



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING
WEDNESDAY, JANUARY 27, 2021, 1:30 pm

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

<https://www.acrd.bc.ca/events/27-1-2021/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at:

https://portalberni.zoom.us/webinar/register/WN_plEZsrGsRNSksBrEeQieDw

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u>	
(ALL/UNWEIGHTED)	
a. Board of Directors Meeting –January 13, 2021	6-18
<i>THAT the minutes of the Board of Directors meeting held on January 13, 2021 be adopted.</i>	
b. West Coast Committee Meeting –January 20, 2021	19-22
<i>THAT the minutes of the West Coast Committee meeting held on January 20, 2021 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	

- a. **Chantel Gemmell, ACRD West Coast Assistant – 5 Year Anniversary (M. Fortune, Airport Manager)**
- b. **Inspector Eric Rochette, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for October - December 2020.** **23-26**
- c. **Laurie Filgiano, Executive Director, Laurie Gehrke, Chair, Ucluelet Chamber of Commerce regarding Common Ground Market Presentation and Request for a General Letter of Support for this project.**

6. CORRESPONDENCE FOR ACTION
(ALL/UNWEIGHTED)

7. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)

- a. **ISLAND COASTAL ECONOMIC TRUST**
 - New Incubator project Aims to Keep Employment and Businesses in Local Communities **27-30**
 - Stakeholder Advisory – Island Coastal Economic Trust Geographic Boundaries Change **31-33**
- b. **COASTAL COMMUNITY NETWORK** **34**
2020 Membership Fees Waived
- c. **SPROAT LAKE COMMUNITY ASSOCIATION** **35**
Increase in User Fees at the ACRD Landfill

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **36-47**
2021 Standing/Select Committee Appointments & Appointments to Outside Organizations
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2021 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

- b. **REQUEST FOR DECISION** **48-53**
West Coast Committee Terms of Reference - 2021
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended terms of reference for the West Coast Committee for 2021 as presented.

- c. **REQUEST FOR DECISION** **54-77**
West Coast Waste Management Asset Management Plan Version 1
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the West Coast Waste Management Asset Management Plan Version 1.

9. PLANNING MATTERS

9.1 ALL DIRECTORS
(PARTICIPANTS/UNWEIGHTED)

- a. **ZONING BYLAW REVIEW AND HOUSING NEEDS REPORT PROJECTS** **78-83**
UPDATE (ALL AREAS)
Memorandum

THAT the memorandum be received.

10. REPORTS

10.1 STAFF REPORTS
(ALL/UNWEIGHTED)

- a. **Meeting Schedule – February 2021** **81**
b. **Emergency Operations Centre Update – verbal report**
 – H. Zenner
c. **Information Report – Grant Opportunity, Investing in Canada** **82-83**
 Infrastructure Program – COVID 19 Resilience Infrastructure Stream
 - C. Starratt

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

10.2 COMMITTEE REPORTS
(ALL/UNWEIGHTED)

- a. **Electoral Area Directors Committee – January 27, 2021 – Chair**
 (Verbal)

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 – K. Roberts
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. West Island Woodlands Advisory Group – J. McNabb
- i. Agricultural Development Committee – T. Shannon/P. Cote
- j. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

14. IN CAMERA

(ALL/UNWEIGHTED)

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

- i. 90 (1) (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*

- *21 (1) (a) (i) and (ii) of FOIPPA: The head of a public body must refuse to disclose to an applicant information that would reveal trade secrets of a third party, or commercial, financial, labour relations, scientific or technical information of or about a third party.*

15. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, February 10, 2021, 1:30 pm
Via Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 13, 2021, 1:30 PM

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

- DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
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:** Alan McCarthy, Member of Legislature, Yuułuꞵiꞵꞵath Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, Planner
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Protective Services Manager
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/13-1-2021/>

1. CALL TO ORDER

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Cootes
SECONDED: Director Cole

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

- **Letters of support regarding item 9.1 (a) TUP20003, LANE, 212 ALBION CRESCENT, MILLSTREAM (LONG BEACH) Temporary Use Permit Application – Memorandum and Permit**

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 9, 2020

MOVED: Director Cote
SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on December 9, 2020 be adopted.

CARRIED

b. Salmon Beach Committee Meeting – December 16, 2020

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the minutes of the Salmon Beach Committee meeting held on December 16, 2020 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated December 21, 2020 from Vancouver Island Regional Library regarding VIRL Executive Director Rosemary Bonanno retirement

MOVED: Director Cote
SECONDED: Director McNabb

THAT the ACRD Board of Directors send a letter of congratulations and appreciation to VIRL Executive Director Rosemary Bonanno.

CARRIED

Director Roberts entered the meeting at 1:36 pm.

b. Correspondence dated December 30, 2020 from City of Port Alberni regarding support for the 2026 BC Summer Games

MOVED: Director Paulson

SECONDED: Director McNabb

THAT the ACRD Board of Directors send a letter to the City of Port Alberni supporting their 2026 BC Summer Games bid application.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. CITY OF PORT ALBERNI**
Appointment of Directors - 2021
- b. CITY OF PORT ALBERNI**
Committee Appointments - 2021
- c. DISTRICT OF TOFINO**
Appointment to the ACRD & Hospital Board of Directors
- d. DISTRICT OF UCLUELET**
Appointments to the Alberni Clayoquot Regional District Board
- e. JOSIE OSBORNE, MLA**
Introduction Letter
- f. CARIBOO REGIONAL DISTRICT ET AL.**
BC Hydro Street Lighting Rate Increase / Termination of Private Light Systems
- g. CITY OF ROSSLAND**
Letter of Support
- h. SURFRIDER FOUNDATION**
ACRD Grant-in-Aid 2020 Project Report
- i. NORTH COAST REGIONAL DISTRICT**
Fisheries
- j. KPMG**
Audit Planning Letter
- k. CITY OF NELSON**
Vaccination Priority for Essential Critical Infrastructure Municipal Employees

MOVED: Director McNabb

SECONDED: Director Shannon

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

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the BC Premier, John Horgan and Federal Fisheries Minister, Bernadette Jordan supporting the request from the North Coast Regional District requesting that the Province of BC and Department of Fisheries and Oceans Canada formally respond to the recommendations outlined in the letter from Fisheries for Communities, based on the report by the House of Commons Fisheries Committee.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Format of 4 Linked Reports – ACRD Strategic Plan Targets, COVID-19 Restart Grant and Resources

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

b. Request for Decision regarding ACRD Strategic Plan and Targets

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

c. Request for Decision regarding Utilization of the COVID-19 Restart Grant

MOVED: Director Roberts
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

Director Johnsen entered the meeting at 2:01 pm.

MOVED: Director Cote
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to arrange a Committee-of-the-Whole meeting and invite appropriate agencies to discuss illegal camping in the region no later than early March 2021.

CARRIED

Director Cootes left the meeting at 2:40 pm.

d. Request for Decision regarding ACRD Resources

MOVED: Director Shannon

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

CARRIED

The meeting recessed at 3:00 pm.

The meeting was re-convened a 3:11 pm.

e. Request for Decision regarding Recommendations for ACRD Strategic Plan Targets, COVID-19 Restart Grant and Resources

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors approve a Grant and Asset Management Coordinator contract position effective May 2021 at an estimated annual cost of \$100,000.

MOVED: Director Jack

SECONDED: Director Shannon

THAT the main motion be amended to approve a permanent full time Asset Management Coordinator position.

CARRIED

The main motion as amended was

CARRIED

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the ½ time ESS Director position to a permanent full time Protective

Services Coordinator Position (which includes ESS Director Duties) effective March 2021 at an estimated incremental annual cost of \$43,000.

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors approve a permanent full time position of Landfill Supervisor effective April 2021 at an estimated annual cost of \$95,000.

CARRIED

MOVED: Director Roberts
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors approve amending the permanent ½ time Planner position to permanent ¾ time effective February 2021 at an estimated incremental annual cost of \$25,000.

CARRIED

MOVED: Director McNabb
SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to include in the 2021-2025 Financial Plan the following positions:

- Assistant Accountant effective July 2021 at an estimated incremental annual cost of \$86,000,*
- Solid Waste Support Coordinator ½ FTE effective January 2022 at an estimated incremental cost of \$45,000.*

CARRIED

MOVED: Director McNabb
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to include in the 2021-2025 Financial Plan for discussion purposes the following positions:

- Purchasing Coordinator effective September 2021 at an estimated incremental cost of \$98,000,*
- Communications Coordinator effective September 2021 at an estimated incremental cost of \$97,000,*

CARRIED

MOVED: Director McNabb
SECONDED: Director Beckett

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

Year	Service	Amount	Description
2020	General Government	13,800	Admin building COVID related upgrades
2020	General Government	20,000	Increased operating costs due to COVID
2020	Long Beach Airport	90,700	Increased operating costs and lost revenue
2020	Various	96,300	COVID related personnel costs
2021	Fire Departments	60,000	Cleaning equipment for firefighter gear
2021	Emergency Planning Services	29,000	COVID related resources including advertising
2021	General Government	30,000	Increased operating costs due to COVID
2021	Various	75,000	IT improvements to improve public access to services
2021	Regional Parks	27,600	Improvements based on Strategic Plan
2022	Emergency Planning Services	42,600	COVID related resources including advertising
Total		485,000	

MOVED: Director Stere
SECONDED: Director Cole

THAT the main motion be amended to remove the allocation of \$27,600 in 2021 to Regional Parks and leave this amount unallocated until further discussions on mitigation efforts for illegal camping in area "C" (Long Beach).

CARRIED

The main motion as amended was

CARRIED

MOVED: Director McNabb
SECONDED: Director Cole

THAT the Alberni-Clayoquot Regional District Board of Directors approve the updated wording (highlighted in yellow) and the proposed Targets for the

Strategic Objectives contained in the staff report that appears as Agenda Item 8b.

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide taxation mitigation options involving reduced Hospital District requisition when presenting the draft 2021-2025 ACRD Financial Plan in February 2021.

CARRIED

f. Request for Decision regarding ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic

MOVED: Director Roberts

SECONDED: Director Paulson

THAT in accordance with Ministerial Order M192 and Provincial Health Officer Order on gatherings and events dated December 24, 2020, all Alberni-Clayoquot Regional District (ACRD) open Board and Committee meetings continue to be held without members of the public in attendance in person until February 11, 2021;

AND THAT in the interest of openness, accountability and transparency, ACRD Board and Committee meetings continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD Website and the public continue to have the opportunity to participate in the Zoom meetings via Zoom Webinar or emailing the ACRD at responses@acrd.bc.ca to provide comments and/or input respecting agenda items;

AND FURTHER THAT in the interest of openness, accountability and transparency, ACRD public hearings continue to be conducted via Zoom videoconferencing or other electronic means.

CARRIED

g. Request for Decision regarding Revenue Anticipation Borrowing Bylaw No. F1151

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1151, 2021".

CARRIED

h. Request for Decision regarding 2021-2022 Annual Operating Agreement

MOVED: Director Shannon
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2020 – 2021 Annual Operating Agreement Amendment between BC Transit and the ACRD.

