



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING
WEDNESDAY, JUNE 9, 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/9-6-2021/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at: https://portalberni.zoom.us/webinar/register/WN_HxnZT4chTNGamDYGq4pIHg

Click here to view the [2021 – 2024 ACRD Strategic Plan](#)

AGENDA

PAGE #

1. CALL TO ORDER

Recognition of Territories

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

Acknowledgment of the Passing of Sarah Robinson and of the Unmarked Graves at the Kamloops Indian Residential School

- Introduction by Chair Jack
- A moment of Silence
- Observations by ACRD Directors

Proposed Resolution:

THAT the Alberni-Clayoquot Board of Directors write a letter to Prime Minister Trudeau urging the federal government to accelerate their efforts to account for every lost child in the residential school system throughout Canada.

2. APPROVAL OF AGENDA

(motion to approve, including late items required ALL VOTE 2/3 majority vote)

3. DECLARATIONS

(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)

4. ADOPTION OF MINUTES

(ALL/UNWEIGHTED)

- a. **Board of Directors Meeting – May 26, 2021** **8-19**

THAT the minutes of the Board of Directors meeting held on May 26, 2021 be adopted.

- b. **Committee of the Whole Meeting – May 26, 2021** **20-22**

THAT the minutes of the Committee of the Whole meeting held on May 26, 2021 be adopted.

- c. **West Coast Committee Meeting – June 2, 2021** **23-26**

THAT the minutes of the West Coast Committee meeting held on June 2, 2021 be adopted.

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

- a. **Introduction: Shane Koren, Assistant Accountant – Teri Fong, Chief Financial Officer**
- b. **Greg Shea, Executive Director, Community Capital and MVOP, First Nations Health Authority (FNHA) regarding FNHA Community Capital Program.**
- c. **Capt. Josh Temple, Executive Director, Coastal Restoration Society regarding current projects.**

6. **CORRESPONDENCE FOR ACTION**

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

- a. **UBCM** **27**
Gas Tax Agreement Community Works Fund Payment
- b. **ISLAND COASTAL ECONOMIC TRUST** **28-30**
New Small Capital Program Set to Drive Vitality into Downtown Areas
- c. **CITY OF PRINCE GEORGE** **31-33**
Resolutions Submitted to the 2021 UBCM Convention
- d. **MARK & SUSAN RECKSIEDLER** **34-37**
Mozart Road Concerns
- e. **CIVIL RESOLUTION TRIBUNAL** **38-43**
Information for Motor Vehicle Accident Disputes
- f. **GOVERNMENT OF CANADA** **44-47**
Blue Economy Strategy (Click link to view full report online)
<https://www.dfo-mpo.gc.ca/campaign-campagne/bes-seb/index-eng.html>)

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **48-92**
Meeting Requests – Premier, Cabinet Ministers & Ministry Staff 2021
UBCM Convention
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services no later than June 28th on requesting meetings with the Premier, Cabinet Ministers or Provincial Ministry staff in conjunction with the 2021 Union of British Columbia Municipalities Conference respecting issues/concerns impacting communities in the Alberni-Clayoquot Region.

- b. **REQUEST FOR DECISION** **93-100**
Visual Air Quality Monitoring Station Agreement
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors enter into an agreement with the Ministry of Environment and Climate Change Strategy for a Visual Air Quality Monitoring Station at the Alberni Valley Landfill for a term commencing July 1, 2021 and ending June 1, 2031.

- c. **REQUEST FOR DECISION** **101-119**
Bylaw F1148-1 Amendment of Beaver Creek Water System Rates and Regulation Bylaw
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

- d. **REQUEST FOR DECISION** **120-233**
Bylaw F1147-1 Amendment of Bamfield Water System Rates and
Regulation Bylaw
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

- e. **REQUEST FOR DECISION** **234-241**
Bylaw R1016-5 Amendment of Tofino-Ucluelet Airport Fees
(PARTICIPANTS/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

- f. **REQUEST FOR DECISION** **242-286**
Burning Regulation Bylaws and Public Engagement Summary
(ALL/UNWEIGHTED)

THAT third reading of Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be rescinded.

THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be amended as presented.

THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be given third reading as amended.

THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be adopted.

THAT third reading of Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be rescinded.

THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be amended as presented.

THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be given third reading as amended.

THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be adopted.

9. PLANNING MATTERS

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

- a. **RD20004, RHODES, CARNIATO, COSS, ALLAIN, IMHOFF, 9001 CENTRAL LAKE ROAD (SPROAT LAKE)** **287-317**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaws P1408 and P1409

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

- b. **RE20011, NEUWIRTH, 6008 GRANDVIEW ROAD (BEAVER CREEK)** **318-320**
Rezoning Application – Memorandum and Bylaw P1421

THAT Bylaw P1421, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

- c. **TUP21002, SMITH, 3240 CLAYTON ROAD (CHERRY CREEK)** **321-323**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP21002.

- d. **TUP20005, 0147819 BC LTD/HEATHER POWELL, 3133 ALBERNI HIGHWAY (CHERRY CREEK)** **324-331**
Temporary Use Permit Application – Report

THAT the Board of Directors is, at this time, disposed to deny this Temporary Use Permit application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should be supported.

10. REPORTS

10.1 STAFF REPORTS
(ALL/UNWEIGHTED)

- a. **Asset Retirement Obligation Standard Implementation, including presentation by Chief Financial Officer, T. Fong** **332-333**

THAT this report be received for information.

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS
(ALL/UNWEIGHTED)

- a. **San Group and Port Alberni Port Authority Announcements – including verbal report by Director J. McNabb** **334-337**

THAT this report be received for information.

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. RECESS
(ALL/UNWEIGHTED)

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

15. RECONVENE

16. IN CAMERA

(ALL/UNWEIGHTED)

Motion to close the meeting to the public as per the Community Charter, 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;*
- iii. 21 (1) (c) (i) of FOIPPA: the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party;*
- iv. 21 (1) (a) (ii) of FOIPPA: that would reveal commercial, financial, labour relations, scientific or technical information of or about a third party;*
- v. 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, June 23, 2021
Via Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, MAY 26, 2021, 1:30 PM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

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

Sharie Minions, Mayor, City of Port Alberni

Ron Paulson, Councillor, City of Port Alberni

Rachelle Cole, Councillor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Kirsten Johnsen, Member of Council, Toquaht Nation

Alan McCarthy, Member of Legislature, YuułuꞀiꞀath Government

REGRETS:

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning and Development

Jenny Brunn, General Manager of Community Services

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Protective Services Manager

Alex Dyer, Planning Manager

Michael McGregor, Lands & Resources Coordinator

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/>

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 Beckett

SECONDED: Director Johnsen

THAT the agenda be approved as circulated with the addition of late correspondence respecting agenda item 8 (h) Request For Decision – Alberni Inlet Trail correspondence.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – May 12, 2021

MOVED: Director Shannon

SECONDED: Director Bodnar

THAT the minutes of the Committee-of-the-Whole meeting held on May 12, 2021 be adopted.

CARRIED

b. Board of Directors Meeting –May 12, 2021

MOVED: Director Shannon

SECONDED: Director Beckett

THAT the minutes of the Board of Directors meeting held on May 12, 2021 be adopted.

CARRIED

c. Beaver Creek Water Advisory Committee Meeting – May 20, 2021

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on May 20, 2021 be adopted.

CARRIED

d. Bamfield Water Committee Meeting – May 20, 2021

MOVED: Director Beckett

SECONDED: Director Roberts

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

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **PORT ALBERNI PORT AUTHORITY**
Summary Update
- b. **MINISTRY OF MUNICIPAL AFFAIRS**
Climate Action Revenue Incentive Program (CARIP)
- c. **CHERRY CREEK FIRE DEPARTMENT**
Thank you for Providing Access to COVID-19 Safe Restart Grant Funding and for Staff Administrating it
- d. **THE DISTRICT OF MACKENZIE**
Letter of Support for National three-Digit Suicide Prevention Hotline -988
- e. **SPARC BC**
Say Yes to Access – June 5th Access Awareness Day
- f. **UBCM AND AVICC RESOLUTION - SUPPORT WORKING FORESTS ON VANCOUVER ISLAND AND IN BRITISH COLUMBIA**
 - Town of Port McNeill
 - Village of Gold River
- g. **SIERRA CLUB BC**
Intact Forests, Safe Communities (Full Report in Office)

MOVED: Director Beckett

SECONDED: Director Bodnar

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic & Municipal Affairs Statutes Amendment Act, 2021**

MOVED: Director McNabb

SECONDED: Director Johnsen

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 virtually without members of the public in attendance in person until August 26, 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

b. Request for Decision regarding Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021

MOVED: Director Cote

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021 as amended."

CARRIED

MOVED: Director Cote

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021."

CARRIED

MOVED: Director Cote

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021."

CARRIED

MOVED: Director Cote

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021."

CARRIED

c. Request for Decision regarding Bamfield Water Committee – Amendment to Terms of Reference Bylaw A1070-2

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1070-2, "Bamfield Water Committee Amendment, 2021".

CARRIED

MOVED: Director Beckett

SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to A1070-2, "Bamfield Water Committee Amendment, 2021".

CARRIED

MOVED: Director Beckett

SECONDED: Director McCarthy

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to A1070-2, "Bamfield Water Committee Amendment, 2021".

CARRIED

MOVED: Director Beckett

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1070-2, "Bamfield Water Committee Amendment, 2021".

CARRIED

MOVED: Director Beckett

SECONDED: Director Roberts

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

CARRIED

d. Request for Decision regarding Beaver Creek Water Advisory Committee – Amendment to Terms of Reference & Bylaw A1079

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1079-1, "Beaver Creek Water Advisory Committee Amendment, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1079-1, "Beaver Creek Water Advisory Committee Amendment, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1079-1, "Beaver Creek Water Advisory Committee Amendment, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1079-1, "Beaver Creek Water Advisory Committee Amendment, 2021".

CARRIED

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended terms of reference for the Beaver Creek Water Advisory Committee for 2021 as presented.

CARRIED

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

MOVED: Director Cote
SECONDED: Director Minions

THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2021 – 2022 Annual Operating Agreement between BC Transit and the ACRD.

CARRIED

f. Request for Decision regarding Plan H Grant Application – Air Quality Council

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Board of Directors resolve to apply for the \$15,000.00 Plan H – Healthy Public Policy Grant on behalf of the Air Quality Council.

CARRIED

g. Request for Decision regarding Alberni-Clayoquot Regional District Building Bylaw PS1011

MOVED: Director McNabb

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “The Building Bylaw No. PS1011, 2021”

CARRIED

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as “The Building Bylaw No. PS1011, 2021”.

CARRIED

h. Request for Decision regarding Alberni Inlet Trail Correspondence

MOVED: Director Cote

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to add this project to the 2022 work plan and Financial Plan for consideration.

CARRIED

i. Request for Decision regarding Maplehurst Park Expansion

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a management plan for Maplehurst Park and approve the allocation of \$20,000 of the COVID Restart Funding to complete this project and instruct staff to provide tax

implications for the 3 governance options prior to proceeding with the expansion of existing trail network and the development of a new parking lot.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. RE21002, MUMA, 6640 BEAVER CREEK RD (BEAVER CREEK)**
Rezoning Application – Report and Bylaw P1425

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT Bylaw P1425 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the public hearing for Bylaw P1425 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District;

CARRIED

MOVED: Director McNabb

SECONDED: Director Shannon

THAT the Board of Directors confirm that adoption of Bylaw P1425 is subject to:

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

Meeting technical referral agency requirements.

CARRIED

- b. RE21003, BRAR, 6210 DRINKWATER RD (BEAVER CREEK)**
Rezoning Application – Report and Bylaws P1426 and P1427

MOVED: Director McNabb

SECONDED: Director Shannon

THAT Bylaw P1426 Beaver Creek Official Community Plan Amendment Bylaw be read a first time.

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT Bylaw P1427 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the public hearing for Bylaws P1426 and P1427 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director McNabb
SECONDED: Director Bodnar

THAT the Board of Directors confirm that adoption of Bylaws P1426 and P1427 is subject to:

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

Meeting technical referral agency requirements.

CARRIED

The Chairperson excused himself from the meeting at 2:38 pm

The Vice-Chairperson assumed the Chair.

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule –June 2021**
- b. Building Report – April 2021**

MOVED: Director Shannon
SECONDED: Director Beckett

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – J. McNabb – No Report**
- b. **Vancouver Island Regional Library – P. Cote – No Report**
- c. **Alberni Valley Chamber of Commerce – S. Minions**

Director Minions reported on the Annual General meeting held earlier today. McLean Mill operations and supporting local business remain their main focus.

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

Director Bodnar provided an update on activities of the Council. Vancouver Island University has received funding to monitor green house gas and air quality around the Alberni Valley and Landfill this summer.

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

- f. **Association of Vancouver Island & Coastal Communities – P. Cote**

Director Cote reminded the Board that the AVICC virtual convention commences tomorrow with a welcome reception, followed by the convention on Friday from 8:30 am to 4:00 pm.

Chairperson Jack re-entered the meeting at 2:44 pm and re-assumed the Chair.

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

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

- i. **Agricultural Development Committee – T. Shannon**

Director Shannon reported on the Committee of the Whole meeting held this morning with the Agricultural Development Committee and Agricultural Advisory Committee. A presentation was received from Heather Shobe, ACRD Agricultural Support Worker on the System Change grant. Director Shannon reported on the success of this years drive through Grow Local program. They also partnered with the School District and ran the program through EJ Dunn School. This was a huge hit with the children, sending 30 grow packages going home with students.

- j. **Other Reports**

- **Report on Vancouver Island Regional Call with the Honourable Josie Osborne, Minister of Municipal Affairs and the Honourable Lisa Beare, Minister of Citizen Services, on May 5, 2021 – J. Jack**

Chairperson Jack provided a brief report on the meeting with the Minister of Municipal Affairs and Minister of Citizen Services on May 5th. The meeting was specifically regarding connectivity and the importance of this service to rural and remote communities. Connectively has been defined in the ACRD strategic plan as a priority.

MOVED: Director Paulson

SECONDED: Director Shannon

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments from the public respecting an agenda topic from Zoom webinar attendees or submissions received by email at responses@acrd.bc.ca.

14. IN-CAMERA

MOVED: Director Beckett

SECONDED: Director Roberts

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

- 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) (c) (i) of FOIPPA: the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 2:52 pm.

The meeting was re-opened to the public at 3:28 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolutions passed at the in-camera portion of the ACRD Board of Directors meeting were reported out in open meeting:

The Board of Directors delegated authority to the Chief Administrative Officer to enter into an agreement with Calian Ltd. for emergency training for \$31,219.90.

The Board of Directors approved the following appointments to ACRD Advisory Planning Commissions:

Bamfield APC for a two-year term: Max Salamon, Rae Hopkins, Jane Morrison, and J. P. Hasteley.

Beaufort APC for a two-year term: Ted McGill, Peter Dekens, Claude Lessard, and Les Toth.

Long Beach APC for a two-year term: Petra Arnold, Rachael O'Callahan, Debbie McKinlay, and Jim Whitworth.

Sproat Lake APC for a two-year term: Geo Monrufet, Steve Gray, Joe Lamoureux, and Mark Marley.

Beaver Creek APC for a two-year term: Gordon Blakey, Heather Persons and Nick Clarke.

Regional District staff were instructed by the ACRD Board of Directors to advertise in local papers to recruit new APC members.

16. ADJOURN

MOVED: Director Roberts

SECONDED: Director McCarthy

THAT this meeting be adjourned at 3:28 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MAY 26, 2021, 10:00 AM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

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

Debbie Haggard, Alternate Director, City of Port Alberni

Ron Paulson, Councillor, City of Port Alberni

Rachelle Cole, District of Ucluelet

Tom Stere, Councillor, District of Tofino

REGRETS:

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

Kirsten Johnsen, Member of Council, Toquaht Nation

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Douglas Holmes, Chief Administrative Officer

Mike Irg, General Manager of Planning and Development

Alex Dyer, Planner

Wendy Thomson, General Manager of Administrative Services

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/26-5-2021/>

1. CALL TO ORDER

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

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

The Chairperson welcomed members of the Agricultural Development Committee and Agricultural Advisory Committee.

2. APPROVAL OF AGENDA

MOVED: Director Roberts
SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Heather Shobe, ACRD Agricultural Support Worker, Re: System Change Grant and Other Agricultural Initiatives

The consultant provided a power point presentation on the System Change – A Shifting Focus: Expanding the Influence of Regional Agricultural Support project. The Regional District has received \$300,000 grant funding from the Vancouver Foundation for this project, \$100,000 per year for three years. Ms. Shobe outlined how the funds will be distributed and utilized. Other agricultural initiatives were outlined including: armyworm monitoring, coastal community gardens initiative and annual agricultural events.

4. REQUEST FOR DECISIONS

a. Request for Decision regarding Agricultural Strategic Plan Objectives

MOVED: Director Shannon
SECONDED: Director Cote

THAT the Committee of the Whole support the presented focus areas for agricultural development included in the 2021-2025 Financial Plan as supported by the ACRD Strategic Plan section 1.4 (Enhance Agricultural Development)

CARRIED

5. REPORTS

Round Table Discussion – Agricultural Initiatives/Issues

- Insurance issues & working towards solutions including system changes, policies
- AVICC – Climate Change/Climate Leadership Plan – food security and policies and practices.
- Watershed management
- Supply change management
- Community gardens
- Food Hub Tours

Director Beckett left the meeting at 11:30 am

6. **LATE BUSINESS**

7. **QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments from the public respecting an agenda topic or submissions received by email at responses@acrd.bc.ca.

8. **ADJOURN**

MOVED: Director Shannon

SECONDED: Director Roberts

THAT this meeting be adjourned at 11:38 am

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, JUNE 2, 2021, 10:00 AM

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

- MEMBERS** Kel Roberts, Director, Electoral Areal "C" (Long Beach), Chair
- PRESENT:** Tom Stere, Councillor, District of Tofino
Rachelle Cole, Councillor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Jenny Brunn, General Manager of Community Services
Teri Fong, Chief Financial Officer
Wendy Thomson, General Manager of Administrative Services
Heather Zenner, Protective Services Manager
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/2-6-2021/>

1. CALL TO ORDER

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

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

The Chairperson acknowledged this is a time for mourning and implementation of truth and reconciliation and a disclosure of the government and church records relating to the death of children while in the care of residential schools, in particular the recent discovery and location of the mass burial site containing the remains of 215 children on the property of the former residential school in Kamloops.

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

2. APPROVAL OF AGENDA

MOVED: Director Cole

SECONDED: Director McCarthy

THAT the agenda be approved as circulated.

CARRIED

3. MINUTES

a. West Coast Committee Meeting Minutes – March 3, 2021

MOVED: Director Cole

SECONDED: Director McCarthy

THAT the minutes of the West Coast Committee meeting held on March 3, 2021 be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Samantha Hackett, West Coast Multiplex Society regarding West Coast Multiplex Society status update.

Ms. Hackett provided an update on the proposed multiplex facility on the West Coast including continued support for the project and efforts to raise revenues. Focus over the last year is on capital funding.

b. Ben Bolton regarding Marine Plastic Debris Re-use Project.

Mr. Bolton provided an overview of the Marine & Consumer Plastic Debris Re-use Program at the Tofino Airport. He spoke to their upcoming fundraising campaign.

5. CORRESPONDENCE

6. REQUESTS FOR DECISIONS

7. REPORTS

- a. WC Multiplex**
- b. RATI Grant**
- c. 2020 West Coast Landfill Annual Reports**
- d. West Coast Curbside Three-Stream Waste Services Update**
- e. West Coast Transit Service Update**
- f. Long Beach Emergency Program – Agreement between ACRD & District of Ucluelet**

MOVED: Director Johnsen

SECONDED: Director Cole

THAT the West Coast Committee receive reports a-f.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments from the public respecting an agenda topic from Zoom webinar attendees or submissions received by email at responses@acrd.bc.ca.

The meeting recessed at 11:26 am.

The meeting re-convened at 11:30 am

10. IN-CAMERA

MOVED: Director Stere

SECONDED: Director Cole

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

- 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;*
- ii. 21 (1) (c) (i) of FOIPPA: the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 11:31 am.

The meeting was re-opened to the public at 11:37 am.

11. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

12. ADJOURN

MOVED: Director Cole

SECONDED: Director Stere

THAT this meeting be adjourned 11:37 am.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

May 21, 2021



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



Dear John Jack:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$482,771.45 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink that reads "B. Frenkel". The signature is written in a cursive style.

Brian Frenkel
UBCM President

PC: Teri Fong, Manager of Finance



NEW SMALL CAPITAL PROGRAM SET TO DRIVE VITALITY INTO DOWNTOWN AREAS

Support for new, innovative and concept driven projects across Island and Coastal communities

COURTENAY, 25 May 2021 – A new program launched by the Island Coastal Economic Trust (ICET), will help stimulate and promote vitality in downtowns, Main Streets and business districts across the region. The program will enable applicants to access one-stop funding support, thanks to a joint partnership with Tourism Vancouver Island (TVI) and the Vancouver, Coast & Mountains tourism region (managed by Destination BC).

The new THRIVE Small Capital Program can contribute up to 100% of eligible project costs, to a maximum of \$50,000, for small scale capital projects that bolster short to medium-term renewal of downtown or commercial area vitality. Funding will focus on new, innovative, concept-driven initiatives that foster increased commercial activity, visitor attraction and resident engagement.

“This past year has forced a rethink, within our communities, of our traditional business models and community planning approaches,” says ICET Board Chair Aaron Stone. “The new THRIVE program is a timely response to the growing need for proactive, collaborative and innovative ways to reinvigorate and sustain our communities’ energy.”

Successful THRIVE projects must create new outdoor public amenities or areas

that contribute to increased business district vitality, visitor attraction, resident engagement and quality of life. The program will provide an opportunity for tourism, arts, business and local government to collaborate and innovate together. Projects that provide broad public benefits, foster inclusivity and accessibility, and leverage unique community strengths, assets, history or culture will be prioritized.

“It is exciting to see one of the five projects on Vancouver Island funded by the \$2.3 million Targeted Regional Tourism Initiative move ahead immediately. We gratefully acknowledge the Province for this funding,” says Anthony Everett, President & CEO, Tourism Vancouver Island. “We know a flourishing community in which to live is also an attractive destination to visit, so the THRIVE Small Capital Program will benefit both residents and visitors as we work to achieve long-term recovery for the tourism industry in the Vancouver Island region.”

The ICET THRIVE program is open to local governments, Indigenous communities and non-profit organizations located in the ICET service area. Applicants from other areas of the Capital Regional District may be eligible for TVI funding up to \$25,000 (to a maximum of 50% of project costs), subject to a program referral by Tourism Vancouver Island.

“We are excited to support the THRIVE program, which will directly support renewal of downtown and commercial area vitality for Sunshine Coast communities,” says Jody Young, Manager, Vancouver, Coast & Mountains tourism region at Destination BC. “Downtowns are the heart of communities, providing energizing spaces for residents and visitors to gather. The pandemic has forced a rethink of our downtown areas, and this program will quickly bring to life projects that foster essential community connectivity. Supporting this program also helps achieve goals identified in the Sunshine Coast Destination Development Strategy.”

The first application intake opens on May 25th and will close on July 9th. The second application intake will run from July 19th to September 17th. For more information, including guidelines and application forms, please visit the THRIVE Small Capital Program section of our website.

All interested applicants are strongly encouraged to attend a 30-minute Zoom information session prior to submitting an application. Pre-register for one of the following meeting dates: [June 1st \(12-12.30pm\)](#) or [June 9th \(12-12.30pm\)](#). Funding for this program is provided in partnership with Tourism Vancouver Island (TVI) and the Vancouver, Coast & Mountains tourism region, managed by Destination BC (DBC) as part of StrongerBC: BC's Economic Recovery Plan.

###

[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 \$54 million in funding for over 240 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 *232

Subject: City of Prince George Resolutions Submitted to the 2021 UBCM Convention

Good afternoon,

At the May 10, 2021 and May 31, 2021 regular Council meetings, the City of Prince George Council endorsed the four (4) resolutions for submission to the 2021 UBCM Convention. Those resolutions are attached for your review and consideration to support at the 2021 UBCM Convention.

1. Increased Capacity at the National Forensic Lab Services;
2. Improved Efficiencies in the Prosecution of Criminal Offences; and
3. Comprehensive Training Model for RCMP Members;
4. Increasing Capacity in Provincial Court Systems through Alternative Coordinated Initiatives.

Thank you,
Leslie



Leslie Kellett

Legislative Coordinator, Legislative Services Division

1100 Patricia Blvd, Prince George, BC V2L 3V9

Phone: 250-561-7655

Leslie.Jackson@princegeorge.ca

www.princegeorge.ca

Schedule "A"

City of Prince George 2021 UBCM Resolutions

1. Increased Capacity at the National Forensic Lab Services

WHEREAS the RCMP are tasked to preserve and organize information and evidence collected in the course of their investigation, in consideration of the Crown's obligation to disclose and in recognition of the benefits of early disclosure,

AND WHEREAS in accordance with the Crown Counsel Act, Crown Counsel is required to "examine all relevant information and documents and, following the examination, to approve for prosecution any offence or offences that he or she considers appropriate";

AND WHEREAS the demand for and backlog of biological and other forensic service at the National Forensic Lab Services negatively impacts the efficiency and effectiveness of an investigation and ability to proceed with the laying of charges;

THEREFORE BE IT RESOLVED that UBCM petition the provincial and federal governments to increase working capacity within the National Forensic Lab Services for the provision of forensic services in biology, firearms, toxicology, and trace evidence in order to better meet the necessary timelines of RCMP investigations across Canada.

2. Improved Efficiencies in the Prosecution of Criminal Offences

WHEREAS the BC Crown Counsel Policy Manual's guidelines regarding charge assessment states that unless impracticable to do so, police will lay an Information charging a person with an offence only after approval of charges by Crown Counsel has been given;

AND WHEREAS police responsibilities regarding disclosure in criminal and regulatory offence proceedings is defined in the Disclosure Memorandum of Understanding between the BC Prosecution Service, the Public Prosecution Service of Canada (BC) and all BC police agencies, Crown Counsel's responsibility in accordance with the Crown Counsel Act, is to "examine all relevant information and documents and, following the examination, to approve for prosecution any offence or offences that he or she considers appropriate";

AND WHEREAS the costs and hours required to prepare a fulsome disclosure before charges are approved by Crown Counsel, can result in delays in charges being laid;

THEREFORE BE IT RESOLVED that UBCM petition the BC Prosecution Service to work with all police agencies in British Columbia to improve efficiencies in disclosure and information management practices in order to reduce delays in charges being laid for the prosecution of criminal offences.

3. Comprehensive Training Model for RCMP Members

WHEREAS RCMP costs are borne by local governments, as well as the provincial and federal governments;

AND WHEREAS the Municipal Police Services Agreement between BC and Canada includes costs for RCMP training;

AND WHEREAS local governments have different policing and training needs based on factors such as crime rates and patterns, population size, and cultural, social and economic circumstances;

AND WHEREAS law enforcement officers have increased needs for specialized training to safely respond to complex and challenging situations in multi-cultural urban and rural environments;

THEREFORE BE IT RESOLVED that UBCM request that both the provincial and federal governments increase funding and training specific to the provision of mental health resources (such as Health IM app) and the development of a comprehensive training model for RCMP members that includes components applicable to a detachment's service region and/or local government.

4. Increasing Capacity in Provincial Court Systems through Alternative Coordinated Initiatives

WHEREAS Provincial Crown Counsel prosecutes offences and appeals in British Columbia that arise under Canada's Criminal Code and British Columbia statutes;

AND WHEREAS collaborative approaches that address root causes of crime, such as mental illness and addictions, create effective and targeted responses by providing offenders with supports, services and ties to their community to promote rehabilitation and a crime-free lifestyle;

AND WHEREAS the provincial government, through the implementation of coordinated initiatives such as community/integrated court and addiction treatment centres, First Nation's Health Councils and Integrated Case Assessment Teams, recognizes social and economic factors and the negative effects of reliance on established measures within the mainstream justice system;

THEREFORE BE IT RESOLVED that UBCM ask the Attorney General to improve capacity in the provincial court system by funding, province-wide, coordinated and collaborative alternatives to the court system.

To: Alberni Clayoquot Regional District and
B.C. Ministry of Transportation

April 26, 2021

As residents of Mozart Road, Cherry Creek, Port Alberni, we would like to bring to your attention concerns we have regarding dust control and safety issues.

DUST CONTROL – The west end of Mozart Road, where we reside, has not been paved or chip sealed like the rest of the road.

We are constantly covered with clouds of dust left by unlicensed dirt bikes, quads, and vehicles turning around at the end of our driveway as it is a no thru road.

The road is graded several times a year and sometimes oiled. This band aid approach quickly deteriorates back to dusty ruts and holes by regular traffic, but mostly caused by the dirt bikes and quads doing donuts at high speed from the 2 accesses to our end of the road. One access is from Long Road or John Road from Walmart, and the other from a public access from the Cherry Creek subdivision. As tax payers, we should be afforded the same privilege of a dust free, paved road.

SAFETY – The use of non-licensed dirt bikes and quads on public roads.

In light of the recent accident on Cherry Creek Road involving a non licensed dirt bike and the serious injuries sustained, we are concerned the same thing could happen here on Mozart Road as we constantly witness high speeds and non use of protective helmets driven by persons on non licensed bikes and quads.

As mentioned, there are 2 public accesses where the dirt bikes and quads can enter onto the west side of Mozart Road.

Please consider the placement of concrete blocks and signage to deter traffic through these accesses, allowing foot and bicycle traffic only.

We welcome you to come and see for yourself what we are concerned about. Please call us at your earliest convenience as it would be very appreciated.

Kind Regards,

Mark & Susan Recksiedler/ 3170 Mozart Road/ (250)735-3595

Additional Concerned Mozart Road Residents: Len & Patti Butler, Dean & Julie Johnson, Wayne & Kerry Smith, Kevin & Fran McKay.

From: Janice Hill <jhill@acrd.bc.ca>
Sent: May 3, 2021 11:27 AM
To:
Cc:
Subject: FW: Mozart Road Concerns from residents

Good morning Susan and Mark. Please find below a response from Stefan Yancey from the Ministry of Transportation & Infrastructure (MOTI) with regard to your attached letter concerning issues with Mozart Road.

I am forwarding this on Stefan's behalf as he did not have your email address. Both Stefan Yancey and Jessica Learn of MOTI are copied on this email.

Thank you

Janice Hill

Executive Assistant to the CAO

Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC
V9Y 2E3
Phone: 250-720-2714 (office)

250-720-1170 (cell)

Email: jhill@acrd.bc.ca



This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.

Concern #1 Dust control/Paved surface-

The Ministry maintenance contractor does apply dust control to gravel roads. The application of dust control coincides with the Ministries maintenance specifications. The requirements outline that dust control is applied to gravel surfaced roads by June 1st yearly. The dust abatement chemical is not an oil based product. The mixture consists of a 35% CaCl (calcium chloride) and 65% water mix. Dust

control is a bit of a timing game ,in that we try to apply it when we are most likely to have continued dry weather. This is done to extend the life of the dust control further rather than applying it during the wetter months where the dust control can wash away.

Road surface,- our local Roads Area manager did an inspection of Mozart road and found the road to be meeting the Ministries specification for dirt and gravel surfaced roads. We do recognize that residents would like to see a paved or hard surfaced road, however the ministry does not receive funding for the first time hard surfacing of roads. Typically roads are upgraded or hard surfaced through the subdivision process, whereas further development occurs we require the developer to upgrade roads. The Ministry maintains approximately 90 thousand lane kilometers of roads in the province. Approximately 31 thousand kilometers (35%) of these roads are dirt or gravel surfaced roads.

Concern# 2-Unauthorized vehicle2 and blocking of accesses.

With respect to the illegal use of public roads, uninsured vehicles and vehicle safety, we will have to defer to the local police authority for this. We do agree that these activities happening on public roads can create safety issues. The enforcement of these types of activities fall to the local police agency.

We recognize that blocking of accesses can be viewed as resolving the issues. The Ministry has much experience with this. Blocking off of accesses does not typically stop these activities, as the folks using them usually remove the barrier/fence or find another way around. It is important to note that these road rights of way are in fact public accesses and are available for the general public to use, for this reason the ministry retains strong policies against the blocking of accesses.

In closing, we would be happy to help facilitate information to the local police regarding the potential illegal road uses. We, will also ensure we continue to monitor Mozart road and ensure our maintenance contractor is maintaining the road according to the Ministry's maintenance specifications.

Kind Regards



Stefan Yancey
Operations Manager,
Transportation & Infrastructure

Central Vancouver Island
3rd Floor, 2100 Labieux Road
Nanaimo BC V9T 6E9
(250) 734-4822
stefan.yancey@gov.bc.ca

From: Janice Hill <jhill@acrd.bc.ca>

Sent: April 27, 2021 3:55 PM

To: Learn, Jessica TRAN:EX <Jessica.Learn@gov.bc.ca>

Cc: Yancey, Stefan G TRAN:EX <Stefan.Yancey@gov.bc.ca>; Dianne Bodnar <dbodnar@acrd.bc.ca>; Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Mozart Road Concerns from residents

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

Hi Jessica

We received this letter from some residents in Cherry Creek regarding Mozart Road. I believe Mike Pearson was copied on their email. I have shared this with you as Stefan suggested you are the best contact for these.

Thank you

Janice Hill

Executive Assistant to the CAO

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

Phone: 250-720-2714 (office)
250-720-1170 (cell)

Email: jhill@acrd.bc.ca



This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



Civil Resolution Tribunal

May 28, 2021

Chair & Directors, Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3



Dear Chair & Directors,

Information for Motor Vehicle Accident Disputes

Thank you for helping us let your constituents know about the Civil Resolution Tribunal (CRT). We are writing to let you know we can now resolve claims with ICBC about entitlement to **enhanced accident benefits**. This coincides with the launch of BC's new "care-based" model of compensation for injuries from motor vehicle accidents.

These changes will make the CRT the dispute resolution body for most motor vehicle injury claims where the accident happens on or after May 1, 2021. For more information visit our website at civilresolutionbc.ca.

We have enclosed some of our new rack cards, FAQs, and posters with public information about the tribunal's jurisdiction over accident benefit disputes. I would be grateful if you could help us build awareness by posting this information for your constituents.

The CRT is an independent tribunal. In addition to motor vehicle injury disputes, the CRT's jurisdiction also includes small claims \$5,000 and under, strata property disputes, and societies and co-operative association disputes. The dispute resolution process is user-friendly, convenient, and affordable. A case manager will help the parties reach an agreement, if possible. If they can't reach an agreement, a tribunal member will make a binding decision. CRT decisions are made by legal experts, independently from ICBC and government.

If you need further information or more materials, please contact our Communications Specialist Wendy Wall (communications@crtbc.ca). The rack cards and FAQs are available in 9 languages in print and digital formats: English, Punjabi, Chinese Simplified, Chinese Traditional, Tagalog, Farsi, French, Spanish, and Vietnamese.

Sincerely,

Shannon Salter
Chair

FAQ – Motor Vehicle Injury Disputes and the Civil Resolution Tribunal

Since April 1, 2019 the Civil Resolution Tribunal (CRT) has been resolving many motor vehicle accident injury (MVI) disputes in British Columbia.

This includes disputes about accident benefits, disputes about fault and damages up to \$50,000, and determining whether an injury is a “minor injury”.

For accidents that happen on or after May 1, 2021, British Columbia will have an enhanced accident benefits regime and most motor vehicle injury disputes will come to the CRT.



About the CRT

Is the CRT the same as a court?

The CRT is an administrative tribunal, not a court. But like a court, the CRT is part of the public justice system, its CRT members are independent and neutral, and it is required to apply the law and make enforceable decisions.

The CRT has jurisdiction over most motor vehicle accident injury (MVI) disputes, as well as strata property disputes, small claims under \$5,000, and certain disputes involving societies and cooperative associations.

I thought the Court decided the CRT can't decide MVI disputes?

On March 2, 2021 the BC Supreme Court decided that certain parts of the CRT's jurisdiction were unconstitutional and no longer in effect. However, the Court of Appeal then modified this decision. This means the CRT can continue to decide MVI disputes at least until the Court of Appeal releases its final decision on the appeal. Visit www.civilresolutionbc.ca for more information.



Are CRT members employed by ICBC?

No. CRT members are independent and appointed by the provincial government, based on recommendations by the CRT Chair, after an extensive merit-based competition. The competition includes strict criteria for qualifications, intensive screening, an anonymously evaluated decision-writing exercise, a panel interview, reference checks, and other due diligence. In addition, all CRT tribunal members must follow the CRT Code of Conduct.



Applying for CRT dispute resolution

Do I have to try to settle with ICBC first?

You might get a faster resolution if you negotiate a settlement with the insurer. But if you can't reach a settlement on your own, the CRT is here to help. You don't have to try to settle with ICBC before starting your CRT dispute.

Can I apply if the accident happened outside BC?

This depends on what you're claiming for. If your claim is for accident benefits, your accident does not have to have occurred in BC. If your claim is for something other than accident benefits, you may be able to dispute your claims through the CRT or you may have to apply in the province or country where the accident occurred.

Can I have a lawyer represent me?

Yes. For motor vehicle injury claims made on or after April 1, 2019, you can have a lawyer represent you. For other types of CRT disputes, you may need to ask the CRT for permission. Our online application form will guide you through this process.

Do you think my dispute will be successful?

The CRT is an independent, neutral decision maker. Our staff can't provide legal advice or tell you how likely you are to succeed.

If you need advice about your chances of success, you may want to get professional advice from a lawyer or legal services provider before applying for CRT dispute resolution.

How long does the dispute resolution process take?

The Civil Resolution Tribunal (CRT) aims to resolve disputes as fairly, quickly, and affordably as possible. But every dispute is different. The time to resolve a dispute depends on whether the parties can reach an agreement early in the process, and the amount of issues and evidence in the dispute.



Negotiation and facilitation

What if I don't want to negotiate?

The negotiation process is voluntary, and you don't have to participate in it. But if you reach an agreement during online negotiation, we will refund your application fee and your agreement can be turned into an enforceable CRT order.

Do I have to participate in facilitation?

Yes. Parties are required to participate in facilitation, where a case manager will help you try to reach an agreement. If you can't reach an agreement, an independent CRT member will make an enforceable decision on your dispute.



Getting a decision

Who will decide my dispute?

If you can't reach an agreement, an independent CRT member will decide your dispute. All CRT members are expert decision-makers and are appointed after an extensive, merit-based competition process. CRT members deciding motor vehicle accident injury (MVI) disputes are lawyers with expertise in personal injury law.



Will the decision and my name be made public?

In most cases, yes. The *Civil Resolution Tribunal Act* requires that final decisions and orders must be posted to the CRT's website, where they are available to the public. But if a party or witness is concerned that information in a final decision or order would be harmful to their privacy or security, they may request that this information be redacted or anonymized.

Generally, if a decision involves a minor (a person under 19 years of age) or similarly vulnerable person, the CRT will anonymize the decision or take other steps to protect the vulnerable person's privacy.



After a decision

What if I don't agree with a decision?

Civil Resolution Tribunal (CRT) decisions for motor vehicle injury disputes are subject to judicial review. This means that you can ask the BC Supreme Court to review the CRT's decision.



Have a question we didn't answer here?

Contact us!

Visit www.civilresolutionbc.ca and use our [Contact Us](#) form. Or call us at 1-844-322-2292 (toll-free in North America).





Have a dispute with ICBC about accident benefits?

The CRT is an independent tribunal. It can resolve your dispute.

Visit our website to learn more.

Vous avez un différend avec l'ICBC au sujet de vos indemnités d'accident?

Le CRT est un tribunal indépendant. Il peut résoudre votre différend.

Visitez notre site Web pour en savoir plus.



Civil Resolution Tribunal

www.civilresolutionbc.ca



¿Tiene una disputa con ICBC acerca de subsidios por accidente?

El CRT es un panel independiente que puede resolver su disputa.

Visite nuestro sitio web para mayor información.



Government
of Canada

Gouvernement
du Canada

[Canada.ca](#) > [Fisheries and Oceans Canada](#)

Blue Economy Strategy



Canada has an opportunity to harness its ocean growth potential by building back better—and bluer. Growing a sustainable blue economy requires a strategy to create jobs in coastal communities while ensuring our oceans remain healthy.

Blue Economy Strategy: Your oceans, your voice, your future



▶ [Transcript](#)

Canada's Blue Economy

Canadians depend on our oceans for leisure, sustenance, and their livelihood. Our ocean sectors contribute approximately \$31.7 billion annually in gross domestic product and account for close to 300,000 jobs.

Online engagement: open now!

Learn about the Blue Economy Strategy and how you can shape its development. All Canadians have a vested interest in determining how to sustainably grow our ocean sectors while keeping our oceans healthy.

Let your views be known on our discussion questions on topics that interest you until June 15, 2021.

[Share your views](#)

Blue Economy Strategy
Your oceans • Your voice • Your future

LET YOUR VIEWS BE KNOWN!
Help shape Canada's Blue Economy Strategy



Join the blue economy discussion

We want you to have a say in the development of our Blue Economy Strategy, including those in:

- oceans sectors
- coastal and Indigenous communities
- environmental groups, and
- other governments (provincial, territorial, Indigenous, municipal)

Read our [engagement paper](#). There's also a [toolkit](#) to help you host a discussion.



[SBE Conference](#)

[Canada's oceans agenda](#)

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Sustainable Blue Economy Conference in Nairobi, Kenya, from November 26 to 28, 2018.



Steps to ensure we have safer, cleaner and healthier oceans.

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Related information

News Releases

[Minister Jordan calling all Canadians to contribute to our Blue Economy Strategy.](#)

[February 23, 2021]

Minister Jordan launches engagement on Canada's new Blue Economy Strategy.

[February 8, 2021]

Canada commits to growing the blue economy at home and around the globe

[December 3, 2020]

Statement by the Prime Minister on the Sustainable Blue Economy Conference

[November 28, 2018]

News Articles

The Honourable Bernadette Jordan on Canada's Blue Economy.

Date modified:

2021-02-08



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: June 9, 2021

Subject: Meeting Requests – Premier, Cabinet Ministers & Ministry Staff 2021 UBCM Convention

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services no later than June 28th on requesting meetings with the Premier, Cabinet Ministers or Provincial Ministry staff in conjunction with the 2021 Union of British Columbia Municipalities Conference respecting issues/concerns impacting communities in the Alberni-Clayoquot Region.

Desired Outcome:

To secure meetings for ACRD Directors with the Premier, Cabinet Ministers and/or staff from Ministries, Agencies, Commissions and Corporations in conjunction with the 2021 Union of British Columbia (UBCM) Convention on issues/concerns impacting communities in the region.

Background:

Attached please find a request from the Premier and Minister Osborne, Minister of Municipal Affairs and Housing inviting local governments to meet with them and other cabinet Ministers at the annual Convention. The deadline to request meetings with the Premier and cabinet Ministers is June 30th. The 2021 Provincial Appointments Book is attached to this report which provides guidance on Ministry portfolios.

Due to the COVID-19 pandemic, the 2021 UBCM Convention will once again be held virtually, September 14th to 19th. This year, meetings with Ministers, Cabinet Ministers and Ministry staff are scheduled prior to the convention as follows:

- Premier & Cabinet Ministers between September 7th & 13th
- Ministry Staff between September 7th & 9th

Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. Last year, the ACRD met with the following Ministers and Ministry staff:

Minister	Topic	Outcomes
Minister of Citizens' Services	Improved cellular coverage for rural and remote communities	Additional granting and Ministry staff dialogue now exist

Minister	Topic	Outcomes
Minister of Public Safety and Solicitor General	Provincially Funded RCMP Resources for the Alberni Valley	
Minister of Transportation and Infrastructure	Removal of "water access only" Designation at Salmon Beach.	Minister communicated no intention to change the designation at that time.
Ministry of Health Ministry Staff	Continued Provincial support for Vancouver Island Health Networks	Continued funding for Health Networks looks promising – Waiting for announcement from the Province

As in previous years, Regional District staff will coordinate meeting requests with the City of Port Alberni, District of Ucluelet and District of Tofino.

Time Requirements – Staff & Elected Officials:

Some staff time required to process and coordinate the meeting requests.

Financial:

n/a

Policy or Legislation:

n/a



Submitted by: _____
Wendy Thomson, Manager of Administrative Services



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



May 25, 2021

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention. As was done last year, both the Convention and the provincial government meetings will be held virtually.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive, particularly as we focus on recovering from the impact of COVID-19. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC. The 2021 Convention has been scheduled for September 14-17, 2021.

The week prior, from September 7-13, 2021, provincial government meetings will be held. To request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2021** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2021. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier



May 25, 2021

Ref: 266944

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with ministry, agency, commission and corporation (MACC) staff, during the upcoming 2021 UBCM Convention.

The UBCM Convention will again be held virtually and in an abbreviated format from September 14 to 17, 2021. Provincial government meetings will also be held virtually and will occur the **week before** Convention, from September 7 to 13, 2021, to allow delegates to fully focus and participate during the shortened Convention program.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me the week before Convention, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs before **June 30, 2021**. Meeting times and dates will be confirmed by mid-August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Regarding provincial staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all MACC staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online MACC staff meeting request.

This year's UBCM Convention will be my first as Minister responsible for local government, but certainly not my first Convention. After serving as Chair and Vice-Chair of the Alberni-Clayoquot Regional District and seven years as Mayor of Tofino, I am thrilled to be able to continue connecting with each of you in my new role. Through the regional calls we have had over the last several months, I have had the chance to hear about some of the challenges you face, especially related to COVID-19, as well as many of your accomplishments.

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I look forward to more of these conversations at Convention and to hearing your feedback on how we can continue to work together and collaborate to build stronger and resilient communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Josie Osborne". The signature is fluid and cursive, with a large initial "J" and "O".

Josie Osborne
Minister

pc: Honourable John Horgan, Premier
Brian Frenkel, President, Union of BC Municipalities

2021 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with:

The Premier and Cabinet Ministers and
Provincial Government Staff from Ministries,
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2021 UBCM CONVENTION
September 7 – 13, 2021

Via Conference Call



Ministry of
Municipal Affairs



TABLE OF CONTENTS

INTRODUCTION	2
MEETING REQUEST INFORMATION AND LINKS	3
PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2021 UBCM CONVENTION.....	4
MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING	4
MINISTRY OF AGRICULTURE, FOOD AND FISHERIES	5
MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING	7
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT	8
MINISTRY OF CITIZENS' SERVICES.....	10
MINISTRY OF EDUCATION.....	12
MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION.....	13
MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY	15
MINISTRY OF FINANCE	18
MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT	19
MINISTRY OF HEALTH.....	20
MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION.....	22
MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION	23
MINISTRY OF LABOUR	26
MINISTRY OF MENTAL HEALTH AND ADDICTIONS	27
MINISTRY OF MUNICIPAL AFFAIRS.....	27
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL	30
MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION	32
MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT	33
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE	34
PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION	35

INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2021 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister Josie Osborne, Municipal Affairs and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2021 UBCM Convention.

All meetings for the 2021 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.

Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs will take place by conference call during the following dates:

Tuesday, September 7, 2021

to

Monday, September 13, 2021

Meetings with MACC staff will take place by conference call during the following dates:

Tuesday, September 7, 2021

to

Thursday, September 9, 2021

Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

Eri Moriya

MACC Staff Meeting Coordinator

Phone: 778 698-1686

Katie Carrothers

MUNI Minister's Meeting Coordinator

Phone: 236 478-0537

Email:

MUNI.UBCM.MeetingRequest@gov.bc.ca

MEETING REQUEST INFORMATION AND LINKS

**Honourable John Horgan,
Premier and Cabinet Ministers**
(except Minister of Municipal Affairs)

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2021
(case sensitive)

Deadline: Wednesday, June 30, 2021

Questions:

Contact the Premier's UBCM Meeting Request Coordinator, Marlene Behrens by email at: UBCM.Meetings@gov.bc.ca,

or by telephone at: 250 213-3856

**Honourable Josie Osborne,
Minister of Municipal Affairs**

Click: [Municipal Affairs Minister's Meeting Requests](#)

Deadline: Wednesday, June 30, 2021

Questions:

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 236 478-0537

**Provincial Government (MACC)
Staff**

(Ministries, Agencies, Commissions and Corporations)

Click: [MACC Staff Meeting Requests](#)

Deadline: Friday, August 13, 2021

Questions:

Contact the MACC Staff Meeting Coordinator, Eri Moriya, by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 778 698-1686

Once meetings are scheduled, confirmation will be sent to UBCM local government and First Nations members.

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2021 UBCM CONVENTION

MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING

DIVISION/BRANCH	TOPIC
<i>Finance, Technology and Management Services and Division Responsible for Student Housing</i>	<ul style="list-style-type: none"> Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
<i>Governance, Legislation and Corporate Planning Division</i>	<ul style="list-style-type: none"> Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining.
<i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i>	<ul style="list-style-type: none"> 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector.
<i>Workforce Innovation and Division Responsible for Skills Training</i>	<ul style="list-style-type: none"> Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES

DIVISION/BRANCH	TOPIC
<i>Business Risk Management Branch</i>	<ul style="list-style-type: none"> Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.
<i>Corporate, Policy and Priorities Branch</i>	<ul style="list-style-type: none"> Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, for agriculture and seafood. Also responsible for the ministry's emergency management planning and preparedness activities, develops ministry climate change policy and provides support and coordination on climate related issues.
<i>Extension and Support Services Branch</i>	<ul style="list-style-type: none"> Provides extension and support services to enhance sector growth, competitiveness, sustainability, and adaptability. Working with industry associations, local governments, academic partners and the farming community, the Branch leads environmental, climate change and traceability programming, supports agriculture planning, provides sector knowledge and technical expertise, facilitates emergency preparedness and response and supports industry to meet existing and emerging market and regulatory requirements.
<i>Fisheries, Aquaculture and Wild Salmon Branch</i>	<ul style="list-style-type: none"> Leads provincial efforts to support stable, diverse, and sustainable commercial and recreational marine fisheries, aquaculture operations and seafood processing that maximize social and economic benefits for British Columbians. Staff support the Minister, Parliamentary Secretary and Ministry Executive on provincial, national, and other relevant committees and working groups to develop and advance provincial policy and programs in support of government and industry initiatives on fisheries, seafood and wild salmon issues. This branch ensures that Provincial fisheries, aquaculture and seafood objectives are met by examining, interpreting and applying existing and new policies, and by providing leadership, design and implementation of seafood sector operational programs and projects.

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

<p><i>Food and Beverage Branch</i></p>	<ul style="list-style-type: none"> • Supports agriculture, food and beverage sector businesses and organizations through a wide variety of economic development and food system services and programs. Leads market, business, and value chain activities to support food and beverage producers, processors, Indigenous communities, and regional economies as well as key initiatives including Feed BC, Buy BC, and the BC Food Hub Network. Working closely with Ministry branches including Extension and Support Services Branch and other provincial and federal agencies, the branch helps activate and grow the next generation of agriculture and food leaders and Indigenous entrepreneurs, food and beverage production and processing capacity, and market access and diversification of B.C. products into distribution channels including retail, public sector institutions, and export markets. Leads numerous stakeholder partnerships, and policy work including trade and liquor production and processing.
<p><i>Food Safety Inspection Branch</i></p>	<ul style="list-style-type: none"> • Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products, and inspection of farm worker accommodations for COVID protocol compliance. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<p><i>Labour Unit</i></p>	<ul style="list-style-type: none"> • Works closely with the Ministry of Labour to improve food security and the safety of temporary foreign workers (TFWs) and domestic farm workers (DFWs) in farming communities. The Labour Unit is responsible for ministry oversight, coordination, and direction regarding all labour initiatives, including the agriculture TFW Quarantine Program. The Labour Unit is responsible for developing a comprehensive Agriculture Labour Strategy and action plan which includes all facets of agriculture labour supply, demand, training, accommodations, etc. focused on farm labour currently relying on TFWs and DFWs. The Labour Unit coordinates with other ministries, federal and local government representatives, and industry associations to support labour-related issues and inform future direction and action plans.
<p><i>Plant and Animal Health Branch</i></p>	<ul style="list-style-type: none"> • Supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

<p><i>Regenerative Agriculture and Agri-Tech Team</i></p>	<ul style="list-style-type: none"> • Works in close collaboration with the Ministry of Jobs, Economic Recovery and Innovation in the delivery of strategies and programs to support innovation and use of technology in the agritech sector to increase food security and support the Ministry of Agriculture, Food and Fisheries' ongoing efforts to build a safe, sustainable and resilient food system. • The team is responsible for leading industry engagement, liaison with other levels of government (federal, local, Agriculture Land Commission) and developing a comprehensive strategy to support emerging opportunities for agritech and regenerative agriculture and inform future direction and action plans.
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MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING

DIVISION/BRANCH	TOPIC
<p><i>Office of Housing and Construction Standards</i></p>	
<p><i>Building and Safety Standards Branch</i></p>	<ul style="list-style-type: none"> • Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada. • Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires). • Nationally harmonized technical requirements to make new buildings more accessible.
<p><i>Homelessness Policy and Partnerships Branch</i></p>	<ul style="list-style-type: none"> • Homelessness policy and program development such as Rent Banks, Homeless Counts, Integrated Data Project, coordinated encampment response. Leading engagement and facilitation across government with partners and stakeholders towards a more coordinated and effective approach to addressing homelessness as well as leading government's efforts to address homelessness by delivering a homelessness strategy.

MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING CONTINUED...

<i>Housing and Policy Branch</i>	<ul style="list-style-type: none"> Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.
<i>Multiculturalism and Anti-Racism Branch</i>	<ul style="list-style-type: none"> Race-based data legislation and new Anti-Racism Act, Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.
<i>Residential Tenancy Branch</i>	<ul style="list-style-type: none"> The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Child Care Division</i>	<ul style="list-style-type: none"> The Child Care Division leads the development and implementation of B.C.'s Childcare BC plan and has operational accountability for government's child care funding programs and registry of Early Childhood Educators. Childcare BC: <ul style="list-style-type: none"> New Spaces Fund UBCM Child Care New Spaces Grants UBCM Child Care Planning Grants BC Maintenance Fund Start-up Grants Child Care Fee Reduction Initiative Affordable Child Care Benefit Child Care Operating Funding Young Parent Program Early Childhood Educator (ECE) Wage Enhancement Funding for ECE Bursaries ECE Registry Aboriginal Head Start Aboriginal / Support Child Development funding/strategy

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><i>Service Delivery Division</i></p>	<ul style="list-style-type: none"> • Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services), child protection and family services, resources, Services to Adults with Developmental Disabilities, youth justice and forensics, and supporting youth transitioning to adulthood. • Our professional and support staff work closely with extended families, Delegated Aboriginal Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners in pursuit of our ministry's vision.
<p><i>Strategic Integration, Policy and Legislation Division / Strategic Initiatives</i></p>	<ul style="list-style-type: none"> • The Strategic Initiatives Branch is responsible for the development of strategic complex, large-scale and cross-divisional projects, including improving supports for youth and young adults transitioning from care, and prevention and family supports. The branch also leads the Service Frameworks for each of these areas.
<p><i>Strategic Integration, Policy and Legislation Division/ Strategic Integration, CYMH Policy and In-Care Network Branch</i></p>	<ul style="list-style-type: none"> • The Strategic Integration, CYMH Policy and In-Care Network branch is responsible for identifying opportunities, risks, and system-wide challenges to cross-ministry integration of the Strategic Framework. Strategic Integration leads the research, development, and implementation of the In-Care Service Framework. • Child and Youth Mental Health (CYMH) responsible for providing evidence-informed prevention and early intervention mental health resources for educators, caregivers and families, as well as developing strategic and operational policy to improve mental health outcomes for children, youth and their families.
<p><i>Strategic Integration, Policy and Legislation Division/Policy and Legislation</i></p>	<ul style="list-style-type: none"> • The Policy & Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><i>Strategic Integration, Policy and Legislation Division / Strategic Services</i></p>	<ul style="list-style-type: none"> • The Strategic Services Branch provides expertise to enable the large-scale, cross divisional and complex transformation envisioned in the Ministry’s Strategic Framework. The branch leads: <ul style="list-style-type: none"> ○ Strategic planning and engagement – directs planning, reporting, internal and web-based communications and staff engagement; ○ Project management and lean services – supports strategic initiatives and continuous improvement; and ○ Implementation and change management – champions organizational change and effective implementation.
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MINISTRY OF CITIZENS’ SERVICES

<p>DIVISION/BRANCH</p>	<p>TOPIC</p>
<p><i>Government Digital Experience</i></p>	<ul style="list-style-type: none"> • The Division executes quality public engagement on behalf of various ministries across government, designing services and policies with people affected by them. • Provides technical infrastructure that enables gov.bc.ca and all of its pages, including COVID-19 and vaccination information. • Creates standards to make government’s web site accessible and ensure that the site is easy to navigate and read. • The division also delivers digital policy advice and technology services to Government Communications and Public Engagement (GCPE) to support its day-to-day operations.
<p><i>Office of Chief Information Officer</i></p>	<ul style="list-style-type: none"> • The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the province. The OCIO provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province. The OCIO is responsible for the province’s technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p><i>OCIO Connectivity</i></p>	<ul style="list-style-type: none"> • NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. • Connected Communities supports local governments and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet. • Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.
<p><i>Procurement and Supply</i></p>	<ul style="list-style-type: none"> • The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality. • Procurement Services Branch (PSB) is the lead contact for the Single Point of Access (SPA) initiative; a federal initiative in which all Municipalities, Advanced Education, Schools and Hospitals will be required to post all of their procurement activity on a Single Point of Contact web site so that we comply with the requirements of the Comprehensive Economic and Trade Agreement (CETA). Compliance by all provinces and Territories is required by Sept 2022. • PSB is also the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to Provinces and Territories to numerous Corporate Supply Agreements created by the Federal Government.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p>Real Property</p>	<ul style="list-style-type: none"> • The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
<p>Service BC</p>	<ul style="list-style-type: none"> • Service BC is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the Provincial Contact Center, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government. • Our BC Corporate Registries branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.

MINISTRY OF EDUCATION

<p>DIVISION/BRANCH</p>	<p>TOPIC</p>
<p>Capital Management Branch</p>	<ul style="list-style-type: none"> • The Capital Management Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$1 billion annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.

MINISTRY OF EDUCATION CONTINUED...

<p>Resource Management Division</p>	<ul style="list-style-type: none"> The Resource Management Division is responsible for the oversight and management of approximately \$7 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry’s overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.
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MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<p>Electricity and Alternative Energy Division</p>	<ul style="list-style-type: none"> The Division is responsible for British Columbia’s electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act. The Division is responsible for B.C.’s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. Property Assessed Clean Energy (PACE).
<p>LNG Canada Implementation Secretariat</p>	<ul style="list-style-type: none"> This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

<p><i>Mines Competitiveness and Authorizations Division</i></p>	<ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.
<p><i>Mines Health, Safety and Enforcement Division</i></p>	<ul style="list-style-type: none"> • The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. • Oversees the regulation of orphaned and abandoned mines. • Manages the ongoing review of the Health, Safety and Reclamation Code for Mines in B.C. • Oversees policy and Indigenous engagement in its core business areas. • The Division includes the Chief Auditor, responsible for conducting audits for regulatory effectiveness.
<p><i>Strategic and Indigenous Affairs Division</i></p>	<ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining and natural gas mandates. • Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries. • Supports EMLI efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services.

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

<p><i>Oil and Gas Division</i></p>	<ul style="list-style-type: none"> • This Division is accountable for the management and responsible development of the province’s oil and gas resources. This includes issuing and administrating Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province’s royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province’s liquefied natural gas industry and other industries that add value to British Columbia’s oil and gas resources. • The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects. • The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land use planning, oil and natural gas restoration programs and resource access.
<p><i>Woodfibre Implementation Group</i></p>	<ul style="list-style-type: none"> • Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<p><i>BC Parks</i></p>	<ul style="list-style-type: none"> • Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province’s parks and protected areas.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<p><i>Climate Change Strategy</i></p>	<ul style="list-style-type: none"> Province-wide coordination and management with other ministries of systems to address and respond to climate change including: CleanBC, CleanBC Communities Fund, Property Assessed Clean Energy (PACE), CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Offset Program, Centre for Innovation and Clean Energy, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Attorney General and Ministry responsible for Housing and Ministry of Energy, Mines & Low Carbon Innovation, province-wide greenhouse gas reduction targets, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory. Climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction - Emissions Standards, Renewable and Low Carbon Fuel Requirements Act, Vehicle Emissions Standards Act, and Clean Energy Act.
<p><i>Conservation Officer Service</i></p>	<ul style="list-style-type: none"> A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
<p><i>Environmental Assessment Office</i></p>	<ul style="list-style-type: none"> <i>Environmental Assessment Act</i>. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<p><i>Environmental Protection Division</i></p>	<ul style="list-style-type: none"> • Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, Integrated <i>Pest Management Act</i>, extended producer responsibility, recycling, Provincial Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Recycled Plastics Manufacturing Stimulus Fund, bonding financial assurance, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
<p><i>Environmental Sustainability Division</i></p>	<ul style="list-style-type: none"> • Species at Risk policy and legislation development; conservation and sustainability of biodiversity; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i>: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Corporate Indigenous relations and partnership development.
<p><i>Information, Innovation and Technology</i></p>	<ul style="list-style-type: none"> • NRM Transition to Digital Government, Implementation of IM/IT Initiatives, Product Portfolio Management, Application Development and Delivery, Business Service Desk, Application Maintenance and Support, Application Infrastructure & Database Services, Radio, Technology & Field Services, Information Management, Information Security and Privacy, Critical Infrastructure Support.
<p><i>Strategic Policy Division</i></p>	<ul style="list-style-type: none"> • Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan.

MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<i>Crown Agencies Secretariat</i>	<ul style="list-style-type: none"> • The Crown Agencies Secretariat (CAS) is the branch within government responsible for a number of Crowns, Agencies or Organizations, including: <ul style="list-style-type: none"> ○ BC Lottery Corporation, including BCLC’s oversight of casinos and community gaming facilities; and ○ Liquor Distribution Branch sales and policy, including BC Liquor Stores and provincially authorized legal cannabis retail. • CAS provides direct support to the Minister of Public Safety and Solicitor General as the lead branch responsible for the Insurance Corporation of BC. • CAS is also lead for a number of cross-government efforts and stakeholder liaison functions, including leading: <ul style="list-style-type: none"> ○ the Anti-Money Laundering Secretariat, and coordinating government’s overall response to implement the Dr. German report recommendations; and ○ coordination with the liquor and hospitality industry on implementation of the Business Technical Advisory Panel (BTAP) report recommendations.
<i>Policy and Legislation Division /Intergovernmental Fiscal Relations</i>	<ul style="list-style-type: none"> • Federal-provincial fiscal relations (e.g., intergovernmental transfers). • Joint federal-provincial social policy priorities (e.g., income security and pensions). • Local government fiscal relations, with Municipal Affairs. • First Nations fiscal relations, with Indigenous Relations and Reconciliation. • Cannabis revenue sharing.
<i>Policy & Legislation Division /Property Assessment Services</i>	<ul style="list-style-type: none"> • Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.
<i>Policy & Legislation Division /Tax Policy Branch</i>	<ul style="list-style-type: none"> • Provincial tax policy, including: <ul style="list-style-type: none"> ○ Provincial property taxes (school, rural, police) ○ Property Transfer Tax ○ Speculation and Vacancy Tax ○ Provincial Sales Tax ○ Carbon Tax ○ Motor Fuel Tax ○ Provincial Income Tax ○ Cannabis Tax ○ Indigenous Taxation • Employer Health Tax.

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>BC Timber Sales</i>	<ul style="list-style-type: none"> BC Timber Sales (BCTS) manages about 20 per cent of the province's allowable annual cut for Crown timber supporting the BC Timber Market Pricing System and generating economic prosperity for British Columbians through the safe, sustainable development and auction of Crown timber. BCTS operates in 33 communities and directly supports over 8,000 jobs across B.C.
<i>BC Wildfire Service</i>	<ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.
<i>Forest Policy and Indigenous Relations Division</i>	<ul style="list-style-type: none"> Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
<i>Integrated Resource Operations Division</i>	<ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails.
<i>Lands and Natural Resource Operations Secretariat</i>	<ul style="list-style-type: none"> To determine whether land use objectives that support economic activity, environmental sustainability and reconciliation with Indigenous peoples throughout the natural resource sector can be more effectively achieved through ministry restructuring.
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.

MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

<i>Regional Operations</i>	<ul style="list-style-type: none"> • FrontCounter BC, resource management coordination, land use policy projects and implementation, Crown land water, fish & wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasive Species and Ecosystem Restoration.
<i>Resource Stewardship Division</i>	<ul style="list-style-type: none"> • Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects and the Forest and Range Evaluation program, integrated monitoring, policy that guides wildlife, fish and water management, land-based investment program, non-timber forest values, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth strategic review, land stewardship and protection policy.
<i>Rural Opportunities, Tenures and Engineering Division</i>	<ul style="list-style-type: none"> • Engineering, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>COVID Response and Health Emergency Management</i>	<ul style="list-style-type: none"> • Ensure an ongoing, focused response to supporting the health system within the context of COVID-19. • Coordinate the Ministry of Health and Health Sector's response to the pandemic. • Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.

MINISTRY OF HEALTH CONTINUED...

<p><i>Finance and Corporate Services</i></p>	<ul style="list-style-type: none"> • Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. • Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.
<p><i>Health Sector Workforce and Beneficiary Services</i></p>	<ul style="list-style-type: none"> • Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<p><i>Health Services</i></p>	<ul style="list-style-type: none"> • Focuses on implementing specialized community and surgical services and programs, provincial health services, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD). • Works towards service transformation across the health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives. • Community Care – seniors services, assisted living registry operations and oversight, mental health and substance use services. • Work on access and wait times – surgical and diagnostic services; implementing waitlist policies and approaches in the specialized community services programs and other general health services. • The Division works closely with providers and stakeholders, provides strategic oversight, policy development, performance and issues monitoring and evaluation.
<p><i>Office of Indigenous Health</i></p>	<ul style="list-style-type: none"> • Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness. • Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.
<p><i>Population and Public Health</i></p>	<ul style="list-style-type: none"> • Focuses on improving people’s overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including Indigenous peoples, women and children.

MINISTRY OF HEALTH CONTINUED...

