



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING
WEDNESDAY, MAY 26, 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/>

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

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED)	
a. Committee-of-the-Whole Meeting – May 12, 2021	9-11
<i>THAT the minutes of the Committee-of-the-Whole meeting held on May 12, 2021 be adopted.</i>	
b. Board of Directors Meeting – May 12, 2021	12-19
<i>THAT the minutes of the Board of Directors meeting held on May 12, 2021 be adopted.</i>	
c. Beaver Creek Water Advisory Committee Meeting – May 20, 2021	20-22
<i>THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on May 20, 2021 be adopted.</i>	

- d. **Bamfield Water Committee Meeting – May 20, 2021** **23-25**

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

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

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **PORT ALBERNI PORT AUTHORITY** **26-27**
Summary Update
- b. **MINISTRY OF MUNICIPAL AFFAIRS** **28-29**
Climate Action Revenue Incentive Program (CARIP)
- c. **CHERRY CREEK FIRE DEPARTMENT** **30**
Thank you for Providing Access to COVID-19 Safe Restart Grant Funding
and for Staff Administrating it
- d. **THE DISTRICT OF MACKENZIE** **31-32**
Letter of Support for National three-Digit Suicide Prevention Hotline -
988
- e. **SPARC BC** **33-34**
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 **35**
 - Village of Gold River **36**
- g. **SIERRA CLUB BC** **37-42**
Intact Forests, Safe Communities (Full Report in Office)

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **43-47**
ACRD Open Meetings and Electronic Meetings – COVID-19
Pandemic & Municipal Affairs Statutes Amendment Act, 2021
(ALL/UNWEIGHTED)

*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.

b. REQUEST FOR DECISION

48-64

Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021
(ALL/UNWEIGHTED)

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."

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."

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."

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

c. REQUEST FOR DECISION

65-70

Bamfield Water Committee – Amendment to Terms of Reference Bylaw A1070-2
(ALL/UNWEIGHTED)

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

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

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

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

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

d. REQUEST FOR DECISION

71-77

Beaver Creek Water Advisory Committee – Amendment to Terms of Reference & Bylaw A1079
(ALL/UNWEIGHTED)

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

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

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

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

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.

e. REQUEST FOR DECISION

78-94

2021-2022 Annual Operating Agreement
(ALL/WEIGHTED)

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

f. REQUEST FOR DECISION

95-97

Plan H Grant Application – Air Quality Council
(ALL/UNWEIGHTED)

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.

- g. **REQUEST FOR DECISION**
Alberni-Clayoquot Regional District Building Bylaw PS1011
(ALL/WEIGHTED)

98-127

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

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

- h. **REQUEST FOR DECISION**
Alberni Inlet Trail Correspondence
(ALL/UNWEIGHTED)

128-134

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.

- i. **REQUEST FOR DECISION**
Maplehurst Park Expansion
(ALL/WEIGHTED)

135-137

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.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY (PARTICIPANTS/UNWEIGHTED)

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

138-150

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

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;

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

Confirmation from a Registered On-Site Wastewater Practitioner that the

- d. Air Quality Council, Port Alberni – D. Bodnar
- e. West Coast Aquatic Board – T. Stere
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. West Island Woodlands Advisory Group – J. Jack
- i. Agricultural Development Committee – T. Shannon
- j. Other Reports
 - **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**

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

**14. IN CAMERA
(ALL/UNWEIGHTED)**

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

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

- *21 (1) (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.*

15. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN
(ALL/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, June 9, 2021, 1:30 pm
Via Zoom



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MAY 12, 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)
Ron Paulson, Councillor, City of Port Alberni
Rachelle Cole, District of Ucluelet
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Sharie Minions, Mayor, City of Port Alberni
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Tom Stere, Councillor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Wendy Thomson, General Manager of Administrative Services
Tricia Bryant, Asset Management & Grant Coordinator
Mike Irg, General Manager of Planning & Development
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/12-5-2021/>

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

2. **APPROVAL OF AGENDA**

MOVED: Director Roberts
SECONDED: Director McNabb

THAT the agenda be approved as circulated with the following late items for consideration under Section 4 (a) Correspondence:

- *Nikki Lavasseur – Opposition to ban on wolf hunting on Vancouver Island*
- *Val Geist – Opposition to ban on wolf hunting on Vancouver Island*

CARRIED

3. PRESENTATIONS

- a. **Christina Benty, Strategic Leadership Solutions – Leading a session entitled “Asset Management Awareness Building Workshop”**

Ms. Benty conducted a presentation on building asset management awareness. The Chief Financial Officer provided an update on the ACRD asset management activities to date.

4. CORRESPONDENCE

- a. **MORATORIUM ON RECREATIONAL WOLF HUNTING ON VANCOUVER ISLAND**

- Correspondence from the District of Sooke (referred from April 28, 2021 Board of Directors Meeting)
- Correspondence from Bears Matter
- **Late Correspondence** – Nikki Lavasseur, Opposition to ban on wolf hunting on Vancouver Island
- **Late Correspondence** – Val Geist, Opposition to ban on wolf hunting on Vancouver Island

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the Committee-of-the-Whole forward a letter to the Association of Vancouver Island & Coastal Communities (AVICC) and all member local governments within AVICC respecting the District of Oak Bay’s resolution for consideration at the AVICC Convention for a moratorium on recreational wolf hunting on Vancouver Island stating this issue should be considered and dealt with by the appropriate provincial government agencies responsible for these decisions informed by fact-based discussions.

CARRIED

5. REPORTS

- a. **Provincial COVID Grant Allocations – T. Fong, Chief Financial Officer**

MOVED: Director Roberts
SECONDED: Director McNabb

THAT the verbal and written report be received.

CARRIED

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 from Zoom webinar attendees or submissions received by email at responses@acrd.bc.ca.

8. ADJOURN

MOVED: Director Beckett
SECONDED: Director Paulson

THAT this meeting be adjourned at 12:06 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, MAY 12, 2021, 1:30 PM

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

- DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Tanya Shannon, Director, Electoral Area "B" (Beaufort)
Kel Roberts, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Ron Paulson, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Alan McCarthy, Member of Legislature, Yuułu?it?ath 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
Alex Dyer, Planning Manager
Charlie Starratt, Regional Fire Services Manager
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/12-5-2021/>

1. **CALL TO ORDER**

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

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

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

2. **APPROVAL OF AGENDA**

MOVED: Director McNabb

SECONDED: Director Beckett

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

- *Section 9 (1) (b) Late Correspondence – TUP20004, Dahling/Mohan, 5458 Highland Drive (Beaver Creek)*
- *Section 12 Late Item – Letter of Appreciation, Lindsay Rogers, Resigned Alternate Director for Cherry Creek.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – April 28, 2021

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the minutes of the Board of Directors meeting held on April 28, 2021 be adopted.

CARRIED

b. Alberni Valley & Bamfield Services Committee Meeting – May 5, 2021

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on May 5, 2021 be adopted.

CARRIED

c. Electoral Area Directors Committee Meeting – May 5, 2021

MOVED: Director Cote

SECONDED: Director Roberts

THAT the minutes of the Electoral Area Directors Committee meeting held on May 5, 2021 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Eric Rochette, Port Alberni RCMP presented the January to March 2021 Quarterly Report

The Inspector presented the first quarter reporting for the Port Alberni RCMP Detachment and discussed impacts of COVID on the Department and plans for 2021 seasonal policing.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST**
Qathet Region's "Hidden Gem" to Receive Support for Sustainable Visitor Growth
- b. **ISLAND COASTAL ECONOMIC TRUST**
Small Capital funding Projects Support Technology, Accessibility and Expansion

MOVED: Director Beckett

SECONDED: Director Shannon

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Healthy Watersheds Initiative Grant Funding**

MOVED: Director Bodnar

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to execute the proposed grant agreement between the Healthy Watersheds Initiative and the ACRD for \$40,000 for the Bridge Replacement on Log Train Trail at Platzer Creek.

CARRIED

- b. **Request for Decision regarding LBA - New lease lot proposal – Marine Plastic Reuse Centre**

MOVED: Director Roberts

SECONDED: Director Stere

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a (3) three-year term lease agreement effective June 1, 2021 until May 31, 2024 with Benjamin Boulton at the Long Beach Airport at a rate of \$6,500.00/year plus GST and yearly CPI increases.

CARRIED

c. Request for Decision regarding Bylaw R1029-4 Amendment of Alberni Valley Landfill Tipping Fee and Regulation Amendment

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-4, Alberni Valley Tipping Fees and Regulation Amendment Bylaw No. R1029-4, 2021.

CARRIED

MOVED: Director Cote
SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-4, Alberni Valley Tipping Fees and Regulation Amendment Bylaw No. R1029-4, 2021.

CARRIED

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-4, Alberni Valley Tipping Fees and Regulation Amendment Bylaw No. R1029-4, 2021.

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-4, Alberni Valley Landfill Tipping Fee and Regulation Amendment, 2021.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. DVE20010, JAMIESON, 7194 MCKENZIE ROAD (BEAVER CREEK)
Development Variance Permit Application – Memorandum and Permit

MOVED: Director McNabb
SECONDED: Director Bodnar

THAT the Board of Directors issue Development Variance Permit DVE20010.

CARRIED

- b. TUP20004, DAHLING/MOHAN, 5458 HIGHLAND DRIVE (BEAVER CREEK)
& Late Correspondence regarding TUP20004**
Temporary Use Permit Application – Memorandum and Permit

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Board of Directors issue the three-year Temporary Use Permit TUP20004.