CARRIED

i. Request for Decision regarding Union of BC Municipalities – Emergency Support Services Grant Application

MOVED: Director McNabb
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors partner with the City of Port Alberni on a grant through the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services.

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the City of Port Alberni to apply to the Union of BC Municipalities Community Emergency Preparedness Fund for Emergency Support Services, to receive and manage grant funding on behalf of the Alberni-Clayoquot Regional District.

CARRIED

j. Request for Decision regarding British Columbia – COVID-19 Resilience Infrastructure Stream (CVIRS) Grant Application

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Board of Directors authorize staff to submit an application to the British Columbia – COVID-19 Resilience Infrastructure Stream (CVIRS) for \$94,800.00 to renovate the entrance to the ACRD office building, construct an accessible entrance, update parking lot lighting, and repair drains on south side of the ACRD office building.

CARRIED

k. Request for Decision regarding Alberni Inlet and Lakeshore Trail License Renewal

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into the Lakeshore and Alberni Inlet License agreement with Mosaic Forest Management Company.

CARRIED

l. Request for Decision regarding Resolutions for Consideration at the AVICC Virtual Convention 2021

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible ideas for resolutions for consideration at the 2021 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services no later than January 26, 2021,

AND FURTHER, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the ACRD Board of Directors at the regular Board of Directors meeting on February 10, 2021.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **TUP20003, LANE, 212 ALBION CRESCENT, MILLSTREAM (LONG BEACH)**
Temporary Use Permit Application – Memorandum and Permit
Late Item: Letters of Support from C. Brice & C. Sedgwick

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Board of Directors issue Temporary Use Permit TUP20003.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Emergency Operations Centre Update – verbal report
– Heather Zenner**
- b. **Launch of Voyent Alert – Emergency Notifications in the Alberni Valley
& Bamfield**
- c. **Building Inspector’s Report – December 2020**

MOVED: Director

SECONDED: Director

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

14. RECESS

MOVED: Director Shannon

SECONDED: Director Bodnar

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

CARRIED

The meeting was recessed at 4:45 pm

15. RECONVENE

The meeting was reconvened at 4:59 pm

16. IN-CAMERA

MOVED: Director Shannon

SECONDED: Director Beckett

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

- i. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
 - 21 (1) (a) (i) and (ii) of FOIPPA: The head of a public body must refuse to disclose to an applicant information that would reveal trade secrets of a third party, or commercial, financial, labour relations, scientific or technical information of or about a third party.*

CARRIED

The meeting was closed to the public at 5:00 pm.

The meeting was re-opened to the public at 5:44 pm.

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following topic for consideration as a late item: attending the upcoming Electoral Area Directors Forum.

CARRIED

*MOVED: Director Cote
SECONDED: Director McNabb*

THAT the Alberni-Clayoquot Regional District authorize Electoral Area Directors to attend the virtual Electoral Area Directors Forum, February 2nd & 3rd, 2021.

CARRIED

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT this meeting be adjourned at 5:45 pm

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON WEDNESDAY, JANUARY 20, 2021, 10:00 AM

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

- MEMBERS PRESENT:** Kel Roberts, Chair, Director, Electoral Area "C" (Long Beach)
Tom Stere, Councillor, District of Tofino, Vice-Chair
Rachelle Cole, Councillor, District of Ucluelet
Kirsten Johnsen, Member of Council, Toquaht Nation
Dave Tovell, Pacific Rim National Park
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?iŋ?atŋ Government
Rob Bullock, Ahousaht First Nation
Eli Enns, Tla-o-qui-aht First Nation
Norma Bird, Hesquiaht First Nation
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, GM or Community Services
Tricia Bryant, Asset Management Coordinator
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/20-1-2021/>

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 10:02 am.

The Chief Administrative Officer recognized the meeting this morning is being held throughout the Nuuchahnulth territories.

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

2. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON FOR 2021

a. ELECTION OF CHAIRPERSON FOR 2021

The Chief Administrative Officer conducted the election for Chairperson on the West Coast Committee for 2021.

The Chief Administrative Officer requested nominations three times. Director Cole nominated Director Roberts. Director Roberts accepted the nomination.

There being no further nominations, the Chief Administrative Officer declared Director Roberts, Chairperson of the West Coast Committee for 2021.

b. **ELECTION OF VICE-CHAIRPERSON 2021**

The Chief Administrative Officer conducted the election for Vice-Chairperson of the West Coast Committee for 2021.

The Chief Administrative Officer requested nominations three times. Director Cole nominated Director Stere. Director Stere accepted the nomination. There being no further nominations the Chief Administrative Officer declared Director Stere, Vice-Chairperson of the West Coast Committee for 2021.

The Chairperson assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Cole
SECONDED: Director Stere

THAT the agenda be approved as circulated.

CARRIED

4. MINUTES

a. **West Coast Committee Meeting Minutes – October 7, 2020**

MOVED: Director Cole
SECONDED: Director Stere

THAT the minutes of the West Coast Committee meeting held on October 7, 2020 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Richard Giele, Visitor Experience Product Development Officer, Pacific Rim National Park Reserve, regarding Canso Bomber Trail Feasibility Study.**

Mr. Giele and Mr. Tovell provided an overview and update on the Canso Bomber Trail project and provided the opportunity for the committee to identify any concerns or issues with the project in its early conceptual stage.

- b. **Dave Tovell, Acting Park Superintendent, Pacific Rim National Park Reserve, update on the Pacific Rim National Park Reserve.**
Mr. Tovell provided an update on the Pacific Rim National Park Reserve including the construction of the ʔapsčiiik ʔašii (ups-cheek ta-shee) pathway. The pathway is 95% completed. At this time, the pathway is 100% closed as it is still a construction site. However, it does appear that people have been using the site and he would like any messaging to state that the site is currently closed. They have also started resumption planning for COVID-19 to discuss what 2021 could look like for the Parks.

6. **REQUESTS FOR DECISIONS**

- a. **Information Report regarding the Alberni-Clayoquot Regional District Draft Strategic Plan.**

MOVED: Director Cole
SECONDED: Director Johnsen

THAT the West Coast Committee receive the report for information.

CARRIED

- b. **Request for Decision regarding review – West Coast Committee Terms of Reference for 2021.**

MOVED: Director Roberts
SECONDED: Director Stere

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised Terms of Reference for the West Coast Committee for 2021.

CARRIED

- c. **Request for Decision regarding West Coast Waste Management Asset Management Plan Version 1 – Presentation – (T. Bryant)**

MOVED: Director Stere
SECONDED: Director Johnsen

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

CARRIED

7. REPORTS

- a. **West Coast Transit Service – J. Brunn, GM of Community Services (Verbal)**
- b. **Leachate Improvements at the West Coast Landfill – J. Brunn, GM of Community Services (Verbal)**
- c. **Unauthorized Camping – D. Holmes, CAO (Verbal)**

MOVED: Director Cole
SECONDED: Director Johnsen

THAT verbal reports a-c be received.

CARRIED

8. QUESTION PERIOD

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

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

9. ADJOURN

MOVED: Director Stere
SECONDED: Director Cole

THAT this meeting be adjourned 11:30 am.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the fourth quarter of 2020 (October to December). Comparator statistics from the previous four years are attached.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the quarter:

- Officers received and responded to 3,097 calls for service; 438 calls were in the ACRD. It is a decreased of 36% for the quarter compared to 2019.
- The number of Domestic Violence reports are up by 200% for the quarter compared to 2019.
- Property Crime is down 24% for the quarter compared to 2019.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, West Coast Marine Section and DFO).

Port Alberni RCMP's 2020/21 Annual Performance Plan

Priorities:

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch. Results are altered due to reduction of volunteer activities and increased safety protocols regarding contact with offenders relative to COVID 19 concerns.
- **Family Violence:** Focus on education, awareness and community support to foster a “wrap around” approach of harm reduction. Creating a supportive environment for victims of family violence to come forward. Port Alberni Detachment Victim Services continues to coordinate with the Community based Victim Services Unit to ensure support is available to victims of crime that are unwilling/unable to engage with police related services.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders, detection, prevention and

supporting offenders to transition from criminal lifestyles.

- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events. Programs are provided to all schools however are reduced or suspended due to COVID -19.
- **Youth:** Positive interactions with youth through school and sporting events, increased, proactive engagement with the youth in our community. The detachment Youth Liaison officer is supporting core policing services due to suspension of outside presentation at ADSS (COVID 19) however continues to support youth and guide investigators in navigating the new legislation relative to youth.

Respectfully submitted,

Inspector Eric ROCHETTE
Officer in Charge
Port Alberni RCMP



Alberni - Clayoquot Regional District Report

Port Alberni Rural

Q4 2020 (October to December)

<i>Calls for Service</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Total Calls for Service	377	353	413	682	438

<i>Occurrences by Crime Type</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Violent Crime	18	9	10	15	20
Property Crime	39	34	38	38	29
Other Criminal Code	12	10	6	9	12
Drug Offences	5	2	0	0	2
Total Criminal Code	74	55	54	62	63
Criminal Traffic	7	4	5	8	8

<i>Violent Crime</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Assaults	6	0	5	9	4
Assault weapon/bod harm	2	2	1	0	4
Harassment	5	3	0	2	4
Robbery	0	0	0	0	0
Sex Offences	1	2	0	2	1
Uttering Threats	2	2	2	2	7
Domestic Violence	7	2	3	2	7



<i>Property Crime</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Auto Theft	1	2	1	1	2
Bike Theft	0	0	1	0	0
Break and Enter - Business	3	3	3	1	0
Break and Enter - Residence	2	2	2	3	0
Break and Enter - Other	1	5	3	3	0
Mischief to Property	9	7	6	9	16
Theft	9	8	13	6	1
Possess Stolen Property	1	1	1	2	1
Shoplifting	0	0	0	0	0
Theft From Vehicle	11	4	4	5	2

<i>Other Criminal Code</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Cause Disturbance	2	1	2	1	4
Breach of Probation	2	1	0	4	1
Breach of Bail	5	5	0	0	4

<i>Provincial Statutes</i>	Q4 2016	Q4 2017	Q4 2018	Q4 2019	Q4 2020
Intoxicated in Public	1	2	1	1	0

Statistics for 2020

<i>Calls for Service</i>	2016	2017	2018	2019	2020
Total Calls for Service	1713	1780	1920	1813	1870

<i>Occurrences by Crime Type</i>	2016	2017	2018	2019	2020
Violent Crime	53	49	43	63	81
Property Crime	178	156	172	184	130
Other Criminal Code	53	52	50	38	59
Drug Offences	13	17	10	5	7
Total Criminal Code	297	274	275	290	287
Criminal Traffic	31	31	37	40	38

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: January 12, 2021 9:59 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: NEW INCUBATOR PROJECT AIMS TO KEEP EMPLOYMENT AND BUSINESSES IN LOCAL COMMUNITIES

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NEW INCUBATOR PROJECT AIMS TO KEEP EMPLOYMENT AND BUSINESSES IN LOCAL COMMUNITIES

Initiative will enable Social Purpose Organizations to convert existing businesses into social enterprises

COURTENAY, 12 January 2021 – A recently approved Business Legacies Incubator project will help hold local businesses and jobs in communities, thanks to funding through the Island Coastal Economic Trust’s (ICET) [Economic Infrastructure and Innovation Program](#) (EIIP).