Primary Care	<ul style="list-style-type: none"> • Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs. • The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.
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MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
Community and Social Innovation Branch	<ul style="list-style-type: none"> • Leads the Ministry’s efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
Implementation and Lands Services Branch	<ul style="list-style-type: none"> • Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> ○ Provincial representative on treaty Implementation Committees; ○ Tri-partite treaty closing to reach Effective Date; ○ Research/advice and survey for crown land negotiations; and ○ Implementation best practices to ensure agreement obligations are met.
Negotiations and Regional Operations Division	<ul style="list-style-type: none"> • Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.
Reconciliation Transformation & Strategies Division	<ul style="list-style-type: none"> • Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous People Act</i>. • Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional and provincial levels. • Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<p><i>Socio-Economic Partnerships Branch</i></p>	<ul style="list-style-type: none"> • Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<p><i>Strategic Liaison, Consultation and Safety Branch</i></p>	<ul style="list-style-type: none"> • Provincial accountability for government consultation and accommodation procedures and associated tools to support statutory decision makers.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION

DIVISION/BRANCH	TOPIC
<p><i>Small Business and Economic Development Division</i></p>	<ul style="list-style-type: none"> • Economic analysis and policy, including LNG economic and workforce impacts and opportunities; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians; and Business and Economics Implications Framework. • Supports the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional and Indigenous economic development, outreach, engagement and community investment readiness. • Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. • Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness. • Support the COVID Industry Engagement Table which focuses on ways to reduce the transmission of COVID-19 in workplaces, and to provide input and advice to the government on the impacts and effectiveness of new public health measures and restrictions. • Focus on increasing Indigenous participation in the economy, promoting Indigenous businesses and entrepreneurs, and industry partnerships.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

Investment and Innovation Division

Innovation, Technology and Investment Capital Division

- Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives.
- Responsible for InBC - a \$500 million strategic investment fund with a “triple bottom line” mandate that invests in high-growth potential businesses to help them scale up. InBC will continue to be accountable for the administration of the legacy investments of the BC Renaissance Capital Fund, which include 10 investments in venture capital funds, including the BC Tech Fund.
- Major Investments and Strategic Partnerships including:
- Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
- Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
- Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
- Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
- Develops partnerships with investors to match project financing needs with strategic sources of capital.
- Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the branch’s involvement.
- The division also manages the BC Knowledge Development Fund Program, the province’s participation in the Digital Supercluster, provides expertise on B.C.’s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming, including oversight of Innovate BC and digital marketing initiatives.
- Coordination of the province’s StrongerBC programming.
- Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities.
- Develop and implement “pan-economic” frameworks to support provincial investment policy decision-making.
- Leads the ministry’s investment evaluation process.
- Provide secretariat support for StrongerBC - tracking & reporting.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

Trade and Industry Development Division

- Delivers economic recovery “StrongerBC” initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.’s economy.
- Spurs economic opportunities through Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Manages international and industry focused domestic marketing efforts in order to promote B.C. internationally as an attractive place to do business.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION CONTINUED...

<i>Office of Mass Timber Implementation</i>	<ul style="list-style-type: none"> • The Office is tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. • Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, advancing the Mass Timber Action Plan, cross-government and external partner co-ordination & collaboration and supporting the Minister’s Mass Timber Advisory Council.
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MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<i>Labour Relations</i>	<ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.
<i>Employment Standards</i>	<ul style="list-style-type: none"> • Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.
<i>Workers’ Compensation</i>	<ul style="list-style-type: none"> • Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers’ Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers’ Advisers Office, the Workers’ Advisers Office, and the Workers’ Compensation Appeal Tribunal.

MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<i>Strategic Policy & Planning Division</i>	<ul style="list-style-type: none"> • Setting strategic direction and responsible for leading the development and implementation of an overarching, integrated mental health and addictions strategic framework and associated actions plans. • Leading child and youth mental health and substance use initiatives including the expansion of Foundry Youth Centres, developing a youth substance use system of care, and establishing integrated child and youth teams. • Supporting Indigenous partnerships including partnering on Indigenous-led solutions and advancing broader commitments related to Indigenous reconciliation. • Developing a framework for services and supports for people with complex mental health and substance use needs who are not adequately served by supportive housing in B.C.
<i>Strategic Priorities & Initiatives Division</i>	<ul style="list-style-type: none"> • Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports from prevention, early intervention, harm reduction as well as treatment and recovery. • Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.

MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<i>Local Government Division</i>	
<i>Governance Structures Governance Services Governance Relations</i>	<ul style="list-style-type: none"> • Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. • Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<p><i>Infrastructure and Engineering</i></p>	<ul style="list-style-type: none"> • Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund].
<p><i>Local Government Finance</i></p>	<ul style="list-style-type: none"> • Local government finance, including: <ul style="list-style-type: none"> ○ budgeting and financial plans; ○ audited financial statements; ○ unconditional grants; Safe Restart – Local Government grants; reserve funds; ○ investments and municipal corporations; long-term liabilities; ○ development financing (including Development Cost Charges); ○ user-fees; ○ taxation (including tax sale); ○ COVID-19 response temporary financial measures; and • Property Assessment Clean Energy (PACE) Programs.
<p><i>Local Government Policy, Research and Legislation</i></p>	<ul style="list-style-type: none"> • Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.
<p><i>Planning and Land Use Management Programs</i></p>	<ul style="list-style-type: none"> • Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. • CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action including consideration of UBCM’s Special Committee on Climate Action recommendations. • Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes. • Socio-economic effects of LNG Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in northern B.C. • Funding programs: Safe Restart -- Strengthening Communities’ Services, Safe Restart -- Local Government Development Approvals Program, Northern Healthy Communities Fund.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<p><i>Public Libraries Branch</i></p>	<ul style="list-style-type: none"> • The Public Libraries Branch works together with public library boards, library staff and local governments to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services and provincial policies. Responsible for implementation of B.C.'s strategic plan for public library services.
<p><i>Immigration Services and Strategic Planning Division</i></p>	
<p><i>Community Gaming Grants</i></p>	<ul style="list-style-type: none"> • Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including: Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. • Eligible not-for-profit can also apply for Capital Grants through the program.
<p><i>Community Policy and Legislation</i></p>	<ul style="list-style-type: none"> • The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities. • The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry.
<p><i>Immigration Services</i></p>	<ul style="list-style-type: none"> • Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international entrepreneurs and skilled and semi-skilled workers. The Entrepreneur Immigration Regional Pilot and the PNP Tech Pilot are supported by a dedicated PNP Concierge service; Settlement and Integration services, foreign qualifications recognition and interprovincial labour mobility.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
BC Coroners Service	<ul style="list-style-type: none"> Responsible for investigating and determining the circumstances of all unnatural, sudden and unexpected, unexplained or unattended deaths in the province. Makes recommendations to improve public safety and prevent death in similar circumstances. Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
BC Corrections	<ul style="list-style-type: none"> Responsible for the supervision of individual, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years, or on an immigration hold.
Cannabis Legalization and Regulation Secretariat	<ul style="list-style-type: none"> The Secretariat leads and supports the development and implementation of provincial non-medical cannabis policy. The lead for negotiating and entering into government-to-government agreements with Indigenous nations in respect to cannabis under section 119 of the <i>Cannabis Control and Licensing Act</i>.
Community Safety and Crime Prevention Branch	<ul style="list-style-type: none"> Civil Forfeiture; Victim Services and, Violence Against Women Programming; Domestic Violence; Gender Based Violence; Crime Prevention; Restorative Justice; and Human Trafficking.
Emergency Management BC (EMBC) **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	<ul style="list-style-type: none"> Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
Insurance Corporation of BC (ICBC)	<ul style="list-style-type: none"> ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

<p><i>Policing and Security Branch</i></p>	<ul style="list-style-type: none"> • Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. • Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recyclers, Pill Presses, and Armored Vehicles / Body Armor. • The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis. • Police and Public Safety Modernization project is tracking the work of the Special Committee on reforming the <i>Police Act</i> in anticipation of their report, expected to be tabled April 28, 2022. • The Indigenous Policing Unit is currently involved in the renewal of the First Nations Policing Program (FNPP) Framework Agreement and provides ongoing oversight of the FNPP, work with RCMP regarding the Community Tripartite Agreements (CTA) and police agencies (Stl’atl’imx Tribal Police Service & Delta Police Service) on issues management through participation in various working groups and committees. Work with Public Safety Canada and other Provinces and Territories on the co-development of the federal legislative framework to make the FNPP an essential service and the expansion of the FNPP.
<p><i>RoadSafety BC</i></p>	<ul style="list-style-type: none"> • Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C. • The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to: <ul style="list-style-type: none"> ○ Prohibit a person from driving a motor vehicle; ○ Require a driver to take part in a program to improve their driving; ○ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions; and • Make sure B.C. drivers are medically fit to drive.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<i>Accessibility Secretariat</i>	<ul style="list-style-type: none"> • Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. • Accessible British Columbia Act.
<i>Employment and Labour Market Services Division</i>	<p>WorkBC Employment Services: WorkBC provides British Columbians with the employment services and supports to find good jobs and supports businesses in B.C. to access workers with the right skills. WorkBC Employment Services are delivered through 102 WorkBC Centres across B.C., as well as through a strong online presence. Services are currently available in-person by appointment and virtually. Services include access to job search resources, employment planning, skills training, financial supports, work experience placements, assistive technology supports, apprentice services and more.</p> <p>Community and Employer Partnerships The Community and Employer Partnerships (CEP) Fund is a component of WorkBC Employment Services by investing in training and skills for unemployed job seekers and supporting people to find and keep good jobs. The Community and Employer Partnerships fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see job creation, positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</p> <p>In response to the rapidly changing labour market and to support recovery efforts, CEP is prioritizing applications and funding projects that:</p> <ul style="list-style-type: none"> • Create work experience and training opportunities to prepare job seekers for available jobs; and • Support an inclusive economic recovery in B.C. communities.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

<p>Research, Innovation and Policy Division</p>	<ul style="list-style-type: none"> • The Research, Innovation and Policy Division (RIPD) provides research, policy and legislation support to the ministry, enabling the Service Delivery Division to successfully deliver the BC Employment and Assistance Program and provide financial assistance to British Columbians most in need. • Income and Disability Assistance – Effective May 2021, the B.C. Government has provided the largest-ever permanent increase to Income Assistance and Disability Assistance rates. • RIPD also undertakes reconsideration activities for clients disputing decisions regarding eligibility for or amounts granted through Income and Disability Assistance programs. • RIPD also leads government on Together BC, BC’s Poverty Reduction Strategy, including recent mandate items regarding food security and period poverty. The Division also supports the Parliamentary Secretary for Community Development and Non-Profits.
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MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
<p>Arts and Culture</p>	<ul style="list-style-type: none"> • Supports the arts and culture sector through COVID-19 response and recovery. • Leads research, analysis, policy, and program development to provide broad access to and increase participation in arts and culture. • Implements the BC Arts Council Strategic Plan focusing on increasing equity, diversity and access; improving sustainability and creative development; enhancing engagement with Indigenous arts and culture; and expanding regional and community arts. • Administers application-based grant programs for artists/cultural practitioners, and non-profit arts and culture organizations, including programs for artistic development & capacity building, small arts infrastructure projects, and arts-based community development. • Provides oversight of cultural infrastructure priority projects, including the Royal BC Museum modernization and the establishment of a Chinese Canadian Museum.
<p>BC Athletic Commission</p>	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

<i>Creative Sector</i>	<ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
<i>Sport</i>	<ul style="list-style-type: none"> • Lead on policy development and program implementation related to amateur sport development in B.C. Work is guided by B.C.'s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting.
<i>Tourism</i>	<ul style="list-style-type: none"> • Policies, programs, destination development and strategic engagement to support B.C. tourism sector's recovery and resilience; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance and Destination BC). Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highway Operations</i>	<ul style="list-style-type: none"> • The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways. The department, through their Commercial Vehicle Safety Enforcement (CVSE) program, also regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

<p><i>Highway Services</i></p>	<ul style="list-style-type: none"> • The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.
<p><i>Major Projects, Infrastructure and Properties Department</i></p>	<ul style="list-style-type: none"> • The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
<p><i>Transportation Policy & Programs Department</i></p>	<ul style="list-style-type: none"> • The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes air, rail, public transit service delivery through BC Transit and coastal and inland ferry delivery, governmental relations, active transportation and airport grant programs, Clean BC and climate change initiatives, corporate planning, strategic initiatives and writing services. The department has direct oversight of the province's coastal ferry service through BC Ferries and also supports the Minister Responsible for TransLink.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION

DIVISION/BRANCH	TOPIC
<i>Agricultural Land Commission</i>	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>BC Emergency Health Services (BCEHS)</i>	<ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
<i>BC Housing</i>	<ul style="list-style-type: none"> BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<i>BC Hydro</i>	<ul style="list-style-type: none"> BC Hydro's mission is to safely provide reliable, affordable, clean electricity throughout B.C. Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

<i>BC Oil and Gas Commission</i>	<ul style="list-style-type: none"> • The BC Oil and Gas Commission regulates oil, gas and geothermal activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
<i>BC Transit</i>	<ul style="list-style-type: none"> • From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.
<i>Insurance Corporation of British Columbia (ICBC)</i>	<ul style="list-style-type: none"> • ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

<p><i>Police Victim Services British Columbia</i></p>	<ul style="list-style-type: none"> • Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the Province of B.C. • PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police services to the citizens of each community. • Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services. • PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs. • Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues. • PVSBC will have staff present at the Convention to engage delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.
<p><i>Royal Canadian Mounted Police (RCMP)</i></p>	<ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.



Ministry of
Municipal Affairs





To: ACRD Board of Directors
From: Jenny Brunn, General Manager of Community Services
Meeting Date: June 9, 2021
Subject: Visual Air Quality Monitoring Station Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into an agreement with the Ministry of Environment and Climate Change Strategy for a Visual Air Quality Monitoring Station at the Alberni Valley Landfill for a term commencing July 1, 2021 and ending June 1, 2031.

Summary:

This agreement will enable a camera to be installed atop the water reservoir at the Alberni Valley Landfill (AVL). The camera will be pointed towards the City of Port Alberni and will be an effective tool in capturing the visual impact of pollutants specific sources. The general purpose is to provide a visual record of sources of particulate matter in the airshed during periods of degraded air quality. The ACRD will benefit from the Province’s use of space on the reservoir by facilitating the management of the Alberni Valley air quality.

The AVL reservoir currently hosts a number of pieces of monitoring equipment due to its high elevation including a GPS station for Natural Resources of Canada (NRCan) and SCADA equipment for AVL environmental monitoring of the leachate system and measuring the water level in the reservoir.

Time Requirements – Staff & Elected Officials:

There will be time required for staff to execute the agreement and work with the Air Quality Network Coordinator on the installation of equipment.

Financial:

There has been no charge for the GPS Station and staff recommend that there be no charge for the camera installation due to the community benefit provided by this initiative. There will be no cost to the ACRD for this installation and monitoring program.

Strategic Plan Implications:

This project support strategy 5.1 to engage with community partners to identify opportunities for alignment and cooperation.

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

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

VISUAL AIR QUALITY MONITORING STATION AGREEMENT

BETWEEN

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

(the "Owner")

AND

Her Majesty the Queen in right of the Province of British Columbia,
as represent by the Ministry of Environment and Climate Change Strategy
2080a Labieux Road
Nanaimo BC
V9T 6J9

(the "Province")

BACKGROUND

A. The Owner owns the following property:

Alberni-Clayoquot Regional District Landfill
7080 McCoy Lake Rd
Port Alberni, BC
V9Y 9G1

(the "Property")

B. The Province wishes to install, operate, and maintain on the Property, an air quality monitoring web camera (the "Works") described in Schedule A and eventually remove it. This camera will be installed atop a pre-existing water tower at the Alberni-Clayoquot Regional District Landfill site. The Owner will benefit from the Province's use of the Property for that purpose, including by facilitating the management of air quality.

AGREEMENT

The parties agree as follows:

1. The Owner grants to the Province the right to install, operate, and maintain the Works on the portion of the Property (the "Site") described in Schedule A, including the right to enter the Property for those purposes and for the purpose of removing the Works.
2. Despite parts of the Works being affixed to the Property, the Works remain the property of the Province. If the Owner proposes to transfer an interest in the Property, the Owner must notify the Province at least 90 days in advance of the transfer and provide the proposed transferee's contact

details, to give the Province an opportunity to negotiate a novation of this agreement with the transferee. If the Owner does transfer an interest in the Property while the Works remain on the Property, the Owner must oblige the transferee to recognize the Province's interest in the Works and fulfill the Owner's obligations to the Province under this agreement.

3. The Province may remove the Works at any time. The Province must remove the Works before June 1, 2031 unless the Owner agrees to allow the Province to instead remove it at a later date, in which case, the Province must remove the Works by that later date.
4. The Owner must allow persons authorized by the Province to access the Site for the purposes described in this agreement. The Owner must ensure that the Province is able to access the Site by motor vehicle, including by removing snow that might restrict access.
5. The Province must not access the Site outside of the hours of 8 am to 5 pm except as necessary to repair the Works.
6. The Province must maintain the Site and Works in good repair and in a clean and tidy condition, to a standard consistent with that set by the Owner.
7. The Province must indemnify the Owner against all claims arising out of the Province's use of the Property under this agreement except to the extent the claim arises from the negligent or wilful conduct of the Owner or a person under the Owner's control.
8. The Province must comply with all laws applicable to its use of the Property.
9. The Province may install and use a solar panel assembly to power the Works. The Province is responsible for all costs associated with establishing and maintaining the electrical connection to the Works.
10. The Province must directly pay for all costs associated with data transmission to and from the Works. All data service lines must be self-contained within the Site.
11. No consideration is due to the Owner for performance of the Owner's obligations under this agreement unless specifically described in this agreement. The Owner benefits by enabling the Province to obtain data that can be used by the Province to facilitate air quality management.
12. The Province is responsible for all costs associated with the installation, operation, maintenance, and removal of the Works.
13. Upon removing the Works, the Province must return the Site to the condition that it was in before the Works were installed, except to the extent the Owner agrees otherwise.

The parties have signed this agreement on the following dates:

Signed by the Owner on _____ 20__

Signed by the Province on _____ 20__

Schedule A

The Works include:

- Campbell Scientific CCFC outdoor camera
- 300W Solar panels within a 1300mm by 1000mm by 1220mm frame
- Solar controller
- 125Ah AMG 12V battery
- Cellular modem
- Required cabling/connectors/brackets/fasteners

The camera will be attached to the hand rail atop the water tower already existing on the property and the solar panel, battery and controller will be on the ground.

The Ministry will supply and install a cellular modem to connect to the Works and download images on an as-needed basis. The works will store data on its internal memory until needed.



Figure 1: Solar panel and frame



Privacy Impact Assessment for *Air Quality Cameras* ENV19012/ ENV02-2019

Part 1 – General

Name of Ministry:	Ministry of Environment and Climate Change Strategy		
PIA Drafter:	Mark Jousi		
Email:	Mark.Jousi@gov.bc.ca	Phone:	250-882-9290
Program Manager:	Ted Weick		
Email:	Ted.Weick@gov.bc.ca	Phone:	(778) 698-4446

1. Description of the Initiative

The purpose of this initiative is to provide High Resolution photos that would support Air Quality forecasting and advisory programs in the Province of BC. This would include:

- Images are obtained using two methods
 - Images are taken at a fixed interval. Camera is a fixed secured IP accessible device. If there is a suspected Air Quality issue as presented by a continuous Air Quality Monitor, the operator will login into camera to view recent images to confirm. Images are not posted publicly on the internet. If there is an event of particular interest (or uniqueness) images may be downloaded to Ministry for longer term storage. At most only a two – three ministry staff would have access to the information on the camera.
 - Images are taken at a fixed interval and sampled down to a lower resolution. Lower resolution image is sent (emailed) and sent to specific ministry personnel for viewing and deletion. Original images are maintained on the camera – if the lower resolution image shows an event of interest, the user has only 7-10days to log into the camera to copy the original image before it is overwritten. Software on these units provides for masking/blocking out of specific parts of the image.
- Cameras are secured and images are not posted in the public domain.
- Images would be kept locally on a secured share drive
- The device would be accessed via remote desktop software currently used in the BC Government for remote access to ambient air quality loggers
- There is no requirement to centrally collect store and process the images at this time.

Only selected government employees (Air Quality Meteorologists and Technicians, Environmental Protection Officers) will be able to view and use the images.

Despite the fact that focal and view points of the airshed monitoring cameras are pointed towards the sky (examples attached) in locations across the Province there is a low probability that our cameras will/may inadvertently collect some personal information such as images of individuals



Privacy Impact Assessment for *Air Quality Cameras* ENV19012/ ENV02-2019

from a distance. Higher resolution images are downloaded from the camera at minimum once per week. There is no live video feed.

If inadvertently, the images capture personal information (i.e. License, vehicle identification information), the image will be deleted, or if the image is deemed important for compliance or air quality monitoring (i.e., air emissions from a stack or a highly stable atmospheric event), that portion of the image will be deleted from the original before further sharing within Govt. Its be reasonable to expect that the camera view will attempt to minimize any editing of the images as the operational staff utilizing these images will not want to have to track and edit those images where changes will be required.

2. Scope of this PIA

The scope of this PIA covers the installation of air quality cameras to monitor the airshed.

3. Related Privacy Impact Assessments

ENV19003 – Snow Cameras

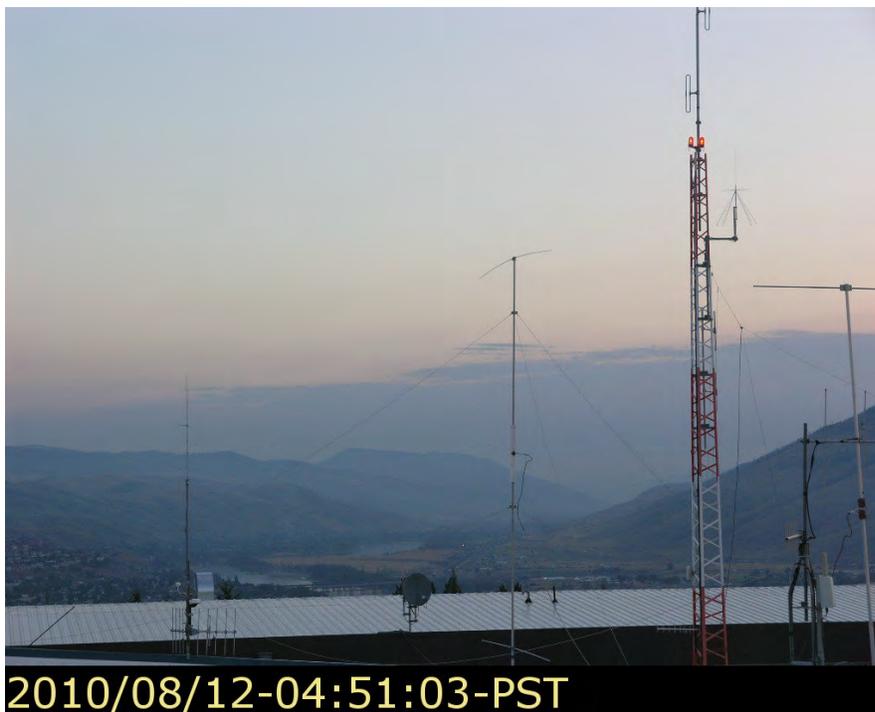
This is a net new PIA

4. Elements of Information or Data

Focal point and view of camera is intentionally pointed towards viewing the Air Shed. Care would be taken to ensure placement of camera minimizes any potential privacy issues.

Example views of images are supplied:

Privacy Impact Assessment for *Air Quality Cameras* ENV19012/ ENV02-2019



If personal information is involved in your initiative, please continue to the next page to complete your PIA.

If **no** personal information is involved, please submit Parts 1, 6, and 7 unsigned to PCT at pia.intake@gov.bc.ca. A privacy advisor will be assigned to your file and will guide you through the completion of your PIA.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Eddie Kunderman, Manager of Operations
Beaver Creek Water Committee

Meeting Date: June 9, 2021

Subject: Bylaw F1148-1 Amendment of Beaver Creek Water System Rates and Regulation Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-1, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-1, 2021.

Summary:

At the May 20th, 2021 Beaver Creek Water Advisory Committee meeting, the attached report was presented and discussed. The Committee supported the rate adjustment and recommended that the ACRD Board of Directors increase the water rates effective July 1, 2021 to \$57.54 per month. The most recent rate increase was in 2015 and had a set a rate of \$51.67/month, which if adjusted for CPI would be \$57.54 in 2021. An increase of monthly rates from \$51.67/month to \$57.54/month mid-way through the year would result in approximately \$31,885 in additional funding in 2021.

Submitted by: 
 Eddie Kunderman, Manager of Operations

Reviewed by: 
 Jenny Bruhn, GM of Community Services

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

Certified true and correct copy of
**“Beaver Creek Water Local
Service Area Rates and Regulations
Bylaw No. F1148-1, 2021”**

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

Wendy Thomson,
General Manager of
Administrative Services

John Jack,
Chairperson

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Consumer Units are subject to the following basic charge per month:

Classification	Rate per Month
Single Family Residential	\$57.54
Each additional water use on same lot	\$65.33
Trailer Courts each unit	\$57.54
Commercial	\$65.33

- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 60 cubic meters (m³) per quarter.
- (c) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (d) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the Owner of a serviced property for:

- (a) Application for new water service or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost
- (d) Emergency water turn-off – at cost
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost

-
- (g) Water connection & meter - \$3,800.00 per connection or cost of construction as determined by the Regional District, whichever is larger. If a Connection requires a line extension the cost of this construction is to be paid by the Applicant. Cost of connection is to be paid by the Applicant once the Application for Service is reviewed and approved and an invoice is issued.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$50.00/hr.



REQUEST FOR DECISION

To: Beaver Creek Water Advisory Committee
From: Eddie Kunderman, Manager of Operations
Meeting Date: May 20, 2021
Subject: Beaver Creek Water System 2020 Annual Report

Recommendation:

THAT the Beaver Creek Water Advisory Committee receive the 2020 Beaver Creek Water System Annual Report.

THAT the Beaver Creek Water Advisory Committee recommend that the ACRD Board of Directors increase water rates to \$57 per month in the Beaver Creek Water System effective July 1, 2021.

Summary:

This report provides an overview of the Alberni-Clayoquot Regional District's (ACRD) Beaver Creek Water System (BCWS) operations for the year and how it has met the targets to ensure provision of potable, cost-effective and reliable water. In 2020, the BCWS met most targets with a few exceptions as shown in the table below.

	Target	2020 BCWS
Bacteria Results	0	0
Chlorine Residual	>0.20 mg/l	>0.20 mg/l
Turbidity	< 1.0 NTU	<1.0 NTU
CDWQG	< 100%	100%
Average Demand	<350	342 liters per capita per day
Peak Demand Ratio	<2	1.26
Cost per customer	\$300-\$400	\$550
Water Loss	<15%	23%
Breaks	<5	8
Contribution to Capital	\$768	\$344

All of the water quality targets continue to be met throughout the year. The disinfection byproducts graph in the report shows a leveling off for Haloacetic Acids (HAA). This is the result of sampling procedure changes to random grab sampling, instead of the previous targeting of high rain fall events. When the City of Port Alberni uses the back-up water source, Bainbridge Lake, higher levels of HAA's are found.

Average demand has dropped to 342 liters per capita per day (lpcd) from 374 lpcd in 2019. This is likely connected to the reduction of minimum allowable volume to 90 m³ from 155 m³ in February 2020. Other reasons may be changes in activities related to Covid-19 or cooler weather events. This reduction is significant as we now have reached our target average water demand.

The cost per customer rate has come down slightly from \$556 to \$550. This is likely due to the replacement of chronic water main break areas including Fayette, Lamarque and Walker Road. This also contributed to a

reduction in water loss from 29% in 2019 to 23% for 2020 and a reduction in the number of breaks from 17 in 2019 to 8 in 2020. However, we are likely to see this number go up in 2021 as we have experienced a number of breaks already this year on Karen Place which will not be able to be replaced until 2022 due to a lack of funds.

A new target for contributions to the Capital Reserve was established for the 2020 Annual Report. The Beaver Creek Asset Management Plan recommended an annual contribution of \$796,416 which when divided by the number of parcels equates to \$768 per parcel per year. The contributions were \$344 per parcel in 2020. This contribution to capital cost does not include operational and maintenance costs.

In 2020, we were able to complete a number of projects including the Stamp River Intake/McKenzie Pumpstation Assessment and a significant watermain renewal project on Fayette and Lamarque which replaced 1,645 meters of 4-inch water mains installed in the 1960's with 6-inch PVC. The Compton/Beaver Creek Project completed a transfer of water services to a parallel City owned main in order to abandon a failing portion of watermain. This project created an estimated saving of \$220,000 by transferring services instead of replacing this line. The Karen Place Watermain Design was completed and is the highest priority waterman project slated for construction in 2022.

The priority focus for the water system is the continued renewal and replacement of failing water mains which will have the greatest benefit for the water system and reduce system costs over time. The capital reserve isn't adequate to continue aggressive replacement and the contribution to capital needs to be increased to meet our Asset Management Plan's target. Staff are recommending that the current funding gap from \$344 to \$768 per parcel per year be reduced with a nominal rate increase.

The most recent rate increase was in 2015 and set a rate of \$51.67/month, which if adjusted for CPI would be \$57.54 in 2021. An increase of monthly rates from \$51.67/month to \$57.54/month mid-way through the year would result in approximately \$31,885 in additional funding in 2021.

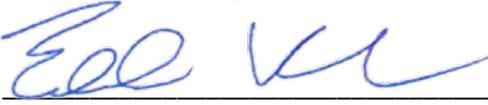
This report will be provided to the local Environmental Health Officer from Island Health and made available to the community.

Strategic Plan Implications:

A rate increase is in line with Strategy 3.1 Appropriate Capital Reserves which has the objective to ensure sustainable capital reserve balances for infrastructure repair and replacement.

Policy or Legislation:

The Province of British Columbia's Drinking Water Protection Act and Health Canada's Canadian Drinking Water Guidelines.

Submitted by: 
Eddie Kunderman, Manager of Operations

Reviewed by: 
Jenny Brunn, General Manager of Environmental Services

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

BEAVER CREEK WATER SYSTEM

ANNUAL REPORT
2020



Prepared by: John Thomas
Environmental Services Department
3008 Fifth Avenue, Port Alberni, BC, Canada, V9Y 2E3, Phone 250-720-2700

Table of Contents

- 1.0 Background 3
 - Purpose of the Annual Report 3
 - Regulating Authority 3
 - Management..... 3
 - Beaver Creek Water System Overview 3
- 2.0 Goal and Targets 4
 - Potable Targets:..... 4
 - Potable Target 1 – No E.coli and No Total Coliform in any water samples 4
 - Potable Target 2 - Minimum 0.20 mg/L Chlorine Residual 5
 - Potable Target 3 - Less than 1 NTU Turbidity in the water 5
 - Potable Target 4 - Meet the Drinking Water Quality Guidelines 6
 - Cost-Effective Targets: 7
 - Cost Effective Target 1 - Average Water Demand less than 350 lpcd 7
 - Cost Effective Target 2 - Peak Demand Ratio of less than 2:1 PDD:ADD..... 8
 - Cost Effective Target 3 – O&M cost per customer less than \$400 8
 - Reliability Targets:..... 9
 - Reliability Target 1 – Unaccounted water loss to be less than 15%. 9
 - Reliability Target 2 - Maximum # of breaks less than 5/year. 9
 - Reliability Target 3 – Annual contribution to capital meets AMP targets 9
 - Summary of Target Results for 2020 10
- 3.0 Improvement Plan 10
 - 2020 Projects Completed..... 10
 - Upcoming Projects..... 11

1.0 Background

Purpose of the Annual Report

This annual report provides an overview of the Alberni-Clayoquot Regional District's (ACRD) Beaver Creek Water System. It is the ACRD's responsibility to the community and provincial health authority to share this information. This report is for the water consumers to review their individual water systems in order to be aware of the service provided and of the annual activities.

Regulating Authority

The Province of British Columbia's Drinking Water Protection Act and Regulation prescribes the required performance of drinking water suppliers. The Island Health Authority (IH) is the body that oversees water systems in the ACRD, with the mission to minimize health risks to the public and to assist with providing safe drinking water to our communities. As part of IH regulations, water systems are required to have operators qualified by the Environmental Operators Certification Program to the same classification level as the system.

Management

The ACRD's Community Services Department is responsible for the overall management of the Beaver Creek Water System. The Beaver Creek Water System has an advisory committee made up of the Beaver Creek Electoral Director and volunteer members from the community. This committee provides guidance and advice to the ACRD management regarding infrastructure improvements, bylaws and costs.

Beaver Creek Water System Overview

Beaver Creek is a community of 2,873 (2016 Census) which borders the City of Port Alberni on the south, the Beaufort Electoral Area on the north and east, and the Sproat Lake Electoral Area on the west. The Stamp and Somass Rivers form the western boundary of Beaver Creek. The Beaver Creek Improvement District converted into a local service area of the ACRD on June 1st, 2012.

The majority of the Beaver Creek Water System was constructed in the 1960's. The watermains were originally constructed with asbestos cement pipe and more recent improvements with polyvinyl pipe (PVC). Historically, the source water was from the Stamp River but it is now from the City of Port Alberni through a bulk water agreement. The City's water is treated with chlorine and enters Beaver Creek at the Strick Road Booster Pump station where it is rechlorinated and distributed.

The water system is certified by the Environmental Operators Certificate Program (EOCP) as a Level Two Water Distribution System. There are two full time staff members that maintain and operate the system who are both certified as Level 2 Operators.

The Beaver Creek Water System includes:

- Concrete reservoir on Kitsuksis Road, Volume of 1,135 cubic meters
- Bolted steel reservoir on Beaver Creek Road, Volume of 273 cubic meters

- Glass fused reservoir on Kitsuksis Road, Volume of 1,135 cubic meters
- Strick Road Pump Station
- Darnley Road Pump Station
- North Reservoir Pump Station
- Stamp River Pump Station and Intake (currently not active)
- Service connections: 997 (9 new connections in 2020)
- Number of water parcels: 1,037
- Population: 2,873 (BC Stats 2016)
- Total length of mains: 46.3 kilometers
- Total number of fire hydrants: 121
- The majority (67.5%) of the distribution system is Asbestos Cement (AC)
- The remainder is made up of polyvinyl chloride (PVC)
- The total bulk water consumption was for 2020: 358,153 cubic meters
- The average daily flow for 2020: 981 cubic meters

2.0 Goal and Targets

It is our mission to provide potable, cost effective and reliable drinking water through continuous improvements

In order to achieve this mission, measurable targets for potability, cost-effectiveness, and reliability have been set.

Potable Targets:

- 1) No E.coli, no total coliform in any water samples
- 2) Minimum 0.20 mg/L chlorine residual throughout the distribution system
- 3) Less than 1 NTU turbidity in the water
- 4) Meet the Canadian Drinking Water Quality Guidelines for all parameters (including DBPs)

Regular potability sampling of drinking water is conducted for physical, chemical and biological parameters. This sampling is to ensure that the drinking water meets the Canadian Drinking Water Quality Guidelines and is safe to drink. Each water system is provided with an Operational Certificate by IH that may outline specific testing and frequency requirements.

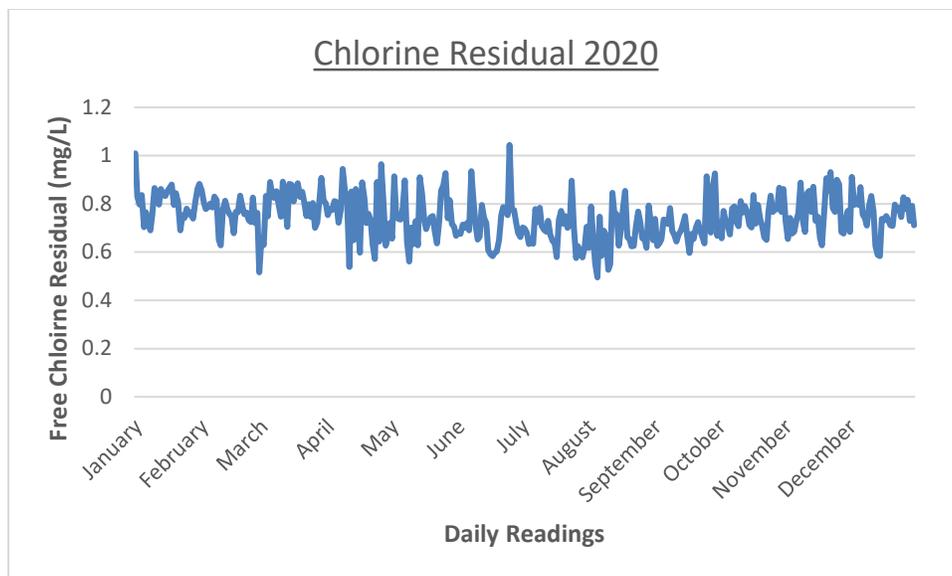
Potable Target 1 – No E.coli and No Total Coliform in any water samples

Bacteria testing is performed once a week at multiple locations for Total Coliforms and Fecal Coliforms (E.Coli). The locations are spread throughout the distribution system for broad representation. The Total Coliforms and Fecal Coliforms are tested as they are good indicator organisms. Indicator organisms are easy and inexpensive to test for, can be correlated with the potential contamination level and are not

present in unpolluted waters. IH's Facility Sampling History shows that all of samples taken in 2020 tested negative for Total Coliforms and E.coli.

Potable Target 2 - Minimum 0.20 mg/L Chlorine Residual

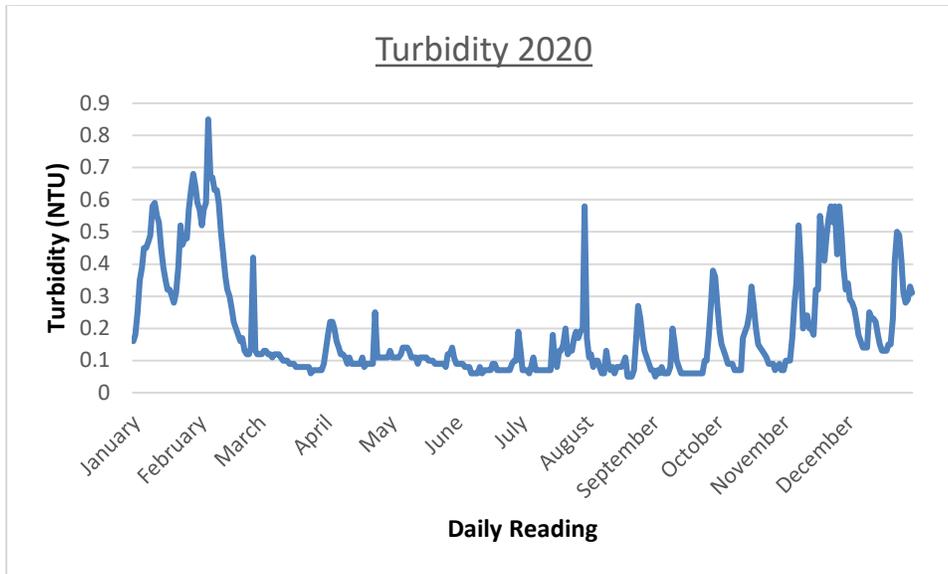
To ensure good water quality throughout the distribution system, water mains are regularly flushed to remove any accumulated silt in the water mains by creating an increase in velocity to scour the pipes. As water flows within a distribution system, the chlorine is slowly eaten up by organics in the water or any material built up in the pipes. Residual chlorine is an immediate test to measure if the water is safe to drink, although water without a chlorine residual is not necessarily unsafe, other tests to ensure safety (such as bacterial testing) require 3 to 4 days for results. Low to no chlorine residual in the water system can indicate poor circulation of water and a need to increase flushing. The Chlorine graph below illustrates the chlorine residual entering the water system from the Strick Road Pump House.



The water system operators continually check the free chlorine disinfection levels with the aim to keep the free chlorine levels between 0.4 mg/l and 0.6 mg/l in the reservoirs and 0.2 mg/l at all the ends of the distribution system. Winter months see a more consistent chlorine residuals than the summer as the chlorine reacts faster with the warmer water and higher flow rates.

Potable Target 3 - Less than 1 NTU Turbidity in the water

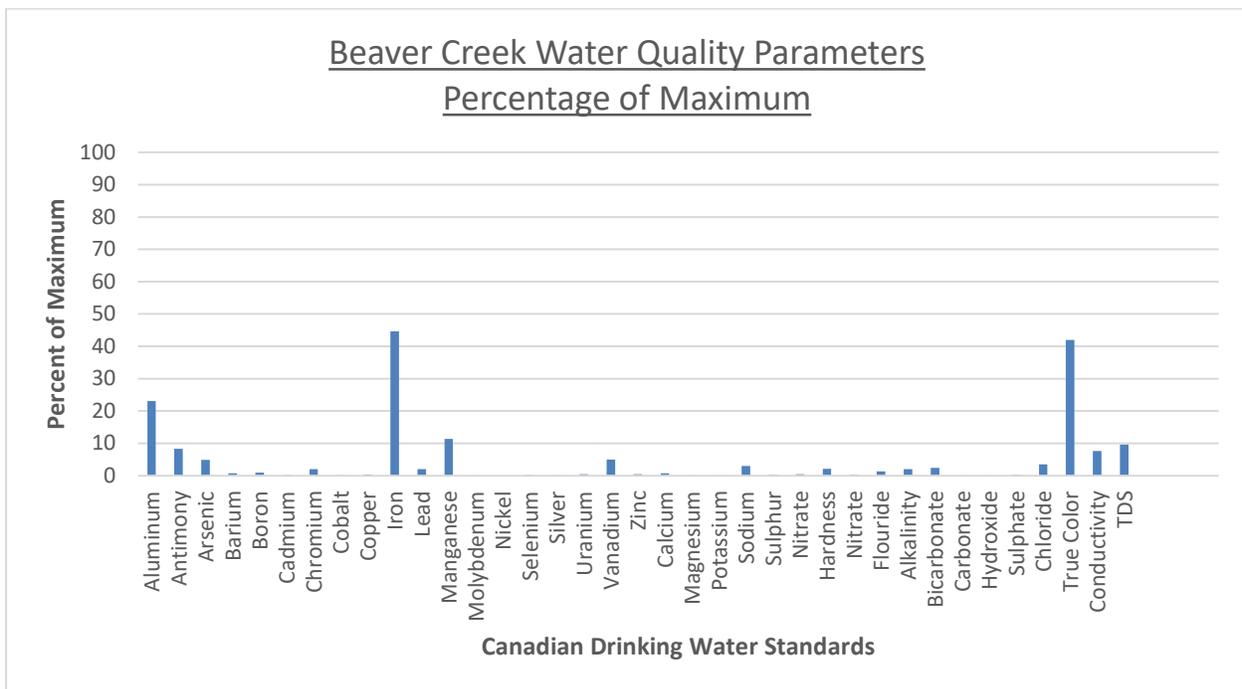
Turbidity is the cloudiness or haziness of a fluid caused by particles in the water. It is often increased in lakes and rivers after a heavy rain when soils enter the water body. This parameter is continually monitored as it negatively effects the ability of chlorine to disinfect.



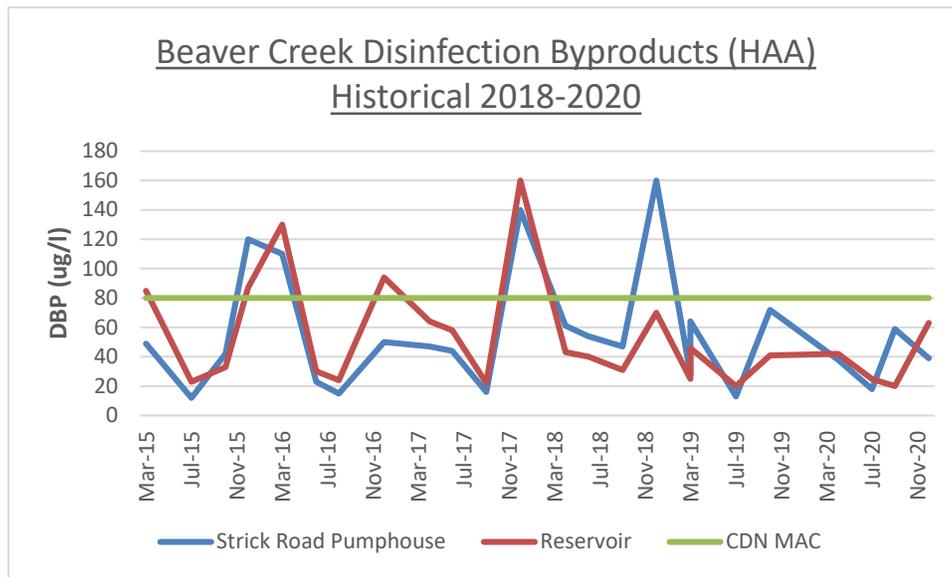
The turbidity readings are taken from the Strick Road Pump Station as water enters the system. The turbidity can have some variability due to events in the City’s water system such as water line breaks or source water changes. In the event of high turbidity entering the system, the automation in the pump house can stop pumping to protect the system.

Potable Target 4 - Meet the Drinking Water Quality Guidelines

The ACRD regularly performs tests to ensure that water in the system meets or exceeds the Canadian Guidelines for Drinking Water Quality. The most recent water sampling testing results are shown in the graph below. There are over 40 parameters in the guidelines, all of which were met in 2020.



Two of the CDWQG parameters are for disinfection byproducts (Trihalomethanes (THM) and Haloacetic acids (HAA)) and in past years we have seen individual results exceed the guidelines. These disinfection byproducts occur when chlorine combines with dissolved organics from the water source. China Creek, the main source of water, has low dissolved organics and turbidity for the majority of the year. However, during heavy rain events, the turbidity increases above the maximum acceptable limit of 1 NTU, requiring the use of the back-up water source, Bainbridge Lake. This lake has higher dissolved organics than China Creek and when it is used for the source water it can create higher levels of HAA's as seen in the graph below. When samples are taken during a heavy rain event the higher HAA results are found. It is clear that the last two November samples were elevated but not taken during a high rain fall event.



The Total Haloacetic Acids (HAA) maximum acceptable concentrations (MAC) by the Canadian Drinking Water Guidelines are 80 ug/L based on a running average of a minimum quarterly sampling. The 2020 values obtained at the reservoirs and pump house were all under the MAC running average.

Cost-Effective Targets:

- 1) Average Water Demand less than 350 lpcd
- 2) Peak Demand Ratio of less than 2:1 PDD:ADD
- 3) O&M cost per customer less than \$400

There are many factors that affect how cost effective a system is running. Effective management and planning, bulk water purchase and water demands can all affect system costs.

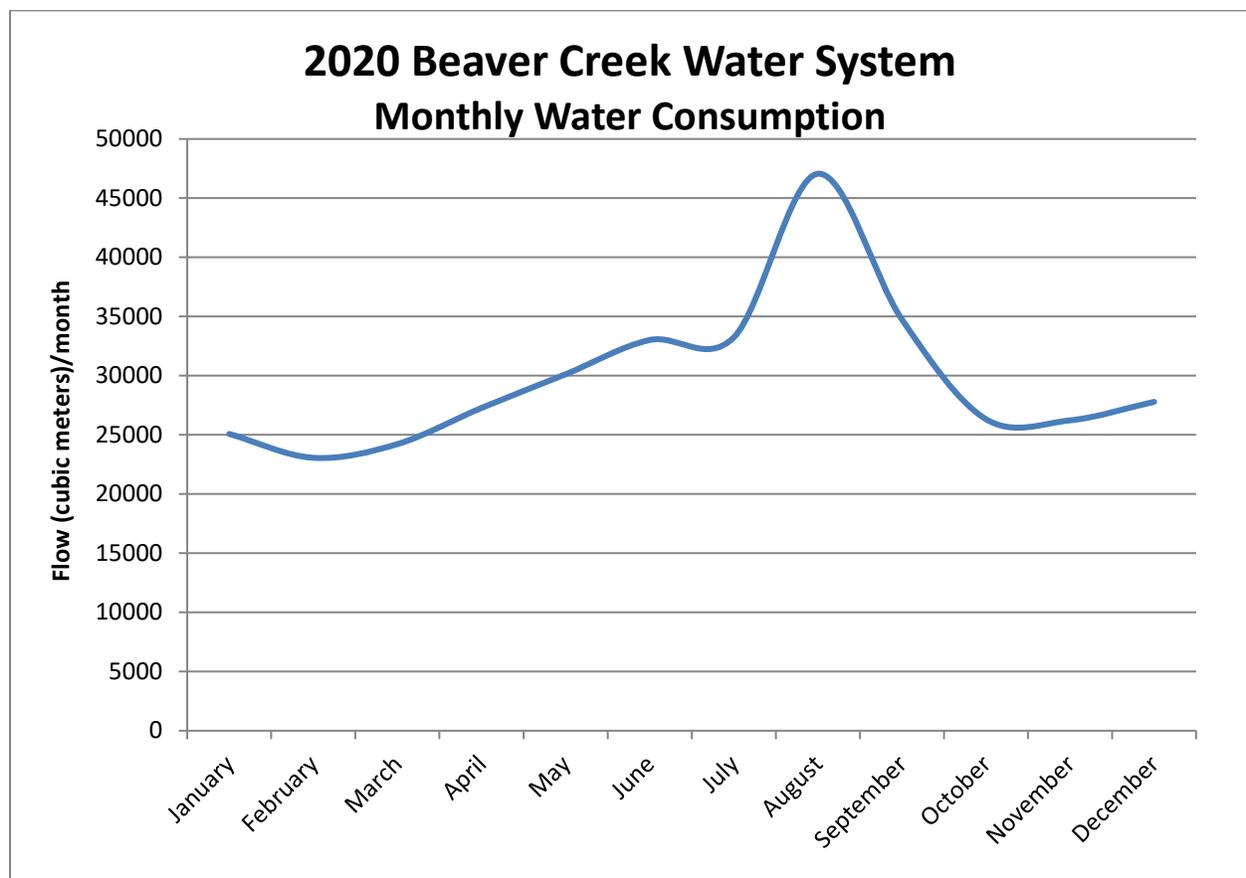
Cost Effective Target 1 - Average Water Demand less than 350 lpcd

The BCWS purchases bulk water from the City of Port Alberni at \$0.40/m³. It must also treat and distribute water to meet the demands of the system. With a service area population of 2,873 and total water consumption of 358,153 cubic meters, this produces a daily average of 342 liters per person per

day (lpcd). This is just below the target of 350 lpcd and lower than last year's daily average at 374 lpcd but well below the 2016 UBC Survey's provincial average of 494 lpcd.

Cost Effective Target 2 - Peak Demand Ratio of less than 2:1 PDD:ADD

A water system must be designed to provide the peak water demand and fire flows. If peak demands are excessively high, then the water pipes are required to be oversized which is expensive and causes operational challenges in keeping water fresh in the lower flow time periods. Peak summer demand is approximately 1,232 m³/day compared to the average daily demand of approximately 981 m³/day. This is approximately 1.26 to 1 ratio of peak to average demand. This is under the target of 2:1.



Cost Effective Target 3 – O&M cost per customer less than \$400

In 2020, the total operating costs for the system were \$548,313 this excludes capital costs, bulk water and costs to install new services. Divided by the 997 water connections, this results in a \$550 cost per customer. This is slightly less than the costs in 2019, where the total operating costs were \$549,292 with 982 connections for a cost of \$556 per customer. Similar sized water systems typically have an operating cost per customer of between \$300 and \$400 per customer. The BCWS has a higher operating cost per

customer because of water system failures and the small size of the system. Emergency breaks and repairs are costly and directly impact this number due to watermain breaks. These costs can be reduced by replacing aging infrastructure. The BCWS also has a comparatively high cost as operations require a minimum of two operators to provide holiday and on-call coverage, meet safety requirements and complete activities that require two people. Whereas other systems of similar size are often operated by a water department that runs multiple systems, allowing efficiencies of scale to occur.

Reliability Targets:

- 1) Unaccounted water loss to be less than 15%.
- 2) Maximum # of breaks less than 5/year.
- 3) Annual contribution to capital meets AMP targets of \$768/year

Reliability Target 1 – Unaccounted water loss to be less than 15%.

In 2020, the City of Port Alberni provided 358,153 cubic meters of water to Beaver Creek through a bulk water agreement. The total water consumed in Beaver Creek through all water meters for 2020 was 275,469 m³ resulting in a total unaccounted water loss of 82,684 m³ which made up 23% of all water entering the system. This is down from 29% in 2019. This loss can be attributed to meter error, watermain breaks, flushing, unauthorized consumption and leaks. This also means that 82,684 cubic meters of water was purchased from the city and generated no revenue, a potential loss of \$33,074. A certain amount of this volume is unavoidable loss including water lost due to main breaks and the flushing program. The estimated volume used for flushing in 2020 was 4,400 m³ down significantly from the 10,005 m³ in 2019.

Reliability Target 2 - Maximum # of breaks less than 5/year.

In 2020, the BCWS had three watermain breaks and five service line repairs, compared to six and eleven respectively in 2019. Through the water main replacement program, the number of total breaks should eventually be reduced as the mains that are breaking get priority in replacement. Often a service line will break at the water main connection due to the asbestos cement pipe being fragile. Operating the pumps and subsequently increasing pressure during the night results in an increased likelihood of breaks as water consumption is at its lowest. Therefore, all efforts are made to operate the pumps and fill the reservoirs during higher consumption periods.

Reliability Target 3 – Annual contribution to capital meets AMP targets

The first version of the Beaver Creek Water System Asset Management Plan (AMP) was adopted in 2019. This is a long-term replacement plan to ensure that we are renewing our infrastructure to minimize service interruption, risks and overall costs. The plan has assessed the age and condition of all of the system's assets to determine the replacement costs and schedule to calculate an annual amount that is required to be invested in capital infrastructure. This target will inform us to whether we are collecting enough money to proactively replace failing infrastructure replacement costs can be offset through the savings though the reduction in non-revenue water loss and a reduction in corrective and emergency repair costs.

In 2020 there were 1,037 water parcels contributing \$356,520 per year towards capital. This works out to be \$344 per parcel. Based on the Asset Management Plan required funding for future renewal the per parcel rate needs to be \$768.

Summary of Target Results for 2020

All of the water quality targets continued to be met throughout the year. Average demand has dropped to 342 liters per capita per day (lpcd) from 374 lpcd in 2019. This is likely connected to the reduction of minimum allowable volume from 155 m3 in February 2020. Other reasons may be changes in activities related to Covid-19 or cooler weather events. This reduction is significant as we now have reached our target.

The cost per customer rate has come down slightly from \$556 to \$550. This is likely due to the replacement of chronic water main break areas including Fayette, Lamarque and Walker Road. These water main renewals also contributed to a reduction in water loss from 29% in 2019 to 23% for 2020 and a reduction in the number of breaks from 17 in 2019 to 8 in 2020. A new target for the amount of money that should be contributed to the Capital Reserve was established at \$768 per parcel. In 2020 we were only contributing \$344 which means that Beaver Creek will require additional contributions.

	Target	2020 BCWS
Bacteria Results	0	0
Chlorine Residual	>0.20 mg/l	>0.20 mg/l
Turbidity	< 1.0 NTU	<1.0 NTU
CDWQG	< 100%	100%
Average Demand	<350	342 liters per capita day
Peak Demand Ratio	<2	1.26
Cost per customer	\$300-\$400	\$550
Capital Contribution	\$768	\$344
Water Loss	<15%	23%
Breaks	<5	8

3.0 Improvement Plan

2020 Projects Completed

Fayette and Lamarque Water Main Replacement – Fayette and Lamarque water main replacement project was completed in 2020. This was a replacement of approximately 1,645 lineal meters of 150 mm dia. PVC water main on Fayette and Lamarque Roads, including 47 water services, 11 hydrants, appurtenances and surface restoration. These water mains were installed in the early 1960s and were approaching the end of their life expectancy. This project replaced the 4-inch AC mains with 6-inch PVC main and increase hydrant locations, reducing emergency repairs/loss of water and improving fire flows.

Vehicle Replacement – The 2001 GMC Sierra utility truck was replaced with a new Ford F-350 SuperCab 4wd with a dump box.

North Reservoir Emergency Generator – the lack of back-up power at the North Reservoir Pump Station resulted in frequent loss of water to 54 homes and high costs for call-out response. This was rectified with the installation of a generator which will also improve the reliability and integrity of the system.

Minor Capital Works – There were 2 auto flushing devices installed in 2020 which brings the number up to 3. These auto flushers will measure the water used for flushing, and reduce the time required by staff to flush the system while still maintaining water quality throughout the system.

Rates and Bylaw Review – Staff updated the rates and regulation bylaw to provide clearer definitions as well as improved language and organization. The allowable volume within the base rates was also reduced from 108 m³ to 90 m³ to encourage water conservation and provide a minor increase in revenues to support the renewal and replacement program developed in the Asset Management Plan.

Stamp River Intake/McKenzie Pumpstation Assessment – This study determined the cost estimates to decommission or reactivate the facility as a back-up water system. The study recommends a long-term strategy of decommissioning due to the high cost of reactivating and existence of 3 other back-up supplies for the City of Port Alberni Water Supply. This facility has now been operationally decommissioned.

Water Conservation Plan – All water systems must have adopted water conservation plans in order to be eligible for any provincial or federal grant programs. Water consumption is an average of 342 liters per person per day (lpcd) which is just below the target of 350 lpcd. A strategic plan to reduce water usage will reduce costs to the system and benefit users.

Compton/Beavercreek Project – The transfer of 9 services and one hydrant onto a parallel city watermain, allowed a 400 meter section of watermain from the Strick Road pump station on Beaver Creek Road to the corner and along Compton Road to be abandoned. This section was a high priority area that had 3 major breaks in the past 2 years. There was an estimated cost savings of approximately \$220,000 by transferring services instead of installing new but redundant water infrastructure in this area. This reduced cost also allowed this project to be fast-tracked, saving emergency repair costs that would have been incurred.

Karen Road Watermain Design - The design of the highest priority watermain project was completed in order to allow the capital works to get underway. The current capital reserve may require this project to be delayed to 2022.

Upcoming Projects

North Reservoir Pump Repairs – Vibration analysis has indicated that one of the motors is operating erratically. Staff will assess the best options for addressing this issue including potential rebuild or replacement of one or both motors.

Water System Audit – All water connections are charged based on the number of units serviced on each property. There may be properties with secondary suits or shops connected to the water system that are not being charged for their portion of the water system. A system audit would identify all existing connections and ensure rates are consistently and equitably applied throughout the system.

Unidirectional Flushing Plan – will be developed and begin to be implemented in 2021. Unidirectional Flushing (UDF) is an excellent, water-efficient method of cleaning water distribution pipes to improve water quality, reduce the demand for chlorine and restore capacity of the water mains. The intent is to achieve high velocity flow in the pipes which acts to scour the inside of the pipes, removing build-up.

Karen Road Watermain Renewal Project - This is the next scheduled watermain renewal project which is anticipated to be completed in 2022 with capital reserve funds.

Falls/Georgia Renewal Project - An application under the ICIP program was made for this project which is slated for completion in 2024 without additional grant funding. If the application is successful, this project will be fast tracked to meet grant deadlines.

Water Loss Investigation – Staff will be reviewing water use records, meter accuracy, and flushing volumes to get a more accurate estimation of the leakage in the water system. Once this has been determined, leak detection and reduction options will be assessed and a plan to reduce leakage to below 15% will be developed.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Eddie Kunderman, Manager of Operations/
Bamfield Water Committee
Meeting Date: June 9, 2021
Subject: Bylaw F1147-1 Amendment of Bamfield Water System Rates and Regulation Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1147-1, Bamfield Water Local Service Area Rates and Regulations Amendment Bylaw No. F1147-1, 2021.

Summary:

The Bamfield Water System Infrastructure and Long-Term Renewal Plan completed by Koers and Associates Engineering Ltd. was presented to the Bamfield Water Committee on May 20, 2021. The report, attached, provided an overview of the aging infrastructure within the Bamfield Water System and requirements for replacement of the aging infrastructure, and upgrading the water system to meet increased development and minimum fire flow requirements in the system. As most of Bamfield's water infrastructure is over 40 years old, the report states that an annual amount of \$760,000 needs to be contributed to the capital reserve to adequately fund the renewal of the water system. This does not include the additional costs for upgrading pipes to meet fire flow requirements. Annual capital contributions in 2020 were \$58,160. This creates a significant funding gap between current contributions and those required.

In order address this funding gap, staff recommended that an update to the Development Cost Charges (DCC) be undertaken at an estimated cost of \$20,000 and that the monthly water rates be increased from \$46 to \$49. At the Committee meeting, staff also recommended that since the practical timeframe that a DCC update could be updated could take up to 2 years, that connection fees be increased from \$1,800 to \$5,000 per new dwelling unit. This connection fee increase would cover the direct costs of new connections (equipment, material and labour) and the indirect costs of new connections (increase demand on the water system which will fast track upgrading requirements and increased operation, maintenance and repair costs).

The committee discussed the recommendations at length and passed the following resolutions:

THAT the Bamfield Water Committee recommends that the ACRD Board of Directors approve a water rate increase to \$49/month as of July 1st, 2021;

THAT the Bamfield Water Advisory Committee recommends that the ACRD Board of Directors approve proceeding with a Development Cost Charge (DCC) update at a cost of \$20,000;

THAT the Bamfield Water Committee recommends that the ACRD Board of Directors approve a new water connection fee increase to \$5,000 per dwelling unit.

The attached bylaw amendment reflects these changes recommended by the committee.

Financial:

The water rate increases from \$46 to \$49/month reflect the required BC CPI increase from 2018 to 2021 when the rates were last updated. The new water connection fees include an estimated \$1,800 for actual cost of installation and an additional \$3,200 to cover indirect costs including the increased demand on water system's capacity, increased inspection, maintenance and repair costs of the water system and costs of administering the water system. The indirect costs were roughly estimated at almost \$25,000 per connection, but the total connection fee was recommended to be \$5,000 in order to not prohibit development of the system or limit the affordability for some to connect to the system. This is relative to neighbouring water system connection fees of \$3,600 in Beaver Creek and \$3,500 (plus the cost of a meter) in Ucluelet. These connection fees will be reassessed once a full DCC review is completed.

Strategic Plan Implications:

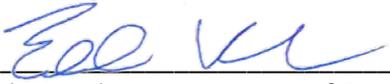
These changes support Strategy 3.1 to Appropriate Capital Reserves through the implementation of a long-term financial plan and a condition assessment on critical assets.

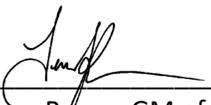
Time Requirements – Staff & Elected Officials:

There will be staff time required to update the bylaw, website, and reference materials as well as communicate this change to the community.

Policy or Legislation:

Staff have sought legal advice on the increase for connection fees and have been advised that the *Local Government Act* – Section 397 – Imposition of Fees and Charges provides the authority to set full cost recovery connection fees that are designed to cover both direct and indirect costs with examples of connection fees in municipalities in the range of \$12,500 to \$15,000 per connection.

Submitted by: 
Eddie Kunderman, Manager of Operations

Reviewed by: 
Jenny Brunn, GM of Environmental Services

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

Certified true and correct copy of
**“Bamfield Water Local Service
Area Rates and Regulations
Amendment Bylaw No. F1147-1,
2021”**

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

Wendy Thomson,
General Manager of Administrative Services

John Jack,
Chairperson

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Metered Accounts are subject to a basic charge (not including meter rental) of \$49 per month.
- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 14 cubic meters (m³) per quarter.
- (c) All metered accounts are also subject to a monthly water meter rental charge as follows:

Meter Size – Imperial	Meter Size – Metric	Monthly Rental Amount
Up to 1 inch	25mm	\$2.00
1 ½ inch	38mm	\$4.00
2 inch	50mm	\$6.00
3 inch	75mm	\$10.00
4 inch	100mm	\$20.00
6 inch	150mm	\$30.00
8 inch	200mm	\$40.00
10 inch	250mm	\$50.00

- (d) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (e) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the owner of a serviced property for:

- (a) Application for new water service, activation or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost
- (d) Emergency water turn-off – at cost
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost

-
- (g) Water connection & meter - \$5,000.00 per consumer unit or cost of construction as determined by the Regional District, whichever is larger. If a connection requires a line extension the cost of this construction is to be paid by the applicant. Cost of connection is to be paid by the applicant once the application for service is reviewed and approved and an invoice is issued.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$75.00/hr.



REQUEST FOR DECISION

To: Bamfield Water Advisory Committee
From: Eddie Kunderman, Manager of Operations
Meeting Date: May 20, 2021
Subject: Bamfield Water System Draft Infrastructure Renewal & Long Range Plan

Recommendation:

THAT the Bamfield Advisory Committee receive the Bamfield Water System Draft Infrastructure Renewal & Long Range Plan report from Koers Engineering, AND

THAT the Bamfield Water Advisory Committee recommends that the ACRD Board of Directors approve a water rate increase to \$49/month as of July 1st, 2021, AND

THAT the Bamfield Water Advisory Committee recommends that the ACRD Board of Directors approve proceeding with a Development Cost Charge (DCC) update at a cost of \$20,000.

Desired Outcome:

To update the Committee on the current water system's infrastructure condition, the projected renewal/upgrade requirements and the steps required to be more financially sustainable.

Summary:

The attached Infrastructure Renewal & Long Range Plan report from Koers provides an overview of the aging infrastructure within the Bamfield Water System, and requirements for upgrading the water system to meet minimum fire flow requirements in the system.

It summarizes the age of the various components of the system, with much of the infrastructure being over 40 years old, the ACRD needs to strategize in order to be ready for replacement. Koers calculated the future replacement costs of the system based upon the BC useful life spans that was published in the BC Government Guide to the Amortization of Tangible Capital Assets as compared to the age of the infrastructure. The calculated future replacement cost of the entire system is \$29,500,000+GST.

The limited firefighting capabilities within the current system are also highlighted, showing what the costs would look like for the water system to meet the recommended minimum fire flow. The Class D estimate of the necessary costs to improve the firefighting capabilities of the system ranges from \$15,000,000 to \$18,800,000+GST.

Another item that needs to be considered is the status of the West Bamfield Transmission Line, which is compromised and has potentially reached the end of its useful life and is living on borrowed time. A grant application has been submitted, however, if the ACRD is not successful with this application we will have to find a way to fund this \$750,000 project.

The report estimates an annual amount of \$760,000 needs to be contributed to the capital reserve to adequately fund the renewal of the water system. The existing capital reserve has a balance of \$192,942 at the beginning of 2021 with an additional \$58,160 to be added annually. There is a significant gap between the existing \$58,160 and the estimated \$760,000 required.

Development Cost Charge(DCC)s:

DCCs are a method to fund the infrastructure required to accommodate growth in a community. Some of the watermain replacement and infrastructure costs identified in this renewal plan, especially the undersized watermains that limit fire-fighting capacity, would also be required to service additional growth. This allows the regional district to collect DCCs to support funding these projects. The current DCC bylaw was adopted in 1997 and exempts collection at the time of building permit for developments smaller than 4 self-contained dwelling units. This results in DCCs very seldom being collected.

With the upcoming road improvements, significant development is anticipated in Bamfield and it is important that the DCCs are reviewed and updated to ensure that costs for water system upgrades related to development are collected and not required to be funded by the existing water users. The process to update the DCC bylaw requires: complete a DCC study to determine which capital projects/upgrades are directly related to development, development of proposed DCC rates, public consultation on the proposed rates, development of a new DCC bylaw approved by the board, approved by the ministry of Community Services and final adoption. This process is estimated to take approximately 4-6 months to complete.

Water Rates:

A detailed water rate review should be completed to develop the best long-term gradual rate increase plan with a strong community engagement component. This process will require the completion of a detailed Asset Management Plan (AMP), built based off of the information contained within the report and updated DCC study. This information should be ready for community engagement by the end of 2021.

For the interim, a nominal rate increase to address CPI increases would be appropriate. The most recent rate increase was in 2018 and set a rate of \$46/month, which if adjusted for CPI would be \$48.72 in 2021. An increase of monthly rates from \$46/month to \$49/month mid-way through the year would result in approximately \$3,500 in additional funding in 2021. Although this is only a small move towards covering the funding gap, it will move the rate closer to where it needs to be, reducing the increases required in the future.

Time Requirements – Staff & Elected Officials:

There will be significant staff time required for the completion of various reports, community engagement and the AMP.

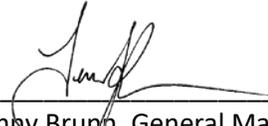
Financial:

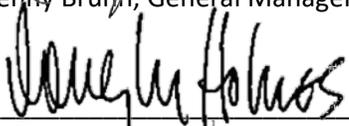
The DCC update will cost an estimated \$20,000.

Strategic Plan Implications:

Support of this project is in line with Strategy 3.1 to Appropriate Capital Reserves through the implementation of a long-term financial plan and a condition assessment on critical assets.