CARRIED

9.2 ALL DIRECTORS

- a. HOUSING NEEDS REPORT PROJECT UPDATE (ALL AREAS)**
Memorandum

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the memorandum be received.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Emergency Operations Centre Update – verbal report
– C. Starratt, Regional Fire Services Manager**

MOVED: Director Cote

SECONDED: Director Beckett

THAT the Board of Directors receives the staff report for information.

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Letter of Appreciation – Lindsay Rogers

MOVED: Director Bodnar
SECONDED: Director McNabb

THAT the ACRD Board of Directors forward a letter of appreciation to Lindsay Rogers for her service as Cherry Creek Alternate Director on the ACRD Board of Directors.

CARRIED

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. RECESS

MOVED: Director Roberts
SECONDED: Director Cole

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

CARRIED

The Chairperson stated that the ACRD Board of Directors will be considering to resolve to move into in-camera following the Regional Hospital District meeting as per the following sections of the Community Charter:

- 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.

The meeting was recessed at 2:37 pm.

15. RECONVENE

The meeting was reconvened at 3:39 pm.

16. IN-CAMERA

MOVED: Director Roberts
SECONDED: Director Cote

- THAT the meeting be closed to the public as per the Community Charter, sections:*
- j. 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 3:39 pm.

The meeting was re-opened to the public at 3:54 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

The Alberni Clayoquot Regional District Board of Directors authorizes the CAO to award the provision of Cougar Smith Park Pavement Replacement for Sproat Lake Community Parks to Alberni Paving and Contracting Ltd. at the price of \$71,750.00 excluding taxes.

The Board of Directors authorizes the CAO to enter into a contract with Eden Tree Farm and Gardening to provide project coordination for the “Expanding the Influence of Regional Agricultural Support” project until May 31, 2022 with the cost of the contract not to exceed \$74,000.

THAT the Board of Directors directs staff to submit a grant application to the Investment Agriculture Foundation of BC (IAFBC) Local Government Partnership Program to expand engagement with local First Nations in agriculture and food system planning and, if successful, authorize the CAO to execute a grant agreement with IAFBC.

18. ADJOURN

MOVED: Director McNabb

SECONDED: Director Roberts

THAT this meeting be adjourned at 3:54 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY, MAY 20, 2021, 1:00 PM

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

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

PRESENT: Pam Craig
Gord Blakey
Harold Carlson
Mike Kobus
Kevin Gaudet

STAFF PRESENT: Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager
Matt McLeod, Leadhand Maintenance Technician

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/20-5-2021/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:00 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: P. Craig
SECONDED: H. Carlson

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. **MINUTES**

a. **Beaver Creek Water Advisory Committee Meeting held November 18, 2020**

MOVED: H. Carlson
SECONDED: P. Craig

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on November 18, 2020 be received.

CARRIED

4. REQUEST FOR DECISIONS

a. Request for Decision regarding Beaver Creek Water Advisory Committee Terms of Reference & Bylaw Update, 2021

MOVED: P. Craig

SECONDED: H. Carlson

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adoption to Bylaw A1079-1, Beaver Creek Water Advisory Committee Amendment, 2021 and approve the revised Committee Terms of Reference.

CARRIED

b. Request for Decision regarding Beaver Creek Water System Annual Report

MOVED: P. Craig

SECONDED: G. Blakey

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

CARRIED

MOVED: P. Craig

SECONDED: G. Blakey

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.

CARRIED

5. QUESTION PERIOD

Questions/Comments from the public. The General Manager of Community Services 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.

6. **ADJOURN**

MOVED: H. Carlson

SECONDED: P. Craig

THAT this meeting be adjourned at (time).

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD WATER COMMITTEE MEETING HELD ON THURSDAY, MAY 20, 2021, 7:00 PM

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

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

PRESENT: Lisa Herbig
J.P. Hastey
John Mass
Barry Otterson
Phil Lavoie
Les Butler

Guest: Chris Holmes, Koers Engineering

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

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/20-5-2021/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 7:14 pm.

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

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

2. **APPROVAL OF AGENDA**

MOVED: J. Mass

SECONDED: J.P. Hastey

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. MINUTES

a. Bamfield Water Committee Meeting held April 27, 2020

MOVED: J. Mass

SECONDED: J.P. Hastey

THAT the minutes of the Bamfield Water Committee Meeting held on April 27, 2020 be received.

CARRIED

4. REQUEST FOR DECISIONS

a. Request for Decision regarding Bamfield Water Committee Terms of Reference & Bylaw Update, 2021

MOVED: J.P. Hastey

SECONDED: J. Mass

THAT the Bamfield Water Committee recommend that the Alberni-Clayoquot Regional District Board of Directors give three readings and adoption to Bylaw A1070-2, Bamfield Water Committee Amendment, 2021 and approve the revised Committee Terms of Reference.

CARRIED

b. Request for Decision regarding Bamfield Water System Draft Infrastructure Renewal & Long-Range Plan

MOVED: J. Mass

SECONDED: J.P. Hastey

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

CARRIED

MOVED: J. Mass

SECONDED: L. Herbig

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.

CARRIED

MOVED: J.P. Hastey
SECONDED: J. Mass

THAT the Bamfield Water Advisory Committee recommend that the ACRD Board of Directors approve the increase of new water connection fees to \$5,000 per each dwelling unit.

CARRIED

5. REPORTS

a. Bamfield Water System 2020 Annual Report

MOVED: J. Mass
SECONDED: J.P. Hastey

THAT the Bamfield Water Committee receive the 2020 Water System Annual Report.

CARRIED

6. QUESTION PERIOD

Questions/Comments from the public. The General Manager of Community Services 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.

7. ADJOURN

MOVED: J.P. Hastey
SECONDED: J. Mass

THAT this meeting be adjourned at 9:02 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



May 7, 2021

The following summary update of Port Alberni Port Authority activities is provided, with courtesy and respect:

A. SHIPPING STATS

APRIL SHIPS LOADED: 2	Last year = 1
YTD SHIPS LOADED: 9	Last year = 3
APRIL LUMBER LOADED: Ships 0 0 MT // 0 FBM	Last Year: 0 ships Last Year: 0 MT // 0 FBM No Change from last year
YTD LUMBER LOADED Ships 0 0 MT // 0 FBM	Last Year: 0 Ships 0 MT // 0 FBM No Change from last year
APRIL LOGS LOADED Ships 2 25,859 MT	Last year 1 Ships 6595 MT 292 % Increase from last year
YTD LOGS LOADED Ships 9 214,996 MT	Last Year: 3 Ships 32,325 MT 565 % Increase from last year

ISCC Frozen At Sea (FAS) Fish Offloads

YTD thru April 2021:

- 986 MT

1. COVID-19

- We continue to adhere by Provincial Health Officer's guidelines and protocols including, whenever possible, staff working remotely to limit contact within our office settings.

2. Floating Dry Dock – Ship Building, Repair & Maintenance Facility

- Efforts continue by the Port, Canadian Maritime Engineering and the Community Project Committee to lobby on behalf of government financial support
- We are optimistic that the newly “topped up” National Trade Corridors Fund from the recent federal budget represents a real funding opportunity. To this end, we are encouraged to submit the Stage 1 Expression of Interest application as soon as possible



3. WCMRC

- The company's main office and warehouse building completed on April 30th
- Work at Water Street Wharf and adjacent water lot for a "pocket marina" for their response vessels started in April

4. The Dock+ Food Hub

- The Kitchen in The Dock+ is available for reservations and use; anyone interested in learning more, including a tour, may contact us through the website: www.thedockplus.ca
- The Dock+ also offers commercial fishing ice, cold storage, custom cutting, smoking and canning of seafood as well as retail sales

5. Tyee Landing Improvements

- Working on revised "shelter" design concepts and costs to create a plaza area at Tyee Landing near The Dock+ to be ready for potential funding programs
- Intent is to develop a safe, outdoor gathering space to showcase local foods, farmers & crafters, etc

6. China Creek Campground & Marina

- China Creek Campground opened on schedule on April 1st with enhanced COVID-safe protocols.
- Additionally, we have complied with the recent Province of BC regulation to allow guests from Vancouver Island, only, through the May long weekend.
- Continue marketing efforts with other partners, such as Arbutus RV, who share our focus on Vancouver Island "staycationers"
- Social media continues to be very effective and low cost method to target potential guests within specific geographic areas

7. Clutesi Haven Marina Food Pod

- 2 of last year's food trailer operators returned to The Pod this recent Easter weekend and we await at least 1 more to join as soon as they receive their VIHA permit
- We continue to work with our partners at the Tseshaht First Nation and City to invest in new capital projects, including potential new picnic shelter and installation of Indigenous artists' custom-created designs, to improve the guest experience at the facility, using the Pod as the centerpiece



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

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Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC.

As noted, Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers



CHERRY CREEK FIRE DEPARTMENT

5 May 2021

To ACRD Board,

The Cherry Creek Fire Department would like to thank the Alberni-Clayoquot Regional District Board for providing access to COVID-19 Safe Restart Grant Funding and staff for administrating it. The extractor is a great help in meeting the NFPA 1851 standard.

Covid has placed added pressure on the cleaning frequency of Fire Department's personal protective equipment; particularly after medical responses. Research has shown traditional washing machines spin at a high rate of speed and over time break down the turnout gear. The new machine washes gear while protecting the moisture barrier and preserving thermal protection.

Thank you,

Lucas Banton
Fire Chief

May 10, 2021

Bob Zimmer, Member of Parliament
9916 100 Avenue
Fort St. John, BC V1J 1Y5

Dear Mr. Zimmer, MP

Re: Letter of support for national three-digit suicide prevention hotline - 988

On behalf of Council, we are pleased to provide this letter of support for the creation of a national three-digit suicide and crisis hotline – 988.