Scale Institute Society is pioneering a project designed to create opportunities for small businesses that are for sale, or at risk of closure, to be acquired and

converted into social enterprises, keeping employment, business and non-profits in smaller and rural communities. Through a business incubator model, the initiative will develop and provide materials, resources and training to enable Social Purpose Organizations (SPOs) to better understand the opportunities in transitioning from business ownership to non-profit ownership.

“This project highlights the significance of small businesses and non-profits to our local economies and addresses the fundamental financial challenges they have been facing through the pandemic,” says ICET Chair Aaron Stone.

“Supporting a business acquisition incubator is a timely and innovative way to convert the oncoming wave of small business succession into social enterprise models that will strengthen non-profit financial sustainability and continue to benefit our communities.”

The initiative builds on two years of Scale Institute Society’s research in partnership with Royal Roads University, a National Legacies Leadership Lab and four Community Futures organizations, including three in the ICET region. Community-based businesses that meet the criteria for community acquisition will be identified before piloting a business acquisition incubator.

“The incubator will target Island and Coastal social purpose organizations ready to explore business acquisition opportunities,” said Kristi Fairholm-Mader, Managing Director of Scale Institute Society. “The materials and tools developed will also be available for integration into other organizations’ programs and resources, creating an opportunity to scale this new model to a broader audience.”

There are several other benefits to acquiring businesses as community acquisitions, aside from keeping local businesses and jobs in communities. The

project will also support the growth of social enterprise, as it further holds the supply chain and offers indirect benefits to the community. The increased revenue streams and sustainability for SPOs will maintain strong community support networks and further raise awareness of the potential for other community acquisitions.

“Social enterprises are investments that build strong, resilient communities,” said Nicholas Simons, Minister of Social Development and Poverty Reduction. “Supporting Social Purpose Organizations in transitioning to non-profit business models will create more local opportunities for meaningful and sustainable employment which is a key priority of B.C.’s poverty reduction strategy.”

The project is funded from the Innovation Support stream of the Economic Infrastructure and Innovation Program (EIIP), designed to encourage programs and services which pioneer new approaches that support economic innovation and adaptation in the ICET region. ICET will contribute \$47,500 to the project’s overall \$147,500 cost. The project is expected to get underway shortly.

###

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

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional government, non-profits and indigenous communities, ICET serves nearly half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more than \$53.8 million in funding for over 230 initiatives. These investments have

leveraged over \$270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

Island Coastal Economic Trust

Tel. 250-871-7797

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Subject: NEW INCUBATOR PROJECT AIMS TO KEEP EMPLOYMENT AND BUSINESSES IN LOCAL COMMUNITIES

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STAKEHOLDER ADVISORY

Island Coastal Economic Trust Geographic Boundaries Change

The Province of British Columbia recently amended the North Island Coast Development Initiative Trust geographic boundaries to include the Juan de Fuca electoral area (of the Capital Regional District) in the Central South Island Regional Advisory Committee.

The North Island Coast Development Initiative Trust (known as Island Coastal Economic Trust or ICET) was created by Province of BC [legislation](#) in 2006. The geographic boundaries of the Trust are defined in the North Island Coast Development Initiative Trust [regulation](#).

The Board of Directors, Regional Advisory Committees and staff welcome the new area and look forward to forging new relationships and collaborative

initiatives with new partners on the other side of the Malahat.

For more information, please visit [ICET's website](#) and the updated [regional map](#).

###

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Serving Regional Districts and Territorial Councils on the
Pacific Coastal Watershed Since 1993

November 16, 2020

Dear Member Community;

On behalf of the Coastal Community Network Board of Directors, I have been instructed to inform you that due to the continued disruption of the Social and Economic fabric of coastal communities from Covid-19, CCN membership fees for the 2020 calendar year have been waived. The Board felt it appropriate at this time and wished to help in whatever way it can to ease the burden presently encountered by our member communities.

This will not affect your membership in the future. Your community representative has been of great value over the years and the CCN looks forward to continuing to serve your community in the days and months to come. We wish your community all the best in 2021.

Stay well, stay safe, Sincerely;
Des Nobels, CCN Chair

SPROAT LAKE COMMUNITY ASSOCIATION

9346 BOMBER BASE ROAD

PORT ALBERNI, B.C.

V9Y 8Z3

MRS. PENNY COTE

SPROAT LAKE DIRECTOR-ALBERNI CLAYOQUOT REGIONAL DISTRICT

SUBJECT: INCREASE IN USER FEES AT THE ACRD LANDFILL

The Sproat Lake Community Association (SLCA) remains concerned with the recent changes to the Landfill fees requiring a minimum 2 bag limit of Household garbage at a \$6.00 fee. The increase from \$2.00 per bag is not at issue, it is the requirement for a 2 bag limit that has the Community concerned.

At a time where recycling is strongly promoted, and many Community members actively recycle, creating a 2 bag minimum makes little sense. It creates the requirement for the Citizens to hold garbage in place if they want to ensure use of the 2 bag fee. With active Bears in the area, holding garbage longer creates a household safety concern.

The SLCA would appreciate a review of the 2 bag limit, changing it back to per bag fee (\$3.00 per bag).

Sincerely,

Greg Steel

SLCA President

c.c. ACRD Directors



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: January 27, 2021

Subject: **2021 Standing/Select Committee Appointments & Appointments to Outside Organizations**

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2021 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

Desired Outcome:

To make appointments and/or re-confirm appointments to ACRD and Regional Hospital District committees/commissions, outside boards, agencies and commissions for 2021.

Background:

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

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

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

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

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

Annual Review

In January of each year the Chair reviews and updates appointments to committees/commissions and appointments to outside organization and makes recommendations to the Board for endorsement. The Chair and General Manager of Administrative Services have updated the appointment lists which are attached for consideration of approval by the ACRD Board of Directors. A report is attached which provides an overview of the mandate, membership and time commitments of ACRD standing committees.

Election of Chair - Election of chair and vice-chair for most ACRD's standing and select committees is conducted by the Committee at their first meeting each year. Following these meetings, the 2021 ACRD Committee List will be updated to reflect the chair/vice-chair for 2021. Once updated the listing will be circulated to the ACRD Board and Staff and posted on the ACRD website.

Committee Terms of Reference – At the first meeting each year, all ACRD standing committees review their terms of reference. Any amendments to their terms of reference require ACRD Board approval.

Committee Under Review (parked) Alberni-Clayoquot Transportation Committee – This was a joint Committee (ACRD/PA Port Authority) which was formed in 2013 based on one-time funding received by both the ACRD and Port Alberni Port Authority. The mandate of this Committee was to work cooperatively with key partners to advance new highway construction, transportation upgrades and highway maintenance to benefit access to and within the Alberni Valley. Membership included ACRD, PA Port Authority, City of Port Alberni, West Coast Community Rep., AV Chamber of Commerce, Hupacasath First Nation, Tseshaht First Nation, PA Labour Council, MLA, MP, Western Forest Products, Catalyst Paper, Island Timberlands and Ministry of Transportation and Infrastructure. This Committee has not met since January 2017.

Regional District staff recommend the Alberni-Clayoquot Transportation Committee be parked at this time and therefore have not included this Committee in the 2021 ACRD Committee listing. In the winter of 2021, ACRD staff will work with the ACRD Board of Directors on drafting a new Transportation Committee with a broader scope respecting transportation issues in the entire region. This new committee will be submitted for consideration of implementation by the ACRD Board in January 2022.

Time Requirements – Staff & Elected Officials:

Some staff time to review and update membership on ACRD Committees, review and update committee terms of references and advise outside organizations of ACRD 2021 appointments.

Financial:

Any associated costs covered through General Government services.

Strategic Plan Implications:

n/a

Policy or Legislation:

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

Options for Consideration:

Changes to the 2021 ACRD committee appointments as presented can be amended by resolution of the ACRD Board of Directors.



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



Wendy Thomson, General Manager of Administrative Services



Approved by: _____
John Jack, Chairperson

Committee	Membership	Mandate	# of Meetings Annually (approx.)	Type of Committee
Alberni & Bamfield Services Committee	Director for each: Bamfield, Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek, City of Port Alberni (2 Directors), Huu-ay-aht First Nation, Uchucklesaht Tribe Government.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: Alberni Valley Emergency Planning, Alberni Valley Waste Management, Alberni Valley Regional Airport, Alberni Valley Regional Water (proposed), Bamfield Waste Management, Custom Transit, Sproat Lake Marine Patrol, Emergency Fire Services Coordinator.	4 - 6	Standing
Electoral Area Directors Committee	Directors for each: Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, Cherry Creek.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: Building Inspection, Management of Development – Rural Areas, Regional Library, Gas Tax Funding Allocation, Electoral Area Administration.	4 - 6	Standing
West Coast Committee	One (1) Director from each: Long Beach, Tofino, Ucluelet, Yuułuʔiłʔatḥ Government, Toquaht Nation; Non-voting ex-officio Members – One (1) each from Pacific Rim National Park, Tla-o-qui-aht First Nation, Ahousaht First Nation, Hesquiaht First Nation.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: West Coast Waste Management, Long Beach Airport, Long Beach Emergency Planning, Long Beach Bike Path, West Coast Multiplex, West Coast Health Services, West Coast Transit.	4 - 6	Standing
Agricultural Advisory Committee	One (1) Director appointed by the Board, volunteers from all electoral areas.	Review ALR development applications.	2-4 (based on how many ALR applications received).	Standing
Agricultural Development Committee	Volunteers from all electoral areas and two (2) Directors appointed by the Board.	Implementation of the agricultural plan initiatives.	8 - 10	Standing

AV Emergency Planning Policy Group	Directors for : Sproat Lake, Beaver Creek, Beaufort, Cherry Creek, Mayor and Council for City of Port Alberni. Non-voting ex-officio Members – One (1) each representative the following organizations: 1. Tseshaht First Nation 2. Hupacasath First Nation 3. Director for Electoral Area “A” (Bamfield)	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the service.	2	Standing
Bamfield Parks Commission	Director for Bamfield, two members appointed by the Board, 2 residents of Bamfield.	Developing, operating and maintaining certain community parks within Electoral Area A - Bamfield.	2	Standing
Bamfield Water Committee	Director for Bamfield, Bamfield Advisory Planning Commission Chairperson, two members at large from Bamfield, one member from the Bamfield Business Community. Ex-Officio non-voting members: Bamfield Fire Chief, Bamfield Marine Science Centre Rep.	Deal with matters relating to the Bamfield Water Service.	3 - 4	Standing (Advisory)
Beaver Creek Water Advisory Committee	Director for Beaver Creek, Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for Beaver Creek.	Advises the Board on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.	4 - 6	Standing (Advisory)
Advisory Planning Commissions	Each electoral area has their own commission consisting of 5 to 11 volunteer members from their own area.	Review planning applications in their respective areas, as well as overall planning projects.	Monthly as necessary	Standing (Advisory)