Submitted by: 
Eddie Kunderman, Manager of Operations

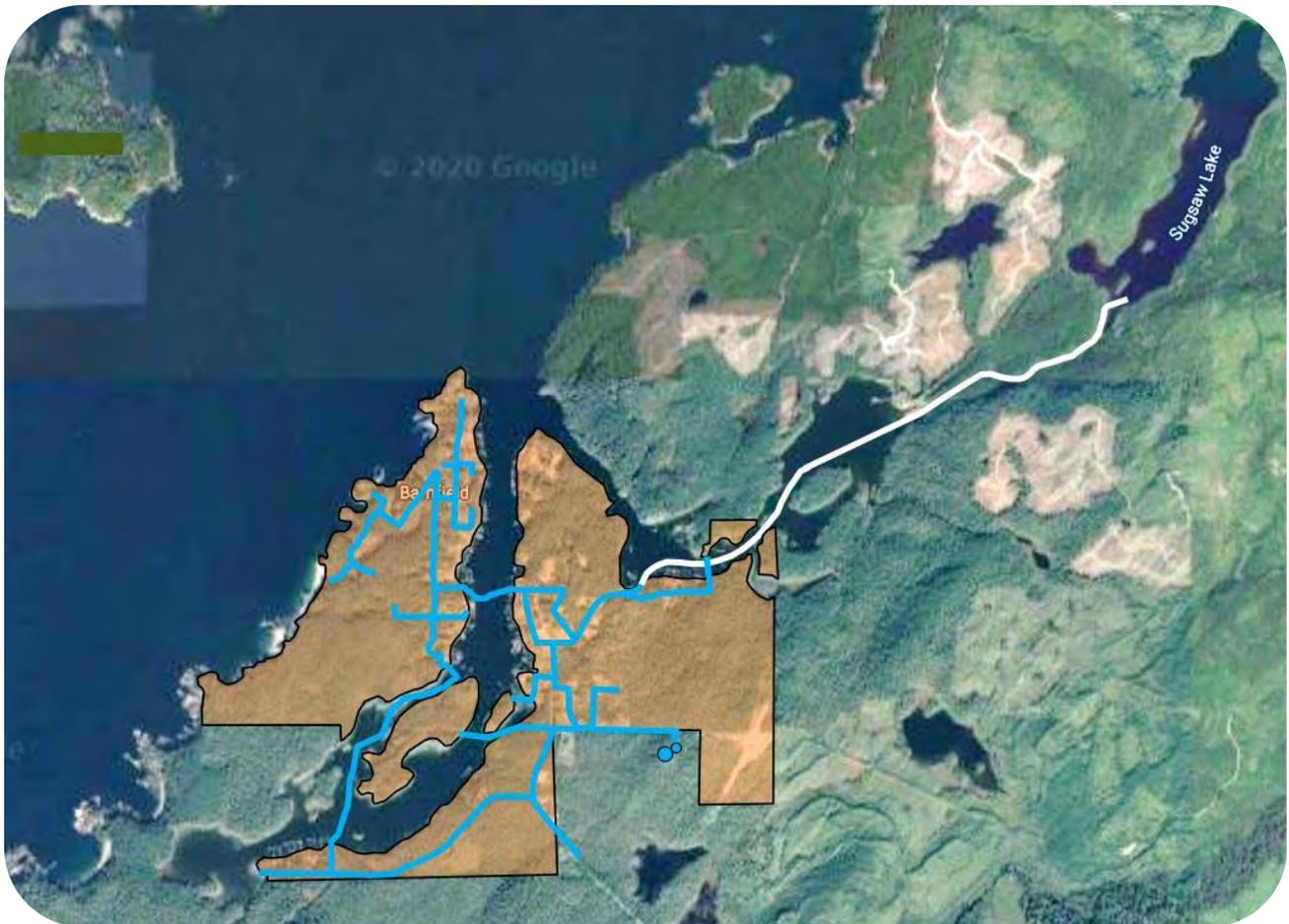
Reviewed by: 
Jenny Brunn, General Manager of Community Services

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



Alberni-Clayoquot
Regional District

Bamfield Water System Infrastructure Renewal & Long Range Plan



Final Report

May 14, 2021



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

PARKSVILLE, BC



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May 14, 2021
File No. 2072-03

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

Attention: Ms. Jenny Brunn
General Manager of Community Services

Re: Bamfield Water System
Infrastructure Renewal & Long Range Plan – FINAL REPORT

We are pleased to submit a pdf copy of our report entitled: Bamfield Water System Infrastructure Renewal & Long Range Plan – Final Report.

Infrastructure Renewal

Much of the Bamfield Water system is more than 40 years old, having been constructed between 1979 and 1981. The system consists of:

- more than 18 kms of water supply and distribution main including more than 5 kms of submarine piping,
- a water treatment plant,
- a water booster pump station,
- two water storage reservoirs,
- 26 fire hydrants,
- 22 stand pipes,
- 17 air release valves, and
- 207 water service connections.

The annual contribution required for the ongoing renewal of the water system has been calculated at \$760,000/year, which equates to a cost of \$3,675/year per connection.

The annual contribution requirement reflects the extensive amount of infrastructure required to service a relatively small number of customers in a remote coast community requiring submarine pipelines and that much of the infrastructure is more than 40 years old.

.../2

Alberni-Clayoquot Regional District
Ms. Jenny Brunn

Long Range Plan (Improved Fire Fighting Capabilities)

The existing water system is capable of delivering domestic demand with adequate pressures but has very limited fire-fighting capabilities due to small diameter of the mains, long dead-ended mains, and looping with very small diameter (50 mm dia.) pipe. The calculated maximum available fire flow is:

- East Bamfield: less than 60 L/s in and around Frigate Road
- South Bamfield: less than 50 L/s south of Binnacle Road
- West Bamfield: less than 40 L/s in and around Winston Ave at Cape Beale Trail

To provide the recommended minimum fire flow (60 L/s for residential and light industrial properties and 150 L/s for commercial properties) significant upgrading works are required as follows:

- Replacement of more than 8,900 m of watermain
- Installation of more than 1,000 m of new watermain (looping of dead-end mains)
- Installation of additional fire hydrants
- Increase the existing water storage reservoir volume to 1,563 m³
- Increase the capacity of the water treatment plant and pump station to 1,760 m³/day and replace the 2.2 kms of 150 mm dia. supply main between Sugsaw Lake and the water treatment plant with 250 mm dia. if refilling of the expanded water storage reservoir is required within 24 hours after a major fire if required.

The estimated cost (Class D) of the works to improve the fire fighting capabilities of the water system ranges from:

- \$15,000,000 to \$18,800,000+GST.

We would be pleased to review the report with you at your convenience and answer any questions you may have. The final report will be issued after receipt of your comments on this draft report.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Chris Downey, P.Eng.
Project Manager

Encl.



May 14, 2021
Chris Holmes, P.Eng.
Project Engineer

KOERS & ASSOCIATES ENGINEERING LTD.



Bamfield Water System Infrastructure Renewal & Long Range Plan

Table of Contents

		<u>Page</u>
1	INTRODUCTION	1
	1.1 Authorization	1
	1.2 Study Objectives	1
	1.3 Scope of Work	1
	1.4 Reference Documents	2
	1.5 Acknowledgements	3
2	EXISTING WATER SYSTEM	4
	2.1 Location	4
	2.2 Water Supply	5
	2.3 Water Treatment Plant	6
	2.4 Pump Station	6
	2.5 Standby Emergency Power Generator	9
	2.6 Water Storage Reservoirs	9
	2.7 Water Distribution System	10
3	SYSTEM REPAIRS & MAINTENANCE	11
	3.1 Grappler Inlet (raw water) Submarine Pipeline Repair History	11
	3.2 West Bamfield (treated water) Submarine Pipeline Repair History	16
	3.3 Service Connections Recent Repair History	19
	3.4 Water Storage Reservoirs Recent Maintenance	19
	3.5 Recent Improvements to System	19
	3.6 Daily Routine Inspection & Maintenance	19
4	POPULATION	20
	4.1 Existing Service Population	20
	4.2 Future Service Population	20
5	WATER DEMANDS	21
	5.1 Historical Demands	21
	5.1.1 Annual & Average Day Demand	21
	5.1.2 Monthly Demand	22
	5.1.3 Monthly Average Day Demands	22

5.2	Future Demands	25
5.2.1	Year 2053	25
5.2.2	Water Licence Limit & Treatment Plant Capacity	25
6	SYSTEM DESIGN CRITERIA	26
6.1	Design Demands	26
6.2	Water Storage Reservoir Requirements	26
6.3	Fire Flow Requirements	27
6.4	Distribution System	28
7	WATER MODEL	29
7.1	Computer Program	29
7.2	Water Model Set-up	29
7.2.1	Distribution System.....	29
7.2.2	Ground Elevations & Reservoir Top Water Level.....	29
7.2.3	Allocation of Demands.....	29
7.2.4	Pipe Friction Factors.....	30
8	SYSTEM ANALYSIS	31
8.1	Existing Conditions.....	31
8.1.1	Peak Hour Pressure.....	31
8.1.2	Available Fire Flows.....	32
8.2	Works to Improve Fire Fighting Capabilities	33
8.2.1	Watermains.....	33
8.2.2	Fire Hydrants.....	33
8.2.3	Reservoir Storage Volume, Water Treatment Plant Capacity & Supply Main.....	34
8.3	Fire Fighting Improvement Works Cost Estimates	34
8.3.1	Basis of Estimates.....	34
8.3.2	Cost Estimates.....	35
9	INFRASTRUCTURE RENEWAL PROGRAM	37
9.1	Infrastructure Inventory	37
9.2	Infrastructure Estimated Life Span	38
9.2.1	Tangible Capital Asset Amortization Useful Life	38
9.2.2	Operational Life.....	38
9.3	Present Replacement Costs	38
9.4	Future Replacement Costs.....	39
9.5	Annual Contributions.....	39
10	CONCLUSIONS	41
11	RECOMMENDATIONS	44

TABLES

1 – Reference Documents.....	2
2 – Water Supply Pipe Inventory.....	5
3 – Reservoirs Summary.....	9
4 – Water Distribution System Submarine Pipelines.....	10
5 – Water Distribution Pipe Inventory	10
6 – Permanent Population, Canada Census	20
7 – Annual & Average Day Demand, 2006 - 2020	21
8 – Monthly Demand, 2006 - 2020	23
9 – Monthly Average Day Demand, 2006 - 2020.....	24
10 – Minimum Fire Flow Requirements.....	27
11 – Distribution System Design Criteria	28
12 – Pipe Friction Factors.....	30
13 – Fire Flow Demand Upgrading Works, Watermain Lengths by Pipe Diameter	33
14 – Reservoir Storage Volume Minimum Requirements.....	34
15 – Fire Fighting Improvement Works Cost Estimates	35
16 – Infrastructure Renewal Annual Contribution	40

FIGURES

1 – Water Treatment Plant and Pump Station Site Layout Plan.....	8
2 – Grappler Inlet Submarine Supply Main Repair Coupling Locations, 2010	11
3 – West Bamfield Submarine Watermain Repair Coupling Locations, 2020.....	16
4 – Annual & Average Day Demand, 2006 - 2020	after 21
5 – Monthly Demand, 2006 - 2020	after 24
6 – Monthly Average Daily Demand, 2006 - 2020.....	after 24
7 – Existing Conditions Peak Hour Pressures	after 31
8 – Existing Conditions Available Fire Flows.....	after 32
9 – Available Fire Flows After Improvement Works.....	after 33

DRAWINGS

- 2072-01 Existing Water Supply & Distribution System
- 2072-02 Upgrade Works to Improve Fire Fighting Capabilities

APPENDICES

- A Submarine Pipeline 2010 Dive Inspection Notes & Drawings
 - Grappler Inlet (raw water, from Sugsaw Lake)
 - West Bamfield (treated water)
 - South Bamfield (treated water)
- B Sugsaw Lake Water Withdrawal Licence No. C055723
- C BC Government Guide to the Amortization of Tangible Capital Assets
- D Infrastructure Renewal Annual Contribution Calculation

1 INTRODUCTION

1.1 Authorization

In December 2020, the Alberni-Clayoquot Regional District authorized Koers & Associates Engineering Ltd. to prepare an Infrastructure Renewal Plan & Long Range Plan for the Bamfield Water System.

1.2 Study Objectives

The objectives of this study were to:

- Analyze the existing water system and identify upgrading works necessary to meet future demands and to improve fire fighting capabilities throughout the distribution system, and
- Develop an Infrastructure Renewal Plan to assist the ACRD with budgeting for future replacement works when watermains and facilities reach the end of their service life.

1.3 Scope of Work

The approved scope of work consisted of:

Infrastructure Renewal

Project Start-up, Information Collection and Review

- Record drawings
- Maintenance and repair history

Water System Infrastructure Inventory

- Water supply, treatment, and distribution system

Infrastructure Renewal Prioritization

- Infrastructure typical design lifespan
- Renewal projects listing

Infrastructure Renewal Program Cost Estimates

- Replacement unit cost estimates
- Total replacement cost, current & future
- Annual contribution requirements

Long Range Plan

Service Population & Water Demand Projections

- Update data in the Bamfield Water Study, September 2013
- Review existing and future service populations and areas
- Develop design demands (Average Day, Maximum Day and Peak Hour) for existing and future conditions.

Supply Source and Treatment Capacity Review

- Review water licence limits, water supply system, and treatment plant capacities

Booster Pump & Reservoir Storage Capacity Review

- Review pumping capacity of the booster pump station and the existing and future storage requirements of the water storage reservoir

Distribution System Capacity Review

- Assess the capacity of the existing water distribution system to meet existing conditions demands and provide fire flow
- Identify upgrading works required to meet projected future demands and provide fire flow

Distribution System Capacity Review

- Assess the capacity of the existing water distribution system to meet existing conditions demands and provide fire flow
- Identify upgrading works required to meet projected future demands and provide fire flow

Report

- Prepare Draft Report and submit PDF copy
- Prepare Final Report, incorporating client comments on draft report, and submit PDF copy & two bound copies

1.4 Reference Documents

The development of this report utilized information from several relevant sources which are listed in [Table 1](#).

Table 1 – Reference Documents

Document	Author
DESIGN CRITERIA	
<i>Bamfield Official Community Plan, 2014</i>	ACRD
<i>MMCD Design Guidelines, 2014</i>	Master Municipal Construction Document Association
<i>Water Supply for Public Fire Protection, 1999</i>	Fire Underwriters Survey of Canada
BAMFIELD WATER SYSTEM	
<i>West Bamfield Submarine Pipeline Repairs, Dec 11, 2020 email</i>	Les Butler
<i>West Bamfield Submarine Water Transmission Line Replacement Cost Estimate, Oct 15, 2020</i>	Koers & Associates Engineering Ltd
<i>Technical Memorandum, Bamfield Submarine Pipeline Assessment, Preliminary Desktop Assessment, May 29, 2020</i>	Koers & Associates Engineering Ltd.

Document	Author
<i>Water System Design & Record Drawing, 1979 - 2018</i>	Various consulting engineering firms
<i>Bamfield Water System Annual Report, 2018</i>	ACRD
<i>Bamfield Water System Study, Final Report, Sept 2013</i>	Koers & Associates Engineering Ltd.
<i>Dive Inspection Notes & Drawings for:</i> <ul style="list-style-type: none"> • <i>Grappler Inlet Submarine Pipeline, Nov/Dec 2010</i> • <i>West Bamfield Submarine Pipeline, Oct 29, 2010</i> • <i>South Bamfield Submarine Pipeline, Dec 2010</i> 	John Mass, Diver Broken Island Adventures Ltd.
<i>Guide to the Amortization of Tangible Capital Assets, May 2008</i>	BC Government, Local Government Infrastructure and Finance Division

1.5 Acknowledgements

Koers & Associates Engineering Ltd. acknowledges with thanks the assistance provided by the following Regional District staff and contractors during the course of this study:

- Jenny Brunn, Interim General Manager of Community Services, ACRD
- John Thomas, Environmental Services Technician, ACRD
- Les Butler, Water System Technician, Contract Employee

2 EXISTING WATER SYSTEM

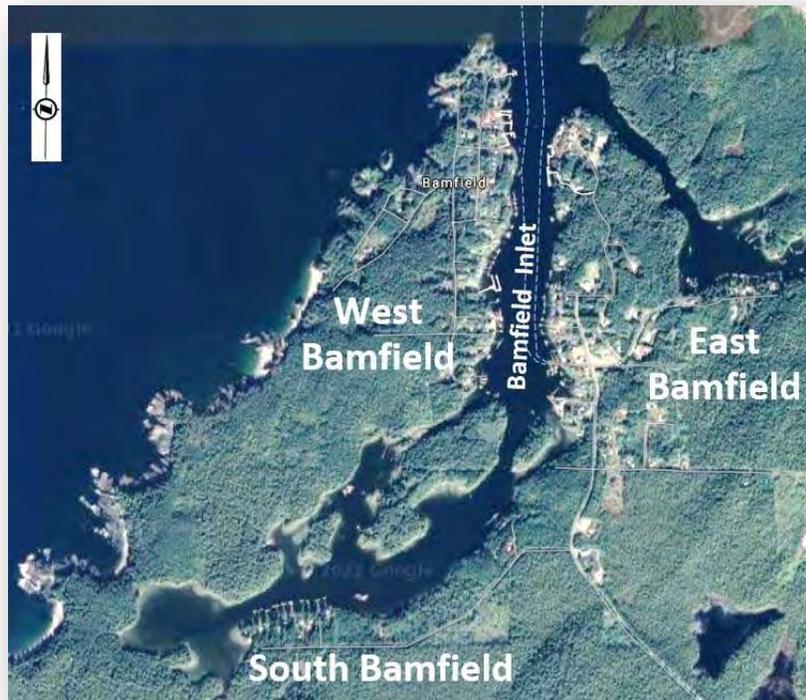
2.1 Location

Bamfield, an unincorporated area within electoral area A of the Alberni-Clayoquot Regional District, is a remote coastal community located on the west coast of Vancouver Island.

It is situated on the south side of Barkley Sound at the entrance to Trevor Channel which connects to the Alberni Inlet. Bamfield is located southwest of the City of Port Alberni and is accessed by a two hour drive along the 90 km long Bamfield Road/Bamfield Main gravel logging road.



The community has established itself on the east and west sides of Bamfield Inlet as well as at the south end. Access between the two sides is by boat. The Canadian Coast Guard Bamfield Station is located near the tip on the west side and the Bamfield Marine Sciences Centre is located at the tip on the east side.



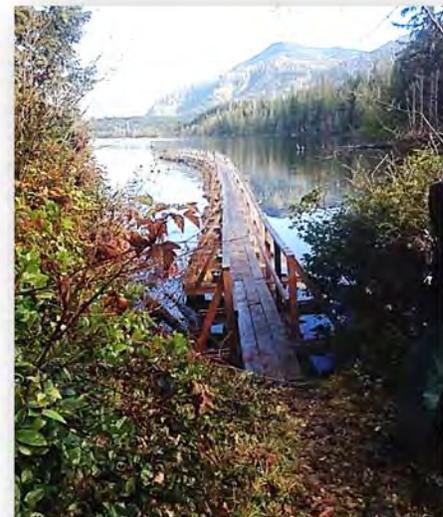
2.2 Water Supply

Sugsaw Lake, the water supply source for Bamfield is located approximately 3 kms to the northeast. Water is withdrawn from the Lake by gravity. The water passes through four fine mesh screens on a PVC pipe intake structure floating just below the lake surface approximately 70 m from the lake shore line. The intake is attached to the end of a 250 mm dia. pipe that is submerged in the lake and is located underneath a wooden walkway that runs from the shoreline to the intake structure (*photos dated November 2013*). There is no road access to the site. Access is by boat to head of Grappler Inlet (mouth of Sugsaw Lake and then by foot to the lake).



The water that passes through the intake screens is conveyed by gravity flow to the Bamfield water treatment plant by a 3 km long supply main installed in 1979/80 and consisting of:

- 823 m of 250 mm dia. pipe buried between Sugsaw Lake and Grappler Inlet, and
- 2,194 m of 150 mm dia. pipe submerged under Grappler Inlet from the mouth of the inlet to where it comes ashore at Rocky Lane at Port Desire.



The supply main is weighted down by 1.2 m long sections of 200 mm diameter concrete pipe installed at regular intervals and held in place by polypropylene rope.

A summary of the water supply main is presented in [Table 2](#).

Table 2 – Water Supply Pipe Inventory

Pipe Diameter (mm)	Pipe Length (m)			Total Length (m)	Year Installed	Age (years)
	Permastran CL 150	PVC CL 150	Poly Series 80			
250	823			823	1980	41
150		457	1,737	2,194	1980	41
Total	823	457	3,017	3,017		

2.3 Water Treatment Plant

Constructed in 2018, the water treatment process consists of Dissolved Air Floatation (DAF) followed by Gravity Media Filtration. The pH of the raw water is adjusted with the addition of Caustic Soda and a polymer (PolyAluminum Chloride) is added prior to the water entering the DAF process.

After filtration, the water is disinfected by Ultraviolet light followed by the injection of sodium hypochlorite (NaOCl) before being discharged into a 15 m³ above ground storage tank (clearwell).



Inside of Water Treatment Plant Building, 2018

The treatment plant is housed in a 5 m wide by 15 m long by 5 m high wood frame building located at 345 Grappler Road. The plant has a maximum design treatment capacity of 626 m³/day (7.25 L/s).



Bamfield water treatment plant building under construction, 2018

2.4 Pump Station

The treated water in the above ground clearwell tank is pumped into the water distribution system and fills the two water storage reservoirs which are located approximately 900 m to the southeast: at the east end of Binnacle Road.

The pump station is located adjacent to the water treatment plant building and is equipped with two (2) Grundfos CR45-3-2 pumps with 20 Hp motors. The pumps are equipped with Variable Frequency Drives (VFDs).

The pumps have been programmed such that their pumping rate matches that of the water treatment plant which ranges from a minimum of 3.6 L/s to a maximum of 7.25 L/s. The operation of the pumps is controlled by the level in the



Inside of Pump Station, 2016

water storage reservoirs on Binnacle Road. The operation of the water treatment plant is controlled by the water level in the clearwell. The water treatment plant will turn on when a low level signal is received from the clearwell and turn off when a high level signal is received.

A site plan drawing showing location of the water treatment plant building, pump station building, water treatment process underground piping and storage tanks is presented in **Figure 1**.

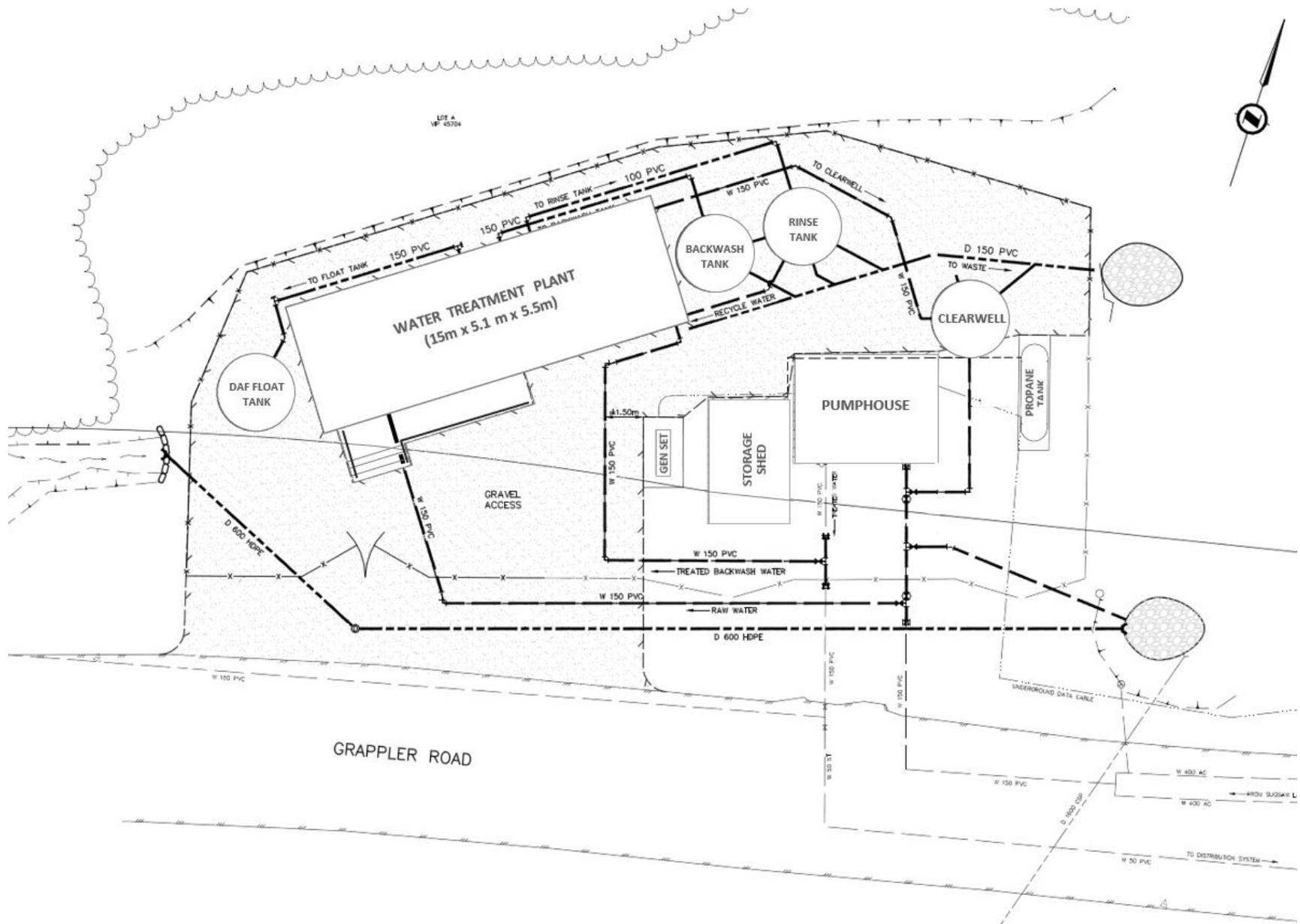


Figure 1 – Water Treatment Plant and Pump Station Site Layout Plan

2.5 Standby Emergency Power Generator

The water treatment plant site is equipped with a 3 phase, 60 kW propane powered standby emergency power generator. The generator, installed in 2010, is on a concrete pad adjacent to the equipment storage building and is equipped with an automatic transfer switch.



In the event of a loss of power from BCHydro, as occurred for week in December of 2018, the generator will automatically come on and allow the water treatment plant, excluding the UV reactor, and the pump station to continue to operate. The generator is not large enough to power the UV reactor along with the treatment plant and pump station.

2.6 Water Storage Reservoirs

Listed in **Table 3** below is a summary of the two water storage reservoirs which are located at the east end of Binnacle Road.

Water Storage Reservoir, No. 1 on the right and No. 2 on the Left, 2012 (photograph from Google Streetview®)



Table 3 – Reservoirs Summary

Reservoir No.	Material	Dia. x Height m x m	Volume m ³	Constructed Year	Age Years
1	Bolted Steel	5.6 x 7.3	172 ⁽¹⁾	1981	40
2	Bolted Steel	7.9 x 7.3	345 ⁽¹⁾	1999	22
Total Volume:			517		

Notes:

- (1) Based on a maximum water depth of 7 m.
(Top water level elevation = 79.3 m and floor elevation = 72.3 m).

2.7 Water Distribution System

The distribution system consists of 13 kms of watermain ranging from 150 mm dia. to 25 mm dia. and includes five submarine pipelines which are summarized in **Table 4**.

Table 4 – Water Distribution System Submarine Pipelines

Description	Dia. (mm)	Material	Length (m)	Year Installed	Age (years)
East to West • Nuthatch Rd – Winston Ave	150	HDPE Series 125	350	1981	40
South to West • Heggstrom Rd – Burlo Island, north end • Burlo Island, north end – West Bamfield	50 50	HDPE HDPE	91 1,200	1985 1987	36 34
East to Rance Island • Seaboard Rd – Rance Island, north end	25	Poly	100	1981	40
East to Burlo Island • Binnacle Rd – Burlo Island, east side	50	?	300	2008 ?	13 ?
East to North (Grapppler Inlet) • North Rd – north side	50	poly	200	1981	40
Total Lengths:	150 mm		350 m		
	≤ 50 mm		1,891 m		
		Total	2,241 m		

The majority of the system was installed in 1980/81 when the water system was first constructed. A breakdown of the watermain pipe by diameter and material type is presented in **Table 5**.

Table 5 – Water Distribution Pipe Inventory

Diameter (mm)	Pipe Length (m)							Total
	PVC				HDPE		poly	
	Class 150	Series 160	Sched 40	?	Series 125	?		
150	4,889				350			5,239
100	874	356						1,230
50		1,572	180	1,606		1,291	1,243	5,892
25							715	715
Total	5,763	1,928	180	1,606	350	1,291	1,958	13,076

The distribution system also includes:

- 26 fire hydrants,
- 22 stand pipes (50 mm dia.),
- 17 air release valves, and
- 207 metered service connections.

3 SYSTEM REPAIRS & MAINTENANCE

3.1 Grappler Inlet (raw water) Submarine Pipeline Repair History

The raw water supply main that runs under Grappler Inlet was installed in 1979/80 (more than 40 years ago). The submarine pipeline (2,194 m long and 150 mm in diameter) was inspected by a diver in 2010. The diver report noted that the main had five repair couplings installed on it and that one of the repairs was leaking. The report included the following comments for each repair coupling:

- g24 – Eight bolt stainless steel patch, good condition
- g19 – One nut missing, general advanced corrosion on bolts, washers & nuts
- g15 – Six bolt patch, broken and leaking
- g9 – Bolts are stainless steel, collar is 75% intact
- g7 – Patch now covered with large 4 ft pile of gravel (propwash)..break caused by propeller below north end of dock.

The approximate location of each of the repair couplings is shown in [Figure 2](#).

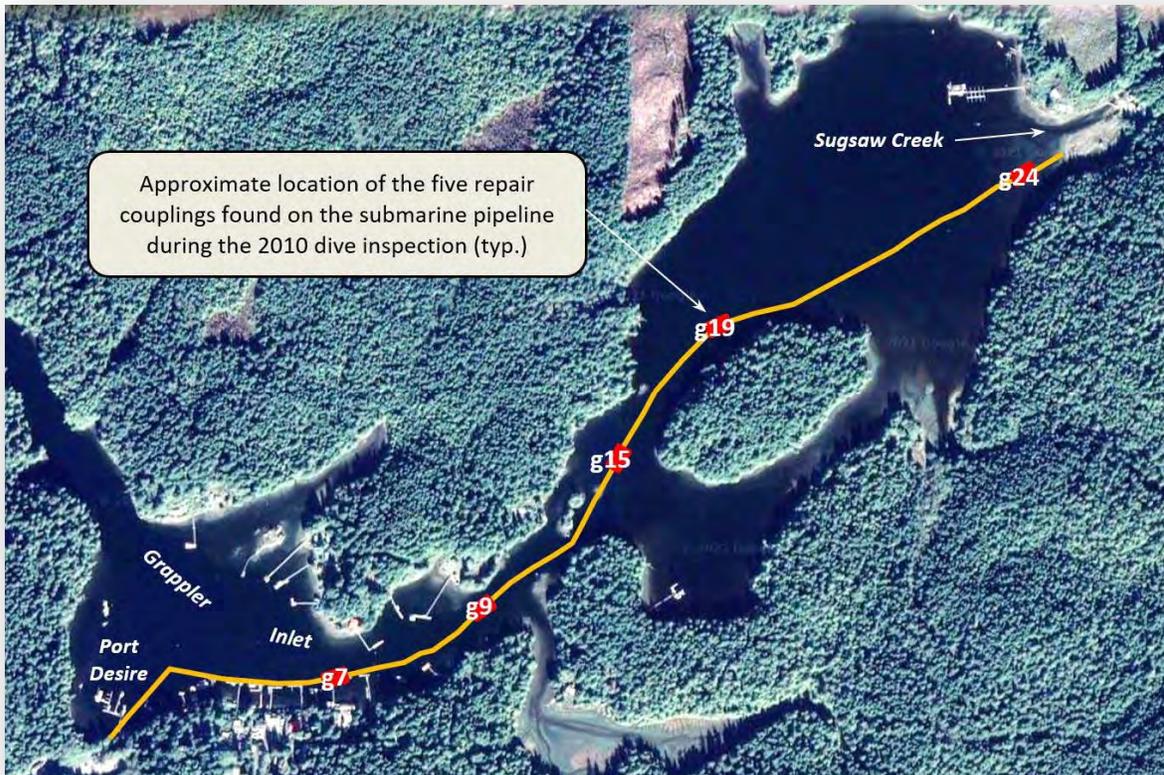
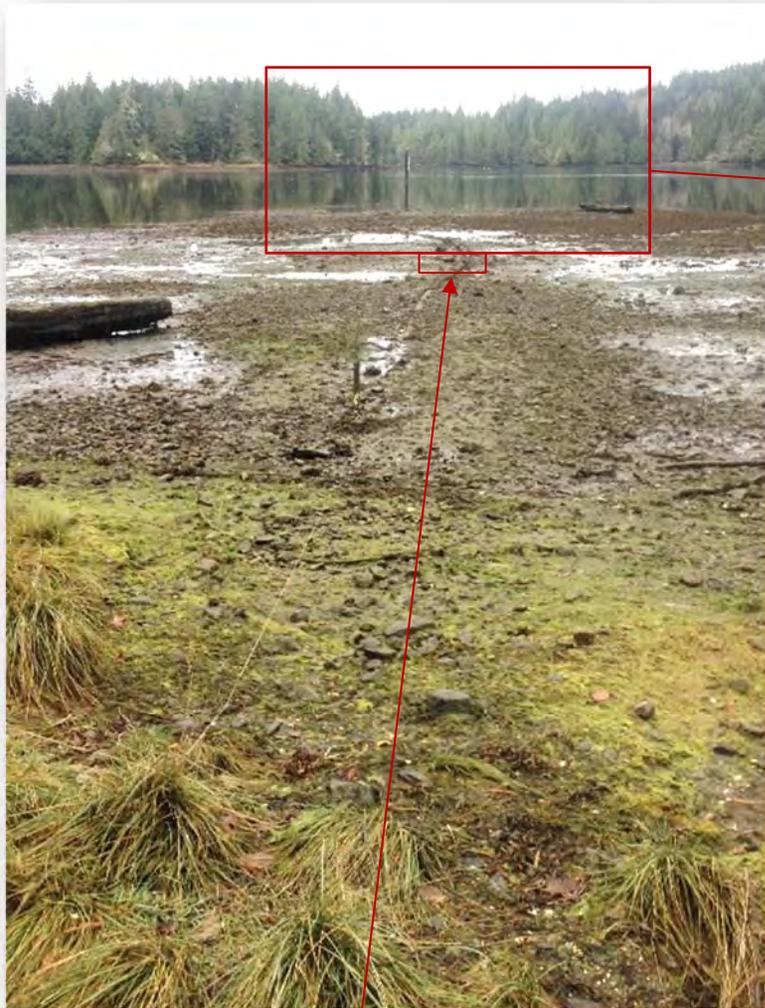


Figure 2 – Grappler Inlet Submarine Supply Main Repair Coupling Locations, 2010

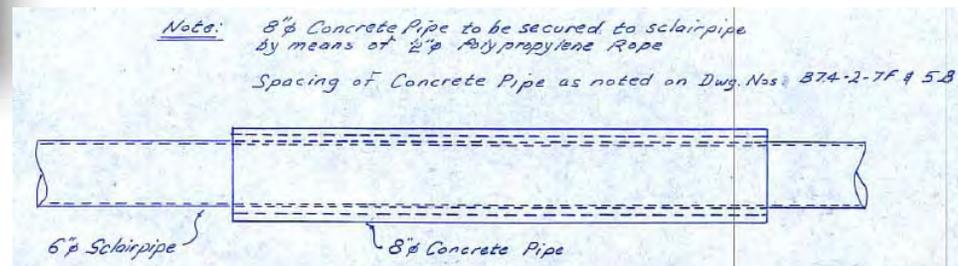
Photographs taken during the 2010 dive inspection of the supply main and of three of the repair coupling are presented on the following pages. A copy of the inspection report, with additional comments at other locations along the submarine pipeline, is located in [Appendix A](#).



Repair coupling at Waypoint g24
(see photo next page)



150 mm dia. raw water supply main along mudflats. Note pipe is laying on top of the surface and weighed down by 1.2 m long x 200 mm dia. sections of concrete pipe secured by polypropylene rope.



Sugsaw Lake Raw Water Supply Main along the foreshore of Grappler Inlet next to the mouth of Sugsaw Creek (November 2013)



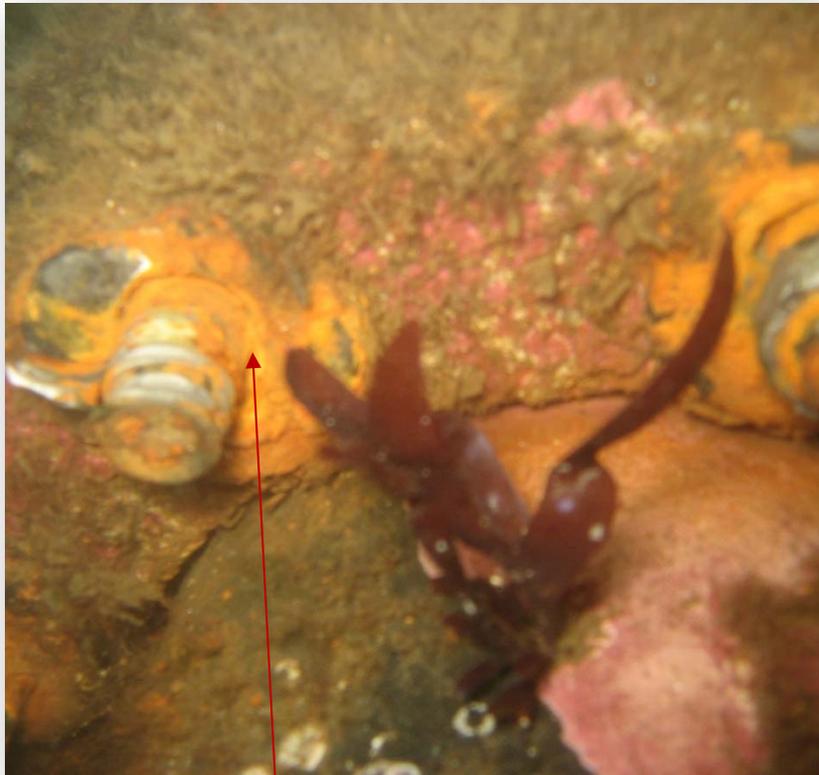
Eight (8) Bolt Stainless Steel) repair coupling. Coupling is located at Waypoint g24 on the mudflats near the mouth of Sugsaw Creek (see 2010 Dive report in [Appendix A](#)).

The age of the coupling is not known but it was observed during December 2010 dive inspection.

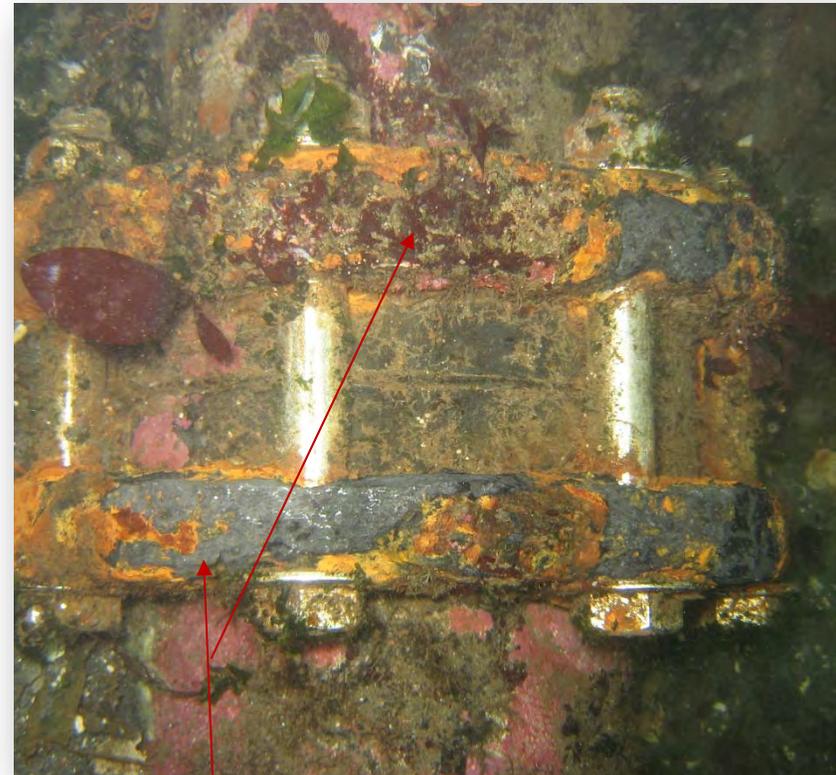
Concrete pipe weight (200 mm dia. x 1.2 m long).

Buoy marker that is attached to the pipe. The buoy floats to the surface of the water, when the tide is in, to indicate the location of the pipeline.

Sugsaw Lake Raw Water Supply Main (150 mm dia.) along the foreshore of Grappler Inlet next to the mouth of Sugsaw Creek (November 2013)



December 5, 2010
 Close-up of repair coupling at Waypoint g19
 Note nut is missing on the left side bolt.
 Waypoint g19 is:
 ± 600 m southwest of the mouth of Sugaw Creek, or
 ± 1,300 m northeast of Port Desire



December 6, 2010
 Repair coupling at Waypoint g9
 Note corrosion of coupling flanges.
 Bolts, nuts and washers are stainless steel.
 Waypoint g9 is:
 ± 1,250 m southwest of the mouth of Sugaw Creek, or
 ± 650 m northeast of Port Desire

Sugaw Lake Raw Water Supply Main (150 mm dia.) under Grappler Inlet (December 2010)



Sugsaw Lake Raw Water Submarine Pipeline (150 mm dia.) in intertidal zone of Port Desire at foot of Rocky Lane. (November 2013)

3.2 West Bamfield (treated water) Submarine Pipeline Repair History

The 150 mm diameter submarine pipeline under Bamfield Inlet that services West Bamfield was installed in 1981 (40 years ago). The pipeline is 350 m long and was inspected in 2010 and in 2019. No repair couplings were noted in the 2010 dive report (see copy in [Appendix A](#)). In 2019, two repair couplings were reported.

As of December 2020, a total of five repair couplings are installed (three Romac Alpha couplings and two stainless steel couplings plus joint restrainers). The most recent repair coupling was installed on November 14, 2020 on the foreshore of East Bamfield. The installation required the removal of a section of the concrete pipe that main is installed inside of along the foreshore. The installation date and the depth of water at each location is summarized below:

Stainless Steel Coupling plus Iron Joint Restrainers with Stainless Steel Rods and Bolts

- | | |
|--------------------------------------|--|
| #1 July 9, 2018
4.6 m deep | #3 October 19, 2019
9 to 12 m deep |
|--------------------------------------|--|

Romac Alpha Coupling

- | | | |
|---|--|--|
| #2 July 27, 2020 (upgraded)
12 to 15 m deep | #4 July 27, 2020 (upgraded)
3 m deep | #5 November 14, 2020
Foreshore |
|---|--|--|

The approximate location of each repair coupling is shown in [Figure 3](#) and photographs of couplings at locations #2, #4 and #5 are presented on the following pages.

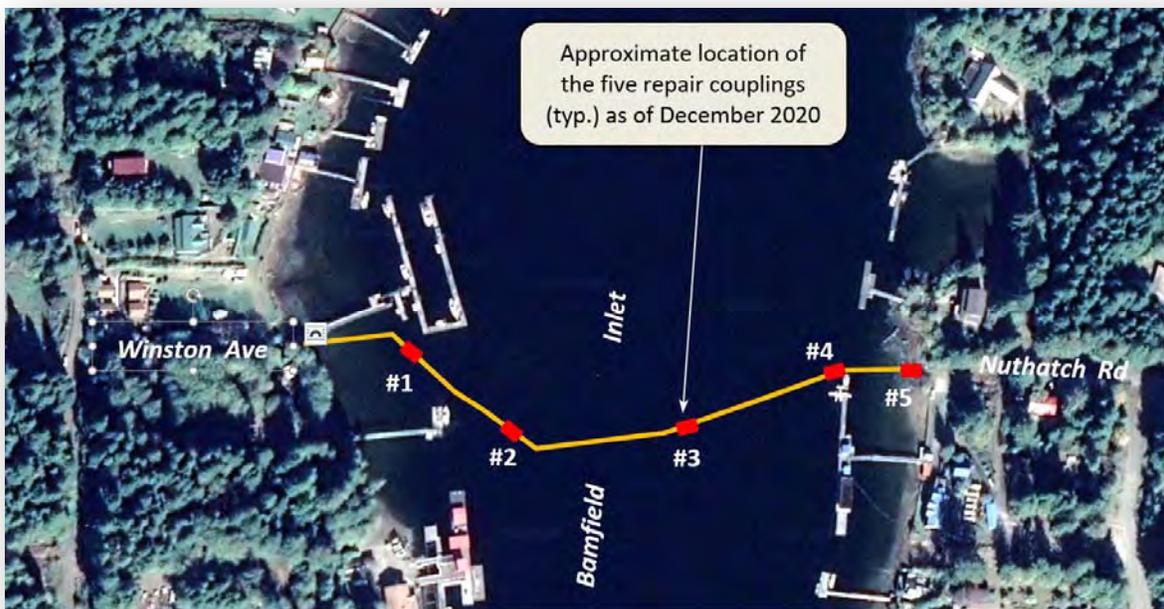
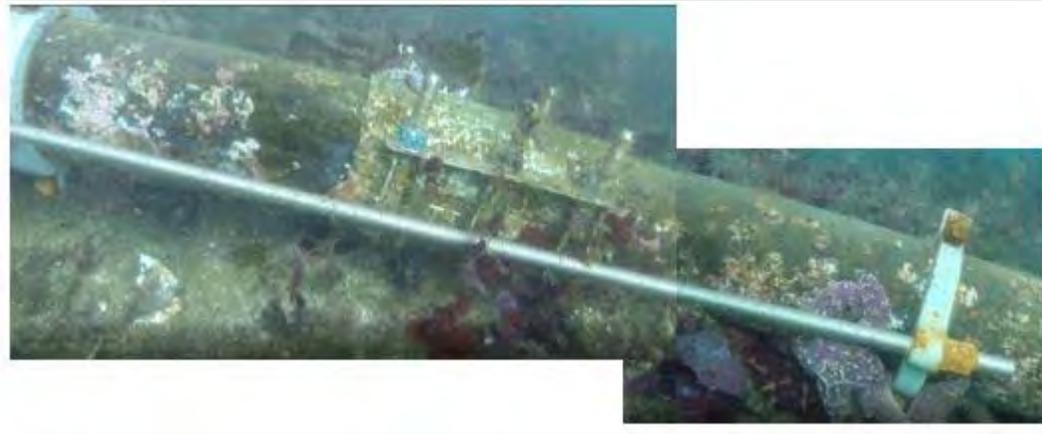


Figure 3 – West Bamfield Submarine Watermain Repair Coupling Locations, 2020

The ACRD is wanting to replace this submarine pipeline as soon as possible and has submitted a project funding application in October 2020 under the Investing in Canada Infrastructure Program, Rural and Northern Communities and is waiting to hear if the application was successful.



Repair coupling #2 (2019 Dive)

The coupling is located ± 70 m east of the West Bamfield shoreline (5 m east of waypoint b3).

The timing of when a coupling at this location was installed is not known, but its presence was not noted in the 2010 dive report (see [Appendix A](#)).



Repair coupling #4 (2019 Dive)

The coupling is located ± 50 m west of the East Bamfield shoreline (near Waypoint b7).

This coupling has since been replaced (July 27, 2020) with a Romac Alpha repair coupling.

The timing of when a coupling at this location was 1st installed is not known, but its presence was not noted in the 2010 dive report (see [Appendix A](#)).

West Bamfield Treated Water Submarine Pipeline, 150 mm dia. (October 2019)



*Repair coupling #5 (on foreshore of East Bamfield)
Photo on the left is Oct 2019, before the leak occurred.
Photo above is after the leak was repaired on Nov 14, 2020. Installation of the coupling required the removal of the protective concrete cover pipe.*

West Bamfield Treated Water Submarine Pipeline, 150 mm dia. (November 2020)

3.3 Service Connections Recent Repair History

The ACRD Bamfield Water System Annual Report, 2018, noted that repairs were carried out on seven water service connections, consisting of:

- Two (2) service connection breaks caused by the installation of fibre optic lines, and
- Five leaking water service connections Five (5) due to due to galvanized fitting failures, some of which were on private property.

In September 2020, a leak repair was carried out at 422 Bamfield Road.

3.4 Water Storage Reservoirs Recent Maintenance

In the fall of 2012, the interiors of both reservoirs were cleaned. In the fall of 2018, just after the commissioning of the water treatment plant, the interiors of both reservoirs were again cleaned.

3.5 Recent Improvements to System

Since 2010 improvements to the Bamfield water system have been made as noted below:

- Pump Station Upgrades, 2010
- South Bamfield Road Fire Hydrants, 2017
- Water Treatment Plant, 2018

3.6 Daily Routine Inspection & Maintenance

Regular inspection and maintenance of the water system is carried out by the ACRD's water system operational staff. The main activities include:

- Daily (Monday to Friday) inspection and maintenance of the water treatment plant system and pump station.
- Reservoir level checks. Remote monitoring and control are in place for the Reservoirs on Binnacle Road.
- Water quality sampling, including daily chlorine residual measurements in critical parts of the system.

4 POPULATION

4.1 Existing Service Population

Permanent Population

The water system supplies approximately 207 residential and commercial service connections. The community of Bamfield has experienced notable changes in its permanent population during the last three Census periods (2006 – 2016) as noted in **Table 6** below.

Table 6 – Permanent Population, Canada Census

Census Year	Permanent Population	Change
2006	251	
2011	155	-96
2016	179	24

Seasonal Population

During the summer months, the service population swells to an estimate of up to 2,000 people (ACRD Year 2011 estimate) as Bamfield is an attractive eco-tourist and fishing destination and the Bamfield Marine Science Centre is at its peak occupancy (200 people). Local accommodation is made possible by the local motel, lodges and resorts, B&Bs, and use of many of the residential properties as seasonal residences and recreational rentals.

4.2 Future Service Population

The development of permanent and seasonal population was carried out as part of the Bamfield Water System Study, September 2013, Koers & Associates Engineering Ltd. and that information has been used for this study. Population (and water demands) were in 10-year increments to Year 2053.

By Year 2053, the effective summer population in Bamfield was expected to increase by more than 60%, for a total estimated peak service population of 3,246. It was projected that this could consist of 235 permanent residents, 100 people at the Bamfield Marine Science Centre, and 2,911 tourists.

5 WATER DEMANDS

5.1 Historical Demands

Monthly water demands recorded by the bulk meter at the pumphouse at the water treatment plant site (345 Grappler Rd) were reviewed for the past 15 years (2006 – 2020). A brief overview of the data is presented below.

5.1.1 Annual & Average Day Demand

Prior to Year 2015, the total annual demand was generally similar from year to year and for the nine years of 2006 – 2014 the average annual demand was 50,900 m³. In Year 2015, total annual demand increased by 35% to 67,605 m³ and by 2019, the total demand peaked at 76,495 m³; an increase of more than a 50% from Year 2014. In Year 2020, total demand declined significantly, reflecting the federal and provincial imposed stay-at-home orders, school closures, travel restrictions, and business operation restrictions in an effort to reduce the spread of Covid-19. The significant rise in water demands beginning in Year 2015 is believed to be due to several factors, including:

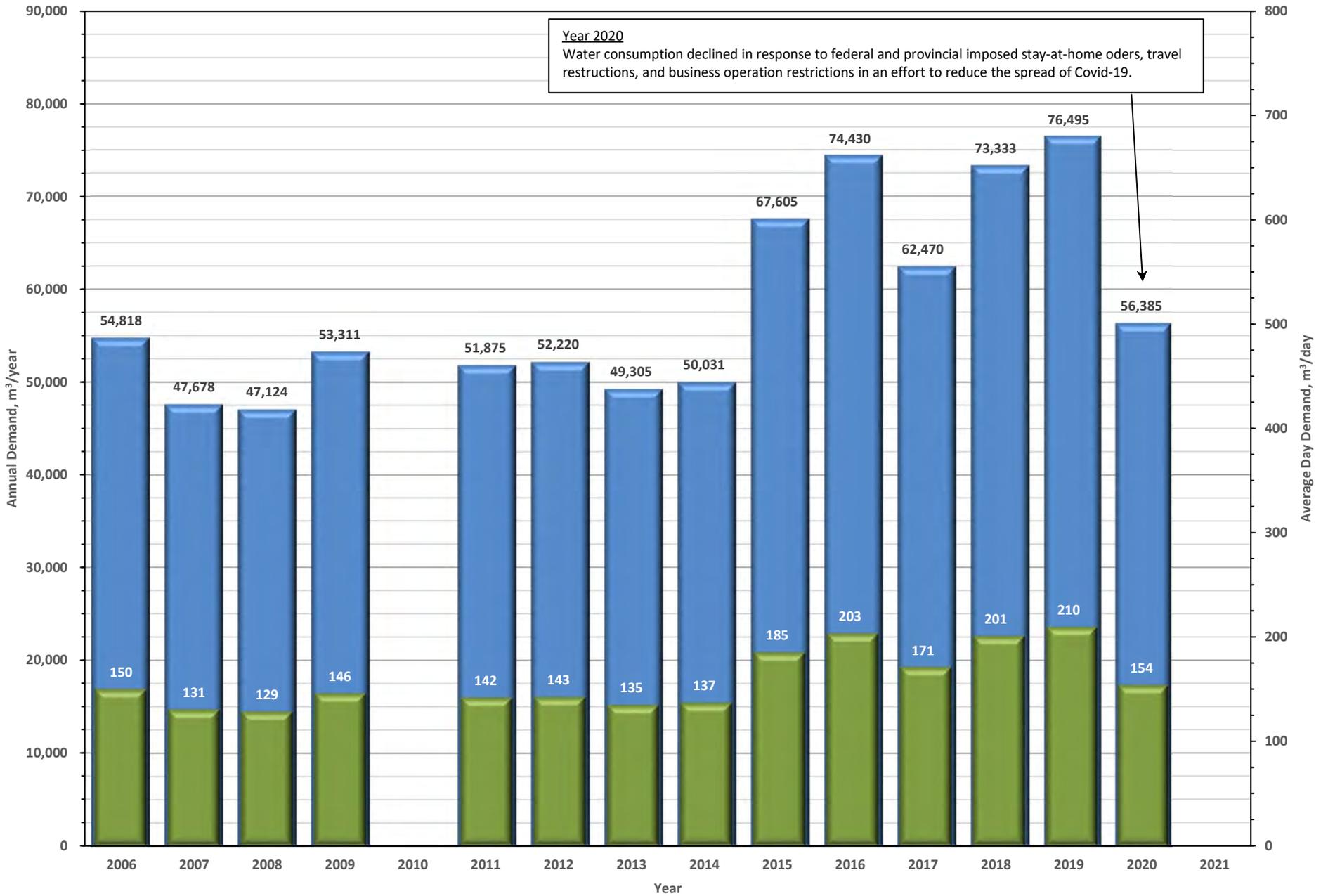
- Increased tourism
- Increased activity at the Bamfield Marine Science Centre
- Increase in watermain leaks (on land and on the submarine pipelines)

The total annual and resulting average day demand for the past 15 years is presented in [Table 7](#) and graphically shown in [Figure 4](#).

Table 7 – Annual & Average Day Demand, 2006 - 2020

Year	Annual m ³	Average Day m ³ /day
2006	54,818	150
2007	47,679	130
2008	47,124	128
2009	53,311	146
2010	(1)	(1)
2011	51,875	142
2012	52,220	142
2013	49,305	134
2014	50,031	137
2015	67,605	184
2016	74,430	203
2017	62,470	170
2018	73,333	200
2019	76,495	209
2020	56,385	154

**Bamfield Water System
Annual & Average Day Demand
Year 2006 - 2020**



Five Year Average		
2006 - 10	50,700	139
2011 - 15	54,200	148
2016 - 20	68,600	188

Notes:

- (1) Year 2010 data incomplete (Jan – July missing).

5.1.2 Monthly Demand

As expected, demand increased in the summer months with the influx of tourists and visitors to the area, peaking in either July or August, with August being the most common. A significant increase in monthly demand commenced in May 2015 and continued until November 2016. Other periods of sustained notable increases included Year 2018 (Jan – Nov) and the fall of Year 2019 (Oct – Dec). The exact cause for these increases could not be determined but are expected to be attributed to several factors, including:

- Installation of two automatic flushers in early 2016,
- Water system leaks,
- New water treatment plant (commissioned June 2018), and
- Cleaning of the water storage reservoirs (Fall 2018)

The monthly demand for the past 15 years is listed in [Table 8](#) and graphically shown in [Figure 5](#).

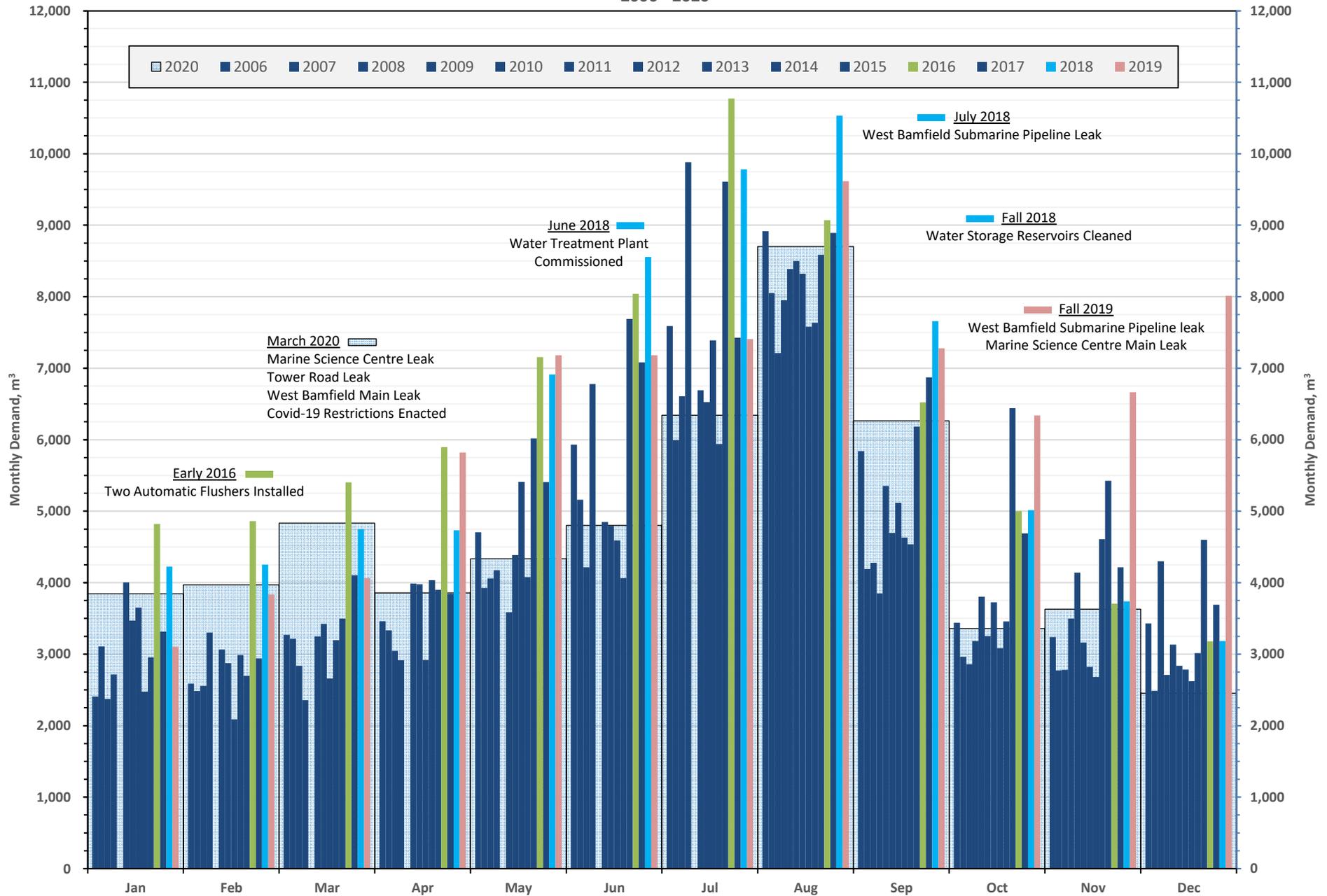
5.1.3 Monthly Average Day Demands

To account for the difference in the number of days in the month, each monthly demand was converted in to an average day demand to allow a consistent basis by which to compare difference by month and by year. This analysis revealed that since Year 2015 when total annual demand significantly increased, daily demand had increased in all months. The largest increases occurred in the months of May, June and September, i.e., the two months before and the month after the peak demand months of July and August.

The highest average daily demand was 347 m³/day (July 2016), and the 2nd highest average daily demand was 340 m³/day (August 2018).

The calculated average day demand for each month for the past 15 years is listed in [Table 9](#) and graphically shown in [Figure 6](#) along with the design capacity of the water treatment plant and the maximum day withdrawal limit of Bamfield’s water licence for comparative purposes.

**Bamfield Water System
Monthly Demand
2006 - 2020**



Bamfield Water System
Monthly Average Day Demand
2006 - 2020

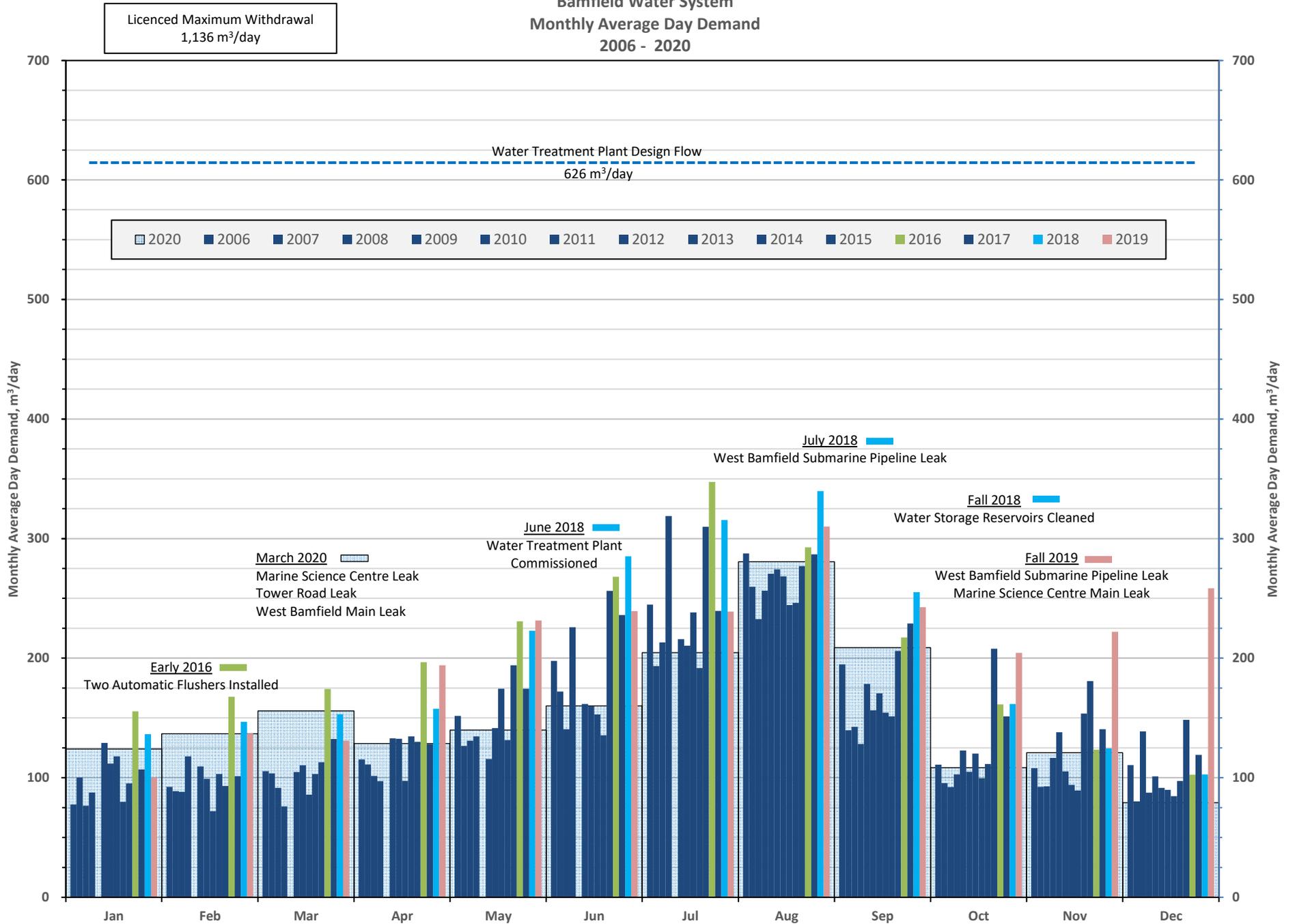


Table 8 – Monthly Demand, 2006 - 2020

Year	Monthly Demand, m ³												Total m ³ /yr
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2006	2,408	2,588	3,272	3,461	4,705	5,930	7,589	8,916	5,841	3,439	3,240	3,429	54,818
2007	3,109	2,485	3,215	3,333	3,925	5,160	5,992	8,049	4,189	2,962	2,772	2,487	47,678
2008	2,372	2,557	2,836	3,046	4,061	4,215	6,607	7,213	4,277	2,858	2,782	4,300	47,124
2009	2,715	3,301	2,356	2,914	4,175	6,778	9,881	7,950	3,849	3,184	3,498	2,710	53,311
2010								8,388	5,353	3,805	4,141	3,132	
2011	4,004	3,066	3,249	3,989	3,587	4,848	6,690	8,500	4,694	3,252	3,160	2,836	51,875
2012	3,469	2,874	3,424	3,979	4,387	4,792	6,526	8,321	5,117	3,725	2,821	2,785	52,220
2013	3,651	2,090	2,661	2,918	5,408	4,590	7,388	7,580	4,631	3,085	2,681	2,622	49,305
2014	2,477	2,988	3,196	4,036	4,077	4,063	5,941	7,636	4,537	3,457	4,609	3,014	50,031
2015	2,956	2,698	3,499	3,901	6,016	7,688	9,608	8,588	6,183	6,442	5,426	4,600	67,605
2016	4,820	4,861	5,404	5,897	7,157	8,042	10,771	9,070	6,522	5,001	3,706	3,179	74,430
2017	3,314	2,939	4,102	3,840	5,405	7,082	7,427	8,892	6,872	4,689	4,216	3,692	62,470
2018	4,226	4,254	4,750	4,732	6,911	8,554	9,781	10,532	7,657	5,013	3,739	3,184	73,333
2019	3,106	3,835	4,062	5,820	7,180	7,180	7,408	9,614	7,278	6,338	6,662	8,012	76,495
2020	3,844	3,968	4,833	3,857	4,333	4,802	6,343	8,702	6,264	3,358	3,628	2,453	56,385
Period	Five Year Average, m ³												Total
2006-10	2,650	2,730	2,920	3,190	4,220	5,520	7,520	8,100	4,700	3,250	3,290	3,210	51,300
2011-15	3,310	2,740	3,200	3,760	4,700	5,200	7,230	8,130	5,030	3,990	3,740	3,170	54,200
2016-20	3,860	3,970	4,630	4,830	6,200	7,130	8,350	9,360	6,920	4,880	4,390	4,100	68,600

Notes:

- 1 Red numbers indicate highest demand for that year.
- 2 Bold red numbers indicate highest demand of all of the years.