The Council of the District of Mackenzie, at their Regular Meeting held on Monday, April 26, 2021 hereby resolved the following:

31933. MOVED by Councillor Hipkiss
*Support for WHEREAS the Federal government has passed a motion to adopt 988, a National
988 Crisis three-digit suicide and crisis hotline;
Line*

*AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for
suicide prevention services by 200 per cent;*

*AND WHEREAS existing suicide prevention hotlines require the user to remember a
10-digit number and go through directories or be placed on hold;*

*AND WHEREAS in 2022 the United States will have in place a national 988 crisis
hotline;*

*AND WHEREAS the District of Mackenzie recognizes that it is a significant and
important initiative to ensure critical barriers are removed to those in a crisis and
seeking help;*

*NOW THEREFORE BE IT RESOLVED THAT the District of Mackenzie endorses this
988-crisis line initiative;*

*and that Staff be directed to send a letter indicating such support to the local MP,
MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate
our support.*

CARRIED

We see great value in this project and we look forward to the implementation of this initiative.

Sincerely,



Joan Atkinson
Mayor

cc: Dan Davies
Member of the Legislative Assembly
dan.davies.mia@leg.bc.ca

The Hon. Steven Guilbeault
Minister of Canadian Heritage
Minister Responsible for the CRTC
steven.guilbeault@parl.gc.ca

The Hon. Patty Hajdu
Federal Minister of Health
hcmminister.ministresc@canada.ca

Local Area Municipalities

From: Info <info@sparc.bc.ca>
Sent: May 18, 2021 10:46 AM
Subject: Say Yes to Access - June 5th Access Awareness Day

Hello Community

Saturday June 5, 2021 is Access Awareness Day – A day for communities to come together to celebrate what it means to be truly accessible and inclusive for everyone!

Access Awareness Day falls within *National AccessAbility Week* which is always celebrated in the last week in May and is designed to draw attention to the talents and contributions that people living with disabilities make in their communities every day!

This year, the theme for Access Awareness Day is “**Say Yes to Access**”. As part of this year’s celebrations, our focus is on the different ways that people and communities across B.C. can come together to build true inclusion. To help support local efforts, small grants of **\$500** are available to help celebrate the different ways that communities have been successful in promoting greater inclusion.

We will be happy to share more information, please do not hesitate to reach us at info@sparc.bc.ca with the subject line - **Say Yes to Access**.

- If you would like to **host an event**
- If you would like to **share information** about the different ways that your community has been successful in coming together to promote greater accessibility.
- If you have **ideas** about ways to promote greater accessibility
- If you wish to explore **potential opportunities** for **partnership**

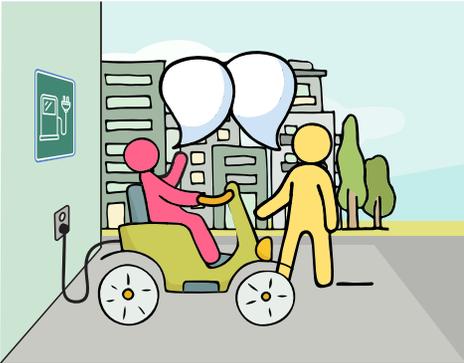
By working together, it is possible to create communities where everyone can share their talents and abilities in real and meaningful ways and where the possibilities are limitless. We know the difference that we can together make when we **Say, Yes to Access**.

Thank you for the role that you play every day in making this vision a reality!



SPARC BC works with communities in building a just and healthy society for all.

SPARC BC’s office is located on land within the traditional, ancestral and unceded territories of the Coast Salish people, including Hwlitsum First Nation, Katzie First Nation, Kwantlen First Nation, Kwikwetlem First Nation, Matsqui First Nation, Musqueam, Qayqayt First Nation, Semiahmoo First Nation, Squamish Nation, Tsawwassen First Nation and Tsleil-Waututh Nation.



The first Saturday in June is
Access Awareness Day

Say Yes to Access

Saturday June 5, 2021
is Access Awareness Day—
a day for communities to come
together to celebrate what it
means to be truly accessible
and inclusive for everyone! By
working together, it is possible
to create communities where
everyone can share their
talents and abilities in real and
meaningful ways and where
the possibilities are limitless.
We know the difference
that we can make together
when we **Say Yes to Access.**



Town of Port McNeill
P.O. Box 728
Port McNeill, B.C. V0N 2R0



Town Office: (250) 956-3111
Fax: (250) 956-4300
reception@portmcneill.ca

SUPPORT WORKING FORESTS ON VANCOUVER ISLAND AND IN BRITISH COLUMBIA

WHEREAS universal ban of Old Growth logging would result in major job losses for forestry-based communities and impact the overall Provincial economy;

AND WHEREAS a sustainably managed, working forest is critical for assisting carbon sequestering, managing climate change, supporting continued Indigenous reconciliation, providing a vibrant economy for forest-based communities, employing British Columbians in direct and indirect forestry related businesses, with millions of dollars of investment directly supporting communities and the overall Provincial economy.

THEREFORE BE IT RESOLVED:

THAT policy on the management of forests in British Columbia should continue to be managed through a rigorous, science-based approach;

AND THAT British Columbia is recognized as having stringent legislation and enforcement related to elements of sustainable forest management, including requirements for wildlife habitat, water quality, and public and First Nations involvement;

AND THAT UBCM calls on the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to continue to support working forests on Vancouver Island and in British Columbia;

AND THAT Council calls on all forest-based communities to develop similar motions to further support working forests in British Columbia;

AND THAT the above motion be sent to the Union of BC Municipalities and AVICC for late submissions;

AND THAT the above motion be distributed to the Council of Forest Industries.

SUPPORT WORKING FORESTS ON VANCOUVER ISLAND AND IN BRITISH COLUMBIA

WHEREAS a ban of Old Growth logging would result in job losses and impact the broader business community;

AND WHEREAS a sustainably managed, working forest is critical for assisting carbon sequestering, managing climate change, supporting continued indigenous reconciliation, providing a vibrant economy for forest-based communities, and employing the hard-working men and women of the forest industry in British Columbia where millions of dollars are invested in the North Island, directly supporting forest-based communities and the overall Provincial economy; British Columbia is recognized as having stringent legislation and enforcement related to elements of sustainable forest management, including requirements for wildlife habitat, water quality, and public and First Nations involvement.

THEREFORE BE IT RESOLVED:

THAT policy on the management of forests in British Columbia should continue to be managed through a rigorous, science-based approach;

AND THAT UBCM calls on the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to continue to support working forests on Vancouver Island and in British Columbia;

AND THAT Council calls on all forest-based communities to develop similar motions to further support working forests in British Columbia;

AND THAT the above motion be sent to the Union of BC Municipalities and AVICC for late submissions;

AND THAT the above motion be distributed to the Council of Forest Industries.



May 2021

Alberni-Clayoquot (Regional District)
Attn: Climate Change Dept.
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3



To whom it may concern,

We are writing to **invite you to our upcoming webinar** for municipalities, regional districts, Indigenous governments, and other local governance structures to discuss a crucial new report called 'Intact Forests, Safe Communities'. This recently released report highlights the relationship between forest management and potentially devastating climate disasters that are already impacting communities like yours in British Columbia.

Please join us for our webinar, "**Intact Forests, Safe Communities**" to learn how you can protect your community from climate risks such as wildfire, freshwater contamination, landslides and flooding.

Date: June 9, 2021

Time: 2:00 – 3:30 p.m.

Register at sierraclub.bc.ca/safe-communities

We are including in this package the independent report, 'Intact Forests, Safe Communities', which was commissioned by Sierra Club BC and **written by forestry expert Dr. Peter Wood**. The report found that clearcut harvesting can significantly impact the severity and frequency of climate risks for B.C. communities, in particular risks related to wildfire, landslides and floods. In fact, of the 15 climate risks identified in B.C.'s 2019 Strategic Climate Risk Assessment, the majority are influenced by logging.

B.C.'s 2019 Climate Risk Assessment outlined how several of these climate risks have the potential to create catastrophic impacts in coming decades, **especially for municipalities, regional districts, and Indigenous communities**. The provincial assessment did not consider, however, the impact of current logging practices on these climate risks or how improved logging practices can protect communities.

Fortunately, the report also shows that by working together, local, regional, and Indigenous governments can mitigate climate related disasters like **flooding, droughts, fires and heatwaves**. By swiftly protecting and restoring intact forests, working to reform B.C.'s forestry practices, and applying Indigenous knowledge to forest-related decisions, **you can help protect your community**.

To support the health and safety of B.C. communities, it is critical that the BC Climate Preparedness and Adaptation Strategy, now under development, include measures to **protect intact forests and reform forestry practices**. Not addressing the relationship between forestry and climate risks would severely undermine the effectiveness of the Province's response to the climate crisis.

As our report shows, the best way to accomplish this is by implementing all the recommendations from the 2020 Old Growth Strategic Review, a plan that calls for the protection of remaining intact forests and a **paradigm-shift for forest management in B.C.** The Old Growth Strategic Review recommends engaging the full involvement of Indigenous governments during this paradigm shift and calls on the

provincial government to center forest management on ecological integrity and conservation of biodiversity. Implementing these recommendations will create a host of co-benefits, like keeping more carbon stored in forests and **reducing severe risks of climate impacts**.

As you know, Premier John Horgan committed in the fall of 2020 to implementing all the recommendations of the Old Growth Strategic Review; however, seven months later, the B.C. government has yet to implement interim protection for all at-risk forests, provide the necessary funding, or disclose a timetable for how they will live up to this commitment.