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

Parks Service Review Committee	Five to seven members with representation of municipal directors, electoral directors, First Nation directors and geographical areas.	Review and advise on the following: the future components of a park system that reflect regional equality and the financial impact; member participation in the Regional Parks service; the role and options for community park associations; options for conversion bylaw including spending limits; options for a financial plan; invite other Regional Districts to provide presentation highlighting their success stories and challenges; and develop terms of reference for Parks & Trail Committee to help implement the Parks & Trails Strategic Plan.	2 - 3, at the call of the Chair	Standing
Personnel Committee	Five (5) Directors considering: Representation from the Electoral Areas, First Nations Government and Municipalities; Recognition of the importance of continuity of appointments to the Personnel Committee during the Board's four year term.	Review, comment and recommend approval of personnel and executive policies, excluding operational policies administered by the Chief Administrative Officer.	3 - 4, at the call of the Chair	Standing
Salmon Beach Committee	Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach; Director for Long Beach.	Advises the Board on matters relating to Salmon Beach Services, including but not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.	2 - 4	Standing (Advisory)
Sproat Lake Parks Commission	Director for Sproat Lake, two members appointed by the Board, 2 residents of Sproat Lake.	Developing, operating and maintaining certain community parks within Electoral Area D - Sproat Lake.	4 - 6	Standing



Alberni-Clayoquot Regional District 2021 Standing/Select Committee Appointments

STANDING COMMITTEES:

Alberni & Bamfield Services Committee

- John McNabb
- Ron Paulson
- Sharie Minions
- John Jack
- Dianne Bodnar
- Tanya Shannon
- Penny Cote
- Wilfred Cootes
- Bob Beckett

Electoral Area Directors Committee

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

West Coast Committee

- Kel Roberts (Chair)
- Tom Stere (Vice-Chair)
- Rachelle Cole
- Alan McCarthy
- Kirsten Johnsen
- Ex-Officio Members:
 - Tla-o-qui-aht First Nation Rep.
 - Ahousaht First Nation Rep.
 - Hesquiaht First Nation Rep.
 - Pacific Rim National Park Rep.

Bamfield Parks Commission

- Sheryl Ferguson (Chair-Treasurer)
- Bob Beckett
- Andrea Butler
- Louis Druehl
- Dane Dentoom
- Jane Morrison

Salmon Beach Committee

- Kel Roberts
- Ellen Peete (Chair)
- Jill Maibach
- Terry Graff
- Ron McKinley
- Mike Shorthouse (temporary)

Personnel Committee

- John Jack
- Tom Stere
- Sharie Minions
- John McNabb
- Rachelle Cole

AV Emergency Planning Policy Group

- John McNabb
- Penny Cote
- Tanya Shannon
- Dianne Bodnar
- Sharie Minions, Mayor, City of Port Alberni
- Debbie Haggard, Councillor, City of Port Alberni
- Dan Washington, Councillor, City of Port Alberni
- Ron Corbeil, Councillor, City of Port Alberni
- Ron Paulson, Councillor, City of Port Alberni
- Helen Poon, Councillor, City of Port Alberni
- Cindy Solda, Councillor, City of Port Alberni
- Ex-Officio Members:
 - Tseshah First Nation
 - Hupacasath First Nation
 - Bob Beckett

Agricultural Advisory Committee

- Penny Cote
- Lisa Aylard
- Robert Haynes
- Meagan Curtis
- Ron Emblem
- Wayne Smith
- John Adams
- Larry McMahan

Beaver Creek Water Advisory Committee

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

Long Beach Airport Advisory Committee

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

Sproat Lake Parks Commission

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

Bamfield Water Committee

- Bob Beckett (Chair)
- John Mass
- Barry Otterson
- Lisa Herbig (2 year term to 2023)
- J.P. Hastey (3 year term to 2024)
- Ex-Officio Members:
 - Phil Lavoie, BVFD Fire Chief
 - Les Jmaeff, Marine Science Centre Rep.

Agricultural Development Committee

- Penny Cote
- Tanya Shannon
- Ann Siddall
- Bob Collins
- Carley Gitelman
- Lisa Aylard
- Guy Langlois
- Rosemarie Buchanan
- Erika Goldt
- Anna Lewis
- Meagan Curtis
- Edward Dyson
- Melody Francoeur
- Victoria Lake
- Katelyn McDougall
- Helene Dufour

Fisheries Resource Committee

1 year term

- John Jack
- Rachelle Cole
- Bob Beckett
- Al McCarthy
- Kel Roberts
- Ex-Officio Members:
 - West Coast Aquatic Rep.
 - NTC Rep.
 - DFO Rep.
 - BC Rep., Min. Environment

Alberni Valley Regional Airport Advisory Committee

- Mike Ruttan, Member at Large
- Ron Paulson, City of Port Alberni
- Director Penny Cote, EA Area "D" (Sproat Lake)
- Director Wilfred Cootes, Uchucklesaht
- Bob Kanngiesser, Member at Large
- Michael Hoff, Member at Large
- Councillor Richard Watts, Tseshaht
- Councillor Brandy Lauder, Hupacasath
- Ms. Shelley Crest, Port Alberni Port Authority
- Mr. Dan Savard, AV Chamber of Commerce

ADVISORY PLANNING COMMISSIONS (APC's): (varying terms)

Bamfield APC

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

Long Beach APC

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

Beaufort APC

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

Beaver Creek APC

- Gordon Blakey
- Dorothy Brooks
- Shelley Chrest
- Patty Edwards
- Nick Clarke
- Heather Persons

Cherry Creek APC

- John Versteeg Jr.
- Mike Jones
- Bob Vandermolen
- Denis Francoeur
- Carrie Smith
- Jamie McKinnon
- Anton Haffner
- Keith Wyton

Sproat Lake APC

- Dean Sept
- Geo Monrufet
- Roger Loggin
- Roberta Jensen
- Walter Konkin
- Mark Marley
- Steve Gray
- Mark Molander
- Joann Bessler

SELECT COMMITTEES:**Parks Service Review Committee**

- John Jack
- Bob Beckett
- Kel Roberts
- Rachelle Cole
- Penny Cote

**COVID-19 Community Recovery Team
1 year Term (2021)**

- John Jack, ACRD Chairperson
- Sharie Minions, Mayor CPA
- Douglas Holmes, CAO, ACRD
- Tim Pley , CAO, CPA
- Heather Zenner, Protective Services Manager, ACRD
- Island Health Medical Health Officer, Central Vancouver Island, or their designate
- EOC Director
- EOC Recovery Planning Unit Coordinator

Coastal Agricultural Roundtable Committee

- Jeanne Keith-Ferris
- Lorna Watson
- Erika Godt
- Helene Descoteaux
- Leah Austin
- Al Andersen
- Rachel Dickens
- Heather Shobe
- Kel Robers
- Nicky Ling
- Stefan Ochman
- Anne Atleo
- Harvey Robinson
- Jenny Touchie
- Lara Kemps
- Dan Price-Francis
- Louise Rodgers
- Marcie DeWitt



Alberni-Clayoquot Regional District & Regional Hospital District 2021 Appointments to Outside Boards, Agencies, Commissions

REQUIRED

Municipal Finance Authority

(1 year term Jan – Dec.)

- John McNabb
- John Jack, Alternate

E911 Corporation

(1 year term – Jan. – Dec.)

- John McNabb
- Ron Paulson

Island Coastal Economic Trust

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

- John Jack

Vancouver Island Regional Library Board

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

Municipal Insurance Association of BC

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

Island Corridor Foundation

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

Island Health Capital Planning Committee

- John McNabb

ELECTIVE

Clayoquot Biosphere Trust

(2020 – 2023)

- Nicky Ling
- Rachel O’Callahan, Alternate

Barkley Salmon Working Group

- Penny Cote

Air Quality Council

- Dianne Bodnar

West Island Woodlands Advisory Group

- John Jack
- John McNabb, Alternate

Vancouver Island Film Commission

- Ron Paulson

AV Museum & Heritage Board

- Penny Cote
- Ron Paulson Alternate

AV Chamber of Commerce

- Sharie Minions
- John McNabb, Alternate

West Coast Aquatic Board

- Tom Stere
- Kel Roberts, Alternate

Ditidaht BC Treaty Table

- Bob Beckett

Offshore Pacific Area Committee

- Kel Roberts
- Bob Beckett, Alternate

AVICC Special Committee on Solid Waste Management – Political Appointments

- John McNabb
- Tom Stere (Alternate)



Alberni-Clayoquot Regional District & Regional Hospital District 2021 Appointments to Outside Boards, Agencies, Commissions

ELECTIVE CONTINUED

AVICC Climate Leadership Plan Steering Committee

- Sharie Minions
- John McNabb (Alternate)

Central West Coast Forest Society

- Kel Roberts

Coastal Community Social Procurement Steering Committee

- John Jack

Alberni Valley Municipal & Regional District Tax Governance Model Task Force

- Penny Cote
- Bob Beckett

REGIONAL HOSPITAL DISTRICT

Alberni-Clayoquot Health Network Table of Partners

- Penny Cote
- Rachelle Cole

Alberni-Clayoquot Continuing Care Society

- John McNabb

West Coast Native Health Care Society

- Penny Cote



REQUEST FOR DECISION

To: ACRD Board of Directors

From: West Coast Committee/
Wendy Thomson, General Manager of Administrative Services

Meeting Date: January 27, 2021

Subject: **West Coast Committee Terms of Reference – 2021**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the amended terms of reference for the West Coast Committee for 2021 as presented.

Desired Outcome:

To approve amendments to the West Coast Committee terms of reference for 2021.

Summary:

At the first meeting each year, all Regional District standing committee's review their terms of reference and consider amendments. All amendments to their terms of reference require Board approval.

Background:

The West Coast Committee met on January 20th and reviewed their terms of reference for 2021. The Committee approved a change to their terms of reference under section 2.2 to include consideration of the ACRD Board of Director's Strategic Plan in all deliberations and recommendations respecting West Coast Services.

Regional District staff also recommend the ACRD Board of Directors consider the following housekeeping amendment:

- New Section 5.2 – The Chair and Vice-Chair of the West Coast Committee must be a Director of the Regional District Board of Directors.

The above amendments have been included in the 2021 West Coast Committee terms of reference for consideration of approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw apply.



Submitted by: _____

Wendy Thomson, General Manager of Administrative Services



Approved by: _____

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



Alberni-Clayoquot Regional District

Terms of Reference West Coast Committee

1. Purpose

- 1.1 The West Coast Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to services paid for by one or more of the following areas within the region: District of Tofino, District of Ucluelet, Long Beach, Yuułuʔiłʔatḥ Government and Toquaht Nation.