Table 9 – Monthly Average Day Demand, 2006 - 2020

Year	Monthly Average Day Demand, m ³ /day												Ave m ³ /day
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
2006	78	92	106	115	152	198	245	288	195	111	108	111	150
2007	100	89	104	111	127	172	193	260	140	96	92	80	130
2008	77	88	91	102	131	141	213	233	143	92	93	139	128
2009	88	118	76	97	135	226	319	256	128	103	117	87	146
2010								271	178	123	138	101	162
2011	129	110	105	133	116	162	216	274	156	105	105	91	142
2012	112	99	110	133	142	160	211	268	171	120	94	90	142
2013	118	72	86	97	174	153	238	245	154	100	89	85	134
2014	80	103	103	135	132	135	192	246	151	112	154	97	137
2015	95	93	113	130	194	256	310	277	206	208	181	148	184
2016	155	168	174	197	231	268	347	293	217	161	124	103	203
2017	107	101	132	128	174	236	240	287	229	151	141	119	170
2018	136	147	153	158	223	285	316	340	255	162	125	103	200
2019	100	137	131	194	232	239	239	310	243	204	222	258	209
2020	124	137	156	129	140	160	205	281	209	108	121	79	154
Period	Five Year Average, m ³ /day												Ave
2006-10	85	95	95	105	135	185	240	260	155	105	110	105	140
2011-15	105	95	105	125	150	175	235	260	170	130	125	100	150
2016-20	120	130	150	160	200	240	270	300	230	155	145	130	185
WTP Design	626	626	626	626	626	626	626	626	626	626	626	626	
Water Licence	1,137	1,137	1,137	1,137	1,137	1,137	1,137	1,137	1,137	1,137	1,137	1,137	
Increase 2011-15 to 2016-2020	15	35	45	35	50	65	35	40	60	25	20	30	35

Notes:

- 1 Red numbers indicate highest value for that year and blue numbers indicate the lowest value for that year.
- 2 Bold red numbers indicate highest value and bold blue numbers indicate the lowest value of all of the years.

5.2 Future Demands

5.2.1 Year 2053

The development of water demands to Year 2053 was carried out as part of the Bamfield Water System Study, September 2013, Koers & Associates Engineering Ltd. The water demand projections to Year 2053 were:

- Average Day Demand = 187 m³/day 2.2 L/s
- Maximum Day Demand = 682 m³/day 7.9 L/s
- Peak Hour Demand = - 12.6 L/s

5.2.2 Water Licence Limit & Treatment Plant Capacity

Water Licence Withdrawal Limit

The conditional water licence (No. C055723) for Sugsaw Lake has a maximum daily withdrawal limit of 1,136 m³/day, which is well above the Year 2053 projected maximum day demand of 682 m³/day. This suggests the existing licence is sufficient to meet projected demands for the foreseeable future. A copy of the water licence is in [Appendix B](#).

Water Treatment Plant Capacity

The water treatment plant has a design capacity of 7.24 L/s, which equates to 626 m³/day. This is slightly less than the Year 2053 projected maximum day demand of 682 m³/day. This suggests the capacity of the water treatment plant would require expansion prior to Year 2053. Another analysis of the water treatment plant capacity requirement with regard to the refilling of the water storage reservoir within 24 hours of a large fire flow demand is presented in [8.2.3 Reservoir Storage Volume & Water Treatment Capacity](#).

6 SYSTEM DESIGN CRITERIA

6.1 Design Demands

In establishing the adequacy of a water supply and distribution system, three types of water demands are considered, in addition to fire flows. These are:

$$\text{Average Day Demand} = \frac{\text{Total annual consumption}}{365 \text{ days}}$$

$$\text{Maximum Day Demand} = \text{Day with highest demand for the year}$$

$$\text{Peak Hour Demand} = \text{Highest flow rate maintained for one hour (generally occurring on maximum day of the year)}$$

The distribution system must also be capable of:

- delivering peak hour demand while maintaining a minimum residual pressure throughout the system, and
- delivering fire flow demands during maximum day demands.

6.2 Water Storage Reservoir Requirements

Water reservoirs perform three functions:

- storage for fire fighting,
- storage for emergencies (such as losses during a watermain break), and
- storage for equalization to manage hourly peaks in demand.

The storage volume formula from the “Design Guideline Manual, 2014” from the Master Municipal Construction Documents (MMCD) Association is as follows:

$$\text{Storage Volume} = A + B + C$$

Where:

A = Fire Storage (from MMCD and FUS guidelines)

B = Equalization (Peaking) Storage (25% of Maximum Day Demand)

C = Emergency Storage (25% of [A + B])

The requirement for Emergency Storage (C) can be reduced or eliminated based on several factors, including water source dependability; reliability of the supply system (e.g., gravity vs pumped, duplication of mains and treatment, standby emergency power); multiple sources; more than one storage reservoir; and reservoir water circulation needs. For this study, the Emergency Storage requirement was included in the reservoir sizing as there is only one source and only one reservoir storage location.

6.3 Fire Flow Requirements

The ability to provide adequate fire flow is an important feature of a properly designed water distribution system. Fire flow requirements vary depending on; building design; floor area; number of stories; construction materials; building usage; if a fire sprinkler system is installed; fire break walls; and spacing from adjacent buildings (exposure). The duration for which a fire flow is to be provided increases as the flow increases.

Fire flow requirements have been calculated in accordance with the current version of:

- *MMCD Design Guideline* for municipal infrastructure by the Master Municipal Construction Document Association (MMCD)
- *Water Supply for Public Fire Protection* by the Fire Underwriters Survey (FUS)

The assumed minimum required fire flow and duration for various land uses and are presented in **Table 10**.

**Table 10 – Minimum Fire Flow Requirements
(for buildings without sprinklers)**

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

Notes:

- 1 From *MMCD Design Guidelines 2014* published by the Master Municipal Construction Document Association
- 2 From *Water Supply for Public Fire Protection 1999* published by the Fire Underwriters Survey (FUS)
- 3 Total Volume = Flow * Duration
- 4 For Industrial development, MMCD Design Guidelines apply a minimum fire flow requirement of 225 L/s and FUS apply a duration of 2.9 hours for this flow. For Bamfield, a minimum design fire flow requirement of 60 L/s for 1.4 hours has been applied to reflect the Bamfield OCP Industrial land-use objectives and policies, e.g., small-scale that do not conflict with other forms of land development; home based that limit potential impact on surrounding residential properties; are not considered to be heavy or noxious.

6.4 Distribution System

The adequacy of the distribution system for various demand conditions is judged by the residual pressure available throughout the system and by the maximum velocity in the mains. The criteria applied to this study are from the MMCD Design Guidelines 2014 and are listed in **Table 11**.

Table 11 – Distribution System Design Criteria

Parameter	Value ¹
Pressures & Velocities	
Under Static Conditions	
Maximum service pressure	850 kPa ² (125 psi)
Under Peak Hour Demand Conditions	
Minimum residual pressure at property line	300 kPa (44 psi)
Maximum Pipe Velocity	2.0 m/s (6.6 ft/s)
Under Fire Flow Demand Conditions (during Maximum Day Demands)	
Minimum residual pressure at hydrant	150 kPa (22 psi)
Maximum Pipe Velocity	3.5 m/s (11.5 ft/s)

Notes:

- 1 MMCD Design Guidelines 2014.
- 2 Subject to the local authority, the maximum allowable pressure may be increased to 1,035 kPa (150 psi) for systems with multiple pressure zones.
Where the maximum pressure exceeds 515 kPa (75 psi), service connections must be individually protected by pressure reducing valves (PRV) located in the building being served.

7 WATER MODEL

7.1 Computer Program

Modelling of the water distribution system in Northeast Nanaimo was carried out utilizing the computer software program WaterGEMS, an enhanced version of WaterCAD. This water distribution modelling and management software is in use throughout North America by engineering consultants, utility companies and municipalities including the City of Nanaimo, because of its reliability, versatility, AutoCAD interface, and support by its creator Bentley Systems Inc.

WaterGEMS is a powerful, easy-to-use program to analyse, design, and optimize water distribution systems. The programs many features include steady state and extended time modelling, fire flow event modelling while evaluating flows and pressures across the entire system, peak hour pressure analyses, optimization of fixed and variable speed pumps and reservoir storage. The modelling results are presented in tabular and graphical form.

The WaterGEMS version 8i SELECT series 6 was used for this study.

7.2 Water Model Set-up

7.2.1 Distribution System

Our in-house water model of Bamfield's water supply and distribution system was used. This model was developed in Year 2012 utilizing a digital (AutoCAD drawing) file of the water system along with record drawings provided by the CVRD. This model was updated to include system upgrades and watermain extensions completed since Year 2012.

7.2.2 Ground Elevations & Reservoir Top Water Level

Ground elevations applied to the model are based on GoogleEarth® as there was no contour maps available and very little elevation on design/record drawings prior to the late 2000's. Elevation data was assigned in the model at pipe nodal points (pipe intersections, pipe diameter changes, end of mains) as well as at local high and low points.

For the elevation of the top water level in the reservoirs, the estimated ± 79.3 m geodetic as reported in the Bamfield Water System Study dated Sept 2013 (by Koers & Associates Engineering Ltd.) has been used. The elevation was based on available information, including the pressure reading in the pumphouse and the estimate elevation of the pump.

7.2.3 Allocation of Demands

Customer meter demands were distributed throughout the model at nodal points (pipe intersections, end of mains and pipe diameter changes). The average day demand was used as the

base. Maximum day and peak hours demands were modelled by multiplying each individual demand by the appropriate peaking factor.

7.2.4 Pipe Friction Factors

The Hazen Williams formula was used in the computer model to calculate velocities, rates of flow and system pressures throughout the distribution system. The friction factor (C) coefficients were based on material of the watermain piping. The values used are listed in **Table 12**.

Table 12 – Pipe Friction Factors

Pipe Material		Friction Factor, 'C' for Hazen Williams formula ⁽¹⁾
HDPE	High Density Polyethylene	145
PE/poly	Polyethylene	140
PVC	Polyvinyl Chloride	140

Notes:

- 1 To better calibrate the friction factors, controlled field testing would be required during times of peak hour flows, where pressure losses in the various pipe types and sizes could be determined. Flow testing was not included in the scope of work for this study. Due to the significant system operators' time required to conduct flow tests, no specific flow testing was carried out. Flow rate and pressure loss determinations should be carried out when possible, for comparison with the assumed values used in this analysis.

8 SYSTEM ANALYSIS

8.1 Existing Conditions

Assessment of the water system under existing conditions was carried out based on the following:

Reservoir Top Water Level:	79.3 m geodetic
Year 2017 Average Day Demand:	170 m ³ /day (1.97 L/s)
Maximum Day Demand:	340 m ³ /day (3.94 L/s)
Peak Hour Demand:	7.88 L/s

Maximum day demand was estimated at two times the average day demand. Peak hour demand was estimated at two times the maximum day demand.

Within the model, 20% of the system demand was applied to the Bamfield Marine Science Centre based its water meter record for Year 2017. The remaining 80% of the system demand was distributed uniformly throughout the model.

The existing water distribution system is shown in [Drawing No. 2072-01](#).

8.1.1 Peak Hour Pressure

The modelling results indicate that the minimum residual pressure design standard of 275 kPa (40 psi) at the property line is available at the property line of all existing serviced properties based on the estimated ground elevations from GoogleEarth® and the estimated reservoir top water level of 79.3 m.

Lowest Pressure

The lowest minimum pressure in the system was calculated to be at 290 kPa (42 psi) at the intersection of Bamfield Road and Imperial Eagle Drive, excluding lands along Binnacle Road in and around the reservoir site where the estimate ground elevation is above 50 m geodetic and resulting pressure is less than 290 kPa (42 psi). If this area (above 50 m geodetic) was to be serviced, a pump station would be required to provide the minimum design pressure of 290 kPa (42 psi).

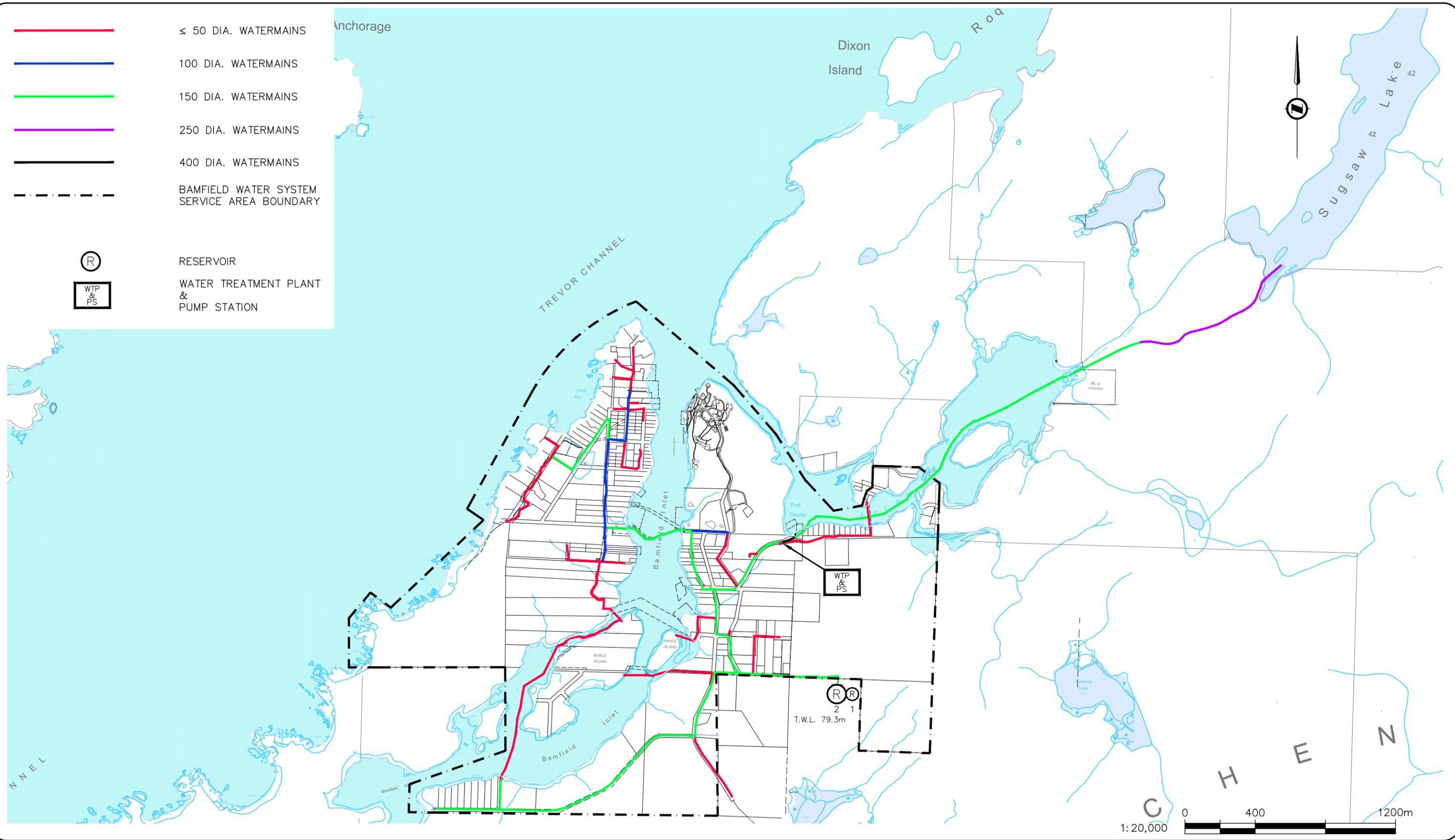
Highest Pressure

The highest pressure in the system was calculated to be on the East/West Bamfield submarine pipeline. With an approximate maximum depth of ±18 m (±60 ft) below sea level, a pressure of ±955 kPa (±140 psi) has been estimated. This is slightly above what is believed to be the 860 kPa (125 psi) pressure rating of the Series 125 HDPE Sclairpipe shown on the record drawings.

For the other four submarine pipelines (see [Table 4](#)), no information was available their pressure rating.

A map showing the calculated residual pressures during peak hour demand for existing conditions is presented in [Figure 7](#).

File: H:\0002 Alberni Clayoquot RD\2072_Bamfield Infra. Renewal Plan\03 Drawings\2072-Figures.dwg Plot Time: Apr 17, 2021 - 1:26pm User: jsmith



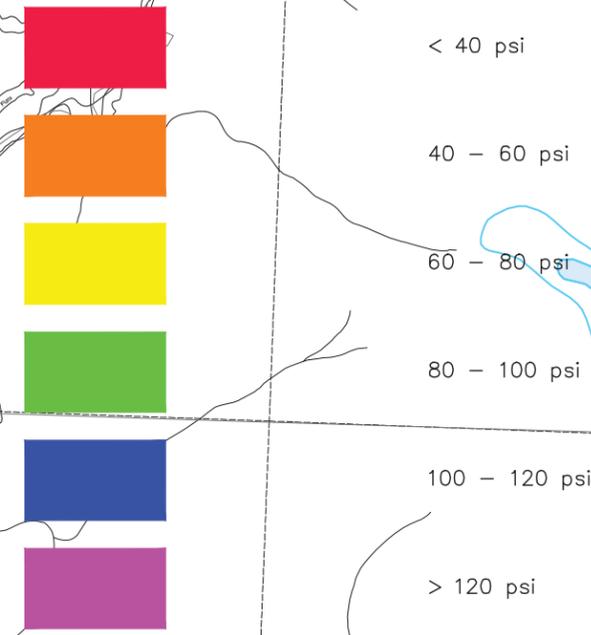
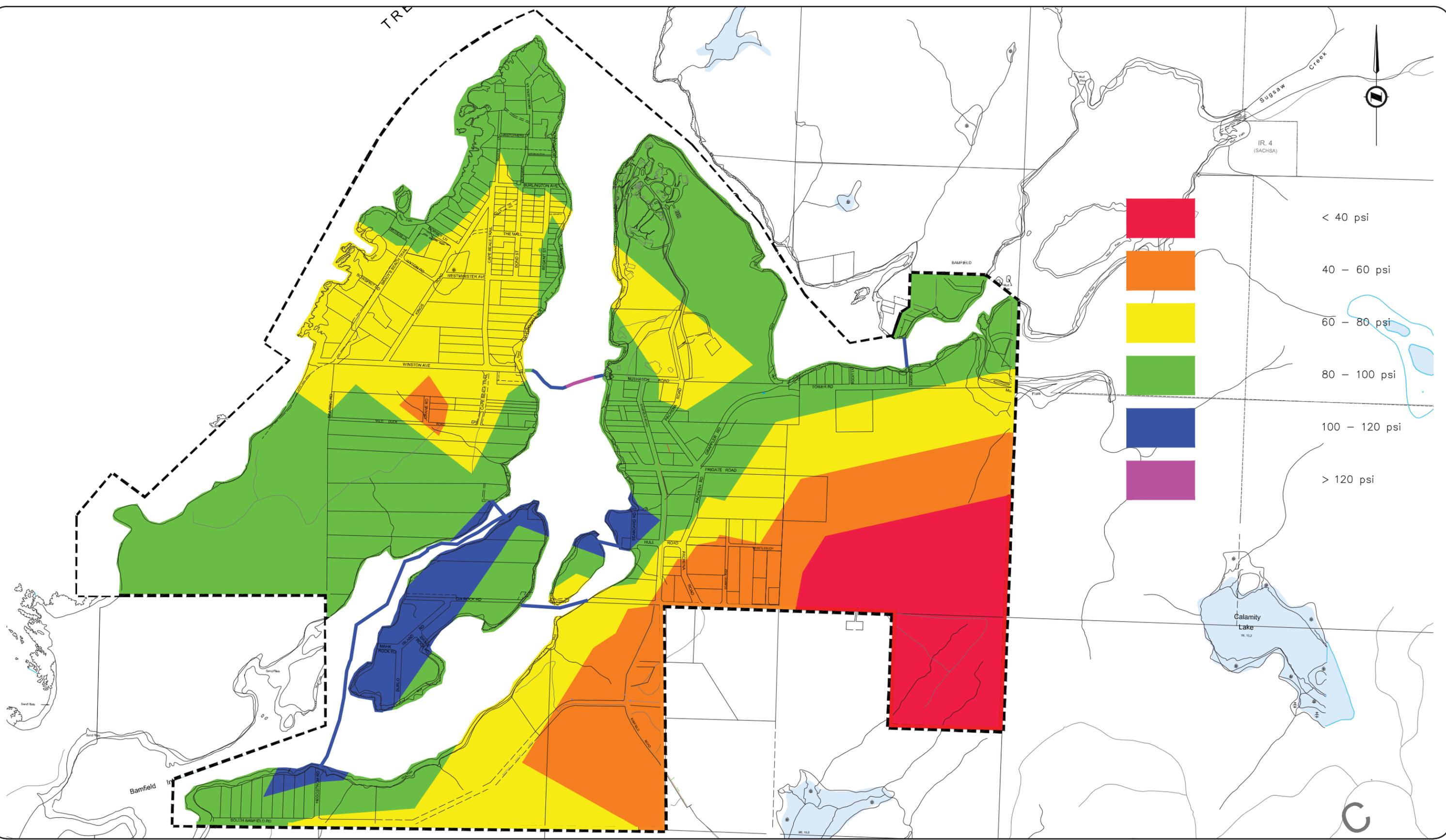
CLIENT
ALBERNI CLAYOQUOT REGIONAL DISTRICT

PROJECT
BAMFIELD WATER SYSTEM INFRASTRUCTURE RENEWAL & LONG RANGE PLAN

TITLE
WATER SUPPLY & EXISTING DISTRIBUTION SYSTEM

APPROVED	CH	SCALE	1:20,000
DATE	APRIL 2021	DWG No.	207169
PROJECT No.	2072		

File: H:\0002_Alberni_Clayoquot_RD\1265_Bamfield\03_Drawings\1265-Figures.dwg Plot Time: Mar 26, 2013 - 1:23pm User: mbrook



CLIENT	ALBERNI CLAYOQUOT REGIONAL DISTRICT
PROJECT	BAMFIELD WATER SYSTEM INFRASTRUCTURE RENEWAL & LONG RANGE PLAN

TITLE	EXISTING PEAK HOUR PRESSURES	
APPROVED		SCALE 1:12,500
DATE	APRIL 2021	DWG No. FIGURE 7
PROJECT No.	2072	

8.1.2 Available Fire Flows

Modelling indicates that the distribution system is not capable of providing the recommended minimum design fire flow requirements of 150 L/s and 60 L/s (see **Table 10**) during maximum day demand. This is not unexpected given the systems configuration (small diameter mains, long dead-ended mains, and looping with 50 mm dia. piping). The largest calculated available fire flow for each of the three regions of Bamfield were:

East Bamfield

The calculated maximum available fire flow was in and around Frigate Road and it was less than 60 L/s.

This existing water storage reservoirs have a design storage capacity that could sustain a 60 L/s flow for approximately 1.5 hours. Beyond this time, it would begin to diminish the peaking and emergency storage volumes and after another hour at this flow rate, the reservoir would be empty.

South Bamfield

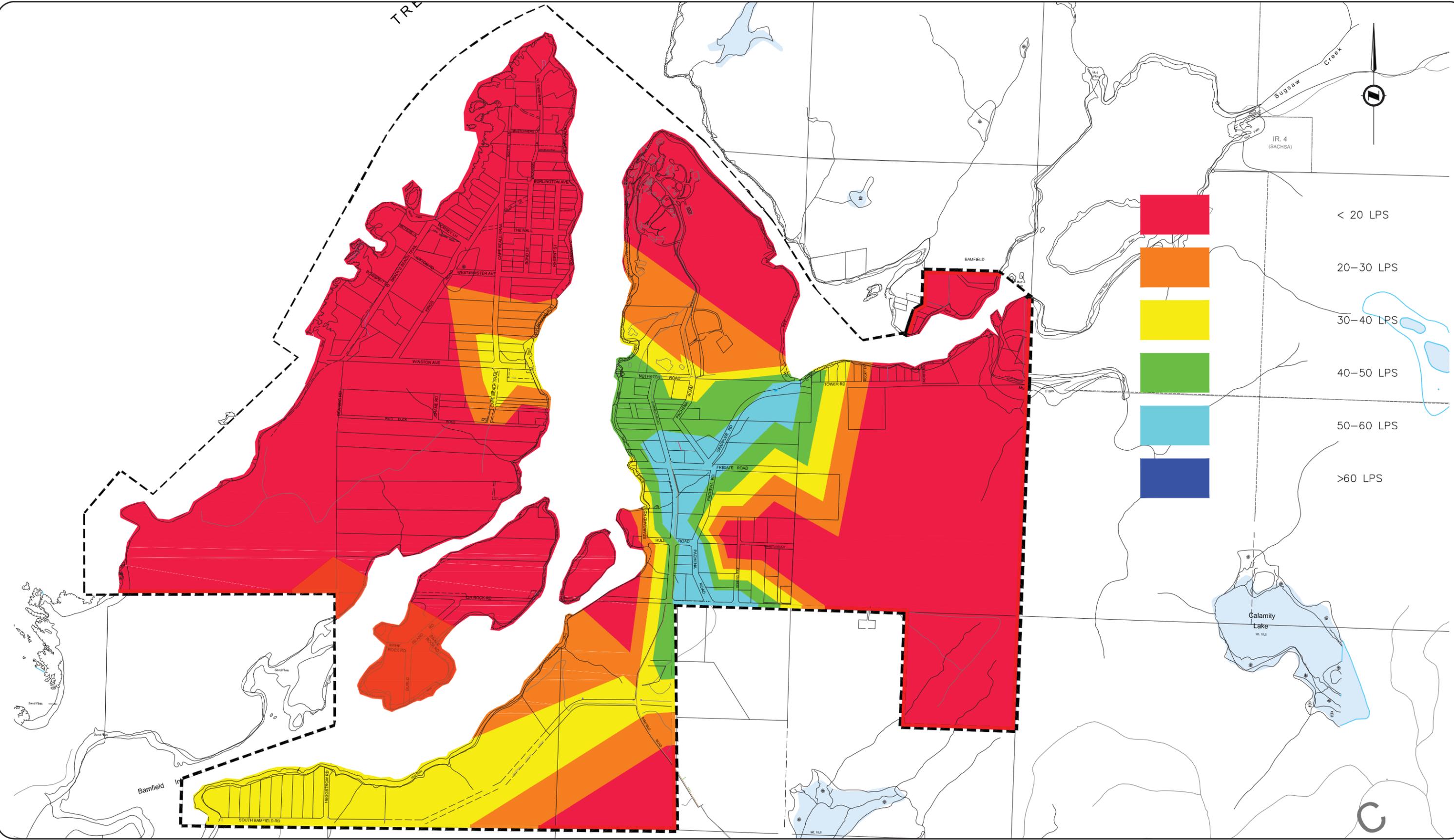
The calculated maximum available fire flow was south of Binnacle Road at it was less than 50 L/s.

West Bamfield

The calculated maximum available fire flow was in and around Winston Ave at Cape Beale Trail and it was less than 40 L/s.

A map showing the calculated available fire flows under existing maximum day demand conditions (340 m³/day) is presented in **Figure 8**.

File: H:\0002_Alberni_Clayoquot_RD\1265_Bamfield\03_Drawings\1265-Figures.dwg Plot Time: Mar 26, 2013 - 1:23pm User: mbrook



CLIENT	ALBERNI CLAYOQUOT REGIONAL DISTRICT
PROJECT	BAMFIELD WATER SYSTEM INFRASTRUCTURE RENEWAL & LONG RANGE PLAN

TITLE		EXISTING AVAILABLE FIRE FLOWS	
APPROVED		SCALE	1:12,500
DATE	APRIL 2021	DWG No.	FIGURE 8
PROJECT No.	2072		

8.2 Works to Improve Fire Fighting Capabilities

To provide the recommended minimum design fire flows listed in [Table 10](#), extensive upgrading works are required, which are discussed below.

8.2.1 Watermains

Almost 9 kms of existing watermains requires replacement with larger diameter mains as well as the installation of an additional 1 km of watermain for watermain looping to provide the recommended minimum design fire flows.

A summary of the lengths of watermain pipe by diameter to be replaced are presented in [Table 13](#) along with the total length of new main. The locations of the mains to be replaced are presented in [Drawing No. 2072-02](#).

Table 13 – Fire Flow Demand Upgrading Works, Watermain Lengths by Pipe Diameter

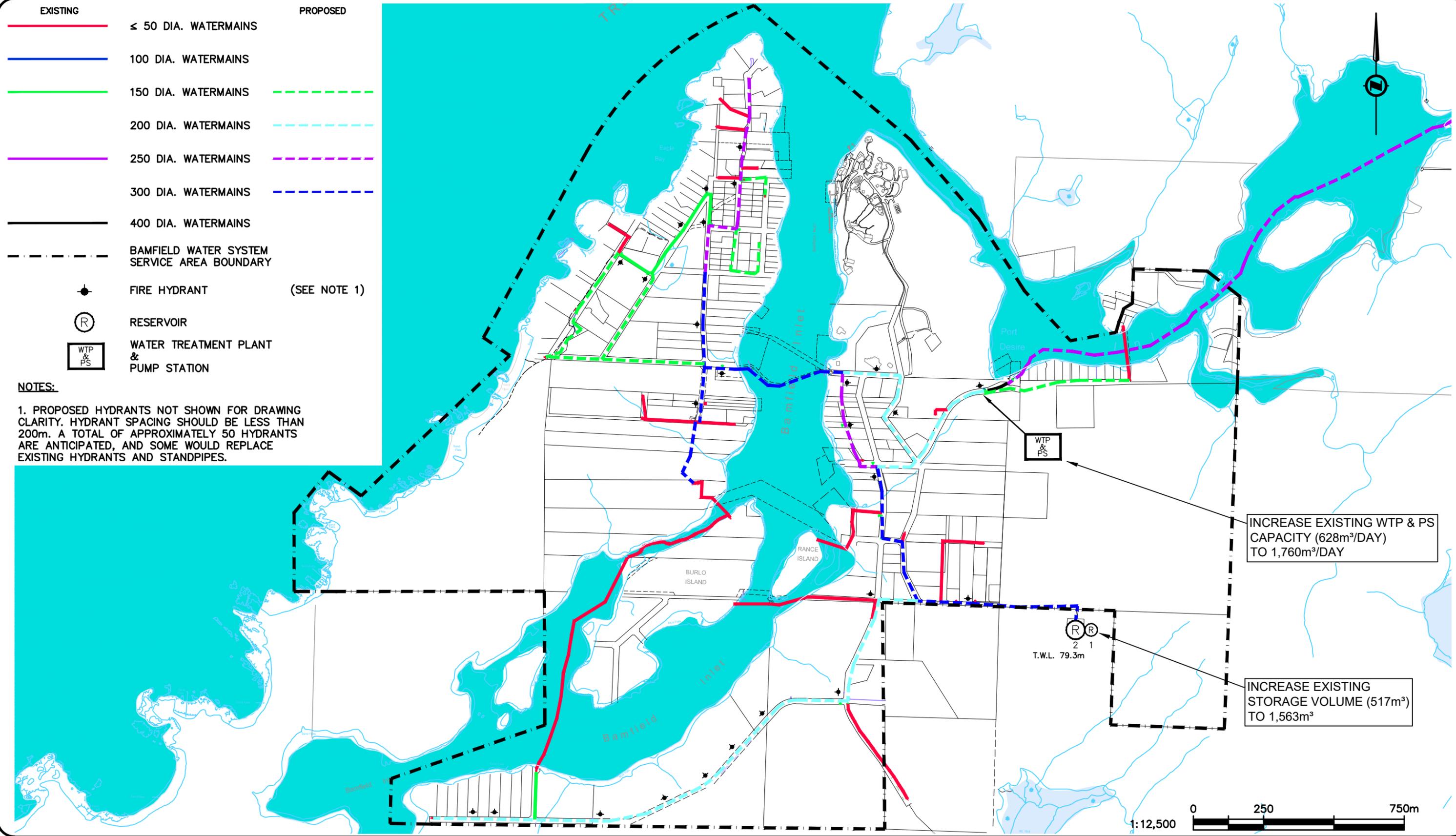
Diameter (mm)	Length	
	Existing (m)	Proposed (m)
300	-	2,615
250	-	990
200	-	3,590
150	4,565	2,735
100	1,090	-
50	3,260	-
Total	8,915	9,930

[Figure 9](#) shows the fire flows available after the upgraded and new watermains have been installed as shown on [Drawing No. 2072-02](#).

8.2.2 Fire Hydrants

Additional fire hydrants should be installed with the upgrading of mains in order to be able to access the increase in available fire flows throughout the distribution system. Allowing for an average spacing of not more than 200 m between hydrants, approximately 50 hydrants would be installed with the 9,930 m of watermain upgrading. Some would replace existing hydrants and standpipes and others would be installed on the new mains that would eliminate or reduce the length of dead-ended mains.

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NOTES:
 1. PROPOSED HYDRANTS NOT SHOWN FOR DRAWING CLARITY. HYDRANT SPACING SHOULD BE LESS THAN 200m. A TOTAL OF APPROXIMATELY 50 HYDRANTS ARE ANTICIPATED, AND SOME WOULD REPLACE EXISTING HYDRANTS AND STANDPIPES.



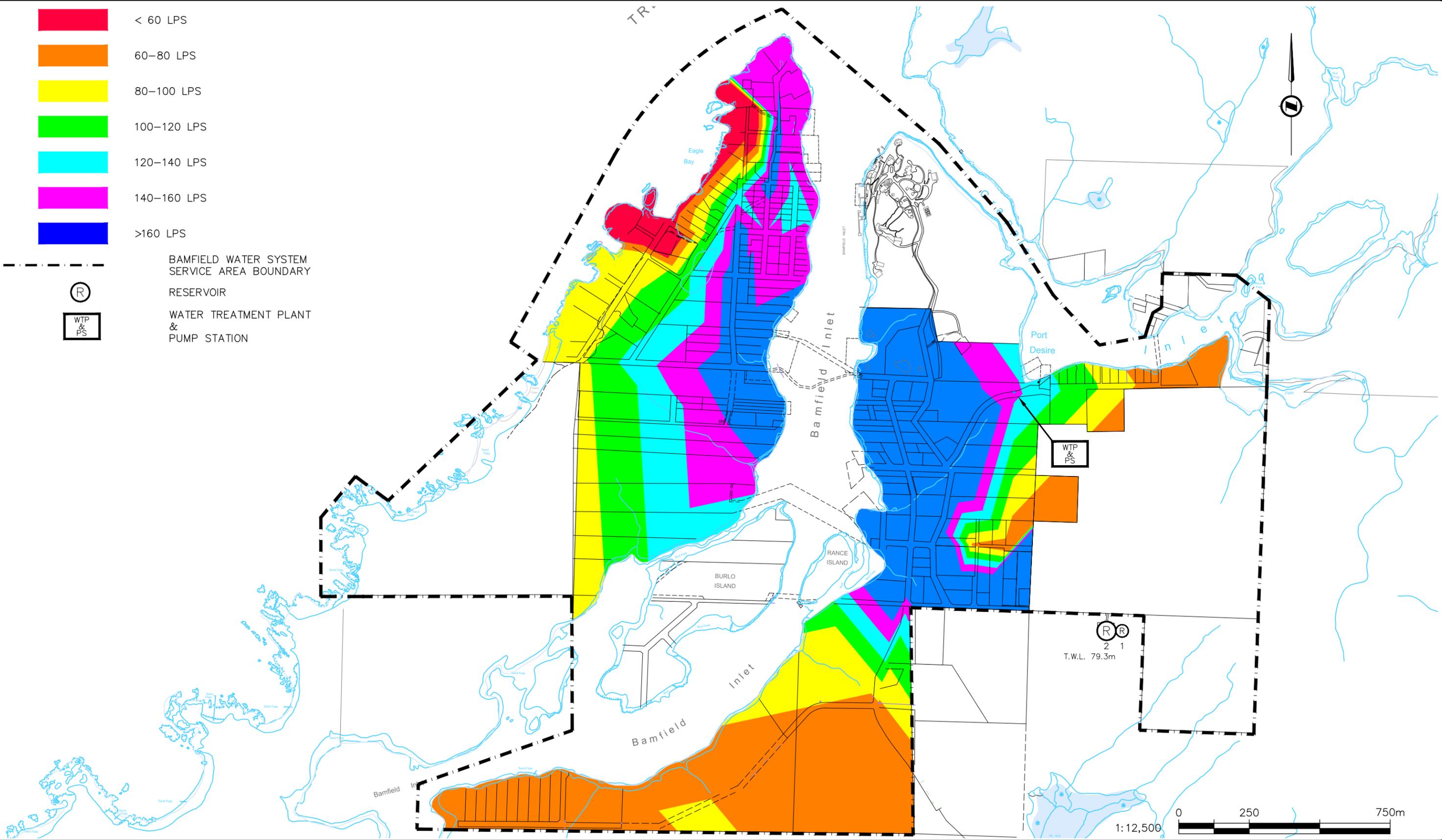
CLIENT **ALBERNI CLAYOQUOT REGIONAL DISTRICT**

PROJECT **BAMFIELD WATER SYSTEM INFRASTRUCTURE RENEWAL & LONG RANGE PLAN**

TITLE **UPGRADING WORKS TO IMPROVE FIRE FIGHTING CAPABILITIES**

APPROVED	CH	SCALE	1:12,500
DATE	APRIL 2021	DWG No.	2072-02
PROJECT No.	2072		

File: H:\0002 Alberni Clayoquot RD\2072_Bamfield Infra. Renewal_Plan\03 Drawings\2072-Figures.dwg Plot Time: Apr 17, 2021 - 1:26pm User: jsmith



CLIENT ALBERNI CLAYOQUOT REGIONAL DISTRICT
 PROJECT BAMFIELD WATER SYSTEM INFRASTRUCTURE RENEWAL & LONG RANGE PLAN

TITLE AVAILABLE FIRE FLOWS AFTER IMPROVEMENT WORKS
 APPROVED CH
 DATE APRIL 2021
 PROJECT No. 2072
 SCALE 1:12,500
 DWG No.

8.2.3 Reservoir Storage Volume, Water Treatment Plant Capacity & Supply Main

Reservoir Storage Volume Increase

The combined storage volume of the two existing reservoirs is not adequate to provide a minimum fire flow of 150 L/s for two hours. Additional storage is required as shown in **Table 14**.

Table 14 – Reservoir Storage Volume Minimum Requirements

Item	Calculation	Flow (L/s)	Duration (hours)	Volume (m ³)
Fire Fighting	Fire Flow * Duration	150	2	1,080
Peaking	25% of Max Day ⁽¹⁾	7.9	24	171
Emergency	25% of (Fire + Peaking)	-	-	313
Required Minimum Storage Volume				1,563
Existing Storage Volume				517
Surplus/(Shortfall)				(1,046)

Notes:

- 1 A projected maximum day demand of 682 m³/day (7.9 L/s) for Year 2053 (from the Bamfield Water System Study, September 2013 by Koers & Associates Engineering Ltd.) has been used because of the extended lifespan of water storage reservoirs. If the Year 2017 demand were applied (340 m³/day), the peaking storage volume would be 85 m³, resulting in a total calculated required minimum storage volume of 1,456 m³.

Water Treatment Capacity & Supply Main Increase

The reservoir should return to its top water level within 24 hours after the design fire flow (150 L/s for two hours). However, the water treatment plant operating at its design capacity 628 m³/day would require almost 72 hours to refill a 1,563 m³ storage reservoir. Its capacity would need to be increased to 1,420 m³/day (16.4 L/s) for existing (Year 2017) estimated maximum day demand conditions. For the Year 2053 projected maximum day demand of 682 m³/day, a treatment capacity of 1,760 m³/day (20.3 L/s) would be required to refill the reservoir within 24 hours.

For the water treatment plant to be able to treat 1,760 m³/day (20.3 L/s), the conveyance capacity of the water supply main would need to be increased. This would require replacement of the portion of the supply main that is 150 mm dia. with 250 mm dia. A total of 2.2 kms of 3 km long supply main from Sugsaw Lake to the water treatment plant would need to be replaced.

8.3 Fire Fighting Improvement Works Cost Estimates

8.3.1 Basis of Estimates

Class D Estimate Definition

The estimated project costs in this report are **Class D** (±50%) as defined by the Association of Professional Engineers of BC as:

“Class D estimate (±50%): An estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client’s broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.”

Cost Estimating Sources

The cost estimates are based on our in-house construction cost database for water supply, treatment, and distribution projects carried out for municipalities and regional district in the mid-Vancouver Island area, including the Alberni-Clayoquot Regional District, during the past 10 years.

Time Frame

Construction cost estimates have a limited life span and are subject to inflation and market conditions. The estimates in this report are as of April 2021 when the Engineering News Record Construction Cost Index (ENR CCI) was 11,849 and the local (Vancouver Island) construction market was considered to be active.

8.3.2 Cost Estimates

The estimated costs of the works required to improve the fire fighting capabilities of the water system is presented in **Table 15**.

Table 15 – Fire Fighting Improvement Works Cost Estimates

Description	Quantity	Class D Cost Estimate (excluding GST)	
		Low	High
Distribution System			
Watermain			
• 300 mm dia.	2,615 m	\$ 2,200,000	\$ 2,800,000
• 250 mm dia.	990 m	\$ 650,000	\$ 800,000
• 200 mm dia.	3,590 m	\$ 2,050,000	\$ 2,500,000
• 150 mm dia.	2,735 m	\$ 1,100,000	\$ 1,400,000
Water Storage Volume	1,218 m ³	\$ 1,600,000	\$ 2,000,000
Fire Hydrants	50	\$ 300,000	\$ 400,000
Distribution System Subtotal:		\$7,900,000	\$9,900,000
Water Supply & Treatment			
Water Treatment Plant	1,132 m ³ /day	\$ 5,300,000	\$ 6,600,000
Supply Main Dia. Increase	2,195 m	\$1,800,000	\$2,300,000
Water Supply & Treatment Subtotal:		\$7,100,000	\$8,900,000
Total Estimated Cost Range:		\$15,000,000	\$18,800,000

Notes:

Watermain

The cost estimate is for the replacement of existing watermains and the installation of new mains that would eliminate or reduce the length of dead-ended mains. No allowance has been made for replacement of water service connections and water meters. No specific allowance has been made for trench rock.

Water Storage Volume

The volume of 1,218 m³ incorporates the 172 m³ volume of the smallest (and oldest) of the two existing reservoir (see **Table 3**) with the 1,046 m³ volume shortfall noted in **Table 14**. This allows for replacement of the oldest reservoir with a larger reservoir and retaining the 345 m³ reservoir. Having two reservoirs provides the ability to take one reservoir off-line without loss of service to the Bamfield system customers.

Fire Hydrants

To be able to access the increase in available fire flows throughout the distribution system, additional fire hydrants would be required. Allowing for an average spacing of not more than 200 m between hydrants, approximately 50 hydrants would be installed with the 9,930 m of watermain upgrading. Some would replace existing hydrants and standpipes and others would be installed on the new mains that would eliminate or reduce the length of dead-ended mains.

Water Treatment Plant

To be able to ensure that the expanded water storage reservoir can be refilled within 24 hours after delivery of the design fire flow demand, the capacity of the water treatment plant would need to be increased. An additional 1,132 m³/day of capacity would need to be added to the existing 628 m³/day capacity based on a fire flow storage volume requirement of 1,080 m³ (150 L/s for two hours) and the Year 2053 projected maximum day demand (682 m³/day).

Supply Main Dia. Increase

For the water treatment plant to be able to deliver 1,760 m³/day (20.3 L/s), the conveyance capacity of the water supply main would need to be increased. This would require replacement of the portion of the supply main that is 150 mm dia. with 250 mm dia. A total of 2.2 kms of 3 km long supply main from Sugsaw Lake to the water treatment plant would need to be replaced consisting of:

- 457 m of 150 mm dia. supply main between Sugsaw Lake and the head of Grappler Inlet (east end), and
- 1,737 m of 150 mm dia. supply main between the head (east end) of Grappler Inlet and the water treatment plant.

9 INFRASTRUCTURE RENEWAL PROGRAM

In order to assist the ACRD with budgeting for future replacement works (when the water mains and facilities reach the end of their service life) an infrastructure renewal program is required.

The infrastructure renewal plan consists of five steps:

- 1) Development of an Inventory (list) of the infrastructure
- 2) Estimate of the Service Life of the infrastructure
- 3) Estimate of the Present Replacement Cost of the infrastructure
- 4) Estimate of the Future Replacement Cost of the infrastructure
- 5) Calculation of the Annual Contributions required to fund the infrastructure replacement

An overview of each step is presented below.

9.1 Infrastructure Inventory

An infrastructure inventory spreadsheet of the Bamfield water system was developed utilizing the information in the following resources provided by the ACRD:

- Water system maps, dated 2018 (nine drawings sheets at 1:3,000 scale), and
- Various system engineering design and as-built drawings

The infrastructure was separated into the following categories and sub-categories:

- Water Supply
- Water Treatment
- Water Pump Station
- Water Storage Reservoirs
- Water Distribution System
 - East Bamfield
 - West Bamfield
 - South Bamfield
- Water Distribution System Appurtenance
 - Service Connection
 - Fire Hydrant
 - Stand Pipe
 - Air Release Valve

and the location, physical attributes, and year installed of the infrastructure within each category and sub-category was entered. This information was used to assist in the development of the infrastructure's estimated service life and replacement cost.

Watermain fittings such as bends, tees, and valves were not itemized as they would be replaced at the same time as the watermain, and their cost of replacement has been incorporated into the estimated cost for watermain replacement.

The listing of the water system infrastructure is presented in [Appendix B](#).

9.2 Infrastructure Estimated Life Span

9.2.1 Operational Life Span

Any man-made structure has a life expectancy after which its continued reliable and/or safe operation as well as the ability to obtain replacement parts should not be assumed, expected, or taken for granted. The need for/timing of the replacement of infrastructure is dependent on many factors, such as:

- Quality of manufactured equipment
- Quality of installation
- Nature of the soils and the level of the groundwater surrounding buried equipment
- Type and depth of sediment cover over submarine lines and the susceptibility of the line to exposure, tidal currents, marine growth, and contact with or the dragging or pulling by boat anchors
- Operational staff working knowledge of the equipment
- Frequency and quality of inspection and maintenance
- Availability of replacement parts
- Compatibility with changing technologies that the equipment integrates with

Operational staff who are most familiar with the day-to-day performance of the WSA should have a good understanding of the operating condition of the equipment. This information, along with the amortized useful life spans provided in the BC Government [Guide to the Amortization of Tangible Capital Assets](#) (see discussion above in [9.2.2 Tangible Capital Asset Amortization Life Span](#)) should form a good basis for guiding the scheduled replacement of the water system physical assets before equipment failure occurs as well as not replacing equipment that is performing well just because it is approaching or beyond the amortization useful life.

9.2.2 Tangible Capital Asset Amortization Useful Life Span

The BC Government, the Local Government Infrastructure and Finance Division, published the [Guide to the Amortization of Tangible Capital Assets](#), May 2008 to assist municipalities in standardizing the amortizing of all of its tangible capital assets. This document includes a detailed list of tangible assets and their expected useful life for water system infrastructure. A copy of the Guide to the Amortization of Tangible Capital Assets is presented in see [Appendix C](#).

9.3 Present Replacement Costs

The Present Replacement Cost (PRC) for the infrastructure items are based on our in-house construction cost data of water system construction projects in the mid-Vancouver Island area during the past 10 years. The cost estimates are considered to be Class 'D' (feasibility study), as they have been developed without preliminary design input.

The estimates include a 25% general contingency and a 25% allowance for construction, engineering, financing, legal and administration costs and are exclusive of GST.

The **estimated total Present Replacement Cost (PRC) the water system is \$10,600,000 + GST**. A breakdown of the estimated cost for the various components of the water system is presented in [Appendix D](#).

9.4 Future Replacement Costs

The future replacement costs are calculated by determining the present day replacement cost for each infrastructure item and then applying an inflation rate over the remaining service life of the item. The equation for this calculation is:

$$FRC = PRC(1 + i)^n$$

Where:

FRC = Future Replacement Cost

PRC = Present Replacement Cost

i = Annual rate of inflation

n = Remaining service life, in years (number of years in the future when replacement will be carried out)

For this report:

- an annual inflation rate of 2.5% has been applied, and
- a remaining service life calculated based on the BC useful life spans published in the BC Government Guide to the Amortization of Tangible Capital Assets (see [Appendix C](#)) and the age of the infrastructure.

The **calculated Future Replacement Cost (FRC) of the water system is \$29,500,000 + GST**.

A breakdown of the estimated cost for the various components of the water system is presented in [Appendix D](#).

9.5 Annual Contributions

In order to ensure that the ACRD has sufficient funds to replace the Bamfield water system infrastructure as it reaches the end of its service life, Annual Contributions are required.

To determine the Annual Contributions the following equation was used:

$$AC = \frac{FRC}{n(1 + r)^n}$$

Where:

AC = Annual Contribution

FRC = Future Replacement Cost

r = Annual return on investment

n = Remaining service life, in years (number of years in the future when replacement will be carried out)

For the purposes of this report an annual return on investment (interest rate) of 0.5% has been used.

Based on the projected future replacement costs and the remaining service life of the various components of the water system, **the calculated Annual Contribution (AC) required for the ongoing renewal of the water system is \$760,000/year.**

With the number of serviced parcels at 207, the Annual Contribution required per serviced parcel for the ongoing renewal of the water system is **\$3,675/year per connection.**

A breakdown of the calculated annual contribution amount for each of the various components of the water system is presented in [Appendix D](#).

A summary of the estimated present and future replacement cost of the water system and the resulting infrastructure renewal annual contribution requirements is presented in [Table 16](#).

Table 16 – Infrastructure Renewal Annual Contribution

Estimated Replacement Cost (\$)		Number of Service Connections	Annual Contribution Requirement (\$/year)	
Present	Future		Total	Per Connection
\$10,600,000	\$29,500,000	207	\$760,000	\$3,675

10 CONCLUSIONS

The following conclusions are made based on the findings in this report:

Water System Age & Condition

- 1) The majority of the Bamfield water system was constructed between 1979 and 1981 (40 to 42 years ago).
- 2) Water is obtained from Sugsaw Lake and conveyed to the water treatment plant by more than 3 kms of water supply main including 2,194 m of submarine pipeline under Grappler Inlet. This main was installed more than 40 years ago (1979/80) and has five repair couplings installed on it according to a dive inspection report dated 2010 (11 years ago).
- 3) A Dissolved Air Floatation (DAF) water treatment plant with disinfection by UV and sodium hypochlorite. The treatment plant is 3 years old (2018).
- 4) The pump station building that pumps water from the water treatment plant to the two water storage reservoirs is 40 years old (1981). Eleven years ago (2010) the building was expanded, new pumps were installed, and an emergency power generator was added.
- 5) Both water storage reservoirs are bolted steel. The 1st reservoir is 40 years old (1981) and the 2nd reservoir is 22 years old (1999).
- 6) The water distribution system consists of 13 kms of watermain, including 2.1 kms of submarine pipeline, 207 metered service connections, 26 fire hydrants, 22 standpipes, and 17 air release valves. The majority of the water distribution system is 40 years old (1981)
- 7) The 350 m long, 150 mm diameter submarine pipeline under Bamfield Inlet that conveys treated water to West Bamfield is 40 years old (1981). It has five repair couplings install on it with the most recent one installed in November 2020 on the foreshore of East Bamfield. The ACRD has identified the replacement of this main as a high priority.

Service Population

- 8) Bamfield is an attractive eco-tourist and fishing destination as well as home to the Bamfield Marine Science Centre. During the summer months, the service population swells from the 179 permanent residents to an estimated 2,000 people. By Year 2053, the summertime service population is expected to reach 3,246 (a 60% increase).

Water Demands

- 9) In Year 2019 average day demand was more than 50% higher than that of Year 2014 (209 m³/day vs 137 m³/day). The rise in demand over the past five years is believed to be due to several factors, including:
 - Increased tourism
 - Increased activity at the Bamfield Marine Science Centre
 - Increase in watermain leaks

- 10) Last year the average day demand declined by more than 25%, to 154 m³/day, reflecting the impact of federal and provincial imposed stay-at-home orders, travel restrictions, school closures, and business operation restrictions in an effort to reduce the spread of Covid-19.

Water Licence & Water Treatment Plant Capacities

- 11) Water licence (C055723) authorizes the withdrawal of up to 1,136 m³/day from Sugsaw Lake. This is sufficient to meet projected demands for the foreseeable future.
- 12) The water treatment plant has a design capacity of 7.24 L/s, which equates to 626 m³/day. This is well above the estimated current maximum day demand of 340 m³/day and slightly less than the Year 2053 projected maximum day demand of 682 m³/day.

Infrastructure Renewal

- 13) The Present Replacement Cost (PRC) of the entire water system is \$10,600,000 + GST.
- 14) The calculated Future Replacement Cost (FRC) of the entire water system is \$29,500,000 + GST.
- 15) The calculated Annual Contribution (AC) for the ongoing renewal of the water system infrastructure is \$760,000. This equates to a cost of \$3,765 per connection per year based on 207 service connections.

Long Range Plan (Improved Fire Fighting Capabilities)

- 16) Computer modelling indicates that during peak hour demand, the water system is capable of providing a minimum residual pressure design standard of 275 kPa (40 psi) at the property line is available at the property line of all existing serviced properties based on the estimated ground elevations from GoogleEarth® and the estimated reservoir top water level of 79.3 m.
- 17) The East/West Bamfield submarine pipeline, with an approximate maximum depth of ±18 m (±60 ft) below sea level, is calculated to experience a maximum static pressure of ±955 kPa (±140 psi). This is slightly above what is believed to be the 860 kPa (125 psi) pressure rating of the Series 125 HDPE Sclairpipe.
- 18) The water system has very limited fire-fighting capabilities due to small diameter of the mains, long dead-ended mains, and looping with very small diameter (50 mm dia.) pipe. The calculated maximum available fire flow is:
 - East Bamfield: less than 60 L/s in and around Frigate Road
 - South Bamfield: less than 50 L/s south of Binnacle Road
 - West Bamfield: less than 40 L/s in and around Winston Ave at Cape Beale Trail
- 19) To provide the recommended minimum fire flow (60 L/s for residential and light industrial properties and 150 L/s for commercial properties) significant upgrading works are required

as follows:

- Replacement of more than 8,900 m of watermain
 - Installation of more than 1,000 m of new watermain (looping of dead-end mains)
 - Installation of additional fire hydrants
 - Increase the existing water storage reservoir volume to 1,563 m³
 - Increase the capacity of the water treatment plant and pump station to 1,760 m³/day and replace the 2.2 kms of 150 mm dia. supply main between Sugsaw Lake and the water treatment plant with 250 mm dia. if refilling of the expanded water storage reservoir is required within 24 hours after a major fire if required.
- 20) The Class D cost estimate of the works to improve the fire fighting capabilities of the water system ranges from:
- \$15,000,000 to \$18,800,000+GST.

11 RECOMMENDATIONS

Based on the conclusions in this report, it is recommended that:

Infrastructure Renewal

- 1) The ACRD establish an infrastructure renewal fund for the Bamfield water system and that contributions be made to it on a regular basis to ensure funds are available for renewal/replacement of the various components of the water system when renewal/replacement is needed.

Infrastructure Renewal

- 2) To improve fire fighting capabilities (see **Drawing No. 2072-02**):
 - Larger diameter watermains be installed when existing mains are being replaced
 - Dead-ended mains be eliminated where possible
 - Additional fire hydrants be installed
 - The volume of the water storage reservoirs be increased
 - The 150 mm dia. supply main between Sugsaw Lake and the water treatment plant be replaced with 250 mm dia. and the capacity of the water treatment plant and the pumping station be increased if refilling of the water storage reservoir within 24 hours after a major fire is required.

Appendix A

-

Submarine Pipeline 2010 Dive Inspection Notes & Drawings

- Grappler Inlet (raw water, from Sugsaw Lake)
- West Bamfield (treated water)
- South Bamfield (treated water)

John Mass's 2010

notes & drawings.

Grappler submerged
pipe line

Banfield inlet pipe
and Burlo Island.

West Bamfield Submarine Pipeline
150 mm dia., 350 m long
Sclairpipe Series 125

watermap-g-b-sb.txt

Grid Lat/Lon hddd°mm.mmm'
Datum WGS 84

Header	Name	Description	Type	Position	Altitude
Depth	Proximity	Temperature	Display Mode	Color	
Symbol	Facility	City	State	Country	Date Modified
Link	Categories				

Waypoint b1 pipe lays on south side of concrete anchor block
User Waypoint N48 49.728 W125 08.427
Symbol & Description Unknown Circle with X
10/29/2010 11:35:40 AM

Waypoint b2 User Waypoint N48 49.712 W125
08.400 11.2 ft Symbol & Name
Unknown Triangle, Green
10/29/2010 11:42:22 AM

Waypoint b3 pipe does lie hard against the sharp edge on south
side of the reef User Waypoint N48 49.706 W125 08.388
9.0 ft Symbol & Name Unknown Pin, Red
10/29/2010 11:46:26 AM

Waypoint b4 harbourside anchor rope is laying over pipe
User Waypoint N48 49.696 W125 08.366 22.7 ft
Symbol & Name Unknown Circle with X
10/29/2010 11:58:20 AM

Waypoint b5 User Waypoint N48 49.700 W125
08.312 41.5 ft Symbol & Name
Unknown Triangle, Green
10/29/2010 12:10:31 PM

Waypoint b6 User Waypoint N48 49.715 W125
08.249 36.2 ft Symbol & Name
Unknown Triangle, Green
10/29/2010 12:18:31 PM

Waypoint b7 water line lays over telephone line-tl chafed by wl
concrete sleeve User Waypoint N48 49.724 W125 08.224
8.8 ft Symbol & Name Unknown Pin, Red

Grappler Inlet Submarine Pipeline
 (Raw Water)
 150 mm dia., 1,737 m long
 PE Series 80

watermap-g-b-sb.txt

06.957	12.5 ft		Symbol & Name
Unknown Triangle, Green			
12/5/2010 12:06:18 PM			
Waypoint g18		User Waypoint	N48 50.054 W125
06.908	28.5 ft		Symbol & Name
Unknown Triangle, Green			
12/5/2010 11:55:41 AM			
<u>Waypoint g19</u>	<u>joint,one nut missing,general advanced corrosion on bolts, washers&nuts, see photos</u>		User Waypoint N48 50.082
W125 06.854	25.0 ft		Symbol &
Name	Unknown Pin, Red		
12/5/2010 11:39:58 AM			
Waypoint g2	pipe buried between g1 and g2		User Waypoint
N48 49.749 W125 07.615	7.1 ft		
Symbol & Name	Unknown Pin, Red		
11/12/2010 1:33:44 PM			
<u>Waypoint g20</u>	<u>pipe rises 3' off bottom and bends hard over rock outcrop</u>		User Waypoint N48 50.081 W125 06.846
18.1 ft			Symbol & Name Unknown Pin, Red
12/4/2010 12:15:05 PM			
Waypoint g21		User Waypoint	N48 50.091 W125
06.815	18.4 ft		Symbol & Name
Unknown Triangle, Green			
12/4/2010 12:10:22 PM			
Waypoint g22		User Waypoint	N48 50.125 W125
06.709			Symbol & Name
Unknown Triangle, Green			
12/4/2010 12:00:00 PM			
Waypoint g23		User Waypoint	N48 50.177 W125
06.577	16.9 ft		Symbol & Name
Unknown Triangle, Green			
12/4/2010 11:44:33 AM			
<u>Waypoint g24</u>	<u>8 bolt stainless patch,good condition see photos</u>		User Waypoint N48 50.221 W125 06.459
5.5 ft			Symbol & Name Unknown Pin, Red

Grappler Inlet Submarine Pipeline
 (Raw Water)
 150 mm dia., 1,737 m long
 PE Series 80

watermap-g-b-sb.txt

12/4/2010 11:10:49 AM

Waypoint g25 pile, pipe lays on west side, User Waypoint
 N48 50.200 W125 06.513 9.2 ft

Symbol & Name Unknown Circle with X

12/4/2010 10:51:59 AM

Waypoint g3 pipe passes[perpendicular to shore] under second
 dock from boat ramp User Waypoint N48 49.760 W125 07.609

16.6 ft Symbol & Name Unknown Triangle,
 Green 11/12/2010 1:49:03
 PM

Waypoint g4 User Waypoint N48 49.776 W125
 07.574 26.3 ft Symbol & Name
 Unknown Pin, Red 11/12/2010
 1:59:37 PM

Waypoint g5 User Waypoint N48 49.774 W125
 07.489 19.3 ft Symbol & Name
 Unknown Pin, Red 11/12/2010
 2:11:07 PM

Waypoint g6 pipe lays tight against inside[south] of pile User

Waypoint N48 49.768 W125 07.424 16.9 ft

Symbol & Name Unknown Circle with X

11/12/2010 2:28:19 PM

Waypoint g7 patch installed[from memory jm] now covered with
 large-4'pile of gravel[propwash]...break caused by propeller below north end
 of dock. no inspection completed User Waypoint N48 49.775

W125 07.359 11.4 ft Symbol &

Name Unknown Circle with X

12/9/2010 2:22:42 PM

Waypoint g8 User Waypoint N48 49.789 W125
 07.262 15.9 ft Symbol & Name

Unknown Triangle, Green

12/9/2010 1:38:17 PM

Waypoint g9 joint, bolts stainless, collar 75% intact... see photos

User Waypoint N48 49.829 W125 07.173 12.9 ft

Symbol & Name Unknown Pin, Red

South Bamfield Submarine Pipeline
 50 mm dia.
 PVC
 (Heggstrom Rd to Burlo Island)

watermap-g-b-sb.txt

12/6/2010 12:43:06 PM

Waypoint GARMIN 47.941	User Waypoint	N38 51.333 W94 Symbol & Name
Unknown Waypoint 4:00:00 PM		12/31/2013
Waypoint GRMEUR	User Waypoint	N50 58.973 W1 27.834
	Symbol & Name	Unknown
Waypoint PM		12/31/2013 4:00:00
Waypoint GRMTWN 38.416	User Waypoint	N25 03.707 E121
Unknown Waypoint 4:00:00 PM		12/31/2013
Waypoint MAP 10.885	User Waypoint 32 F	N48 51.336 W125
Unknown Waypoint 12:17:58 PM		Symbol & Name 9/28/2010
Waypoint sb1 09.006	User Waypoint	N48 48.958 W125
Unknown Pin, Red 1:54:22 PM		Symbol & Name 12/10/2010
Waypoint sb10 08.922	User Waypoint	N48 49.200 W125
	13.1 ft	Symbol & Name
Unknown Triangle, Green 12/10/2010 3:15:35 PM		
Waypoint sb11 N48 49.231 W125 08.915	User Waypoint	N48 49.231 W125 08.915
		Symbol & Name
	pipe passes under dock	User Waypoint
	Unknown Triangle, Green	
	12/10/2010 3:22:12 PM	
Waypoint sb12 08.827	User Waypoint	N48 49.269 W125
	8.2 ft	Symbol & Name
Unknown Pin, Red 3:37:13 PM		12/10/2010
Waypoint sb2 08.992	User Waypoint	N48 48.973 W125
	17.2 ft	Symbol & Name

South Bamfield Submarine Pipeline
50 mm dia.
PVC
(Heggstrom Rd to Burlo Island)

watermap-g-b-sb.txt

Unknown Triangle, Green

12/10/2010 2:25:04 PM

Waypoint sb3

User Waypoint

N48 49.008 W125

08.975 20.1 ft

Symbol & Name

Unknown Triangle, Green

12/10/2010 2:29:11 PM

Waypoint sb4

User Waypoint

N48 49.043 W125

08.958 21.0 ft

Symbol & Name

Unknown Triangle, Green

12/10/2010 2:33:02 PM

Waypoint sb5

User Waypoint

N48 49.086 W125

08.947 19.1 ft

Symbol & Name

Unknown Triangle, Green

12/10/2010 2:37:53 PM

Waypoint sb6 pipe lays against large piece of derilict

machiery&mess of ropes, probably an unused anchor from a preexisting

dock surface float in place

User Waypoint

N48 49.102 W125

08.945 15.1 ft

Symbol & Name

Unknown Circle with X

12/10/2010 2:41:45 PM

Waypoint sb7 three joints, "T" to upland property, and joint south of

"T", no float due to lift

User Waypoint

N48 49.132 W125

08.942 13.0 ft

Symbol & Name

Unknown Circle with X

12/10/2010 2:48:10 PM

Waypoint sb8 SW corner of dock, float attached to anchor chain to lift

it off pipe, slight chafing on pipe surface

User Waypoint

N48 49.152

W125 08.935

16.2 ft

Symbol &

Name Unknown Pin, Red

12/10/2010 3:03:49 PM

Waypoint sb9 anchor chain lays over pipe, no chafing observed

User Waypoint N48 49.162 W125 08.930

16.1 ft

Symbol & Name Unknown Circle with X

12/10/2010 3:09:25 PM

Waypoint TOUR1

TR

User Waypoint

N34 56.800 W76

watermap-g-b-sb.txt

24.066		Symbol & Name
Unknown Park		12/31/2013
4:00:00 PM		
Waypoint TOUR2	User Waypoint	N34 59.045 W76
23.722		Symbol & Name
Unknown Waypoint		12/31/2013
4:00:00 PM		
Waypoint TOUR3	User Waypoint	N35 01.287 W76
25.085		Symbol & Name
Unknown Waypoint		12/31/2013
4:00:00 PM		
Waypoint TOUR4	User Waypoint	N35 04.371 W76
24.743		Symbol & Name
Unknown Waypoint		12/31/2013
4:00:00 PM		
Waypoint TOUR5	User Waypoint	N35 12.766 W76
30.876		Symbol & Name
Unknown Waypoint		12/31/2013
4:00:00 PM		

Header	Name	Length	Course	WaypointsLink
Route	bamfield inlet {b}	0.2 mi	92° true	7 waypoints

Header	Waypoint Name	Distance	Leg Length	Course
Route Waypoint	b1	0 ft		
Route Waypoint	b2	146 ft	146 ft	132° true
Route Waypoint	b3	203 ft	57 ft	125° true
Route Waypoint	b4	312 ft	109 ft	125° true
Route Waypoint	b5	0.1 mi	218 ft	83° true
Route Waypoint	b6	0.2 mi	266 ft	71° true
Route Waypoint	b7	0.2 mi	116 ft	62° true

watermap-g-b-sb.txt

Route grappler {g} 1.2 mi 58° true 24 waypoints

Header Waypoint Name Distance Leg Length Course

Route Waypoint	g1	0 ft		
Route Waypoint	g2	64 ft	64 ft	32° true
Route Waypoint	g3	132 ft	68 ft	20° true
Route Waypoint	g4	303 ft	171 ft	54° true
Route Waypoint	g6	0.2 mi	0.1 mi	95° true
Route Waypoint	g7	0.2 mi	264 ft	81° true
Route Waypoint	g8	0.3 mi	397 ft	77° true
Route Waypoint	g9	0.4 mi	432 ft	56° true
Route Waypoint	g10	0.4 mi	67 ft	58° true
Route Waypoint	g11	0.4 mi	131 ft	33° true
Route Waypoint	g12	0.5 mi	313 ft	53° true
Route Waypoint	g13	0.5 mi	173 ft	44° true
Route Waypoint	g14	0.6 mi	243 ft	45° true
Route Waypoint	g15	0.6 mi	96 ft	17° true
Route Waypoint	g16	0.6 mi	148 ft	21° true
Route Waypoint	g17	0.7 mi	265 ft	26° true
Route Waypoint	g18	0.7 mi	330 ft	36° true
Route Waypoint	g19	0.8 mi	280 ft	52° true
Route Waypoint	g20	0.8 mi	30 ft	100° true
Route Waypoint	g21	0.8 mi	137 ft	65° true
Route Waypoint	g22	0.9 mi	474 ft	64° true
Route Waypoint	g23	1.0 mi	0.1 mi	59° true
Route Waypoint	g24	1.1 mi	0.1 mi	60° true
Route Waypoint	g25	1.2 mi	253 ft	240° true