As the global biodiversity and climate crises exacerbate, time is quickly running out to safeguard remaining intact forests and their irreplaceable benefits. **Local and regional governments cannot ignore** the growing risks of **status quo forest management** in these unprecedented times, as the costs of climate disasters are often borne by these levels of government.

It is our hope that Dr. Wood's report and our upcoming webinar will provide you with crucial **information your community can use** to speak out about land use and forestry decisions impacting the lands and waters surrounding you, as well as the **potential financial risks your community faces** from climate disasters.

The needed paradigm-shift in forest management cannot be achieved without a new provincial framework supporting communities across the province. **You can help bring about this change** by urging the provincial government to keep its promise and fully implement the recommendations of the Old-Growth Strategic Review panel's report in their totality.

Please join us on **Wednesday June 9th at 2 pm for 90 minutes** for a presentation and conversation with **Dr. Peter Wood**, Sierra Club BC's Forest Liaison **Robin Strong** and **Jens Wieting**, Senior Forest and Climate Campaigner at Sierra Club BC.

More information and registration can be found at: sierraclub.bc.ca/safe-communities

Please let us know if you are interested in our webinar, if you have questions or concerns or if you would like to receive information about climate risks and opportunities for the change we need to thrive in the future. We have additional paper copies of the report which we can provide if you need. Thank you.

Sincerely,

Robin Strong
Forests Community Liaison
Sierra Club BC
robin@sierraclub.bc.ca

Jens Wieting
Senior Forest and Climate Campaigner,
Sierra Club BC
jens@sierraclub.bc.ca

INTACT FORESTS, SAFE COMMUNITIES

Reducing community climate risks
through forest protection and a
paradigm shift in forest management



Peter Wood, PhD
February 2021



SIERRA
CLUB BC



EXECUTIVE SUMMARY

B.C.'s Strategic Climate Risk Assessment identifies 15 climate risks, several of which have the potential to create catastrophic impacts for B.C.'s communities. Overall, the assessment found that the greatest climate-related risks were severe wildfire, seasonal water shortage, and heat wave events. It also found that events such as severe river flooding were of "high consequence," though less likely to occur.

There is a large body of scientific literature that documents the impact that industrial logging has on the severity and frequency of many of these events, yet the Assessment did not consider this information. This presents a major blind spot that could undermine the assessment's findings and the effectiveness of the Province's response in defending communities from worsening climate impacts.

This report attempts to address this gap in order to understand the role that forests in B.C. can play in either mitigating or exacerbating those risks, depending on how we manage them. It finds that nine of these risks are substantially affected by forest management, some of which could have

catastrophic consequences for the health and safety of local communities.

The climate risks that are most affected by forest management include:

1. Long-term water shortage
2. Seasonal water shortage
3. Riverine flooding
4. Moderate flooding
5. Extreme precipitation and landslide
6. Severe wildfire season
7. Heat wave
8. Loss of forest resources
9. Reduction in ecosystem connectivity

Just as climate change is expected to generate more extreme weather, intensive forest management, namely clearcutting, creates extreme conditions locally and at the landscape level. Clearcutting increases the frequency and intensity of forest fires, due to the significant proportion of dead biomass left behind, sun-exposed and flammable, and the extensive network of roads involved that increases the likelihood of human-caused ignition. Younger trees are extremely flammable due to dense spacing, thin bark,

and low-hanging branches. They are also more susceptible to insect outbreaks, leading to dead standing trees that are susceptible to fire.

Clearcut logging disrupts local hydrology, increasing the risk of flooding at peak periods, but also resulting in higher peak temperatures and periods of drought. Roots of stumps begin to decay, losing their grip on soil, causing erosion and water turbidity, slope instability, and increasing the likelihood of landslides.

In contrast, old intact forests act as a moderating influence on the landscape, creating their own microclimate that is cooler and wetter year-round. The shade they provide allows for the development of a rich understory and soil development, which acts as a sponge, absorbing and releasing water slowly throughout the year, mitigating against both drought and flood conditions. It shelters snow from the sun, slowing the release of snowmelt. Extensive and mature root networks support soil structure and maintain slope stability. Older trees have fewer flammable low-hanging branches that can lead fire up to the canopy. They also have thicker bark, and are spaced wide apart, all of which allow them to withstand a low-intensity fire.

The previously held belief that strict protection of forests can lead to fuel loading and an increase in fire severity has been thrown into question by recent research. In fact, it appears that intact forests act as safe havens within the landscape, supporting ecosystem function and resilience, and lowering risk to surrounding communities.

Second-growth forests can be managed to increase resiliency, reduce vulnerability, and mitigate climate risks identified in the Assessment. This may include reducing harvest intensity and extending harvesting cycles, thereby allowing the forest to recover to its full potential. In addition, pre-commercial thinning, brush removal and pruning can reduce the severity and extent of burns. Re-introducing Indigenous fire management systems could also reduce fuel load and insect outbreaks, and restore resilience in many ecosystems.

While many of the findings are specific to forest type, and will necessarily be different for coastal and inland rainforests versus dry interior and boreal, the policy recommendations for reducing climate risk are remarkably similar. Measures required to



Photo: An ancient cedar stands alone in a cutblock (Sierra Club BC).

address the role that forest management plays in either increasing or decreasing these risks are consistent with recommendations that have been made in both the 2020 Old Growth Strategic Review, and proposed “*Renewal and Resilience*” amendments to the Forest and Range Practices Act. As called for in the strategic review, a fundamental paradigm shift is required to reform forest management in B.C.

Remaining old-growth in rare ecosystems must be protected, and forest that has already been degraded by logging should be restored and managed to increase resiliency. Most importantly, a “climate risk impact test” should be applied to all forest management decisions, to determine if a given action will increase the vulnerability of the forest and adjacent communities to identified climate risks. Key forest decision makers, including the chief forester and district managers, should be mandated to monitor and report on the state of these risks. Harvest levels should reflect measures required to ensure that health and safety risks have been mitigated, using a precautionary approach.

While this report and accompanying literature review provide a good start, more work needs to be done to independently assess the impact that logging has on community climate risks.

Efforts to defend communities from climate risks can be strengthened by incorporating Indigenous perspectives, cultural values, and traditional knowledge into forest management decisions. The Government of B.C. has the opportunity to demonstrate their commitment to reconciliation and uphold the Declaration on the Rights of Indigenous Peoples Act, while also addressing climate risks, by ensuring that Indigenous peoples are included as joint decision-makers in all relevant processes.

B.C. has entered a new era of climate emergency that is marked by risks to communities, and forest management must be adapted to mitigate these. This presents an opportunity to right the wrongs of the past, transition to a more sustainable model of forestry, and build more resilient communities. However, time is running out, as these threats will only increase in magnitude with further warming and logging of intact forests.



Photo: A patchwork of cutblocks fragment an inland rainforest near Prince George (Dominick DellaSala).



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: May 26, 2021

Subject: **ACRD Open Meetings and Electronic Meetings – COVID-19 Pandemic & Municipal Affairs Statutes Amendment Act, 2021**

Recommendation:

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.

Desired Outcome:

To continue to protect the health and safety of staff, elected officials and the public during the COVID-19 pandemic and to continue adhering to Minister Order M192 and the current Provincial Health Officer Order on gatherings and events.

Background:

Due to the continuing COVID-19 pandemic, the following orders remain in effect for the foreseeable future, placing restrictions on local governments holding in-person meetings:

- Ministerial Order M192 [Ministerial Order M192 - Local Government Meetings & Bylaw Process \(formerly M139\)](#), and;
- Provincial Health Officer Order on Gathering and Events ([PHO Order on Gatherings and Events \(PDF\)](#))

As directed by these orders, all Alberni-Clayoquot Regional District (ACRD) Board and Committee meetings have been held virtually via Zoom Webinar since December 9, 2020. The public continue to have several ways to participate in ACRD meetings including appearing as a delegation, participating in meeting and asking questions during question period or emailing input to responses@acrd.bc.ca. The public can watch open Board and Committee meetings live on the ACRD website at www.acrd.bc.ca as well as watch previously recorded meetings.

At the April 28, 2021 Board of Directors meeting the above recommendation was passed by the ACRD Board of Directors to be in effect until May 27th. The above resolution is once again recommended in order to continue complying with the Provincial orders. Regional District staff recommend the Board of Directors pass the above resolution to be in effect until after the August 25th Board of Directors meeting. If the orders change before August 25th, staff will bring back a report with new recommendations for consideration by the ACRD Board of Directors.

Municipal Affairs Statutes Amendment Act - On May 13, 2021, Minister Josie Osborne introduced legislation (Bill 10) to provide necessary transition and continuity for local government matters which are currently covered under various Ministerial Orders that are part of the COVID-19 Related Measures Act. See attached memorandum from the Ministry of Municipal Affairs for more information on *Statutes Amendment Act, 2021*.

These legislative changes will provide municipalities and regional districts with new permanent authorities, such as enabling them to hold virtual and hybrid meetings and public hearings in addition to in-person meetings.

Other legislative changes include:

- Expanding eligibility for mail ballot voting by bylaw in local government elections;
- Creating new ministerial authorities for borrowing in emergency situations and elections administration matters, allowing the Province to be more responsive in future extraordinary events.

These changes will come into effect once the COVID-19 emergency authorities for electronic meetings and public hearings are lifted. Staff will continue monitoring Ministerial and Provincial Health Officer orders respecting holding open ACRD Board and Committee meetings and well as keep the board up to date on the new legislative amendments.

When the Ministry of Municipal Affairs *Statutes Amendment Act, 2021* comes into effect, Regional District staff will need to amend the ACRD Procedures Bylaw to allow for virtual and hybrid meetings and public hearings for consideration by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

Associated costs covered through General Government Services.