2. Duties/Mandate

- 2.1 The West Coast Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- West Coast Waste Management
- Long Beach Airport
- Long Beach Emergency Planning
- Long Beach Bike Path
- West Coast Multiplex
- West Coast Health Services
- West Coast Transit Service

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1. Committee deliberations and recommendations to the ACRD Board of Directors will be guided by the ACRD's Strategic Plan.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1

- 2.4 The Committee will be a forum for dialogue among the communities of the West Coast. The agenda will include a round table for community updates.

3. Membership

- 3.1 Membership on the Committee is as follows:

- One (1) Director elected to the Board representing Electoral Area “C” Long Beach, or his/her alternate
- One (1) Director appointed to the Board from the District of Tofino, or his/her alternate
- One (1) Director appointed to the Board from the District of Ucluelet, or his/her alternate
- One (1) Director appointed to the Board from the Yuułuʔiłʔatḥ Government, or his/her alternate
- One (1) Director appointed to the Board from the Toquaht Nation, or his/her alternate
- Non-voting ex-officio Members – One (1) each representative the following organizations:
 1. Pacific Rim National Park
 2. Tla-o-qui-aht First Nation
 3. Ahousaht First Nation
 4. Hesquiaht First Nation

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.
- 4.4 The Chair of the Board will confirm appointments from the non-voting ex-officio Members with their organizations in January of each year.

5. Committee Chair

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

5.2 The Committee Chair and Vice-Chair must be a Director of the Alberni-Clayoquot Regional District Board of Directors.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the voting Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedure Bylaw.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.
- 7.3 All new Committee direction requiring staff resources must be forwarded by resolution to the ACRD Board for approval.

8. Resources

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.
- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Terms of Reference – West Coast Committee, 2021

Revisions Adopted by the ACRD Board:	January 25, 2017,
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REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

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

Meeting Date: January 27, 2021

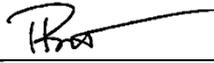
Subject: West Coast Waste Management Asset Management Plan Version 1

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors adopt the West Coast Waste Management Asset Management Plan Version 1.

Summary:

The attached report and West Coast Waste Management Asset Management Plan Version 1 was presented by the Asset Management Coordinator to the West Coast Committee on January 20, 2021. The Committee agreed with the recommendation for the Board of Directors to adopt the plan.

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

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

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



REQUEST FOR DECISION

To: West Coast Committee

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

Meeting Date: January 20, 2021

Subject: West Coast Waste Management Asset Management Plan Version 1

Recommendation:

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

Desired Outcome:

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

Summary:

The West Coast Waste Management Asset Management Plan is the eleventh plan created by the ACRD with the assistance of previous site studies, the General Manager of Community Services and staff. The purpose of the Plan is to better guide the Board, management and staff in decision-making and sustainable service delivery. Additionally, it can be used as a tool to become more proactive than reactive and to communicate public awareness. In order to make relevant and reliable long-term financial plans, Asset Management Plans are a necessity. Prior to the Plan's creation, an Asset Registry was created in which component valuations and approximate expiration dates are used to calculate required annual financial contribution from tax requisition in order to maintain desired levels of service. It can also be used to identify necessary adjustments to user rates. This version of the Plan will be dated with the date of adoption.

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

The ACRD Asset Management Policy has been included for reference.

Time Requirements – Staff & Elected Officials:

There is a dedicated full-time position until April 2021 for Asset Management. Each Asset Management Plan and their subsequent versions can take a significant amount of time to compile necessary information, analyze and present it in a way that provides value to staff, management, the Board and users of the service. Additionally, time must be taken to properly include the information in Asset Management Plans in the 5 year financial plan of the Regional District.

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

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

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

West Coast Waste Management

Asset Management Plan

Version 1



DATE OF ADOPTION: TBD



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1 EXECUTIVE SUMMARY

1.1 Purpose of the Plan

The West Coast Waste Management Asset Management Plan (AMP) is part of the ACRD Asset Management program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically, and environmentally responsible manner, while providing the level of service agreed upon by the Board of Directors.

1.2 Asset Description

The West Coast Landfill (WCL) assets include:

- Scale house & vehicle scale
- Water system and leachate equipment
- Tipping wall & recycling sheds
- WCL property
- Pump station
- Bear fencing & electric gate

1.3 Levels of Service

The present funding levels are insufficient to continue to provide the existing services at current levels in the medium-term. Current reserve balances and revenue trends would not present a threat to providing the current level of service but the Board has mandated further diversion than what is currently provided and that will require an updated analysis.

1.4 Future Demand

The main demands for new services are created by:

- Growth rate
- Diversion rates and programs
- Board of Directors and resident level of service expectations
- Legislative regulations

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

1.5 Lifecycle Management Plan

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



The Asset Management Coordinator will create the West Coast Waste Management AMP with the assistance of consultant reports and operations staff. Asset Management systems will continue to be maintained once this position expires by ACRD staff. Estimated service life and replacement cost of the landfill infrastructure were determined using Annual Reports for the WCL. Management and staff provide risk assessments and goals.

Tipping Wall



1.6 Financial Summary

The WCL assets, excluding assets owned by the Operations Contractor, have a total current replacement value of \$711,000 in 2020 dollars and a current closure cost of \$5.6 million with future closure and post-closure costs expected to reach \$10.4 million with inflation. With an estimated inflation rate of 1.5% (10-year CPI average), estimated future replacement costs are \$1.06 million for current infrastructure at the end of the components estimated service life, with no consideration for a future landfill site. Not included in the estimates are projections for future demand and projected capital upgrades. The West Coast population experiences roughly 1.3% growth annually; however, when factoring in the large number of visitors to the West Coast, the equivalent population nearly doubles that of permanent residents. The WCL and ACRD are constantly researching and implementing new diversion programs that should offset any demand growth. Population and equivalent population changes will be considered in future AMPs.

The Ministry of Environment and the Public Sector Accounting Board requires that financial liability for closure and post-closure monitoring costs of municipal solid waste landfills is properly recognized and



adequately funded. The WCL has a dedicated capital reserve account that is currently insufficient to cover future capital expenditures and a closure account that is projected to cover the required costs when the landfill reaches capacity in approximately 2062. A Design, Operations and Closure Plan (DOCP) is planned to be updated to include the recent Economic Analysis for WCL and any updates to the recommended annual closure contribution amount.

The solid waste activity is debt free and activities are funded to 71% by tipping fees and only 9% by requisition. Increases in tax requisitions are not planned for this service; additional required revenues will be generated through user fees, if necessary. Figure 1.6 shows the distribution of income for the WCL while Figure 1.7 shows the tipping fee revenue in relation to the total waste tonnage landfilled.

Figure 1.6 – Income Sources for WCL

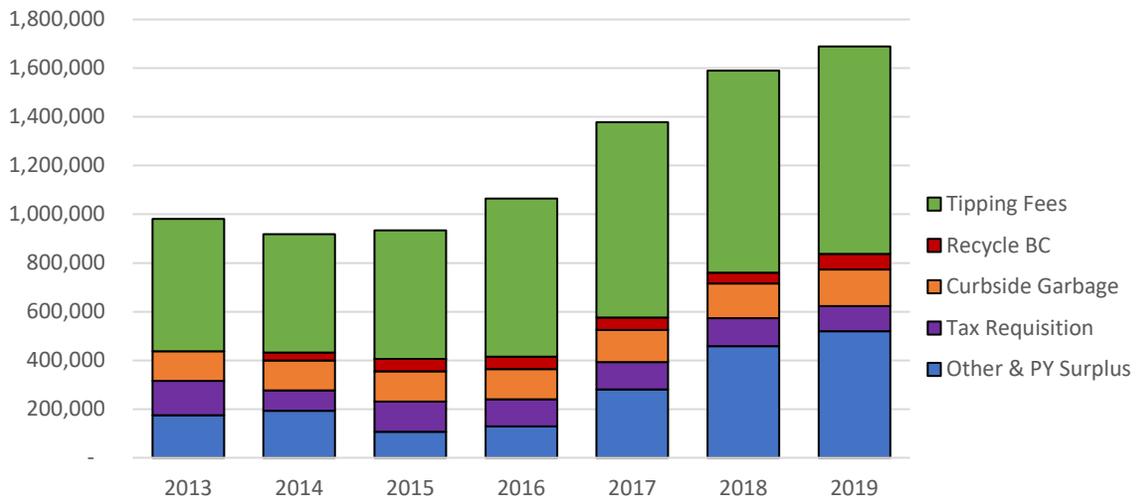
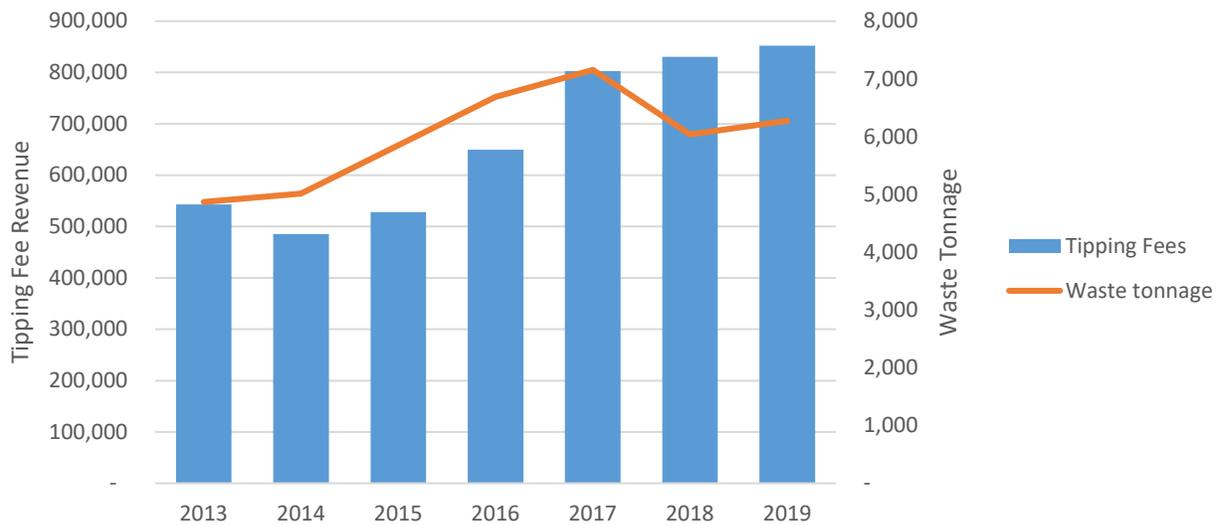


Figure 1.7 – Total Tipping Fees





It should be noted that different materials have different tipping rates and bagged garbage isn't weighed but rather charged a rate per bag. Total weights are calculated using scale records only; additionally, self-haul bagged garbage is very minimal at WCL.

1.7 Asset Management Practices

Assets are managed using a combination of Microsoft Office, CompuWeigh 6, Vadim and consulting firms. Registries and AMPs will be reviewed and updated on an annual basis prior to the release of the following version.

1.8 Monitoring and Improvement Program

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



2 INTRODUCTION

2.1 Background

This AMP encompasses all WCL assets excluding assets owned by contractors. The purpose of the plan is to facilitate the strategic management of the West Coast Waste Management service and the WCL, 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.

Ortho image of the West Coast Landfill



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 West Coast Waste Management 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
- Maintenance policies
- Annual Reports
- User rates and fees bylaw
- Grant applications and funding

AMPs are designed for several reasons. First, to guide Management and the Board in planning and decision-making. Second, to aid in the creation of short term and long term financial plans as well as operational plans. Last, to spark community engagement for the service.

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

The WCL began operations in 1980 and per the 2019 Annual Report prepared by the ACRD, an estimated 723,284 cubic meters remains for future filling. At the current rate, the WCL will reach capacity in approximately 2062.

The ACRD owns the WCL property. The current 70-acre parcel was originally much smaller and owned by MacMillan Bloedel prior to being acquired by the ACRD in fee simple in the early 2000's. No expansion is planned for the WCL and revival of the land will take place during the closure process.

Due to the nature of a landfill, leachate infrastructure that is buried beneath filled cells will not be replaced but rather added when and where needed, such as monitoring wells. The landfill is situated on a clay base that creates a waterproof barrier so less leachate infrastructure is required than other landfills created on more permeable surfaces. While the clay base has proven to be an adequate substitute to manmade infrastructure, there have been instances of increased leachate levels diverting to nearby Sandhill Creek. The plan to mitigate this issue is further outlined in the ACRD 2019 WCL Annual Report.

2.2 Asset Inventory

The WCL consists of many components including:

- 70-acre WCL property
- Scale house & vehicle scale
- Electric bear fencing
- Tipping wall & recycling sheds
- Hydro poles
- Leachate collection system
- Water system & mains
- Pump station

Current replacement costs were estimated by staff and consultants using historical and industry estimates. Unit costs include all installation and remediation activities. Remaining useful life estimates were based on installation dates and expected service life provided by staff based on knowledge and experience.

WCL closure costs were determined based on engineering assessments and the estimated remaining useful life of the landfill. Closure costs include initial closure expenses as well as ongoing maintenance and monitoring of the land.



2.3 Levels of Service

Levels of service are the defined quality for a particular activity or service against which performance may be measured, relating to quality, quantity, reliability, responsiveness, environmental impacts and cost.

The levels of service determine the amount of resources that are required to manage the solid waste activity in order to provide the community with the levels of service specified. Customer expectations, affordability, community outcomes and Ministry of Environment (MoE) requirements. Levels of service 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



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

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

Table 2.1 - Customer Level of Service Objectives

Values	Expectation	Performance/ Organizational Measure Used	Current Performance	Forecast with Current Budget
Quality	Landfill and access road are safe and accessible year-round	Number of safety incidents involving the public or landfill staff	Tipping wall and internal roads are built on the old landfill site and the ground tends to settle and cause water to pool and freeze Tipping wall and railing at tipping wall are in poor condition and due for replacement	No instances of falls, trips or other incidents Internal roads regraded Tipping wall and railing replaced prior to issuance of next AMP version
Function	Landfill accepts all commonly accepted waste streams Minimal wait times to access facilities	Banned materials versus other accepted materials at landfills in areas of similar population Line-up length, wait times, complaints	WCL accepting most commonly accepted materials compared to surrounding landfills except asbestos which is directed to AVL Wait times are minimal due to minimal traffic	WCL accepts all materials accepted at other surrounding landfills No change
Capacity and Use	Landfill will continue to remain active until capacity is reached in which time a new landfill site will open or become available	Diversion or reducing use of cover material. Closure plans in place to address closure and relocation prior to capacity	DOCP plans slated for updating. Reduction of cover material usage. Additional diversion programs are being developed for more frequently landfilled waste streams. Ocean rope and netting as well as mattress diversion recently in place	Organics diversion program. Further diversion programs in place for higher volume waste streams with a notable decrease in landfilled waste



Table 2.2 - Technical Levels of Service

Service	Service Objective	Objective Measure	Current Performance	Desired Outcome
Operations 2020 Budget: \$517,500 excluding operations contract	Facility must be bear proofed	Number of bear entrances to protected areas	Bear fencing surrounding perimeter of landfill	No instances of bear entry to landfill
	Landfill gas is managed within the Ministry's guidelines	Landfill gas must not exceed 1,000 tonnes annually without mitigation	Landfill methane gasses estimated at 250 tonnes annually in 2019. No medium-term requirement for Landfill Gas Management	Passive gas collection systems will be installed at closure. Active landfill gasses unlikely to exceed allowable limits
	Necessary reporting to the Ministry is kept up to date	Comprehensive Annual Report is completed and submitted annually	All required reporting is done on an annual basis. DOCP coming in 2022	Required reporting is consistent and in compliance with landfill/MoE regulations
Maintenance 2020 Budget: No set maintenance budget; included in Operations	Landfill shall not create a nuisance (dust, noise, litter, odor, vectors and/or wildlife attraction)	Number of nuisance complaints.	WCL has not received any nuisance complaints	No change
	Surface water diversion and storm water management system in place	Direct surface water away from active operation area to minimize contact with waste	Currently no storm water diversion system	Install storm water diversion system to keep runoff out of leachate system
Renewal 2020 Budget: \$63,500	Closure fund and post-closure fund must be built up over time	Funds must ultimately meet or exceed the estimated closure and post-closure costs plus contingency	Closure fund reserves are at an adequate level and projected to cover required costs upon closure	No change unless directed by DOCP report
Upgrade/ New 2020 Budget: \$1,066,600	Future site for landfill is located within 25 years prior to landfill closure	Funds are secured and tenure discussions have begun on a new site	No funds secured. It is expected that there will be no permission granted to construct another landfill	No change. Based on surrounding community landfills, it appears likely that waste will be barged off Vancouver Island after landfill reaches capacity

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 Ministry of Water, Land and Air Protection (“the Ministry”) regulations that will change over time. Review and establishment of the agreed performance that achieves the best balance between service, risk and cost is essential.



2.4 Emergency Preparedness

The WCLF does not currently have an Emergency Response Plan but there will be a plan created in the future. Recommendations to pursue an Emergency Response Plan, Contingency Plan and Fire Safety Plan are included in the Improvement Plan section of this AMP.

3 CURRENT STATE OF WCL INFRASTRUCTURE

3.1 Inventory

Table 3.1 - Assets Covered by this Plan

Asset Category	Quantity	2020 Replacement Value
Scale house and vehicle scale	1	117,000
Recycling sheds	2	20,000
Tipping wall	1	15,000
Bear fencing	2,050m	57,400
Electric gate	1	12,000
Hydro poles	4	21,200
Leachate transmission main	1,000m	270,000
Water main	30m	8,700
Leachate pond pump station	1	160,000
Septic field and tanks	1	25,000
Shallow water well, filtration, pump	1	5,000
TOTAL		\$711,300

Amounts derived using a combination of estimates and known data

Piping and fencing lengths are estimated. Determining actual lengths and quantities of assets, where value is provided, is part of the improvement plan.

3.2 Waste Trends

The 2020 equivalent population within Tofino, Ucluelet and Area C (Long Beach) is approximately 10,200. Waste makes its way to the WCL through various streams: curbside pickup, residential and commercial third party delivery and residential delivery by homeowners. Curbside garbage and recycling pickup is performed by private contractors for residents within Tofino, Ucluelet and part of Area C (Long Beach); specifically Port Albion and Millstream. Garbage and some stewardship products can also be delivered to and sorted at the WCL.

Historically, the ACRD as a whole has been significantly higher than the provincial average for landfilled waste per capita. The West Coast waste trends, however, tend to favour closer to the provincial average. With the possible implementation of further diversion and stewardship programs, the waste trends on the West Coast are expected to drop below the provincial average. Figure 3.2 shows the trend of waste per capita for the West Coast versus the Province and Figure 3.3 shows the trend of



recycling diversion. Data is not yet available for 2019 provincial averages so estimates have been used. Based on available data, the West Coast communities have a satisfactory landfill rate per capita; however, recycling per capita is significantly lower than the provincial average. This may be reflective of varying consumer habits versus other communities, the volumes of tourists that frequent the area that may not have access to or knowledge of available recycling options or residents opting to drop recycling off at an independently owned Recycle Depot.

Waste trends have a direct impact on the life expectancy and lifecycle costs of the landfill. Material composition can increase the likeliness of requiring a Landfill Gas Management system and higher than expected waste tonnages landfilled will diminish the landfill capacity at a faster rate. For further details of material composition, refer to the ACRD 2019 WCL Annual Report.

Figure 3.2 – Waste Per Capita Trends in Tonnes

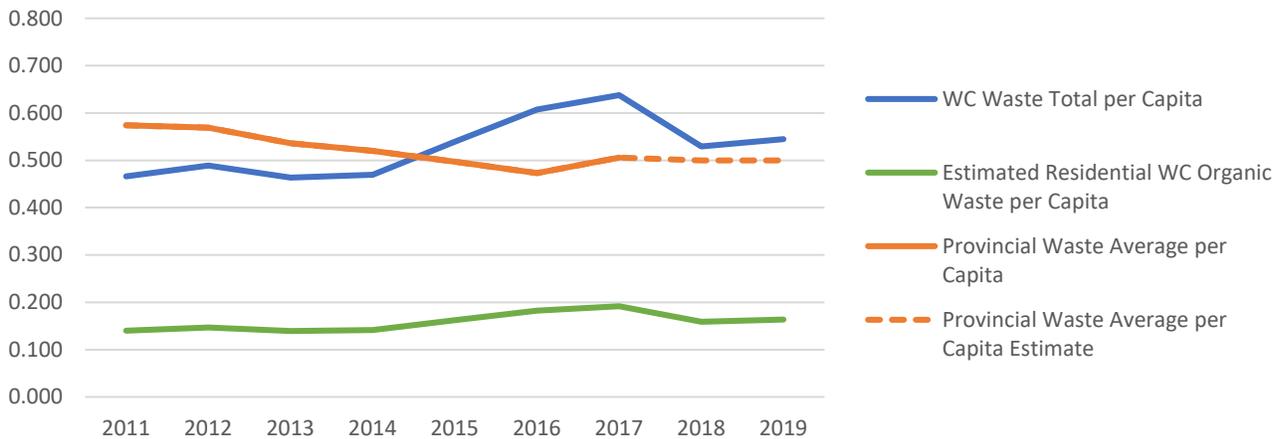
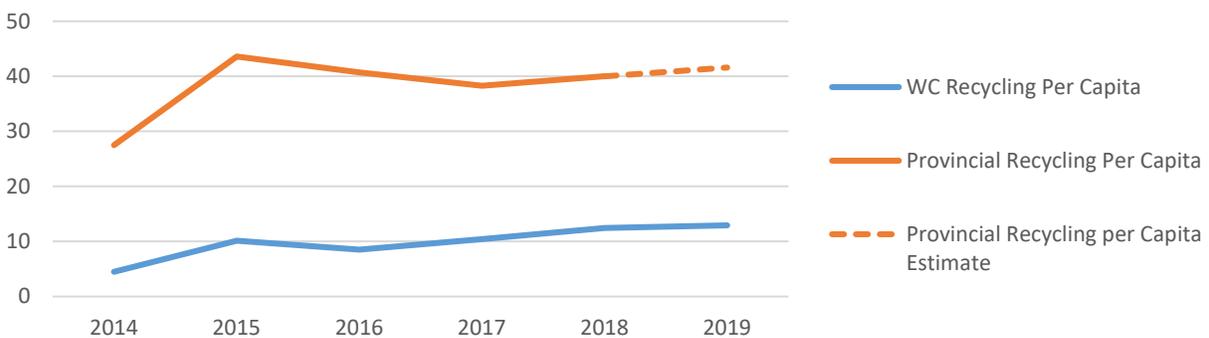


Figure 3.3 – Recycling Per Capita Trends in Kilograms



3.3 Landfill Gas Management

Based on waste composition and estimated annual methane production, the WCL is not expected to require additional Landfill Gas Management infrastructure in the future. With the addition of an Organics Diversion Program, the likelihood of approaching the annual limit of 1,000 tonnes of methane gas is further lessened. Landfill gas projections will be reviewed with each subsequent version of this AMP.



Funding was secured through the Consolidated Strategic Landfill Diversion Program for \$1.54 million for an Organics Program and recently the ACRD hired an Organics Diversion Coordinator to oversee the project. Additional tipping walls may need to be constructed to facilitate organics diversion at the WCL site. This will also likely increase traffic to the landfill and will increase general maintenance requirements on the facilities and infrastructure. Ideally, revenues earned from the program will offset the increase in expenditures.



3.4 Replacement Costs and Dates

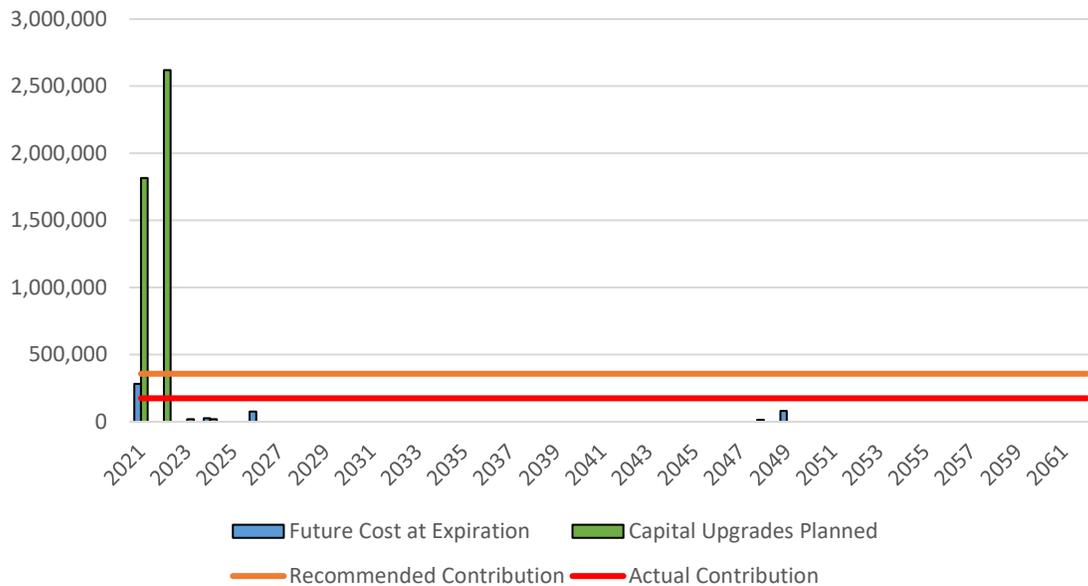
Asset management changes the financial focus from historical cost and annual amortization included in the ACRD's financial statements to estimated replacement value, estimated service life, and annual capital investment required.

Approximately 52% of the WCL assets are due for replacement within 10 years. While a tax increase isn't currently planned for the service, there is a funding gap that needs to be addressed either through requisition or tipping fee revenues. Contributing \$345,000 annually towards the capital reserve will eliminate the current funding gap, however, this does not include any possible future debt financing obligations. Annual contributions of \$88,000 are required to ensure adequate closure funds when the landfill reaches capacity. Per the 2020-2024 Financial Plan, \$175,000 was contributed to the capital reserve account and \$120,000 to the closure fund in 2020.

The septic system is nearing the end of its useful life with an estimated future replacement cost of \$26,500 and the tipping wall and railing are in poor condition with an estimated replacement cost of \$25,000. In addition, a 2020 report from Sperling Hansen Associates identified the need for approximately \$2.6 million in upgrades to the current leachate system. The ACRD has inquired about borrowing through the Province for this project. Debt servicing costs and future replacement costs for this project are not included in the financial recommendations in this AMP as they are not currently known. Figure 3.2 summarizes suggested infrastructure replacement dates and estimated costs by year until 2060.



Figure 3.2 - Projected Timing for Capital Renewal



Currently, all efforts are dedicated towards extending the current landfills estimated service life beyond the current 42 years to upwards of 100 years with diversion and education programs. It is certain that when the landfill reaches capacity that waste handling will be vastly different from the current methods. Material for reuse handling will likely take precedence over waste handling and landfill fill rates will in turn be drastically lower; because of these reasons, cost projections for a future landfill site have not been included in the financial projections within this AMP.

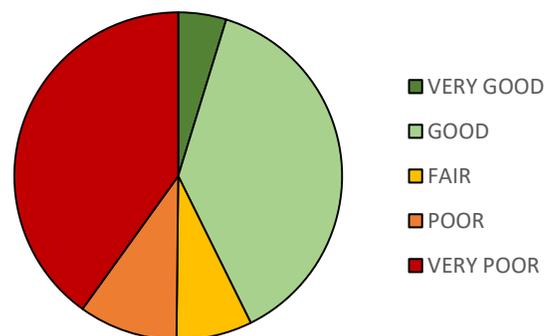
Every year when the AMP is reviewed and a new version is created, the financial position of the landfill will be analyzed along with revenue levels and further changes to the recommended contribution levels will likely occur at that time given new information, performance and changes to the service.

3.5 Condition Assessments

Condition assessments were performed by staff on some assets while estimated remaining service life was the determining factor on other assets. Based on conditions and estimated service life remaining, 40% of the WCL assets assessed have a very poor physical condition.

Figure 3.3 shows the current cost to replace assets based on the percentage of estimated useful service life remaining. The assets that fall under the “Very Poor” category have been further detailed in section 4.1 along with other Improvement Works Required that have not yet been installed.

Figure 3.3 – Current Replacement Cost by Condition

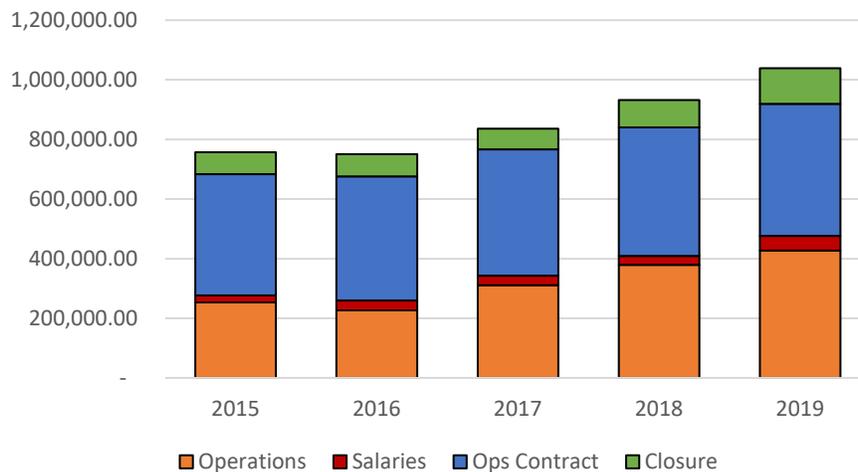




3.6 Current Operations and Maintenance Costs

A key function of Asset Management is to track maintenance costs separate from operations costs to identify areas that are requiring more repairs as an indication of failing infrastructure. Currently, operations and maintenance costs are grouped together for budgetary purposes. This does not allow for differentiation between day-to-day costs and repairs. It is recommended that there be a clearer definition of maintenance and repair costs as an additional measure to ensure all assets at risk for failure are identified. Figure 3.4 shows the trend in operations expenses and closure contributions since 2015.

Figure 3.4 – Operations and Maintenance Cost Trends



Average operation costs total \$319,400 per year, excluding salaries, closure and operation contract costs.

3.7 Risk Management Plan

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

Risk management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring activities to ensure:

- Risk is understood and identified
- Hazards and practices that could cause financial loss, disruption to organizational goals, injury to people or damage to the environment are controlled
- Insurance policies are made to protect the business and community interest should loss occur

The goal in adopting a framework is to have a consistent accurate understanding of the state of the WCL'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 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, the following are credible risks that could create a "High" risk rating at this time:

1. Earthquake causing rupture in natural clay foundation of the landfill and causing leachate to drain into nearby watercourses.
2. Damage to the leachate transmission main causing a leachate spill.
3. Fire at landfill site. Landfill fires can be explosive, dangerous and very hard to extinguish given the composition of a landfill. Would pose a threat to the area and air quality.
4. Large influx of waste due to emergency recovery. If there is an event that results in large structures being destroyed, they will be landfilled and end up consuming valuable space and push WCL much closer to capacity.





4 ASSET MANAGEMENT IMPROVEMENT PLAN

4.1 Infrastructure Replacement Priority Ranking

Table 4.1 lists the components within the WCL in order of their required estimated replacement. This information will be used to build the 5-year Financial Plans as well as aid in creating a Long-Term Financial Plan (LTFP) for this class of assets.

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

It is important to note the volatile prices of construction materials. Many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used.

Table 4.1 – Improvement Works Required

Component	Length or Quantity	Current Replacement Costs (pre-tax, pre-contingency)	Risk	Estimated Service Life Remaining in Years
Leachate collection system	1	2,600,000	High	Not installed
Tipping wall and railing	1	25,000	High	1
Storm water diversion infrastructure	1	100,000	High	Not installed
Total Cost – High Risk		\$ 2,725,000		
Vehicle scale replacement	1	85,000	Moderate	1
Septic field and tank replacement	1	25,000	Moderate	4
Total Cost – Moderate Risk		\$ 110,000		
Additional organics tipping wall	1	3,500	Low	Not installed
Water pump station replacement	1	5,000	Low	1
Battery/recycling shed	1	10,000	Low	1
Total Cost – Low Risk		\$ 18,500		
Total Current Replacement		\$2,853,500		

Table 4.1 is intended as a guide for replacements based on ages and known conditions. Circumstances, grant funding availability, user funding availability, Ministry priorities, levels of service and changes and Management or Board expectations will all have influences on priority replacements. This listing will be updated during each revision of the AMP and DOCP.

4.2 Demand Management Plan

The demand for more or improved services will be managed through the existing infrastructure, upgrading existing assets or providing new assets. The Solid Waste Management Plan will be updated after a public engagement process that often results in changes to the service based on the resulting



community input. The population within the West Coast has been relatively stable so undeliverable demands are not expected to occur that cannot be mitigated with new diversion programs. Demand management includes using contractors to provide non-asset solutions without the need for the ACRD to acquire more assets.

The Board does not intent to have a demand management plan, however, further opportunities will be developed in future revision of this AMP.

Future demand will be driven by a number of primary drivers including:

- Demographic change
- Change in commercial and industrial activity
- Economic conditions
- Impact of waste flows from other areas
- Consumption patterns
- Policy, legislation, regulation
- Waste programs, education and initiatives
- Community expectations



4.3 Improvement Plan

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



Table 4.2 – Improvement Plan

Task#	Task	Timeline
1	Begin documenting condition assessments on tangible capital assets with a numerical condition rating to improve accuracy of replacement timelines	2021
2	Differentiate between Operations and Maintenance costs to better identify failing assets	2021
3	Aging infrastructure is identified and slated for replacement or renewal	Ongoing
4	Where possible, identify and implement diversion and education programs to extend the life of the landfill	Ongoing
5	Identification of funding possibilities for capital projects	Ongoing
6	Monitor methane gas emission trends to forecast required date for possible landfill gas management infrastructure installation and budget for accordingly	Ongoing
7	Financial budgets for asset replacement and capital reserve contributions align with DOCP, Ministry of Environment and Ministry of Water, Land and Air Protection recommendations	Spring 2021/ Annually
8	Regional asset identification system for specific assets to record expenses at the asset level, where appropriate	Early 2021
9	Create and implement Emergency Response Plan	2022
10	Create and implement Fire Safety Plan	2022
11	Create and implement Contingency Plan	2022
12	Solid Waste Management Plan update	2022/2023
13	Review changes to the asset registry annually to account for additions, disposals and changes in useful life	Annually
14	Review Risk Framework for changes	Annually
15	Determining actual lengths of transmission mains and water mains where value is added	As time allows
16	Research future landfill options before capacity is reached	2059



5 REFERENCES

Alberni-Clayoquot Regional District

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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MEMORANDUM

To: Board of Directors and Electoral Area Directors Committee

From: Amy Anaka, MURP, MCIP, RPP, Planner

Meeting Date: January 27, 2021

Subject: Zoning Bylaw Review and Housing Needs Report Projects Update

Recommendation:

THAT the memorandum be received.

Background:

This report has been prepared as an update on the Zoning Bylaw Review and Housing Needs Report projects, since the last written update was provided to the Regional Board and EA Directors Committee in September 2020. Next steps for both projects are included in the following tables, with a focus on modified methods of virtual community engagement during COVID-19.

Zoning Bylaw Review and OCP Updates Project

Planning staff received a variety of feedback on the July 31, 2020 draft Zoning Bylaw, Official Community Plans (OCPs), and corresponding maps in 2020 through the pre-referral process. This process also included an initial legal review, which outlined a number of recommendations for updates to the draft documents and maps. Staff have since been working to update the draft documents to incorporate the feedback received.

ZONING BYLAW REVIEW & OCP UPDATES PROJECT NEXT STEPS			
TIMELINE	JANUARY & FEBRUARY 2021	FEBRUARY & MARCH 2021	APRIL 2021+
ITEM	FINALIZE UPDATING DRAFT ZONING BYLAW, OCPs & MAPS	PRESENT UPDATED DRAFT ZONING BYLAW, OCPs & MAPS TO REGIONAL BOARD, APCs, PUBLIC & STAKEHOLDERS	INCORPORATE 2021 REVIEW FEEDBACK & UPDATE DOCUMENTS & MAPS
TASKS	<ul style="list-style-type: none"> • Finish incorporating agency, public & lawyer feedback • Develop materials to summarize updates to documents & maps 	<ul style="list-style-type: none"> • Update ACRD website: homepage & www.acrd.bc.ca/zbreview • Add project to www.letsconnectacrd.ca & publish series of online & print media ads • Direct stakeholders to review materials summarizing updates, before completing 	Complete additional next steps: <ul style="list-style-type: none"> • First reading of the bylaws • Official agency and First Nation referrals • Public Hearing: This will provide another opportunity for public input, as any individual or agency can provide comments until

		<p>an online survey/comment form seeking additional feedback</p> <ul style="list-style-type: none"> • Get feedback from 6 Electoral Area Advisory Planning Commissions (APCs) (dates to be confirmed) • Host online community forum/information session(s) (date(s) to be confirmed) 	<p>termination of the Public Hearing</p> <ul style="list-style-type: none"> • Second and third readings of the bylaws • Adoption of the bylaws • Present updated bylaws through media (ACRD website, ACRD Let's Connect, etc.)
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Housing Needs Report Project

With the assistance of consultants, Planning staff have been working on the development of Housing Needs Reports (HNRs) for the Bamfield and Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek) Electoral Areas (EAs). The Long Beach HNR will be coordinated with Tofino and Ucluelet, pending the outcome of a grant application, and preliminary discussions with staff are underway.

Work on the Bamfield HNR has included the assistance of Vancouver Island University, and has involved a number of tasks including data collection and virtual community engagements activities, some of which include:

- Online Bamfield housing needs survey (December 2020 to January 2021): 111 responses
- Online Bamfield housing community forums (January 13 and 14, 2021): Approximately 25 community members in attendance

Work on the Alberni Valley HNR has included the assistance of a contractor, RFT Planning and GIS, and has involved a number of data collection and virtual community engagement activities, in coordination with the City of Port Alberni, some of which include:

- Online Alberni Valley housing needs survey (November 2020): 668 responses (74% City and 26% AV EA residents)
- Online stakeholder survey sent to approximately 50 community organizations and focus group meeting (January 12, 2021): Approximately 11 survey responses and 11 focus group participants

Community engagement activities have provided a wide variety of important feedback to be analyzed and incorporated into project next steps, and the HNRs. Additionally, Planning staff are waiting for approval from UBCM, and the Ministry of Municipal Affairs and Housing, on an application submitted in November 2020 to expand the ACRD HNR project scope to add the four member Treaty First Nations. Staff will provide a verbal update at the January 27 Regional Board and EA Directors Committee meeting if any new information becomes available by then.

HOUSING NEEDS REPORT PROJECT NEXT STEPS			
TIMELINE	JANUARY & FEBRUARY 2021	JANUARY & FEBRUARY 2021	FEBRUARY & MARCH 2021+
ITEM	ANALYZE DATA & COMMUNITY ENGAGEMENT INPUT	UNDERTAKE ADDITIONAL ENGAGEMENT ACTIVITIES	DEVELOP DRAFT & FINAL HNRs: BAMFIELD & AV
TASKS	<ul style="list-style-type: none"> • Continue to collect & analyze data 	<ul style="list-style-type: none"> • Add project to www.letsconnectacrd.ca 	<ul style="list-style-type: none"> • Once final EA specific HNRs are completed, develop overall ACRD HNR

	<ul style="list-style-type: none"> • Continue to analyze online public survey & stakeholder survey results 	<ul style="list-style-type: none"> • Get APC feedback: Bamfield APC meeting (January 28, 2021) & joint AV EAs APC meeting (date to be confirmed) • Host online Alberni Valley community forum (date to be confirmed) 	<ul style="list-style-type: none"> • Work with 4 TFNs to develop HNRs, as sub-reports to overall ACRD HNR (subject to UBCM/Ministry approval) • Once final HNRs are completed, make available to public & stakeholders & present through media (ACRD website, ACRD Let's Connect, etc.)
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Prepared by:

 Amy Anaka, MURP, MCIP, RPP
 Planner



Reviewed by:

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



Approved by:

 Douglas Holmes, BBA, CPA, CA
 Chief Administrative Officer



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule FEBRUARY 2021

DATE	MEETING	TIME & LOCATION	ATTENDEES
Monday, February 1 st	Bamfield Public Hearing	7:00 pm – Via Zoom	Bamfield Director, Staff
Tuesday, February 2 nd	Alberni Valley Regional Airport Advisory Committee Meeting	1:30 pm – Via Zoom	Committee, Staff
	Long Beach Advisory Planning Commission	7:00 pm – Via Zoom	Committee, Staff
Wednesday, February 10 th	Board of Directors Meeting	1:30 pm – Via Zoom	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting – Via Zoom	Directors, Staff
Thursday, February 11 th	Committee-of-the-Whole Meeting (Financial Plan & Budget Deliberations)	10:00 am – Via Zoom	Directors, Staff
Tuesday, February 16 th	Alberni Valley Regional Airport Advisory Committee Meeting	1:30 pm – Via Zoom	Committee, Staff
Wednesday, February 17 th	Committee-of-the Whole Meeting (Grant-in-Aid)	1:30 pm – Via Zoom	Directors, Staff
Tuesday, February 23 rd	Alberni Valley Regional Airport Advisory Committee Meeting	1:30 pm – Via Zoom	Committee, Staff
Wednesday, February 24 th	ACRD Board Budget Deliberations (if necessary)	1:30 pm – Via Zoom	Committee, Staff
	Board of Directors Meeting And Financial Plan Consultation	1:30 pm – Via Zoom	Directors, Staff
Thursday, February 25 th	Alberni Valley & Bamfield Committee Meeting	1:30 pm – Via Zoom	Committee, Staff

January 21, 2021



INFORMATION REPORT

To: Alberni-Clayoquot Regional District Board of Directors

From: Charlie Starratt, Regional Fire Services Manager

Meeting Date: January 27, 2021

Subject: Grant Opportunity. Investing in Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream

Report:

At the January 13, 2021 Alberni-Clayoquot Regional District (ACRD) Board meeting, the Board directed staff to submit a grant application to the Investing in Canada Infrastructure Program - COVID-19 Resilience Infrastructure Stream (CVRIS) program to renovate the entrance to the ACRD administration office. At this same meeting the Board asked staff to explore other opportunities to submit a second grant application in one of the Electoral Areas.

The Canadian and British Columbian governments have committed to investing up to \$136.5 million in B.C. for the COVID-19 Resilience Infrastructure Stream under the Investing in Canada Infrastructure Program in response to the effects of COVID-19 on communities across the province.

CVRIS must support public infrastructure that is used primarily for public use or benefit, including temporary infrastructure related to pandemic response. The CVRIS funding streams include:

- Retrofits, repairs, and upgrades to local government buildings,
- COVID-19 Resilience Infrastructure (build, modify or reconfigure to respond to COVID-19),
- Active transportation (parks, trails, foot bridges, bikes lanes, multi-use paths, parks, and playgrounds),
- Disaster Mitigation and Adaptation (non-flood).

Grant applications must include projects that are shovel-ready (design drawings & details), and construction must be complete by December 31, 2021.

Staff explored other projects including at the three volunteer fire departments in the ACRD to determine if there were any applicable shovel ready projects. Currently there are no planned, budgeted, or approved projects, meeting the CVRIS criteria, for any of the three fire departments. No other projects have been identified that are deemed *shovel-ready* within the confines of the grant application deadline.

Submitted by: 
Charlie Starratt, Regional Fire Services Manager

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

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