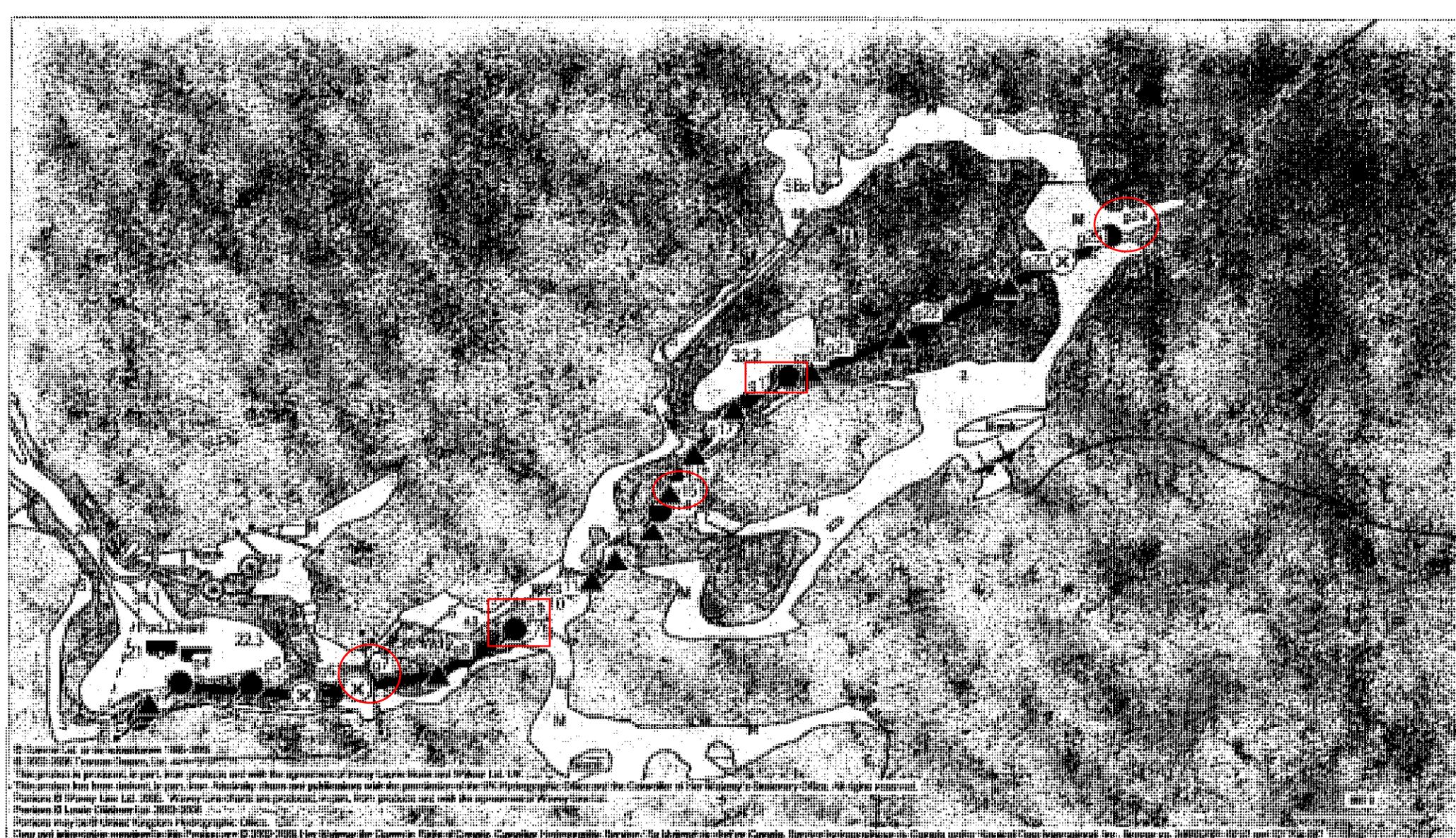
Route south bamfield {sb} 0.4 mi 21° true 10 waypoints

Header Waypoint Name Distance Leg Length Course

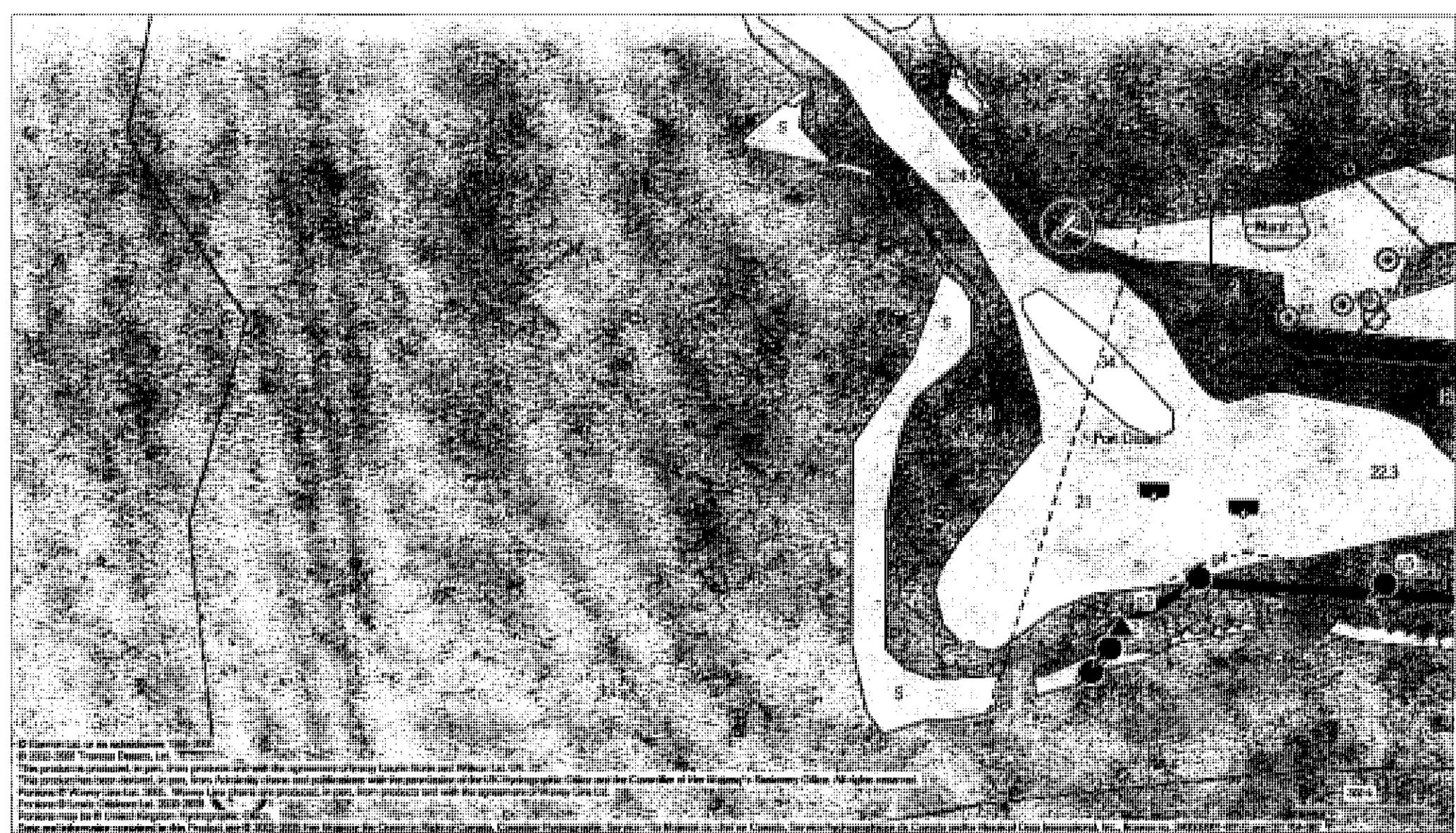
Route Waypoint	sb1	0 ft		
Route Waypoint	sb2	112 ft	112 ft	30° true

watermap-g-b-sb.txt

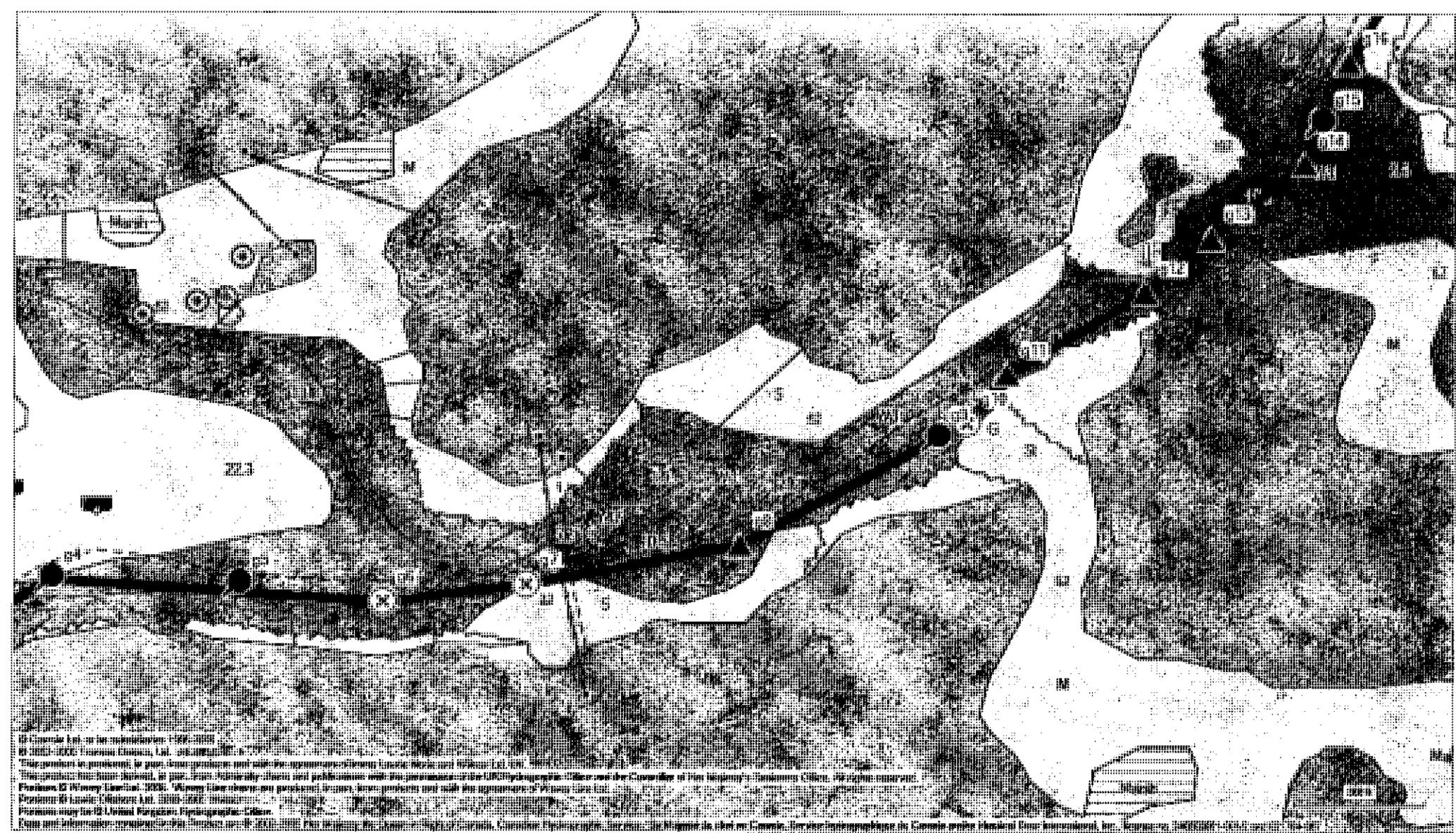
Route Waypoint	sb3	335 ft	224 ft	19° true
Route Waypoint	sb4	0.1 mi	222 ft	17° true
Route Waypoint	sb5	0.2 mi	264 ft	10° true
Route Waypoint	sb7	0.2 mi	280 ft	4° true
Route Waypoint	sb8	0.2 mi	129 ft	12° true
Route Waypoint	sb10	0.3 mi	297 ft	10° true
Route Waypoint	sb11	0.3 mi	186 ft	9° true
Route Waypoint	sb12	0.4 mi	425 ft	57° true



Grappler Inlet Submarine Pipeline (Raw Water)
Mouth of Sugsaw Creek to Rocky Lane (Port Desire)
150 mm dia. Series 80 Poly, 1,737 m long



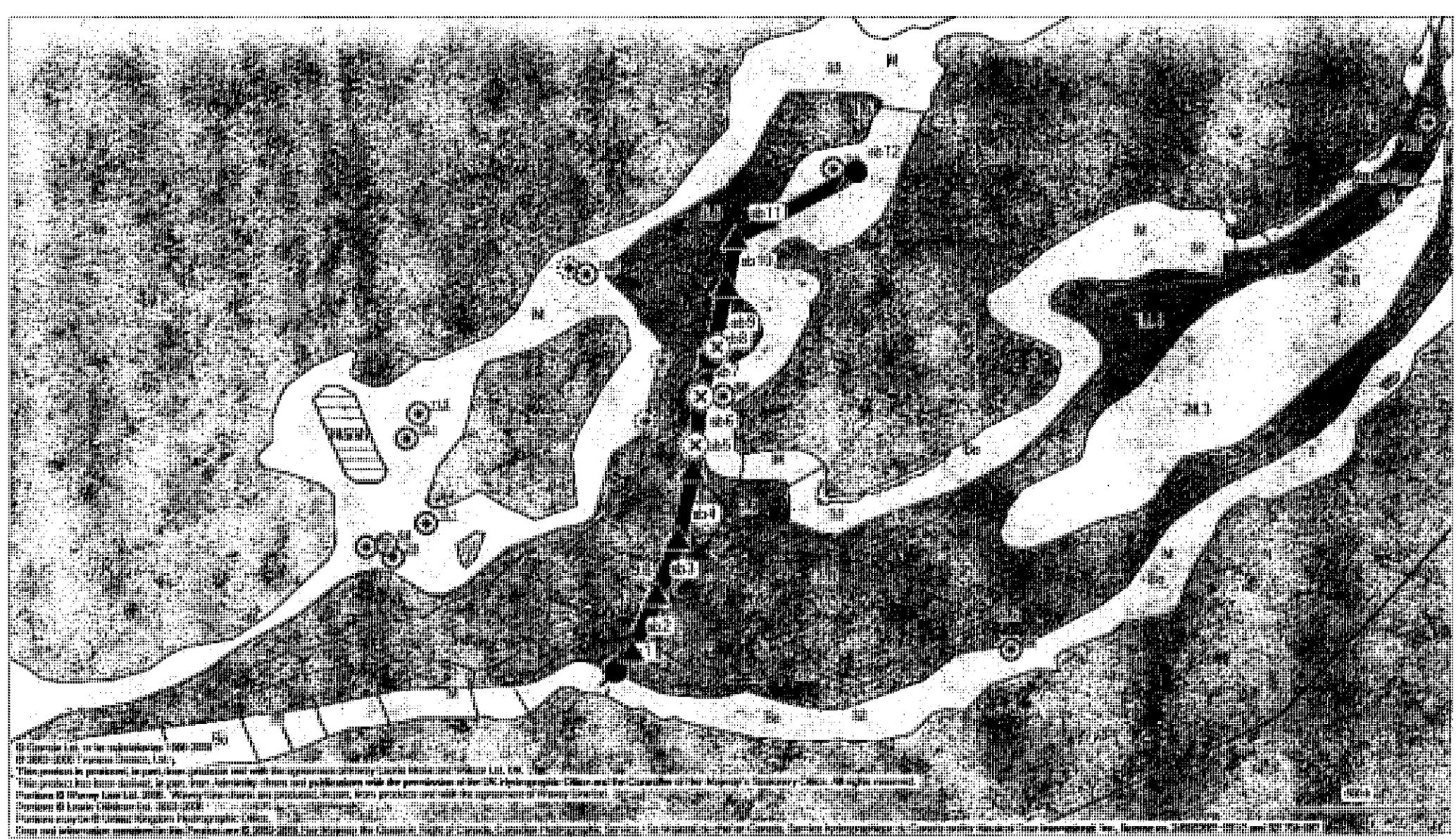
Grappler Inlet Submarine Pipeline (Raw Water)
Rocky Lane (Port Desire) to g5
150 mm dia. Series 80 Poly



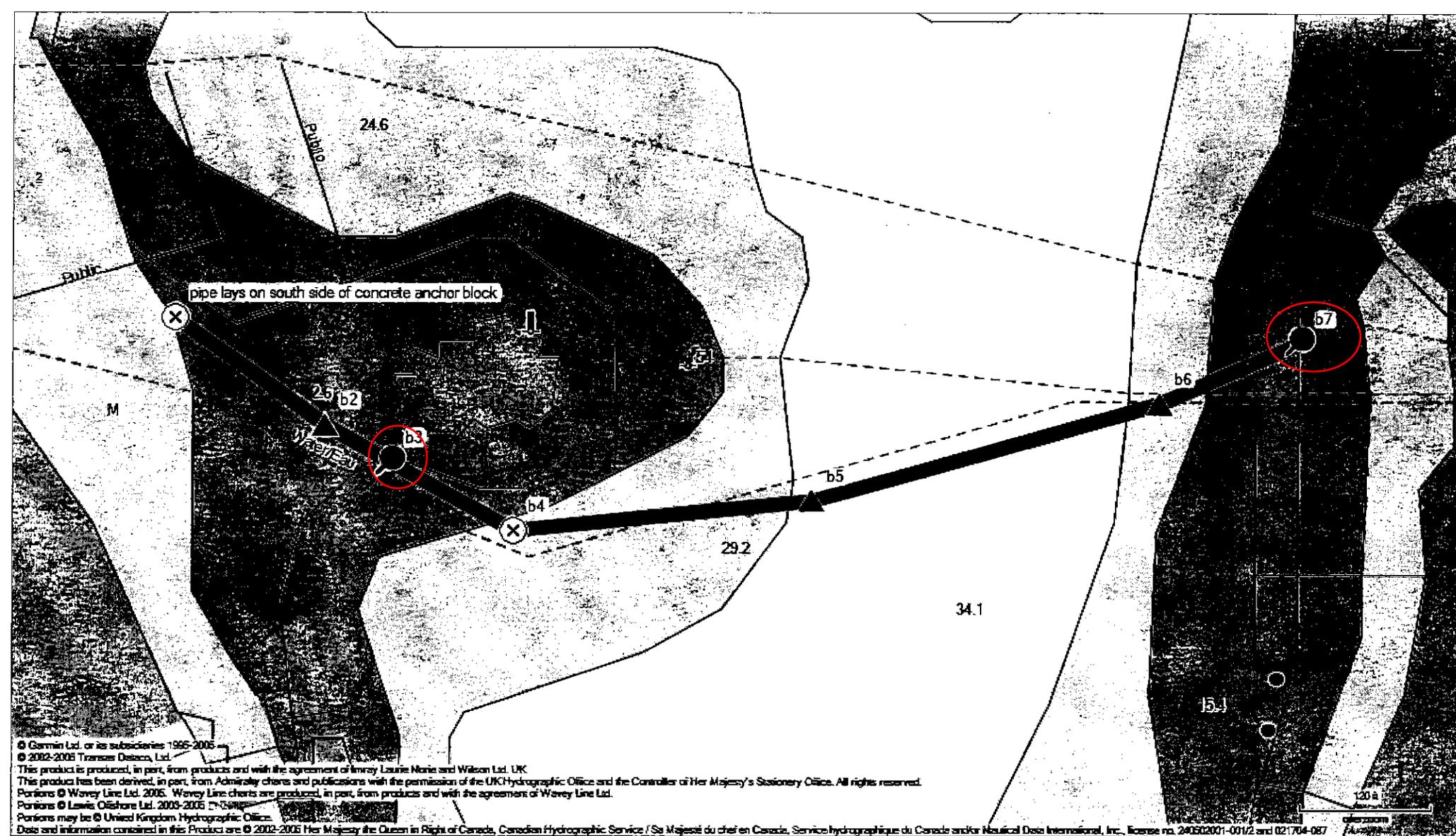
Grappler Inlet Submarine Pipeline (Raw Water)
g4 to g16
150 mm dia. Series 80 Poly



Grappler Inlet Submarine Pipeline (Raw Water)
 g16 to Mouth of Sugsaw Creek
 150 mm dia. Series 80 Poly



South Bamfield Water Submarine Pipeline
 (Grappler Inlet)
 Heggstrom Rd to Burlo Island
 50 mm dia. PVC



West Bamfield Water Submarine Pipeline
 (Grappler Inlet)
 Nuthatch Rd to Winston Ave
 150 mm dia. Sclairpipe, Series 125, 350 m Long

Appendix B

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Sugsaw Lake Water Withdrawal Licence No. C055723

CONDITIONAL WATER LICENCE

Regional District of Alberni - Clayoquot of 4586 Victoria Quay, Port Alberni, B.C.
V9Y 6G3

is hereby authorized to divert and use water as follows:

- (a) The source of the water-supply is Sugsaw Lake.
- (b) The point of diversion is located as shown on the attached plan.
- (c) The date from which this licence shall have precedence is 19th July, 1979.
- (d) The purpose for which the water is to be used is waterworks. *1136 m³/day
13.2 lps*
- (e) The maximum quantity of water which may be diverted is 250,000 gallons a day, and such additional quantity as the Engineer may from time to time determine should be allowed for losses.
- (f) The period of the year during which the water may be used is the whole year.
- (g) The land upon which the water is to be used and to which this licence is appurtenant is all the lands within the boundaries of Bamfield Community within the Regional District of Alberni Clayoquot.
- (h) The works authorized to be constructed are diversion structure, pipe, pump and tank, which shall be located approximately as shown on the attached plan.
- (i) The construction of the said works shall be commenced on or before the 31st day of January, 1982, and shall be completed and the water beneficially used on or before the 31st day of December, 1984.
- (j) The withdrawal of water from Sugsaw Lake shall be monitored regularly by means of a flow meter and regular lake level readings will also be required. Resulting data shall be made available to the Engineer for the Alberni Water District.

ENTERED ON
Map No. <u>2</u>
By <u>10 DMB</u>


J.E. Farrell,
Deputy Comptroller of Water Rights.

Appendix C

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BC Government Guide to the Amortization of Tangible Capital Assets

Guide to the Amortization of Tangible Capital Assets

**Local Government Infrastructure
and Finance Division**

May 2008



MINISTRY OF COMMUNITY SERVICES: AMORTIZATION OF TANGIBLE CAPITAL ASSETS

PART 1: INTRODUCTION AND CONSIDERATIONS	3
A) <i>Overview: Purpose and Provincial Role</i>	3
B) <i>LGDE Reporting and Asset Categorization</i>	4
C) <i>Method of Amortization.....</i>	4
D) <i>Determining the Useful Life of an Asset</i>	4
E) <i>Asset Management.....</i>	5
F) <i>Capitalization Thresholds and Asset Aggregation.....</i>	5
G) <i>Considerations.....</i>	5
PART 2: USEFUL LIVES.....	7
1) <i>Land</i>	8
2) <i>Buildings.....</i>	9
3) <i>Furniture, Equipment, Technology and Motor Vehicles.....</i>	10
4) <i>Roads, Highways and Bridges.....</i>	12
5) <i>Water Infrastructure</i>	15
6) <i>Sewage Infrastructure</i>	18
APPENDIX A: CONVERTING DECLINING BALANCE RATES INTO USEFUL LIFE.....	21

Ministry of Community Services

Amortization of Tangible Capital Assets

Part 1: Introduction and Considerations

A) Overview: Purpose and Provincial Role

Purpose

The new accounting standard brought into effect by the Public Sector Accounting Board (PSAB) 3150 presents a major challenge to local governments throughout British Columbia. There are three major steps for implementing PSAB 3150:

1. Inventory;
2. Valuation; and
3. Amortization.

This document is intended to provide guidance on step 3, the amortization of local government tangible capital assets. Before valuation and amortization can be determined, it is necessary to establish the useful life of each tangible capital asset. The attached tables set out suggested useful lives for a wide range of assets. They are based on extensive research from a range of sources regarding the useful lives of tangible capital assets. The first part of this document outlines some key considerations in determining amortization rates. Should you have any questions about this document please contact your financial analyst.

Provincial Role

The province's role is to provide guidance to local governments with respect to PSAB 3150. The guidance provided will allow for provincial goals to be met. The provincial goals are as follows:

- Consistency between local governments for the purposes of Local Government Data Entry (LGDE) reporting;
- Support for local governments throughout the implementation of PSAB 3150, particularly for amortization; and
- Maintain a role consistent with the principles of the *Community Charter*, which recognizes local governments as an autonomous, responsible and accountable order of government within their jurisdictions.

Consultations

- The Ministry has consulted with a number of local government stakeholders in order to ensure the information presented is as accurate as possible. In addition, Ministry of Community Services finance staff have been working with Ministry of Community Services engineering staff on compiling the following information.

B) LGDE Reporting and Asset Categorization

The Province utilizes seven asset classes for the purposes of LGDE reporting. These seven asset classes are fairly standard and have worked well to this point. For that reason, this document makes use of these categories for the purposes of asset categorization. The following asset categories are used for LGDE reporting:

1. Land;
2. Buildings;
3. Furniture, Equipment, Technology and Motor Vehicles;
4. Roads, Highways and Bridges;
5. Water Infrastructure;
6. Sewer Infrastructure; and
7. Drainage Infrastructure.

C) Method of Amortization

There is significant leeway for approaching Amortization, as outlined by PSAB 3150. Section 22 of PSAB 3150 gives the following guidelines for amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use by the government.

Accordingly, there are several amortization methods available for use, including:

1. Straight line
2. Declining balance; and
3. Units of use

Although each method has its merits, this note is focused on straight line amortization. A number of useful lives for tangible capital assets are provided. Where possible, the Ministry is suggesting the use of straight line amortization, due primarily to ease of application.

D) Determining the Useful Life of an Asset

As per the recently released PSAB *Guide to Accounting for and Reporting for Tangible Capital Assets*, there is a range of considerations when determining the useful life of an asset, including:

- Expected future usage;
- Effects of technological obsolescence;
- Expected wear and tear from use or the passage of time;
- The maintenance program;
- Geological conditions;
- Capacity versus actual usage;
- Studies of similar items retired;
- Changes in demand for services; and
- Condition of existing comparable items.

As much as possible, these considerations have been factored into the useful lives presented in the tables which follow. There may be differences for the useful lives of tangible capital assets in the regions across British Columbia. However, it was not possible to tailor useful lives to

meet the exact needs of every local government, due to variance in the range of factors that impact useful life. It is the provincial belief that the useful lives of tangible capital assets are reasonably consistent throughout the province. Accordingly, only one expected useful life is provided for each tangible capital asset.

E) Asset Management

Asset management can be defined as an integrated approach involving planning, engineering and finance to effectively manage existing and new infrastructure in a sustainable manner to maximize benefits, reduce risk and provide satisfactory levels of service to a community in an environmentally and ecologically responsible manner. As such, asset management is a process that involves accountants, local government administrators/managers, engineering and other related staff. The implementation of PSAB 3150 is a critical step to future management of infrastructure investment.

System Capacity

There is the possibility that the useful life of an asset used for amortization purposes may not represent the lifespan of an asset due to system capacity issues (such as population growth). The useful lives presented in Part 2 are based on the physical useful life of an asset and do not consider the future system capacity needs of a local government. However, planning for future capacity is important for local government asset management.

F) Capitalization Thresholds and Asset Aggregation

Capitalization Threshold

The capitalization threshold can have a great impact on the number of items that get capitalized. This is particularly important for broad categories of assets where many smaller items may be included, such as the asset category of furniture, equipment, technology and motor vehicles. The Province expects that local governments will establish capitalization thresholds that reflect their needs for capitalization.

Aggregation

The aggregation of assets involves the grouping of assets and is important for determining capitalization. In many cases the local government may wish to aggregate their capital assets. There are two major ways to go about this:

1. Grouping the same asset together. This is used primarily for linear assets. For example it may be desirable to count road by Km of road.
2. Grouping similar assets together. For example, it may be desirable to group all the assets for a sewage treatment plant, such as the disinfection system and the filters, under a singular category, called 'sewage treatment plant'.

G) Considerations

Owning vs. Leasing

The method of amortization can be impacted by how local governments have acquired a tangible capital asset. As such, local governments could:

- Own the asset; or
- Lease the asset, either through an:
 - Operating lease (where the local government will not own the asset at the end of the lease)
 - Capital lease (where the local government will own the asset at the end of the lease).

Note: Operating leases are not amortized but are expensed each year, whereas capital leases should be amortized over the life of the asset.

Residual Value/Salvage Value

Residual value is the value the local government expects to recover at the end of the useful life of an asset. This is particularly relevant for large and high value assets such as buildings. The residual value of an asset is deducted from the initial valuation of the asset, prior to the amortization amount being calculated (as outlined by PS 3150.27).

Maintenance vs. Betterments

Some activities are part of the regular upkeep of an asset and do not contribute to the extension of its useful life (Maintenance). However, some activities extend the useful life of the asset (Betterments). Therefore, if an activity extends the useful life of a building, it should be amortized over the remaining life of the building. Please include this information as a note disclosure.

Part 2: Useful Lives

The aim of this section is to provide local governments in British Columbia with estimates for the useful life of their tangible capital assets. Local governments should consult with engineering personnel and consult with their auditors on appropriate useful lives. The Ministry of Community Services suggests that the useful lives presented below are appropriate for use by those local governments without the resources for consultation with professional engineering personnel. The assets are categorized along the same lines as for LGDE reporting:

1. Land;
2. Buildings;
3. Furniture, Equipment, Technology and Motor Vehicles;
4. Roads, Highways and Bridges;
5. Water Infrastructure;
6. Sewer Infrastructure; and
7. Drainage Infrastructure.

Where there are asset category specific considerations, they are provided before the table of useful life values.

1) Land

Land is not amortized and the value of land is separate from the value of the other assets on the land, such as buildings.

1) Useful Lives of Land		
Asset	Useful Life	Comments
Land		
Land	Not amortized	Land should be valued at historical cost, when available
Land Improvements		
Athletic Field	20	
Bleachers-Wooden, Aluminium and Other	15	This does not include bleachers found in a stadium, as they are part of the useful life of the stadium
Courts-Outdoor	25	Such as a basketball court or a tennis court
Golf Course-All Related Infrastructure	20	
Lighting-Outdoor	20	Street lights covered in Asset class #4
Parks	Not amortized	Paved trails and related structures are amortized separately
Running Track	20	If material
Sprinkler System-Outdoor	20	
Swimming Pools-Outdoor	20	
Tennis Courts-Outdoor	20	

2) Buildings

Buildings in British Columbia should meet the standards established by the British Columbia Building Code. As such, it is assumed that there is relative consistency across the province in the useful life of building infrastructure.

2) Buildings		
Asset	Useful Life in Years	Comments
Buildings		
Permanent Buildings-Brick, Stone or Cement	50	These are building made of brick, stone or cement. They include all buildings of this type, such as recreation centres, administrative buildings, shops, etc.
Permanent Buildings-Log, Frame and Other	40	Includes wood frame and metal frame
Buildings-No Foundation	20	Buildings with no foundation below ground, such as some greenhouses
Temporary/Portable Structures	20	
Operational Lease	Is not capitalized	Annual cost is shown as a current year expense over the lifespan of the lease
Capital Lease	Must be capitalized	The cost of the lease can be capitalized over the life of the asset
Leasehold Improvements	Based on the time span of the lease	Lease terms may vary
Other Structures		
Arena and Stadiums	50	
Fences	15	If material
Parking Structures-Concrete	50	This does not include open parking lots. This item is mainly parkades
Retaining Walls	20	If material
Fixtures		
Building Fixtures	20	This includes, HVAC systems, Carpet, Elevators, Plumbing, Lighting Fixtures, Electric Wiring, Cooling Equipment, etc. Aggregating fixtures ensures that local governments do not go into an unnecessary level of detail for this category.

3) Furniture, Equipment, Technology and Motor Vehicles

3) Useful Lives of Furniture, Equipment, Technology and Motor Vehicles		
Asset	Useful Life in Years	Comments
Furniture		
Furniture	10	Includes all types of office furniture
Equipment		
Air Conditioning Equipment-Portable	8	This is for removable air conditioning units only
Athletic Equipment	10	Suggest aggregation for items in this category
AV Equipment	7	
Books and Multi-Media Materials	5	If material
Communications Equipment	10	This includes switchboards
Construction Equipment-Light	10	This is equipment for small scale construction and/or maintenance
Construction Equipment-Heavy	15	This is equipment for larger scale construction and/or maintenance
Custodial Equipment	15	
Fire Department Equipment	12	
First Aid Equipment	7	First aid and medical equipment material enough to be capitalized, including defibrillator
Fitness Equipment	10	
Generator	20	
Grounds and Gardening Equipment	15	
Law Enforcement Equipment	12	
Playground Equipment	15	
Scales-Landfill	15	From OMBI Study
Stage and Auditorium Equipment	20	
Technology		
Technology-IT		
Computer Hardware	5	
Computer Software-Purchased	5	
Computer Software-Developed in House	5	
Photocopy Machines	5	
Printers	5	
Projectors	5	

Technology-Energy		Please note: This section is still under development
Ground Source Heat Loops (Geothermal)	50	
Ground Source Heat Pump (Geothermal)	10	
Solar Hot Water System	20	
Motor Vehicles		
Ambulances	10	
Buses	10	For transporting 12 or more people
Ferries and Boats	25	
Fire Trucks	15	
Forklifts	10	
Vehicles-Light GTW <4,500 Kg	6	Includes police vehicles
Vehicles-Medium 4,500 > GTW <9,000 Kg	8	Includes police vehicles
Vehicles-Heavy GTW >9,000 Kg	10	Includes police vehicles

4) Roads, Highways and Bridges

Geographical Location/Environmental Impact

Roads are significantly influenced by geography and climate. This is due in large part to the climatic variations from region to region within British Columbia.

Temperature may reduce the useful life of a road.

- It is the freeze-thaw cycle that damages pavement.
- Not only does temperature impact useful life, but chemicals and other material used to treat the road in the event of ice can reduce the useful life of a road as well.
- The amount of rainfall can impact the useful life of a road, particularly for gravel or dirt roads.

Heavy Truck Traffic

The amount of traffic on the road impacts its useful life. More specifically, it is the amount of truck traffic that is important, as cars have less impact on the useful life of pavement. Some studies have shown that a heavily loaded truck can do 10,000 times the damage of a regular car.

- It is not the overall weight of the truck, but the weight on each axel that damages pavement
- Therefore, roads with high truck traffic have shorter useful lives.

Road Thickness

The thickness of a road is built in accordance with its anticipated use. The following provides typical thickness levels for different type of road:

Object	Typical Thickness (mm)
Sidewalks	100 - 125mm
Driveways	100 - 125mm
Parking Lots	100 - 125mm
Streets/Access Roads	150 - 200mm
Secondary Highways	150 - 200mm
Major Highways	200 - 250mm
Major Freeways	Over 250mm

4) Useful Lives of Roads, Highways and Bridges		
Asset	Useful Life in Years	Comments
Roads		Includes gutters and railway crossings
Dirt	10	
Gravel	15	
Permeable Roads	TBD	This is an emerging technology, with insufficient information on useful life
Asphalt Rural Local	50	
Asphalt Rural Collector	40	
Asphalt Rural Arterial	40	
Asphalt Urban Local	40	
Asphalt Urban Collector	40	
Asphalt Urban Arterial	30	
Concrete Rural Local	75	
Concrete Rural Collector	60	
Concrete Rural Arterial	60	
Concrete Urban Local	60	
Concrete Urban Collector	60	
Concrete Urban Arterial	55	
Parking Lots		This is for open lots only (non-buildings/parkades)
Parking Lot-Asphalt	40	
Parking Lot-Brick or Stone	50	
Parking Lot-Concrete	50	
Parking Lot-Gravel	15	Same as a gravel road
Parking Meters	10	Amortize only if amount is material
Alleys		
Alleys-Asphalt	40	
Alleys-Brick or Stone	50	
Alleys-Concrete	50	
Alley-Dirt	10	
Alleys-Gravel	15	
Sidewalks		Amortize paved sidewalks only
Sidewalks-Asphalt	40	
Sidewalks-Concrete	50	
Sidewalks-Brick or Stone	50	
Bike and Jogging Path		Only paved bike and Jogging Paths should be included
Path-Asphalt	40	
Path-Brick or Stone	50	
Path-Chip Trail	10	
Path-Concrete	50	

Tunnels		
Each tunnel is Unique	Depends on the Tunnel	Engineer input is required to determine the useful life of a tunnel
Bridges		
Each Bridge is Unique	Depends on the Bridge.	Engineer input is required to determine the useful life of a tunnel
Road Signage		
Traffic Signs	15	If material
Traffic Lights	15	If material
Street Lights	20	If material
Noise Reduction Berms		
Plastic	20	
Metal	20	

5) Water Infrastructure

Particularly for asset category #5 (Water Infrastructure), #6 (Sewage Infrastructure) and #7 (Drainage Infrastructure), the following two options are relevant. Local governments can either:

- Aggregated Approach: Elements of the asset category are pooled together under one heading, i.e. a sewage treatment plant; or
- Separated Approach: Treat elements of the asset class as multiple components, i.e. amortize the components of a sewage treatment plant separately.

Based on the engineering management of water infrastructure assets, these assets have been grouped along the lines of:

- Water Supply Infrastructures;
- Treatment Infrastructures; and
- Distribution Infrastructures.

As the aggregated approach is particularly relevant for treatment and distribution infrastructure, aggregated useful lives for major system components in these categories have been provided.

Building Infrastructures

This section deals only with direct components of water infrastructures, such as water pumps, wells and water pipes. Therefore, the useful lives of buildings that may house water treatment should use the rates for the corresponding structure found in Section #2 (buildings).

Key Factor for Pipes: Type of Material

The key factor in estimating the useful life of many components, such as pipes, is the material used. The depth of pipe and the Ph level of the soil are also considerations; however the type of material used is the key variable in determining useful life. Since soil characteristics vary across the Province, this document is limited to providing general guidance based on research.

5) Useful Lives of Water Infrastructures		
Asset	Useful Life in Years	Comments
Supply Infrastructures		
Dams-Earthen	40	Still under review, may need to use engineering estimate
Dams-Concrete	60	Still under review, may need to use engineering estimate
Manmade Lakes/Waterways	100	
Reservoirs-Concrete	50	Includes both above ground and in-ground reservoirs
Reservoirs-Other	35	Includes lined earth, wood stave and steel reservoirs
Water Towers and Tanks	35	
Wells	60	This includes the well casing
Wells-Screen for wells	25	
Treatment Infrastructure		
Aggregated Approach		
Aggregated Approach-Treatment Plant	25	This may include all components of the plant (listed in detail below) excluding the building itself
Separated Approach		
Treatment Infrastructure—Disinfection		
Chlorinating Systems	25	
UV Disinfection Systems	25	
Ozonation Disinfection	25	
Treatment Infrastructure—Water Treatment		
Aerator	15	This includes the components of an aerator (tank, compressor hose, etc.), with the exception of a blower
Blower	10	This is a component of an aerator
Clarifier	20	This component removes solids from water
Filters-Sand	25	
Filters-Membrane	15	Includes ceramic and polyurethane filters
Flocculator	20	
SCADA Software	5	
Screens-Bar and Rotary	10	
Screens-Stainless Steel	10	
Thickener	20	

Distribution Infrastructure		
<i>Aggregated Approach</i>		
Aggregated Approach-Waterworks distribution	50	Use this, should you wish to amortize on a system wide basis
<i>Separated Approach</i>		
Fire Hydrants-Steel and Ductile Iron	40	
Fittings for Pipes-Ceramic, Concrete, Plastic and Steel	20	These are for fittings for pipes
Generator	20	Typically for pumping station
Manholes	50	
Meters	5	If material and including flow meters
Pipes-Brick	60	
Pipes-Cast Iron (British Standard)	100	Pipes are considered lined, where relevant
Pipes-Cast Iron (Other Classes)	60	
Pipes-Concrete	50	Includes reinforced and non-reinforced concrete and asbestos cement
Pipes-Copper	80	
Pipes-Ductile Iron	100	
Pipes-Galvanized Steel	60	
Pipes-PVC	80	
Pipes-Steel	80	
Pipes-Vitrified Clay	50	
Pumps	20	Includes pumps for wells
Valves	40	

6) Sewage Infrastructure

Based on the engineering management of sewer infrastructure assets, these assets have been grouped along the lines of:

- Sewage Collection;
- Sewage Treatment; and
- Discharge Infrastructure.

Building Infrastructure

This section deals only with direct components of sewage infrastructures, such as pumps, wells and water pipes. Therefore, the useful lives of buildings that may house sewer treatment should use the rates for the corresponding structure found in Section #2 (buildings).

6) Useful Lives of Sewage Infrastructure		
Asset	Useful Life	Comments
Collection Structures		
Aggregated Approach		
Collection System	50	Use this approach should you wish to amortize on a system wide basis
Separated Approach		
Fittings for pipes-Ceramic, Concrete, Plastic and Steel	20	This covers all types of fittings for pipes
Meters-Including Flow Meters	5	If material
Pipes-Brick	60	
Pipes-Cast Iron (British Standard)	100	Pipes are considered lined, where relevant
Pipes-Cast Iron (Other Classes)	60	
Pipes-Concrete	50	Includes reinforced and non-reinforced concrete and asbestos cement
Pipes-Copper	80	
Pipes-Ductile Iron	100	
Pipes-Galvanized Steel	60	
Pipes-PVC	80	
Pipes-Steel	80	
Pipes-Vitrified Clay	50	
Pumps	20	
Septic Systems-on site	20	
Valves-Water Control	40	Includes ceramic, concrete, plastic, steel and others.
Valves-Chamber	40	
Wet Well	50	

Treatment Infrastructure		
<i>Aggregated Approach</i>		
Aggregated Approach- Filtration Treatment System	30	From OMBI pilot study
<i>Separated Approach</i>		
Aerators	15	
Blowers	10	
Concentrators	20	
Digesters	20	
Heat Exchangers	15	
Lagoons	50	From OMBI pilot study
Screens	10	Includes bar and rotary and stainless steel
Discharge Infrastructure		
<i>Aggregated Approach</i>		
Aggregated Approach-Discharge System	30	
<i>Separated Approach</i>		
Pump	20	Includes booster pumps
Tanks-Wastewater Storage	40	Includes CSO tanks

7) Drainage Infrastructure

7) Useful Lives of Drainage Infrastructure		
Asset	Useful Life	Comments
Culverts-Concrete	40	
Culverts-Metal	30	
Culverts-Treated Wood	30	
Storm Drain-Cast Iron	30	
Storm Drain-Concrete	40	
Storm Drain-Ditch and/or Trench	Not Capitalized	
Storm Drain-Metal Corrugated	30	
Storm Drain-Plastic	25	

Appendix A: Converting Declining Balance Rates into Useful Life

When researching the amortization of tangible capital assets, there were a small number of sources that used declining balance as a rate for amortization, most prominently the federal government's guidelines for Capital Cost Allowance (CCA). Therefore, this information needed to be converted into useful lives, in order to maintain consistency between sources. For the purposes of converting declining value into useful life, it is assumed that residual value will be 10% (although this assumption does not impact the calculation of useful life). Therefore, the formula for converting declining balance into useful life is:

- $0.1x = x(1-y)^n$
 - x = baseline value of an asset (arbitrarily set at \$100)
 - y = rate of declining balance
 - n = useful life

Appendix D

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Infrastructure Renewal Annual Contribution Calculation

**Bamfield Water System
Infrastructure Renewal Plan Annual Contributions**

File: 2072
Date: May 13, 2021

Description	Pipe Expected Service Life								Reservoir Bolted Steel
	PVC	poly	poly/PVC	PVC glued	Permastran	Sclairpipe	HDPE	?	
Years	80	80	80	80	80	80	80	80	35

Current Year	Rate of	
	Inflation (i)	Interest (r)
2021	2.5%	0.5%

Road Name/Location	Pipe				Year Installed	Service Life		Year 2021 Replacement		Future Replacement Total Cost (\$)	Annual Contribution Required (\$)
	Length (m)	Dia. (mm)	Material	Pressure Class		Expected (years)	Remaining (years)	Unit Rate (\$/m)	Total Cost (\$)		
Water Supply Main (from Sugsaw Lake)											
From Lake - Grappler Inlet	823	250	Permastran	CL 150	1980	80	39	\$ 825	\$ 678,942	\$ 1,778,539	\$ 37,898
	457	150	PVC	CL 150	1980	80	39	\$ 715	\$ 326,898	\$ 856,334	\$ 18,247
Grappler Inlet (submarine Pipeline)	1,737	150	poly	Series 80	1980	80	39	\$ 715	\$ 1,242,212	\$ 3,254,068	\$ 69,339
Water Treatment Plant											
Building	15	5	Wood		2018	40	37	\$ 1,500	\$ 114,750	\$ 286,112	\$ 6,491
Water Treatment Tank	1		Stainless Steel		2018	25	22	\$ 350,000	\$ 350,000	\$ 602,550	\$ 24,777
Building Electrical	1				2018	20	17	\$ 25,000	\$ 25,000	\$ 38,040	\$ 2,075
Pumps, Valves, Blowers, Analyzers, Meters	1				2018	30	27	\$ 20,000	\$ 20,000	\$ 38,956	\$ 1,273
System Process Controls	1				2018	10	7	\$ 20,000	\$ 20,000	\$ 23,774	\$ 3,310
UV System	1				2018	25	22	\$ 40,000	\$ 40,000	\$ 68,863	\$ 2,832
Chlorination System	1				2018	25	22	\$ 25,000	\$ 25,000	\$ 43,039	\$ 1,770
Treated Water Holding Tanks	2.9	3	PE		2018	35	32	\$ 300	\$ 18,449	\$ 40,657	\$ 1,093
Pump Station											
Pumphouse Building (concrete foundation)	5.5	4.5	Wood		2010	40	29	\$ 1,500	\$ 37,125	\$ 75,973	\$ 2,289
Piping & Appurtanences	1				2010	40	29	\$ 50,000	\$ 50,000	\$ 102,320	\$ 3,082
Building Electrical	1				2010	20	9	\$ 20,000	\$ 20,000	\$ 24,977	\$ 2,678
Pump and Motor	2				2010	20	9	\$ 15,000	\$ 30,000	\$ 37,466	\$ 4,018
System Process Controls	1				2010	20	9	\$ 5,000	\$ 5,000	\$ 6,244	\$ 670
Generator	1				2010	20	9	\$ 30,000	\$ 30,000	\$ 37,466	\$ 4,018
Equipment Storage Building (no foundation)	4.8	2.7	Wood		2010	20	9	\$ 1,000	\$ 4,800	\$ 5,995	\$ 643
Water Storage Reservoirs											
Reservoir No. 1	180 m3	7.3	5.6	Bolted Steel	1981	35	(5)	\$ 850	\$ 152,830	\$ 135,079	\$ 152,830
Reservoir No. 2	360 m3	7.3	7.9	Bolted Steel	1999	35	13	\$ 800	\$ 287,709	\$ 396,610	\$ 28,865
East Bamfield Water Distribution System											
<u>Tower Rd</u>											
Grappler Rd - North Rd	525	50	PVC	?	1981	80	40	\$ 340	\$ 178,500	\$ 479,284	\$ 9,908
Grappler Inlet Submarine Main											
North Rd - north side	200	50	poly	?	1981	80	40	\$ 340	\$ 68,000	\$ 182,584	\$ 3,774
<u>Grappler Rd</u>											
pumphouse - Frigate Rd	350	150	PVC	CL 150	1981	80	40	\$ 530	\$ 185,500	\$ 498,079	\$ 10,296
<u>Frigate Rd</u>											
Grappler Rd - Bamfield Rd	155	150	PVC	CL 150	1981	80	40	\$ 530	\$ 82,150	\$ 220,578	\$ 4,560
Bamfield Rd - west end	60	150	PVC	CL 150	1981	80	40	\$ 530	\$ 31,800	\$ 85,385	\$ 1,765
<u>Pachena Rd</u>											
Grappler Rd - Nuthatch Rd	355	50	poly/PVC	Series 160	1981	80	40	\$ 340	\$ 120,700	\$ 324,087	\$ 6,700
<u>Nuthatch Rd</u>											
Pachena Rd - west end	255	100	PVC	CL 150	1981	80	40	\$ 410	\$ 104,550	\$ 280,723	\$ 5,803

**Bamfield Water System
Infrastructure Renewal Plan Annual Contributions**

File: 2072
Date: May 13, 2021

Description	Pipe Expected Service Life							Reservoir Bolted Steel	
	PVC	poly	poly/PVC	PVC glued	Permastran	Sclairpipe	HDPE		?
Years	80	80	80	80	80	80	80	80	35

Current Year	Rate of	
	Inflation (i)	Interest (r)
2021	2.5%	0.5%

Road Name/Location	Pipe				Year Installed	Service Life		Year 2021 Replacement		Future Replacement Total Cost (\$)	Annual Contribution Required (\$)
	Length (m)	Dia. (mm)	Material	Pressure Class		Expected (years)	Remaining (years)	Unit Rate (\$/m)	Total Cost (\$)		
<u>Waterfront SRW</u>											
Frigate Rd - Nuthatch Rd	320	150	PVC	CL 150	1981	80	40	\$ 530	\$ 169,600	\$ 455,387	\$ 9,414
<u>Bamfield Rd</u>											
Frigate Rd - Hull Rd	235	150	PVC	CL 150	1981	80	40	\$ 530	\$ 124,550	\$ 334,425	\$ 6,913
<u>East/West SRW</u>											
Bamfield Rd - Seaboard Rd	105	50	PVC	Series 160	1981	80	40	\$ 340	\$ 35,700	\$ 95,857	\$ 1,982
<u>Seaboard Rd</u>											
north end - south end	140	25	poly	?	1981	80	40	\$ 320	\$ 44,800	\$ 120,291	\$ 2,487
<u>Rance Island Submarine services</u>											
Seaboard Rd - Rance Island, north end	100	25	poly	?	1981	80	40	\$ 320	\$ 32,000	\$ 85,922	\$ 1,776
<u>Hull Rd</u>											
Bamfield Rd - Pachena Rd	80	150	PVC	CL 150	1981	80	40	\$ 530	\$ 42,400	\$ 113,847	\$ 2,353
<u>Pachena Rd</u>											
Hull Rd - north	30	50	PVC	?	1981	80	40	\$ 340	\$ 10,200	\$ 27,388	\$ 566
Hull Rd - Binnacle Rd	220	150	PVC	CL 150	1981	80	40	\$ 530	\$ 116,796	\$ 313,606	\$ 6,483
<u>Binnacle Rd</u>											
Pachena Rd - Seabird Way	80	150	PVC	CL 150	1981	80	40	\$ 530	\$ 42,400	\$ 113,847	\$ 2,353
Seabird Way - reservoir	405	150	PVC	CL 150	1981	80	40	\$ 530	\$ 214,650	\$ 576,349	\$ 11,914
<u>Seabird Way</u>											
Binnacle Rd - Whistlebouy	200	50	?	?	1982	80	41	\$ 340	\$ 68,000	\$ 187,149	\$ 3,756
<u>Whistlebouy</u>											
Seabird Way - east end	130	50	?	?	1982	80	41	\$ 340	\$ 44,200	\$ 121,647	\$ 2,441
South Bamfield Water Distribution System											
<u>Binnacle Rd</u>											
Pachena Rd - Bamfield Rd	125	150	PVC	CL 150	1982	80	41	\$ 530	\$ 66,250	\$ 182,333	\$ 3,659
Bamfield Rd - Bamfield Inlet foreshore	300	25	?	?	2008	80	67	\$ 320	\$ 96,000	\$ 502,077	\$ 5,414
<u>Burlo Island Submarine service</u>											
Bamfield Inlet foreshore - Cia Rock Rd	270	25	?	?	2008	80	67	\$ 320	\$ 86,400	\$ 451,869	\$ 4,873
<u>Bamfield Rd</u>											
Binnacle Rd - South Bamfield Rd	390	150	PVC	CL 150	1982	80	41	\$ 530	\$ 206,700	\$ 568,878	\$ 11,416
South Bamfield Rd - south end	395	50	poly		2008	80	67	\$ 340	\$ 134,300	\$ 702,385	\$ 7,575
<u>Imperial Eagle Dr</u>											
Bamfield Rd - Imperial Eagle Dr	950	150	PVC	CL 150	1982	80	41	\$ 530	\$ 503,500	\$ 1,385,728	\$ 27,808
<u>South Bamfield Rd</u>											
Imperial Eagle Dr - Heggstrom Rd	320	150	PVC	CL 150	1982	80	41	\$ 530	\$ 169,600	\$ 466,771	\$ 9,367
Heggstrom Rd - west end	330	150	PVC	CL 150	1982	80	41	\$ 530	\$ 174,900	\$ 481,358	\$ 9,660
<u>Heggstrom Rd</u>											
South Bamfield Rd - waterfront	165	150	PVC	CL 150	1982	80	41	\$ 530	\$ 87,450	\$ 240,679	\$ 4,830

**Bamfield Water System
Infrastructure Renewal Plan Annual Contributions**

File: 2072
Date: May 13, 2021

Description	Pipe Expected Service Life							Reservoir Bolted Steel	
	PVC	poly	poly/PVC	PVC glued	Permastran	Sclairpipe	HDPE		?
Years	80	80	80	80	80	80	80	80	35

Current Year	Rate of	
	Inflation (i)	Interest (r)
2021	2.5%	0.5%

Road Name/Location	Pipe				Year Installed	Service Life		Year 2021 Replacement		Future Replacement Total Cost (\$)	Annual Contribution Required (\$)
	Length (m)	Dia. (mm)	Material	Pressure Class		Expected (years)	Remaining (years)	Unit Rate (\$/m)	Total Cost (\$)		
West Bamfield Water Distribution System											
<u>Bamfield Inlet Submarine Main</u>											
Nuthatch Rd - Winston Ave	350	150	Sclairpipe	Series 125	1981	80	40	\$ 2,143	\$ 750,000	\$ 2,013,798	\$ 41,630
<u>Winston Ave</u>											
Bamfield Inlet - Cape Beale Trail (To the North)	110	150	PVC	CL 150	1981	80	40	\$ 530	\$ 58,300	\$ 156,539	\$ 3,236
<u>Cape Beale Trail</u>											
Winston Ave - The Mall	510	100	PVC	CL 150	1981	80	40	\$ 410	\$ 209,100	\$ 561,447	\$ 11,606
The Mall - Kings Rd	115	150	PVC	CL 150	2009	80	68	\$ 530	\$ 60,950	\$ 326,736	\$ 3,454
<u>The Mall</u>											
Cape Beale Trail - Bond St	110	100	PVC	CL 150	1981	80	40	\$ 410	\$ 44,988	\$ 120,797	\$ 2,497
<u>Bond St</u>											
The Mall - Westminster Ave	155	50	PVC	Series 160	1981	80	40	\$ 340	\$ 52,700	\$ 141,503	\$ 2,925
<u>Westminster Ave</u>											
Bond St - Regent St	95	50	PVC	Series 160	1981	80	40	\$ 340	\$ 32,300	\$ 86,728	\$ 1,793
<u>Regent St</u>											
Westminster Ave - The Mall	110	50	PVC	Series 160	1981	80	40	\$ 340	\$ 37,400	\$ 100,421	\$ 2,076
<u>Bond St</u>											
The Mall - Burlington Ave	165	100	PVC	Series 160	1981	80	40	\$ 410	\$ 67,650	\$ 181,645	\$ 3,755
<u>Burlington Ave</u>											
Bond St - Scotts Ln	80	50	PVC	?	1985	80	44	\$ 340	\$ 27,200	\$ 80,616	\$ 1,485
Bond St - Regent St	90	50	PVC	Series 160	1981	80	40	\$ 340	\$ 30,600	\$ 82,163	\$ 1,698
<u>Regent St</u>											
Burlington Ave - south	60	50	PVC	Series 160	1981	80	40	\$ 340	\$ 20,400	\$ 54,775	\$ 1,132
<u>Wickhams Ln</u>											
Burlington Ave - Customs House Ln	115	100	?	?	1981	80	40	\$ 410	\$ 47,150	\$ 126,601	\$ 2,617
Customs House Ln - Christophers Ln	60	50	?	?	1981	80	40	\$ 340	\$ 20,400	\$ 54,775	\$ 1,132
<u>SRW off Wickhams Ln</u>											
60 m north of Burlington - east	60	50	?	?	1981	80	40	\$ 340	\$ 20,400	\$ 54,775	\$ 1,132
<u>Christophers Ln</u>											
Wickhams Ln - Scotts Ln	95	50	?	?	1981	80	40	\$ 340	\$ 32,300	\$ 86,728	\$ 1,793
<u>Michelens Ln</u>											
Christophers Ln - 53 m north	55	50	?	?	1981	80	40	\$ 340	\$ 18,700	\$ 50,211	\$ 1,038
53 m north - cul-de-sac end	125	50	?	?	1981	80	40	\$ 340	\$ 42,500	\$ 114,115	\$ 2,359
<u>SRW off Michelens Ln</u>											
53 m north - west	110	50	PVC	Series 160	1981	80	40	\$ 340	\$ 37,400	\$ 100,421	\$ 2,076

**Bamfield Water System
Infrastructure Renewal Plan Annual Contributions**

File: 2072
Date: May 13, 2021

Description	Pipe Expected Service Life							Reservoir Bolted Steel	
	PVC	poly	poly/PVC	PVC glued	Permastran	Sclairpipe	HDPE		?
Years	80	80	80	80	80	80	80	80	35

Current Year	Rate of	
	Inflation (i)	Interest (r)
2021	2.5%	0.5%

Road Name/Location	Pipe				Year Installed	Service Life		Year 2021 Replacement		Future Replacement Total Cost (\$)	Annual Contribution Required (\$)
	Length (m)	Dia. (mm)	Material	Pressure Class		Expected (years)	Remaining (years)	Unit Rate (\$/m)	Total Cost (\$)		
<i>(To the West)</i>											
<u>Kings Rd</u>											
Cape Beale Trail - Wyton Rd	390	150	PVC	CL 150	2009	80	68	\$ 530	\$ 206,700	\$ 1,108,060	\$ 11,715
<u>Wyton Rd</u>											
Kings Rd - Brady's Beach Trail	125	150	PVC	CL 150	2008	80	67	\$ 530	\$ 66,250	\$ 346,485	\$ 3,737
<u>Brady's Beach Trail</u>											
Wyton Rd - Mathers Ln	65	50	PVC	Series 160	1981	80	40	\$ 340	\$ 22,100	\$ 59,340	\$ 1,227
Wyton Rd - 330 m south	330	50	PVC	Series 160	1981	80	40	\$ 340	\$ 112,233	\$ 301,354	\$ 6,230
330 m south - Winston Ave	275	50	poly		2008	80	67	\$ 340	\$ 93,500	\$ 489,002	\$ 5,273
<u>Mathers Ln</u>											
Brady's Beach Trail - west end	90	50	PVC	Series 160	1981	80	40	\$ 340	\$ 30,600	\$ 82,163	\$ 1,698
<i>(To the South)</i>											
<u>Cape Beale Trail</u>											
Winston Ave - Wild Duck Rd	190	100	PVC	Series 160	1981	80	40	\$ 410	\$ 77,900	\$ 209,166	\$ 4,324
<u>Wild Duck Rd</u>											
Cape Beale Trail - east foreshore	120	50	PVC	Series 160	1981	80	40	\$ 340	\$ 40,800	\$ 109,551	\$ 2,265
Cape Beale Trail - Crane Rd	180	50	PVC	Sched 40	2009	80	68	\$ 340	\$ 61,200	\$ 328,076	\$ 3,469
<u>Crane Rd</u>											
Wild Duck Rd - north end	65	50	PVC	Series 160	2009	80	68	\$ 340	\$ 22,100	\$ 118,472	\$ 1,253
<u>SRW South of Wild Duck Rd</u>											
Cape Beale Trail - south	180	50	PVC	Series 160	1981	80	40	\$ 340	\$ 61,200	\$ 164,326	\$ 3,397
south - east	65	50	PVC	?	1985	80	44	\$ 340	\$ 22,100	\$ 65,500	\$ 1,207
east - south	50	50	PVC	?	1985	80	44	\$ 340	\$ 17,000	\$ 50,385	\$ 928
south - east towards foreshore	20	50	poly	?	1985	80	44	\$ 340	\$ 6,800	\$ 20,154	\$ 371
east toward foreshore - foreshore	15	50	PVC	?	1985	80	44	\$ 340	\$ 5,100	\$ 15,115	\$ 278
<u>Submarine pipeline</u>											
West Bamfield foreshore to Burlo island	90	50	HDPE	?	1985	80	44	\$ 525	\$ 47,250	\$ 140,040	\$ 2,580
Burlo island north end - Heggstrom Rd	1,200	50	HDPE	?	1987	80	46	\$ 525	\$ 630,000	\$ 1,961,726	\$ 34,222
Water Distribution System Appurtenances											
Service Connection	207				1982	80	41	\$ 2,000	\$ 414,000	\$ 1,139,407	\$ 22,865
Fire Hydrant	26				1982	80	41	\$ 6,100	\$ 158,600	\$ 436,497	\$ 8,759
Stand Pipe	22				1982	80	41	\$ 3,400	\$ 74,800	\$ 205,864	\$ 4,131
Air Release Valve	17				1982	80	41	\$ 3,400	\$ 57,800	\$ 159,077	\$ 3,192
Totals											
Total Length of Supply Main Pipe	3,018 m							Total:	\$ 10,558,783	\$ 29,456,126	\$ 760,601
Total Length of Distribution Main Pipe	13,210 m							Total Rounded:	\$ 10,600,000	\$ 29,500,000	\$ 760,000
Combined Total	16,228 m										
					average:	70	39			Number of Serviced Parcels:	207
										Annual Cost Per Parcel:	\$ 3,674
										Annual Cost Per Parcel, Rounded:	\$ 3,675

Notes:

1 Permastran: Epoxy-fiberglass wrapped plastic pipe.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: West Coast Committee/
Brenda Sauve, Environmental Services Coordinator
Meeting Date: June 9, 2021
Subject: Bylaw R1016-5 Amendment of Tofino-Ucluelet Airport Fees

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

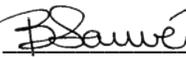
THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

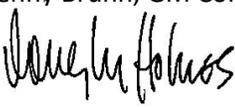
THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.

Summary:

At the March 3, 2021 West Coast Committee meeting the Committee was presented with the attached report to establish a funding mechanism to support upcoming infrastructure improvement projects at the Long Beach Airport. It was recommended that a yearly fee of \$25/m³ per lease holder with a minimum charge of \$300 and a flat rate of \$300 per lease for registered non-profits, as well as agriculture, silviculture and water landing strip use leases. Upon review, the West Coast Committee recommended that the ACRD Board of Directors supported these changes and staff have created the attached amendment to Bylaw R1016-5, Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021 to implement these changes. A communication sheet that answers frequently asked questions has been developed to be distributed to leaseholders to inform them of this change, effective June 1, 2021.

Submitted by: 
Brenda Sauve, Environmental Services Coordinator

Reviewed by: 
Jenny Brunn, GM Community Services

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



REQUEST FOR DECISION

To: West Coast Committee

From: Mark Fortune, Airport Manager
Jenny Brunn, General Manager of Community Services

Meeting Date: March 3, 2021

Subject: Long Beach Airport – Lease Rates and Airport Maintenance Charge

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the updating of Bylaw R1016-4, Tofino-Ucluelet Airport Fees to include Airport Maintenance Charges of \$0.25/m² with a minimum rate of \$300 and flat rate of \$300 for registered non-profits, water landing strip operators, silviculture and agriculture activities, effective June 1st, 2021.

Desired Outcome:

To establish a funding mechanism to support upcoming infrastructure improvement projects at the Long Beach Airport.

Summary:

The recent staff review of neighbouring airport lease rates and fees has highlighted an opportunity to establish an Airport Maintenance Charge (AMC) at the Long Beach Airport to help close the funding gap for infrastructure renewal and replacement projects. Staff are recommending that the airport fee bylaw be updated to include a charge of \$0.25/m² with minimum charge of \$300 and a flat rate of \$300 for certain lease-holders. This will result in additional revenues of approximately \$9,000 per year to be allocated to the capital reserve.

Background:

As detailed in the 2020 Long Beach Airport (LBA) Asset Management Plan, there are over \$47.9 million dollars' worth of infrastructure at the LBA including runways, taxiways, aprons, water, sewer, buildings and road infrastructure that requires upgrading or eventual replacement. Current revenues and tax requisition are falling far short of the ability to fund renewal of this infrastructure. To-date staff have been very successful in receiving grant funding for a number of infrastructure projects. However, this grant funding usually requires some matching funds from the ACRD.

The recent review and development of the 5-year financial plan highlighted the need to find additional sources of revenue to support the capital projects required over the next 5 to 10 years. There are several capital projects that have been deferred and will continue to be delayed due to lack of funding. In order to meet infrastructure and asset management requirements, a significant increase in tax requisition for the service would be required. Prior to proposing major increases to tax requisitions, staff will be undertaking various investigations of alternative revenue streams through the 2021 year starting with this informal review of lease rates.

The LBA had a market assessment completed in 2016 which established lease rates based on the comparative pricing for similar available land on the West Coast. The rates have been increased by the BC CPI (British Columbia Consumer Price Index) each year since this time to try to maintain competitive rates. Unfortunately, the BC CPI may not be representative of relative increases in West Coast real estate market pricing. However, the cost estimate to complete a new market assessment is \$7,500. The values would have to be more than 7% below market value in order to make this

undertaking cost-effective. Another consideration is that due to the unusual circumstances that the pandemic has created, a market assessment done at this time may not hold its accuracy for very long.

Staff recently completed an informal review of neighbouring airport property fees including lease rates, airport improvement fees and utility rates to determine if the LBA is competitive in the airport market, if not it's local real estate market. The research has found that the LBA lease rates seem to be on the high end of lease rates in comparison to other airports, except Victoria Airport which is significantly higher (between \$7 - \$9/m²). LBA rates have been individually set for each lot, with an average rate of \$5.54 for airside serviced lots in 2021. The average rate for the other similar airports investigated was \$4.81/m² (2019 rates). LBA is a very unique airport and it is difficult to compare lease rates to airports such as Campbell River and Nanaimo that have an abundance of available industrial lands surrounding the airport and community which reduce the value of that land for leasing.

The research also highlighted a relatively common fee utilized in many other airport fee bylaws, called an Airport Maintenance Charge (AMC) or sometimes referred to as an Airport Improvement Fee (AIF). These charges are intended to help fund the renewal of the infrastructure that services these properties, including water, sewer, roads, terminal and airside infrastructure. The AMC rate at the Nanaimo Airport is \$0.25/m² and at the Penticton airport is a flat rate of \$300.

An analysis of the current leases at the LBA showed that a \$0.25/m² rate would produce an annual charge close to \$300 for the majority of lease-holders. The impact for lessees if such a rate was established would be an average additional fee to the ACRD above lease rates of approximately 5.5%, except in the case of subsidized lease rates seen at the Long Beach Golf Course, Tofino Flying Club, and Tofino Air Water Landing Strip, which have significantly lower lease fees per square meter. For these reasons, it is recommended that a flat rate be established for registered non-profits and water landing strip operators of \$300 per annum in AMCs. This should be extended to include potential future land uses such as agriculture and silviculture that would be large lots with low servicing requirements and revenue generation potential. To ensure that the fees are relatively fairly applied, a minimum fee of \$300 is recommended so that small footprint leases are also paying fair amounts.

It is also recommended that this fee become effective on June 1st, 2021. This will result in only a half year charge being applied in 2021 and the full rate being applied in 2022. This will provide a gradual introduction of the fee to the lease holders.

Time Requirements – Staff & Elected Officials:

There will be staff time required to update the airport fee bylaw, communicate to the tenants about the upcoming new charge and rationale for the fee, as well as time to update the billing procedures.

Financial:

The majority of tenants will see an increase of \$300/year (\$25/month) on top of annual lease fees that generally range from \$2,500 to \$7,000. This is expected to result in additional revenues at the LBA of approximately \$9,000 per year. This revenue will go directly into the LBA capital reserve fund. The benefit to tenants at the airport is continued investment in the infrastructure and improvements that service their leased land.

Strategic Plan Implications:

This financing mechanism supports the strategy for establishing Appropriate Capital Reserves (3.1).

Policy or Legislation:

Section 194(1)(a) of the Community Charter allows local governments to impose by bylaw a fee payable in respect of all or part of a service.

Options Considered:

The Committee could consider deferring the effective date for this fee to January 1, 2022.

The committee could consider a minimum rate of \$200 which would result in total annual revenues of approximately \$7,750 per year.

Submitted by: 

Mark Fortune, Airport Manager

Submitted by: 

Jenny Brunn, GM Community Services

Approved by: 

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



Regional District of Alberni Clayoquot

BYLAW NO. R1016-5

A Bylaw to Amend Fees for
the Tofino-Ucluelet Airport

WHEREAS the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

AND WHEREAS the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

AND WHEREAS the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to state the minimum commercial aircraft landing fee and exclusions;

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

1. CITATION

This bylaw may be cited for all purposes as “Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-5, 2021.”

2. Bylaw R1016 cited as “Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004” is hereby amended by replacing Schedule “A” with the new Schedule “A” attached to and forming part of this Bylaw.

3. EFFECTIVE DATE

This bylaw will come into effect June 1st, 2021.

READ A FIRST TIME THIS 9TH DAY OF JUNE 2021.

READ A SECOND TIME THIS 9TH DAY OF JUNE 2021.

READ A THIRD TIME THIS 9TH DAY OF JUNE 2021.

RECONSIDERED AND ADOPTED THIS 9TH DAY OF JUNE 2021.

Chairperson

Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
SCHEDULE "A" – BYLAW NO. R1016-5
FEES**

All charges do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight as per Transport Canada TP 143:

- a. Less than 10,000 kg \$3.20
- b. 10,001 to 45,000 kg \$4.05
- c. Over 45,000 kg \$5.08
- d. Skydiving operation \$400 per month (by prior agreement)
- e. The minimum aircraft landing fee for commercial aircraft is \$15.00

The Following Exclusions Apply :

- Government Agencies Including Military Operations = No landing fees, no parking fees
- Current Long Beach Airport Fixed Base Operators (FBO) who pay an Airport Maintenance Charge (AMC) = No landing fees, no parking fees
- Privately registered aircraft 0-2000k as per the ICAO Air Traffic designation Classification (GTOW) = No Landing Fee's but parking fee's apply as per section 2.c. below.

2. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. *Annual and Monthly rates by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. Airport Passenger User Fees

- a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.
- b. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.
- c. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.

4. Airport Maintenance Charges

- a. A yearly fee of \$.25/m² per lease holder with minimum charge of \$300 per lease.
- b. A flat rate of \$300/year for registered non-profits as well as agriculture and silviculture and water landing strip use leases.



June 1, 2021

Airport Maintenance Charge (AMC) - Long Beach Airport

Why is the ACRD introducing an Airport Maintenance Charge?

The 2020 Long Beach Airport (LBA) Asset Management Plan reviewed current infrastructure and estimated replacement costs at over \$47.9 million dollars' worth of infrastructure including runways, taxiways, aprons, water, sewer, buildings and road infrastructure. This infrastructure provides benefit to all users and lease holders of the airport requires operation, maintenance and upgrading or eventual replacement. Current lease fee rates are not adequate to cover these costs. Neighbouring airports have established Airport Maintenance charges(AMC)s to assist in covering some of these costs and instead of increasing lease rates, the LBA has decided to add an AMC.

How much is the new fee?

The AMC is \$25 per square meter of leased area per year with a minimum charge of \$300. This means that for leased areas under 1,200 m²(approximately 13,000 square feet), the minimum fee of \$300 will be applied annually. The rates for registered non-profits and water landing strip operators are set at a flat fee of \$300.

When will the fee be implemented?

The fee is effective starting June 1st, 2021. A half -year charge will be applied in 2021 and the full rate will be charged in 2022.

When will I be billed for this fee?

The yearly fees will be charged in advance. An invoice will be emailed or mailed to you in July 2021 for half of the charge and in January thereafter for the full charge.

When do I have to pay this fee by and how can I pay it?

Payment terms are the same as for lease rates. Interest is charged on any unpaid invoices after 30 days at a rate of 2%. Payments can be made by cheque or Electronic Funds Transfer (EFT), through credit card in person or over the phone (250-720-2700) and cash is accepted at the ACRD office in Port Alberni.

How does this fee compare to other airports?

The AMC rate at the Nanaimo Airport is \$0.25/m² and at the Penticton airport is a flat rate of \$300. This is being implemented to establish a funding mechanism to support upcoming infrastructure improvement projects at the Long Beach Airport.

What is the difference between an AMC and an AIF?

An AMC is for lease holdings at the airfields to help support infrastructure upgrades. An Airport Improvement Fee (AIF) for the traveling public utilizing scheduled service from the airport terminal and is intended to support operations.

What is the bylaw that covers this fee?

The Airport Maintenance charge has been adopted into the Tofino-Ucluelet Airport Fees Amendment Bylaw R1016-5. For further details, you can review the Bylaw here: <https://www.acrd.bc.ca/bylaws>

Who do I contact if I have further questions or concerns?

Please contact Mark Fortune, Airport Manager at Mfortune@acrd.bc.ca for further information.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alex Dyer, MCIP, RPP, Planning Manager

Meeting Date: June 9, 2021

Subject: Burning Regulation Bylaws and Public Engagement Summary

Recommendation:

- 1) THAT third reading of Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be rescinded.
- 2) THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be amended as presented.
- 3) THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be given third reading as amended.
- 4) THAT Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw be adopted.
- 5) THAT third reading of Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be rescinded.
- 6) THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be amended as presented.
- 7) THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be given third reading as amended.
- 8) THAT Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw be adopted.

Summary:

The Board of Directors last considered the two proposed burning regulations in June 2020: Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw and Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw. Bylaw R1030 would regulate wood burning and solid-fuel burning appliances within the ACRD. Bylaw R1032 would regulate open burning within each of the six Electoral Areas and includes varying regulations for campfires, domestic backyard open fires and larger land-clearing open fires. Prior to considering adoption of the bylaws, the Board directed staff to engage in a public information campaign to gather public input on the proposed regulations.

Reflecting the challenges faced during the COVID-19 pandemic, planning staff directed a public

engagement program focused on electronic engagement that included an online survey, to which the Regional District received 919 public responses, a dedicated ACRD Burning Regulation webpage to share information, social media engagement and agency referrals to relevant public health and air quality agencies, Advisory Planning Commissions and the Agricultural Development Committee.

In consideration of the public and agency input received, staff have presented proposed amendments to Bylaws R1030 and R1032 and staff are recommending that the Board adopt the two burning regulation bylaws as amended.

Public Engagement:

The public engagement program for Bylaws R1030 and R1032 focused on directing public to the ACRD Burning Regulation webpage for information and highlighting opportunities to provide input on the bylaws through an online survey platform or by email directly to planning staff. The Burning Regulation webpage can be found here: www.acrd.bc.ca/burning-bylaw-review

Online Survey

The online survey was published on the ACRD Lets Connect web platform on April 20th. The survey, which was live until May 16th, received a total of 919 public responses. While some of the respondents noted they resided within the City of Port Alberni or did not provide their area of residence, the survey did receive significant engagement from each of the six ACRD Electoral Areas: 79 respondents from Bamfield "A", 102 from Beaufort "B", 53 from Long Beach "C", 238 from Sproat Lake "D", 208 from Beaver Creek "E" and 88 from Cherry Creek "F". Many respondents also own or rent second homes within the ACRD Electoral Areas.

The survey asked a number of questions relating to the health impacts of Particulate Matter 2.5 (PM 2.5), residence and household details, knowledge about Provincial information relating to air quality, and specific questions relating to each of Bylaws R1030 and R1032. The full survey results and charts are attached to this report as Appendix 'A'.

Survey Results for Demographics and Health Impacts from Particulate Matter 2.5

26% of the respondents noted that they live with a lung or cardiovascular disease or that they are a caregiver to a person living with chronic disease. 28.8% of respondents noted that they are seniors aged 65+ and a further 5.3% of respondents noted that they are pregnant. Each of these groups may be more vulnerable to the short-term and long-term health impacts directly related to PM 2.5 emissions from wood burning. 67% of respondents reported a good understanding of the health impacts of PM 2.5 with 13% reporting limited or no understanding of health impacts.

Survey Results for Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw

A total of 416 (45.9%) respondents reported that they support Bylaw R1030 as presented, whereas 422 (46.5%) reported they did not support the bylaw and 69 (7.6%) were not sure. The top reasons for not supporting the bylaw included a general belief that smoke from woodstoves is not an issue, or that excessive smoke from woodstoves in their area is not an issue, and the financial cost to upgrade older woodstoves.

57.9% of respondents agreed that the requirement to upgrade older and homemade woodstoves by July

2023 would be a reasonable regulation with 32.3% of respondents reporting that they own or rent a home that would require a woodstove upgrade. The survey also highlighted the woodstove exchange program managed by the ACRD in partnership with the Province. Continuation of the woodstove exchange program, additional grant opportunities from the ACRD or the Province and providing direct financial support for lower income families were all highlighted as key incentives needed to encourage updating old woodstoves.

Survey respondents were asked if they had any additional comments regarding Bylaw R1030, and approximately 223 responses were submitted. The comments were summarized and generally fall into the following themes: challenging to enforce Bylaw; Bylaw too general, should be specific to an area; Bylaw not equitable; Need to extend timeframe to upgrade existing woodstove; Need to consider financial impact; Should not apply to fireplaces; Highlight benefits of woodstoves; Grandfather existing woodstoves; and expand natural gas services to all areas.

Survey Results for Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw

A total of 452 (50%) respondents reported that they support Bylaw R1032 as presented, whereas 357 (39.5%) reported they did not support the bylaw and 95 (10.5%) were not sure. The top reasons for supporting the bylaw include the ability to access yard waste drop off at the Landfills and concerns about the health impacts from Particulate Matter 2.5. The top reasons for not supporting the bylaw include a belief that smoke from backyard burning is not an issue, the cost of bylaw enforcement to regulate the open burning regulations and general opposition to any additional regulation by the Regional District.

The most effective ways noted by respondents to control air quality issues relating to burning include restricting the types of materials that can be burned, limiting the size of burn piles and establishing burning windows that would prohibit burning during the wettest months most susceptible to atmospheric inversions. There is also support for differentiating between hand-piled and larger machine-piled fires with varying setbacks and regulations for each and 85% of respondents supported continuing to permit campfires contained within a fire pit at any time, unless otherwise prohibited by the Province.

Survey respondents were asked if they had any additional comments regarding Bylaw R1032, and approximately 190 responses were submitted. The comments generally fall into the following themes: Importance of public education and incentives; Effectiveness of Bylaw will rely on being easy to comply, having an enforcement/monitoring plan, and fair and cost efficient to everyone; Universal Bylaw for the entire region not appropriate, different areas and properties of different sizes should have different regulations; Open Burning Bylaw isn't needed at all, leave for Province to regulate; General support of Bylaw, especially the open burning and backyard burning regulations; Make changes to Landfill including waiving fees, invest in grinder, free curbside pick-up, and more free residential drop off initiatives; Backyard campfires should be banned; Do not include campfire size restrictions; Shorten allowable burning times; prohibit outdoor burning during certain times of the year (ie. colder/wetter months); Consider a variance process to vary/adjust the timeframe (ie. after a storm event where larger burn piles were required); Limit the size of the outdoor combustion pile, and materials that can be burned; and limit forestry slash burning.

Public Advertisement

The opportunity to provide input through the online survey and to find additional information on the ACRD Burning Regulation webpage was advertised to the public through various methods:

- A newsletter was mailed out to 3,450 rural Alberni Valley and Bamfield residents on April 23rd.

- Newspaper ads were published in the Alberni Valley News and the Westerly on April 21st.
- Email distribution by Alberni Air Quality Council members and other community groups.
- Signage, sandwich boards and social media posts.

Agency Referrals

A referral was sent to affected Provincial agencies, the Agricultural Development Committee and the six Electoral Area Advisory Planning Commission (APC) members. The bylaws were referred by email to the APCs in April 2020. A package of agency referral responses received is attached to the report as Appendix 'B'. The referral agencies were generally supportive of implementing the burning regulations with suggested changes and updates. Many of the proposed changes outlined within the responses have been incorporated into the proposed amendments to Bylaws R1030 and R1032. The referral responses are also summarized below.

Island Health: The referral response from Jade Yehia, Regional Built Environment Consultant with Island Health details the negative health impacts from exposure to PM 2.5 and notes that air quality related health indicators such as asthma incidence, respiratory hospitalization, chronic obstructive pulmonary disease (COPD) incidence and hospitalization tend to be higher in the Alberni-Clayoquot Local Health Area in comparison with Island Health and BC.

Ministry of Environment & Climate Change Strategy: The response from Earle Plaine, Section Head of the Air Quality Section of the Ministry detailed varying wood burning appliance standards and provided input on the proposed open burning regulations. The letter proposed moving up the outdoor burning window to September 15th, if permitted by the Province, when the venting index can be more favourable and clarifies that larger debris pile burning should be regulated by the Province through the *Open Burning Smoke Control Regulation*.

Alberni Air Quality Council (AQC): The AQC discussed the proposed burning regulations at a meeting in May 2020 where they provided background information on the need to implement burning regulations in the ACRD and provided detailed feedback to both bylaws.

Agricultural Development Committee (ADC): The ADC discussed the proposed burning regulations in May 2020. The key points discussed were agricultural producers' need to: burn brush piles/pruning/diseased materials; clear land; and use non-conforming wood burning appliances for product processing, such as when making maple syrup, smoking, or drying. Also discussed were issues of enforcement and the applicability of the *Farm Practices Protection (Right to Farm) Act* and its limitations if a producer is not on ALR and/or does not have farm status with BC Assessment. There was discussion about the need for chippers, organics collection, and/or alternatives to burning. The ADC recommended the creation of a registration system that allows for the use of modified stoves for the purpose of processing agricultural product and for educational material to be developed at the regional level with regards to agriculture and burning.

Proposed Amendments to Bylaws R1030 and R1032:

Based on the input received from the public and from referral agencies, staff have proposed a number of amendments to Bylaws R1030 and R1032. Staff have presented the bylaws with proposed amendments and recommend that the Board rescind third reading of each bylaw, incorporate the proposed amendments into the bylaws, and give third reading and adoption of the bylaws as amended. The proposed changes to the bylaws are outlined in point form below.

Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation Bylaw

- Definitions: “Fireplace” removed from “certified appliance” and “solid-fuel burning appliance” definitions to clarify that open fireplaces are exempt from the bylaw.
- Section 5: Existing wood burning appliances not in compliance with the bylaw to remain in service until July 2024, extended from July 2023.
- Exemption provided for any person using a solid-fuel burning appliance for farm product processing as part of “normal farm practices” as defined in the Province’s *Farm Practices Protection Act*.

Bylaw R1032, Outdoor Burning Smoke Control Regulation Bylaw

- Clarified “open burning” definition to include outdoor burning devices detached from buildings.
- Fall burning period adjusted from Sept. 30 – Nov. 30 to Sept. 15 – Nov. 15 to further restrict burning during the colder period more susceptible to atmospheric inversions.
- Reduced smoke release period for Category A fires from 72 hours to 36 hours.

Time Requirements – Staff & Elected Officials:

Significant bylaw enforcement staff time will be required to educate the public, respond to complaints and administer the bylaws. Enforcement of the bylaws on the west coast will require significant travel time to respond to complaints. Staff are willing to investigate creative possibilities to work with ACRD staff located on the west coast or with agencies on the west coast to identify enforcement resources that could be utilized locally.

In order to be effective, planning staff also recommend that contraventions to the bylaw be included within the Bylaw Notice Enforcement ticketing process to gain compliance with the regulations. Staff expect to have procedures in place for the implementation of the Bylaw Notice Enforcement process in 2021.

Financial:

The Board had previously included 0.5 FTE staff resourcing in the Financial Plan to implement, monitor and enforce the burning bylaws. Including burning bylaw enforcement within the Bylaw Notice Enforcement ticketing process would help offset the costs of enforcement.

Strategic Plan Implications:

The ACRD Strategic Plan 2021-2024 envisions better support for the region’s vulnerable populations and adapting to and mitigating the impacts of climate change. Implementing burning regulations within the region will help the Board achieve this vision. Strategy 5.1 encourages engagement with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation. Each of the municipalities within the region have already implemented burning regulations and the need to cooperate as a region and align burning regulations has been highlighted by the multi-stakeholder Alberni Air Quality Council to help mitigate the negative impacts of PM 2.5 throughout the region.

Options Considered:

1. Defer a decision on the bylaws and refer the proposed burning regulations to an Electoral Area Directors Committee meeting for further discussion.

Submitted by: 

Alex Dyer MCIP, RPP, Planning Manager

Reviewed by: 

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

Approved by: 

Douglas Holmes BBA, CPA, CA, Chief Administrative Officer



ACRD Burning Regulation Survey

SURVEY RESPONSE REPORT

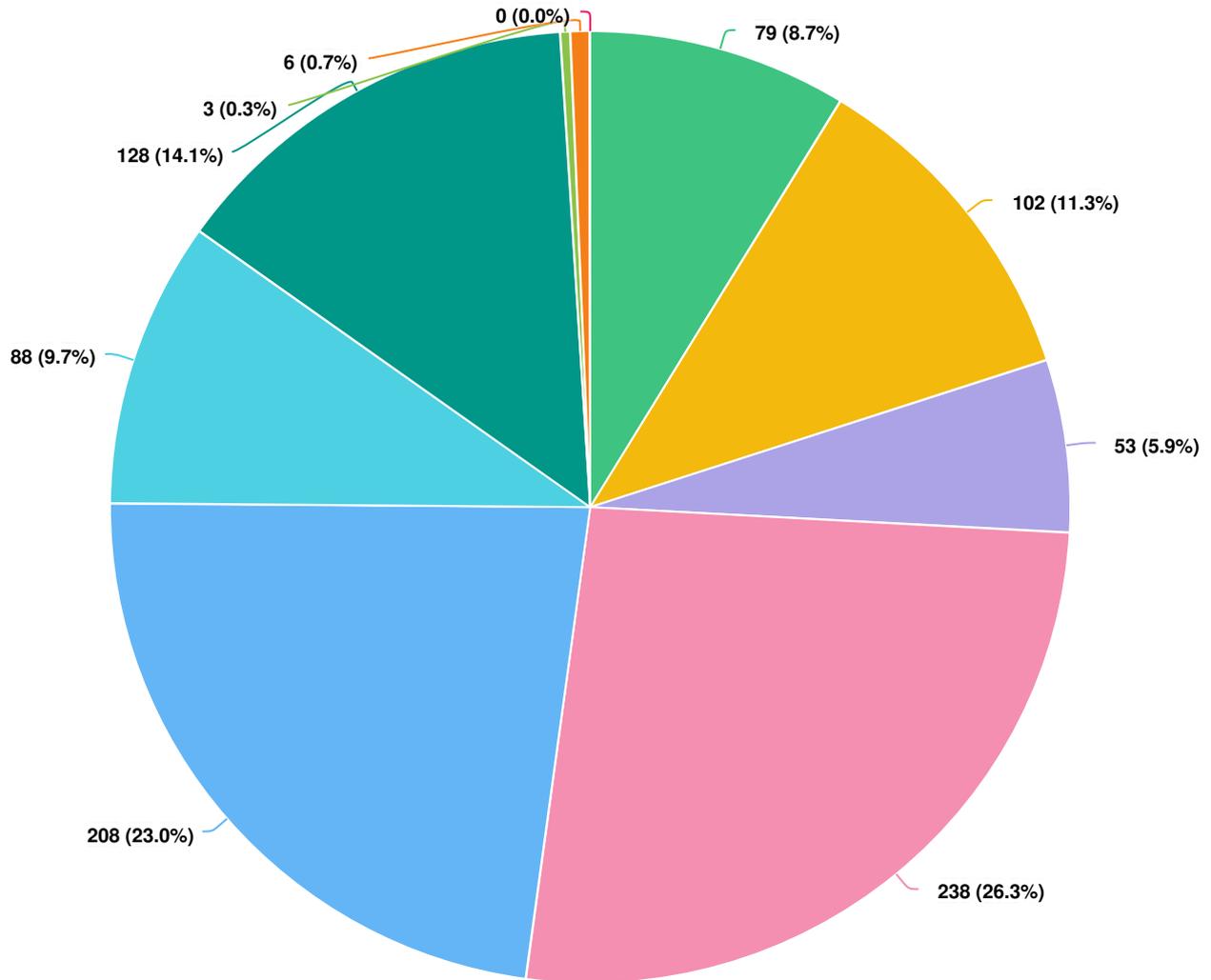
20 April 2021 - 16 May 2021

PROJECT NAME:

Burning Bylaw Review



Q1 | Where is your primary residence located? *Note: the proposed ACRD Bylaws R1030 and R1032 would only apply to the six (6) ACRD...*

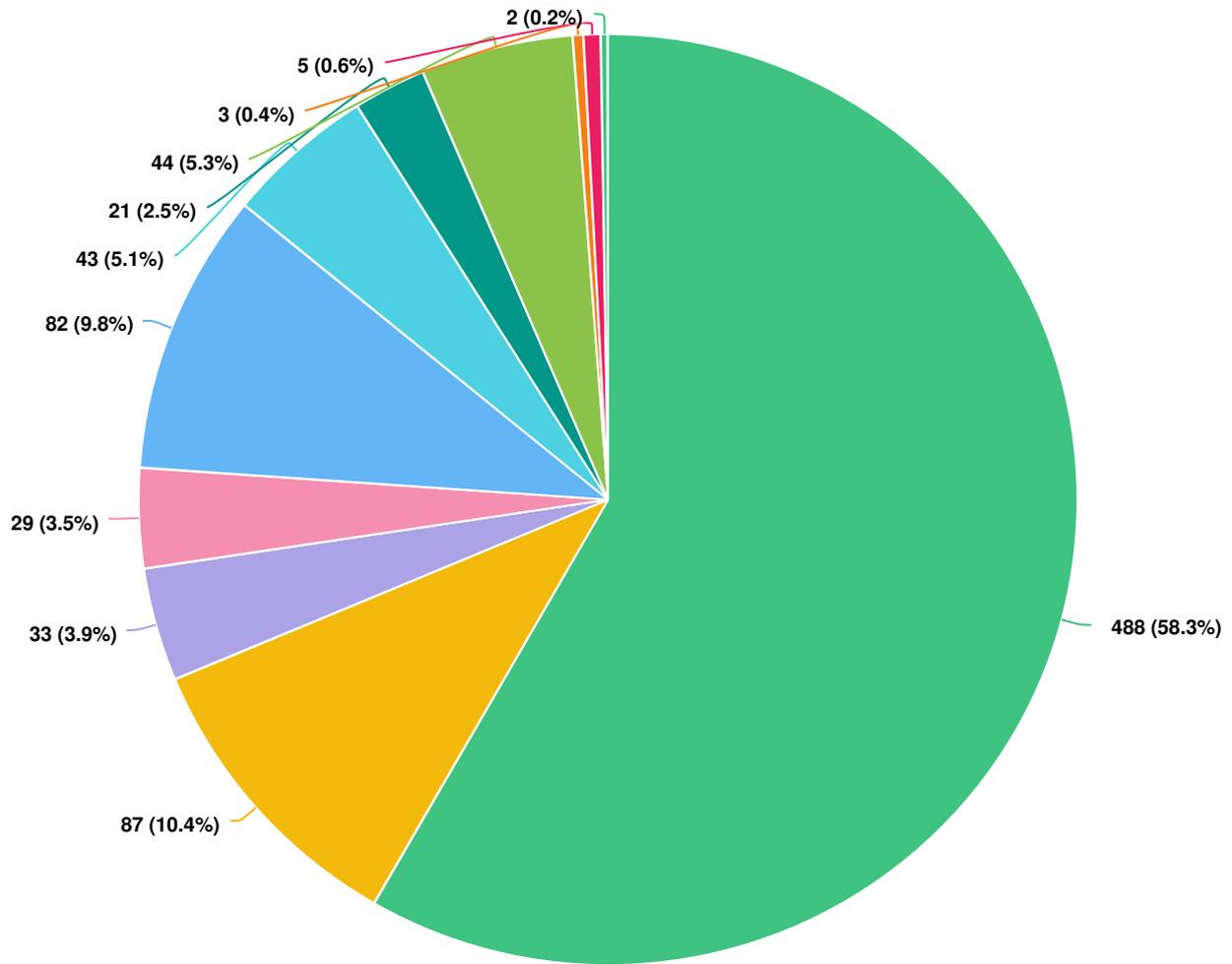


Question options

- Bamfield Electoral Area "A"
 ● Beaufort Electoral Area "B"
 ● Long Beach Electoral Area "C"
- Sproat Lake Electoral Area "D"
 ● Beaver Creek Electoral Area "E"
 ● Cherry Creek Electoral Area "F"
- City of Port Alberni
 ● District of Tofino
 ● District of Ucluelet
- First Nations community (Maa-nulth Treaty land or non-treaty IR)

Optional question (905 response(s), 14 skipped)
 Question type: Radio Button Question

Q2 If you rent or own a second property within the ACRD, please indicate where it is located

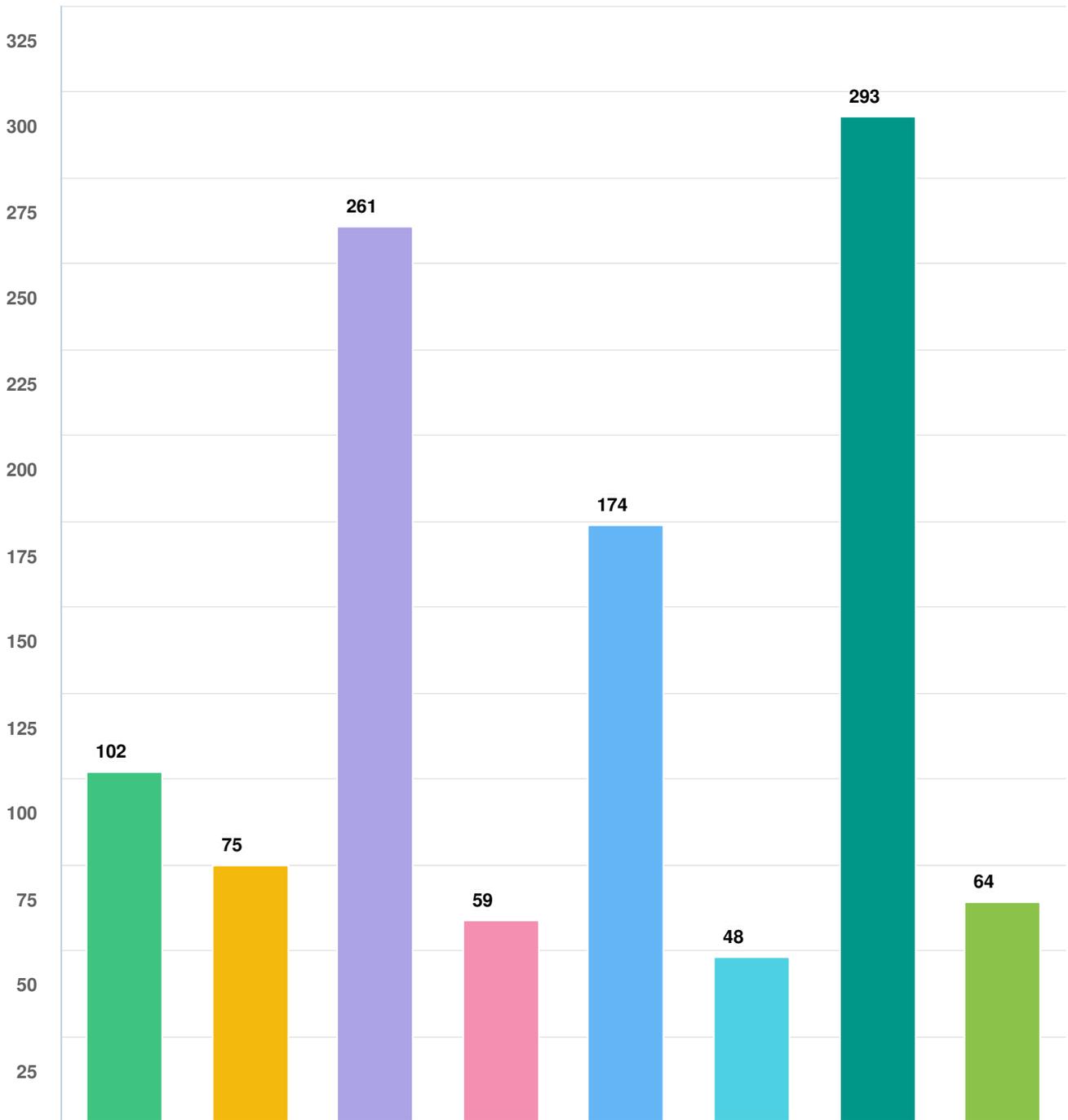


Question options

- I do not rent or own a second property in the ACRD
 ● Bamfield Electoral Area "A"
● Beaufort Electoral Area "B"
- Long Beach Electoral Area "C"
 ● Sproat Lake Electoral Area "D"
● Beaver Creek Electoral Area "E"
- Cherry Creek Electoral Area "F"
 ● City of Port Alberni
● District of Tofino
● District of Ucluelet
- First Nations community (Maa-nulth Treaty land or non-treaty IR)

Optional question (837 response(s), 82 skipped)
 Question type: Radio Button Question

Q3 Do you identify with any of the following groups?(Choose all that apply)

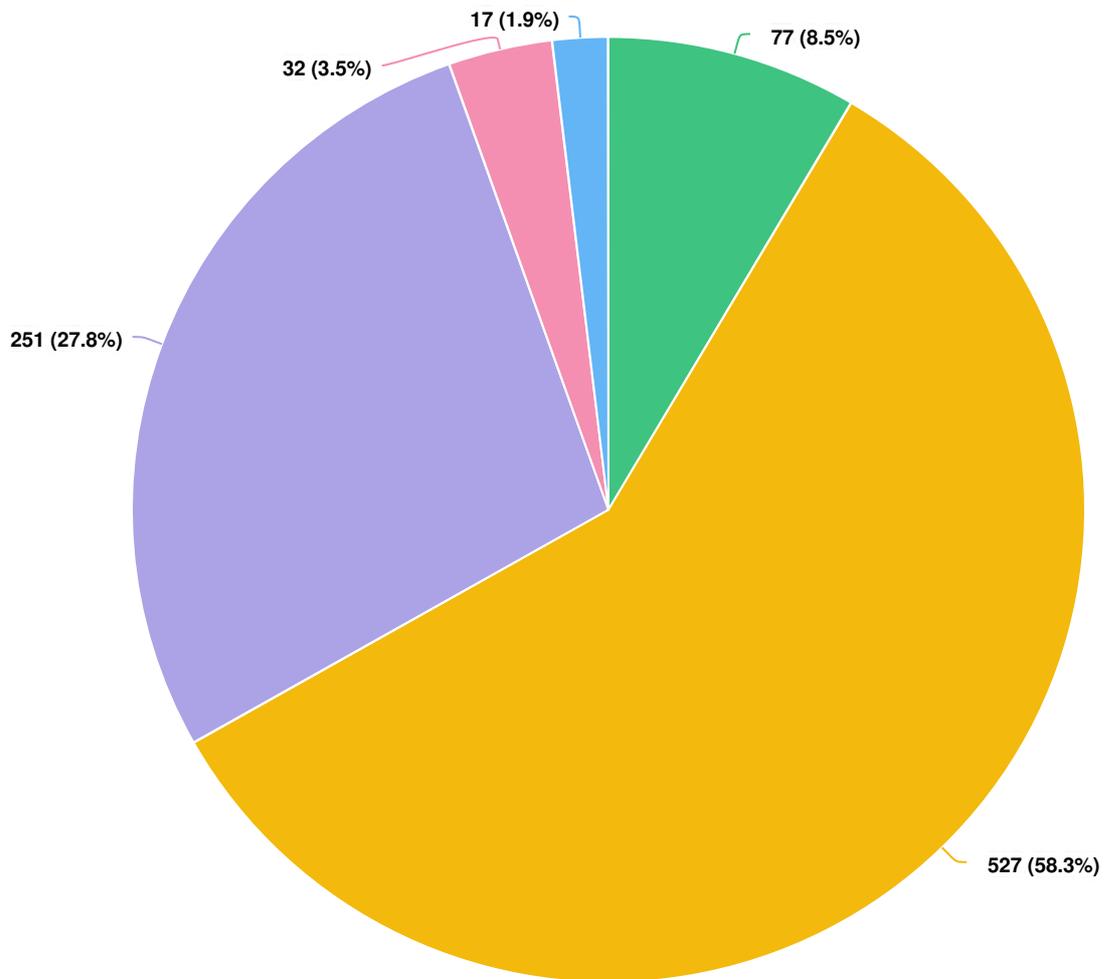


Question options

- Living with lung disease(s)
 ● Living with cardiovascular disease(s)
● Older adult (65+ years)
- Caregiver of older adult or person(s) living with chronic disease(s)
 ● Caregiver of children
● Pregnant
- None of the above
 ● Prefer not to say

*Optional question (905 response(s), 14 skipped)
Question type: Checkbox Question*

Q4 How many people, including yourself, currently reside in your household?



Question options

- 1
- 2-3
- 4-5
- 6+
- Prefer not to say

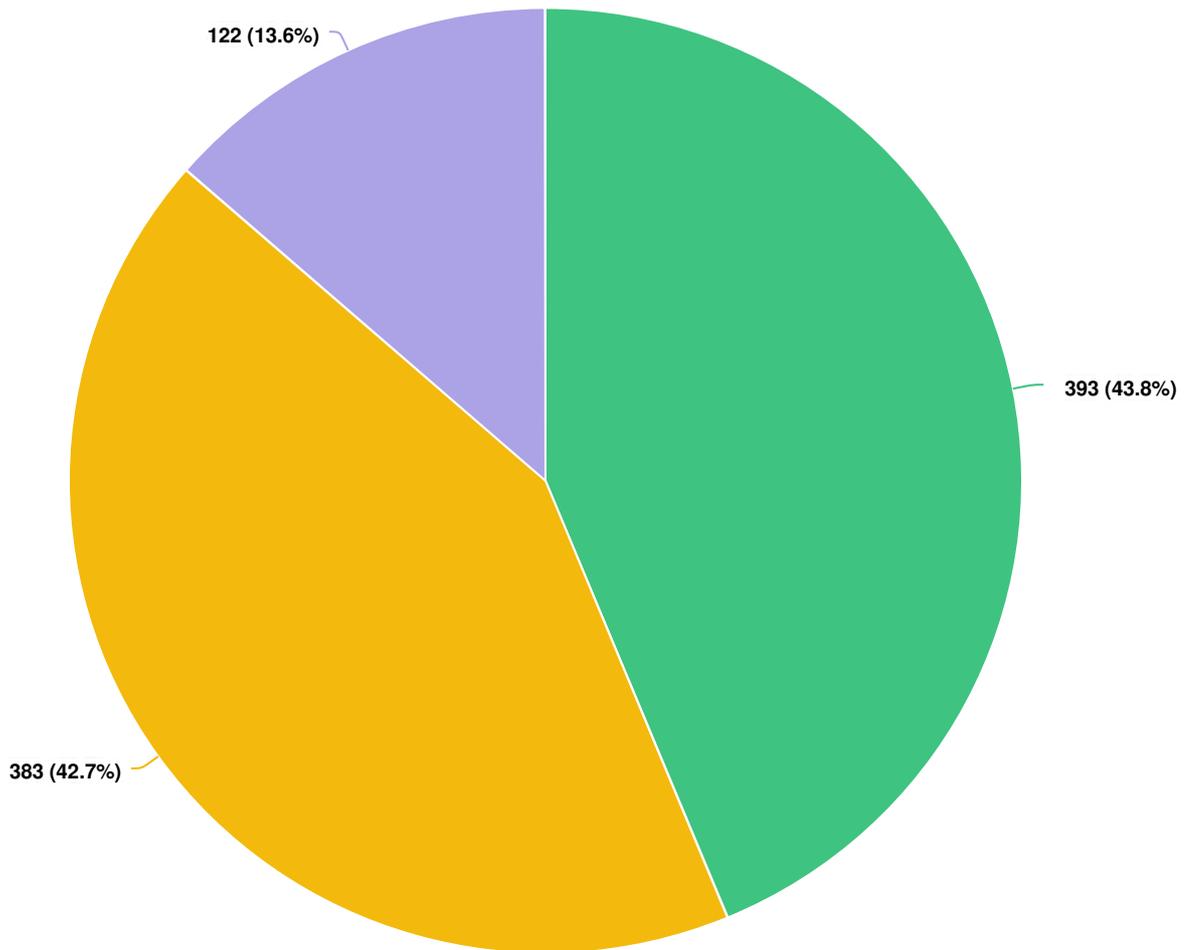
Optional question (904 response(s), 15 skipped)
Question type: Radio Button Question

Q5 | How well do you feel you understand the information related to Particulate Matter 2.5?
 (Rank level of understanding from 1 - no understanding at all to 5 - good understanding)



Optional question (909 response(s), 10 skipped)
 Question type: Likert Question

Q6 Do you feel that that PM 2.5 negatively impacts your health?

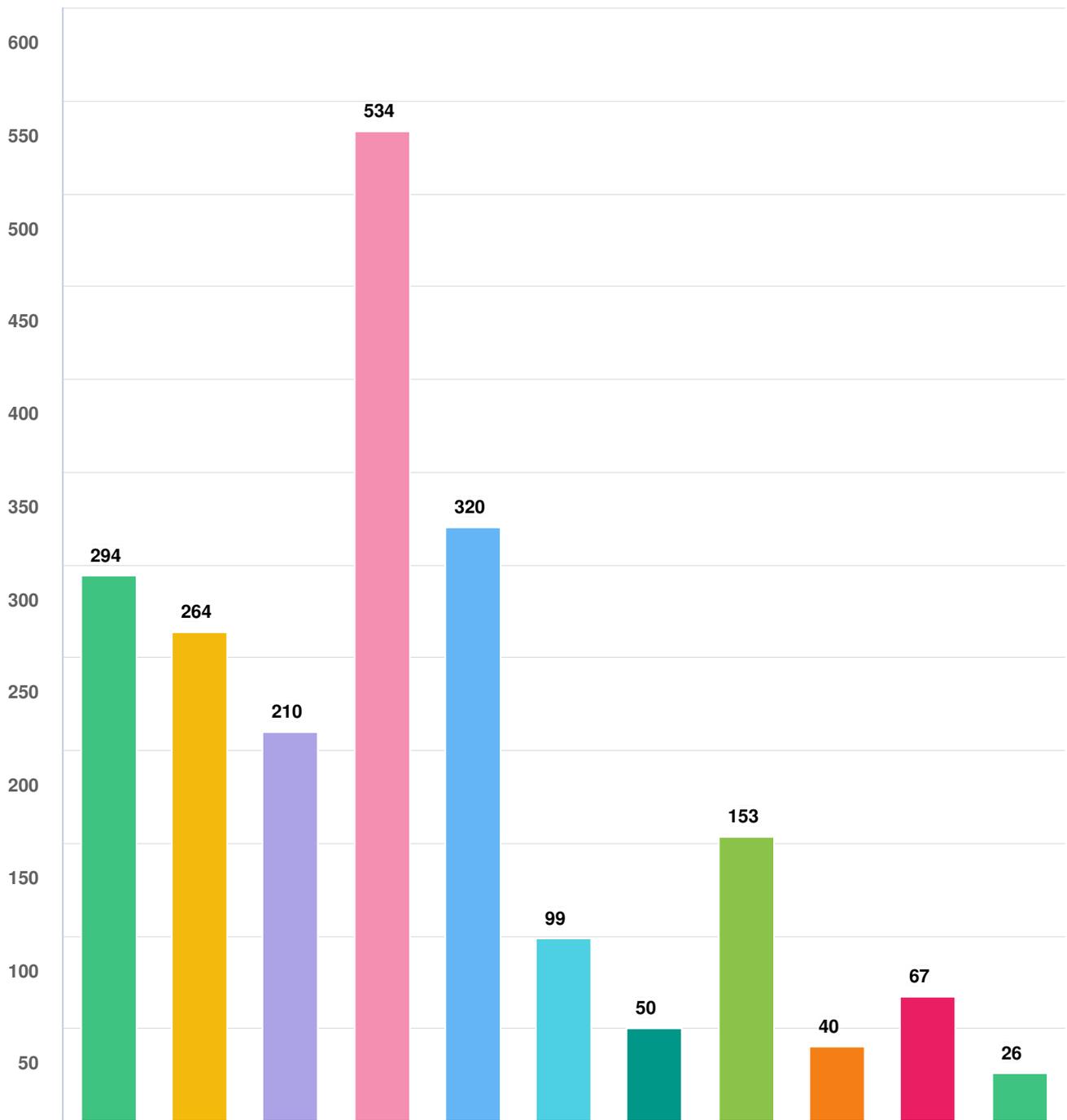


Question options

- Not sure
- No
- Yes

*Optional question (898 response(s), 21 skipped)
Question type: Radio Button Question*

Q7 How do you receive information related to air quality issues in our region?(Choose all that apply)

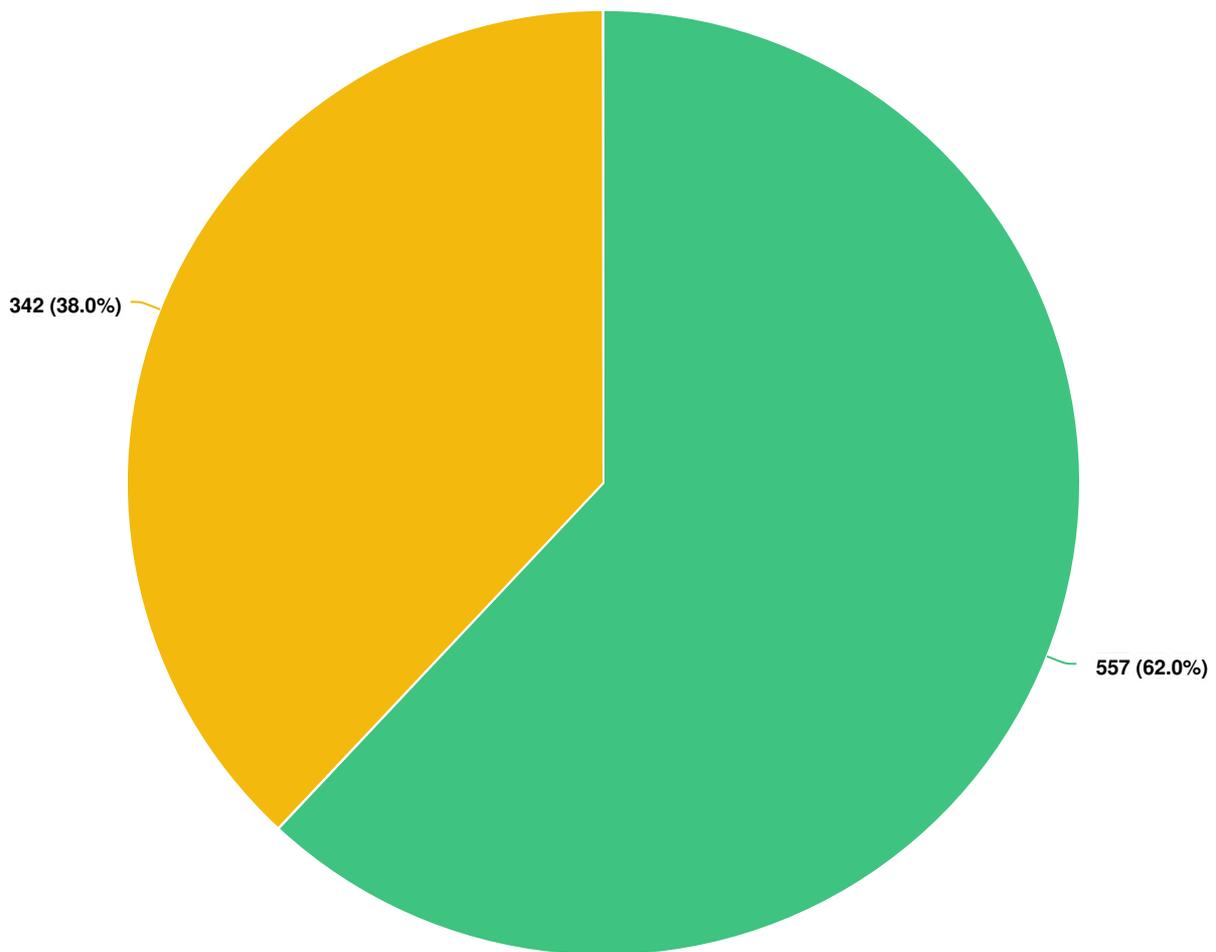


Question options

- Other (please specify)
- Are not aware of any ways to access air quality information
- Health care provider
- Family/friend/community member
- Text alert
- Email
- Mobile device app (Weather app, Air Quality Health Index)
- Online (internet)
- Radio
- Newspaper
- TV

Optional question (909 response(s), 10 skipped)
 Question type: Checkbox Question

Q8 Are you aware that you can sign up to automatically receive air quality messages from the Province (Smoky Skies Bulletins and Air Quality Advisories) via your email address and/or mobile phone number? More details can be found on the BC Air Quality...

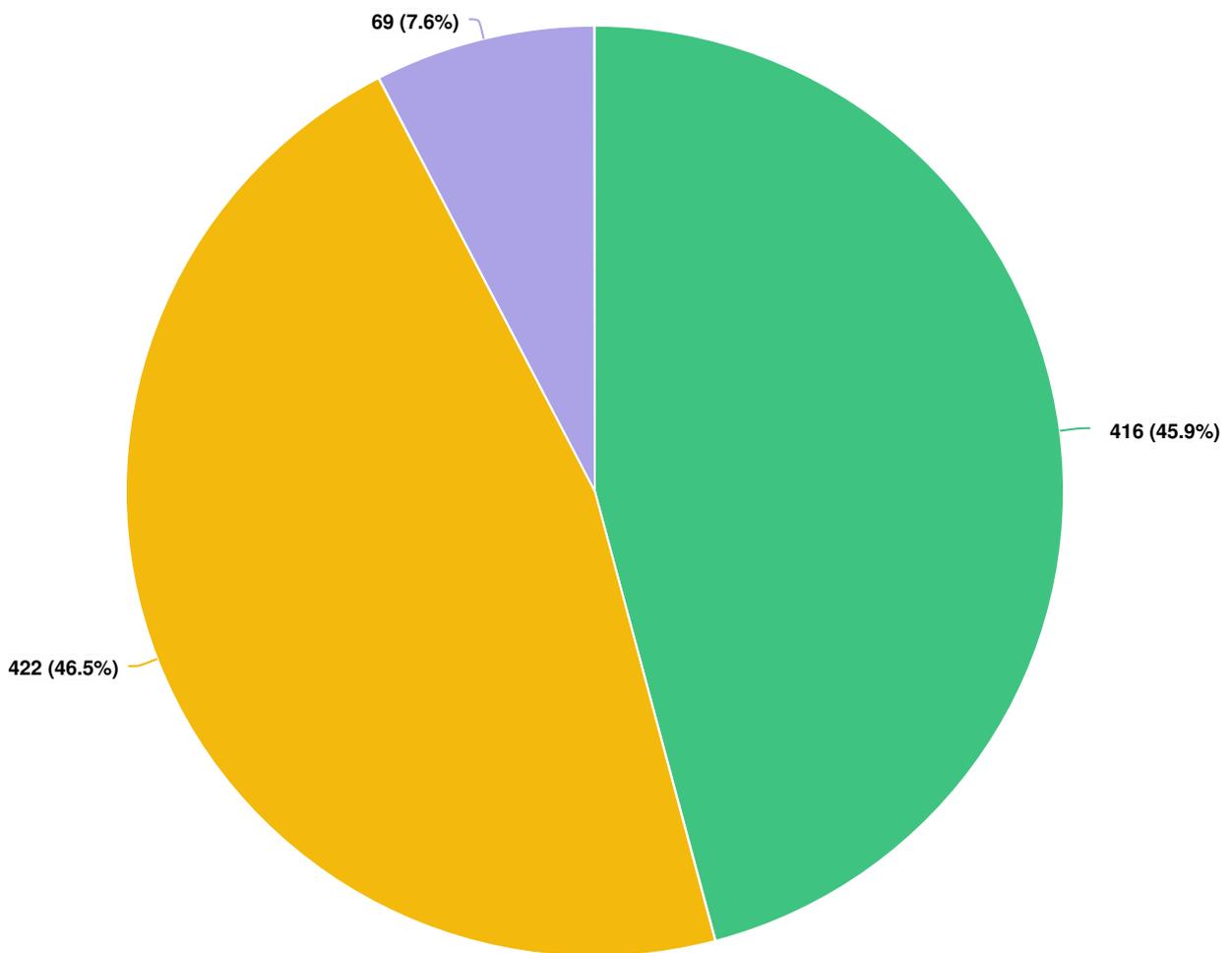


Question options

- No
- Yes

Optional question (899 response(s), 20 skipped)
Question type: Radio Button Question

Q9 | Do you support Bylaw R1030: Solid-Fuel Burning Appliance Emission Regulation Bylaw as presented? Note: the proposed ACRD Bylaws R1030 and R1032 would only apply to the six (6) ACRD Electoral Areas: Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek and Cherrv Creek.

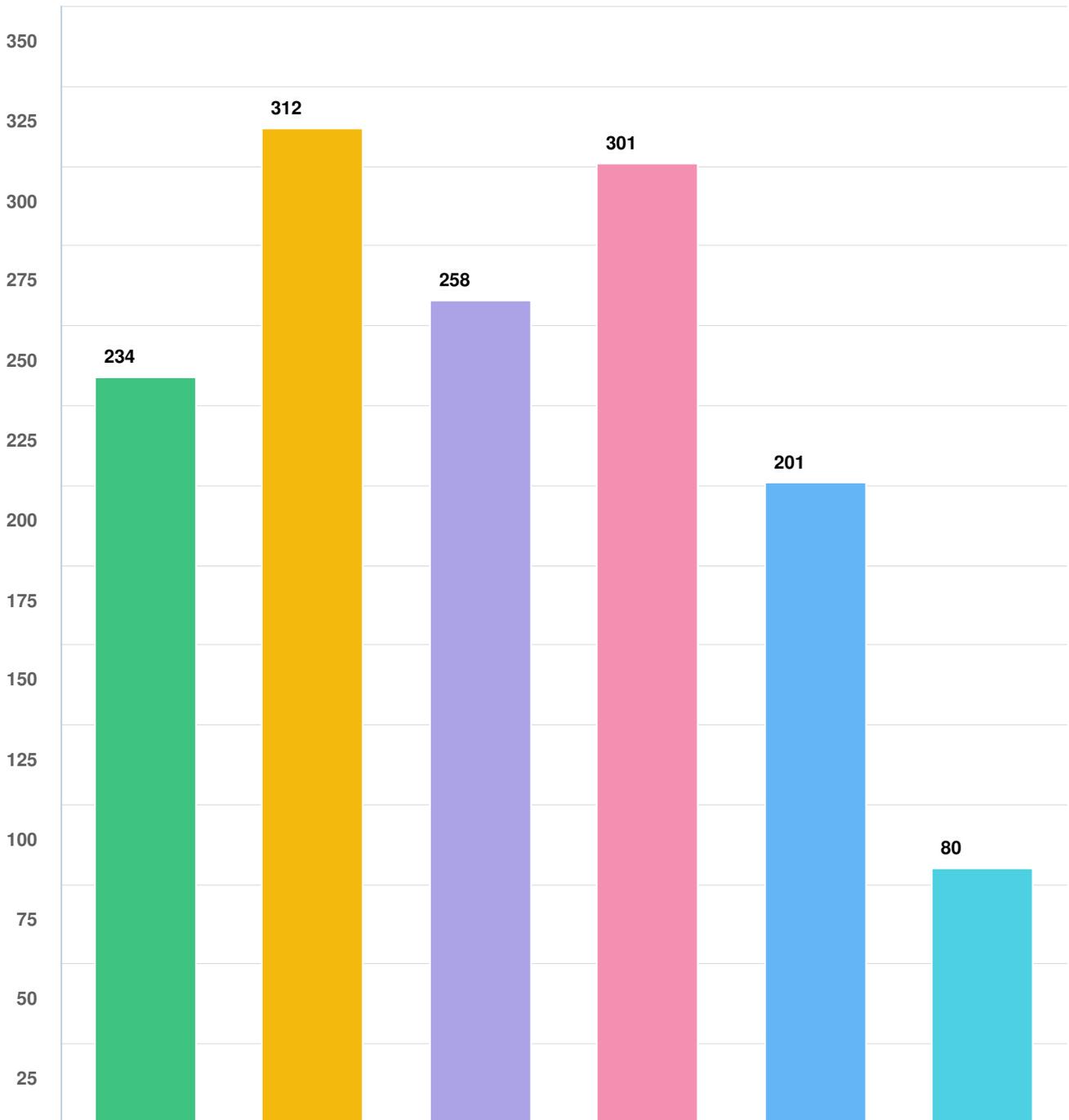


Question options

- Not sure
- No
- Yes

Optional question (907 response(s), 12 skipped)
Question type: Radio Button Question

Q10 If you are opposed to Bylaw R1030, please indicate why.(Choose all that apply)

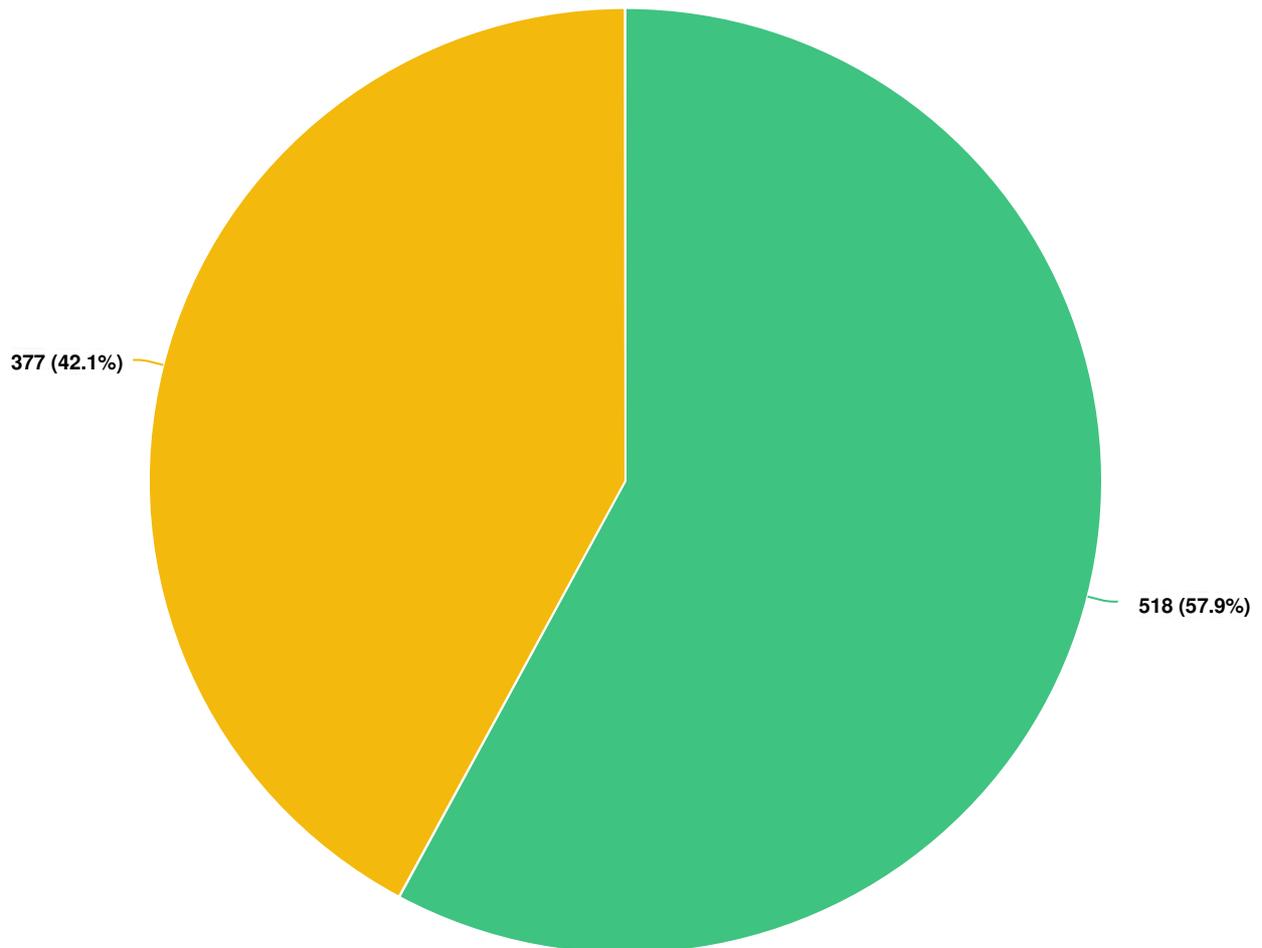


Question options

- Other (please specify)
- I am not opposed to the bylaw
- Excessive smoke from woodstoves is not an issue in my area
- Financial cost to upgrade woodstove
- Generally do not believe that smoke from woodstoves is an issue
- Generally opposed to any additional regulation

*Optional question (801 response(s), 118 skipped)
Question type: Checkbox Question*

Q11 | If Bylaw R1030 is adopted, older woodstoves and homemade woodstoves would need to be upgraded by July 1, 2023. Do you agree this is a reasonable regulation?

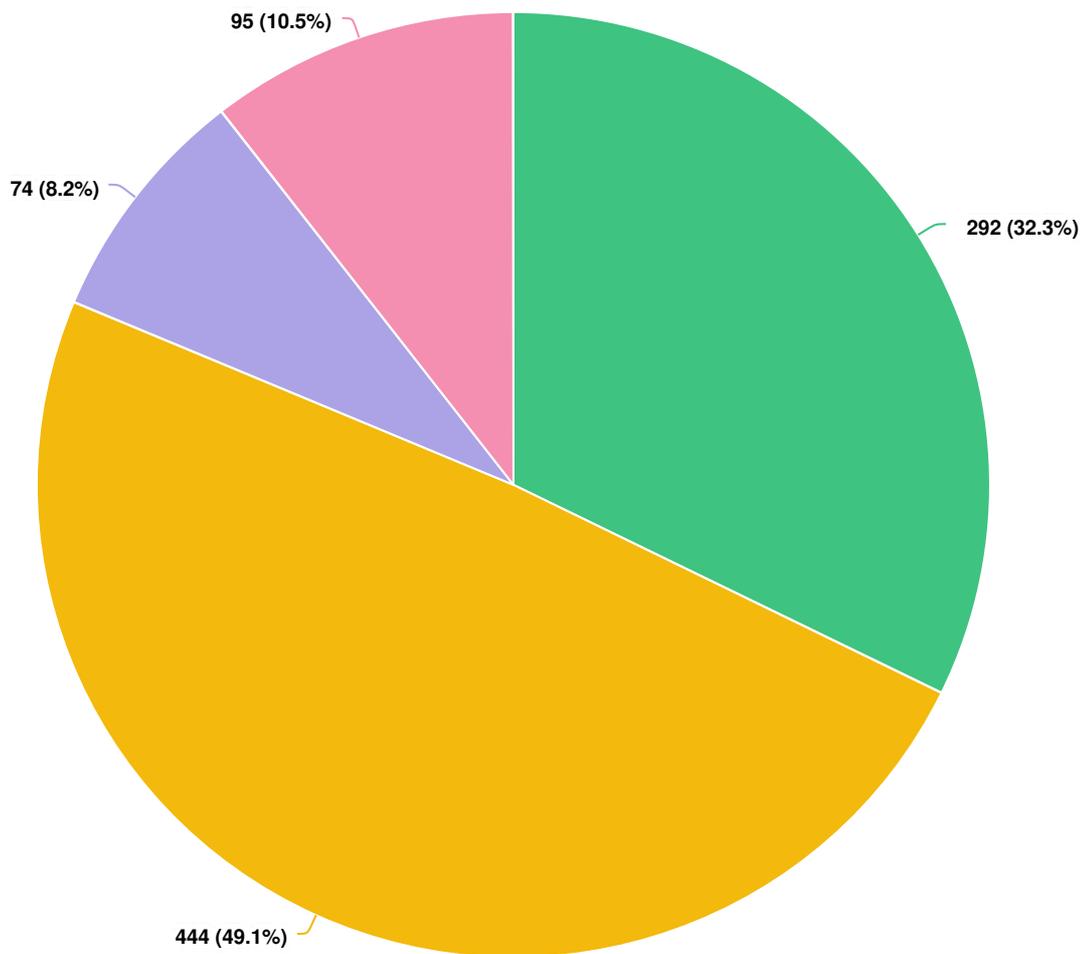


Question options

- Disagree
- Agree

*Optional question (895 response(s), 24 skipped)
Question type: Radio Button Question*

Q12 | The current CSA/EPA standard approves certified woodstoves dating from 1994 onward. If the bylaw is adopted requiring certified woodstoves in the ACRD, do you own or rent a home that would need to upgrade a woodstove?

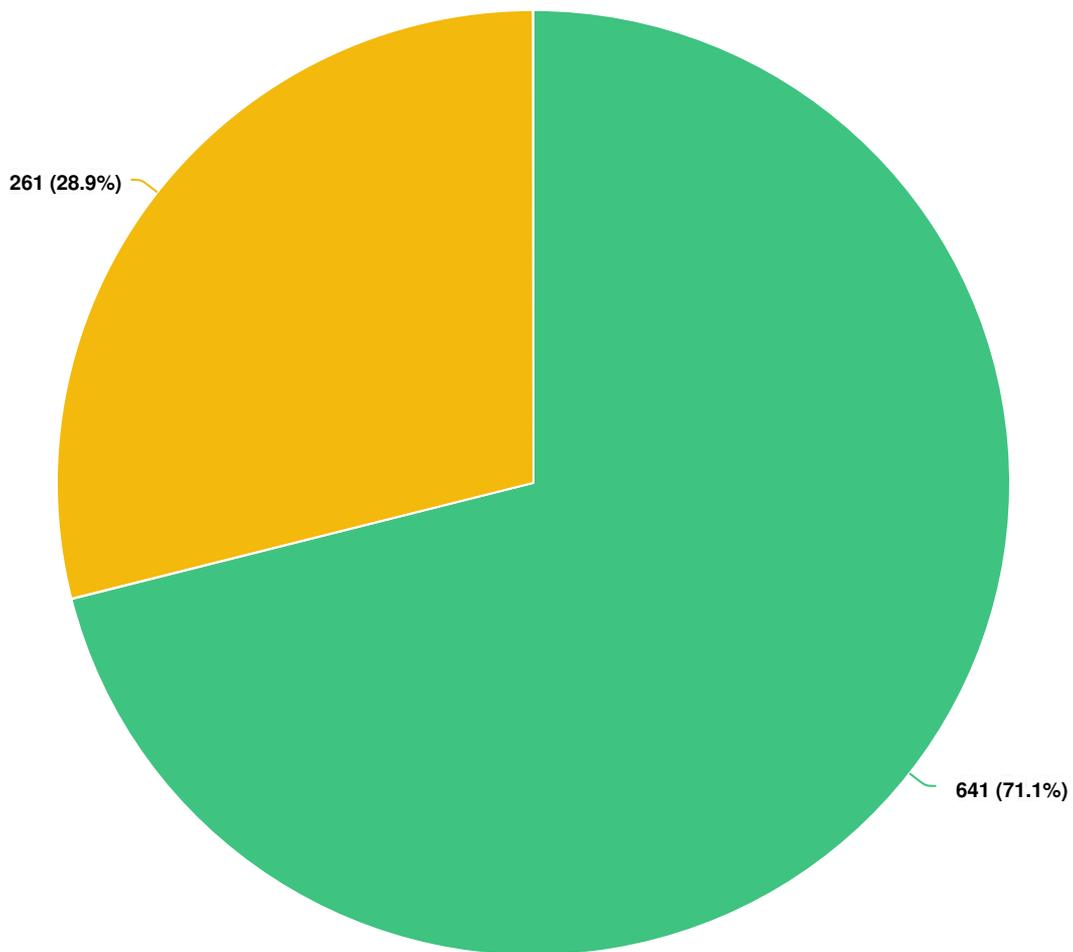


Question options

- Do not own or rent a home with a woodstove
- Not sure
- No
- Yes

Optional question (905 response(s), 14 skipped)
 Question type: Radio Button Question

Q13 Are you aware of the Woodstove exchange program that is managed by the ACRD in partnership with the BC Ministry of Environment and Climate Change Strategy and the BC Lung Association? More information can be found on the ACRD Woodstove Exchange Pro...

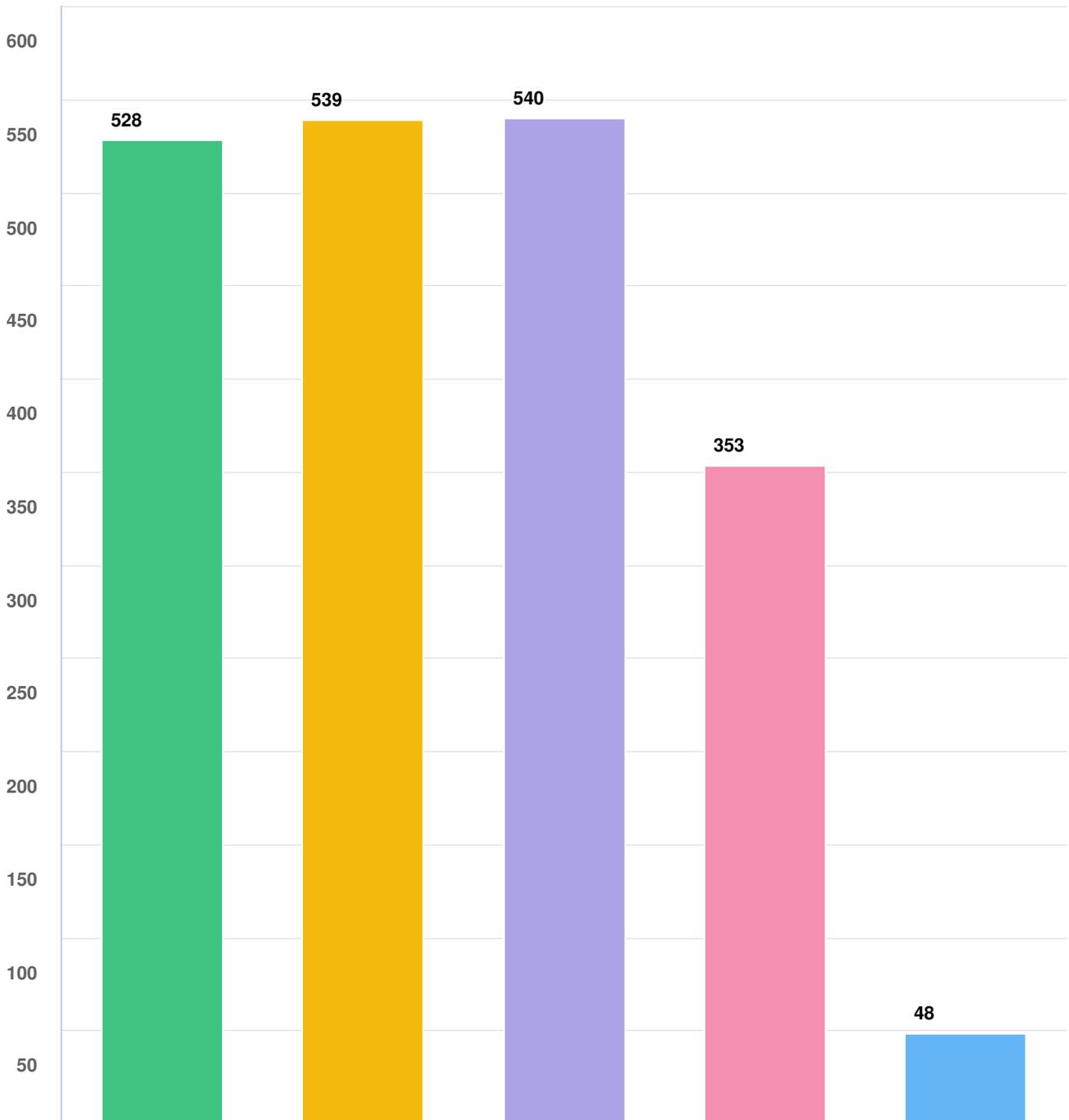


Question options

- No
- Yes

Optional question (902 response(s), 17 skipped)
Question type: Radio Button Question

**Q14 What incentives do you think are needed to encourage updating an old woodstove?
(Choose all that apply)**

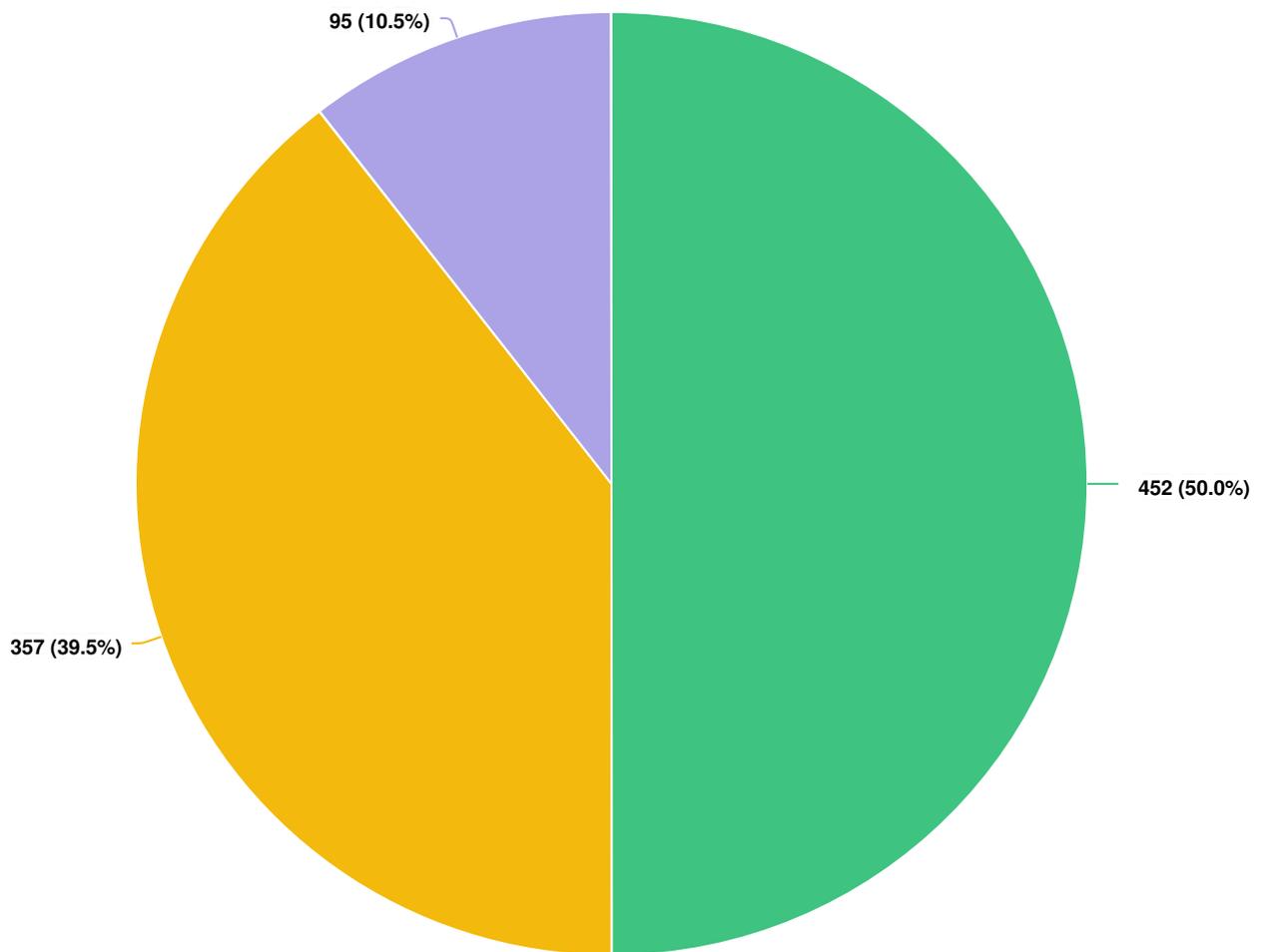


Question options

- Other (please specify)
- Education on the benefits of upgrading woodstoves
- Financial support for lower income families to upgrade woodstoves
- Additional financial grants from the ACRD and Province
- Continuation of the existing Woodstove Exchange Program

*Optional question (902 response(s), 17 skipped)
Question type: Checkbox Question*

Q15 Do you support Bylaw R1032: Outdoor Burning Smoke Control Regulation Bylaw as presented? Note: the proposed ACRD Bylaws R1030 and R1032 would only apply to the six (6) ACRD Electoral Areas: Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, Cherry Creek.

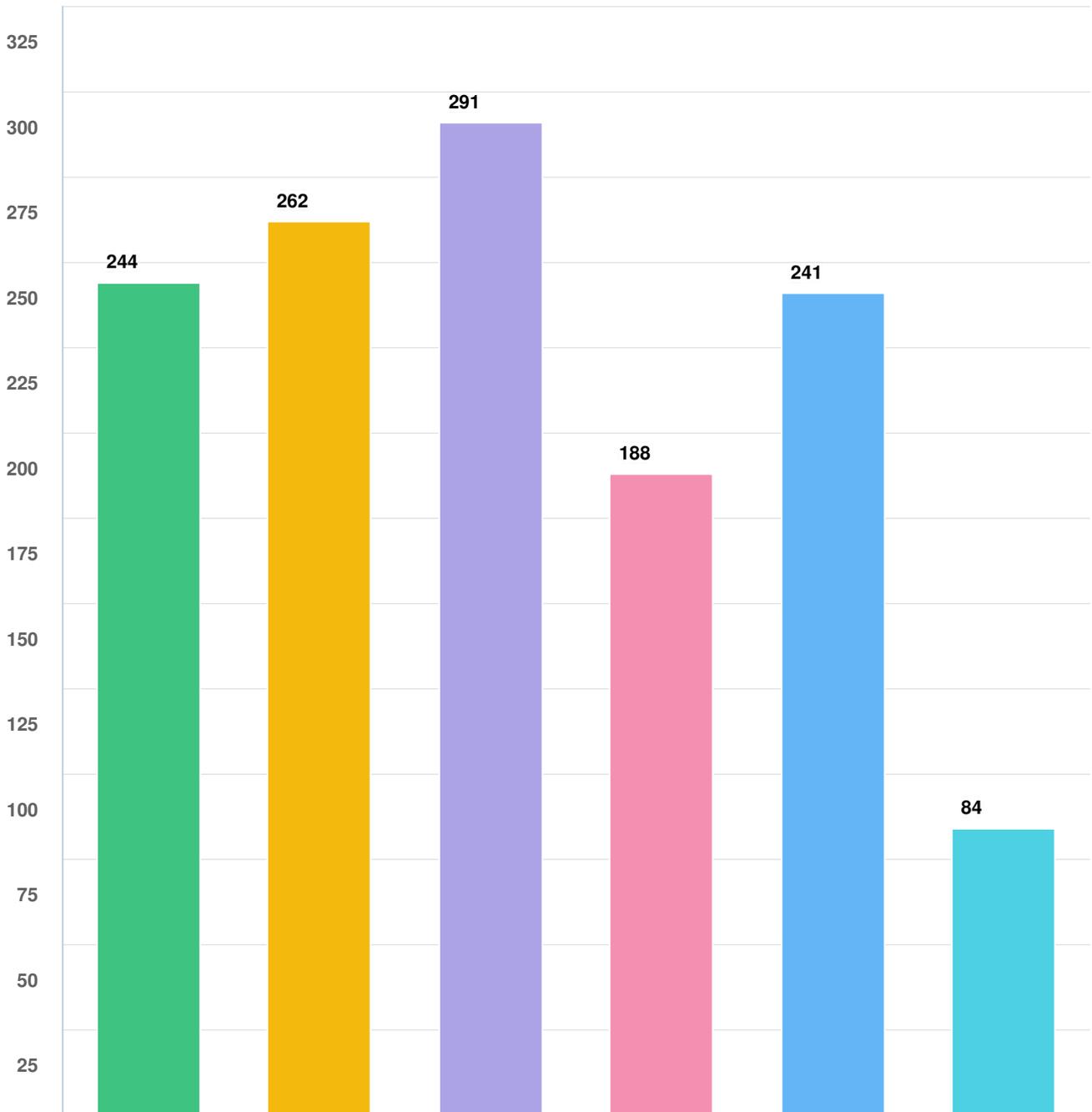


Question options

- Not sure
- No
- Yes

Optional question (904 response(s), 15 skipped)
Question type: Radio Button Question

Q16 If you are opposed to Bylaw R1032, please indicate why.(Choose all that apply)



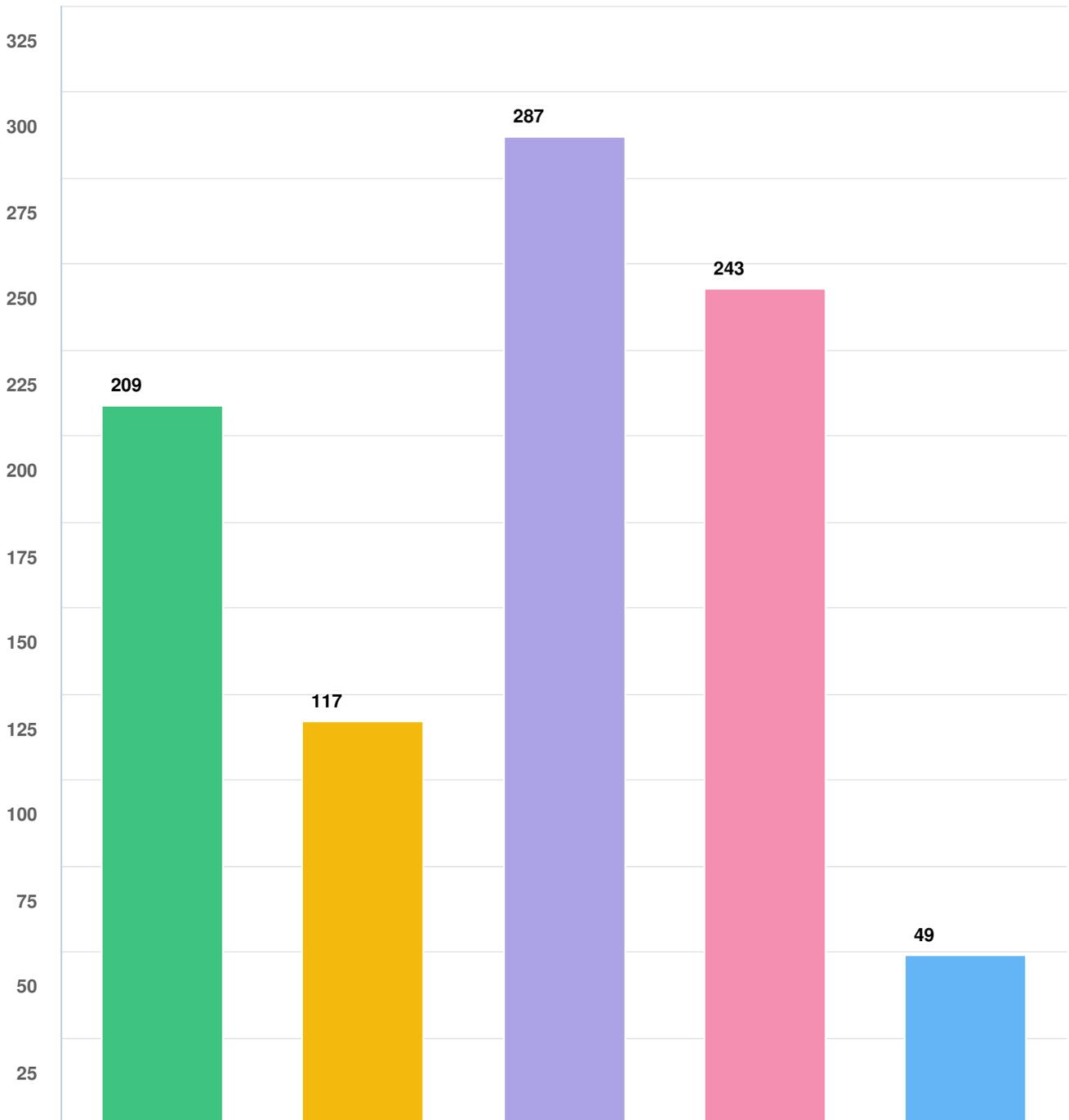
Question options

- Other (please specify)
- I am not opposed to the bylaw
- Do not believe that smoke from backyard burning is an issue
- Do not believe that smoke from backyard burning is an issue
- Cost of bylaw enforcement to regulate open burning throughout the Regional District
- Generally opposed to any additional regulation

Optional question (786 response(s), 133 skipped)

Question type: Checkbox Question

Q17 If you are supportive of Bylaw R1032, please indicate why.(Choose all that apply)

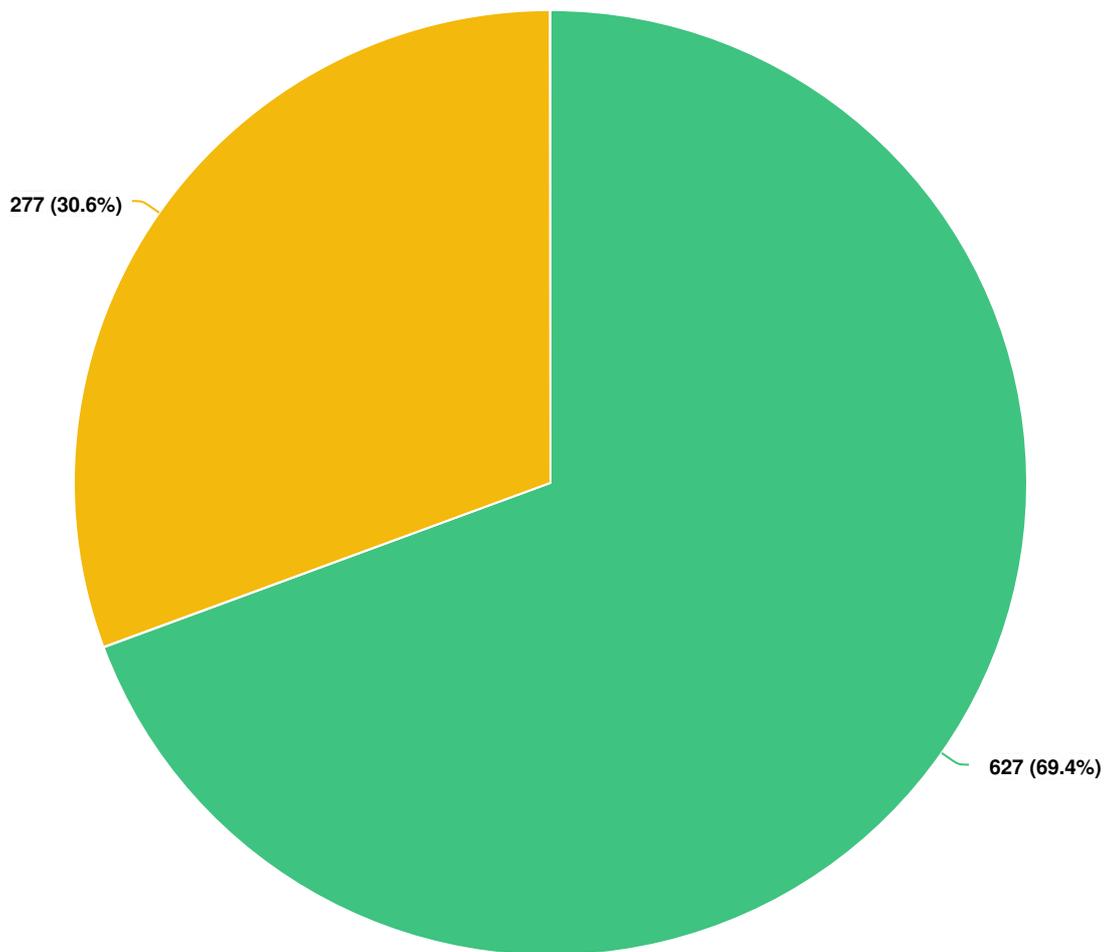


Question options

- Other (please specify)
- Concerned about the level of PM 2.5 within the airshed
- Utilize yard waste drop off at the Alberni Valley Landfill, West Coast Landfill or private facilities
- Have no reason to backyard burn
- You are someone that is impacted by PM 2.5 or know someone who is

*Optional question (529 response(s), 390 skipped)
Question type: Checkbox Question*

Q18 Are you aware of the Province’s Open Burning Smoke Control Regulation (OBSCR) legislation that came into effect in September 2020, which has identified all of the Alberni Valley in a “high smoke sensitivity” classification?

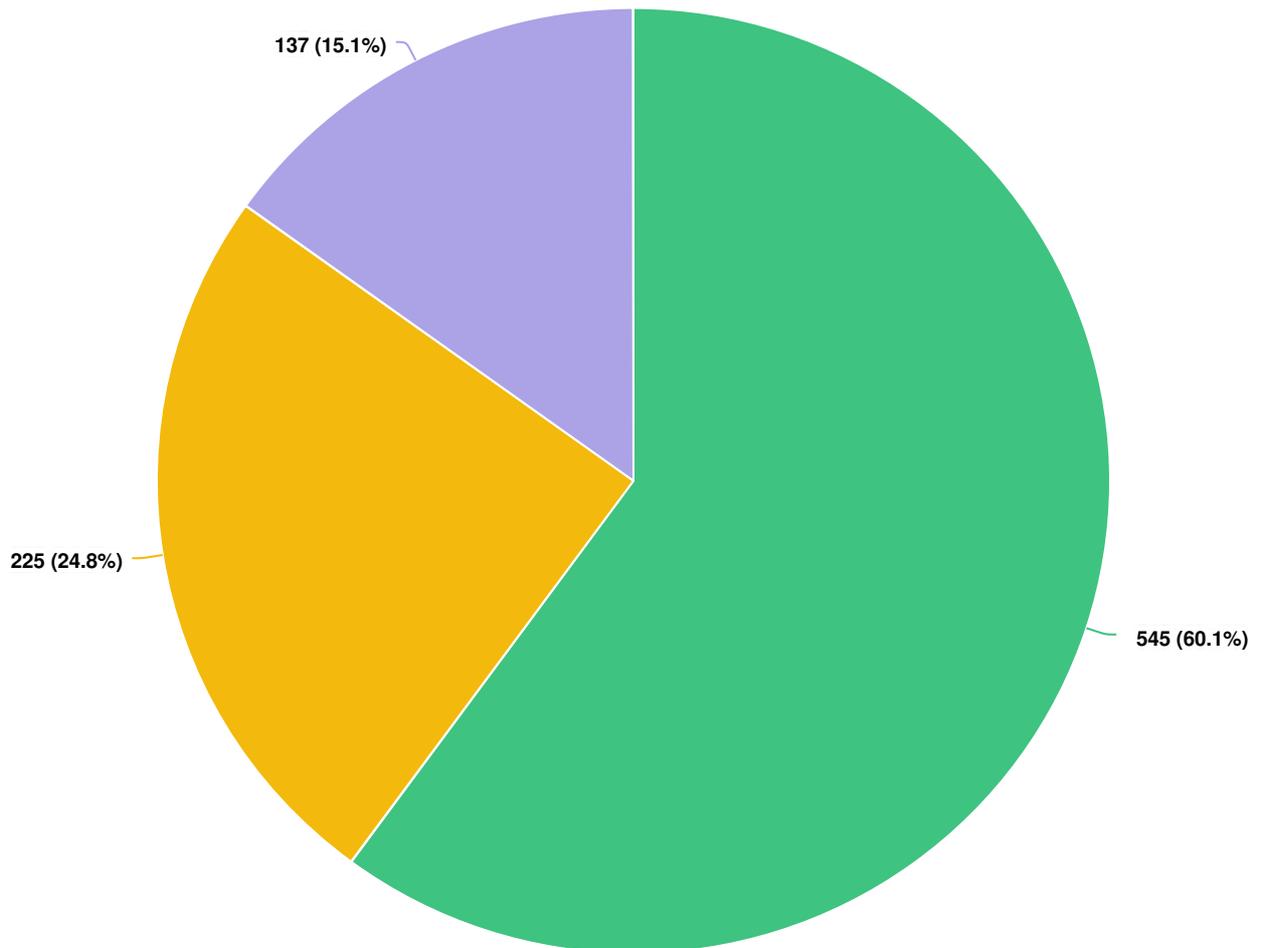


Question options

- No
- Yes

Optional question (904 response(s), 15 skipped)
Question type: Radio Button Question

Q19 Are you aware you are required to check the venting index before outdoor burning? The venting index can be monitored on the BC Air Quality webpage.

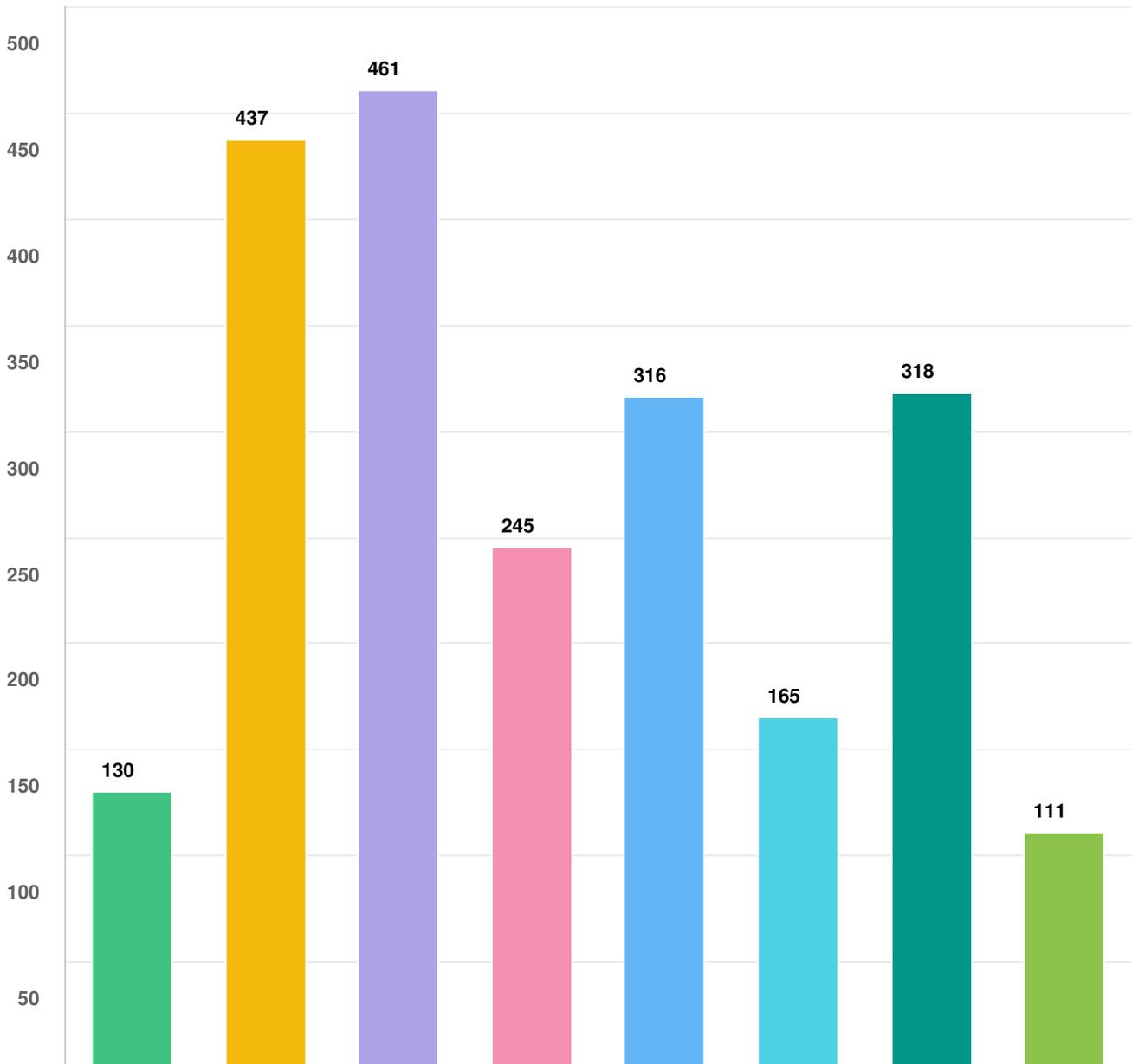


Question options

- Do not know what a venting index is or how to find that information
- No
- Yes

*Optional question (907 response(s), 12 skipped)
Question type: Radio Button Question*

Q20 What do you think would be the most effective way to control air quality issues in our region?(Check any that apply)

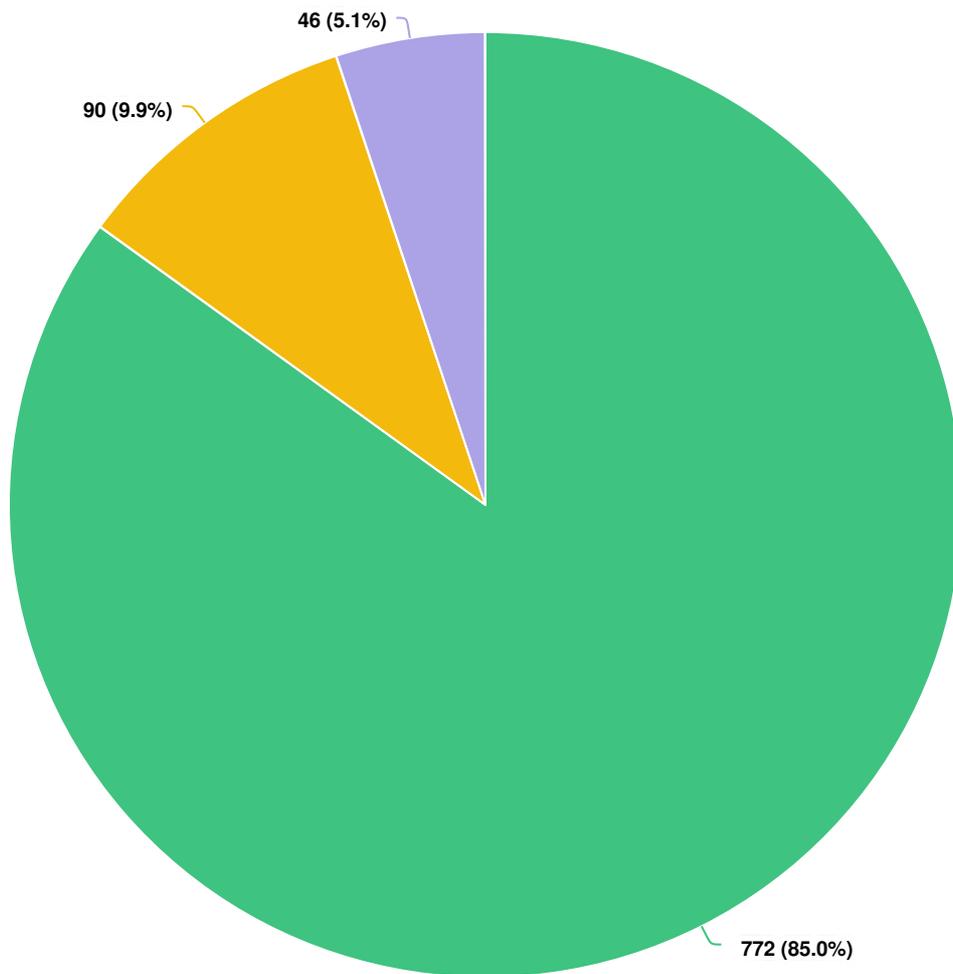


Question options

- Other (please specify)
- Differentiating between larger debris fires and smaller hand-piled outdoor piles and establishing different setbacks and regulations for each
- Limiting the number of outdoor fires on a property per year
- Establishing an outdoor burning window that prohibits burning during the wettest months most susceptible to atmospheric inversions
- Limiting any active burning to between sunrise and sunset and limiting the smoke-release period of a fire
- Restricting the materials that can be burned
- Limiting the size of outdoor burning piles
- Setbacks from property lines

Optional question (854 response(s), 65 skipped)
 Question type: Checkbox Question

Q21 | Do you support permitting campfires contained within a fire pit at any time, unless otherwise prohibited by the Province, subject to size limitations, and material and setback restrictions?



Question options

- Not sure
- No
- Yes

Optional question (908 response(s), 11 skipped)
Question type: Radio Button Question

COMMENTS FROM THE ALBERNI AIR QUALITY SOCIETY (AAQS)
REGARDING PROPOSED BYLAWS R1030 AND R1032

May 31, 2020

The Alberni Air Quality Society (AAQS) provides financial and institutional support to the Air Quality Council (AQC). The Society funds the work of the AQC Chair and gives guidance to fulfill the purpose of the Society which is to promote the cleanest possible air for the Alberni Basin and its inhabitants by:

1. Working collaboratively with individuals, organizations, businesses, and governments to promote health and improve air quality.
2. Undertaking research and monitoring, public education and policy development.

The Alberni Air Quality Society (AAQS) supports the intent of the proposed ACRD Bylaws, R1030 and R1032. We have collaborated with the AQC in developing a response to these bylaws and emphasize the following points to help ensure the effectiveness of the bylaws and their regulation and enforcement.

BYLAW R1030 - TO REGULATE SOLID-FUEL BURNING APPLIANCE EMISSIONS

1. Under DEFINITIONS:

For both “certified appliance” and “solid-fuel burning appliance” the word *intended* should be replaced with *used* or *primary use* to avoid confusion with other uses outside the scope of this bylaw, such as outdoor boiling of maple sap or other enterprises perceived as farm practices.

The phrase “heating of water or other such purpose” should be removed.

2. Under REGULATION OF EXISTING NON-COMPLIANT APPLIANCE:

To be consistent with the ACRD woodstove exchange program, the last sentence should include “permanently disconnected **and disposed of** at an official landfill or metal recycling depot”. (Otherwise these stoves have a way of being sold or given away to heat someone else’s building)

3. Under INSPECTION:

The AAQS recognizes the challenges associated with entering and inspecting premises. We support the alternative move to a woodstove registration policy. This would emphasize owner responsibility and initiative and, for the most part, would relieve staff from having to physically attend sites.

However, it is still important to identify agents of authority - a Building Inspector, Bylaw Enforcement officer, Fire Chief and the powers they may exercise, including entering premises when necessary.

The enforcement of the bylaw should follow progressive stages from registration, complaint notification, requests in writing from ACRD to comply, and finally, the use of municipal ticketing if required.

As noted in the April 8th Request for Decision, the ACRD staff are looking “to identify related enforcement resources that could be utilized locally” (on the west coast). The AAQS recommends using Fire Departments/Chiefs to assist in the oversight of this bylaw, thereby reducing staff time needed to attend in remote communities. The ACRD already has a history of integrating fire services and capacity.

BYLAW NO. 1032 – OUTDOOR BURNING SMOKE CONTROL REGULATION

1. The definition of ‘open burning’ should be tightened up to read “without a stack or chimney **incorporated in a building** to vent....” Otherwise, the simple addition of a bit of stove pipe over an open fire or burn barrel, for example, removes this kind of outdoor burning from the purview of this bylaw. (this language would be consistent with the “open fire” definition)
2. RE: (4.1.ii) The fall burning period should not be longer than 2 months. If the start date is changed to September 15, the end date should be changed to November 15th.
3. RE: (4.2.viii) Adding additional debris two hours before sunset is too late to avoid inversion activity that holds smoke on or near the ground and too late to avoid overnight smouldering. Debris should not be added to a fire after 4pm.

This should also be noted in (4.3.viii)

4. RE: (4.2.ix) The smoke release period is inappropriately long for the size of the fire and should be reduced to 36 hours of less.
5. As the OBSCR sets a precedent with regard to open burning it should be included with this bylaw as an appendix, making it easy for readers to access.
6. The AAQS appreciates the new policy allowing branches and garden waste to be brought to the landfill for a nominal fee, thereby creating an alternative to burning for residents.

BACKGROUND COMMENTS

The AAQS has an institutional memory spanning 17 years of projects and public education work related to smoke reduction in our area.

The first major region-wide campaign aimed at reducing smoke from backyard burning was delivered in 2005. Subsequently, the AQC initiated a regional woodstove exchange program that has been running for the last 12 years.

Over these many years there have been numerous public engagements and presentations made by the AQC, Dr. Paul Hasselback (VIHA medical health officer) and Earle Plain (Ministry of Environment) with requests for appropriate bylaw development related to the problem of smoke from outdoor burning and domestic wood heat. After one such request on October 10, 2012 staff was directed by the board to draft a valley wide woodstove bylaw based on the City of Port Alberni's bylaw.

We are pleased that the current ACRD board and staff are willing to address these long-standing issues and encourage them to do what is necessary to ratify both of these bylaws as soon as possible.

Respectfully Submitted,

Keith Wyton
Co-Chair, AAQS

From: [Plain, Earle N ENV:EX](#)
To: [Alex Dyer](#)
Cc: ["Anna Lewis"](#)
Subject: ACRD Bylaw referral
Date: June 1, 2020 5:01:10 PM

Hi Alex. Sorry for the late response. The space on the referral form was too small so I've included my comments here. Firstly, I'd like to commend the ACRD on its initiative to improve air quality in the valley and protect the health of local residents. Note that I also sit on the Air Quality Council (AQC) in Port Alberni so my comments are also reflected in their submission for the most part. I have not re-stated those comments here.

Bylaw R030

Section 4

If the intent of this clause is to ensure that any new installations of wood-burning appliances meet the highest standards for emissions, you may want to consider referencing the specific emissions Standards you want these appliances to achieve. For instance, the current wording in section 4 is quite ambiguous and could be interpreted to mean that any appliance that has an affixed USEPA emissions certification label can be installed in the valley regardless of when the certification took place. Note that emissions certification began back in 1994 (particulate emissions at 7.5 g/h) with the most recent changes being in 2015 and 2020 (emissions down to 4.5 g/h and 2.5 g/h respectively). Under the current wording, an individual could buy a used 25 year old stove that was certified in 1994 (meets the US standard) and install it in a home in the valley and be in compliance with your bylaw. If this is your intent then fine. Otherwise, I suggest that you tighten up the requirements by referencing the most recent standards - step 1 (2017) and step 2 (2020) appliances under the New Source Performance Standards (NSPS) for New Residential Wood Heaters, New Hydronic Heaters and Forced-Air Furnaces (collectively referred to as "wood heating devices").

Section 5.

If the intention is to ensure that only woodstoves that meet more modern standards are allowed to operate in the valley past 2023, then a change to S. 4 as above would accomplish this with the proposed wording intact in S. 5. This way, anyone who purchased a stove in the last 5 years (Step 1 appliances) won't be unduly affected by the sunset clause and all wood burning appliances operating after this time would need to meet modern requirements. This would mean that a large number of residents would need to upgrade their appliances however. If the intent is to allow all certified appliances (post 1994) to operate past 2023 then the current wording should reflect this. I suggest defining a separate standard and include it in this clause (e.g. keep generic wording) – e.g. "Existing solid-fuel burning appliances not able to meet the Emissions standard as defined by the CSA B415 or the US EPA NSPS will be permitted to remain...". Again, this will allow relatively old technology stoves to continue to operate in the valley; but it would target very old uncertified appliances.

Enforcement: See comments from the AQC around registration.

Bylaw R1032.

Retain S. 4(1) – consider moving up the burn window to September 15th to allow for earlier burning if the BCWS burn is lifted earlier. Venting conditions are better during the warmer months and deteriorate into the colder months.

Retain 4(2)

Retain 4(3) i. Delete the remaining clauses that apply to larger debris pile burning and default to the OBSCR. It is difficult to put a single rule in place for the entire ACRD as it is comprised of all 3 Smoke Sensitivity Zones under the OBSCR and each zone has different rules for ignition, smoke release period and number of burns allowed per year.

I hope this helps.

Please contact me if you have any questions.

Earle Plain – Acting Section Head

Air Quality Section (Assessments and Stewardship)

Monitoring, Assessment, and Stewardship

Environmental Protection

Ministry of Environment & Climate Change Strategy

2080-A Labieux Road Nanaimo, BC V9T-6J9

* **New Ph. (250) 739-8253** Fax. (250) 751-3103

[BC Air Quality](#)

Environmental complaints – Please call 1-877-952-7277 (RAPP) or #7277 on the TELUS Mobility Network. If the situation is not an emergency, report the incident [online](#) or contact the nearest [Conservation Officer Service district office](#).

May 29, 2020

VIA EMAIL: planning@acrd.bc.ca

Alex Dyer
Planner
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3

Re: Burning Bylaws Response Summary – Bylaw No’s R1030 & 1032 Burning Regulations

Thank you for the opportunity to provide comment on the Alberni Clayoquot Regional Burning Bylaws. We applaud the Regional District taking this critical step to ‘protect air quality for the benefit of all residents’. In line with this general purpose, our approval is hearteningly recommended for the many reasons outlined below:

There is strong scientific evidence of the correlation between wood-smoke and human health. Wood smoke contains many of the same harmful substances found in tobacco smoke and is a significant source of fine particulate matter (PM2.5), a major component of air pollution and a detriment to health. When inhaled, PM2.5 embeds deep inside the tissue of the lung. Exposure is associated with a shortened lifespan, and can lead to lung cancer, reduced lung functioning and worsening of heart disease and asthma among those who suffer from these conditions.

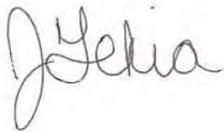
Research has shown that exposure to PM2.5 can lead to increased days lost from work or school, emergency room visits, hospital stays, and deaths. In fact, a study on air pollution by the Canadian Medical Association (CMA), said that in 2008 alone, up to 21,000 Canadians would die from air pollution. A more recent study, conducted by Health Canada (2017) using air quality data from three BC cities, found that an increase in PM2.5 specifically due to wood burning in the winter was associated with a 19 percent increase in hospitalization for heart attacks among those 65 years or older. In the Alberni Clayoquot region, the largest PM contributor in the region is from open burning, followed by space heating (MOE, 2017).

As identified in the Alberni Clayoquot Local Health Area Profile (2019) chronic disease prevalence rates tend to be higher Alberni-Clayoquot in comparison to Island Health and BC (page 7). More specifically, air quality related health indicators, which include annual rates of asthma incidence, respiratory hospitalization, chronic obstructive pulmonary disease (COPD) incidence and hospitalization. While individuals can lower their exposure to air pollution, by making informed decisions in their daily lives, smoke from burning, know no bounds.

Island Health would like to offer its support to the Burning Bylaws, aimed at reducing air pollution from wood burning in the interest of public health, and to protect the health of all Valley residents and visitors.

If you have any questions or comments please do not hesitate to contact this office or the undersigned.

Sincerely,

A handwritten signature in cursive script that reads "J Yehia".

Jade Yehia, MSc, CPHI(C)
Regional Built Environment Consultant
Health Protection and Environmental Services

cc: Dr. Paul Hasselback, Medical Health Officer, Central Island
Stephanie Bruvall, Environmental Health Officer, Port Alberni



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

BURNING BYLAWS RESPONSE SUMMARY

BYLAW NO's: R1030 & R1032

Burning Regulations

Date of Referral: April 27, 2020

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaws

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

The ACRD's Agricultural Development Committee discussed these bylaws at its May 12, 2020 meeting.

The key points in discussion were agricultural producers' needs to: burn brush piles/pruning/diseased materials; clear land; and burn non-conforming appliances for product processing, such as when making maple syrup, smoking, or drying.

Also discussed were issues of enforcement and the applicability of the Right to Farm Act and its limitations if a producer is not on ALR and/or does not have Farm Tax Status.

Finally, there was discussion about the need for chippers, organics collection, and/or alternatives to burning.

The following Motions were passed by the Committee:

1) "The ADC recommends the Creation of a registration system that allows for the use of modified stoves for the purpose of processing agricultural product"

2) "Educational material be developed at the regional level with regards to agriculture and distributed to agricultural producers".

Name: Heather Shobe

Agency: ACRD Agricultural Development Committee

Date: May 29, 2020

From: [Walker, Doug G FLNR:EX](#)
To: [Alex Dyer](#)
Cc: [Berry, Alan R FLNR:EX](#)
Subject: BCWS Comments - Proposed ACRD Open Burn Bylaw R1032
Date: June 23, 2020 1:57:36 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)

Thank you for the opportunity to comment on your proposed bylaw. Here are some items I recommend you consider before passing the final draft.

1. Many of the definitions seem to copy those already found in Provincial legislation or are paraphrased from Provincial legislation. This is not really an issue and the definition for "campfire" may be better than that in the Wildfire regulation.
2. In 2002/2003 the Provincial government committed to reducing government prescriptive requirements within regulation. The impact on the Forest Service was to produce a new set of legislation which was less prescriptive but still held persons accountable if a fire was started as a result of the person's activities. The new legislation is called the Wildfire Act and Wildfire Regulation. It was designed to not be in conflict with any local bylaws that any municipality or local government have in place to govern open burning. Section 4(2) of the Wildfire Act mandates that the Wildfire Act applies to all areas **except those areas within a municipality or local government that have bylaws** that relate to the lighting, fueling or use of open fires, the bylaw provides for fire prevention and forest protection and applies to the area serviced by a fire department with a system for the public to report fires (i.e. 911 or *5555 on a cell phone).

It is our opinion that this proposed bylaw will sufficiently satisfy enough of these requirements that when passed into effect, the Wildfire Act will not be enforceable within any electoral area serviced by a fire department. Enforcement of any open burning infraction directly involving fires will be the sole responsibility of the ACRD. Issues involving smoke might still be enforced by MOE legislation subject to their review.

3. Only officials appointed under the Wildfire Act, Conservation Officers and peace officers can issue violation tickets under the Wildfire Act. Bylaw enforcement officers cannot be authorized or appointed to issue violation tickets under the Wildfire Act. In any event the Wildfire Act will not apply within electoral areas serviced by fire departments. Any open burning infractions of the local bylaw must, therefore, be enforced through the local bylaw by ACRD bylaw enforcement officers. Section 7 Offence is therefore a potentially false statement and may not be enforceable by Provincial legislation.

4. Noting point #3, Section 9 Liability (note the numbering discrepancy in the proposed draft) requires careful review and may not be a true statement.
5. It is unclear how the number of burning days allowed on a property under Sections 4 Open Burning 2) x and 3) x is to be tracked or administered.
6. The BC Wildfire Services restricts open burning under Section 10 of the Wildfire Act. If the Wildfire Act does not apply within electoral areas serviced by a fire department then the statements within Section 4 Open Burning for Category A and B open fires and campfires - *...unless prohibited by the Province...* - may also not be enforceable unless enforcement provisions are written into this bylaw.

Please review these comments and contact us if you have any questions or concerns.

Doug Walker

Prevention Specialist (auxiliary), Coastal Fire Centre

BC Wildfire Service | Ministry of Forests, Lands and Natural Resource Operations

Phone: 250 ???-???? | Cell: 250-927-6260

Report Wildfires: 1 800 663-5555 or *5555



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1030

A Bylaw to Regulate Solid-Fuel Burning Appliance Emissions

WHEREAS the Regional District of Alberni-Clayoquot is empowered under supplementary Letters Patent dated December 22, 1966 to exercise the powers of the *Municipal Act* relating to air pollution control;

AND WHEREAS Section 325 of the *Local Government Act* gives the Regional District of Alberni-Clayoquot the authority to regulate the emission of smoke and require owners or occupiers of real property to eliminate or reduce the fouling or contaminating of the atmosphere through those emissions;

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

1. AREA

This bylaw shall apply within the boundaries of Electoral Area "A" (Bamfield), Electoral Area "B" (Beaufort), Electoral Area "C" (Long Beach), Electoral Area "D" (Sproat Lake), Electoral Area "E" (Beaver Creek) and Electoral Area "F" (Cherry Creek).

3 DEFINITIONS

"Certified appliance" means a woodstove, wood-fired furnace, or other wood or solid-fuel burning appliance or device used for space heating of buildings, the heating of water or other such purpose and is located in the interior of a building and which contains an identification label affixed to the appliance indicating compliance with either the CSA Standard or EPA Standard.

"CSA Standard" means the "Performance Testing of Solid-Fuel Burning Heating Appliances" CAN/CSA-B415.1 standard, published by the Canadian Standards Association (CSA), as amended from time to time.

"EPA Standard" means the "New Source Performance Standards, Title 40, Part 60, Sub-part AAA of the Code of Federal Regulations (USA) (7-1-02 Edition)" standard, published by the United States Environmental Protection Agency (EPA), as amended from time to time.

"Solid-fuel burning appliance" means a fireplace insert, woodstove, pellet stove, wood-fired furnace, or other wood or solid-fuel burning appliance or device used for space heating of buildings, the heating of water or other such purpose and is located in the interior of the building which it serves, but specifically excludes an open fireplace and a coal burning device.

4. PROHIBITION

No person shall install, or allow to be installed, a solid-fuel burning appliance unless the appliance is a certified appliance which conforms to the CSA Standard or EPA Standard.

5. REGULATION OF EXISTING NON-COMPLIANT APPLIANCE

Existing solid-fuel burning appliances not in compliance with Section 4 above will be permitted to remain in service until July 1, 2024, providing that the solid-fuel burning appliance, its installation and use otherwise meet required safety standards. Thereafter, any such non-conforming solid-fuel burning appliance must be permanently disconnected and removed from the structure.

6. EXCEPTIONS

Nothing in this bylaw restricts or prohibits any person using a solid-fuel burning appliance for farm product processing as part of “normal farm practices” as defined in the Province’s *Farm Practices Protection Act*.

7. INSPECTION

A Building Inspector, Bylaw Enforcement Officer, Fire Chief, or designate of a Fire Chief, may enter and inspect any premises in which burning is being conducted, for the purpose of determining compliance with this bylaw.

8. OFFENCE

Any person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act to be done in contravention of this bylaw, commits an offence and shall be liable upon conviction to a fine not more than the maximum prescribed in the *Offence Act*, as amended from time to time.

9. SEVERABILITY

If any section or lesser portion of this bylaw is held to be invalid by a Court, such invalidity shall not affect the remaining portions of the bylaw.

10. TITLE

This bylaw may be cited as the “Solid-Fuel Burning Appliance Emission Regulation Bylaw No. R1030, 2021”

Read a first time this 8th day of May, 2019

Read a second time this 8th day of May, 2019

Read a third time this 8th day of May, 2019

ADOPTED this day of , 2019

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chairperson of Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1032

Outdoor Burning Smoke Control Regulation Bylaw

WHEREAS the Regional District of Alberni-Clayoquot is empowered under supplementary Letters Patent dated December 22, 1966 to exercise the powers of the *Municipal Act* relating to air pollution control;

AND WHEREAS Section 325 of the *Local Government Act* gives the Regional District of Alberni-Clayoquot the authority to regulate the emission of smoke and require owners or occupiers of real property to eliminate or reduce the fouling or contaminating of the atmosphere through those emissions;

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

1. AREA

This bylaw shall apply within the boundaries of Electoral Area "A" (Bamfield), Electoral Area "B" (Beaufort), Electoral Area "C" (Long Beach), Electoral Area "D" (Sproat Lake), Electoral Area "E" (Beaver Creek) and Electoral Area "F" (Cherry Creek).

3 DEFINITIONS

"**Campfire**" means a fire that is:

- a) located within a permanent outdoor fireplace or fire pit that is designed and constructed to confine the fire;
- b) limited in size to no larger than 0.5 m in height and 0.5 m in width; and
- c) lit, fuelled or used by any person for a recreational or ceremonial purpose.

"**Category A Open Fire**" means an open fire that is:

- a) limited to vegetative debris with a diameter less than 10 cm; and
- b) burns material in one pile not exceeding 2 m in height and 3 m in width, or burns stubble or grass over an area that does not exceed 0.2 ha.

"**Category B Open Fire**" means an open fire that contains vegetative debris with a diameter of 10 cm or greater, or includes stubble or grass over an area 0.2 ha or greater;

"**Debris**" means disturbed or undisturbed vegetative matter targeted for management or disposal by open burning.

"**Demolition Waste**" means any materials resulting from or produced by the complete or partial destruction or tearing down of any structure.

"**Fuel Break**" means a barrier, change in fuel type, change in condition or strip of land that has been modified or cleared to prevent fire spread.

"**Heavy Equipment**" means crawler tractors, skidders, excavators or other suitable mechanized fire fighting equipment.

“Inspector” means a Bylaw Enforcement Officer, Fire Chief, designated member of a Fire Department or peace officer.

“Open Burning” means the combustion of material with or without control of the combustion air and without a stack or chimney incorporated in a building to vent the emitted products of combustion to the atmosphere.

“Open Burning Smoke Control (OBSC) Regulation” means the provincial Open Burning Smoke Control Regulation of *the Environmental Management Act*, as amended from time to time;

“Open Fire” means any fire that is not vented through a structure that has a flue incorporated in a building.

“Prohibited Materials” includes tires, plastic, polystyrene foam, rubber products, drywall, demolition waste, domestic waste, construction waste, paint, special waste, animal organic waste, biomedical waste, hazardous waste, tar, tar paper, treated or painted wood products, furniture, appliances, carpets, railway ties, asphalt products, battery boxes, petroleum products, fuel and lubricant containers or any other material which may produce black smoke or noxious odours.

“Province” means the Province of British Columbia.

“Smoke” means the gases, particulate matter and products of combustion emitted into the atmosphere when debris is open burned.

“Ventilation Index” means the forecast ventilation index prepared using Environment Canada data.

4. OPEN BURNING

- 1) Category A Open Fires and Category B Open Fires are permitted only:
 - i. When the ventilation index is rated as ‘good’, as reported by Environment Canada’s Ventilation Index;
 - ii. Between March 1 and April 30 inclusive and between September 15 and November 15 inclusive, unless otherwise prohibited by the Province.
- 2) Category A Open Fires permitted under subsection (1) are subject to the following requirements:
 - i. Category A Open Fires must be compliant with the Province’s *Open Burning Smoke Control (OBSC) Regulation* where applicable;
 - ii. Fires limited to:
 - a. vegetative debris with a diameter less than 10 cm.
 - b. debris burned in one pile not exceeding 2 m in height and 3 m in width, or stubble or grass over an area that does not exceed 0.2 ha;
 - iii. Fires must be located at minimum:
 - a. 2 metres from any shrubs, trees or other combustible materials;
 - b. 5 metres from any building or structure;
 - c. 10 metres from any property line;
 - iv. Only one open fire per parcel of land at any one time;

- v. Fire-fighting equipment, including a shovel, rake and hose connected to a water source, must be on hand and readily available;
 - vi. All material burned must originate from the parcel of land where it is burned;
 - vii. All material burned must consist of untreated natural wood and brush and must not include any prohibited materials;
 - viii. Fires must be ignited no earlier than one hour after sunrise and additional unlit debris must not be added to a fire later than two hours before sunset;
 - ix. The smoke-release period for any fire must not exceed 36 consecutive hours;
 - x. Each parcel of land is limited to a maximum of 12 days of Category A or Category B Open Fire burning in each calendar year and 6 days of Open Fire burning in each calendar month;
 - xi. The property owner, or designate of the property owner, must ensure that a competent person is present at all times when the fire is burning, for the purpose of controlling and supervising the fire;
 - xii. Compliance with all applicable provincial and federal regulations.
- 3) Category B Open Fires permitted under subsection (1) are subject to the following requirements:
- i. Category B Open Fires must be compliant with the Province's *Open Burning Smoke Control (OBSC) Regulation* where applicable;
 - ii. Category B Open Fires include any fire that contains vegetative debris with a diameter of 10 cm or greater, or includes stubble or grass over an area exceeding 0.2 ha;
 - iii. Fires must be located in compliance with the minimum setbacks provided in the Province's *OBSC Regulation*;
 - iv. Fire-fighting equipment, including heavy equipment and hose connected to a water source, must be on hand and readily available;
 - v. All material burned must originate from the parcel of land where it is burned;
 - vi. All material burned must consist of untreated natural wood and brush and must not include any prohibited materials;
 - vii. Establishment of a fuel break surrounding the fire;
 - viii. Fires must be ignited no earlier than one hour after sunrise and additional unlit debris must not be added to a fire later than two hours before sunset;
 - ix. The smoke-release period for any fire must not exceed 72 consecutive hours;
 - x. Each parcel of land is limited to a maximum of 12 days of Category A or Category B Open Fire burning in each calendar year and 6 days of Open Fire burning in each calendar month;
 - xi. The property owner, or designate of the property owner, must ensure that a competent person is present at all times when the fire is burning, for the purpose of controlling and supervising the fire;
 - xii. Compliance with all applicable provincial and federal regulations.
- 4) Campfires are permitted at any time, unless otherwise prohibited by the Province, subject to the following requirements:
- i. Campfires limited to one pile no larger than 0.5 m in height and 0.5 m in width;
 - ii. Campfires must be located:
 - a. within a permanent outdoor fireplace or fire pit that is designed and constructed to confine the fire;
 - b. a minimum of 5 metres from any building, structure or property line;

- iii. Fire-fighting equipment, including a shovel, rake and hose connected to a water source, must be on hand and readily available;
- iv. All material burned must consist of untreated natural wood and brush and must not include any prohibited materials;
- v. The property owner, or designate of the property owner, must ensure that a competent person is present at all times when the fire is burning, for the purpose of controlling and supervising the fire;
- vi. Compliance with all applicable provincial and federal regulations.

5. EXCEPTIONS

- 1) Nothing in this bylaw restricts or prohibits:
 - i. A fire contained within a barbeque or appliance designed to cook food;
 - ii. Fires started and maintained by Alberni-Clayoquot Regional District staff, fire services personnel and emergency services personnel in the course of their duties;
 - iii. Any person undertaking open burning as part of “normal farm practices” as defined in the *Province’s Farm Practices Protection Act*;
 - iv. Any person undertaking open burning as part of “forest practices” as defined in the *Province’s Forest and Range Practices Act* or forest practices on land managed under the *Province’s Private Managed Forest Land Act*, Crown Land and any Alberni-Clayoquot Regional District land used for forestry purposes;

6. INSPECTION AND ORDERS

- 1) An Inspector may enter and inspect any premises in which burning is being conducted at all reasonable times, for the purpose of determining compliance with this bylaw.
- 2) An Inspector may order the extinguishment of any fire that is in violation of this bylaw.
- 3) An Inspector may prevent prohibited materials from being added to any fire.
- 4) No person shall interfere with or obstruct an Inspector in carrying out their duties pursuant to this bylaw.

7. OFFENCE

Any person who contravenes, violates or fails to comply with any provision of this bylaw, or who suffers or permits any act to be done in contravention of this bylaw, commits an offence and shall be liable upon conviction to a fine not more than the maximum prescribed in the *Province’s Offence Act*, as amended from time to time.

9. LIABILITY

This bylaw shall not create a duty or responsibility for the Alberni-Clayoquot Regional District, its officers, employees, Inspectors or persons acting on its behalf pursuant to this bylaw, concerning enforcement or failure to enforce any provision contained within this bylaw.

8. SEVERABILITY

If any section or lesser portion of this bylaw is held to be invalid by a Court, such invalidity shall not affect the remaining portions of the bylaw.

9. REPEAL

Bylaw R1025, cited as the “Bamfield Residential Backyard Burning Bylaw No. R1025, 2013” is hereby repealed.

10. TITLE

This bylaw may be cited as the “Outdoor Burning Smoke Control Regulation Bylaw R1032, 2021”

Read a first time this 12th day of June, 2019

Read a second time this 12th day of June, 2019

Read a third time this 8th day of April, 2020

Adopted this day of , 2020

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chairperson of Regional Board



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, Planning Manager
Meeting Date: June 9, 2021
Subject: Public Hearing report for Bylaw P1408 and P1409 – RD20004
(Rhodes/Carniato/Coss/Allain/Imhoff)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

Background: A public hearing for Bylaws P1408 and P1409 was held electronically using Zoom videoconferencing on Monday, May 31st, 2021 at 7:00 pm. The hearing was chaired by Penny Cote, Director for Electoral Area 'D' – Sproat Lake. Planning staff Alex Dyer, Charity Hallberg Dodds and Kathy McArthur participated in the hearing along with the applicant and eight (8) members of the public.

Six (6) letters of correspondence from the public were received ahead of the public hearing. Included with the public hearing minutes are the referral agency comments (Appendix 'A') and the public correspondence (Appendix 'B').

Following the input received at the public hearing and discussion with staff after the hearing, the applicants are considering options to amend their rezoning application. Planning staff are recommending that the Board receive the public hearing report and minutes and are not recommending second and third readings of the bylaws at this point to allow the applicants to consider changes to their application.

Section 470 of the *Local Government Act* establishes procedures following a public hearing. The Board may alter and adopt a rezoning bylaw following a public hearing provided the amendment does not alter the use, increase the density or, without the owner's consent, decrease the density. Staff will engage with the applicant to determine their desired next steps with the application and establish whether a second public hearing will be required. Staff will report back to the Board with a recommendation on how to proceed with the zoning amendment bylaws.

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

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

RD20004



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES May 31, 2021 – ELECTORAL AREA 'D'

Minutes of a Public Hearing held electronically using Zoom, on Monday, May 31, 2021 at 7:00 pm.

Chair: Penny Cote, Director for Electoral Area 'D' – Sproat Lake
Staff: Alex Dyer, Charity Hallberg Dodds and Kathy McArthur
Applicants: Ryan Rhodes, Samantha Carniato, Ronald Allain, Louise Imhoff, Edward and Debra Coss
Members of the Public: 8

1. The hearing was called to order at 7:00 pm. Chair Cote recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair Cote introduces herself and planning staff. Chair Cote explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on our website.
4. Chair Cote explains that the subject of the hearing is Bylaws P1408 and P1409. The bylaws are applicable to 9001 Central Lake Road, and are necessary to facilitate the development of a single family dwelling and four, 2 bedroom cottages. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out Notice of Public Hearing.
5. The notice is read by A. Dyer as follows:

What it is about: A Public Hearing for residents and property owners within Electoral Area 'D' – Sproat Lake, will be held to consider Bylaws P1408 and P1409. Bylaw P1408 is a Zoning Text Amendment and Bylaw P1409 is a Zoning Atlas Amendment to rezone LOT 3 DISTRICT LOT 60 ALBERNI DISTRICT PLAN EPP84111 from Rural (A2) District to Acreage Cottage Residential (ARC) District to facilitate the development of a single family dwelling and four (4) two (2) bedroom low impact cottages.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaws P1408 and P1409, and relevant background documents, is available for review online at www.acrd.bc.ca/events/31-5-2021/. Planning staff are available to answer questions through email and/or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from May 19, 2021 to May 31, 2021, excluding statutory holidays.

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES May 31, 2021 – ELECTORAL AREA 'D'

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at www.acrd.bc.ca/events/31-5-2021/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

- Hard copy to the ACRD office drop slot or by mail to the Planning Department at the address below.
- Email sent to planning@acrd.bc.ca before 4:00 pm, May 31, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.
- Fax sent to 250-723-1327 before 4:00 pm, May 31, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on May 19, 2021 and no later than 4:00 pm on May 31, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair Cote explains the purpose of the public hearing and that minutes are being taken. She then asks staff to introduce the proposal. Reminds members of the public of public correspondence on website for review.
7. A. Dyer introduces the proposal and includes the following comments:
 - The agency referral responses received recommended approval subject to conditions outlined in the attached letters or noted interests unaffected. Copies of the referral responses are available for public review on the ACRD website and will be part of the public hearing report considered by the Board. (Appendix 'A')
 - Six (6) letters of public correspondence received from the public with five (5) of the letters generally in opposition to the rezoning and expressed concerns about the impact on water supply in the area, water and sewer servicing, commercial uses, traffic and nuisances. One (1) letter was received from the applicants addressing some of these concerns. The letters are available for public review on the ACRD website and will be part of the public hearing report considered by the Board. If any member of the public joining in would like to read out their letter, there will be an opportunity to do so later on in the hearing. (Appendix 'B')
 - The intention of the application is to rezone the applicant's 14.3 acre property from Rural (A2) District to Acreage Cottage Residential (ARC) District to facilitate the development of a single family dwelling and up to four (4) cottages. The cottages would be limited to 750 square feet on the main floor area and one-and-a-half stories. The cottages are intended to be occupied on a short term temporary basis and not as permanent residences
 - The proposal generally complies with the policies and objectives of the Rural Use designation in the Sproat Lake Official Community Plan, which supports a variety of compatible uses while maintaining a predominantly rural character of the area. The ARC zone is a residentially-focused zone that requires a single family dwelling to be located on the site prior to any cottage development. The application also includes a text amendment to the ARC District zoning to increase the minimum lot size to 5 acres to maintain consistency with the minimum lot size supported within the Rural Use designation.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES May 31, 2021 – ELECTORAL AREA 'D'

- The ACRD Board has established conditions of rezoning that are to be resolved prior to adoption of the bylaws. The applicants have agreed to a covenant that would restrict any future subdivision of the property in order to provide a cap on the density permitted on this parcel. The covenant is to be registered prior to adoption. Confirmation of adequate water supply and capability for on-site wastewater disposal for up to four cottages are also included as a condition of approval. The applicants drilled a new well in April 2021 that will service the proposed cottages. The applicants have also engaged a Registered On-site Wastewater Practitioner who has evaluated the site and has confirmed that the soil profiles can accommodate the proposed build-out and meet the Provincial Sewerage System Regulations. Both of these technical matters are also considered as a condition of building permit approval and occupancy for the proposed cottages.
8. Chair Cote asks A. Dyer to review the information regarding adequate water supply.
 9. A. Dyer clarifies that one of the conditions placed by the Board is that the applicants confirm that they have the ability to service the proposed cottages with water. The applicants have drilled a second well on the property to service the cottages which will satisfy the requirements of the Board.
 10. Chair Cote invites the applicants to add any additional information or comments.
 11. R. Rhodes explains he has submitted a letter to address the public concerns. (included within Appendix 'B').
 12. Chair Cote adds a reminder that the public correspondence is on the ACRD website for review during the meeting.
 13. Chair Cote invites members of the public to speak. She asks that they wait until she recognizes them, requesting they state their name and address before beginning.
 14. Mike Gerigk, 9215 Central Lake Road: read aloud the letter he submitted prior to the public hearing. (included within Appendix "B")
 15. Chair Cote invites any other members of the public to speak.
 16. Zoran Knezevic, 6135 Margot Street: Noted he owns a property behind the applicant. He is not necessarily opposing the application but questions if this application, and past and future applications will change the character of the area, and if the increase in the number of residents would create high density. He also questions if the ACRD is intending to change the character of the area.
 17. A. Dyer responds that the ACRD has no intention to directly change the character of the neighbourhood, we are responding to the applicants rezoning application. The ACRD is responding to a number of development applications in the area. Similar cottage residential zones in the Bamfield and Long Beach areas primarily and within the Alberni Valley as well as temporary use permits that allow for short term vacation rental under specific conditions. ACRD staff recommended that this application proceed to the public hearing stage noting that it represents an opportunity for the applicants to provide additional accommodation



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES May 31, 2021 – ELECTORAL AREA 'D'

opportunities on their property while maintaining the rural character of the area. The cottage development also provides the Regional District with the ability to ensure that technical matters such as sewage disposal, domestic water and health and safety are regulated at the building permit stage, an opportunity which we do not have in a campground style commercial development for example. Rezoning application not an initiative of the Regional District. The ACRD is facing increased development pressure in the past year and in this case the Regional District is responding to the desired uses proposed by the applicant.

18. Z. Knezevic responds: In his opinion, the general character of the area is changing with the potential for people to be affected but he is not opposed to this application.
19. Chair Cote responds that the ACRD is currently undergoing a zoning bylaw update and the OCP updates in the near future. She again refers the public to the ACRD website to review the public correspondence. She asks A. Dyer why we are not reading out all the letters that were submitted.
20. A. Dyer replies that it is not the usual practice of the ACRD staff to verbally read the submitted public letters out loud, they are posted on the ACRD website and will be sent to the Board of Directors to review at the next Board meeting.
21. Chair Cote asks a first and second time for any further representation on the bylaws.
22. A. Dyer addressed some of the concerns raised in the letters received and provided the following comments:
 - Groundwater in the Province is regulated by the Groundwater Protection Regulation under the BC Sustainability Act. The Regulation sets standards for well construction and maintenance and recognizes qualified people that are certified to drill wells in BC. The Ministry of Environment, the Ministry of Forests and the Ministry of Health all work together to protect and manage the use of water in BC. Groundwater wells for domestic purposes do not require a license from the Province. Applicants have proposed landscaping and cottage development that has been designed to have a lower impact on the water supply, including landscaping with native plant species, storm catchment systems, encouraging guests to bring drinking water, low flow toilets, and small hot water tanks. In staff's view, the overall impact on the water supply in this area is unknown at this point and outside of the scope of the applicants confirming their water servicing requirements for their proposed development. A larger groundwater assessment studying future development impacts in the area needs to be a community-driven project that is led by the Province who has regulatory control over groundwater protection.
 - Sewage disposal is regulated by Island Health. A Registered On-site Wastewater Practitioner has assessed the site and has provided a letter to the Regional District confirming that soil profiles exist on-site that can accommodate the proposed build-out of up to four cottages. As part of the building permit process the Regional District confirms that an Island Health septic filing is registered prior to any construction and that the functioning system is in place prior to building occupancy.
 - Traffic concerns and road access are regulated by the Ministry of Transportation & Infrastructure. If traffic is an issue, ACRD staff will work with area residents to ensure concerns are heard by the appropriate staff at the Ministry. The Ministry of Transportation submitted a referral response recommending approval of the bylaws while noting that any commercial activity on-site may require a



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
May 31, 2021 – ELECTORAL AREA 'D'

commercial access permit. Staff will ensure that the applicant engages with the Ministry to determine whether any additional permitting is required prior to cottage residential uses taking place on the site.

23. Chair Cote asked Amie Littlewood if she would like to speak. A. Littlewood did not respond.
24. Chair Cote invites any other members of the public to speak.
25. Chris McInnes, 8885 Central Lake Road: He has concerns with the proposal. High traffic concerns with the existing 20ft panhandle driveway. There could potentially be up to eight parties in the cabins along with the family members running the business. His house is located five feet from the road allowance. He knew that this property would be developed at some point but not this much. He is concerned with the well they drilled and the water supply. He added RV sites to his property, but just because he did it, doesn't mean everyone else should be able to do it as well. With their potential to put in up to ten campsites, if all the applications are approved, there could be 4 houses, 4 cabins and 28 RV sites in four of the first five properties on Central Lake Road. This can be a significant amount of development for the future. The report Ryan submitted is good but he is also concerned with the fence along the driveway on his property. He built it for himself and his family, not to support this application.
26. Chair Cote asked Amie Littlewood again if she would like to speak. A. Littlewood did not respond.
27. Chair Cote invites any other members of the public to speak.
28. Chair Cote invites the staff and applicants to add any additional information or comments.
29. R. Rhodes addressed M. Gerigk's letter, that the road plan had changed between August and now. He will submit a new map with the location. Regarding the trails and property boundaries, he will provide clear information to guests. He was unaware that there is a gun range next door. He is willing to move the public hearing sign to the edge of the road if necessary. He purchased this property with the intentions for solitude and relaxation. He asked if he could provide any additional comments in the future.
30. A. Dyer noted the public hearing notification requirements. He requested that if R. Rhodes wishes to provide any additional comments that he email new information to him directly.
31. Chair Cote asked if the rentals will be seasonal or all-year round.
32. R. Rhodes replied that they are flexible, as they are unsure of what they are allowed to do at this point.
33. A. Dyer responds that ARC zoning allows for short-term rentals, less than one month only but does not restrict the season, can be rented all year round. Rental has to be intermittent, short-term use. The cabins are not intended to be used as a permanent residence, however one of the four can be utilized as the single family dwelling until another one is built.
34. R. Rhodes asked if it would reduce the ability for him to live in one of the cottages.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
May 31, 2021 – ELECTORAL AREA 'D'

35. A. Dyer responds that the cottages cannot be used as a permanent residence, however one of the four can be utilized as the single family dwelling until another one is built.
36. Chair Cote asked for clarification on the single family dwelling and cabins.
37. A. Dyer responds that one of the cottages could be utilized as a single family dwelling. There is no limit to the maximum size of the single family dwelling. There needs to be a single family dwelling in place with someone permanently residing in it before the cottages can be built. The maximum density on the lot is one single family dwelling and up to four cottages and the zoning also allows for properties over two acres in size would allow for a mobile home as a secondary home. The density on this lot is also regulated by the overall 10% lot coverage for all buildings within the ARC zone.
38. M. Gerigk asked how the ACRD will be monitoring the short term rental.
39. A. Dyer replied that the ACRD currently has a complaint-based bylaw enforcement system in place which is enforced by staff who would reach out to the property owner with a letter. The ACRD is also working on a Bylaw ticketing program.
40. M. Gerigk asked about the other applications for campgrounds in the area that C. McInnes mentioned.
41. A. Dyer noted that there are other campground rezoning applications but that this public hearing is focused on this particular rezoning application. He requested M. Gerigk call him directly at the office tomorrow to discuss the other applications.
42. Sheri Gerick, 9215 Central Lake Road: What will keep people from veering off their original plans such as adding laundry and shower facilities in the future? The application looks good but we cannot guarantee this will happen.
43. A. Dyer replies that we do cannot enforce this through zoning. The zoning can only regulate the uses, density and location of uses. We do have building permits to enforce during the building of any cottages.
44. C. McInnes added that with his rezoning application, the changes are tied into the property. He believes R. Rhodes is being honest but if he sells, who knows what the new owners will do. There could be large groups allowed. There is no recourse.
45. Chair Cote explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for June 9th. If any Board member does so, the hearing would be invalidated and would have to be held again. She clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
46. Chair Cote calls three times for further representations and comments from the public.
47. Chair Cote asks once more for further input. Hearing none, the hearing is terminated at 8:00 pm.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
May 31, 2021 – ELECTORAL AREA 'D'

Certified Correct: P. Cote
Penny Cote, Director for Electoral Area 'D' – Sproat Lake

Minutes Prepared by: Kathy McArthur
Kathy McArthur, Planning Assistant



BYLAW RESPONSE SUMMARY

BYLAW NO.: P1408 & P1409

ACRD FILE NO.: RD20004

APPLICANT NAME: Ryan Rhodes, Samantha Carniato, Edward & Debra Coss

ACRD CONTACT: Sarah Holden, Junior Planner

Date of Referral: September 3, 2020

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Agency (please
print):

ACRD

Name (please print):

Brett Mortlock

Title: Building Inspector

Signature:

BM

Date: 09.24.2020



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1408 & P1409

ACRD FILE NO.: RD20004

APPLICANT NAME: Ryan Rhodes, Samantha Carniato, Edward & Debra Coss

ACRD CONTACT: Sarah Holden, Junior Planner

Date of Referral: September 3, 2020

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

MoTI has no objections to this zoning bylaw.
Applicant is advised that commercial activity on site may require a commercial access permit.

Agency (please
print):

Ministry of Transportation and Infrastructure

Name (please print):

Tim Hendy

Title:

Development Officer

Signature:

Date:

4 Sept 2020



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1408 & P1409

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APPLICANT NAME: Ryan Rhodes, Samantha Carniato, Edward & Debra Coss

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Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Sewage disposal for the proposed development must be in compliance with the Sewerage System Regulation.

The Drinking Water Protection Act and Regulation covers all water systems other than single-family dwellings. Under the Drinking Water Protection Act and Regulation, any construction, installation, alteration, or extension of (a) a water supply system, or (b) works, facilities, or equipment that are intended to be a water supply system or part of a water supply system, must be issued a construction permit from our Public Health Engineer. The water supplier must not operate water supply system unless the water supplier holds a valid operating permit issued in accordance with the regulations.

Agency (please
print):

Island Health

Name (please print):

Stephanie Bruvall

Title: Environmental Health Officer

Signature:

Date: May 25, 2021

From: [reg dink](#)
To: [Planning Shared](#)
Subject: RE:Public Hearing Bylaws P1408 and P1409
Date: May 24, 2021 4:09:02 PM

Reg Cocks
9351 Central Lake Rd.
Port Alberni B.C.
V9Y 8Z1

To ACRD:

Please Read this letter at the Public Hearing on May 31..

My main concern with this proposal is water....we do not have a huge volume of water in the aquifer to support such development..what the proponents say they will do to conserve water and what actually will take place is unknown...example...the 4 cabins end up being rented out to fulltime year-round tenants...which will result in large volumes of water usage...families living in cabins,lots of laundry excetera ...My fear is the precedent the approval of this development will set for others who want to build year round rental cabins on their rural property putting further pressure on our limited water supply ...our rural neighbourhood on Central Lake Road is already being jeopardized by the influx of permanent year-round RVs popping up...more water usage...

My other concern is the increase in traffic volume on Central lake Road which is in dire need of repair....

I believe going ahead with such development in our area is a slippery slope to venture down which will not be sustainable...

Sincerely
Reg Cocks

From: [Amie](#)
To: [Planning Shared](#); [Penny Cote](#)
Cc: [Amie](#)
Subject: Fwd: Public Meeting letter May 31, 2021 Littlewood
Date: May 27, 2021 11:42:06 AM

Amie and Phil Littlewood
9321 Central Lake Rd
Port Alberni, BC V9Y 8Z1

May 27, 2021

To the ACRD Board,

Re: Public meeting regarding proposed development of
9001 Central Lake Rd

Please include this letter for the public meeting May 31,
2021.

A few quotes from this proposal;

- “we dream of a low impact cottage development; to build, operate and manage four 2 bedroom cottages”
- “we would like there to be no seasonal or duration limitations on the rental of the cottages”
- “we plan on running it as a means of primary employment for Ryan”
- “it would be a requirement for guests to bring their own drinking water”
- “Ryan and Sam also operate 2 short term vacation rental listings”

Goals in Sproat Lake OCP

- to protect water quality and areas adjacent to streams, water features and environmentally-sensitive areas.
- to advance, support, promote and encourage a successful, viable agricultural industry in the Alberni Valley.
- to preserve the rural character of the area while minimizing conflict between different land uses

Rural use as outlined in the Sproat Lake OCP.

“Sproat Lake is essentially a rural area and its residents enjoy the rural nature and lifestyle this entails”.

The Rural Objectives-

Objective 9.1.1 maintain the predominantly rural character of the area.

Advocacy Policy

Objective 9.2.3 “Encourage owners of rural acreages to **maximize the agricultural potential** of their land.”

Residential use as outlined in the Sproat Lake OCP

“The Sproat Lake area contains a range of residential uses and lot sizes from small, suburban lots to acreages and vacation/rental properties. This diversity affords existing residents and newcomers a number of accommodation options and provides variety within the Plan area.

Residential Policies

Policy 10.2.1 “Ensure that the **principal use** in all areas designated as residential must be residential, as specified by the zoning bylaw.”

Recreational Residential Use as outlined in the Sproat Lake OCP

"This policy permits **part-time residential use** for seasonal or recreational purposes within areas designated Recreational Residential"

Recreational Residential Objectives

Objective 11.1.1 Provide opportunities for seasonal residency.

Commercial Use as outlined in the Sproat Lake OCP

"Sproat Lake has a number of commercial properties, mainly along the Highway 4 and Hector road. These are smaller, neighbourhood -oriented enterprises."

Commercial Objectives

Objective 8.1.1 Facilitate the establishment and operation of small-scale commercial development that is compatible with the Sproat Lake's predominantly rural character.

Commercial Polices

Policy 8.2.1 Consider permitting the following **principal uses on lands designated Commercial:** local commercial, service commercial, highway commercial, tourist commercial, recreation commercial, campground commercial, as specified by the zoning bylaw.

Comprehensive Development Plan

Looking at the Comprehensive Development plan for this entire region of Little Germany, are all zoned Rural or ALR parcels of land. This is because we are not able to accommodate density of people nor resources for larger number of people. This zoning protects us all to keep the rural feel of this region and there is no foreseeable development for "Little Germany".

Concerns and reasons why we feel this proposal should not be approved

-Water usage. We all use one aquifer for water; one which is already at 'moderate' use. This precious natural resource must be protected. Building "green" or "eco" or low-flush toilets, none of this will change the fact that up to four more families will be using this resource for—drinking, cleaning clothes, dishes, etc. All what a household uses daily but this particular property could be using up to at least five times daily just for household needs. Four adults per cottage, four cottages could mean 16 people are showering daily, possibly two times a day. The proposal states they will ask guest to bring their own water. To expect guests to bring their own drinking water is just not a feasible plan to make residents feel the water source is protected and used sparingly.

-Increased density of people on one property. Concerns for wildlife interactions as we have deer, bears and cougars in the region.

Rural properties usually have one family living on the land, not multiple families and short term rentals.

-Increased traffic on Central Lake Road, the roadway is in need of repairs in areas due to increased traffic heading to Great Central Lake and the large trucks needed for the development currently occurring at Great Central Lake.

-Increased garbage and litter. Sad but seems like with density of areas comes density of litter in the areas. Residents already see an increase in road litter since the Great Central Resort and Trestle Park RV Park has been developed. I have been around over 20 years and this year is the worst I have ever seen the roadway litter.

There area a multitude of camping and rentals already available in the region, Great Central Resort, Sproat Lake has two campgrounds and there are many rentals available around Sproat Lake as Air b n b's and short term rentals.

Short term rentals, concerns.

According to the ACRD Website,

'Nightly and weekly accommodation rentals on residential properties within the ACRD are increasing due to a rising demand from visitors to spend time in the region. These rentals, known as Short Term Vacation Rentals (STRs), offer an opportunity for homeowners to participate in the growing tourism economy, **but there have been complaints about the rental units, particularly in residential areas not zoned for that use.** <https://www.acrd.bc.ca/str> “

There are concerns about allowing more short term rental units to be introduced to our neighbourhood when there is clearly a huge concern growing weekly in the Sproat Lake district that allow these rentals. We certainly do not want to introduce any situations like what I hear happens elsewhere, with zero help available to the residents who live close by problem properties. There seems to be very little protection for residents when short term rentals reek havoc on their lives and livelihoods with the only avenue being to write in a letter of complaint and very little in resolution or protection for residents. I certainly do not want to open doors to allow these myriad of problems associated with short term rentals where we live.

We have chosen to live in this Rural region for our specific reasons. Quiet, quaint nature at its finest. A rural place where we can enjoy the peaceful environment we chose to move to. We all abide within the restraints that Rural and ALR zoning allows and we fully accepted the limitations when purchasing our properties. I wanted to have family live on my property and this was not allowed; I understood the bylaw and went on with life. This is what I chose when moving to this zoned land.

If we had instead chosen to live near RV parks, beside established campgrounds or cottage style rentals we would gladly accept they are part of our neighbourhood-- but we did not. We live in a Rural area that does not permit the above activities. To expect to have a business venture in a specific region that can not support it is surprising to me. The owners already operate two short term vacation rentals so they should have an idea that zoning is paramount to what you wish to build on land. To purchase land in Rural Zoned region means you can do what is permitted on this land. Pretty simple concept to me. As this business venture has been a dream of the

owners then they should have purchased land that could have held their dream and all would be well. They moved to Rural land and as such should abide to “how it is” as everyone else does, abide by the rules on the zoning of property they have chosen to purchase.

The fact that this region supports Rural or ALR zoning is just how it is. Facts. This region can not support great numbers of people per property; the resources do not exist; the land should be protected for agriculture use vs building cottages to create a business opportunity.

The objectives and policies between Rural, Residential or Recreational Residential and Commercial uses are in conflict with what our Rural and ALR objectives are. We must protect the agriculture value versus tourist and commercial ventures which will greatly change this area.

How can these land uses go together successfully—they can't. Again I state this is why all of this region is zoned Rural or ALR use.

According to the Commercial Policies of the Sproat Lake OCP tourist commercial, recreational commercial, and campground commercial and campground commercial should be on Commercial Use Zoned land. As there are Commercial zoned properties in the Sproat Lake district, this is solely where business ventures should be permitted. I also speculate on the difference financial values of these different zoned lands and how values vary in different zones. I am no realtor but common sense dictates there may be a difference in purchasing cost. Farming land versus Industrial or Commercial, Residential versus Rural values for examples.

We strongly feel the need to protect “Little Germany” as the history and heritage in this tiny region is amazing—we had a mill, a fishery, a brothel, a school and church. We are now living where the German people settled when they were not allowed to live in Port Alberni. This very special area should be kept as natural as possible and not be changed to promote tourism business that already exists in great numbers in the district. Here is a link to a great book about some heritage facts in this

amazing region.

<https://www.amazon.ca/When-Whistle-Blew-Central-1926-1952/dp/0973167106>

Some residents have lived here for many generations, some for many decades. I am a proud second generation living in Little Germany. We have emotions and strong values associated with this area and will do all we can to maintain its character, history and heritage.

If these zoning and bylaw changes are permitted... this is just the beginning of drastically changing the entire landscape of rural living to the density of vacation, short or long term cabin/cottage/rv pads . a more density of people will appear and this entire area will become something I can only call negative for settled residents. Negative for the land use. Negative for precious resources like water. Negative for the amazing wildlife that roam freely. We feel we can not sustain any density in growth in this entire region we call "Little Germany:", this is why we have been zoned Rural or ALR and hope to stay Rural or ALR **only**.

We do not want campgrounds, short term or long term rental cabins/ cottages nor do not want rows of RV pads in this area. Again, there are specific and appropriate zoned lands for these ventures that can sustain the density of people and the resources would be more freely available. Please do not allow it in "Little Germany".

We seem to be surrounded by summer tourists, more than ever now with the many changes at Great Central Lake resort area. Camping is available in many locations such as Sproat Lake Upper Provincial campgrounds, located at the beginning of Great Central Lake Road Many more campgrounds are available accross the highway at Sproat Lake Lower Provincial campgrounds. RV pads are for rent at Arrowvale Campgrounds, Great Central Lake and more campgrounds in the area. A multitude of short and long term vacation rentals are available all around Sproat Lake. There are enough campgrounds and rentals available already.

Please do not allow our Rural and farming paradise to be converted to Commercial Ventures created solely for the financial gain of individuals at the detriment to the

natural beauty and destroy the rare jewel this area is to us.

Sincerely,

Phil and Amie Littlewood

From: [Mark Bo](#)
To: [Planning Shared](#)
Subject: Public Hearing Bylaws P1408 and P1409
Date: May 27, 2021 11:06:44 PM

Mark Bowen
9390 Central Lake Rd
Port Alberni, BC V9Y 8Z1

Letter for submission for public meeting May 31, 2021

I am against any further development in this area as we have a limited water supply in the area.

The garbage on sides of roads, extra traffic and wear on the roadway is the worst I have seen it in decades. I think it can only get worse the more number of people allowed to live on properties.

We live in rural land for reasons and don't need to keep adding more and more people, more and more buldings or rv parks. This rural zoned area is meant for farming, single families and no - Rv parks, campsites or businesses of renting multiple cottages on one property,

Please turn down the bylaws that mean more un-needed developepment and protect the ruralness that residents moved here for.

Sincerely,

Mark Bowen

From: bessler@egci.ca
To: [Planning Shared](#)
Subject: 9001 Central Lake Road
Date: May 29, 2021 1:58:02 PM

Planning Staff:

From the bylaws, the Acreage Cottage Residential District zoning is primarily intended to provide temporary accommodation on a short term basis to visitors and seasonal workers. In the proponents' application, they state that they would like there to be no seasonal or duration limitations on the rental of the cottages. Additionally, on their attached sketch map, they indicate that cottage 4 may be used as an additional single family dwelling.

I am concerned that the water supply and proposed septic field will be undersized if 5 year-round accommodations are utilized on the site. One of the neighbouring properties has Mixed Accommodation Commercial zoning, which is also intended to provide temporary accommodation on a short term basis to visitors, but the campsites are occupied year-round. I believe it would be best to assume that the same will happen at 9001 Central Lake Road and insist on properly sizing the water and wastewater systems.

There has been a lot of development along Central Lake Road, and traffic has noticeably increased. When zoning is changed and development permits are issued, I would like some of the fees to go towards traffic calming measures, such as speed bumps, in the area where homes are. The narrow road without shoulders coupled with speeding traffic makes walking to the community mail boxes hazardous.

Regards,

Joann Bessler
9421 Central Lake Road

From: [Mike Gerigk](#)
To: [Planning Shared](#); [Penny Cote](#); Sheriandmike@shaw.ca
Subject: Public Meeting Letter for May 31 Meeting
Date: May 31, 2021 1:36:47 PM
Attachments: [Lot 3 Zoning Application Letter \(1\).pdf](#)

Good Afternoon,

Please enter this attached letter into the minutes of May 31, 2021 Public Meeting regarding zoning of Lot 3 on Central Lake Road. I would also like it read aloud at the meeting. If it cannot be read aloud please let me know and I will attend the meeting by zoom to do so.

Thank you,
Mike Gerigk

To: ACRD Planning Dept and Directors of the ACRD,

I am writing in response to the application for rezoning lot 3 on Central Lake Road.

There are 3 issues with the application.

1. The proponent has applied to make their property a tourist destination including trails with no plans for fences/barriers other than a noise barrier between their road and 8881 Central Lake Rd. Tourists will not respect/recognize property markers and will trespass as they will not be aware of the property lines or not care. Our property directly to the west includes the highest point in the area as a viewpoint to see the panoramic vistas of the Beaufort Mountain range. It will be a certain draw to tourists to climb to the top to see the beautiful view from there. This will put my family at great liability risk as the terrain is uneven, very steep in spots and can be quite hazardous. We currently have set up the area along the property lines to target shoot with live ammunition and it would be unsafe should tourist be invited to the neighboring property and be allowed to roam without barriers. The greatly increased liability risk is an unfair burden to expect us to shoulder. The OCP specifically addresses minimizing conflict between land uses and this proposal is a prime example of how the proponents profit making business will cause financial risk to all neighboring properties not just ours. If/when a tourist was to injure themselves on a neighboring property, standard homeowners' insurance may not cover all costs of injury lawsuits and will like cause bankruptcy and complete financial hardship. Asking neighbors to incur increased insurance costs and/or pay out awards for injuries or incur costs to fence the property lines when it is not us running a for profit tourist business and inviting in the hazard is unreasonable. Zoning changes such as this must include protections for the neighboring properties when offering tourist trails. This application does not.



Picture of a portion of the viewpoint from our property showing steep uneven ground. It gets worse if you go down the hill, but we are not willing to risk injury to get a picture.

2. The posted on their property that we are assuming is a public notice of zoning change is so small and so far up their driveway no one can read it without trespassing on their property. In addition, it is not in a location that is readily noticed driving by, you have to look for it to notice it. As a notification required by law, it does not serve its intended purpose. In my opinion, this does not meet the requirements for public notification.



3. The road the proponents have in their diagram submitted in their zoning application shows a road up the center of the property to their cabins. From what I can see from my property, the road they have carved out runs up the side of the property which can be clearly seen from my side of the property line. Inaccurate site maps/plans again do not meet the application requirements, in my opinion.



Picture of shack approximately 15 ft from the property line (road leads up to the shack) Property line marker is the red ribbon almost dead center of the picture. This picture is used for location of road vs property line.

Given the safety and liability concerns, improper public notification, as well as intended or unintended misrepresentation on their application, we feel this application should be denied.

Regards.

Mike & Sheri Gerigk

9251 Central Lake Rd.

Letter from rezoning applicants **Ryan Rhodes, Samantha Carniato, Debbie Coss, Edward Coss**

May 31, 2021

To the ACRD Board,

Re: Public meeting regarding proposed rezoning of 9001 Central Lake Rd

Please include this letter for the public meeting May 31, 2021.

We just wanted to address a few of the initial concerns regarding opposing the rezoning at 9001 Central Lake Road.

This letter is meant to clarify our intent at this time so as to better provide our perspective of the concerns.

1. Water Usage

The land is non ALR and will not be used for commercial agriculture, so it's only people's daily usage of water from the aquifer, not animals or crops. It is our intention that this low density commercial development surrounded by forest could consume a very reasonable amount of water. Comparatively, with the current zoning and allowable uses of the property, we would like to suggest this could be totally reasonable regarding water consumption. Especially if efforts are made to design for less water and install low consumption fixtures and collect rain water.

2. Number of People on 14.33 acres

We are applying for the ARC zoning as it is defined in the Bylaw. This was the zoning available which most closely described what we imagine building. The end result of the development may not be max occupancy, they may be 'couple's getaway' cabins if need be, or we may end up with only 2 or 3 cabins in the end. Certainly occupancy numbers would vary throughout the seasons as well and not be a worst case scenario. The primary residence on the property is set to arrive in June (modular home), which is a modest 2 bedroom suitable for two people with a guest bedroom. This small footprint primary dwelling should be taken into account when looking at the number of people living on the land per acre.

3. Noise/Nuisance

We feel the proximity of the property and development layout lend very well to peace and quiet as there is nothing in site to disturb. Also our target ideal guest type would be quiet and respectful. There are ways to filter out unwanted types I. The booking process. This is a good point to add, that Samantha's parents have been added to the title and now occupy the modular home set to arrive June 2021. They are willing and capable of being involved in monitoring and maintaining the property for security and safety, not to mention both are retired.

4. Operating 2 STRV rentals

This is no longer accurate. At the time, this was mentioned back in August, it was intended to support our competency to professionally manage an accommodation based operation. Currently we (Ryan and Samantha) have a Temporary Use Permit to operate one STRV. The permit expires February 2022 and the property had it's last STVR stay September 2020. It has since been a continuing single person tenancy. The other listing is no longer available.

To conclude, it's a proposal for small footprint commercial development, with intention to preserve the natural land, conscientiously use water, and participate in the tourism industry in a positive way.

Regards,
Ryan Rhodes and Samantha Carniato

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1408

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning text Amendment Bylaw No.P1408.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot text is hereby amended to increase the minimum lot area in Section 200, Schedule II – Bulk and Site Regulations:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
ARC	200	5 acres	10%	40	30	15	35

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

Read a first time this 26th day of August, 2020
Public hearing held this 31st day of May , 2021
Read a second time this XX day of, XXXX
Read a third time this XX day of, XXXX

Adopted this XX day of, XXXX

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1409

OFFICIAL ZONING ATLAS AMENDMENT NO. 725

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1409.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 3 DISTRICT LOT 60 ALBERNI DISTRICT PLAN EPP84111 from Rural (A2) District to Acreage Cottage Residential (ARC) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26th day of August, 2020
Public Hearing held this 31st day of May, 2021
Read a second time this XX day of XXXX, XXXX
Read a third time this XX day of XXXX, XXXX

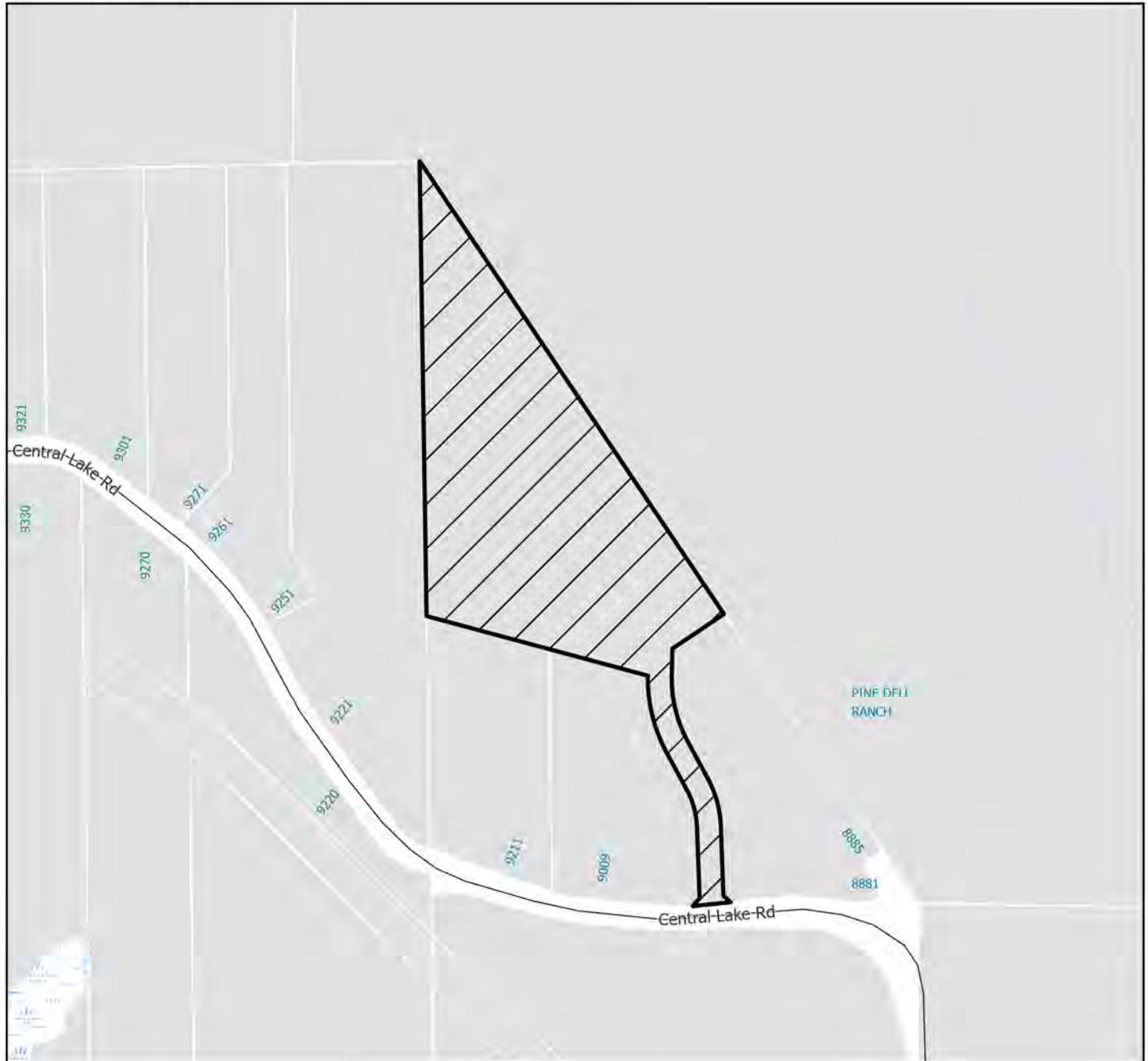
Adopted this XX day of XXXX, XXXX

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

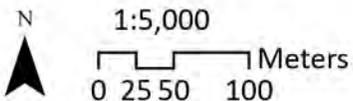
Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1409



P1409 - Central Lake Road
Legal Description: LOT 3 DISTRICT LOT 60
ALBERNI DISTRICT PLAN EPP84111



 Rezoning from Rural (A2) District to Acreage Cottage Residential (ARC) District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, Planning Manager
Meeting Date: June 9, 2021
Subject: RE20011 – 6008 Grandview Road, Beaver Creek (Neuwirth)

Recommendation:

- 1) THAT Bylaw P1421, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

Background:

Bylaw P1421 was given second and third readings on March 24, 2021. Conditions of final rezoning approval included the registration of a covenant to restrict the maximum number of lots created by subdivision to a total of three (3) lots and an assessment from a Registered On-Site Wastewater Practitioner confirming that the property is capable of accommodating on-site sewage disposal for the proposed development.

The applicants have now satisfied the conditions of rezoning and planning staff recommends that Bylaw P1421 be adopted.

Submitted by: 

Alex Dyer, MCIP, RPP
Planning Manager

Approved by: 

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

RE20011

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1421

OFFICIAL ZONING ATLAS AMENDMENT NO. 732

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

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

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

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

1. TITLE

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

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

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

Read a first time this 9th day of December, 2020

Public Hearing held this 16th day of March, 2021

Read a second time this 24th day of March, 2021

Read a third time this 24th day of March, 2021

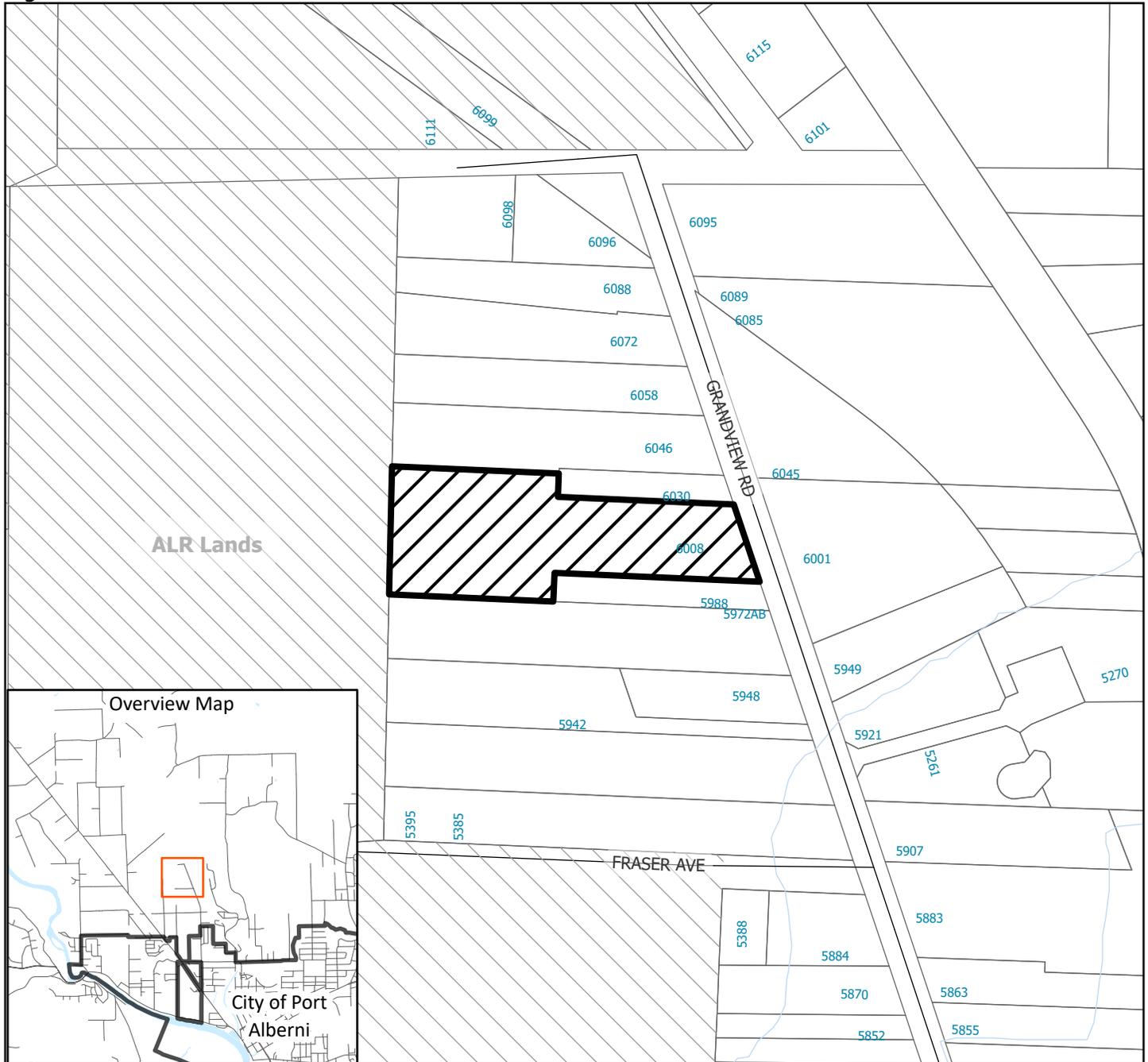
Adopted this day of , 2021

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1421

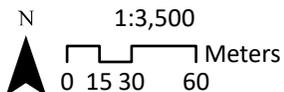


P1421 Neuwirth

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



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





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

MEMORANDUM

To: ACRD Board of Directors
From: Alex Dyer, Planning Manager
Meeting Date: June 9, 2021
Subject: TUP21002, Jennifer & Owen Smith, 3240 Clayton Road

Recommendation

THAT the Board of Directors issue Temporary Use Permit TUP21002.

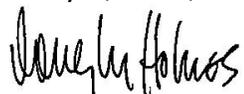
Background

On April 14, 2021, the Board considered an application for a Temporary Use Permit for the property located at 3240 Clayton Road in the Cherry Creek area, legally described as LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949.

The Board resolved to proceed to the next stage of the Temporary Use Permit process. Public notification included publishing a notice in the June 2, 2021 issue of the Alberni Valley News and mailing a notice to all owners and residents of properties within 100 metres of the subject property, which was completed on May 25, 2021. No correspondence has been received from the public to date; if any correspondence is received prior to the June 9, 2021 Board meeting, staff will inform the Board.

If approved, the permit would allow for the small-scale commercial production of hard cider within the existing detached garage on the 0.4 hectare (1 acre) property. Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that any liquid waste created by the production of cider can be accommodated on-site was included by the Board as a condition of TUP approval. The applicants have provided an assessment from an ROWP dated May 11, 2021 confirming that the existing on-site sewage disposal system will safely and adequately accommodate the cleaning and rinsing of cider production equipment.

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

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

TUP21002

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

TEMPORARY USE PERMIT NO. TUP21002

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

A Temporary Use Permit is hereby issued to:

Name: Jennifer & Owen Smith

Address: 3240 Clayton Road, Port Alberni

With respect to:

Legal Description: LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949

PID: 001-200-828

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Jennifer & Owen Smith with respect to property legally described LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949 subject to the conditions as follows:

1. This permit is issued for the operation of a commercial cidery, which includes the production, manufacturing and packaging of hard cider within the existing accessory building on the property.
2. The commercial production of cider is subject to licensing from the Provincial Liquor and Cannabis Regulation Branch.
3. The bottling and packaging of cider is limited to a maximum of twelve (12) days per year.
4. There shall be no public consumption of cider and no retail sale of cider on-site. All consumption and sales must occur off-site.
5. All solid waste created from the production of cider is to be processed off-site. Any liquid waste created from the production of cider is to be processed on-site in the existing sewage disposal system.
6. One (1) dedicated off-street loading space shall be provided on the property for the delivery of equipment and supplies to the property and for the pick up of solid waste and finished product from the property.
7. This permit is valid for three (3) years from the date of execution.
8. At the time of the expiry of this permit, the property owners may apply to the Regional District to have it re-issued for a period of up to three (3) years or return the property to the original use permitted under the current zoning.
9. If the conditions of this permit are not met, or if there is a change of ownership of the property, the Regional District may rescind or terminate the TUP.

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

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on XXXX, 2021.

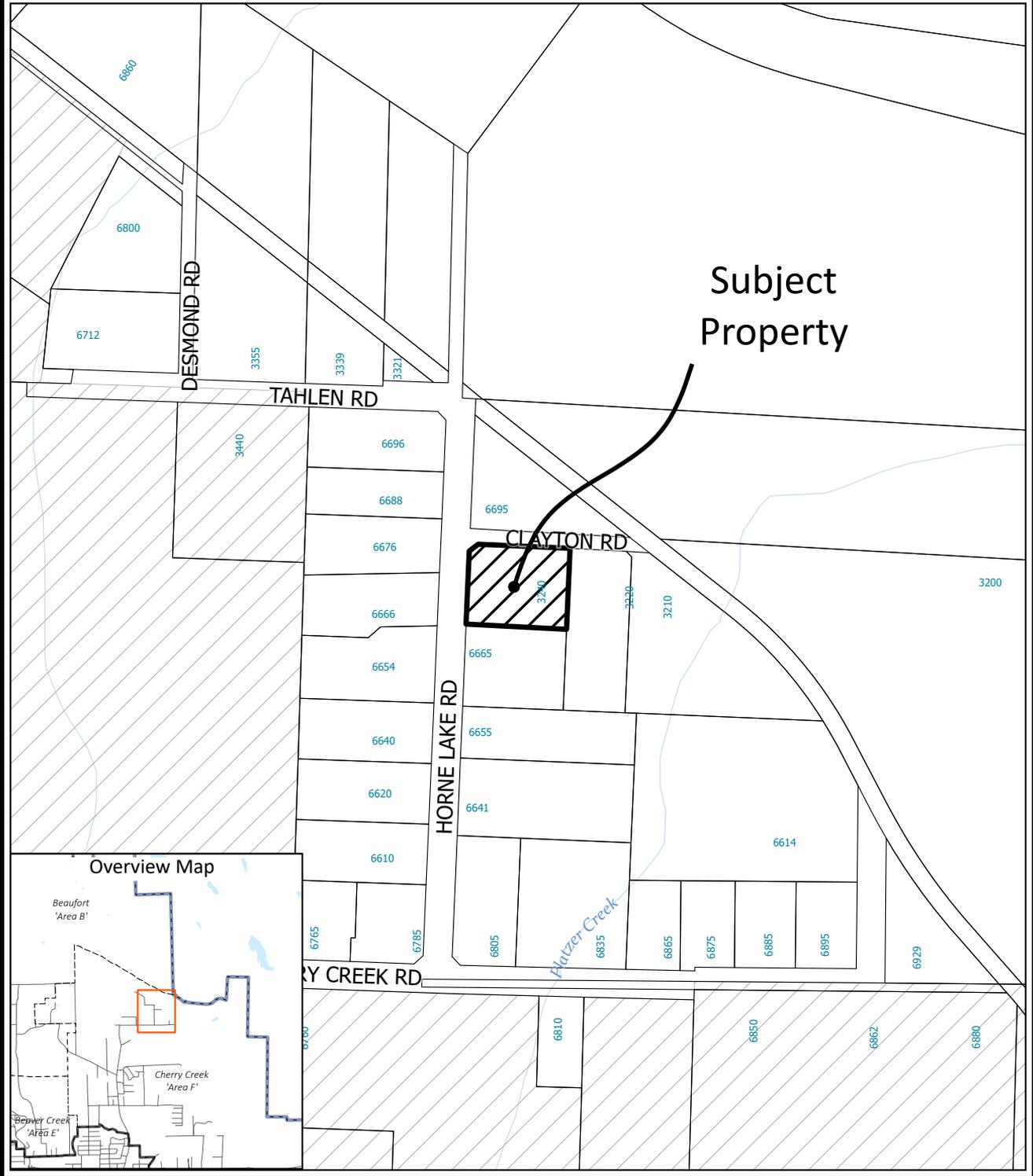
This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2021.

Douglas Holmes, BBA, CPA, CA, CAO

Chair of the Regional Board

TUP21002

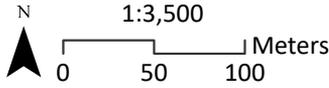
Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?iit?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



Subject
Property

Overview Map

Legal Description: LOT 1, DISTRICT LOT 246, ALBERNI
DISTRICT, PLAN 30949





TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors
DATE: June 9, 2021
FROM: Mike Irg, GM of Planning and Development

TEMPORARY USE PERMIT

APPLICATION #: TUP20005 (Application to Renew TUP17010)

APPLICANTS: Heather Powell

LEGAL

DESCRIPTION: LOTS 21 & 22, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906

LOCATION: 3133 Alberni Highway

ELECTORAL AREA: "F" Cherry Creek

Applicant's Intention: A TUP application for a campground with a maximum of 22 RV sites on the non-ALR portion of the properties adjacent to the Alberni Highway was approved in 2017. The owner has applied to renew the TUP and then intends to apply for rezoning.

Recommendation: *THAT the Board of Directors is, at this time, disposed to deny this temporary use permit application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should be supported.*

If the Board is considering denying an application, the Board's policy is to defer a decision on the application until the next meeting and invite the applicant to address the Board prior to a decision being made on the application.

Procedure: If the Board is considering proceeding with this application, the process is: Prior to the issuance of a Temporary Use Permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants, and publishes a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the Temporary Use Permit.

Observations:

- 1. Property Description:** This property is approximately 4 hectares (10 acres), with an existing golf course and a temporary campsite. The non-ALR portion of the property is approximately 0.4 hectares (1.99 acres). The property has been used as an RV campground since May 24, 2017.

TUP20005

2. Services:

- (a) **Sewage Disposal:** On-site septic or pump and haul.
- (b) **Water Supply:** Within the Cherry Creek Improvement District.
- (c) **Fire Protection:** Cherry Creek Fire Department
- (d) **Access:** Highway 4 and Old Nanaimo Highway.

3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Partially within ALR. The application is for the non-ALR portion of the property.
- B. **Official Community Plan:** Within the Cherry Creek Official Community Plan area. The property is designated "Recreational Use".

Policy 3.2.12 "Consider issuing temporary use permits in appropriate areas in all land use designations, in accordance with section 921 (now Section 463) of the LGA."

This property is within a Development Permit Area under Section 16.6 DPA III – Form and Character. A development permit is only required for this property if there is commercial building or exterior building alterations.

Under Section 463 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official Community Plan. A Temporary Use Permit may do one or more of the following:

- i. Allow a use not permitted under the Zoning Bylaw;
- ii. Specify conditions under which the temporary use may be carried;
- iii. Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

Where a temporary use permit is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper.

The Temporary Use Permit is valid for up to 3 years and may be renewed by the Regional District once. After this time has expired, the property owner must apply to rezone the property to allow for the continued use or discontinue the specified use.

- C. **Zoning:** The property is zoned a combination of Rural (A2) District, Small Holdings (A1) District and Recreation Commercial (C7) District. Campgrounds are not a permitted use.

Controlled Access Highway approval: A temporary use permit requires approval from the Ministry of Transportation and Infrastructure under Section 505 of the *Local*

TUP20005

Government Act and Section 52 of the *Transportation Act* as the property lies within 800 metres of a controlled access highway.

A. Temporary Use Permit:

In May 2017, the ACRD issued temporary use permit TUP17010 with the following conditions:

1. This permit is only applicable to that part of the lands not within the Agricultural Land Reserve.
2. This permit is issued for a seasonal commercial campground for a maximum of 22 camping sites.
3. All campsites are to be clearly marked and delineated.
4. There is to be no vegetation removal within 15 metres of any streams.
5. No campsites to be located within the Agricultural Land Reserve.
6. Access within the campground to be maintained and clearly marked.
7. No permanent structures to be erected within the individual campsites.
8. A 5-metre vegetation buffer be maintained on the west and east sides of that portion of the properties that are subject to the temporary use permit.
9. This permit is valid until May 24, 2020.

Comments:

TUP17010 was issued in May of 2017. The owner did not contact the ACRD when the TUP expired. Once ACRD bylaw staff became involved, an application to renew was submitted. The original application was for a temporary commercial use permit for a 22 sites campground / RV park. The current number of RVs now exceeds the 22 permitted in the original TUP. Once the TUP expired, the number of RV campsites increased. On December 10, 2020 staff observed 26 RVs onsite and fill that has been brought on to the property. On March 29, 2021, staff observed 31 RVs onsite (one of the RVs is owned by the applicant), and on April 21 there were 30 RVs. Staff noted that the campsites are not clearly marked and delineated. (The campground layout from the original 2017 application is attached).

Island Health accepted an on-site sewage filing in June of 2019. If The Board wishes to proceed with renewing this TUP, staff recommend one of the conditions be confirmation that the septic system construction meets Island Health regulations.

The Ministry of Transportation and Infrastructure must approve any temporary use permit renewal under Section 505 of the *Local Government Act* and Section 52 of the *Transportation Act*.

It is noted that the original limit of 22 campsites was based on the limited amount of non-ALR available for this temporary commercial use. Given that there are now 30 RVs on-site, which is well in excess of number of campsites allowed under the original temporary use permit, staff does not recommend renewing this temporary use permit. Since TUP17010 expired, the number of RVs and size of the campground has increased significantly. In 2017, staff recommended the Board issue TUP17010 based on a number of conditions, including limiting the maximum number of RV

TUP20005

campsites to 22.

Options:

1/That the Board resolves to proceed with renewing TUP17010. If the Board is considering renewing this TUP, an appropriate motion would be:

“That the Board refer this application to staff to provide appropriate conditions and referral to Island Health.”

2/ That the Board denies the TUP renewal application and provides a grace period for the property owner to return the property to the original use permitted under the current Zoning recognizing that some tenants appear to be residing at the site seasonally or permanently.



Prepared by:

Mike Irg MCIP, RPP, GM of Planning and Development



Reviewed by:

Douglas Holmes BBA, CPA, CA, Chief Administrative Officer

Alberni -Clayoquat Regional District

Application for Re-Issue of Development Permit

Hollies Golf Course: Lot 21 Dist. Lot 18 Alberni Dist. Plan 906 except Part in Plan 2051
Lot 22 Dist. Lot 18, Alberni Dist. Plan 906

Good afternoon Mike Irg and Jason Kevis,

We would like to apply for the re-issue of the temporary RV Site at Hollies RV and Golf.

I really feel that having this RV Park along the highway corridor does provide the travelling public with additional options for accommodation. It supports local tourism in providing a place to stay for RV travelers adventuring throughout Vancouver Island.

We have also provided accommodation for temporary workers in our local industries. Most recently, we have been able to provide a temporary low-income housing option, when there has been a shortage of housing options.

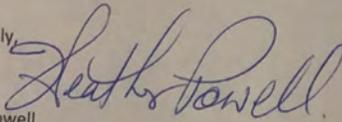
From feedback during our original application we learned that our neighbors were particularly concerned, with smoke from camping fires, noise and landscape screening. We addressed these concerns by allowing only propane fires, being diligent with our quiet time hours and keeping exiting landscaping in place.

To address your concern about RV sites outside of the area requested, I do personally own one RV that is parked along side the club house. I also have a couple of boats parked on the property. I hope that these items are not an eyesore to any of our neighbors.

We are working with Sims and Company to put forth a rezoning application for both of these lots as we would really like to do more landscaping and provide better and more services to our tourism industry while filling in the gaps of temporary accommodation and housing options.

Please feel free to contact me with any concerns or recommendations.

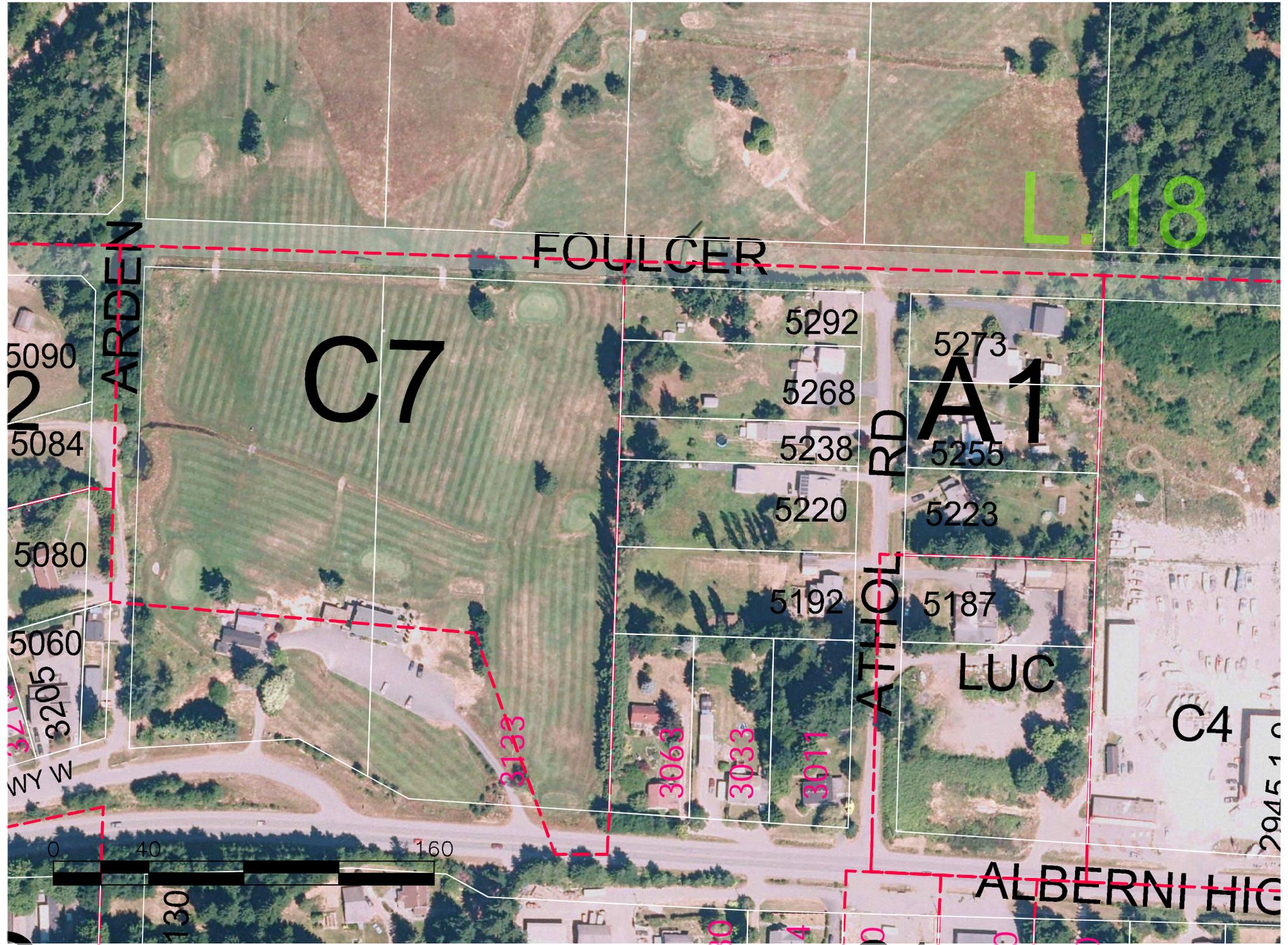
Respectfully,



Heather Powell

250-607-7054

Heather.riverbend@shaw.ca



L.18

FOULCER

C7

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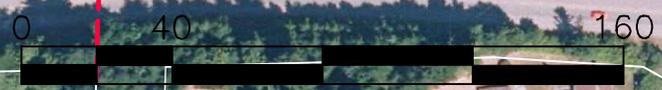
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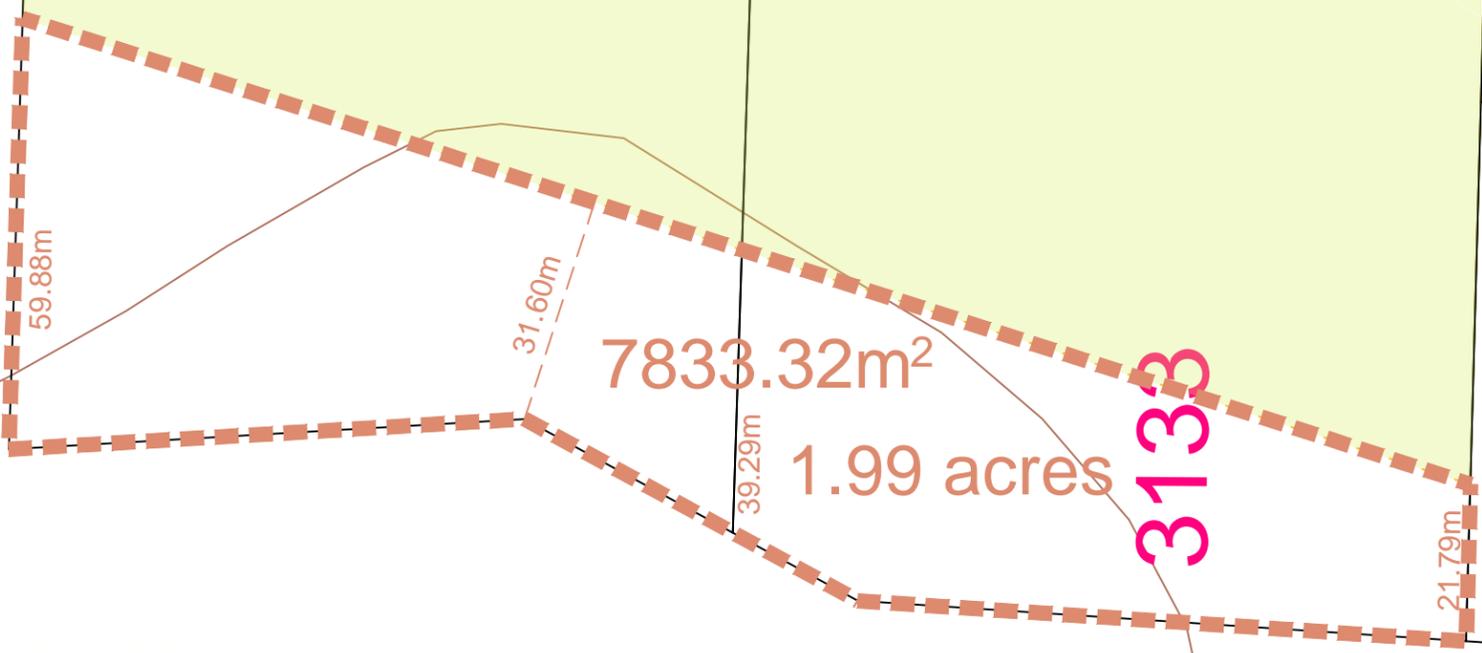
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7833.32m²

1.99 acres

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21.79m

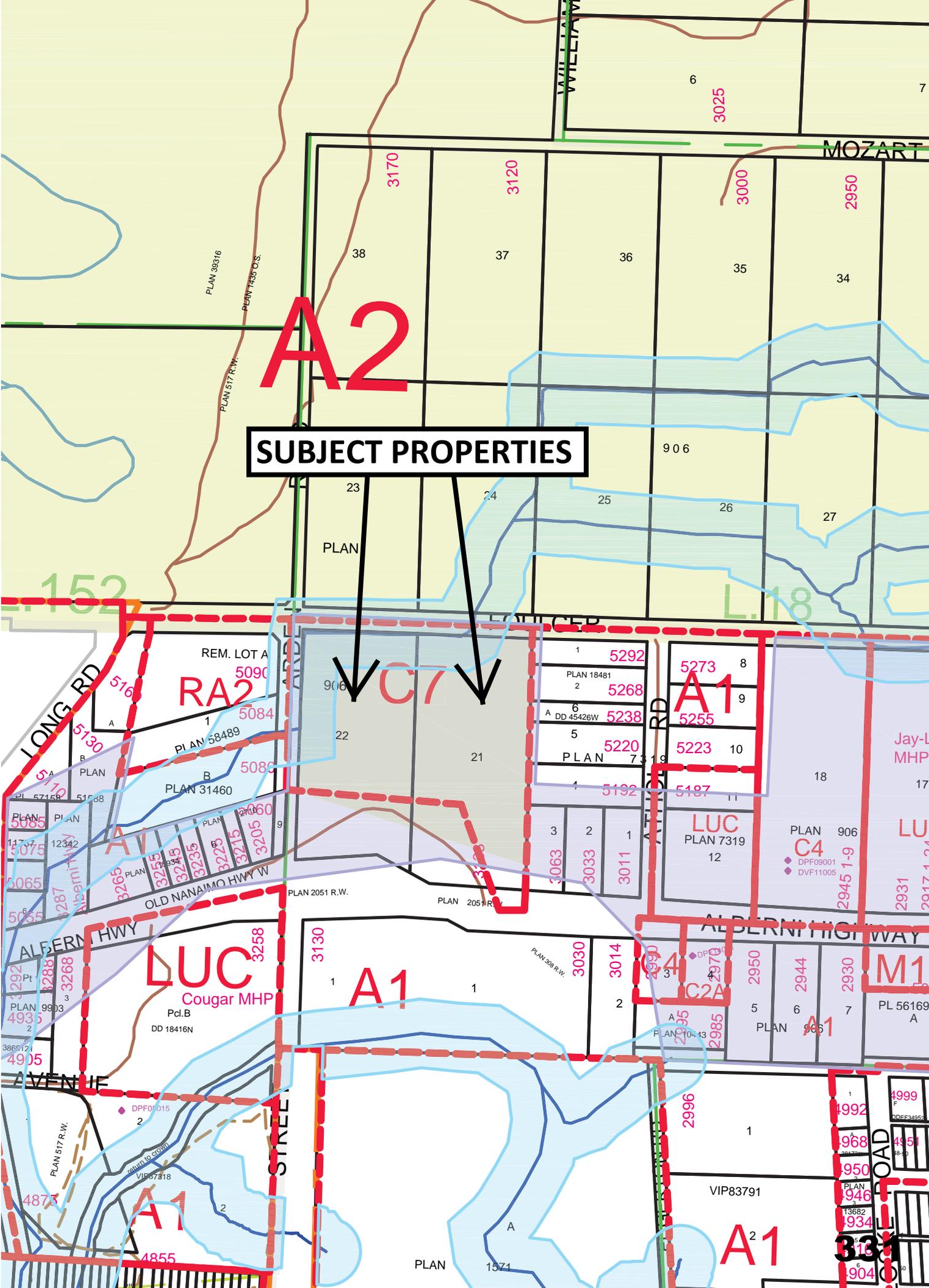
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3130

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330



A2

SUBJECT PROPERTIES

C7

RA2

A1

LUC
Cougar MHP

A1

C4

C2A

M1

A1

A2

333

WILLIAM

MOZART

152

L.18

LONG RD

ALFERM HWY

AVENUE

STREET

ALBERTA HIGHWAY

ROAD

PLAN 39816

PLAN 7438 O.S.

PLAN 5177 R.W.

PLAN

REM. LOT A

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INFORMATION REPORT

To: Board of Directors

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

Meeting Date: June 9, 2021

Subject: Asset Retirement Obligation Standard Implementation

Summary:

In August 2018, the Public Sector Accounting Board (PSAB) issued a new standard PS3280 on Asset Retirement Obligations (ARO's) that will come into effect on April 1, 2022. This new section requires reporting on the legal obligations associated with the retirement of certain tangible capital assets and solid waste landfill sites by local governments and other public sector entities. The purpose of this report today is to educate the Board on the upcoming standard and to advise that there will likely be costs associated with this project in 2022 but that those costs are unknown at this time. A general outline of the standard and a project plan will also be discussed.

PS3280 provides specific guidance to retire certain tangible capital assets at the end of their useful lives. A liability for an asset retirement obligation must be recognized when all the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

Examples of potential ACRD ARO's include:

- Buildings with asbestos or lead
- Underground fuel storage tanks
- Septic tanks and sewage treatment facilities
- End of lease costs such as returning properties to their original lease condition
- Legal obligations
- Landfills

Finance staff are participating in training offered by the Government Financial Officer's Association of BC with respect to this new standard and will continue to share the information with the Board throughout the project. This standard does not change the overall lifecycle cost of an asset as these obligations already exist, but it does change the timing of when the liability is recorded on the financial statements and will likely result in many unfunded liabilities at the time of implementation.

Project Plan:

Finance staff are in the process of developing a project plan to ensure the ACRD is ready to implement the standard when it is required in 2023. The following is a draft project plan:

1. Develop an internal working group of staff - *June 2021*
2. Create an ARO policy for approval by the Board – *October 2021*

- 3. Scope assets for review by auditors (including all licenses and agreements) – *November 2021 for review during 2021 audit conducted in March 2022*
- 4. Identify any regulations or contractual obligations requiring asset retirements – *November 2021*
- 5. Recognition and measurement of the ARO liability – *ensure room in financial plan in 2022 for required consultant work*
- 6. Reporting of the ARO – *2023 financial statements*
- 7. Maintaining the ARO information – *ongoing after completion of initial project*

Time Requirements – Staff & Elected Officials:

This new standard must be adopted by the ACRD for the 2023 fiscal year however there is a significant amount of work that is required in advance of reporting on this standard. This project will be led by the Chief Financial Officer with support from the Asset Management and Grant Coordinator. In addition, information will be required from numerous staff members who are responsible for the ACRD’s various assets as well as support from consultants. Directors will be required to review and adopt an ARO policy when drafted by staff.

Financial:

There will be financial implications related to this standard but they are unknown at this time. Consultants and/or engineering services will be required in determining some estimates. Where possible, ACRD staff with work member municipalities and first nations as well as neighboring local governments to minimize the cost in developing these estimates. For example, the City of Port Alberni and the ACRD could partner in developing a cost per square foot for the removal of asbestos in the Alberni Valley. This is just one example of potential opportunities for the governments to work together on gathering these estimates.

Strategic Plan Implications:

There is no direct link to the 2021-2024 Strategic Plan yet the project will provide the CFO an opportunity to further develop relationships with other member CFO’s and this aligns with strategy 5.1 Engagement with Community Partners.

Policy or Legislation:

PS3280 Asset Retirement Obligations is a financial reporting standard set out by the Public Sector Accounting Board. Adherence to these standards is a requirement as a BC local government.

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

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

San Group will invest \$100M in four forestry-based projects in Port Alberni

Jun 3, 2021 | News



San Group plans to invest \$100 million into its Port Alberni forestry operations over the next year, company owner Kamal Sanghera announced Wednesday. The largest portion of the investment is between \$50 million and \$60 million as part of an agreement to ship lumber by container ships from the city's deep sea port.

There are four projects that will see investment over the next year. San Group will spend \$15 million in its Coulson Sawmill to create a second line capable of processing small, low-grade or odd-shaped logs. Another \$15 million will see

the new remanufacturing plant move into phase 4, more automation and CNC technology to keep up with global markets, Sanghera said. An additional \$15 million will be invested at the San Specialty Sawmill on Hector Road to create a biomass facility. This will allow San Group to use shavings and sawdust from all its operations to create “green” energy.

“With the new investment in our sawmill and our manufacturing facility and our value-added facility, that will ensure us for years to come that we can sustain our profitability and we can stay in the community,” Sanghera said. It also further affirms the company’s “harvest to home” commitment to use as much of each tree it harvests as possible.

“With our third, biomass, that will give us more flexibility and more profitability; right now all our shavings is wasted. That will give us what San stands for and that’s environment. This will give us another edge.”

Between all of San Group’s entities in the Alberni Valley approximately 40 tonnes of waste is produced every day. Whatever they or neighbouring Paper Excellence paper mill cannot use, San Group will turn into pellets to sell.

Port Alberni Mayor Sharie Minions said city councillors were skeptical when brothers Kamal and Suki Sanghera first announced their intent to build their business in the Island-based city built on forestry. “Now we’re incredibly proud,” she said. “I am blown away every time I visit this site” and see the progress.

“The commitment San Group is making to Port Alberni is going to help a lot of workers and their families,” Courtenay-Alberni MP Gord Johns said, also bringing congratulations from provincial MLA Josie Osborne.

“It’s going to create more resiliency and sustainability in our forests. This is exactly what British Columbians want to see in their forests: maximizing the fibre that’s coming out of our forests,” Johns said.

Ken McRae from the Port Alberni Port Authority said it will be good to see finished product leaving the city’s docks again. “It’s been awhile since we saw lumber going out of our dock.”

Port authority CEO Zoran Knezevic said San could begin shipping finished product in three to six months. San Group signed a long-term lease for 17 acres of terminal space and 600 feet of berthing.

The Surrey-based San Group has already sunk millions of dollars into its Alberni Valley operations over the past few years: expanding Coulson Sawmill with new technology and a second line, building the reman plant, and purchasing the former Chalwood specialty sawmill on Hector Road. Kamal Sanghera said they are also planning on moving their helilogging operations to Port Alberni.

“It will pay back,” he said, especially with the price of lumber these days. “You are adding 10-fold to the logs. Prices are up. Our investment is the future. If the market goes down (diversification) will make sure we stay in business. You’re not going to stop building homes; you’re not going to stop doing the commercial things.”

San Group isn’t about producing high volume, said former mayor Mike Ruttan, who now works for the company. “The announcement today will more than double consumption of logs on a daily basis,” but it’s more about the company seizing on potential in the forestry business, he added. “San...sees different kinds of manufacturing potential and sees how it fits into operations here.”



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PORT ALBERNI PORT AUTHORITY AND SAN GROUP INC. REACH AGREEMENT TO OPERATE PORT ALBERNI TERMINALS BERTH 3

FOR IMMEDIATE RELEASE: June 3, 2021

The Port Alberni Port Authority (PAPA) and San Group Incorporated (San Group) are pleased to announce an agreement for the operation of PAPA's Port Alberni Shipping Terminals' Berth 3 dock and adjacent land facilities.

Under the agreement San Group, which is British Columbia's largest and premier value-added wood products manufacturer, will operate the shipping activities of Berth 3 and invest more than \$15 million in various facilities and equipment upgrades, such as storage silos and dockside cranes. PAPA will support the operational transition over the next year by providing expertise while San Group will immediately begin work to improve the operational efficiencies of the facility required to meet the company's increasing export needs and the additional shipping opportunities available in the evolving post-pandemic global marketplace.

"The agreement reached and announced by San Group CEO, Kamal Sanghera, on June 2nd represents a joyous and momentous occasion for the future of the region's shipping and economy," states PAPA President & CEO, Zoran Knezevic. He adds: "Port Alberni has a long, proud and rich history of shipping. In fact, we all know international shipping of forest products played a major role in the growth and prosperity of the community. This agreement, and the investments envisioned by San Group, as the province's biggest value-added manufacturer, will help the community see a new, brighter future that leverages shipping from the Alberni Inlet to the world."

San Group is equally as excited and positive about the agreement. "The agreement with the Port is a major piece of our model to grow our value-added forest products business to maintain our leading status in BC. Our commitment to operate and invest in Berth 3 will help us create logistics synergies that benefit our business and also provide efficiencies for all shippers," explains Mr. Sanghera. Furthermore, "we came to Port Alberni seeing the potential to grow our premier value-added forest products business and we have made great strides realizing that potential. This new operation at the port will create more than 30 new skilled, high-paying jobs, providing further economic impact to the local economy."

The Port Alberni Port Authority looks forward to a long, positive and productive relationship with San Group Inc. for the benefit of Port Alberni. PAPA thanks the company for its commitment to the community in pursuit of its continued success in developing new and diverse value-added wood products.

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