Strategic Plan Implications:

n/a

Policy or Legislation:

COVID-19 Related Measures Act, Minister Order M192, Provincial Health Officer Orders, Local Government Act, ACRD Procedures Policy apply.



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



Approved by:

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

May 14, 2021

Ref: 266942

To: Chief Administrative Officers and Corporate Officers of British Columbia

Re: Municipal Affairs Statutes Amendment Act, 2021

Dear Chief Administrative Officers and Corporate Officers,

On May 13, 2021, Minister Josie Osborne introduced legislation ([Bill 10](#)) to provide necessary transition and continuity for local government matters which are currently covered under various Ministerial Orders that are part of the COVID-19 Related Measures Act. Based on learnings and experiences from the pandemic, the amendments have also added new permanent authorities, where appropriate, to ensure that local governments have the powers they need to effectively govern their communities.

For the foreseeable future, local governments will continue to rely on the temporary authorities provided by [Ministerial Order 192](#) (M192). This means that local governments can continue to operate as they have been without having to adjust to any new rules or processes. As described on the Ministry's [website](#), M192 continues to allow local governments (and other bodies such as the Islands Trust) to conduct meetings without the public present, conduct regular council meetings electronically, and conduct public hearings electronically.

For more information about the amendments please see the [news release](#). The proposed legislative amendments will:

- Provide new permanent authorities for local governments to be able to hold electronic meetings and electronic public hearings.
- Remove operational barriers for improvement districts that were highlighted by the pandemic.
- Provide continuity for local government financial authorities and repayment obligations that were authorized in 2020 due to the pandemic.
- Provide Ministerial regulation authorities to enable the Minister to address urgent and unique local government financial challenges and election related matters in special circumstances.
- Expand eligibility for mail ballot voting by removing legislated restrictions around who is permitted to vote by mail-ballot in local elections.

...2

- Provide legal continuity for local government financial authorities and repayment obligations that were authorized under [Ministerial Order 159](#) (M159) in 2020 due to the pandemic. *Note: the authorities are not being extended beyond the timelines specified under M159; rather the amendments simply carry over the existing obligations and extraordinary*
- *authorities into a more permanent legislative framework to ensure legal continuity once M159 expires on July 10, 2021.*

It is important to note that the electronic meetings and hearings amendments will be brought into force by regulation at a later date (i.e. once the pandemic has eased, and COVID emergency authorities for electronic meetings and public hearings are lifted) to allow councils time to consider the new authorities and consider amendments to their procedure bylaw after the legislation is in force.

Further work to update regulations to align electronic meeting rules for local government bodies and local governments (including the City of Vancouver, Regional Districts and the Islands Trust) is also anticipated. This will ensure the new, broader electronic meeting authorities for all local governments are implemented in a coordinated fashion.

The Ministry plans to develop an Information Circular and will also be working with our local government partners to develop additional guidance and information about the amendments in the coming months.

Any additional questions can be directed to: lggovernance@gov.bc.ca. We thank you for your continued hard work to conduct local government operations as you restart during the pandemic.

Sincerely,



Tara Faganello
Assistant Deputy Minister



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: May 26, 2021

Subject: **Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021**

Recommendation:

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."

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."

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."

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

Desired Outcome:

To streamline the Alberni-Clayoquot Regional District (ACRD) processes respecting entering into and executing agreements, contracts, leases and grants for ACRD activities, works and services which have been approved in the annual financial plan.

Background:

Delegation of Powers or Duties - Section 229 of the *Local Government Act* authorizes a regional district board to delegate powers, duties and functions to a board member, a board committee, an officer or an employee, or to another body established by the board. Delegation allows the delegated person or body to conduct detailed and focused consideration of the operation or administration of a service or function. Delegation also allows the board to focus on the broader and longer-term needs of the Regional District, for example, service policies. Successfully delegating its powers can enable the board to focus and streamline its agenda and staff can be empowered and assigned more routine responsibilities of the organization.

Proposed Amendments Bylaw A1085, ACRD Officers' Appointment & Delegation Bylaw - ACRD staff investigated options to streamline "Request for Decisions" to the Board on some ACRD administrative and operational responsibilities, in particular, executing contracts, agreements, leases and administering grant programs. In the current ACRD Officers' Appointment & Delegation Bylaw (A1085 attached), Regional District staff have no delegated authority to enter into agreements, contracts or leases for any ACRD services, works or activities or execute/enter into any successful grant programs without prior approval of the Board.

Regional District staff recommend that the ACRD Board of Directors consider an amendment to Bylaw A1085, delegating responsibility to the CAO or his/her designate to enter into and sign on behalf of the Board of Directors for certain contracts, agreements and leases subject to limits and policies established by the Board and subject to the approved annual financial plan. In addition, staff recommend the CAO be delegated authority to execute grant applications and enter into and sign agreements for all successful grant programs.

ACRD Purchasing Policy – ACRD staff recommend the above delegated authority for contracts, agreements and leases (as the lessee) be tied to the ACRD's Purchasing Policy (attached). Currently, the CAO is authorized to approve expenditures up to a maximum of \$35,000.00. Regional District staff recommend the ACRD Board of Directors delegate authority to the CAO (or his/her designate as per Bylaw A1085) to enter into and sign contracts, agreements and leases (as the lessee) to this same maximum amount within the purchasing policy without prior approval by the Board subject to the adopted annual financial plan.

Following the hiring of the purchasing coordinator in the fall of 2021, a review and update of the ACRD Purchasing Policy will be conducted in 2022. The review will include the maximum purchasing amounts authorized to staff and the Board as well as the addition of social procurement considerations within the policy. This policy will be submitted for consideration of adoption by the ACRD Board of Directors in 2022.

Bylaw A1085-1, ACRD Officers' Appointment & Delegation Amendment, 2021 - Attached for review and consideration by the ACRD Board of Directors of three readings and adoption is Bylaw A1085-1 which includes the above recommended delegated authorities to the CAO or his/her designate. As per section 230 of the *Local Government Act*, a board may delegate a power, duty or function only by bylaw adopted by an affirmative vote of at least 2/3 of the votes cast. A board can amend or repeal delegated authority to reduce or revoke the delegation by an affirmative vote of at least 2/3 of the votes cast.

These proposed changes will streamline operations and the amount of request for decisions going to the Board of Directors for approval. The following are a few examples of contracts, agreements or leases with a threshold of \$35,000.00 or less that have recently gone to the Board for approval that would be streamlined through this new process with authority delegated to the CAO to execute on behalf of the Board:

- Extending the AC Health Network Contractor Contract until the end of December 2021;
- Executing and entering into the secondment agreement with the City of Port Alberni for Asset Management Services;
- Executing and enter into a letter of agreement with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development for the provision of grading services on Maggie Lake;
- Approving staff submitting a grant application to the Investment Agriculture Foundation of BC (IAFBC) Local Government Partnership Program to expand engagement with local First Nations in agriculture and food system planning and, if successful, authorize the CAO to execute a grant agreement with IAFBC.

Regional District staff will report to the Board quarterly on contracts, agreements and leases entered into on behalf of the Board as well as quarterly reporting on successful grant programs.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to draft and implement the amending bylaw. Less staff time required to draft request for decisions to the Board. Less elected officials time required to review and approve all contracts, agreements, leases and grant programs for ACRD programs and services.

Financial:

Minimal, associated costs for amendments to Bylaw A1085 are covered through General Government Administration.

Strategic Plan Implications:

1.1 Social Procurement Policy to be included in the review of the ACRD Purchasing Policy in 2022.

Policy or Legislation:

Local Government Act Sections 229, 230, 263 (1) (a) and 1 (b) and the ACRD’s Purchasing Policy apply.

The Board has delegated the signing of exempt employment agreements to the CAO for positions that have been approved by the Board.

Options Considered:

The ACRD Board of Directors could consider amending the Officers’ Appointment & Delegation Bylaw delegating the CAO authority under Section 263 (1) (a) and 1 (b) to enter into contracts, leases, agreements with an increased maximum amount outside of the purchasing policy (e.g. up to a maximum of \$100,000) or the authority to enter into all contracts, leases and agreements with no maximum amount. Examples like these were common in the research of other local governments, some of which provided full delegated authority to staff (Officers) on these matters.

As the purchasing policy was adopted in 2013, the Board could consider increasing the limits therein for managers and the CAO (e.g. to \$20,000 and \$50,000 respectively) in advance of the more fulsome review that is likely a year away. In any event, if the Board adopts the recommendation at the existing limits or at some modified limit, staff will present a quarterly report to the Board of all agreements executed under the delegation bylaw for full transparency.



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



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



Alberni-Clayoquot Regional District

Bylaw A1085

A bylaw to provide for the Appointment of Officers
and the Delegation of Authority

WHEREAS, the Alberni-Clayoquot Regional District must, by bylaw, under provisions of the *Local Government Act*, establish Officer positions in relation to the powers, duties and functions of corporate administration and financial administration, with titles it considers appropriate;

AND WHEREAS, the Alberni-Clayoquot Regional District may, by bylaw, under provisions of the *Local Government Act*, establish other officer positions for its regional district, with titles it considers appropriate, and may assign powers, duties and functions to those officer positions;

AND WHEREAS, under provisions of the *Local Government Act*, the Board may, by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

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

Citation

1. This Bylaw may be cited as “*Alberni-Clayoquot Regional District Officers’ Appointment and Delegation Bylaw No. A1085, 2019*”.

Definitions

2. In this Bylaw:

“**Board**” means the board of the Alberni-Clayoquot Regional District;

“**Chief Administrative Officer (CAO)**” means the senior officer of the regional district;

“**Officer**” means any person holding the officer positions of the regional district as established by this Bylaw;

“**Regional District**” means the Alberni-Clayoquot Regional District;

Officer Positions

3. The following positions are established as Officers of the Regional District:
 - a. Chief Administrative Officer (CAO)

- b. General Manager of Administrative Services
- c. Chief Financial Officer

Chief Administrative Officer (CAO)

- 4. The CAO is assigned the chief administrative responsibilities under section 235 of the *Local Government Act* which includes the following powers, duties and functions:
 - a. Overall management of the administrative operations of the Regional District;
 - b. Ensuring that the policies and directions of the Board are implemented;
 - c. Advising and informing the Board on the operation and affairs of the Regional District.

General Manager of Administrative Services

- 5. The General Manager of Administrative Services is assigned the responsibility of corporate administration under section 236 of the *Local Government Act*, which includes the following powers, duties and functions:
 - a. Ensuring that accurate minutes of the meetings of the Board and Board committees are prepared and that the minutes, bylaws and other records of the business of the Board and Board committees are maintained and kept safe;
 - b. Ensuring that access is provided to records of the Board and Board committees, as required by law or authorized by the Board;
 - c. Certifying copies of bylaws and other documents, as required or requested;
 - d. Administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act relating to the Regional District;
 - e. Accepting, on behalf of the Board or Regional District, notices and documents that are required or permitted to be given to, served on, filed or otherwise provided to the Board or Regional District;
 - f. Keeping the corporate seal and having affixed to documents as required.

Chief Financial Officer

- 6. The Chief Financial Officer is assigned the responsibility of financial administration under section 237 of the *Local Government Act*, which includes the following powers, duties and functions:
 - a. Receiving all money paid to the Regional District;
 - b. Ensuring the keeping of all funds and securities of the Regional District;
 - c. Expending and disbursing money in the manner authorized by the Board;
 - d. Investing funds, until required, in authorized investments;
 - e. Ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
 - f. Exercising control and supervision over all other financial affairs of the Regional District.

Other Assignments

7. Other assignments:
 - a. In addition to the Officer assignments under section 5 and 6 of this Bylaw, the CAO is assigned responsibility for corporate administration under section 236 of the *Local Government Act* and financial administration under section 237 of the *Local Government Act*, as required in the absence of the other Officers.
 - b. During the absence of the CAO, the CAO may assign any Officer named in this Bylaw as the acting CAO and that acting CAO will have the same powers, duties and functions as the CAO defined in this Bylaw.

Oath of Office

8. A person appointed to an Officer position in this Bylaw must swear an oath of office as prescribed in "Appendix A" attached to and forming part of this Bylaw.

Delegation of Authority

9. The Board delegates the following powers, duties and functions to the CAO:
 - a. the power to instruct counsel to defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the Regional District;
 - b. the power to accept a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
 - c. the power to execute on behalf of the Regional District a discharge of a restrictive covenant referred to in subsection (b) which is no longer required or is to be replaced;
 - d. the power to acquire a statutory right of way or easement on behalf of the Regional District in connection with the operation of sewer, water or drainage works;
 - e. the power to execute a discharge of a statutory right of way or easement referred to in subsection (d) which is no longer required by the Regional District or is to be replaced;
 - f. the power to execute on behalf of the Regional District a union contract subject only to the limits imposed by the Board.

Repeal

10. Bylaw No. A1062, *Regional District of Alberni-Clayoquot Officers' Appointment and Delegation Bylaw, 2006* is hereby repealed.

Read a first time this 28th day of August, 2019.

Read a second time this 28th day of August, 2019.

Read a third time this 28th day of August, 2019.

Adopted this 28th day of August, 2019.



Chairperson



Manager of Administrative Services

APPENDIX "A"



Alberni-Clayoquot Regional District

Oath of Office

I, _____ having been appointed to the office of

for the Alberni Clayoquot Regional District, do hereby promise and swear:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
3. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Regional District;
4. I will not allow my personal interest to conflict with the duties of my Office; and
5. I will comply with all policies and directives of the Regional District and comply with all laws.

Date

Signature of Officer

Alberni-Clayoquot Regional District
PURCHASING POLICY

Policy Number: ACRD-31
Policy Issued by: Board of Directors
Date Adopted: September 11, 2013
Rescinds: Purchasing Policy dated October 27, 2004
Staff Purchasing Policy dated February 27, 1991

Purpose:

The objective of this policy is to set out the responsibilities and accountability associated with the efficient and economical acquisition of goods and services. The intent of this policy is to ensure that the ACRD receives best overall value in the most cost effective manner, and that the methods used are open, fair and consistent. This policy applies to all ACRD services and includes purchases, leases and rentals.

Definitions:

ACRD refers to the Alberni-Clayoquot Regional District.

Board refers to the elected officials that make up the Alberni-Clayoquot Regional District Board of Directors.

CAO refers to the Chief Administrative Officer of the Alberni-Clayoquot Regional District.

Volunteers refer to all members of ACRD commissions, committees, fire departments as well as any other volunteer that provides service to the ACRD.

Policy:

Roles and Responsibilities

Purchasing and supply management activities at the ACRD are decentralized by department, which are delegated the responsibility and authority for acquiring goods, equipment, services and construction for all operational and capital requirements.

All departments, employees, elected officials and Volunteers of the ACRD must follow the approved Purchasing Policy.

It is the responsibility of department managers to ensure that their department's purchasing practices are in conformance with the ACRD's purchasing policy and procedures. All invoices must be approved by either the applicable department manager

or the CAO to ensure compliance to policy, appropriateness of purchase and budget implications.

The authority for expenditures is the current year of the Financial Plan which the Board has adopted or amended.

Department managers are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services.

Purchasing Authority, Thresholds and Methods

Authority limits for ACRD Staff:

Expenditures	Authority
Below \$500	All Regional District staff as directed by their supervisor
Up to \$5,000	Superintendent / Leadhand / Volunteer Emergency Planning Coordinator
Up to \$10,000	Managers / Fire Chiefs
Up to \$35,000	CAO
Above \$35,000	Board

The following are the purchasing thresholds with the associated methods of procurement:

Expenditures	Method
Below \$2,500	Single quote
\$2,500 to \$35,000	2 or more written quotes
Above \$35,000	Call to bids

Single quote: Expenditures that are random in nature and of a low value (below \$2,500) may be made without competitive quotations. The intent of this policy to ensure best overall value must be considered when evaluating the pricing and the decision to not seek competitive quotes.

Written quotes: Expenditures over \$2,500 but not exceeding \$35,000 may be made by attempting to obtain two (2) or more written offers from suppliers. This is an informal request for prices where a representative from the ACRD will provide the potential suppliers with a written summary of the scope of goods or services for which they are to provide quote for. This process is used for expenditures that do not require bid deposits or performance bonds and where the work does not warrant the time and level of effort required in a formal tender process. Nothing restricts the ACRD from using the tender or request for proposal process to procure goods or services within this dollar value range.

Call to bids: Expenditures over \$35,000 and those that warrant a formal bid process, the following Call to Bids options may be used:

1. **Tender:** Such competitive documents will solicit bids against detailed specifications that permit evaluation of tenders against clearly stated terms and criteria. Submissions in response are compared to the specifications and requirements contained in the tender documents and will be awarded based on the best overall value received from a qualified bidder. Where the lowest total cost is not the sole determining factor on which the award will be made, the tender documents shall contain the criteria and a description of the method to be used to evaluate the bids.
2. **Request for Proposal (RFP):** An invitation to proponents to describe how their services, methods, equipment or product can address or meet specific needs of the Regional District. It is used when a proponent is invited to propose a solution to a problem, requirement or objective. An award of a contract from a Request for Proposal process shall be made to the proponent, whose proposal is determined to be the most advantageous and best overall value to the ACRD based on the criteria for evaluation set out in the Request for Proposal and equitably applied to all proposals. As price is only one of the factors taken into consideration, the contract may not be necessarily awarded to the lowest price proposal.

Standing orders: Can be established in order to guarantee a continuous supply of various goods, services and construction which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed. These arrangements between the ACRD and the supplier will commit the seller to provide goods and services at a specific price for a specific period of time.

Multi-year service contracts: the total value of the service over the life of the contract will be used to determine the threshold and method of purchasing used.

No contract or purchase shall be divided to avoid any requirement of this policy.

The ACRD may participate with other local government agencies (including School Districts), boards, commissions and associations in cooperative purchase ventures when the best interest of the ACRD will be served. The principles of this policy must be considered when making cooperative purchases.

Exempt Expenditures

The following services are exempt from the requirements of obtaining written quotes or tendering as well as the staff authority limits. The Board may call for proposals or expressions of interest at their discretion.

1. Professional services including architectural, engineering, legal, planning and accounting services
2. Costs related to court actions or damage claims
3. Utility accounts
4. Building maintenance
5. Insurance premiums

6. Salaries, wages and benefits
7. Grant in aid payments
8. Training, education and travel expenses, which require submission of expense form
9. Purchase of goods for resale
10. Request for additions to the list of exempt purchases must be forwarded to the Manager of Finance for approval

The Board may call for proposals or expressions of interest at their discretion.

Single Source Purchases

A Department Manager may make purchases without inviting offers from suppliers if:

- a) There exists only a single supplier from whom the purchase can be made;
- b) To ensure compatibility with existing products, facilities or services, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or its representative.
- c) The circumstances in which the purchase is urgently required and delay would be injurious to the public interest.

Tendering Guidelines

The applicable department is responsible for the preparation, invitation, evaluation and recommendation of a tender. Department managers are responsible for the preparation of the tender instructions, conditions, specifications, and pricing formula. This responsibility may be delegated to a professional firm outside the organization at the discretion of the department manager. The following are the procedures for receiving and opening tenders:

1. Tenders enclosed in sealed envelopes will be received at the tender address until tender closing time;
2. All tenders will be recorded as to the date and time received at the front counter;
3. Two (2) staff members and/or member of professional firm will proceed with the tender opening at precisely the designated time on the closing day;
4. Tender envelopes should be opened and each tender shall be checked to ensure that it is signed and valid;
5. Individual tenders, in no special order, should be read to the interested public;
6. Where only one tender is received, the Regional District reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

Request for Proposal Guidelines

The applicable department is responsible for the preparation, invitation, evaluation and recommendation of a RFP. Department managers are responsible for the preparation of the RFP documents with the purpose of defining the nature of the goods and/or services

to be provided, how they are expected to be used and/or problems they are expected to address. As with the tendering process, this responsibility may be delegated to a professional firm outside the organization at the discretion of the department manager.

The following are the procedures for receiving and opening the RFPs:

1. RFP's enclosed in sealed envelopes will be received at the RFP address until RFP closing time;
2. All RFP's will be recorded as to the date and time received at the front counter;
3. The applicable department manager will open and evaluate all proposals based on the criteria set out in the RFP documents and discuss results with the CAO before making a recommendation to the Board. This step needs to be done in a timely manner but is not required to be done at the RFP closing time.

Local Procurement and Tie Bids

The ACRD recognizes the importance of economic development within the area it serves. With this in mind, should all economic, environment and social requirements of the procurement be equal, the contract shall be awarded to the local bidder.

In the case of a tie bid of local bidders or where only non-local bidders have tie bids, the ACRD shall request the tie bidders to submit a final offer.

The ACRD will make an effort to ensure local companies have the opportunity to bid or provide service for all expenditures.

Right to Reject Bid

Without limiting the forgoing, the ACRD may, in its absolute discretion, reject any tender or proposal submitted by a proponent if:

1. The supplier or any officer or director of the supplier is or has been engaged either directly or indirectly through another corporation in a legal action against the ACRD or its elected or appointed officers or employees in relation to;
 - a. contract for works or services;
 - b. Any matter arising from the ACRD's exercise of its powers, duties or functions under the Local Government Act or another enactment
2. The use of any real property owned or occupied by the supplier located in the ACRD, including use as an office, as storage or as a works yard, is not permitted use of that property as established by the ACRD's Zoning Bylaw or any covenant in favour of the ACRD, unless such use constitutes a legal non-conforming use.

The ACRD may remove a vendor's name from consideration for a contract for up to three years caused by poor performance, non-performance or breach of any terms and conditions of a contract. A vendor request for the removal of a restriction must be submitted in writing to the CAO. Requests must contain evidence of corrected measures

undertaken by the vendor. With due consideration, a return to bid consideration will not be unreasonably withheld.

The ACRD also reserves the right to cancel or reissue bid documents in the original format or modified as best suits the requirements of the ACRD.

Tenders/RFP's that Exceed the Budget

Where a tender or RFP exceeds its budget, the applicable Department Manager must take one of the following actions:

1. Recommend rejection of the tender/RFP or;
2. With the Manager of Finance and the Chief Administrative Officer, jointly recommend that the Board approve an amendment to the Financial Plan in order to accept the tender or RFP.

Insurance

To assist in protecting the ACRD against losses, all contractors providing services to the ACRD are required to obtain and maintain insurance for a specified amount and duration indicated during the procurement process. Insurance must be obtained from an insurance company duly registered, licensed and approved to conduct insurance business in the Province of British Columbia.

Worker's Compensation

Contractors shall be deemed to be the Principal Contractors within the meaning of the Worker's Compensation Board ("WCB") Industrial Health and Safety Regulations for the Province of British Columbia and must comply with WCB Health & Safety Regulations and all other WCB regulations that apply to the works.

Personal Relationships/Conflicts of Interest

If a member of an employee's immediate family is one of the prospective suppliers or contractors, that employee shall not make the purchase decision. Rather, the purchase decision is to be elevated one level within the organization. In the case of a member of the CAO's immediate family being one of the prospective suppliers or contractors, the purchase decision must be made by the Manager of Administrative Services or the Manager of Finance.

It is also important to disclose any business connections, affiliations and interests in any purchase undertaken and to remove the person in conflict from the decision process. Furthermore, caution should be used when there is a possible perceived conflict of interest.

No preference is to be made to a company whereby there would be any return or favour associated with the purchase even if no personal relationship exists.

Trade Agreements

Should any Provincial and National laws or regulations be found to apply to the Regional District, such as the Agreement on Internal Trade and the New West Partnership Trade Agreement, the appropriate ACRD staff member will ensure compliance.

Provincial Government Corporate Supply Agreement

The requirements of this policy will be met if the Regional District purchases goods or services through the Provincial Government's Corporate Supply Agreement.

Surplus Asset Disposal

The ACRD recognizes that assets purchased for its' use will eventually become surplus to its needs. These assets are deemed surplus due to being obsolete, worn out, too costly to maintain or no longer used. All surplus assets estimated to have a monetary value shall be disposed of in a manner which will receive the best possible return to the ACRD. All surplus assets shall be sold on an 'as is/where is' basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets. Proceeds from the sale of surplus assets will be credited back to the appropriate service.



Regional District of Alberni-Clayoquot

Bylaw No. A1085-1

A bylaw to amend Bylaw A1085, Alberni-Clayoquot Regional District Officers' Appointment & Delegation

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

1. CITATION

This bylaw may be cited for all purposes as *"Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021."*

2. AMENDMENT

Bylaw No. A1085, *Alberni-Clayoquot Regional District Officers' Appointment and Delegation Bylaw, 2019* hereby amended as follows:

Addition to Section 9 – Delegation of Authority

9. The Board delegates the following powers, duties and functions to the Chief Administrative Officer (CAO):
- (g) the power to enter into and sign agreements, contracts and leases (as the lessee) respecting Regional District activities, works or services under section 263 (1) (a) and 263 (1) (b) of the *Local Government Act* subject to the maximum amount authorized in the Regional District's Purchasing Policy and the approved annual financial plan.
 - (h) the power to execute agreements where the ACRD is the lessor and the agreement is for three years or less.
 - (i) the power to execute grant applications and enter into and sign agreements respecting the receipt and use of grants.
 - (j) Regional District staff will provide quarterly informational reports to the Board on the activities delegated under sections (g), (h) and (i).

Read a first time this day of , 2021.

Read a second time this day of , 2021.

Read a third time this day of , 2021.

Adopted this day of , 2021.

Chairperson

General Manager of Administrative Services



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Bamfield Water Committee/
Wendy Thomson, General Manager of Administrative Services

Meeting Date: May 26, 2021

Subject: Bamfield Water Committee – Amendment to Terms of Reference & Bylaw A1070-2

Recommendation:

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

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

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

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

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

Desired Outcome:

To approve an amended terms of reference for the Bamfield Water Committee (BWC) and adopt a revision to the Committee bylaw to include consideration of the Alberni-Clayoquot Regional District (ACRD) Strategic Plan.

Summary:

The *Local Government Act* enables Regional District’s to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The BWC is a standing committee of the Regional District that advises the Board of Directors on matters relating to Bamfield Water service including budgeting, future capital planning and other matters relating to the service such as regulations and policies. The BWC was established by the ACRD Board of Directors in 1983 by bylaw.

Background:

At the first Committee meeting each year, all ACRD Committee’s review their terms of reference and consider any amendments. All amendments to their terms of reference require approval by the ACRD Board of Directors.

The BWC met on May 20th and reviewed their terms of reference for 2021 and approved the addition of Section 7.3 (Reporting to the Board) to include the Committee’s consideration of the ACRD’s Strategic Plan during all deliberations and recommendations respecting the Bamfield Water service. The amended Committee terms of reference is attached for consideration of approval by the ACRD Board of Directors.

The amendment to the BWC terms of reference also triggers an amendment to section 6 of Bylaw A1070, *Bamfield Water Committee, 2011*. Bylaw A1070-2, *Bamfield Water Committee Amendment, 2021* is attached for review and consideration of three readings and adoption by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

These amendments will support the committees of the ACRD in aligning their recommendations with the Board’s strategic plan.

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw applies.



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



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



Alberni-Clayoquot Regional District

Terms of Reference Bamfield Water Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has established, by bylaw, the Bamfield Water Committee to consider issues and to make recommendations to the ACRD Board pertaining to the Bamfield Water System Service.
- 1.2 The Bamfield Water Committee is a Standing Committee of the Board of Directors.

2. Objective

- 2.1 The Bamfield Water Committee advises the Board on matters relating to the Bamfield Water System, including but not limited to system planning, annual budgets and capital works.

3. Scope of Work

- 3.1 To achieve this objective, the Bamfield Water Committee will undertake the following activities:
 - Budgeting for the Bamfield Water System
 - Future capital planning and budget implications
 - Matters relating to the service such as regulations and policy
 - Assist Regional District Staff and Contractors in overseeing provisions of the Service

4. Membership

The Committee is appointed by the Regional District Board and is comprised of six (6) members as follows:

- 4.1 The Director, or in the event of his/her absence the Alternate Director, shall be the Chairperson of the Committee;
- 4.2 The Fire Chief of the Bamfield Volunteer Fire Department shall sit as an ex-officio non-voting member and will serve of the Committee for the same term as his/her term as Fire Chief of the Bamfield Volunteer Fire Department.

- 4.3 The Chairperson of the Bamfield Advisory Planning Commission;
- 4.4 One (1) member nominated by the Bamfield Marine Science Centre;
- 4.5 Two (2) members at large from Electoral Area “A” (Bamfield) to be nominated at a Bamfield Community Affairs meeting as follows:
- One (1) member at large serving for a two (2) year term
 - One (1) member at large serving for a three (3) year term
- 4.6 One (1) member from the Bamfield business community, nominated by the Bamfield Chamber of Commerce;
- 4.7 A quorum at any meeting of the Bamfield Water Committee is four (4) Committee members, one of whom must be the Director or Alternate Director of the Regional District Board.

5. Appointment and Term

- 5.1 Appointments to this Committee shall be for the term they are representatives of the organizations listed in Sections 4.1, 4.2, 4.3, 4.4.
- 5.2 The Regional Board shall appoint the members-at-large, Section 4.5 and members nominated by the Bamfield business community, Section 4.6 from time-to-time, upon the recommendation of the Director for Electoral Area “A” (Bamfield).
- 5.3 Committee appointments are re-confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw;
- 6.2 All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote;
- 6.3 Committee meetings shall be held no less than three times per calendar year and will be at the call of the Chairperson;
- 6.4 Two weeks’ notice will be given to the Committee and the public for all Bamfield Water Committee meetings;

- 6.5 Minutes shall be kept for all meetings of the Committee and a copy of such minutes forwarded to the offices of the Regional District of Alberni-Clayoquot as soon as possible after each meeting.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.
- 7.3 All Committee deliberations and recommendations to the Board respecting the Bamfield Water service will be guided by the ACRD's Strategic Plan.

8. Resources

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

Approved by the ACRD Board:	
Revised by the Board:	



Regional District of Alberni-Clayoquot

Bylaw No. A1070-2

A bylaw to amend Bylaw A1070,
Bamfield Water Committee

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

1. **CITATION**

This bylaw may be cited for all purposes as *“Bylaw A1070-2, Bamfield Water Committee Amendment, 2021.”*

2. **AMENDMENT**

Bylaw No. A1070, *Bamfield Water Committee, 2011* is hereby amended as follows:

Addition to Section 6 – Report to Regional Board

- b. All Committee deliberations and recommendations to the Board respecting the Bamfield Water service will be guided by the ACRD’s Strategic Plan.

Read a first time this day of , 2021.

Read a second time this day of , 2021.

Read a third time this day of , 2021.

Adopted this day of , 2021.

Chairperson

General Manager of Administrative Services



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Beaver Creek Water Advisory Committee/
Wendy Thomson, General Manager of Administrative Services

Meeting Date: May 26, 2021

Subject: **Beaver Creek Water Advisory Committee – Amendment to Terms of Reference & Bylaw A1079**

Recommendation:

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

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

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

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

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.

Desired Outcome:

To approve an amended terms of reference for the Beaver Creek Water Advisory Committee (BCWAC) and adopt a revision to the Committee bylaw to include consideration of the Alberni-Clayoquot Regional District (ACRD) Strategic Plan.

Summary:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The BCWAC is a standing committee of the Regional District that advises the Board of Directors on matters relating to Beaver Creek Water service including budgeting, future capital planning and other matters relating to the service such as regulations and policies. The BCWAC was established by the ACRD Board of Directors in 2012 by bylaw.

Background:

At the first Committee meeting each year, all ACRD Committee’s review their terms of reference and consider any amendments. All amendments to their terms of reference require approval by the ACRD Board of Directors.

The BCWAC met on May 20th and reviewed their terms of reference for 2021 and approved an amendment to Section 8.3 (Reporting to the Board) to include the Committee’s consideration of the ACRD’s Strategic Plan during all deliberations and recommendations respecting the Beaver Creek Water service. The amended Committee terms of reference is attached for consideration of approval by the ACRD Board of Directors.

The amendment to the BCWAC terms of reference also triggers an amendment to section 7 of Bylaw A1079, *Beaver Creek Water Advisory Committee, 2015*. Bylaw A1079-1, *Beaver Creek Water Advisory Committee Amendment, 2021* is attached for consideration of three readings and adoption by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

These amendments will support the committees of the ACRD in aligning their recommendations with the Board’s strategic plan.

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw applies.



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



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



Alberni-Clayoquot Regional District

Terms of Reference Beaver Creek Water Advisory Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has formed, by bylaw, the Beaver Creek Water Advisory Committee to advise the Board on matters relating to the Beaver Creek Water Service.
- 1.2 The Beaver Creek Water Advisory Committee is a Standing (Advisory) Committee of the ACRD Board of Directors.

2. Objective

- 2.1 The Beaver Creek Water Advisory Committee advises the Board on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.

3. Scope of Work

- 3.1 To achieve this objective, the Beaver Creek Water Advisory Committee will undertake the following activities:
 - Budgeting for the Beaver Creek Water System
 - Future capital planning and budget implications
 - Matters relating to the service such as regulations and policy

4. Membership

- 4.1 In order to provide representation from the Beaver Creek Water Service area, membership on the Committee is as follows:
 - A maximum of Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for the Electoral Area “E” (Beaver Creek)
 - The Director for Electoral Area “E” (Beaver Creek) or his/her alternate.

5. Appointment and Term

- 5.1 Committee Members shall be appointed by the ACRD Board of Directors for a three (3) year term.
- 5.2 Members of the Committee may stand for re-appointment by the ACRD Board at the conclusion of their term.
- 5.3 The ACRD Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- 5.4 The ACRD Board may dissolve the Committee and rescind this Bylaw, following written notice being provided to all Members.
- 5.5 Committee Member appointments will be confirmed by the Chair of the ACRD Board at the regular ACRD Board of Directors meeting in January of each year.
- 5.6 Members of the Committee shall serve without remuneration.

6. Committee Chair

- 6.1 The Director for Electoral Area “E” (Beaver Creek) or his/her alternate shall be the Chairperson of the Committee.

7. Meeting Procedures

- 7.1 Meetings of the Committee shall be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- 7.2 A majority of the Committee Members present shall represent a quorum, one of whom must be the Director of Electoral Area “E” (Beaver Creek) or his/her alternate.
- 7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw.

8. Reporting to the Board

- 8.1 The Committee Chairperson will report to the Board on the activities of the Committee.

- 8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.
- 8.3 All Committee deliberations and recommendations to the Board respecting the Beaver Creek Water service will be guided by the ACRD's Strategic Plan.

9. Resources

- 9.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee including writing letters, correspondence and preparing reports to the ACRD Board.
- 9.2 ACRD staff will provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.

Terms of Reference – Beaver Creek Water Advisory Committee, 2021

Revised by the ACRD Board:	May 13, 2015
Revised by the ACRD Board:	February 13, 2019



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: May 26, 2021
Subject: 2021-2022 Annual Operating Agreement

Recommendation:

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

Desired Outcome:

To enter into an Annual Operating Agreement (AOA) for Custom Transit Services in the Alberni Valley.

Background:

The ACRD has had a Master Operating Agreement with BC Transit since 1992 for the provision of a custom public passenger transportation system and share in the costs of providing the service. The service area is comprised of the City of Port Alberni and Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek). The AOA sets out, together with the Master Agreement, the specific terms and conditions for the operation of the service for the upcoming term. Attached is a copy of the 2021/22 AOA for your reference.

Time Requirements – Staff & Elected Officials:

Some staff time will be required to execute the agreement.

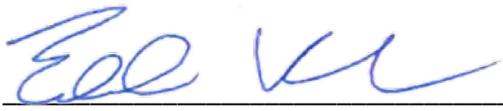
Financial:

The Safe Restart Program has provided joint federal and provincial funding of \$86 million dollars in support of transit services throughout British Columbia for costs between April 1, 2020 and March 31, 2022. The remainder of the \$47,265 provided to the Alberni Clayoquot Custom Transit System through this program (\$23,633) has been applied to the 2021/22 budget.

The 2021/22 AOA budget reflects a higher forecasted passenger revenue than the previous year, which is based off of the current ridership trends and information available. Vehicle lease fees, which had been waived from July 1 to December 31, 2020 are again included within the budget.

AOA Budget	2020/21	2021/22
Revenues	\$12,390	\$13,646
Total Costs (includes ACRD share of lease fees)	\$559,461	\$586,536
Total ACRD Share of Costs	\$166,059	\$177,638
Safe Restart Grant	-\$23,633	-\$23,633
Net share of ACRD Costs	\$142,426	\$154,005

The costs outlined in the AOA are supported by the Alberni Valley Custom Transit portion of the 2021-2025 Financial Plan.

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



April 27, 2021

BY EMAIL

Doug Holmes
Chief Administrative Officer
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Doug Holmes,

Re: 2021/22 Annual Operating Agreement

As we provide you with your 2021/22 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

One year ago, we were all adapting to the early stage of a pandemic that was rapidly unfolding around the world. BC Transit took steps to respond quickly and to continue providing essential transportation service to those who relied on it. While the impact continues to be felt today, we remain committed to providing transit services you can rely on to support the ongoing social and economic recovery in communities around the province.

In late 2020, the 'Safe Restart' program was announced by the provincial and federal governments which provided \$86 million in funding to cover costs of BC Transit communities in 2020/21. Local government partners were initially allocated a share of \$80 million in Safe Restart funding to address fare losses and added COVID-related expenses. An additional \$6 million in contingency funding was subsequently allocated to communities that experienced negative financial impacts that were greater than originally forecasted. If your system was eligible for a share of the contingency, you would have received written notification including the amount by the end of March.

For the coming 2021/22 year, BC Transit is reverting to billing based on actual expenditures instead of budget and the Province has directed BC Transit to use any remaining shared operating reserve in 2021/22. Therefore, the forecasted fiscal year end shared operating reserve has been incorporated into your 2021/22 budget. