hangar/shop

:Site Plan for intended structures with access requirements.....attached

:Activities that will occur on site: Aircraft welding and fabrication shop

:All structures to be added to the site: 60x60 aircraft Hangar/shop

:The proposed use as a aircraft welding and fabrication shop falls into the guidelines of the current zoning and draft land use plan

:Servicing the lot: water – drilled well Sewer: Septic field Power: 200 amp service

Security issues will include locked Road access and building security

Camera including yard lighting

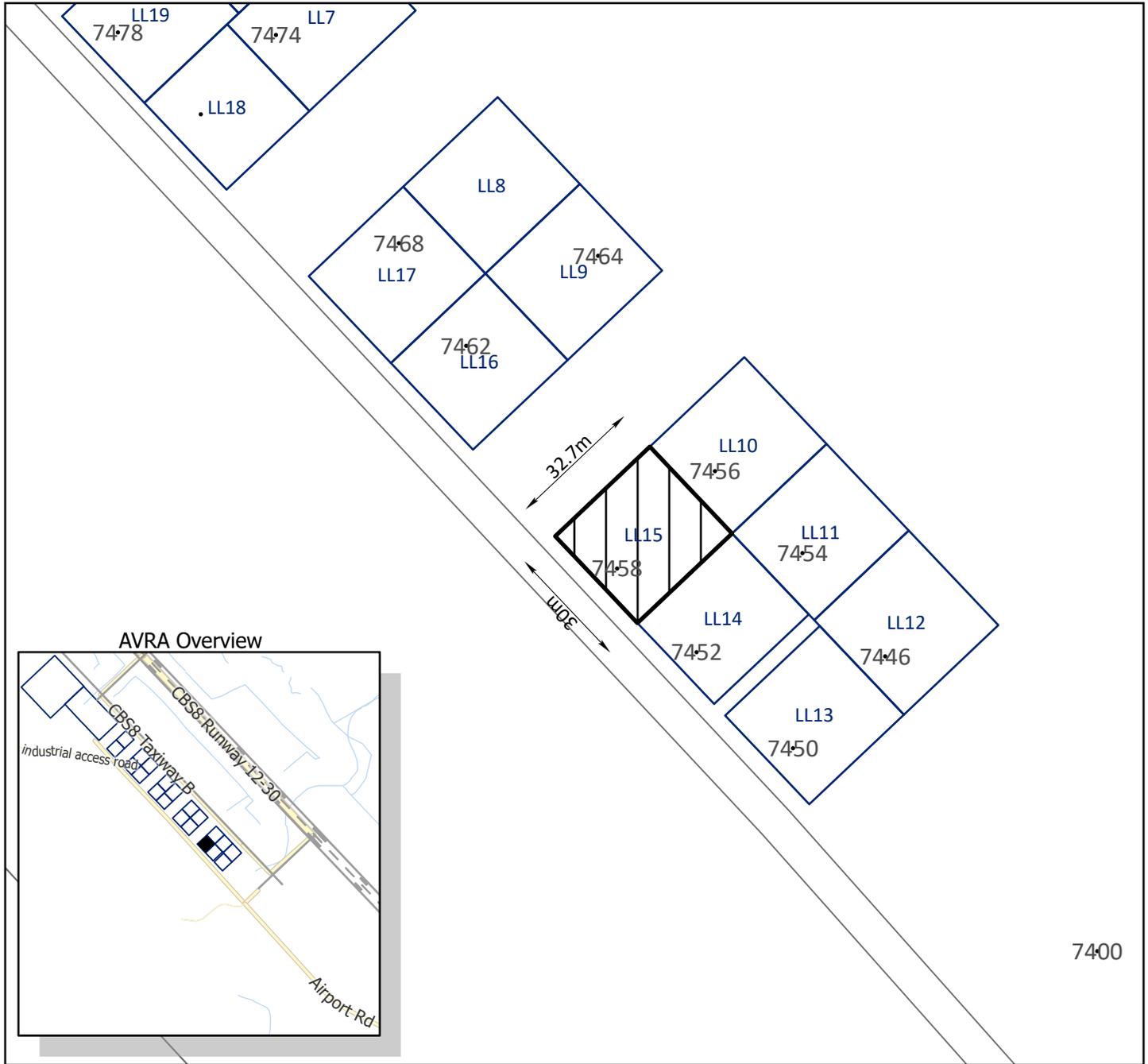
There will be impact on airport activities due to this proposal.

Thank you

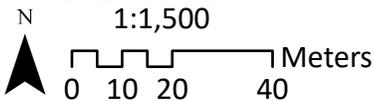
Seth Melmock/Quinn Melmock

Schedule 'A'

This schedule is attached to and forms part of CBS8 - Alberni Valley Regional Airport lease agreement for Lease Lot '15'



CBS8 Alberni Valley Regional Airport Lease Lot '15'
30.0 meters x 32.7 meters; 981 m²



Located at 7458 Airport Rd, Port Alberni,
over a portion of BLOCK F, OF BLOCK 209, DISTRICT LOTS 130, 157,
171, 172 AND 204, ALBERNI 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, Planning Manager
Meeting Date: December 8, 2021
Subject: DVC21003, Wild Pacific Uplands Estates Corporation Inc., Ittatsoo Bay

Recommendation: THAT the Board of Directors issue development variance permit DVC21003.

Summary: At the October 13, 2021 Board meeting, the Board of Directors considered development variance permit application DVC21003 relating to the proposed sixteen (16) lot subdivision of the property located in Ittatsoo Bay in Electoral Area 'C', legally described as LOT 2 DISTRICT LOT 1511 CLAYOQUOT DISTRICT PLAN VIP84285. The variance would reduce the minimum lot width required by the Comprehensive Development (CRCD1) District for two parcels within the proposed development:

- Proposed Lot 4 from 100.6 m (330 feet) to 81.75 m (268 feet); and
- Proposed Lot 7 from 100.6 m (330 feet) to 75.47 m (248 feet).

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 was completed on October 21, 2021. To date, no correspondence from members of the public has been received relating to this neighbour notification process.

In addition to the standard neighbour notification process established for development variance applications, the Board further resolved on October 13th that "input be received from neighbouring communities on the application". Both the Toquaht Nation and the Yuułu?iŋ?atŋ Government have Treaty Lands directly adjacent to the subject property and planning staff engaged individually with staff from both First Nation Governments. The ACRD received correspondence from the Toquaht Nation on November 10th advising that they have no concerns with the development variance and correspondence from the Yuułu?iŋ?atŋ Government on November 24th advising that they have no concerns with the minor adjustment to the lot boundaries to adjust to contours of the land and protect environmentally sensitive sites.

Considering the input received from neighbouring property owners and the Toquaht Nation and the Yuułu?iŋ?atŋ Government, planning staff recommend that the Board issue development variance permit DVC21003.

Submitted by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

DVC21003

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?iŋ?atŋ 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)

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

Reviewed by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer

DVC21003

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. DVC21003

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: Wild Pacific Uplands Estates Corporation Inc. No. 674927

Address: Lot 2, Plan VIP84285, Ittatsoo Bay

With respect to:

Legal Description: LOT 2 DISTRICT LOT 1511 CLAYOQUOT DISTRICT PLAN VIP84285

PID: 027-361-381

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

- i. Development variance of Section 200 – Schedule II – Bulk and Site Regulations to reduce the minimum lot width required for subdivision in the Country Residential Comprehensive Development (CRCD1) District as follows:
 - Proposed Lot 4 from 100.6 metres (330 feet) to 81.75 metres (268 feet).
 - Proposed Lot 7 from 100.6 metres (330 feet) to 75.47 metres (248 feet).

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 _____, 2021.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2021.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors

DVC21003

PROPOSED SUBDIVISION PLAN OF LOT 2, DISTRICT LOT 1511, CLAYOQUOT DISTRICT, PLAN VIP84285
 PLAN OF ENVIRONMENTAL AND GEOTECHNICAL SETBACKS

BCGS 92C.093

0 20 40 80 120 160 200
 The intended plot size of this plan is 350mm in width by 864mm in height (D size) when plotted at a scale of 1:2000.

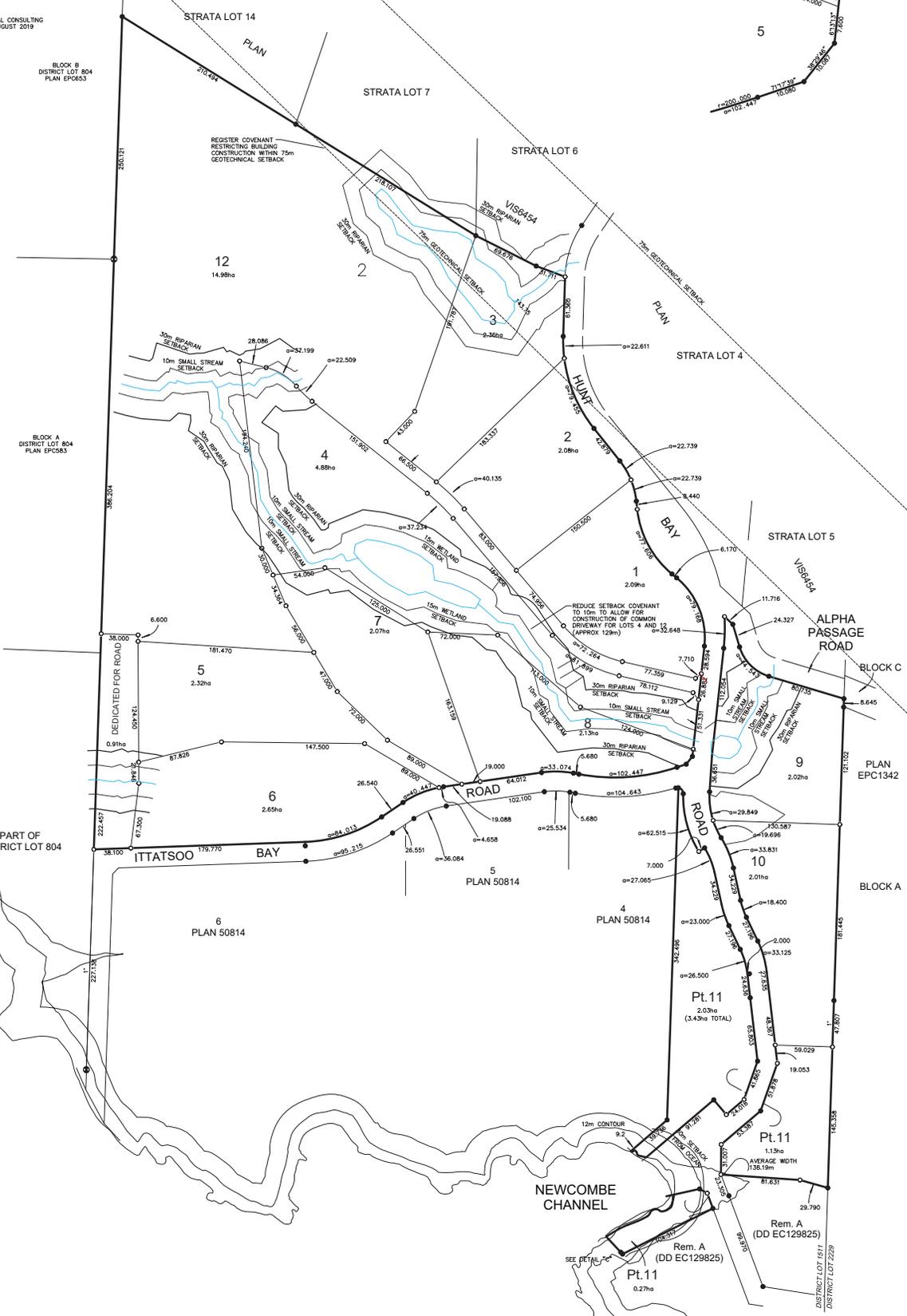
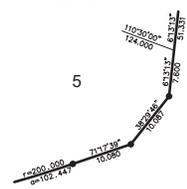
LEGEND

- denotes Standard Cupped Post found.
 - denotes Standard Iron Post found.
 - denotes Lead Plug placed.
 - denotes Standard Iron Post placed.
 - DI denotes short Iron Post in drill hole.
 - BT denotes Bearing Tree.
 - Dia. denotes Diameter.
- All distances shown are in metres

REFERENCE AQUARIAN ENVIRONMENTAL CONSULTING
 ENVIRONMENTAL ASSESSMENT DATED AUGUST 2019



DETAIL "A"



ACCESS BY WATER ONLY

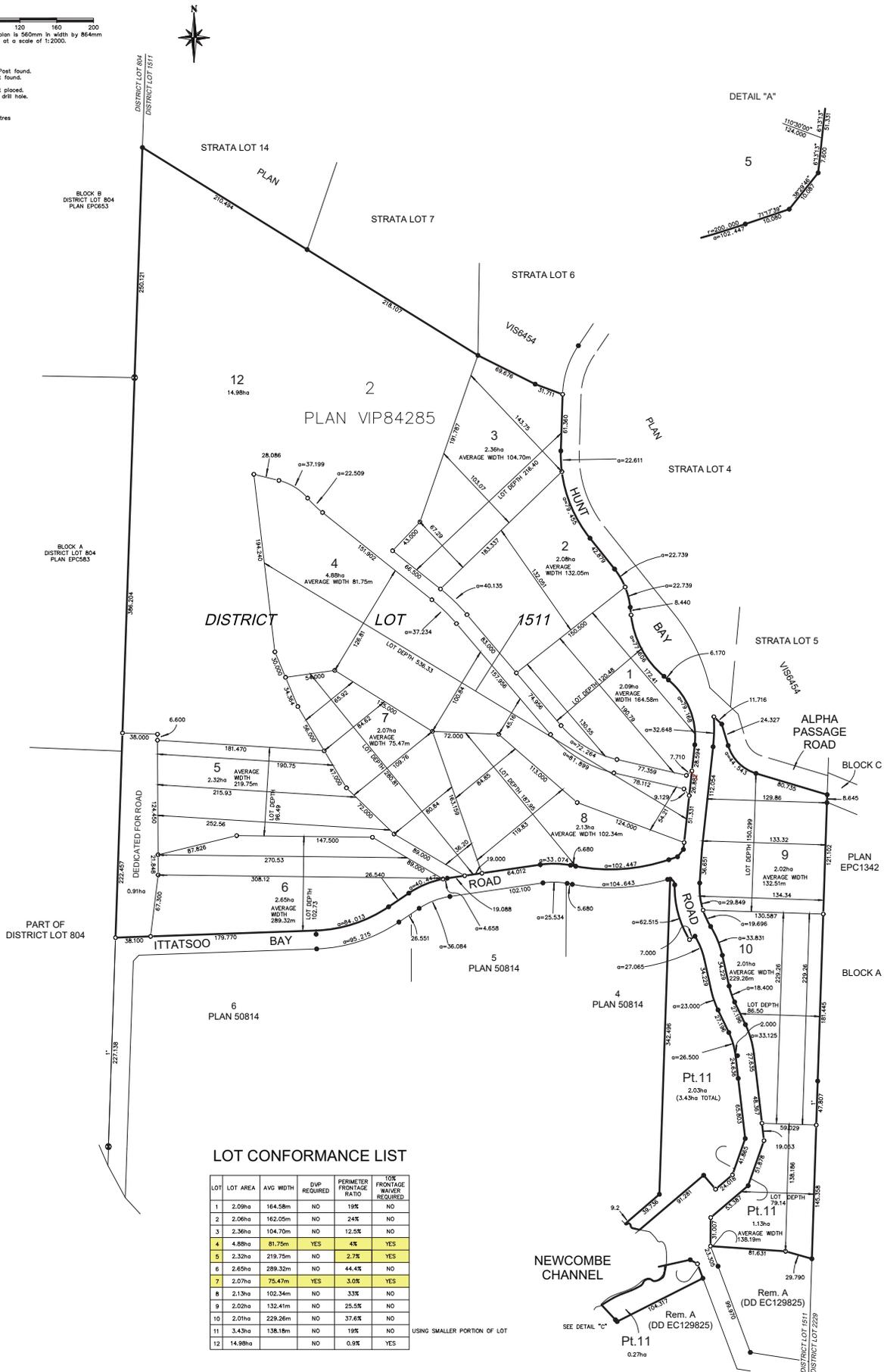
PROPOSED SUBDIVISION PLAN OF LOT 2, DISTRICT LOT 1511, CLAYOQUOT DISTRICT, PLAN VIP84285
 PLAN IDENTIFYING LOT CONFORMANCE WITH LAND USE BYLAW AND VARIANCES REQUIRED

BCGS 92C.093

0 20 40 80 120 160 200
 The intended plot size of this plan is 350mm in width by 864mm in height (D size) when plotted at a scale of 1:2000.

LEGEND

- denotes Standard Cupped Post found.
 - denotes Standard Iron Post found.
 - ⊙ denotes Lead Plug placed.
 - denotes Standard Iron Post placed.
 - ⊙ denotes short Iron Post in drill hole.
 - BT denotes Bearing Tree.
 - ∅ denotes Diameter.
- All distances shown are in metres

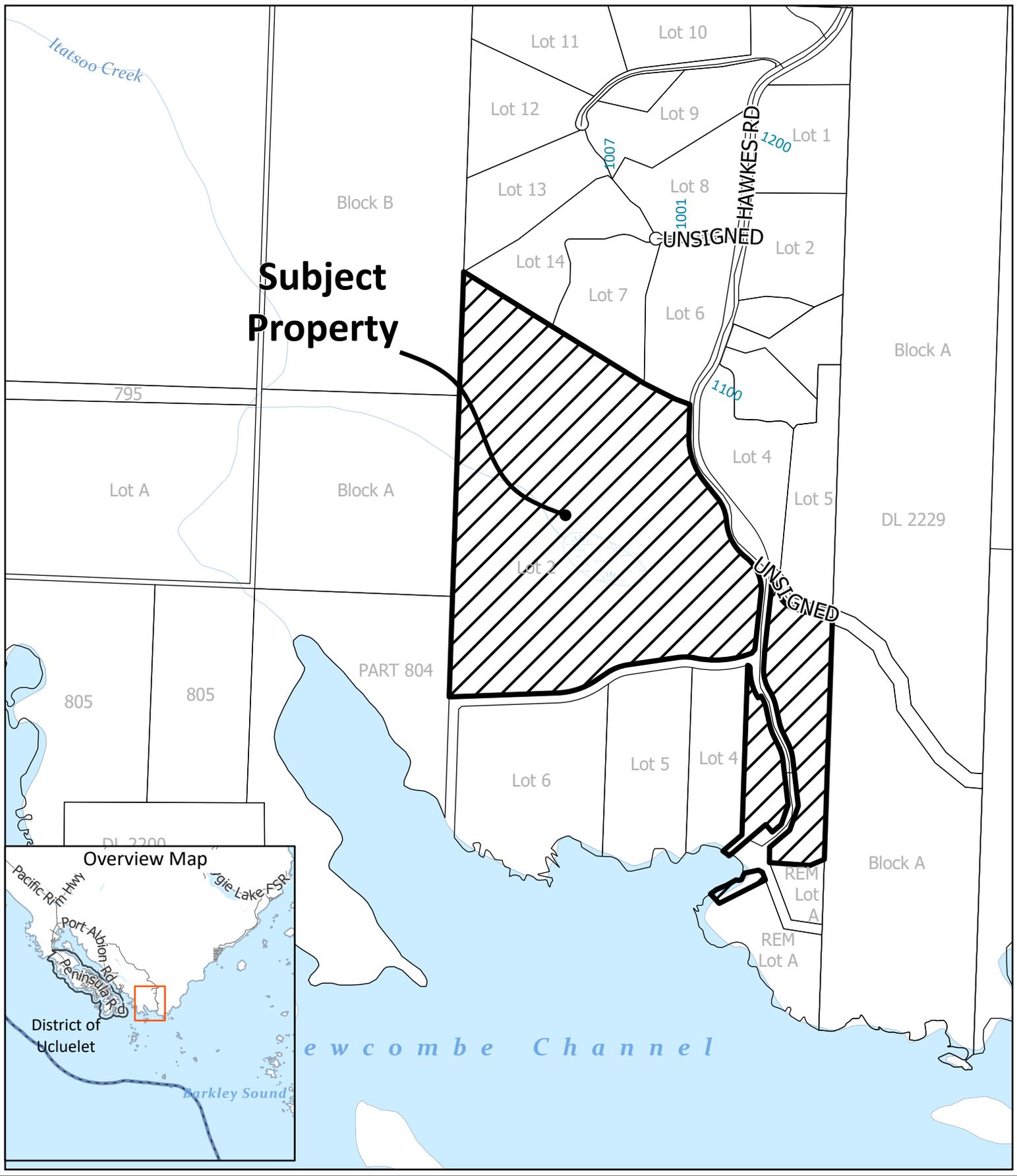


LOT CONFORMANCE LIST

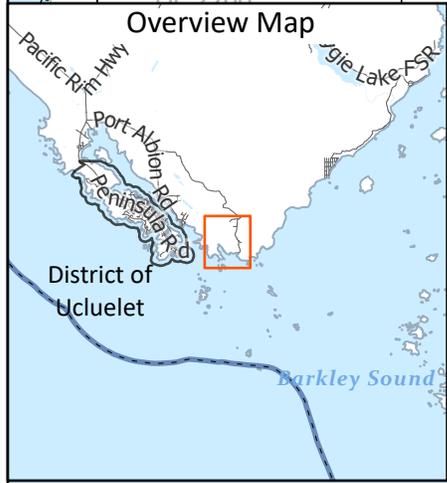
LOT	LOT AREA	AVG WIDTH	DVP REQUIRED	PERIMETER FRONTAGE RATIO	TOW FRONTAGE MAVER REQUIRED
1	2.09ha	164.58m	NO	19%	NO
2	2.06ha	162.05m	NO	24%	NO
3	2.36ha	104.70m	NO	12.5%	NO
4	4.88ha	81.75m	YES	4%	YES
5	2.32ha	219.75m	NO	2.7%	YES
6	2.65ha	289.32m	NO	44.4%	NO
7	2.07ha	75.47m	YES	3.0%	YES
8	2.13ha	102.34m	NO	33%	NO
9	2.02ha	132.41m	NO	25.5%	NO
10	2.01ha	229.26m	NO	37.6%	NO
11	3.43ha	138.16m	NO	19%	NO
12	14.98ha		NO	0.9%	YES

USING SMALLER PORTION OF LOT

ACCESS BY WATER ONLY



Subject Property



Legal Description: LOT 2 DISTRICT LOT 1511 CLAYOQUOT DISTRICT
 PLAN VIP84285



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, Planning Manager

Meeting Date: December 8, 2021

Subject: Subdivision Application SC17001 – Parcel Frontage Waiver
Lot 2, Plan VIP84285, Ittatsoo Bay (Wild Pacific Uplands Estates Corporation Inc.)

Recommendation: THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots 4, 7 and 12 as per the subdivision plan for Lot 2, Plan VIP84285.

Applicant's Intention: The property owner is applying to subdivide the 43.7 hectare (108 acre) property into eleven (11) fee simple lots and five (5) bare land strata lots. To satisfy a condition of subdivision approval, the property owner has applied to waive the parcel frontage requirements of the *Local Government Act* for three (3) of the proposed lots.

Advisory Planning Commission (APC) Recommendation: The Long Beach Advisory Planning Commission discussed the parcel frontage waiver and development variance applications at their October 5, 2021 meeting where the staff recommendation was supported by the members present.

Background: The property owners have applied to subdivide the subject property into a total of sixteen (16) lots. In order to accommodate topographic challenges on the property and to facilitate the protection of environmentally sensitive features, the applicants have designed a subdivision layout that requires a development variance and parcel frontage waiver. Section 512 of the *Local Government Act* requires that where a parcel created by a subdivision fronts onto a public road, the minimum road frontage must be greater than 10% of the perimeter of the lot. Section 512(2) allows a local government to exempt a parcel from meeting the minimum 10% frontage requirements.

The parcel frontage waiver would apply to three of the proposed lots within the development. The applicants have provided rationale to support the frontage waiver applications and planning staff have summarized the site-specific details of each lot:

- **Lot 4** is an irregularly shaped 4.88 hectare (12 acre) lot that would encompass the majority of a watercourse and wetland system that dissects the property. The lot would allow for a building envelope on the north-west portion of the parcel. The proposed frontage ratio is 4% although the property is adjacent to the future bare land strata road that will form part of the development. The building envelope on the property would be accessed directly from the strata road.

SC17001

- **Lot 7** is a 2.07 hectare (5.11 acre) lot that is narrowed at the road frontage to allow for a suitable building envelope on the neighbouring Lot 8 to the east and to accommodate the panhandle access on Lot 5 to the west. The proposed frontage ratio is 3% with a 19 metre lot width at the road. The property widens along the depth of the lot providing a building envelope within an overall average lot width of 75.4 metres and a maximum lot width of 109.76 metres.
- **Lot 12** is a uniquely shaped 14.98 hectare (37 acre) property that would be re-subdivided into five (5) bare land strata lots upon completion of the first phase of the conventional subdivision. The proposed frontage onto Hunt Bay Road would be 26.9 metres wide, equivalent to 0.9% of the perimeter of the lot. However, upon subdivision of Lot 12 into five bare land strata lots, the 20 metre wide panhandle would be dedicated as a strata road providing common access to a number of lots within the development.

On October 13, 2021, the Board considered a development variance application to reduce the required minimum lot width of proposed Lots 4 and 7. A report detailing public input following neighbour notification on the variance application and engagement with the Toquaht Nation and Yuuʷuʷiʷatʷ Government will be considered by the Board at the December 8, 2021 meeting.

Planning staff recommend that the parcel frontage waivers be issued for three (3) of the lots within the sixteen (16) lot proposed subdivision. Staff note that the proposed subdivision layout is sensitive to the topography challenges and natural features of the site. Two of the lots subject to frontage waivers would be impacted by the subsequent bare land strata development: Lot 4 would have extensive frontage onto the future strata common access road and Lot 12 would be re-subdivided to create the strata road and five bare land strata lots.

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Michael Irg*
Mike Irg, MCIP, RPP, General Manager of Planning and Development

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

SC17001

JEA File No. 86754
ACRD File No. SC17001
MOTI File No. 2017-00368 and 2017-06027

June 28, 2021

Alberni-Clayoquot Regional District
Planning and Development Department
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Email: adyer@acrd.bc.ca

Attention: Alex Dyer

RE: Ittatsoo Bay – Development Permits and Development Variance Permit Application
LEGAL: Lot 2, District Lot 1511, Clayoquot District, Plan VIP84285

Dear Alex,

We submit the following Development Permit application and Development Variance Permit application for subdivision at Ittatsoo Bay.

Reference ACRD letter - Subdivision Referral Report dated September 10, 2018 regarding each of these applications.

Development Permit Area I – Sensitive Ecosystems

Please see DPA 1 – Sensitive Ecosystems Protection Checklist, enclosed.

Propose a Section 219 Restrictive Covenant that requires lot owners to provide the following, as part of their development plans:

1. At the development stage, a site survey should be produced by a Professional Engineer/BC Land Surveyor that maps all watercourses / wetlands within the subject property and the required 30m riparian setback measured from the high water mark (or natural boundary) before any future development is planned.
2. The riparian setbacks should be protected and considered No-Go-zones for disturbance and development and should be visually identified to prevent future encroachment. If development is proposed within 30m of a watercourse / wetland, a Development Permit will be required. If a setback reduction is contemplated, development should be no closer than 15m from wetlands and no closer than 10m for small streams (<3m in average width).

1A – 3411 Shenton Road
Nanaimo, BC V9T 2H1
Phone 250-758-4631
nanaimo@jeanderson.com

4212 Glanford Avenue
Victoria, BC V8Z 4B7
Phone 250-727-2214
info@jeanderson.com

203 – 177 Weld St. PO Box 247
Parksville, BC V9P 2G4
Phone 250-248-5755
parksville@jeanderson.com

F- 1250 Cedar Street
Campbell River, BC V9W 2W5
Phone 250-287-4865
campbellriver@jeanderson.com

3. Minimize the removal of trees, ground vegetation and soil/root disturbance as much as possible.
4. In and immediately adjacent to the development area, complete a Danger Tree assessment by a certified Danger Tree Assessor.
5. Clearing of trees and ground vegetation to be completed outside the songbird nesting season (i.e. March 1st to August 15th) or have a biologist complete a bird nesting survey prior to the start of clearing if visibility is suitable.
6. No deleterious substances are to be allowed to enter any watercourses or drainages as a result of development activities.
7. The existing site surface drainage patterns and flows must be maintained at natural levels and alignments to protect sensitive wetland habitats and groundwater within the Ittatsoo watershed.
8. Prevent the contamination of groundwater during future construction activities. Do not allow chemicals or other hazardous substances to come in contact with the ground. Contain and dispose of hazardous wastes properly at certified off-site facilities.
9. Ensure roof leaders are directed away from surface water features and drainages.
10. A Registered Onsite Wastewater Practitioner be engaged to oversee the design and installation of onsite septic systems and that the systems be installed following the Sewerage System Standard Practice Manual.
11. That home heating oil tanks and USTs should not be permitted, and their installation regulated using development permits or restrictive covenants by the regional district or approving authority.
12. That devices and measures to reduce water consumption be included in this development.
13. That bioswales and other landscaped areas be included to promote rainwater management and increase onsite infiltration.

Development Permit Area II – Freshwater Riparian Area Protection

Please see DPA II – Sensitive Ecosystems Protection Checklist, enclosed.

Propose a Section 219 Restrictive Covenant that requires lot owners to complete protective measures prior to lot development [The Covenant proposed for DPA 1 will provide protection measures for DPA II as well].

Development Permit Area III – Coastal Riparian Areas Protection

Please see DPA III – Sensitive Ecosystems Protection Checklist, enclosed.

Propose a Section 219 Restrictive Covenant that requires lot owners to locate development above 12m geodetic contour line and 30m from the Present Natural Boundary. This Covenant will only apply to proposed lot 11.

Development Permit Area IV – Coastal Riparian Areas Protection

Please see DPA III – Sensitive Ecosystems Protection Checklist, enclosed.

Propose a Section 219 Restrictive Covenant that requires lot owners to locate development above 12m geodetic contour line and 30m from the Present Natural Boundary. This Covenant will only apply to proposed lot 11.

Development Variance Application

FEE SIMPLE SUBDIVISION

Lot	Bylaw Width	Proposed Width	Variance Required	Frontage/Perimeter Ratio	Variance Required
1	100.6m	164.60m	NO	19%	NO
2	100.6m	162.00m	NO	24%	NO
3	100.6m	104.70m	NO	12%	NO
4	100.6m	81.75m	YES	4%	YES
5	100.6m	219.75m	NO	2.7%	YES
6	100.6m	289.32m	NO	44%	NO
7	100.6m	75.47m	YES	3%	YES
8	100.6m	102.34m	NO	33%	NO
9	100.6m	132.41m	NO	25%	NO
10	100.6m	229.26m	NO	37%	NO
11	100.6m	138.18m	NO	19%	NO
12	100.6m	-	NO	0.9%	YES

All lot areas are greater than 2.0ha

RATIONALE

Lot 4

- The building site and septic disposal area is located in an area located north of the sphagnum bog and near the westerly portion of the lot. Accessing this area will be within a reciprocal access easement with Lot 12.
- Lot 4 was created to contain most of the water course and sphagnum bog which created a long, narrow section from Hunt Bay Road.
- The average width and frontage don't meet the bylaw requirements, due to the shape of lot required to contain the environmental areas.

Lot 5

- This lot is a panhandle utilizing an existing logging road for a driveway, accessing an excellent area for home agriculture, building area and septic disposal area.

Lot 7

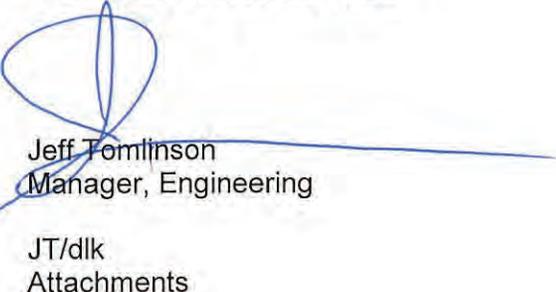
- The reduced width and frontage are required to provide a panhandle to Lot 5 and access to a flat building area on Lot 8. Lot 7 has an excellent private building area but given the constraints to access Lot 5 and Lot 8 the irregular shape of Lot 7 is necessary.
- The rural character of Lot 7 will remain after construction of the house and access.

Lot 12

- Lot 12 will be the lot that the bare land strata is created from. The lot width is difficult to measure given the long panhandle type access and the irregular shaped area that will be subdivided further. The large irregular area will vary in width from 130m to 368m, which exceeds the minimum width of 100.6m.
- The panhandle of Lot 12 will become the common access for the bare land strata with a width of 15m. This creates a frontage of only 26.882m vs a perimeter of 2893.219m.

If you require anything further or have any questions, please call me.

Yours truly,
JE Anderson & Associates



Jeff Tomlinson
Manager, Engineering

JT/dlk
Attachments

PROPOSED SUBDIVISION PLAN OF LOT 2, DISTRICT LOT 1511, CLAYOQUOT DISTRICT, PLAN VIP84285
 PLAN OF ENVIRONMENTAL AND GEOTECHNICAL SETBACKS

BCGS 92C.093

0 20 40 80 120 160 200
 The intended plot size of this plan is 350mm in width by 864mm in height (D size) when plotted at a scale of 1:2000.

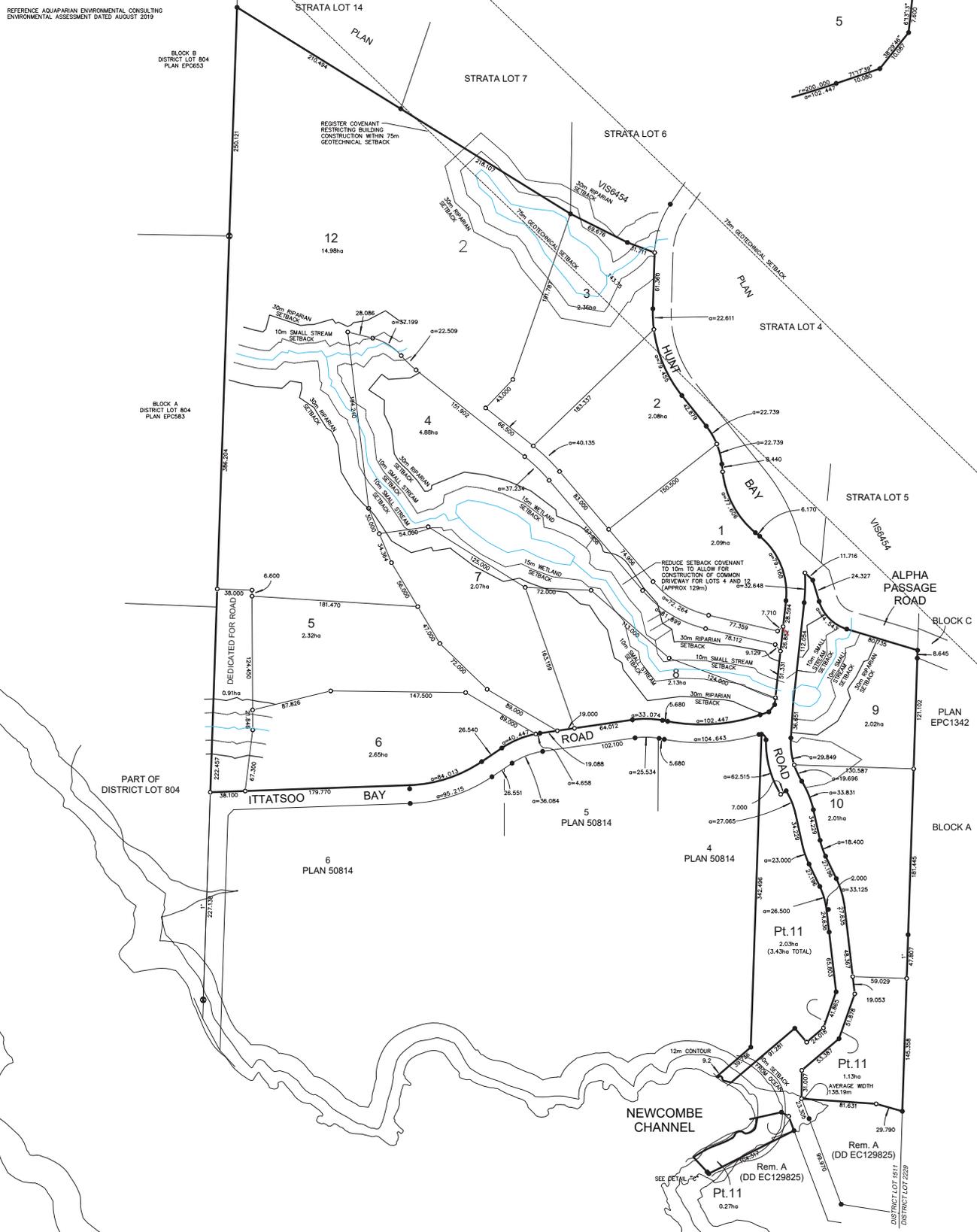
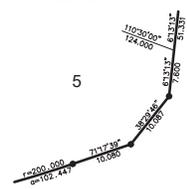
LEGEND

- denotes Standard Cupped Post found.
 - denotes Standard Iron Post found.
 - denotes Lead Plug placed.
 - denotes Standard Iron Post placed.
 - DI denotes short Iron Post in drill hole.
 - BT denotes Bearing Tree.
 - Dia. denotes Diameter.
- All distances shown are in metres

REFERENCE AQUARIAN ENVIRONMENTAL CONSULTING
 ENVIRONMENTAL ASSESSMENT DATED AUGUST 2019



DETAIL "A"



ACCESS BY WATER ONLY

156

J.E. ANDERSON & ASSOCIATES
 B.C. Land Surveyors - Consulting Engineers
 Victoria - Nanaimo - Parksville - Campbell River, B.C.
 Tel: 86754

JUNE 18, 2021

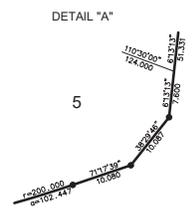
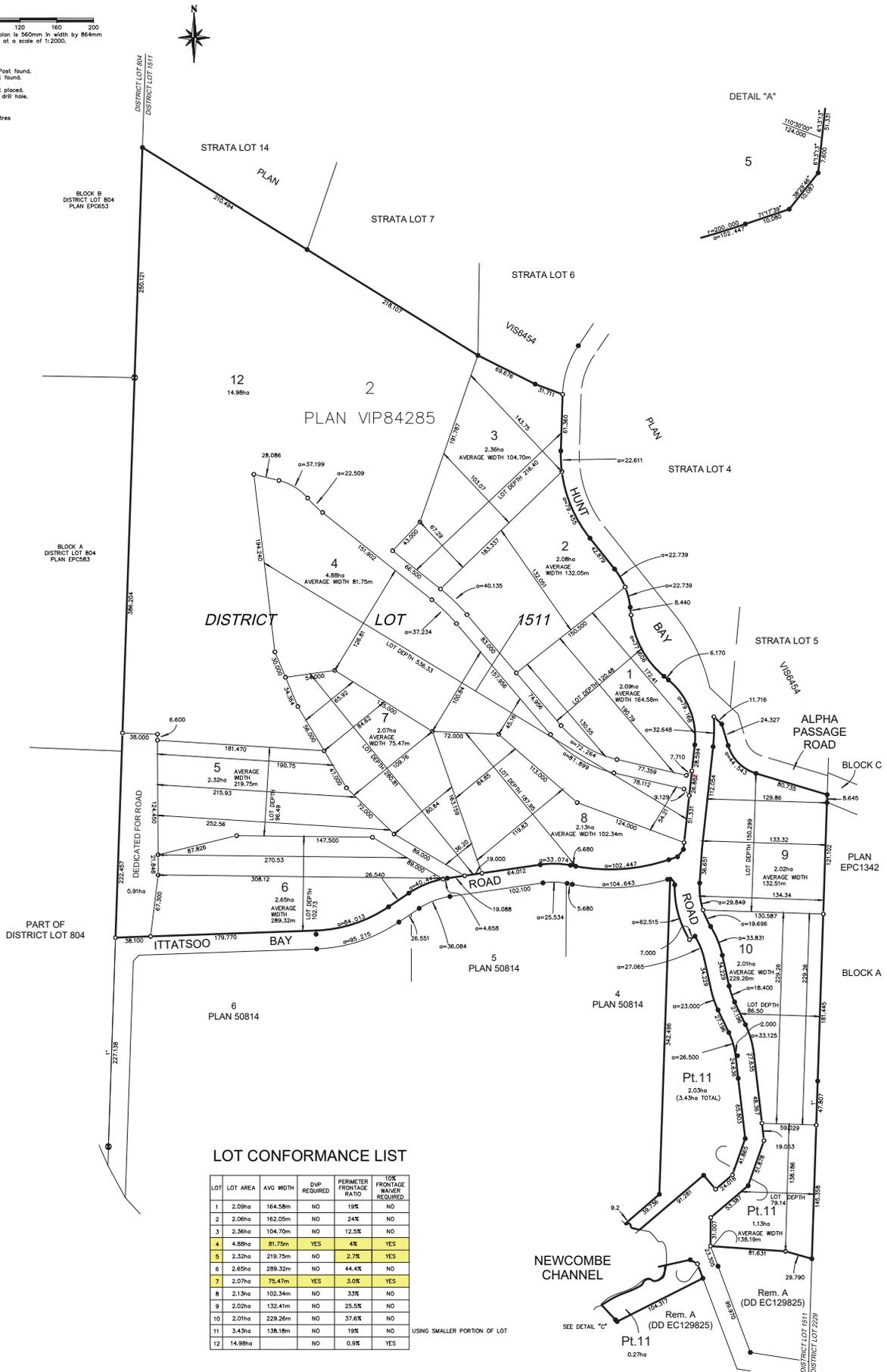
PROPOSED SUBDIVISION PLAN OF LOT 2, DISTRICT LOT 1511, CLAYOQUOT DISTRICT, PLAN VIP84285
 PLAN IDENTIFYING LOT CONFORMANCE WITH LAND USE BYLAW AND VARIANCES REQUIRED

BCGS 92C.093

0 20 40 80 120 160 200
 The intended plot size of this plan is 350mm in width by 864mm in height (D size) when plotted at a scale of 1:2000.

LEGEND

- denotes Standard Cupped Post found.
 - denotes Standard Iron Post found.
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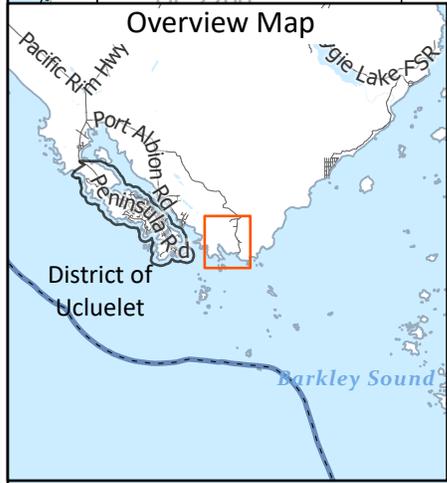
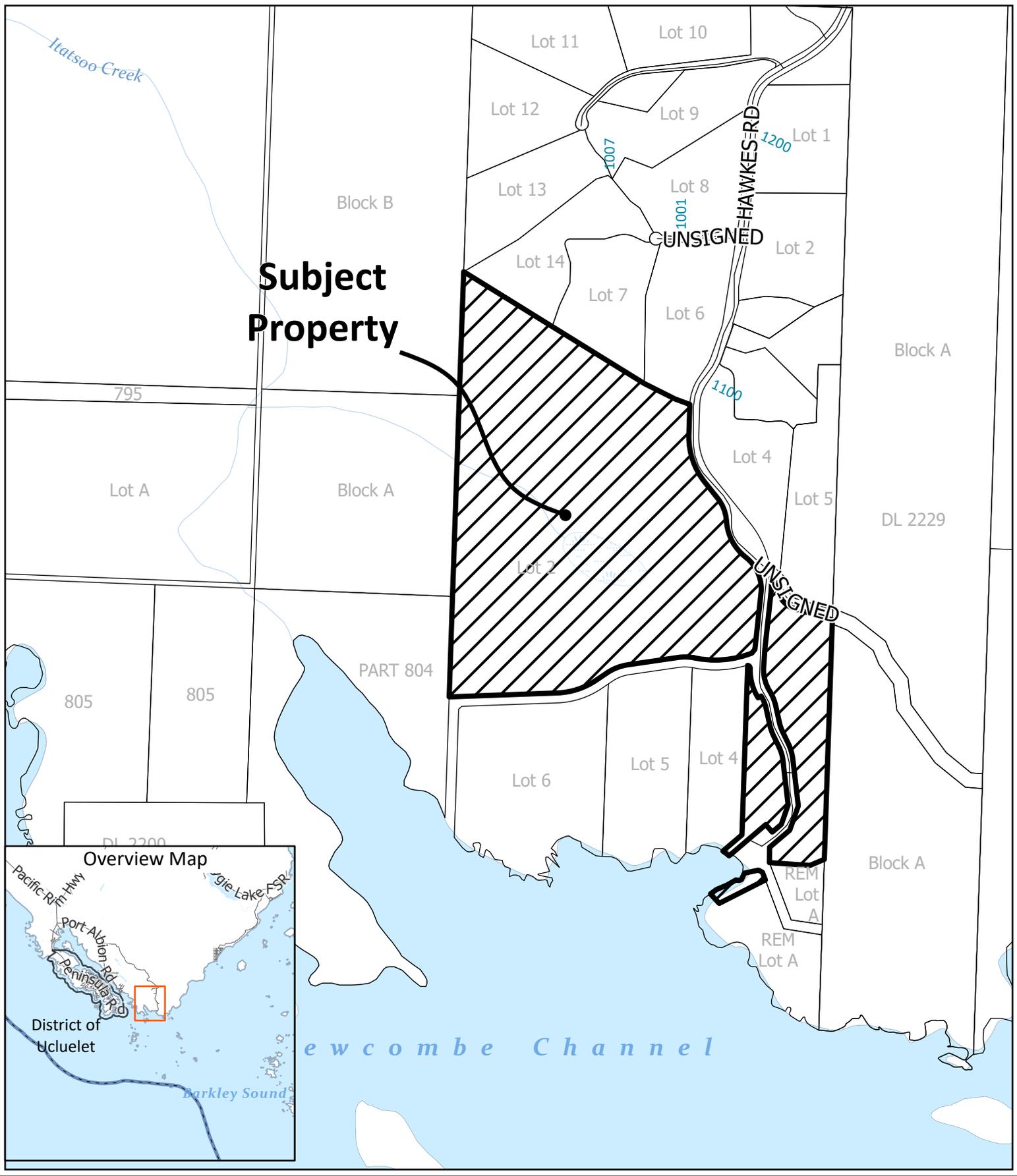


LOT CONFORMANCE LIST

LOT	LOT AREA	AVG WIDTH	DVP REQUIRED	PERIMETER FRONTAGE RATIO	TOW FRONTAGE MAVER REQUIRED
1	2.09ha	164.58m	NO	19%	NO
2	2.06ha	162.05m	NO	24%	NO
3	2.36ha	104.70m	NO	12.5%	NO
4	4.88ha	81.75m	YES	4%	YES
5	2.32ha	219.75m	NO	2.7%	YES
6	2.65ha	289.32m	NO	44.4%	NO
7	2.07ha	75.47m	YES	3.0%	YES
8	2.13ha	102.34m	NO	33%	NO
9	2.02ha	132.41m	NO	25.5%	NO
10	2.01ha	229.26m	NO	37.6%	NO
11	3.43ha	138.16m	NO	19%	NO
12	14.98ha		NO	0.9%	YES

USING SMALLER PORTION OF LOT

ACCESS BY WATER ONLY



Legal Description: LOT 2 DISTRICT LOT 1511 CLAYOQUOT DISTRICT
 PLAN VIP84285



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, Planning Manager
Meeting Date: December 8, 2021
Subject: RE21001 – 7799 Beaver Creek Road (Schwager)

Recommendation:

- THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

Background:

Bylaw P1431 received second and third readings on October 13, 2021 following a public hearing held on September 27, 2021. A condition of final rezoning approval, which was discussed at the public hearing, was the submission of an assessment from a Registered On-Site Wastewater Practitioner confirming that the property is capable of accommodating on-site sewage disposal for the proposed development. This condition has now been satisfied.

Planning staff recommend that Bylaw P1431 be adopted.

Submitted by: *Alex Dyer*
Alex Dyer MCIP, RPP, Planning Manager

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

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

RE21001

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1431

OFFICIAL ZONING ATLAS AMENDMENT NO. 740

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. P1431.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN 4788 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 23rd day of June, 2021
Public Hearing held this 27th day of September, 2021
Read a second time this 13th day of October, 2021
Read a third time this 13th day of October, 2021

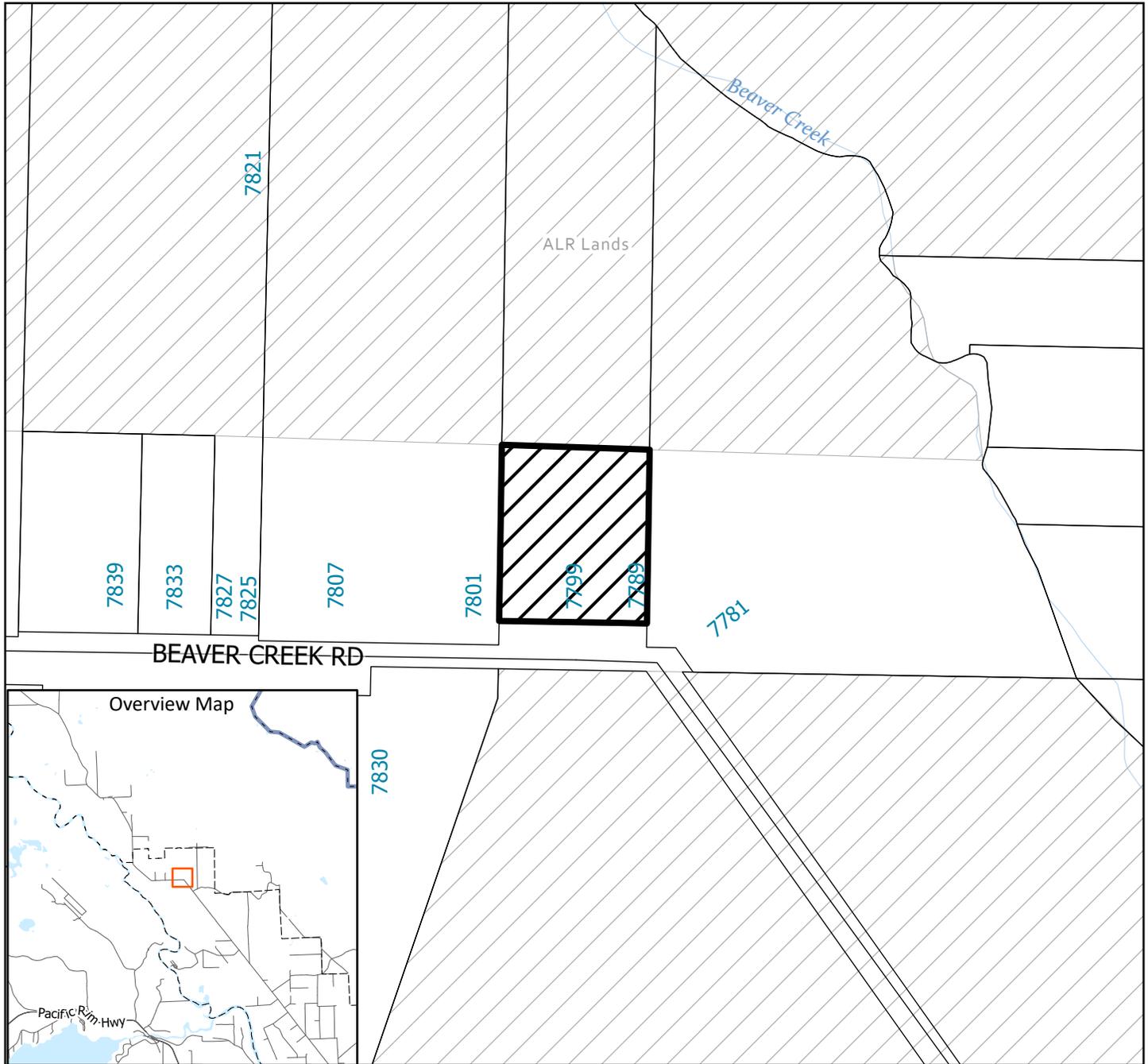
Adopted this day of ,

Corporate Officer

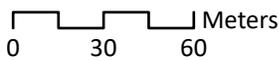
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1431



P1431 Schwager
Legal Description: a portion of LOT A, DISTRICT LOT 31, ALBERNI DISTRICT,
PLAN 4788



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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

To: ACRD Board of Directors
From: Kathy McArthur, Planning Assistant
Meeting Date: December 8, 2021
Subject: Public Hearing Report for Bylaw P1428
RE21007 – 6420 Lamarque Road (Hamelin)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

Background:

A public hearing for Bylaw P1428 was held electronically using Zoom on Monday, November 29, 2021 at 7:00 pm. The hearing was chaired by John McNabb, Director for Electoral Area 'E' – Beaver Creek. ACRD staff Alex Dyer, Amy Wilson and Kathy McArthur participated in the public hearing along with the applicants. No members of the public were present. There were no letters of public correspondence received prior to the hearing. Included with the public hearing minutes are three (3) referral agency comments (Appendix 'A') and a report from a Registered On-site Wastewater Practitioner (Appendix 'B').

The property owners are applying to rezone the 0.85 hectare (2.1 acre) property located at 6420 Lamarque Road from Small Holdings (A1) District to Acreage Residential (RA3) District in order to facilitate subdivision to a 0.24 hectare (0.6 acre) minimum lot size.

Planning staff recommend that the Board of Directors receive the public hearing report and minutes, and proceed with second and third readings of Bylaw P1428.

Submitted by: *K. McArthur*
Kathy McArthur, Planning Assistant

Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP
Planning Manager

Approved by: *Daniel Sailland*
Daniel Sailland, MBA
Chief Administrative Officer

RE21007



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

PUBLIC HEARING MINUTES

November 29, 2021 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held electronically using Zoom, on Monday, November 29, 2021 at 7:00 pm.

Chair: John McNabb, Director for Electoral Area 'E' – Beaver Creek
Staff: Alex Dyer, Amy Wilson, Kathy McArthur
Applicants: Brent & Judy Hamelin
Members of the Public: 0

1. The hearing was called to order at 7:01 pm. Chair McNabb recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair McNabb introduces himself and Planning staff. Chair McNabb explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. He then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on the ACRD website, and invited any public watching the live stream to join the zoom meeting.
4. Chair McNabb explains that the subject of the hearing is Bylaw P1428. This bylaw is applicable to 6420 Lamarque Road, and is necessary to facilitate a subdivision proposal. He asks that any questions about an unrelated topic be directed to staff after the hearing. He then asks staff to read out Notice of Public Hearing.

5. The notice is read by A. Dyer as follows:

What: Public Hearing for Bylaw P1428, 6420 Lamarque Road – Brent & Judy Hamelin, Property Owners
When: November 29, 2021 at 7:00 pm
Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area 'E' – Beaver Creek, will be held to consider Bylaw P1428. This bylaw is a Zoning Atlas Amendment to rezone LOT 1, DISTRICT LOT 108, ALBERNI DISTRICT, PLAN 29766 from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a subdivision proposal.

How can I learn more: 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 resolution making this delegation, along with Bylaw P1428 and relevant background documents, is available for review online at www.acrd.bc.ca/events/29-11-2021/. Planning staff are available to answer questions in person, through email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from November 16, 2021 to November 29, 2021, excluding statutory holidays.

How can I provide input: During the COVID-19 pandemic, providing an opportunity for public input and safeguarding public health are top priorities for the ACRD. Consider written submissions as an effective means to provide your input. Anyone who feels their interest in property will be affected by the proposed bylaw will be afforded a reasonable opportunity to be heard. Options include participating in the Public



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 29, 2021 – ELECTORAL AREA 'E'

Hearing by electronic means using Zoom video conferencing or teleconferencing, and/or submitting correspondence to the ACRD.

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/29-11-2021/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

Hard copy delivered to the ACRD office in person, in the drop slot or by mail to the Planning Department at the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, November 29, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, November 29, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on November 16, 2021 and no later than 4:00 pm on November 29, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair McNabb explains the purpose of the public hearing and that minutes are being taken. He then asks staff to introduce the proposal.
7. A. Dyer introduces the proposal and includes the following:
 - Rezoning the 2.1 acre property located at 6420 Lamarque Road from Small Holdings (A1) District to Acreage Residential (RA3) District in order to facilitate subdivision to a minimum 0.6 acre lot size.
 - The applicants intend to create a vacant lot on the north side of the property leaving the remainder parcel encompassing the single family dwelling and out buildings on the south side of the property at the corner of Lamarque Road and Fern Road.
 - Three (3) referral agency comment forms received (Appendix 'A') noted no objections, interests unaffected or recommended approval subject to conditions outlined in the response. The referral agency comments are available on website for viewing on the ACRD website.
 - No public correspondence received prior to the public hearing.
 - The applicants have submitted a report from a Registered On-Site Water Practitioner (Appendix 'B') confirming sewage disposal capabilities at the site, available for public review on the ACRD website.
8. Chair McNabb invites the applicants to add any information or comments.
9. Applicants have no comments relating to the proposal.
10. Chair McNabb invites the public to add any information or comments.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
November 29, 2021 – ELECTORAL AREA 'E'**

11. A. Dyer comments no public in attendance and ask the applicants to clarify that they have joined the Zoom meeting by voice call to confirm that they are the phone number listed in the meeting and to confirm that there are no members of the public in attendance.
12. Applicants confirm they are participating by phone in addition to their video conferencing device.
13. Chair McNabb invites staff to add any additional information or comments.
14. No comments.
15. Chair McNabb asks if Fern Road is constructed.
16. A. Dyer responds it is a constructed road with two neighboring properties currently using the road for access.
17. Chair McNabb explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for December 8th. If any Board member does so, the hearing would be invalidated and would have to be held again. He clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
18. Chair McNabb invites the applicants and staff to add any additional information or comments and confirms that no members of the public have joined the meeting.
19. No comments.
20. Chair McNabb calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:13 pm.

Certified Correct:

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

Minutes Prepared by:

Kathy McArthur, Planning Assistant

From: [Hendy, Timothy TRAN:EX](#)
To: [Planning Shared](#)
Subject: RE: P1428 Bylaw Referral Package
Date: September 21, 2021 3:22:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Good afternoon.

The Ministry of Transportation and Infrastructure has no objection to this rezoning proposal. Applicant is advised that this does not constitute subdivision approval, for which separate application must be made.

Tim Hendy | Development Officer

Vancouver Island District | Ministry of Transportation and Infrastructure

P: (250) 734-4812 | timothy.hendy@gov.bc.ca

[2021 Customer Satisfaction Survey](#)



[APPLY FOR PERMIT](#)

[APPLY FOR BCeID](#)

[SUBDIVISION INFORMATION](#)

From: Kathy McArthur <kmcarthur@acrd.bc.ca> **On Behalf Of** Planning Shared
Sent: September 17, 2021 3:01 PM
To: 'HBE@viha.ca' <HBE@viha.ca>; Hendy, Timothy TRAN:EX <Timothy.Hendy@gov.bc.ca>; 'Darrell Ross' <dross@tseshaht.com>; XT:Cheetham, Lindsay EDUC:IN <lcheetham@sd70.bc.ca>; Brandy Lauder <brandy@hupacasath.ca>
Cc: Brett Mortlock <bmortlock@acrd.bc.ca>; Charlie Starratt <cstarratt@acrd.bc.ca>; Eddie Kunderman <ekunderman@acrd.bc.ca>; Mike Kobus (Fire Dept) <firechief@bcvfd.ca>
Subject: P1428 Bylaw Referral Package

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello,

Please find attached the referral package and response form for Beaver Creek rezoning application RE21007.

If you have any input to provide regarding this application, please complete the response form and return it to me by October 15, 2021.

Thank you,



Kathy McArthur

Planning Assistant

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

O 250.720.2709 **W** acrd.bc.ca

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**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.: P1428 ACRD FILE NO.: RE21007

APPLICANT NAME: Brent & Judy Hamelin

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: September 17, 2021

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.

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 is to provide a viable long-term solution for onsite wastewater, thereby eliminating the need for costly extension of municipal sewer systems. These standards are designed to address concerns of detrimental cumulative impact associated with increase density using onsite sewerage systems. The intent is to prolong the expected life of sewerage systems and safeguard the environment and public health.

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.

Agency (please print):

Island Health

Name (please print):

Stephanie Bruvall

Title: Environmental Health Officer

Signature:

Date: 10/4/21



**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.: P1428 ACRD FILE NO.: RE21007

APPLICANT NAME: Brent & Judy Hamelin

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: September 17, 2021

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

[Empty rectangular box for additional information or comments]

Agency (please print):

ACRD

Name (please print):

Brett Mortlock

Title: Building Inspector

Signature:

BM

Date: 11/29/21

DENIS FRANCOEUR BACKHOEING LTD.

6614 ANDREWS LANE

PORT ALBERNI, B.C. V9Y 8T5

250 724 1789 or 250 720 7757

denifran@shaw.ca

Soil Investigation Letter

November 01, 2021

Judy & Brent Hamelin

6420 Lamarque Road

To whom it may concern:

Upon soil investigation of this property, I found that it will support a second septic system being created by the subdivision of this lot at 6420 Lamarque Road in Port Alberni.

Sincerely,



Denis Francoeur, ROWP



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1428

OFFICIAL ZONING ATLAS AMENDMENT NO. 737

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. P1428.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1, DISTRICT LOT 108, ALBERNI DISTRICT, PLAN 29766 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 25th day of August, 2021

Public Hearing held this 29th day of November, 2021

Read a second time this day of ,

Read a third time this day of ,

Adopted this day of ,

Corporate 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: Kathy McArthur, Planning Assistant
Meeting Date: December 8, 2021
Subject: Public Hearing Report for Bylaw P1438
RE21011 – 5657 Chapman Road (Robertson & Clement)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

Background: A public hearing for Bylaw P1438 was held electronically using Zoom on Tuesday, November 30, 2021 at 7:00 pm. The hearing was chaired by John McNabb, Director for Electoral Area 'E' – Beaver Creek. ACRD staff Alex Dyer, Kathy McArthur and Cheryl Knapp participated in the public hearing along with the applicant. No members of the public were present. There were no letters of public correspondence received prior to the hearing. Included with the public hearing minutes are two (2) referral agency comments (Appendix 'A') and a report from a Registered On-site Wastewater Practitioner (Appendix 'B').

The property owners are applying to rezone their 1 hectare (2.5 acre) property located at 5657 Chapman Road from Small Holdings (A1) District to Acreage Residential (RA2) District subdivision to a one (1) acre minimum lot size in order to facilitate subdivision.

Planning staff recommend that the Board of Directors receive the public hearing report and minutes, and proceed with second and third readings of Bylaw P1438.

Submitted by: *K. McArthur*
Kathy McArthur, Planning Assistant

Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP
Planning Manager

Approved by: *Daniel Sailland*
Daniel Sailland, MBA
Chief Administrative Officer

RE21011



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 30, 2021 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held electronically using Zoom, on Tuesday, November 30, 2021 at 7:00 pm.

Chair: John McNabb, Director for Electoral Area 'E' – Beaver Creek
Staff: Alex Dyer, Kathy McArthur, Cheryl Knapp
Applicants: Annette Clement
Members of the Public: 0

1. The hearing was called to order at 7:00 pm. Chair McNabb recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair McNabb introduces himself and Planning staff. Chair McNabb explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. He then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on the ACRD website including details about how to join the meeting.
4. Chair McNabb explains that the subject of the hearing is Bylaw P1438. This bylaw is applicable to 5657 Chapman Road, and is necessary to facilitate a subdivision proposal. He asks that any questions about an unrelated topic be directed to staff after the hearing. He then asks staff to read out Notice of Public Hearing.

5. The notice is read by A. Dyer as follows:

What: Public Hearing for Bylaw P1438, 5657 Chapman Road – John Robertson & Annette Clement, Property Owners

When: November 30, 2021 at 7:00 pm

Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area 'E' – Beaver Creek, will be held to consider Bylaw P1438. This bylaw is a Zoning Atlas Amendment to rezone LOT 30, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN 927 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a subdivision proposal.

How can I learn more: 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 resolution making this delegation, along with Bylaw P1438 and relevant background documents, is available for review online at www.acrd.bc.ca/events/30-11-2021/. Planning staff are available to answer questions in person, through email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from November 17, 2021 to November 30, 2021, excluding statutory holidays.

How can I provide input: During the COVID-19 pandemic, providing an opportunity for public input and safeguarding public health are top priorities for the ACRD. Consider written submissions as an effective



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 30, 2021 – ELECTORAL AREA ‘E’

means to provide your input. Anyone who feels their interest in property will be affected by the proposed bylaw will be afforded a reasonable opportunity to be heard. Options include participating in the Public Hearing by electronic means using Zoom video conferencing or teleconferencing, and/or submitting correspondence to the ACRD.

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/30-11-2021/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

Hard copy delivered to the ACRD office in person, in the drop slot or by mail to the Planning Department at the address below.

Email sent to planning@acrd.bc.ca before 4:00 pm, November 30, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, November 30, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on November 17, 2021 and no later than 4:00 pm on November 30, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair McNabb explains the purpose of the public hearing and that minutes are being taken. He then asks staff to introduce the proposal.
7. A. Dyer introduces the proposal and includes the following:
 - Rezoning 2.5 acre property located at 5657 Chapman Road from Small Holdings (A1) District to Acreage Residential (RA2) District in order to facilitate a two lot subdivision to a 1 acre minimum lot size. The applicant intends to create one vacant 1 acre parcel in the south east portion of the property and the remainder 1.5 acre parcel containing the existing dwelling and accessory buildings.
 - Two (2) referral agency comment forms received (Appendix ‘A’) noted no objections and interests unaffected, available on the ACRD website for viewing.
 - No letters of public correspondence received prior to the public hearing.
 - The applicants have submitted a report from a Registered On-Site Water Practitioner (Appendix ‘B’) confirming sewage disposal capabilities at the site, available on the ACRD website for viewing.
8. Chair McNabb invites the applicant to add any information or comments.
9. Applicant has no comments relating to the proposal.
10. Chair McNabb invites the public to add any information or comments.
11. A. Dyer responds no public in attendance.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
November 30, 2021 – ELECTORAL AREA 'E'

12. Chair McNabb invites staff to add any additional information or comments.
13. No comments.
14. Chair McNabb explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for December 8th. If any Board member does so, the hearing would be invalidated and would have to be held again. He clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
15. Chair McNabb invites the applicants and staff to add any additional information or comments.
16. No comments.
17. Chair McNabb notes there are still no members of the public in attendance.
18. Chair McNabb calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:11 pm.

Certified Correct:

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

Minutes Prepared by:

Kathy McArthur, Planning Assistant

From: [Hendy, Timothy TRAN:EX](#)
To: [Kathy McArthur](#)
Subject: RE: RE21011 Bylaw P1438 Referral Package
Date: November 9, 2021 10:44:21 AM
Attachments: [image001.png](#)
[image002.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

[CAUTION] This email originated from outside of the ACRD

Hi Kathy

MoTI has no objections to this rezoning. Thank you.

Tim Hendy | Development Officer

Vancouver Island District | Ministry of Transportation and Infrastructure

P: (250) 734-4812 | timothy.hendy@gov.bc.ca

[2021 Customer Satisfaction Survey](#)



[APPLY FOR PERMIT](#)

[APPLY FOR BCeID](#)

[SUBDIVISION INFORMATION](#)

From: Kathy McArthur <kmcarthur@acrd.bc.ca>

Sent: November 4, 2021 4:46 PM

To: Hendy, Timothy TRAN:EX <Timothy.Hendy@gov.bc.ca>; 'HBE@viha.ca' <HBE@viha.ca>; 'Darrell Ross' <dross@tseshaht.com>; XT:Cheetham, Lindsay EDUC:IN <lcheetham@sd70.bc.ca>; Brandy Launder <brandy@hupacasath.ca>

Cc: Brett Mortlock <bmortlock@acrd.bc.ca>; Charlie Starratt <cstarratt@acrd.bc.ca>; Mike Kobus (Fire Dept) <firechief@bcvfd.ca>; Eddie Kunderman <ekunderman@acrd.bc.ca>

Subject: RE21011 Bylaw P1438 Referral Package

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello,

Please find attached the referral package and response form for Beaver Creek rezoning application RE21011.

If you have any input to provide regarding this application, please complete the response form and return it to me by November 29, 2021.

Thank you,



Kathy McArthur

Planning Assistant

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

O 250.720.2709 **W** acrd.bc.ca

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**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.: P1438 ACRD FILE NO.: RE21011

APPLICANT NAME: John Robertson & Annette Clement

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: November 3, 2021

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Empty rectangular box for additional information or comments.

Agency (please print):

ACRD

Name (please print):

Brett Mortlock

Title: Building Inspector

Signature:

BM

Date: 11/29/21

Gibson and Sons Consulting Ltd.
811 Wildgreen Way, Parksville
Septic@gibsonwastewater.ca
250-240-1724

Ms Annette Clement
5657 Chapman Rd.
Port Alberni, BC
annette@bestwesternbarclay.com

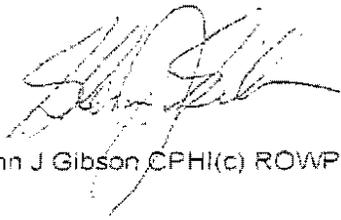
November 21, 2021
File # RE 21011

Dear Ms. Clement,

Re: ACRD request for ROWP opinion for on-site sewage treatment for a two lot subdivision of
5657 Chapman Road Port Alberni, BC

We have recently performed a site/soil assessment to ensure an on-site sewage system for the new lot and reserve area's for both lots can be located on each parcel that meet the requirements of the Sewerage System Regulations and it's SPM V3. We are pleased to inform you that this can occur and that the existing system did not show any signs of a potential health hazard as prescribed by the Regulations on the day of inspection.

If you have any questions do not hesitate to contact me.



Glenn J Gibson, CPHI(c) ROWP



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1438

OFFICIAL ZONING ATLAS AMENDMENT NO. 746

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. P1438.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 30, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN 927 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 27th day of October, 2021
Public Hearing held this 30th day of November, 2021
Read a second time this day of , 2021
Read a third time this day of , 2021

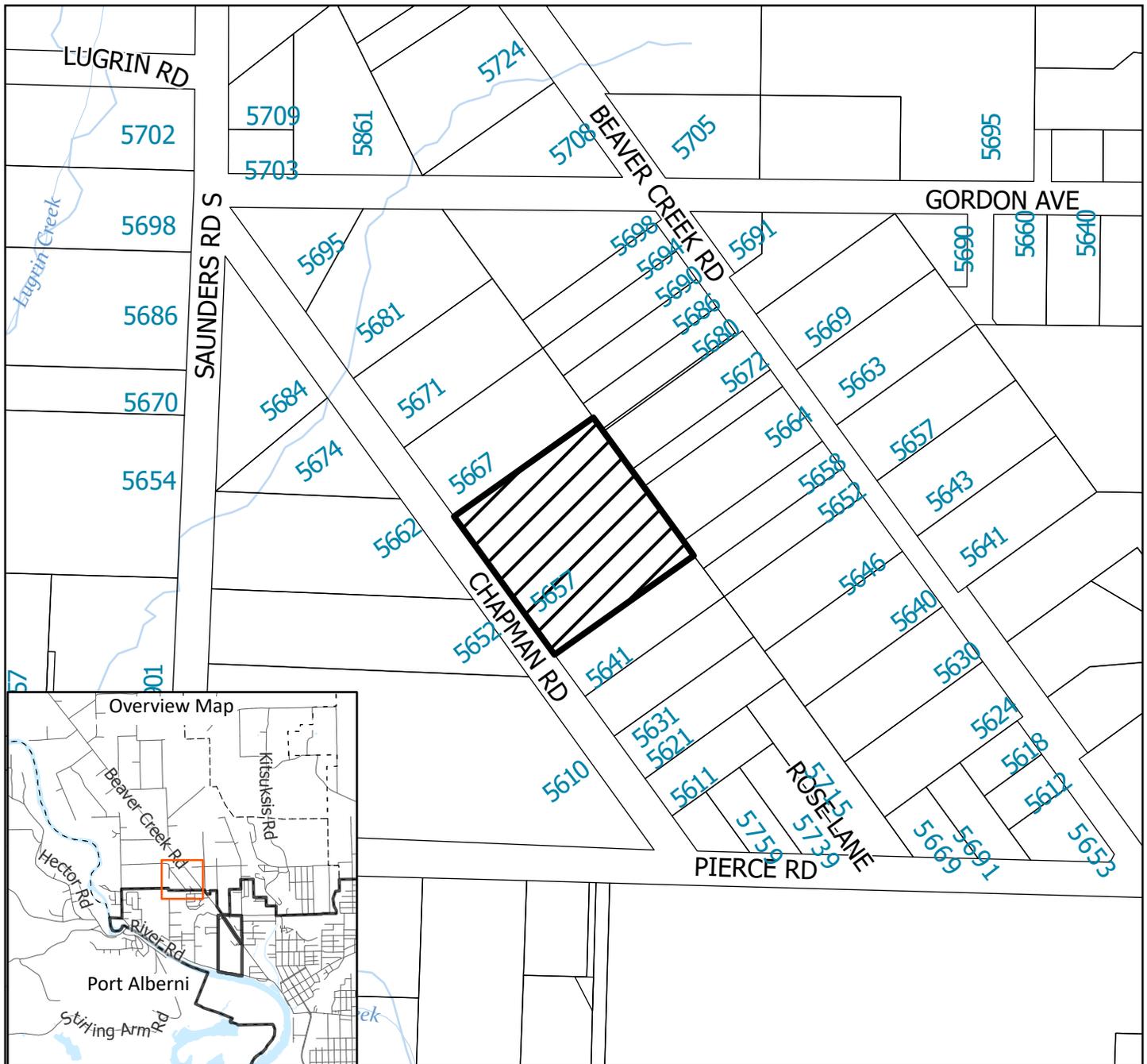
Adopted this day of , 2021

Corporate Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1438



P1438 Robertson & Clement
Legal description: LOT 30, DISTRICT LOT 21, ALBERNI DISTRICT,
PLAN 927



0 25 50 100 Meters



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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: December 8, 2021

ACRD FILE NO.: DVF21006

APPLICANTS: Richard and Maren Chernomaz

LEGAL DESCRIPTION: LOT 1 DISTRICT LOT 57 ALBERNI DISTRICT PLAN EPP63338

LOCATION: 6585 Cherry Creek Road, Port Alberni

ELECTORAL AREA: "F" Cherry Creek

APPLICANT'S INTENTION: The applicants have applied for a development variance permit to reduce the required front and rear yard setbacks in the Acreage Residential (RA3) District to facilitate construction of a covered deck and addition to the existing single family dwelling.

Recommendation: THAT the Board of Directors consider issuing development variance permit DVF21006, subject to neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVF21006:

- i. Development variance of the ACRD Zoning Bylaw, Schedule No. II: Bulk and Site Regulations, to reduce the required front yard setback from 15 m (49.21 ft) to 10 m (32.8 ft) and the required rear yard setback from 10 m (32.8 ft) to 4.5 m (14.76 ft), in the Acreage Residential (RA3) District, to facilitate siting and construction of a covered deck and addition to the existing single family dwelling.

Procedure: Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and residents to afford them the opportunity to make written or verbal submissions to the Board. At a subsequent meeting, the Board issues or denies the development variance permit.

Cherry Creek Advisory Planning Commission (APC) Recommendation: The Cherry Creek APC considered this application on November 22, 2021. Comments received from APC members in attendance and comments submitted separately were in support of the rezoning application.

Observations:

- i. **Status of Property:**

DVF21006

The subject property is 0.24 ha (0.6 ac) in size. Improvements on the property include a single family dwelling, a detached accessory building and a storage shed. The majority of the property is landscaped with a treed area remaining in the northern portion of the lot.

ii. **Services:**

- a. **Sewage Disposal:** Onsite sewage disposal.
- b. **Water Supply:** Cherry Creek Waterworks District community water system.
- c. **Fire Protection:** Cherry Creek Volunteer Fire Department.
- d. **Access:** Cherry Creek Road.

iii. **Existing Planning Policies Affecting the Site:**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Cherry Creek Official Community Plan (OCP) designates the property as "Residential Use".

The current use of the property complies with the Cherry Creek Official Community Plan.

- c. **Zoning:** The property is zoned Acreage Residential (RA3) District.

Building Setbacks		
RA3	Required	Proposed
Front lot line setback:	15 m (49.21 ft)	10 m (32.8 ft)
Rear yard setback:	10 m (32.8 ft)	4.5 m (14.76 ft)
Side yard setback:	5 m (16.4 ft)	-

The applicant is applying for a Development Variance Permit in order to reduce the required front yard setback from 15 m (49.21 ft) to 10 m (32.8 ft) and the required rear yard setback from 10 m (32.8 ft) to 4.5 m (14.76 ft), in the Acreage Residential (RA3) District, to facilitate the siting and construction of a covered deck and addition to the single family dwelling.

Comments:

The applicants are proposing construction of a covered deck and addition to their existing home. The property is a rectangular shape, with the longer property lines fronting Cherry Creek Road and bordering the Cherry Creek Golf Course at the rear. Therefore, the greater front and rear yard setbacks apply to a larger area of the property, than if the property orientation was opposite. With consideration to the current home location, and the orientation of the property, the proposed construction site is reasonable. Demolition and removal of the detached accessory building will be required.

Planning staff feel the proposed variance is appropriate, and recommend that the Board of Directors consider issuing development variance permit DVF21006 following notification to neighbours.

DVF21006

Submitted by: Charity Hallberg Dodds
Charity Hallberg Dodds, Planning Technician

Reviewed by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Teri Fong
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

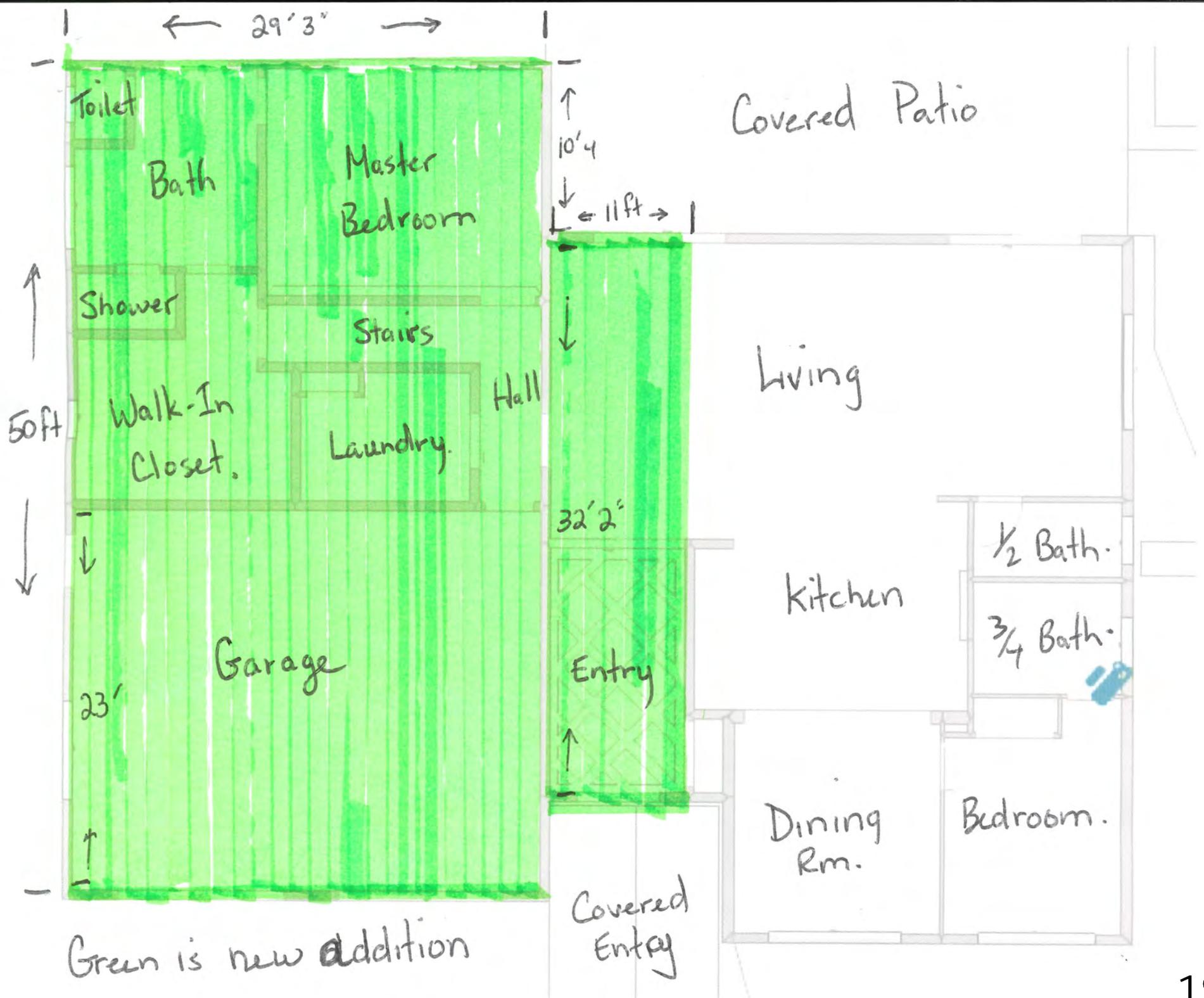
DVF21006



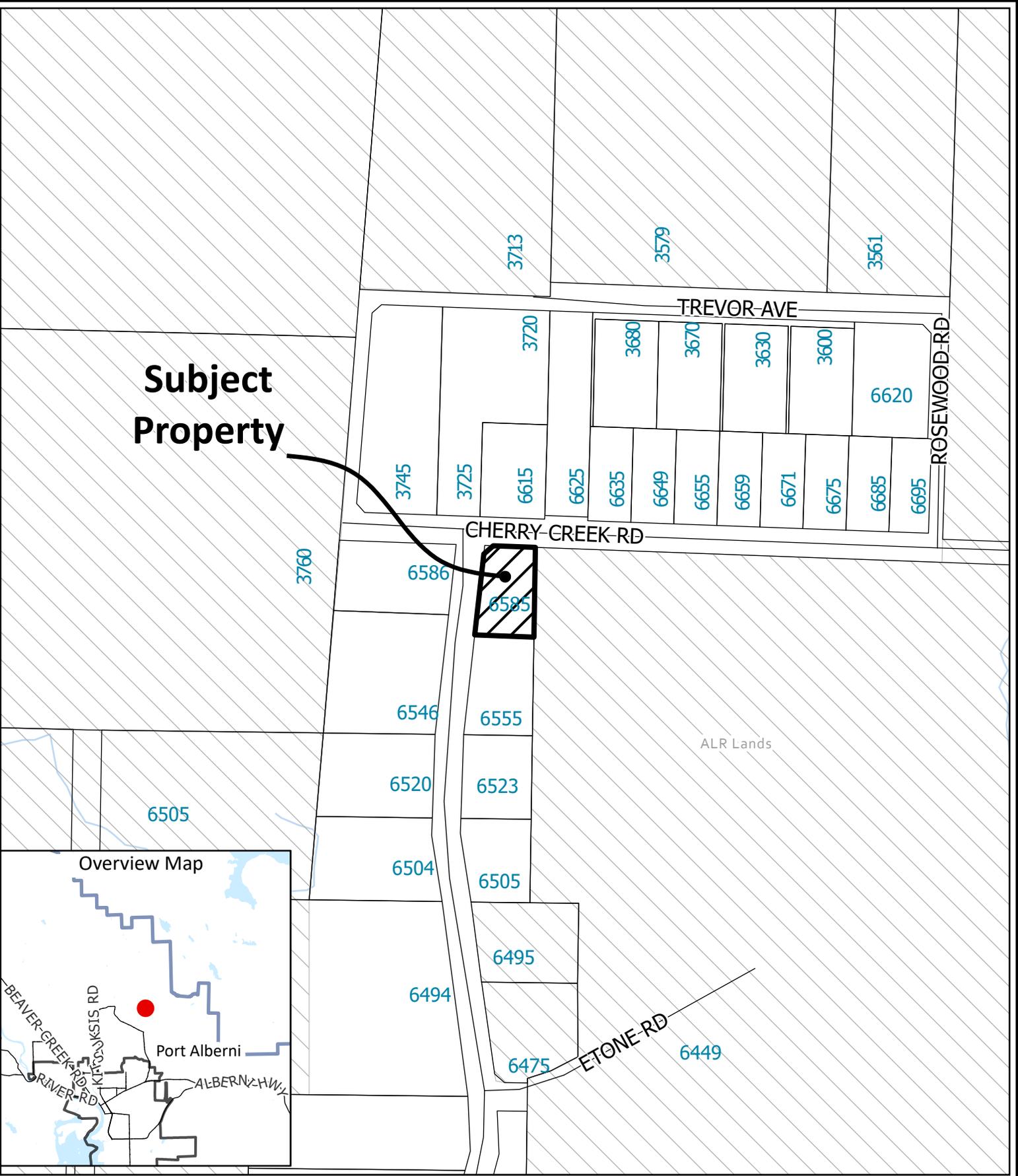




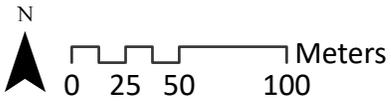




**Subject
Property**



Legal Description: LOT 1 DISTRICT LOT 57 ALBERNI DISTRICT
PLAN EPP63338





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

REQUEST FOR DECISION

To: ACRD Board of Directors

From: Amy Anaka, MURP, MCIP, RPP, Planner

Meeting Date: December 8, 2021

Subject: ACRD Housing Needs Report

Recommendations:

1. THAT the Board of Directors receive the Alberni-Clayoquot Regional District Housing Needs Report, as presented.
2. THAT the Board of Directors direct staff to publish the Alberni-Clayoquot Regional District Housing Needs Report on the ACRD website for public access.

Summary:

The ACRD Housing Needs Report (HNR) is the final report of the ACRD HNR project. The report summarizes information from 10 separate HNRs for the six ACRD Electoral Areas (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek) and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułu?i?ath Government, Uchucklesaht Tribe Government, and Toquaht Nation), as well as sub-regional reports for the Alberni Valley and West Coast regions. The report concludes the project, which was initiated in November 2020 with grant funding support from the Province.

Background:

In 2019, legislative requirements took effect requiring municipalities and regional districts in BC to complete HNRs by April 2022 and every five years thereafter. A HNR is a tool for local governments to use to inform local plans, policies, and development decisions, including documents such as the Zoning Bylaw and Official Community Plans (OCPs). The upcoming comprehensive updates to the ACRD OCPs, as well as work on individual Treaty First Nation OCPs and Comprehensive Community Plans, are examples of important documents with policies that will be informed by the results of the HNRs.

The report is intended to describe the current housing situation, and to formulate a more complete picture of how the ACRD and Treaty First Nations' changing needs influence housing requirements. A HNR aims to help the ACRD Board of Directors and Treaty First Nation Governments, as well as ACRD and Treaty First Nations Citizens and residents to better understand current and future housing needs and identify existing and projected gaps in the housing supply.

ACRD HNR Project Participating Areas:

The ACRD HNR project was initiated in November 2020 after receiving grant funds from the BC Ministry of Municipal Affairs, administered by the Union of British Columbia Municipalities (UBCM), and will be completed in December 2021. Recognizing that housing is an issue that crosses jurisdictional boundaries, and that recommendations are needed to address housing needs from a regional perspective, the ACRD partnered with member Treaty First Nations. The project includes the development of 10 separate HNRs for the six ACRD

Electoral Areas (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek) and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation), sub-regional reports for the Alberni Valley and West Coast regions, and an overall ACRD summary report.

The following HNRs that are included in the ACRD HNR project have been received by the Board of Directors:

- Bamfield Electoral Area 'A' HNR in July 2021.
- Beaufort Electoral Area 'B' HNR, Sproat Lake Electoral Area 'D' HNR, Beaver Creek Electoral Area 'E' HNR, Cherry Creek Electoral Area 'F' HNR, and the sub-regional Alberni Valley Electoral Areas HNR, on November 10, 2021.
- Long Beach Electoral Area 'C' and the sub-regional West Coast Housing Need and Demand Study Regional Summary and Report Introduction on November 24, 2021.

As the ACRD is managing the grant funding for the four Treaty First Nations, and they are included in the ACRD HNR project, an overview of their individual HNRs is included in the ACRD summary HNR. HNRs for the Treaty First Nations that have not already been received by their respective Governments will be presented by the end of December 2021. The District of Tofino, District of Ucluelet and Tla-o-qui-aht First Nation are not a part of the overall ACRD HNR project, but were included in the regional West Coast Housing Study, and will be finalizing their individual HNRs independently in 2021/2022. The City of Port Alberni HNR was completed in February 2021.

ACRD HNR Overview:

The ACRD HNR serves as a summary of the 10 individual and two sub-regional Alberni Valley and West Coast HNRs developed as part of the ACRD HNR project. The HNRs were completed through [a] quantitative and qualitative data collection and analysis and [b] community engagement initiatives, including various public, Citizen and stakeholder methods. The supplementary Electoral Area and Treaty First Nation individual HNRs include a more detailed description of housing needs and gaps specific to each area.

Community engagement was a key component of ACRD HNR project. Throughout the project, valuable input was received from various community members, organizations and agencies, including from the Advisory Planning Commissions. Engagement methods included: online and hard copy surveys, online community forums, online and in-person partner and stakeholder focus group meetings, ACRD Advisory Planning Commission meetings, and many presentations and one-on-one conversations through email, phone and other virtual methods.

This staff report, and corresponding verbal presentation to the Board of Directors, provides a high level overview of the key findings and recommendations from the ACRD HNR project. The HNRs are intended to support and supplement the already important work being undertaken, and to help local governments direct their resources and policy intentions appropriately. Continued and future collaboration with all community members, agencies, First Nations, and municipalities will assist to align community goals with housing needs in the region.

Time Requirements – Staff & Elected Officials:

Staff time will be required to manage the overall ACRD HNR project as part of the grant funding requirements ensuring that all project activities are completed by December 31, 2021. This will also include preparing the UBCM final report, due by January 31, 2022, and staff time to publicize the HNRs.

Financial:

The UBCM HNR Program grant provides \$140,104.40 in funding for the project with no matching funds required. Funding for the development of the Treaty First Nation HNRs is included in the overall grant, which the ACRD is managing. ACRD OCP updates will require resources in subsequent years. Had the ACRD not received the funding, the Regional District would still have been required to complete this work through an alternative funding model as local governments are required to complete HNRs by April 2022.

Strategic Plan Implications:

The HNR project supports the ACRD Strategic Plan 2021-2024 by providing opportunities to engage with community partners to review respective goals and identify opportunities for alignment and cooperation (5.1) and to leverage community works funds and other grants, for initiatives and projects that support economic recovery and development (1.2).

Policy or Legislation:

HNRs support policy development for regional and rural planning initiatives such as the six Electoral Area OCPs and the Zoning Bylaw. The *Local Government Act* requires that HNRs are considered when developing or amending an OCP in relation to housing policies. Local governments are required to complete HNRs by April 2022.

Next Steps:

Once the ACRD HNR is received by the ACRD Board, and remaining individual Treaty First Nation HNRs are received by their respective Governments, the reports will be publicized on the ACRD HNR webpage (www.acrd.bc.ca/housingneeds), and presented to community partners as requested.

Enclosure:

1. ACRD Housing Needs Report

Prepared by: *Amy Anaka*
Amy Anaka, MURP, MCIP, RPP, Planner

Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

ALBERNI-CLAYOQUOT REGIONAL DISTRICT HOUSING NEEDS REPORT

DECEMBER 2021

A summary of Housing Needs Reports for ACRD Electoral Areas & Maa-nulth Treaty First Nations

Bamfield Area 'A' | Beaufort Area 'B' | Long Beach Area 'C' | Sproat Lake Area 'D' | Beaver Creek Area 'E' | Cherry Creek Area 'F'

Huu-ay-aht First Nations | Yuułu?it̓?ath̓ Government | Uchucklesaht Tribe Government | Toquaht Nation

ACKNOWLEDGMENTS

The Alberni-Clayoquot Regional District (ACRD) Housing Needs Report (HNR) was developed by staff from the ACRD. Information included in this report has been summarized from the 10 individual HNRs, and two sub-regional HNRs for the West Coast and Alberni Valley, which comprise the ACRD HNR project. The project was managed overall by Amy Anaka from the ACRD, with leadership and/or assistance from the following consultants for the completion of the sub-regional and individual HNRs:

- **Laura Clark and Annie Girdler**, *Vancouver Island University's Mount Arrowsmith Biosphere Region Research Institute* (Bamfield Area 'A' HNR)
- **Rebecca Taylor**, *RFT Planning and GIS Services* (Alberni Valley sub-regional and Electoral Area HNRs: Beaufort Area 'B', Sproat Lake Area 'D', Beaver Creek Area 'E', and Cherry Creek Area 'F')
- **Carrie Hubka**, *care2design* (graphic design for the ACRD HNR, and Alberni Valley sub-regional and Electoral Area HNRs)
- **Sandy Mackay and Julie Edney**, *M'akola Development Services* (West Coast Housing Need and Demand Study: West Coast sub-regional, Long Beach Electoral Area 'C', Yuułu?i?at̓ Government, and Toquaht Nation HNRs)
- **Neil Lovitt and Andrew Scanlan Dickie**, *Turner Drake & Partners Ltd.* (West Coast Housing Need and Demand Study: West Coast sub-regional, Long Beach Electoral Area 'C', Yuułu?i?at̓ Government, and Toquaht Nation HNRs)
- **Evan Peterson, Mark McNaughton and Carrie Hubka**, *Barefoot Planning + Design* (Huu-ay-aht First Nations, and Uchucklesaht Tribe Government HNRs)

The ACRD HNR project was made possible with grant funding from the BC Ministry of Municipal Affairs, through the Housing Needs Reports Program, administered by the Union of BC Municipalities (UBCM).

The ACRD would like to acknowledge the participation and support of residents and Citizens from the ACRD Electoral Areas, City of Port Alberni, District of Tofino, District of Ucluelet, four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułu?i?at̓ Government, Uchucklesaht Tribe Government, and Toquaht Nation), and the Tla-o-qui-aht First Nation.

We would like to also acknowledge the support, collaboration and partnership of the ACRD Regional Board, ACRD Electoral Area Advisory Planning Commissions, First Nations Governments, and many other community organizations and partners, and other local stakeholders.

LAND ACKNOWLEDGMENT

The ACRD recognizes and appreciates that work to develop the ACRD Housing Needs Reports was conducted in the Tseshah̓t First Nation, Hupacasath First Nation, Hesquiaht First Nation, Ahousaht First Nation, Tla-o-qui-aht First Nation, Yuułu?i?at̓ Government, Toquaht Nation, Huu-ay-aht First Nations, Ditidaht First Nation, and Uchucklesaht Tribe Government Territories.

This land acknowledgment intends to inform readers of the colonial history of Vancouver Island and reminds all of us that the lands and waters are a precious resource that hosts us and sustains our wellbeing.

EXECUTIVE SUMMARY

Safe, affordable, and inclusive housing is an important component of a complete community and contributes to societal and individual well-being. Unfortunately, housing that meets these criteria is becoming harder to find, especially for those most vulnerable. Recognizing that housing is an issue that crosses jurisdictional boundaries, and recommendations are needed to address housing needs from a regional perspective, the Alberni-Clayoquot Regional District (ACRD) partnered with member Treaty First Nations to undertake Housing Needs Assessments, which form the ACRD Housing Needs Report (HNR) project. This project includes the development of 10 separate HNRs for the six ACRD Electoral Areas (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek) and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation), sub-regional reports for the West Coast and Alberni Valley, and this overall ACRD summary report.

This report serves as a summary the 10 individual and two sub-regional HNRs developed as part of the ACRD HNR project. The HNRs were completed through [a] quantitative and qualitative data collection and analysis and [b] community engagement initiatives, including various public, Citizen and stakeholder methods. Engagement methods included: online and hard copy surveys, online community forums, online and in-person stakeholder focus group meetings, ACRD Advisory Planning Commission meetings, and many presentations and one-on-one conversations through email, phone and other virtual methods.

Data analysis and community input revealed a number of key data findings and housing issues from across the ACRD, including member Treaty First Nations, that are included throughout this HNR. Community engagement predominantly took place virtually due to the COVID-19 pandemic.

The Union of British Columbia Municipalities (UBCM) HNR Program supports local governments and Treaty First Nations in undertaking this work. The work strengthens local understanding of existing housing conditions, identifies what kinds of housing are needed in the region, and is intended to inform local plans, policies, and development decisions. The upcoming comprehensive updates to the ACRD Official Community Plans (OCPs), as well as work on individual Treaty First Nation OCPs and Comprehensive Community Plans, are examples of important documents with policies that will be informed by the results of the HNRs.

Refer to the supplementary Electoral Area and Treaty First Nation HNRs for a more detailed description of housing needs and gaps specific to each area.

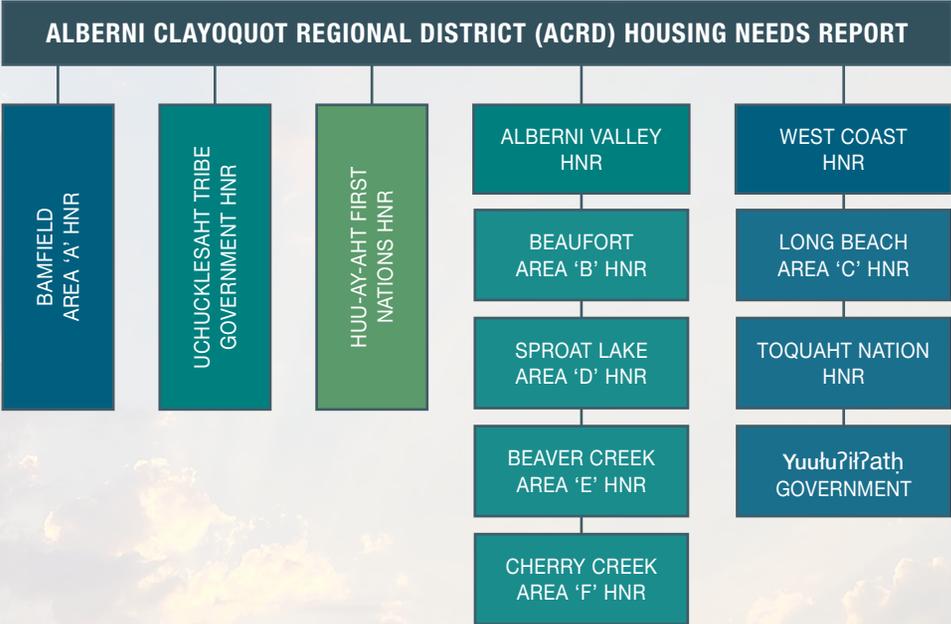
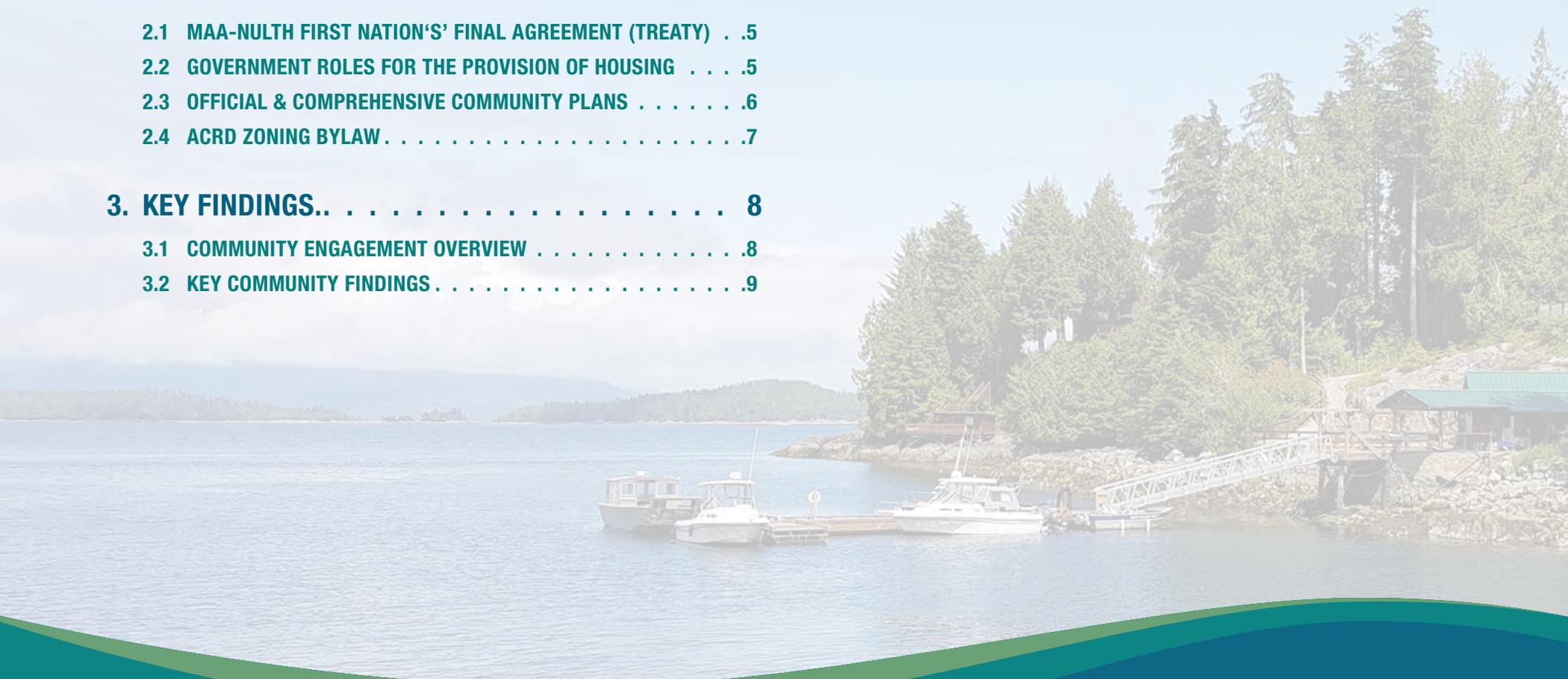


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1. INTRODUCTION

1.1 PURPOSE

A Housing Needs Report (HNR) is a tool for local governments to use to inform planning documents such as the Zoning Bylaw and Official Community Plan's'. The report is intended to describe the current housing situation, and to formulate a more complete picture of how the ACRD and Treaty First Nation's changing needs influence housing requirements. The HNR aims to help ACRD residents, property owners and the ACRD Board, Treaty First Nations members, Citizens and their respective Governments, and others, better understand current and future housing needs and identify existing and projected gaps in the housing supply.

A HNR is developed through a Housing Needs Assessment, using the guidelines laid out by the provincial government and guiding legislation. Over 50 distinct kinds of data have been collected, including population (current and projected), housing stock details, household income, and economic sectors. Municipalities and regional districts in BC are required to complete HNRs by April, 2022 and every five years thereafter. Treaty First Nations are not required to meet provincial reviewing requirements, however, member Treaty First Nations and the ACRD have partnered to identify housing needs specific to the Nations, and more specifically, Citizens living on Treaty Settlement Lands. Additionally, completing HNRs is a requirement of the Provincial HNR grant funding, provided by the Ministry of Municipal Affairs. Funding for the ACRD HNR project was received for all six ACRD Electoral Areas and the four Treaty First Nations, with overall funding and project management by the ACRD.

The following sections are intend to summarize the 10 individual HNRs completed as part of the ACRD HNR project, and include a more detailed description of HNR purpose, requirements, and overview; process for data collection and community engagement; policy context; roles in addressing housing need; and key regional findings and recommendations.

Refer to the individual and sub-regional HNRs for a more detailed description of quantitative and qualitative data collection and analysis, community engagement initiatives, and area specific key findings and recommendations.

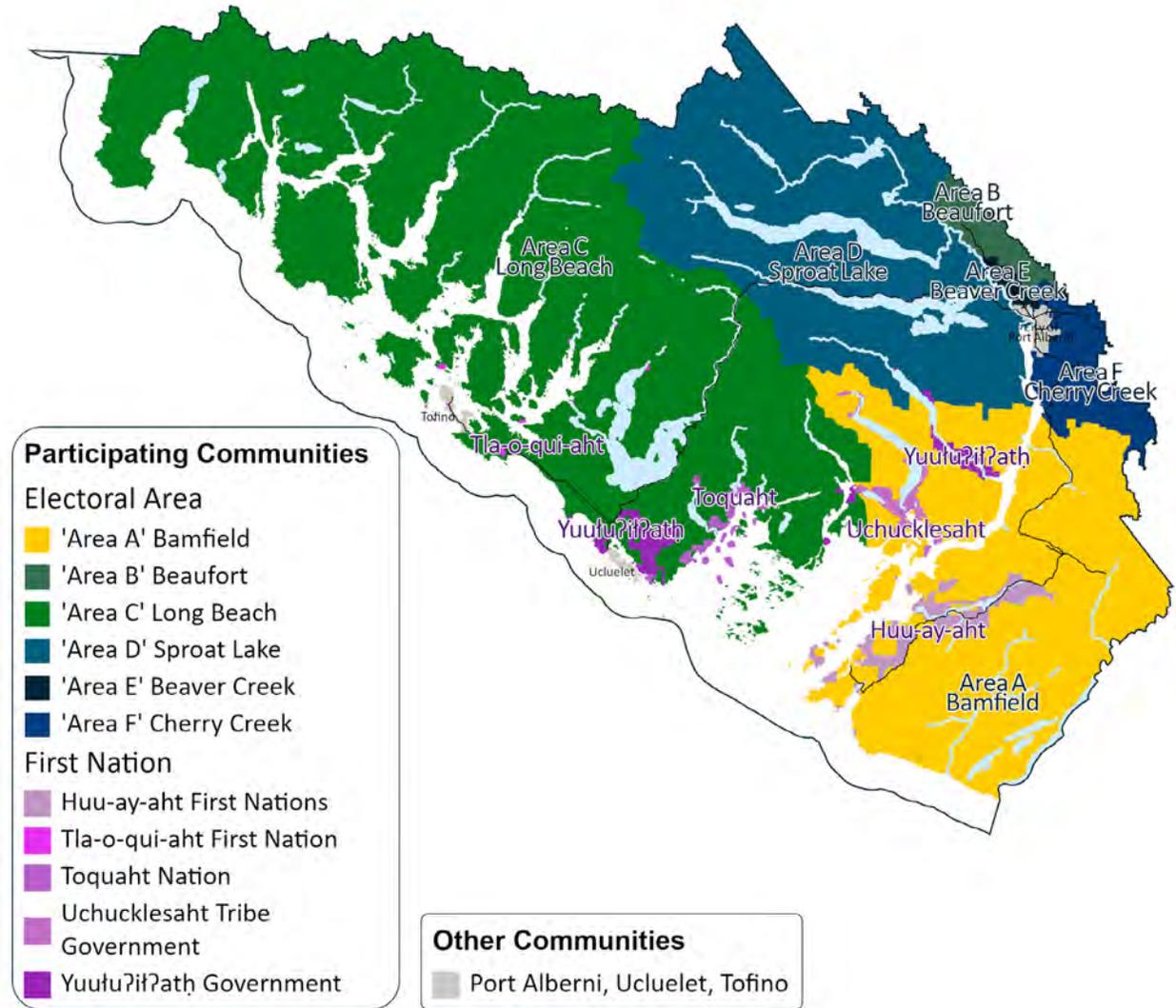
1.2 ACRD OVERVIEW

The ACRD is growing, aging, and changing. It is also rural and diverse, which results in unique housing challenges for its communities, which are different from those facing urban populations.

The ACRD is a federation of three member municipalities (Port Alberni, Tofino, Ucluelet), four Maa-nulth Treaty First Nations, and six Electoral Areas. The administrative boundaries of the ACRD lie within the traditional territories of ten First Nations. The ACRD comprises a total of approximately 8,800 km² and borders the Strathcona and Comox Valley Regional Districts to the north, and the Nanaimo and Cowichan Valley Regional Districts to the east.

The map shows the communities that are included in the ACRD HNR project, and summarized in this overall HNR. These areas include the six ACRD Electoral Areas (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek) and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułu?i?ath Government, Uchucklesaht Tribe Government, and Toquaht Nation).

Although not directly included in the ACRD HNR project, the ACRD collaborated with the City of Port Alberni for engagement with the Alberni Valley sub-region HNR. For the West Coast sub-region and resulting West Coast Housing Need and Demand Study, the ACRD collaborated with the District of Tofino, District of Ucluelet, and Tla-o-qui-aht First Nations.



1.3 DATA LIMITATIONS

While best efforts have been made to ensure the data within the HNRs are accurate, there are some limitations to consider, which include:

1. The data in the custom Statistics Canada spreadsheet varies slightly from the Community Profile data because the custom data counts persons in private households, which is usually less than the total population. This means that it excludes those living in commercial, institutional, or communal dwellings (e.g., nursing homes, rooming houses, hotels, etc.).
2. The projections contained in the HNRs were developed using the population projection data from Statistics Canada, which is only provided for the ACRD. Projections for individual areas were extrapolated from this data using the best practices available. This should represent a plausible scenario should population changes follow the patterns observed over the years. In addition, the projections data is based on the total population data (and not the population in private households).
3. The data from 2011 is considered less reliable due to the voluntary nature of the 2011 National Household Survey.
4. When applying statistical analysis to small population sizes, changes to a small segment of the population can have a large impact on percentages, averages, and mean values. This is especially relevant for the data for the Beaufort Electoral Area and Treaty First Nations.
5. Statistics Canada suppresses the data where the value is less than 5 for privacy reasons. This means that zero values should be interpreted as a number between 0 and 5.
6. The most recent population and demographic Census data is from 2016. Although this Census was conducted five years prior to the publication of the HNRs, it is the most reliable form of data available.



1.4 HOUSING SPECTRUM

Refer to Section 3.2 Benefits to Affordable Housing in the West Coast Housing Need and Demand Study Regional Summary for a detailed description of social, health, economic, and other benefits.

Figure 1: The Housing Continuum



Source: CMHC

For many people, housing needs may change as they move through different stages of their lives. A housing spectrum is a tool used to illustrate common types of housing (non-market, market, rental, ownership) and forms of housing (apartment, duplex, row house, single-detached house, etc.). The purpose of the spectrum is to help illustrate the importance of multiple types and forms of housing in maintaining a healthy, sustainable and adaptive housing system. Used around the world, a housing spectrum typically displays housing as a linear progression from homelessness to homeownership based on the assumption that people will move from left to right with homeownership as the ultimate goal. (Cowichan Valley Regional District)

In effort to better represent the relationship of different forms of housing need, some communities are exploring an alternative to the continuum, and one of these communities is the City of Kelowna. Instead of the linear view, the City applies a circular model known as the “Wheelhouse,” reflecting that people’s housing needs are fluid based on lifestyle preferences and financial circumstances.

The Wheelhouse model allows the user to understand and address resident needs as they move around or across the circle between different types of housing. As such, a healthy housing stock must include diverse housing forms and tenure types to meet needs of different socio-economic backgrounds and life stages.

The goal of the transition to an alternative model was to encourage decision-makers, housing providers, developers and residents to understand that all tenures of housing are vital components to creating and maintaining a healthy, sustainable and adaptable housing system. No one level of housing is greater or more important than another.

Figure 2: Housing Wheelhouse



Source: CMHC



2. GOVERNMENT ROLES & POLICY CONTEXT

2.1 MAA-NULTH FIRST NATION'S' FINAL AGREEMENT (TREATY)

The Maa-nulth First Nations Treaty Final Agreement which came into effect April 2011 includes four First Nations governments with lands within the administrative boundaries of the ACRD: Yuuʔuʔiʔatʔ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe Government, and Toquaht Nation. The Maa-nulth Treaty lays out the governing powers of each First Nation with constitutions that detail law-making powers relating to lands and land management, social development, public administration, taxation and financial accountability, and the protection and enhancement of heritage, language and culture.

2.2 GOVERNMENT ROLES FOR THE PROVISION OF HOUSING

Refer to Section 3.3 Government Roles for the Provision of Housing in the West Coast Housing Need and Demand Study Regional Summary for a detailed description of roles of the Federal, Provincial, Local and Indigenous Government in regards to the provision of housing.

To summarize, there are numerous documents, strategies, plans, regulations and programs for urban, Indigenous, rural and remote communities to help them address their local housing and homelessness needs. The Province of BC also acts as a liaison to engage local governments in meeting their needs, which began with an amendment to the Local Government Act, making it mandatory to include policies for affordable, rental, and special needs housing in Official Community Plans.

Shifting housing market dynamics and changes to Federal and Provincial government roles are placing considerable pressure on municipalities and regional governments to become more active in providing and facilitating affordable housing. Additionally, housing issues are often felt most acutely at the local level. Where the provincial government plays a large role in providing services to support those in need of housing (e.g. rent supplements, public housing, and emergency shelters), municipalities and regional districts have the power to regulate, prohibit, or impose requirements on certain activities that affect people and property.

The roles and responsibility of Indigenous Governments to provide housing vary from Nation to Nation. In general, Nation governments have the authority to impact almost all aspects of housing delivery for their members or Citizens, but autonomy and direct control over housing depends on internal policies, treaty agreements, and relationships with Provincial, and Federal governments. Many Nations choose to manage their housing stock internally or through a non-profit or property management partner.

2.3 OFFICIAL & COMPREHENSIVE COMMUNITY PLANS

Both Official Community Plans (OCPs) and Comprehensive Community Plans (CCPs) provide objectives and policies to help guide, monitor and evaluate decisions on land use management and community development decisions, and will assist in the efficient use of lands and other resources. These overarching policy documents are intended to provide direction to the respective Government or First Nation, private citizens, businesses and public agencies on all matters concerning future development within the planning area.

In particular, an OCP provides for the integration of land use, transportation, infrastructure, the environment, heritage, relationship with First Nations, community facilities and services, and social and economic planning into a broad strategy to direct the growth and development of the community. Importantly, the OCP lays out objectives and policies related to residential areas and housing overall.

It is important to note that various other policy documents have been developed for the planning areas included in the ACRD HNR project, which should also be taken into consideration when planning for the provision of housing.

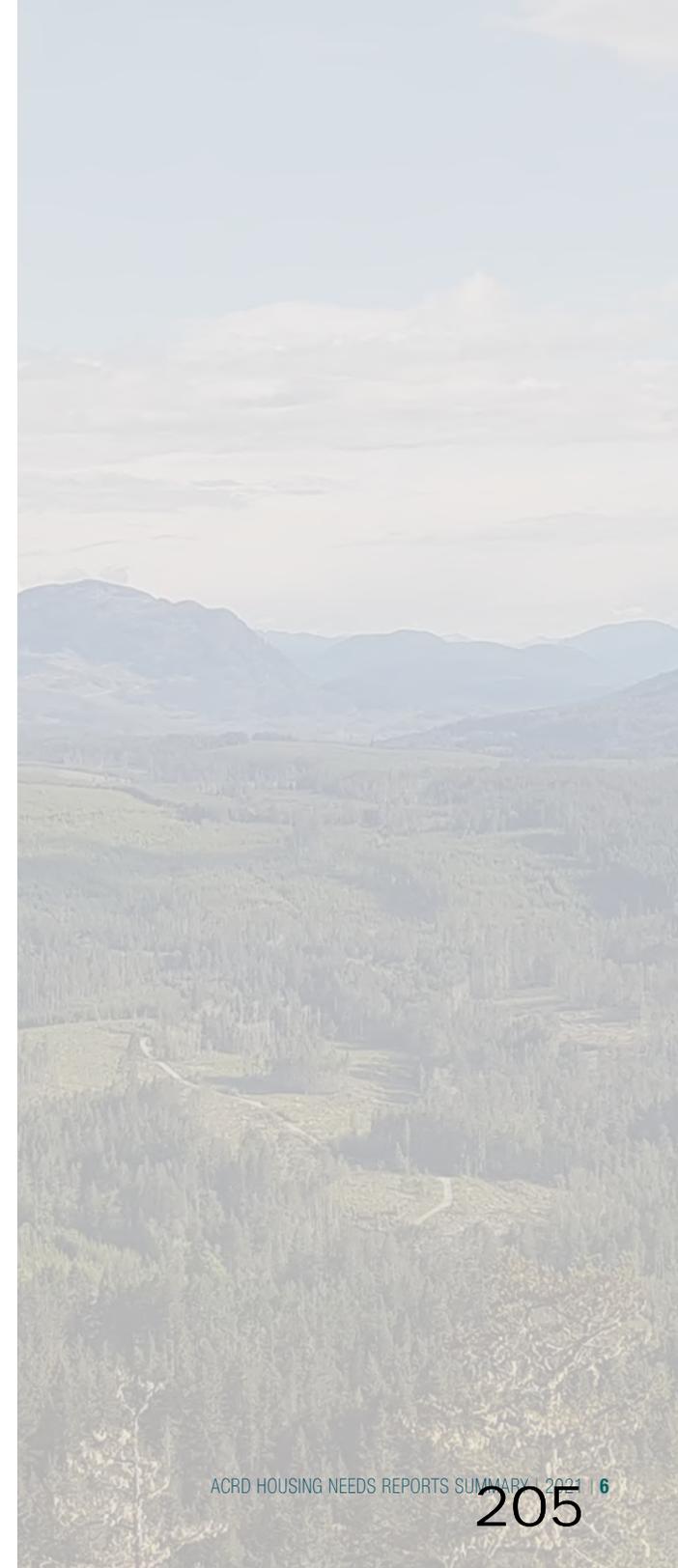
ACRD Electoral Area OCPs

Each of the six ACRD Electoral Areas (EAs) has an OCP specific to lands within the EA. The OCPs, adopted between 2007 and 2014, provide direction for future development that aims to be socially, culturally, economically, and environmentally sustainable and healthy. The Plan serves as a general statement of the broad objectives and policies of the Regional District, a statement of the EA's goals, objectives and policies with respect to existing and proposed land use, and forms the basis for subsequent regulatory bylaws, such as the ACRD Zoning Bylaw and Building Bylaw. A comprehensive update to the OCPs is anticipated to begin in 2022, which will include incorporating housing policies and recommendations from the HNRs.

Treaty First Nation OCPs & CCPs

As a self-governing Nations, Yuułu?ii?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe Government, and Toquaht Nation have either developed, or are in the process of developing, an OCP or CCP.

Yuułu?ii?ath Government's OCP was adopted in 2013, and includes actions to take to strengthen and sustain the cultural, social, economic and environmental wellbeing of their people, lands, waters, and resources. This OCP provides assertions as to how the lands and water of the Nation will be cared for, protected, and developed into the future.





The Huu-ay-aht First Nations CCP is currently being developed. The plan will look at everything that is important to Huu-ay-aht including the land, water, people, and more. Since the Maa-nulth Treaty agreement was implemented in April of 2011, HFN has grown and many plans, projects, and initiatives have been completed and are underway. The CCP will allow the HFN to step back and take an integrated, holistic approach to planning with input from the Huu-ay-aht Citizens.

Adopted in 2011, the Uchucklesaht Tribe Government OCP applies to all UTG Treaty Settlement Lands (TSL). The OCP provides direction for future development that aims to be socially, culturally, economically, and environmentally sustainable and healthy. The OCP provides objectives and policies to help guide decisions on land use management, and will assist in the efficient use of UTG TSL lands, and other resources. This Plan incorporates the economic development and growth objectives of the UTG, as well as the cultural and environmental aspirations of its Citizens. The UTG OCP is currently being updated to reflect current needs of the Citizens.

In 2016, the Toquaht Nation Government adopted its OCP. Essentially, the OCP sets out priorities for growing the Toquaht Nation. Priorities include: the development of an enduring economic base, protection of the environment, and the nurturing of cultural values and practices. Housing is a primary topic of interest in the Plan and the OCP provides four goals to address the need for housing.

2.4 ACRD ZONING BYLAW

Zoning implements land use planning policies outlined in the OCPs, and regulates how land, buildings (including housing) and other structures may be used. Zoning in the ACRD is regulated by Zoning Bylaw No. 15, adopted in 1973, which applies to all six ACRD Electoral Areas. Each property in the ACRD is assigned a specific zone or zoning district as described in the Zoning Bylaw.

At time of writing this HNR, the current Zoning Bylaw is proposed to be updated, and minor amendments are also being proposed to the EA OCPs, as part of the Zoning Bylaw Review Project. Anticipated adoption of these updated documents is in 2022. The overall goal of updating the Zoning Bylaw and OCPs is to better align the ACRD's zoning regulations with the policies and goals set out in the OCPs. By ensuring this alignment, the ACRD expects to create a more certain process and outcome for landowners and developers, improving clarity and addressing current planning issues.



3. KEY FINDINGS

3.1 COMMUNITY ENGAGEMENT OVERVIEW

Stakeholder and community input is important to gain a better understanding of the current and future housing situation, as well as fill gaps not captured by statistical data. To address these gaps, engagement opportunities were provided throughout late 2020 and into 2021 for the development of all ACRD HNRs. As a key component of the HNRs, engagement methods included: various housing needs surveys; public online community forums; stakeholder and elected officials surveys; online stakeholder focus group meetings; key informant interviews; Advisory Planning Commission, Executive Council and Board meetings; and presentations, and many one-on-one conversations through email, phone and other virtual methods. Community engagement predominantly took place virtually due to the COVID-19 pandemic.

For the Alberni Valley HNRs, initial community engagement in 2020 was completed in collaboration with the City of Port Alberni. For the West Coast HNRs (in addition to the areas included in the West Coast Housing Need and Demand Study), engagement was completed in collaboration with the District of Tofino, District of Ucluelet and Tla-o-qui-aht First Nation, as part of the development of their respective reports. This combined engagement included various methods of outreach to receive valuable input from a wide variety of residents, Citizens, Government officials, stakeholders, and others.

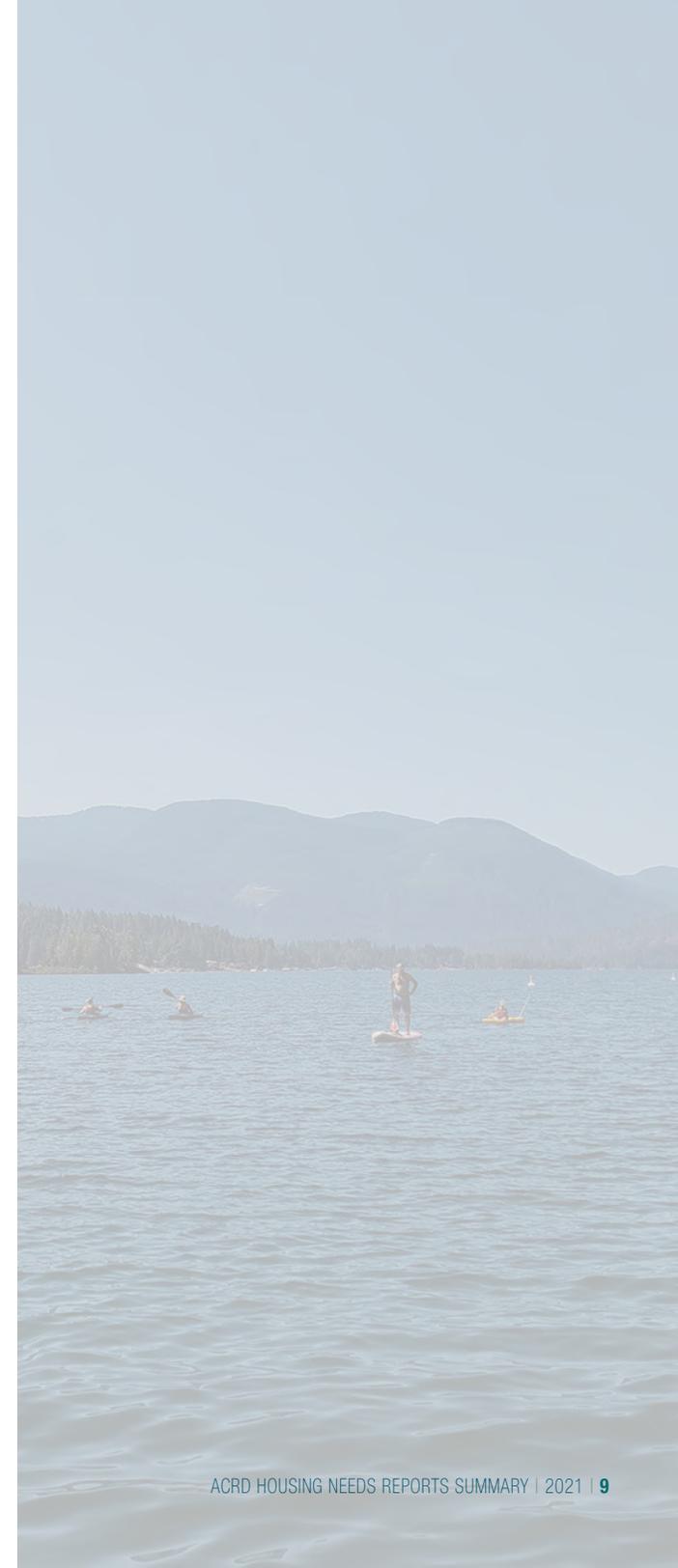
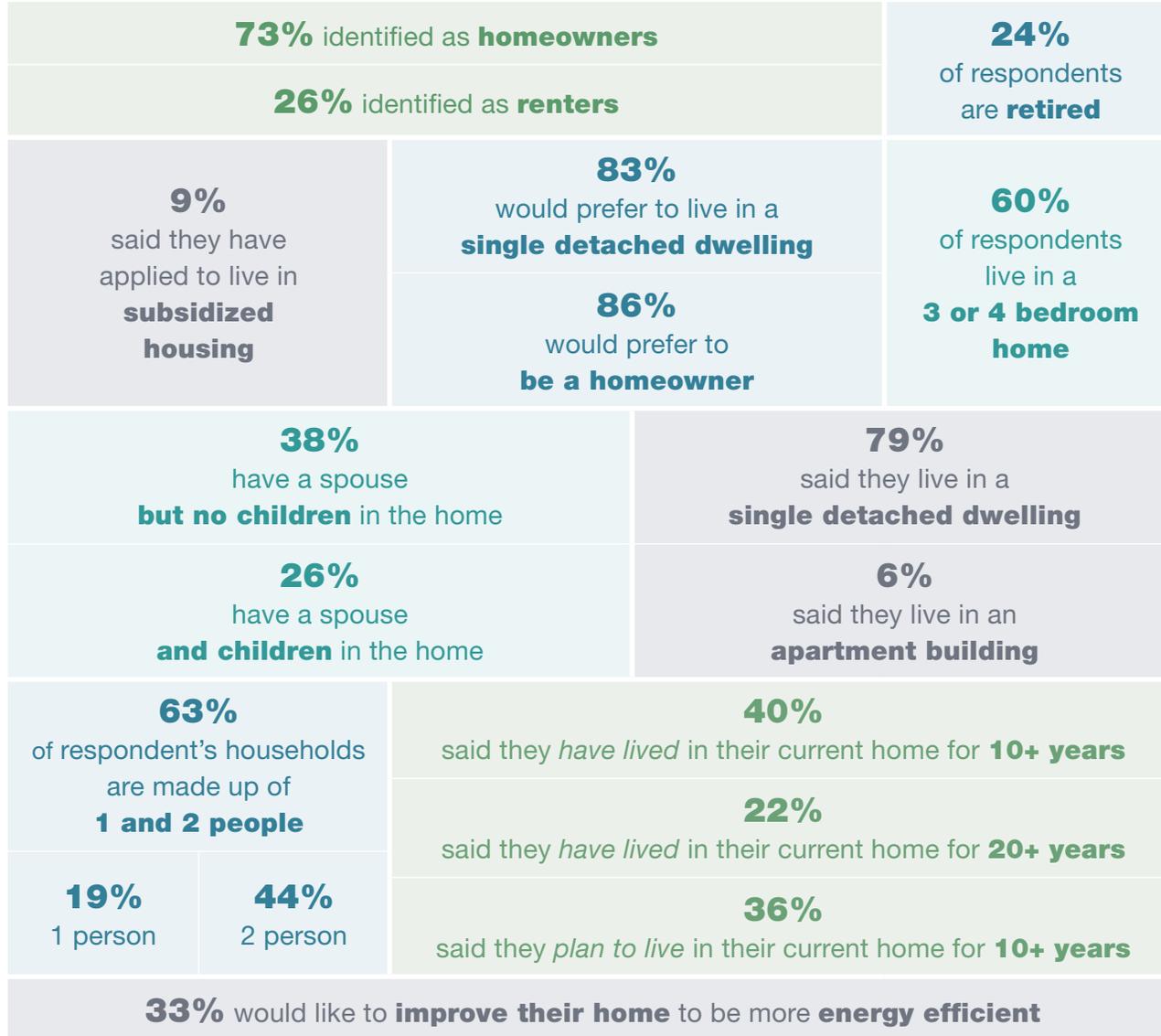
Online surveys were a primary form of targeted engagement and were hosted on the City of Port Alberni's Let's Connect, ACRD Let's Connect, and District of Tofino's Talk Tofino websites. Engagement opportunities were promoted through various means of social media and online platforms.

Refer to the individual and sub-regional HNRs and appendices for a more detailed description of community engagement findings.

3.2 KEY COMMUNITY FINDINGS

Alberni Valley Electoral Areas

Key engagement highlights from Alberni Valley residents and stakeholders included online surveys and forums. Most notably were the 668 responses received for the online public survey, in collaboration with the City of Port Alberni, with 26% (174) of respondents from the Alberni Valley EAs. Key highlights from the Alberni Valley housing needs survey for all respondents (including City of Port Alberni and Alberni Valley EAs) include following:





Key demographic and housing data findings for the four Alberni Valley Electoral Areas (EAs) include:

- **Increase in seniors 65 years and older:** There's been a significant increase in the percentage of seniors (65 years and older) since 2006, as over 50% of all Alberni Valley EA residents were over 50 in 2016, which is higher than the ACRD as a whole. This is a trend that is seen across BC and Canada and is likely to have a serious impact on housing availability. There's been a decreasing proportion of children, teens, and adults, while the percentage of seniors steadily increased.
 - The rural nature of the EAs, especially the lack of services and other amenities in close proximity could present challenges for those residents who plan to live independently in their home as they age moving forward. As this age group ages, it may be hard for them to stay in their communities as there are no retirement or long-term care homes in the Alberni Valley EAs.
- **Small average household size:** The average household size decreased overall for all Alberni Valley EAs as the number of one and two person households increased, with 73% of households in 2016 being comprised of one or two people. Additionally, the vast majority of homes in the Alberni Valley EAs are single detached dwellings, which tend to be more expensive and therefore harder for one person to afford. This could be a further indication that older residents are living in larger homes due to a shortage of smaller, accessible homes to purchase or rent in the area.
- **Fluctuating household income:** The median household income in the Alberni Valley EAs fluctuated significantly between 2006 and 2016, likely due to the economic downturn of 2008. Beaufort and Sproat Lake both saw an overall increase in the median income, while Beaver Creek and Cherry Creek did not. However, all four Alberni Valley EAs have a higher median income than Port Alberni or the ACRD, especially Sproat Lake.
- **Housing unaffordability:** In the Alberni Valley EAs, like many other areas, affordability is the greatest challenge facing households. In 2016, 12.1% of all households (renter and owner occupied) faced housing unaffordability (spent more than 30% or more on shelter costs), while 8.0% lived in homes requiring major repairs. 2.5% of households were living in overcrowded homes in 2016.



Bamfield Electoral Area

Key online survey findings include:

- 111 respondents, equivalent to almost half (46%) of the population.
- 69% of respondents were owners (74 respondents), and 27% were renters (29 respondents).
- 64% of respondents' structure is a single detached house, 7% self-contained unit in a single-family dwelling, and 6% self-contained unit outside a single-family dwelling.
- Bedrooms in residence: 37% 2 bedroom, 27% 3 bedroom, 10% 1 bedroom.
- 78% of respondents prefer to live in a single detached house, 7% in a self-contained unit in a single family dwelling.
- 50% of respondents plan to live in Bamfield in their current housing for 10 or more years, 23% were unsure.
- 16% of respondents are living in Bamfield to support a commercial operation or business.

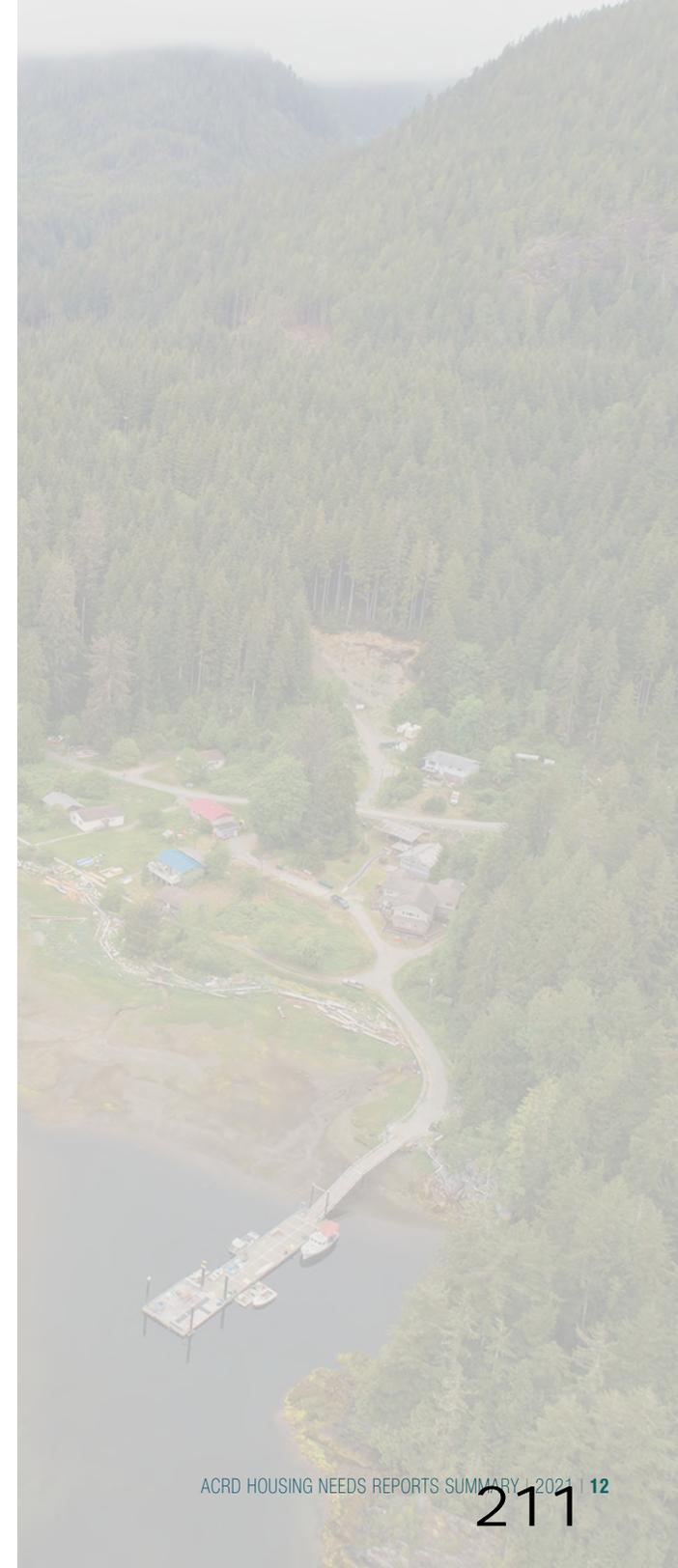
Key demographic and housing data findings for the Bamfield Electoral Area include the need for the following actions to improve:

- **Housing stock:** Focus on improving the maintenance and condition of the housing, mobile home parks, and market rental stock. Encourage the development of subsidized housing for single adults, families, and Indigenous residents. Add more eco-friendly and energy-efficient housing options.
- **Housing for the aging population:** Over half (63%) of the population of Electoral Area A are those between 50 and 84 years of age. 50 to 64 year old comprise 38% of the population, while (25%) are between 65 to 84 years. The number of seniors (65 years and older) is expected to continue to increase. Focus on providing: accessible housing options for seniors and residents with disabilities; and investments in assisted living and complex care housing to support an aging population.
- **Diversify the housing stock:** To attract entrepreneurs, researchers, professionals, and the next-generation workforce by providing more investments in affordable market rentals and homes. Also encourage the development of high-quality rentals and homes to attract the next generation workforce and professionals; development of family-friendly housing environments; and a diversity of housing options that reflect the rural and outdoor lifestyle.
- **Long term population decline:** Focus on investments in education to meet the needs of growing families moving to Bamfield, development of accessible and affordable housing, investments in public amenities, and improving access and road conditions.
- **Short term rentals and staff accommodations:** Encourage collaborations between developers and local businesses to accommodate individuals looking to relocate for studies, research and work purposes. Also provide more affordable short term rentals to meet the demand of seasonal work.

Uchucklesaht Tribe Government

Uchucklesaht population is spread out across North America. Very few Citizens currently live on Uchucklesaht Tribe Government (UTG) lands, in the village of Ehtlateese, while most Citizens live in nearby Port Alberni or other parts of Vancouver Island. Next to the province of BC, most Citizens live in the state of Washington. This makes housing needs difficult to assess. UTG demographic data, community engagement, and analysis identified several housing gaps which include:

- **Affordable housing:** Many households have difficulty accessing affordable housing. Currently, nearly 60% of respondents in the housing survey indicated that they spend more than 30% of their income on housing. Ideally, all Citizens would be spending less than 30% of their income on housing.
- **Homeownership:** Housing survey respondents indicated that attaining homeownership is difficult. Cost remains the largest factor. Given that the population of Uchucklesaht is spread out geographically across North America, the problem is difficult to address. However, the UTG lands could offer opportunities for Citizens, and village resettlement and the Village Resettlement Plan should continue to progress.
- **Seniors housing:** Uchucklesaht Citizens will continue to age in the next 10 years. Seniors require a variety of housing types, or adaptation and modification of their existing homes. While we do not have accurate information on the current seniors and their ability to age in place, it can be assumed that this sector of the population will need dedicated housing and additional support in future years.
- **Shelters and transient housing:** Due to difficulties of tracking and reporting, the transient and often invisible community goes unnoticed. According to the housing survey and qualitative community feedback, a homeless problem exists in the community, especially in Port Alberni. Currently, few facilities exist in Port Alberni to address the needs of the homeless population.



Huu-ay-aht First Nations

The vast majority of Huu-ay-aht First Nations (HFN) Citizens live off Treaty Settlement Lands (TSLs). Much of the population lives in nearby Bamfield and Port Alberni, but many Citizens are spread out over Canada and the US. This makes housing needs difficult to assess. As such, the HNR mainly focused on HFN Citizens living in the Village of Anacla. Anacla's demographic data, community engagement, and analysis identified several housing gaps for the Huu-ay-aht First Nations, which include:

- **Homeownership:** Many HFN Citizens indicated that they would prefer to own their own home, while cost remains the largest factor. Anacla could offer opportunities for Citizens to obtain homeownership when they may not be able to get it if they are currently living off the *ḥahuuli*. However, it is noted that a healthy housing mix requires a variety of housing tenures, types, and sizes for a changing population.
- **Seniors housing:** Anacla Citizens will continue to age in the next 10 years. Seniors require a variety of housing types, or adaptation and modification of their existing homes. It can be assumed that this sector of the population will need dedicated housing and additional support in future years. Additionally, community engagement indicated that all seniors in Anacla would like to stay and see a dedicated facility built.
- **Housing support off the *ḥahuuli*:** Many Citizens indicated that they would like to stay in their community where they currently live off the *ḥahuuli*. These respondents also indicated that they would like support including to rent, own, or build, and to talk to someone at HFN about potential housing opportunities, indigenous social housing, and seniors housing. These preferences may indicate a further need for programs or policies and support staff within the HFN.

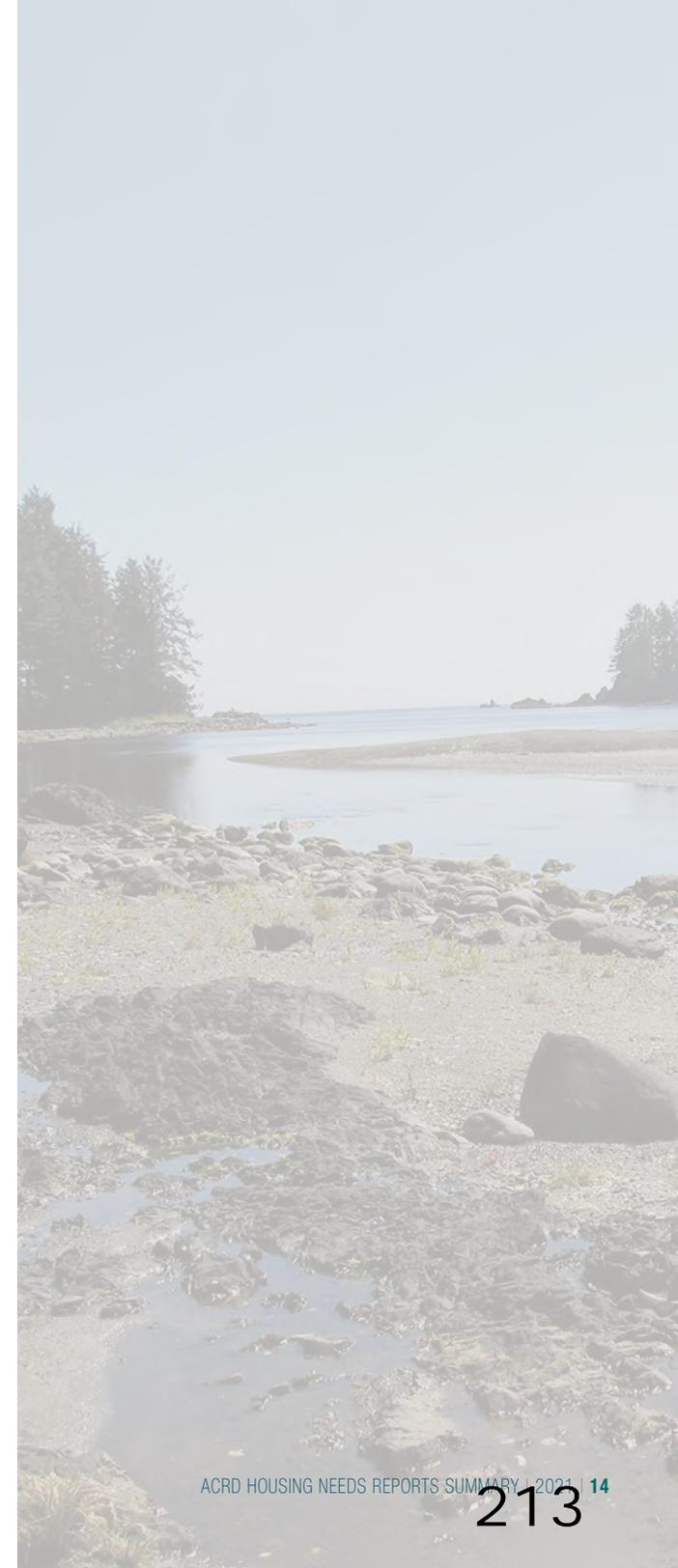
West Coast Sub-Region

Key engagement initiatives for the West Coast Housing Need and Demand Study included two surveys: the West Coast Community Housing Survey and West Coast Indigenous Community Survey. In total, the surveys collectively received 579 responses from individual community members throughout the West Coast Region, and results are summarized as follows:

- Nearly half of respondents (49%) were younger than 40 years old.
- About 27% of respondents were in a household earning less than \$40,000 before-tax.
- The greatest share of respondents (38%) were couples without children.
- Most respondents (46%) lived in a single-family home or an accessory unit (21%).
- The median reported housing cost is approximately \$1,500 per month.

The following key themes for the entire West Coast sub-region were found throughout the development of the West Coast Housing Need and Demand Study and are expanded upon in the report:

- The population of the West Coast is growing and changing.
- Need for affordable rental housing.
- Sales prices are rising, and homeownership is increasingly out of reach for many.
- Non-market housing is critical on the West Coast.
- Regional collaboration is key to addressing housing challenges.



Long Beach Electoral Area

Survey results from Electoral Area 'C' respondents include:

- Slightly under half of respondents (47%) were over the age of 50. Only 4% were under 30.
- The median income of respondent households was slightly under \$70,000 per year.
- The majority of respondents (61%) were couples without children. 21% were single people.
- Most respondents (61%) lived in a single-detached home. 14% lived in an accessory dwelling.
- The median reported housing cost is approximately \$1,250 per month.
- The majority of respondents (79%) indicated their housing met their needs. 21% indicated it did not.

Themes from residents of Electoral Area 'C' include those specific to the rural areas, however, most respondents identified regional themes that were applicable in the neighbouring Districts of Tofino and Ucluelet as well.

- **Housing costs increasing:** Though Electoral Area 'C' is less expensive than other communities in the region, respondents emphasized that there is a significant and growing affordability gap, particularly for younger people trying to enter the ownership market. In 2016, 26% of Area C households lived in a home that put them outside of their financial means. Additionally, the median before-tax household income in 2015 was about \$50,900, down 17% from 2005.
 - Housing hardship was most prevalent among lone parent households as they tend to have lower incomes overall and have increased expenses related to children, which compounds the problem of housing costs. Single/roommate households also experienced elevated rates of financial difficulty revolving around shelter.
 - Though younger residents were the most concerned about affordability challenges, older residents were worried about their ability to downsize and remain in their community. Most indicated they would be best served by a smaller, more manageable unit in the rural area.
- **Limited rental options for permanent and seasonal residents:** The cost, availability, and condition of rental units was the most common housing challenge. A reduced availability of long term rentals is impacting the social, economic, and cultural fabric of their communities. Dramatic seasonal population swings with limited rental availability for permanent and seasonal residents employed in the tourism and hospitality sector leads to issues like back road camping, and limited staff housing makes it difficult to maintain business operations.
- **Regional collaboration to address non-market and affordable market housing:** Though new housing will always be difficult to develop, many partners are interested in collaborative affordable housing solutions, as housing challenges are regional. Partnership with other municipalities, Indigenous Governments and organizations could help address housing challenges not only in rural areas, but across the region.

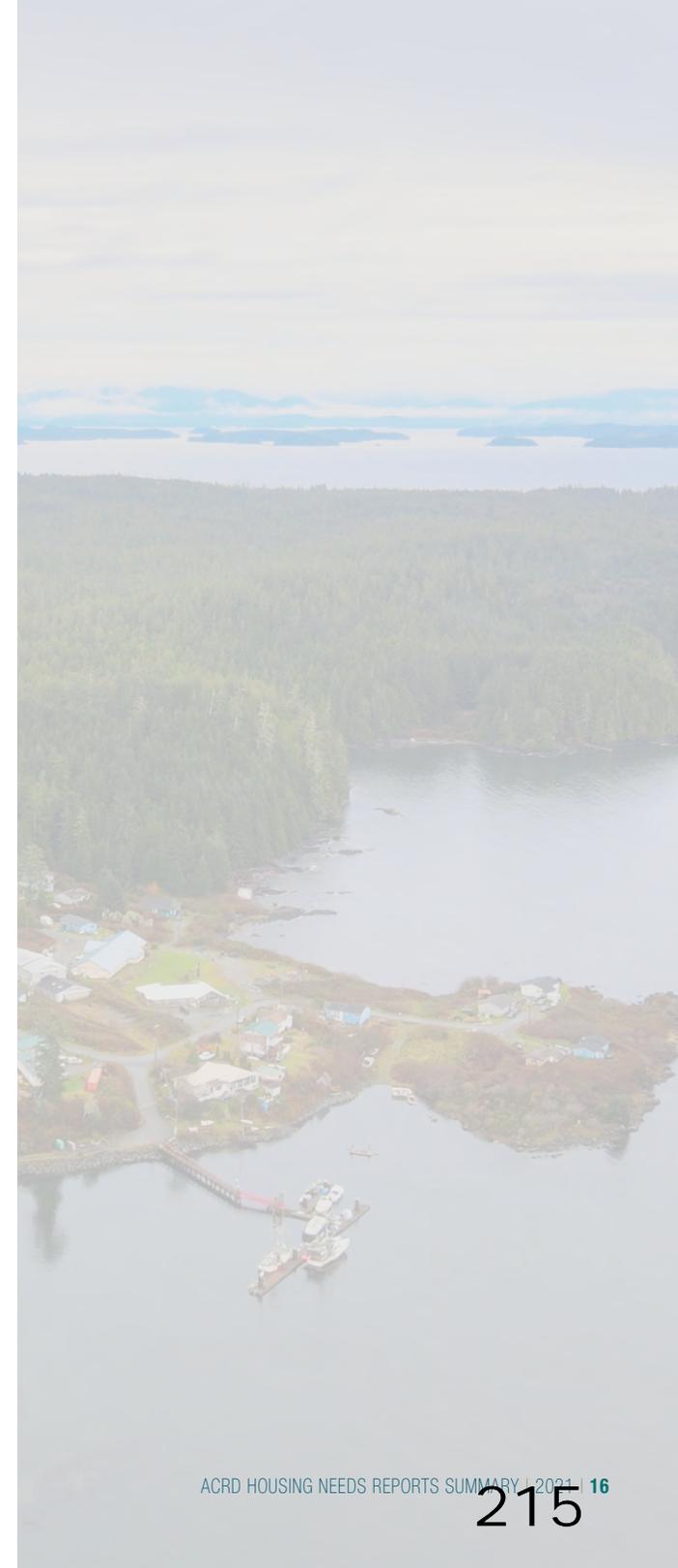
Yuułuʔiłʔatḥ Government

Key topics from survey responses from Yuułuʔiłʔatḥ Citizens living both on and off traditional lands include:

- More than half of respondents (51%) were under the age of 50.
- 74% of respondents were female.
- More than half (62%) of respondents belonged to a household that earned less than \$30,000 before-tax.
- Many respondents were temporarily staying with family and friends.
- Half of respondents (50%) lived in a single-family home.
- The median reported housing cost is approximately \$1,000 per month.
- The same number of respondents indicated their current housing met their needs as those who indicated it didn't (41%). An additional 15% were unsure.

The following key themes emerged from all Yuułuʔiłʔatḥ Citizens throughout the engagement process and are not exclusive to residents of Hitacu:

- **Housing stock and condition:** There is a significant and growing demand from Citizens for affordable housing on Nation lands, and a rising interest in moving back to Treaty Settlement Lands. Young families are starting to make up more of the demand, particularly young single parents in need of safe, affordable housing for multiple children. There is also an expected increase in the demand for senior or Elder-appropriate units as more choose to live closer to government services.
 - Quantity and condition are the most pressing housing issues, with many reporting substandard housing, overcrowded conditions, and demand that is continuously out-pacing supply.
 - The cost of living on Yuułuʔiłʔatḥ lands is higher than in other communities due to transportation and heating costs associated with living in a more remote location.
- **Development challenges:** Servicing pressures, financing challenges, and the high cost of building are significant barriers to delivering new and affordable housing on Treaty Settlement Lands. Building is exceptionally expensive as Hitacu is located off the highway and quite far from Tofino and Ucluelet.





Toquaht Nation

Few Toquaht Citizens participated in the community survey, however, the small number of responses represents a significant portion of Citizens, and can still be instructive. The following responses highlights only Toquaht Nation data:

- Most respondents (56%) were between 50 and 59 years of age.
- Responses by gender were split more evenly, with 56% reporting female and 44% reporting male.
- The median income of Toquaht Nation respondents was substantially higher, at nearly \$60,000 per year.
- Many respondents (55%) were couples with or without children.
- Almost all respondents (89%) lived in a single-detached home or a low-density multi-family dwelling.
- The median reported housing cost is approximately \$1,000 per month.
- All respondents indicated that their current housing met their needs.

The following key themes emerged throughout the engagement process from all Toquaht Citizens who participated in the engagement process and are not exclusive to residents of Macoah:

- **Housing availability:** There is a significant and growing demand from Citizens for affordable housing on Nation lands, and a rising interest in moving back to Treaty Settlement Lands. Young families are starting to make up more of the demand, particularly young single parents in need of safe, affordable housing for multiple children. There is also an expected increase in the demand for senior or Elder-appropriate units as more choose to live closer to government services.
 - Quantity of housing is the most pressing issue, with demand continuously out-pacing supply. The cost of living on Toquaht lands is higher than in other communities due to transportation and heating costs associated with living in a more remote location.
- **Development challenges:** Servicing pressures, financing challenges, and the high cost of building are significant barriers to delivering new and affordable housing on Toquaht Treaty Settlement Lands, as Macoah is located off the highway and quite far from Tofino and Ucluelet. For already existing housing, extensions, renovations, and even minor repairs can be a challenge because of limited contracting options and difficulties securing construction loans.
- **Housing and economic development are interrelated:** More and more Citizens are interested in moving back to their traditional homelands, but many indicated that they are unable to move back due to either lack of housing or lack of employment opportunities. More employment opportunities close to home is important to ensure that the community continues to grow and progress towards meeting the needs of all Citizens.
- **Toquaht Nation is well-positioned to contribute to regional collaboration:** Though new housing will always be difficult to develop, Toquaht Nation can partner with other governments and organizations to develop land assets in ways that meet the housing needs of Citizens, grow the Toquaht Nation economy, and help others address their housing needs as well.



4. FUTURE NEEDS

4.1 COMMUNITY GROWTH

To determine future housing needs, various population, household, and housing unit projections were calculated for each participating area. Projections provide a glimpse at a possible future scenario. However, real community growth depends on many influencing factors, including the economy, availability of housing, growth in the region, trends in neighbouring communities, locational desirability, and planning and development decisions. Many areas included in the ACRD HNR project have experienced population and household fluctuations over the last 20 years, in part due to the availability and affordability of housing, as well as demographic and socioeconomic changes.

Projected population and household numbers, as well as projected average household size, makes it possible to calculate the difference between the projected number of households and the projected number of dwellings required based on the projected average household size. This information indicates whether there is a potential shortage or surplus of housing based on the projected population. This information has been provided for each area in the individual HNRs.

Refer to the individual and sub-regional HNRs for a more detailed description of community growth specific to each area.

4.2 RECOMMENDATIONS

The following key strategies or recommendations for the 10 individual and two sub-regional HNRs included in the ACRD HNR project emerged through the HNR process, respond directly to the key findings identified, and attempt to recognize the ability and limitations of regional government scope and policy approaches. They provide a higher level approach to address the housing gaps anticipated for the next five years and beyond in each electoral area, Treaty First Nation, and sub-region, as well as across the ACRD.

The ACRD and Nations are already supporting some of these recommendations and should continue to monitor progress moving forward. These recommendations are listed below for reference, and outlined in more detail in the individual and sub-regional HNRs.

Bamfield Electoral Area Strategies

1. Strengthen policies and regulations to remove barriers to housing and prioritize needed housing types.
2. Increase grassroots data collection, and communicate housing needs and success stories.
3. Develop and strengthen partnerships and coordinate collaboration.
4. Create a housing strategy and action plan.
5. Complete ongoing monitoring of housing supply and demand.

Uchucklesaht Tribe Government Recommendations

1. Update the Uchucklesaht Tribe Government (UTG) Housing Needs Report annually with new citizenship and housing information.
2. Conduct a Housing Strategy or Action Plan.
3. Develop Citizen housing opportunities on UTG lands according to UTG policies and plans (e.g., UTG Village Plan and UTG OCP when approved).
4. Seek citizen housing opportunities in the City of Port Alberni with an emphasis on vulnerable populations.
5. Continue to work with, and seek funding from, other partners and levels of government including the City of Port Alberni, ACRD, Province of BC/BC Housing, the Government of Canada, and other First Nations on housing.
6. Strengthen policies and regulations to remove barriers to housing and prioritize needed housing types through the UTG OCP and Zoning Bylaw review processes.

Huu-ay-aht First Nations Recommendations

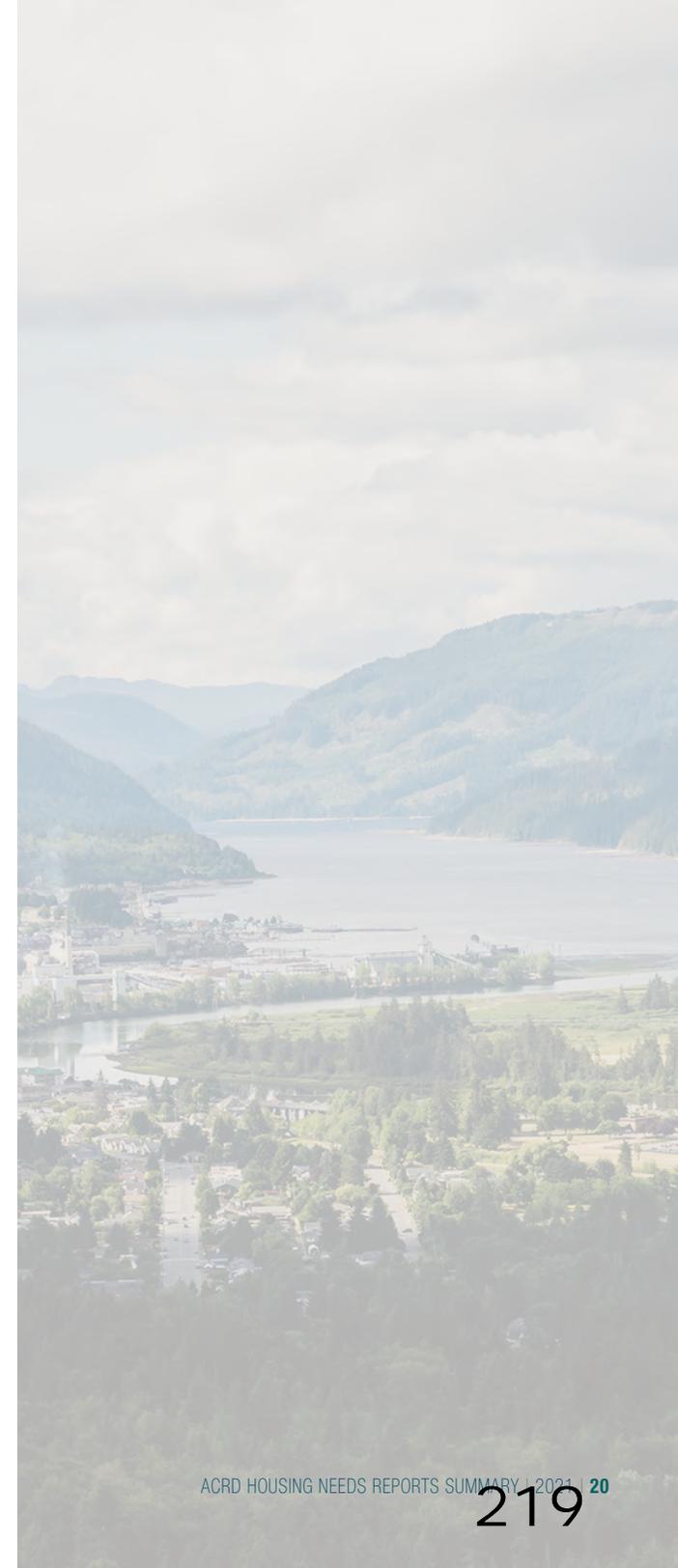
The following five recommendations have been proposed to address the housing gaps anticipated for the next five years and beyond for Anacla Citizens:

1. Update the HFN Housing Needs Report annually with new Citizenship and housing information.
2. Develop Citizen housing opportunities for those who currently live on the ḥahuuli, according to HFN policies and plans.
3. Seek Citizen housing supports for those who currently live off the ḥahuuli.
4. Continue to work with, including seeking funding, with other partners and levels of government including the City of Port Alberni, ACRD, Province of BC/BC Housing, the Government of Canada, and other First Nations on housing.
5. Strengthen policies and regulations to remove barriers to housing and prioritize needed housing types through the HFN Comprehensive Community Plan and Housing Strategy.

Alberni Valley Electoral Areas Sub-Region Recommendations

The following five key recommendations are applicable across all Alberni Valley Electoral Areas (Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek) and provide a higher level approach to address the housing gaps anticipated for the next five years and beyond in the Alberni Valley, as well as across the ACRD:

1. Strengthen policies and regulations to remove barriers to housing and prioritize needed housing type.
2. Formulate regional policy options to address current and future housing needs, and incorporate these policies into future updates of Electoral Area Official Community Plans.
3. Strengthen policies and regulations to improve housing affordability and availability, with a focus on a variety of housing types for all stages in life.
4. Develop and strengthen relationships, and work with partners to coordinate collaboration, advocacy and education on regional housing needs and gaps.
5. Consider creating a housing strategy and action plan that outlines funding opportunities, housing targets and tools to incentivize housing and address housing needs in the region.
6. Complete ongoing monitoring of regional housing supply and demand to adapt to evolving housing needs in the region over time.



Beaufort, Sproat Lake, Beaver Creek & Cherry Creek Electoral Area Recommendations

In many ways, each of the Alberni Valley Electoral Areas continue to experience a unique set of housing challenges. As such, actions to implement the recommendations are specific to each electoral area, and are outlined in detail in the individual HNRs.

Individual Alberni Valley Electoral Area recommendations include area-specific strategies to achieve the following goals:

1. Update the Official Community Plans in each Alberni Valley Electoral Area to incorporate key housing findings from the area-specific Housing Needs Reports.
2. Address growth in the population aged 65 years and over.
3. Encourage the development of a spectrum of affordable housing options, focusing on areas serviced by a community water system.
4. Develop and strengthen partnerships to improve collaboration, advocacy, and education around housing needs and gaps.

West Coast Sub-Region Recommendations

The overall West Coast Housing Need and Demand Study (which includes the following planning areas: District of Tofino, District of Ucluelet, Long Beach Electoral Area 'C', Yuułuʔiłʔatḥ Government, Toquaht Nation, and Tla-o-qui-aht First Nation) includes the following key themes that were found throughout the development of the Study:

1. The population of the West Coast is growing and changing.
2. Need for affordable rental housing.
3. Sales prices are rising, and homeownership is increasingly out of reach for many.
4. Non-market housing is critical on the West Coast.
5. Regional collaboration is key to addressing housing challenges.

Key recommendations for each of the West Coast planning areas included in the ACRD HNR project are included below, and are outlined in detail in the individual HNRs.

Long Beach Electoral Area Recommendations

1. Deepen housing partnerships and educate residents.
2. Promote and protect housing affordability in the market.
3. Work with partners to expand non-market and supportive housing options.
4. Address growth in population aged 65 years and over.
5. Manage growth.

Yuułu?iḥ?ath Government Recommendations

1. Expand housing portfolio to enable Citizens to return to Treaty Settlement Lands.
2. Continue to build internal housing capacity.
3. Monitor housing needs and changing housing demands.
4. Deepen housing partnerships and participate in regional initiatives.

Toquaht Nation Recommendations

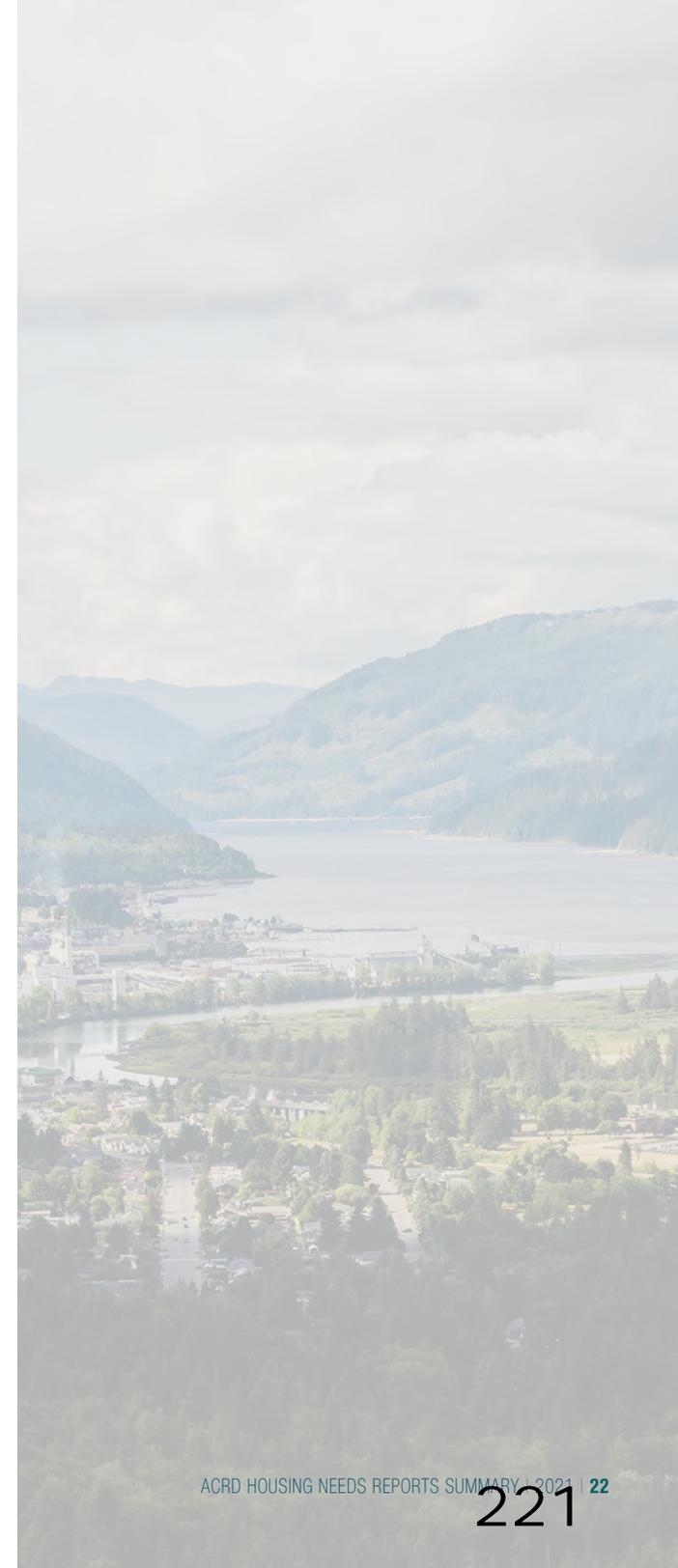
1. Expand housing portfolio to enable Citizens to return to Treaty Settlement Lands.
2. Continue to build internal housing capacity.
3. Monitor housing needs and changing housing demands.
4. Deepen housing partnerships and participate in regional initiatives.

4.3 IN CLOSING

This ACRD Housing Needs Report (HNR) provides an overall summary of the ACRD Housing Needs Report project. Refer to the individual and sub-regional HNRs for a more detailed description of quantitative and qualitative data collection and analysis, community engagement initiatives, and area specific key findings and recommendations. All ACRD HNR project reports are available here: www.acrd.bc.ca/housingneeds

The ACRD HNR project is intended to provide a regional perspective on the current and future housing needs in the region and to formulate a more complete picture of how changing demographics and market dynamics throughout the region influence housing requirements.

The collective HNRs are intended to support and supplement the already important work being undertaken, and help local governments and First Nations direct their resources and policy intentions appropriately. Continued and future collaboration with all community members, agencies, First Nations, and municipalities will assist to align community goals with housing needs in the region.





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Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule JANUARY 2022

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, January 12 th	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Directors, Staff
Wednesday January 26 th	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff

December 3, 2021

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2021**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family													0	0
Mobile Homes							1	79,440					1	79,440
Multi-Family													0	0
Adds&Rens							1	45,000	1	13,668			2	58,668
Commercial	1	1,100,000											1	1,100,000
Institutional													0	0
Industrial													0	0
Miscellenaous													0	0
Totals	1	1,100,000	0	0	0	0	2	124,440	1	13,668	0	0	4	1,238,107

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2020 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	631,210	1	128,445	10	3,331,328	10	1,867,569	2	1,089,126	24	7,047,678
Mobile Homes	0	0	0	0	0	0	4	354,576	2	88,443	1	83,558	7	526,576
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	56,182	0	0	6	212,035	5	128,312	0	0	12	396,529
Commercial	1	1,100,000	0	0	0	0	1	177,128	0	0	0	0	2	1,277,128
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	3	1,275,858	2	860,669	0	0	5	2,136,527
Miscellenaous	0	0	1	568,111	5	968,203	22	757,279	11	739,328	13	452,133	52	3,485,054
Totals	1	1,100,000	3	1,255,503	6	1,096,649	46	6,108,203	30	3,684,321	16	1,624,816	102	14,869,493

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						2	6

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2020	5	617,405	121	16,119,274					
2019	100	13,880,896	109	14,925,682					
2018	101	11,915,321	104	12,305,797					
2017	101	12,763,835	103	12,826,449					
2016	75	10,113,611	82	10,545,063					
2015	85	8,302,662	89	8,577,170					
2014	70	6,551,200	73	7,121,200					
2013	77	7,891,578	81	8,208,948					
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900



INFORMATION REPORT

To: Board of Directors
From: Daniel Sailland, MBA, Chief Administrative Officer
Meeting Date: December 8, 2021
Subject: Update on Strategic Priority Targets & Capital Projects

Desired Outcome:

To update the Board on progress of Strategic Priorities and 2021 Capital Projects.

Summary:

On March 24, 2021 the Board of Directors adopted the ACRD's first ever Strategic Plan. For more information about the strategic plan itself please click the following link: [2021-2024 Strategic Plan](#)

As part of the development of the 2021 financial planning process, targets on the specific objectives were set. This report is provided to update the Directors on the progress made on these targets thus far during the year. Also included in this report is an update on the capital projects that were included in the 2021 financial plan. This is the second reporting of this nature and feedback is welcomed and encouraged.

Staff are in the process of updating targets for 2022 and will be presenting them to the Board in January.

Submitted and

Approved by:

Daniel Sailland

Daniel Sailland, MBA, Chief Administrative Officer

Strategic Priorities 2021 - 2024
Status Update for 2021 Targets
As of December 2, 2021

1. The Economy and COVID-19 Recovery			
Strategies	Objectives	Targets	Status
1.1 Social Procurement Policy	Create procurement policies to enable local government expenditures that derive enhanced community benefit	Phase 1 (local purchase considerations) Q4-2021 Phase 2 (full Social Procurement policy Q2-2022)	Procurement Coordinator started October 12, 2021. Currently taking courses on social procurement initiatives and plan to review purchasing policy next year.
1.2 Leverage Community Works Funds and Other Grants	Strategic investment of CWF and targeted applications to grant programs for initiatives and projects that support economic recovery and development.	Prepare plan by March 31, 2021 outlining how to deploy CW Funds on approved projects in 2021; Secure staff whose duties include coordinating all aspects of grant identification, application, and administration: May 2021	Staff presented the Electoral Area (EA) Directors, project options at November EA meeting. Staff to bring back priorities to December 8 th EA meeting. Asset Management and Grant Coordinator position is currently vacant. Recruitment underway.
1.3 Improve Broadband and Cellular Service	Advocate to senior government and private sector for improved internet and cellular service to remote, under-served areas of the region.	Evaluate service options and grant opportunities in 2021	Delayed due to CAO vacancy. To be explored in 2022. Approved construction of cell tower at the West Coast Landfill, to be completed in 2022.
1.4 Enhance Agricultural Development	Advocate to the Ministry of Agriculture and Agricultural Land Commission to reduce regulations that restrict or impede development and operation of agricultural lands.	Staff to prepare focus areas for Board consideration by November 30 of each year for the following fiscal year.	On track.

1. The Economy and COVID-19 Recovery

Strategies	Objectives	Targets	Status
	Support agricultural initiatives such as water supply/irrigation, farm-gate programs and farmer's markets	Recommend focus area(s) for 2021 by April 30, 2021	Work is in progress with funding from successful grant application. Project to continue until 2023.
1.5 Parks and Trails Service Levels	Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.	Preliminary Service level review: March 2021	Target met at March 10 Committee of the Whole.
		Complete Parks Asset Management Plan: March 2021	Target met at August 25th Committee of the Whole.
		Improvement plan outline: May 2021 (based on board direction)	Target met at August 25th Committee of the Whole. Board supports the concept of development management plans for all parks and trails. Staff to present funding option during 2022 budget discussions.
		Potential Capital project commencement: July 2021 (based on board decisions)	Capital Plan based on adopted Asset Management Plan to be created and presented as part of the 2022 Financial Planning Process.
		Develop park service level/infrastructure standards: March 2022	Concept approved at August 25 th Committee of the Whole. Project to be included in the 2022 year budget with funding from the Provincial COVID Restart grant.

2. Communications and Engagement with Communities

Strategies	Objectives	Targets	Status
2.1 Media Engagement	Collaborate with the media to enhance the provision of information to the public	Complete meetings with Media contacts and develop plan to present to Board by Q1-2022	No action planned for 2021.
2.2 Optimize Website and Social Media	Enhance the ACRD website and expand the use of social media platforms for public communication.	Implementation plan to Board by Q1-2022	No action planned for 2021.
2.3 Communications and Engagement Support	Obtain the services of a dedicated communications and engagement professional.	Resource(s) retained by January 1, 2022	Recruitment underway.

3. Management of New and Existing Infrastructure

Strategies	Objectives	Targets	Status
3.1 Appropriate Capital Reserves	Implement Asset Management program to ensure sustainable capital reserve balances for infrastructure repair and replacement including:	Secure staff whose duties include coordinating all aspects of grant and asset management May 2021	Asset Management and Grant Coordinator position is currently vacant. Recruitment underway.
	<ul style="list-style-type: none"> Development of a long-term financial plan 	November 2021	Delayed due to Finance department vacancies.
	<ul style="list-style-type: none"> Development of a capital reserve policy 	November 2021	Delayed due to Finance department vacancies.
	<ul style="list-style-type: none"> Perform condition assessment on critical assets 	Report on priority order of assessments by Sept 2021	Contractor secured, project underway to be completed by the end of 2021.

3. Management of New and Existing Infrastructure

Strategies	Objectives	Targets	Status
	<ul style="list-style-type: none"> Fully implement GIS system for asset identification 	Scheduled for implementation	Grant application unsuccessful. Staff recommending Community Works Fund to implement project in 2022.
3.2 Solid Waste Management Plans Implementation	Implement regional organics diversion	Phase 1 (City of Port Alberni): Fall 2021 Phase 2 (West Coast): Fall 2022 Phase 3: (Alberni Valley Electoral Area's and Bamfield): Fall 2023	Phase 1: Launched 3 stream (garbage, recycling, organics) pickup within the City of Port Alberni on September 13 th . Phase 2 and 3 are on schedule.
	Implement enhanced leachate treatment at the WCL	Design by: Fall 2021 Award tender by: Spring 2022 Construction to be completed by Fall 2022	Preliminary Design Completed. Working with Ministry of Environment and Climate Change on approval which will delay design and construction schedule.
	Improve recycling and diversion programs throughout the region	Achieve 50% diversion by 2023	Further diversion initiatives to be discussed during financial planning and/or solid waste management plan update.
3.3 Acquisition and Development of New Utilities	Establish a policy that provides criteria for the acquisition of new or existing water/sewer utilities.	Develop policy by September 2022	Staff recommending Community Works Fund to develop a liquid waste management plan for Bamfield. Working with HFN on options to develop sewage collection service for Bamfield.

4. Emergency Management			
Strategies	Objectives	Targets	Status
4.1 Identifying Hazards and Risks	Undertake a climate change risk assessment to identify areas that may have increased hazards included those due to the affects of climate change.	<ul style="list-style-type: none"> • AV Emergency Plan – June 2022 • Bamfield Emergency Plan June 2023 • Long Beach Emergency Plan 	No action planned for 2021. Planning for Hazard, Risk, & Vulnerability Analysis (HRVA) in 2022 to guide updates to the 3 ACRD Emergency Plans.
4.2 Emergency Response Plans	Keep current and maintain regional and sub-regional emergency response plans throughout the region.	Same Schedule as 4.1	Updates to Emergency Plans will be assessed post HRVA.
4.3 Improved Coordination	Explore opportunities for greater coordination with First Nations, municipalities, and other agencies.	Secure additional staff resources to meet capacity needs for emergency preparedness including greater coordination. March 2021	Protective Services Coordinator hired in April 2021.
		“Environmental Scan” report (status with options for improved coordination)	Presented to AV & B Committee on December 1, 2021.

5. Partnerships and Alignment

Strategies	Objectives	Targets	Status
5.1 Engagement with community partners	Engage with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation.	Prepare Partners list July 2021	Significant engagement with community partners has occurred during 2021 on topics such as dispersed camping however partners list has not been created.
		Identify connection points (e.g. AV Learning Council, meetings with Friendship Centre) to establish participation.	Project delayed until Communications Coordinator position is filled (January 2022).
		Host Exchange of Strat Priorities Round Table to find areas of common interest November 2021	Delayed until 2022.
5.2 First Nations protocol agreements	Develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.	Convene the ACRD Protocol Working Group Committee to establish work plan including steps during COVID-19 and after the Pandemic	Tseshah First Nation and ACRD protocol agreement completed. Workplan for future protocol agreements to be developed in early 2022.
5.3 Governance & service reviews	Conduct reviews of:		
	<ul style="list-style-type: none"> • Various Trails (e.g., Log Train Trail and multi use path) 	Update trails reports following grant adjudication	Governance of Regional Parks to be reviewed in 2022.
	<ul style="list-style-type: none"> • Alberni Valley Aquatic Centre 	Engage resources in Spring 2021 for community engagement	Discussions will continue in 2022 once the City of PA has their new CAO onboarded.
	<ul style="list-style-type: none"> • Regional Transit Strategy 	Commence Spring 2022	Letter has been sent to BC Transit confirming the Board's interest in continuing with the Transit Future Service Plan in 2022.

5. Partnerships and Alignment			
Strategies	Objectives	Targets	Status
5.4 Inter-regional planning	Convene inter-regional planning session following 2022 election	Establish meeting(s) in Fall 2022 to take place in/around February 2023	No action planned for 2021.

Capital Project Update December 2021

Service	Description	Budget	Actual	Variance	Update on Project
General Government / Regional Planning / Rural Planning / Building Inspection	CityView software upgrade	\$ 60,000	\$ 5,610	\$ 54,390	Cityview is preparing the new platform. ACRD implementation delayed to early 2022.
General Government	Budgeting software	\$ 9,601	\$ 3,501	\$ 6,100	Implementation with Questica complete. Staff still working to establish internal procedures.
General Government	COVID funding - IT upgrades	\$ 55,000	\$ 33,470	\$ 21,530	\$25,000 allocated to CityView upgrades (to be completed in 2022), \$21,000 for hybrid meeting technology, \$9,000 for new phone system
General Government	Office renovation/upgrades	\$ 100,000	\$ 1,284	\$ 98,716	Grant application for front entrance was denied. Project delayed for discussion regarding Credit Union space. Fire alarm upgrade to be completed prior to year end
Regional Parks	COVID funding - infrastructure upgrades	\$ 17,600	\$ -	\$ 17,600	To be used in 2022 for the development of Parks and Trails Sustainable Design and Construction Practices
Regional Parks	Log Train Trail bridges	\$ 50,000	\$ 6,990	\$ 43,011	Platzer Creek Bridge Project underway
Regional Parks	West Coast Multi Use Path	\$ 1,370,000	\$ 29,766	\$ 1,340,234	Grant application was denied. Discussing the allocation of Community Works Funds as matching portion for future grant applications
Regional / Rural Planning	Aerial photos	\$ 10,000	\$ -	\$ 10,000	Only to be used in 2021 if required for a specific project
Building Inspection	Vehicle	\$ 45,000	\$ -	\$ 45,000	Approval received by Board at September 8th Board meeting delivery and related payment expected in early 2022

Service	Description	Budget	Actual	Variance	Update on Project
Alberni Valley Landfill	Filling plan capital work	\$ 200,000	\$ -	\$ 200,000	This was a placeholder project based on the old Design, Operations and Closure Plan (DOCP). New capital plan to be created based on completed DOCP to be presented in early 2022.
Alberni Valley Landfill	Interception well by equalization pond	\$ 50,000	\$ 60,265	-\$ 10,265	Project completed.
Alberni Valley Landfill	Landfill gas management	\$ 62,000	\$ 5,500	\$ 56,500	In progress
Alberni Valley Landfill	McCoy lake water pumphouse upgrade	\$ 100,000	\$ 4,825	\$ 95,175	Work awarded to Berry & Vale - awaiting replacement equipment from City of Port Alberni
Alberni Valley Landfill	Monitoring & observation well drilling	\$ 20,000	\$ -	\$ 20,000	Project delayed to 2022
Alberni Valley Landfill	Organics diversion project	\$ 726,800	\$ 769,380	-\$ 42,580	Upgrades completed.
Alberni Valley Landfill	Recycling depot - 3620 3rd avenue	\$ 35,000	\$ 3,405	\$ 31,595	Minor upgrades completed
Alberni Valley Landfill	Site security & sustainable development	\$ 250,000	\$ -	\$ 250,000	To be deferred to 2022
Alberni Valley Landfill	Site signage improvement/standardization	\$ 20,000	\$ -	\$ 20,000	To be revisited in 2022
Alberni Valley Landfill	Transfer station upgrades	\$ 20,000	\$ -	\$ 20,000	To be deferred to 2022
Alberni Valley Landfill	Weather station installation	\$ 20,000	\$ 23,485	-\$ 3,485	Project completed
Alberni Valley Landfill / West Coast Landfill	Vehicle purchase	\$ 45,000	\$ -	\$ 45,000	Deferred to 2022
Alberni Valley Regional Airport	Equipment shelter	\$ 8,000	\$ -	\$ 8,000	Preliminary design work to be completed by the end of the year

Service	Description	Budget	Actual	Variance	Update on Project
Alberni Valley Regional Airport	Fencing & access	\$ 20,000	\$ -	\$ 20,000	On hold due to fall weather. Delayed to 2022
Alberni Valley Regional Airport	Gates required for clearing OLS	\$ 12,000	\$ -	\$ 12,000	Initial investigation started
Alberni Valley Regional Airport	Instrument approach design and clearing	\$ 153,307	\$ 1,200	\$ 152,107	Awaiting cut permit renewal from Ministry of Forests, Lands, Natural Resource Operations & Rural Development
Alberni Valley Regional Airport	Plow truck - purchase used	\$ 5,000	\$ -	\$ 5,000	Awaiting disposal by Parks Canada
Alberni Valley Regional Airport	Water treatment system	\$ 5,600	\$ -	\$ 5,600	Project being reviewed and may be deferred to 2022
Sproat Lake Marine Patrol	Patrol boat upgrades	\$ 20,000	\$ -	\$ 20,000	Deferred to 2022
Long Beach Airport	Fire suppression upgrade^	\$ 720,000	\$ 1,305	\$ 718,695	Project underway, majority of work to occur in early 2022
Long Beach Airport	Flightway clearing	\$ 50,000	\$ 40,588	\$ 9,413	Golf Course tree work 90% complete
Long Beach Airport	House renovation	\$ 35,000	\$ -	\$ 35,000	Work underway
Long Beach Airport	Loader snow blower*	\$ 350,000	\$ -	\$ 350,000	Application submitted to Federal Airports Capital Assistance Program (ACAP). Notifications expected spring 2022
Long Beach Airport	Maintenance building upgrades*	\$ 6,000	\$ 2,055	\$ 3,945	Underway, will be completed by the end of the year.
Long Beach Airport	OLS land clearing	\$ 50,000	\$ 52,250	-\$ 2,250	Complete awaiting burning weather
Long Beach Airport	Runway cracksealing	\$ 10,000	\$ -	\$ 10,000	Deferred to 2022
Long Beach Airport	Runway painting & signs	\$ 20,000	\$ -	\$ 20,000	Signage will be part of an ACAP application in 2022
Long Beach Airport	Urgent infrastructure repairs	\$ 10,000	\$ -	\$ 10,000	Not yet required
Long Beach Airport	Vegetation management - outside boundary	\$ 50,000	\$ 40,588	\$ 9,413	Awaiting Parks Canada topping permit
Long Beach Airport	Water - system upgrades	\$ 154,140	\$ 54,865	\$ 99,275	Filter upgrade work completed. Future work to possibly be in conjunction with fire pump upgrade

Service	Description	Budget	Actual	Variance	Update on Project
Long Beach Airport	Weather station upgrades	\$ 5,000	\$ -	\$ 5,000	To be completed by the end of the year
West Coast Landfill	Organics diversion project	\$ 1,500,000	\$ 50,844	\$ 1,449,156	Underway, infrastructure to be completed in advance of project launch in Fall 2022
West Coast Landfill	Lift station repair	\$ -	\$ 11,175	-\$ 11,175	Completed
Bamfield Volunteer Fire Department	COVID funding - front load extractor	\$ 20,000	\$ 13,193	\$ 6,807	The extractor purchase is complete. Struggling to find a contractor to complete the installation.
Bamfield Volunteer Fire Department	Fire truck	\$ 510,000	\$ -	\$ 510,000	Board awarded purchase at Nov 24 meeting. Down payment required by year end with remainder to be paid upon delivery in 2022.
Bamfield Water System	Infrastructure upgrades	\$ 379,121	\$ 19,154	\$ 359,967	Completed West Bamfield transmission main repair work. The grant application for the replacement was unsuccessful. Identifying alternative projects for allocation.
Millstream Water System	Water system upgrades	\$ 49,737	\$ -	\$ 49,737	Installation complete, awaiting invoicing
Salmon Beach Security	Gate replacement	\$ 20,000	\$ -	\$ 20,000	Project delayed to early 2022
Salmon Beach Sewage	Sani-field upgrade	\$ 120,000	\$ 3,637	\$ 116,364	Work complete, awaiting invoicing
Sproat Lake Community Parks	Cougar Smith Park parking lot upgrades	\$ 85,000	\$ 72,903	\$ 12,098	Project is 95% complete. Line painting is outstanding
Sproat Lake Community Parks	Trail upgrades	\$ 150,000	\$ 11,463	\$ 138,537	Project delayed to 2022 due to Ministry of Transportation and Infrastructure additional permit requirements.
Sproat Lake Volunteer Fire Department	COVID funding - front load extractor	\$ 20,000	\$ 19,213	\$ 787	The extractor installation is complete. Remaining funds used to purchase an equipment dryer.

Service	Description	Budget	Actual	Variance	Update on Project
Sproat Lake Volunteer Fire Department	Dock upgrades - hall #2	\$ 17,000	\$ 11,556	\$ 5,444	Dock upgrades are complete.
Sproat Lake Volunteer Fire Department	Firehall upgrades #1	\$ 5,000	\$ -	\$ 5,000	Still in planning stage
Sproat Lake Volunteer Fire Department	Firehall upgrades #3	\$ 80,000	\$ 266	\$ 79,734	Project is in progress
Sproat Lake Volunteer Fire Department	Generator - hall #3	\$ 80,000	\$ -	\$ 80,000	Delayed for hall upgrade discussion and possibility of Community Works Funding
Sproat Lake Volunteer Fire Department	Parking lot upgrades - hall #3	\$ 12,000	\$ 9,636	\$ 2,364	Project completed
Sproat Lake Volunteer Fire Department	Replace water tanks	\$ 20,300	\$ -	\$ 20,300	Still in planning stage
Sproat Lake Volunteer Fire Department	Truck #49 upgrade	\$ 7,000	\$ 7,610	-\$ 610	Work completed
Beaver Creek Community Park	Pedestrian bridge - Evergreen Park	\$ 25,000	\$ -	\$ 25,000	Design completed, project delayed due to aluminum shortage
Beaver Creek Volunteer Fire Department	COVID funding - front load extractor	\$ 20,000	\$ 13,193	\$ 6,807	The extractor installation is complete.
Beaver Creek Volunteer Fire Department	Parking lot improvements	\$ 16,000	\$ 15,900	\$ 100	Concrete apron in front of the truck bays has been replaced.
Beaver Creek Volunteer Fire Department	Rescue tools	\$ 20,000	\$ 7,553	\$ 12,448	With a grant from the Fire Chiefs' Association of BC and the Office of the Fire Commissioner the rescue tools have been upgraded and are operational.

Service	Description	Budget	Actual	Variance	Update on Project
Beaver Creek Water System	Minor capital projects	\$ 10,000	\$ 4,982	\$ 5,018	On Track
Total Planned Capital Expenditures		\$ 8,056,206	\$ 1,406,997	\$ 6,649,209	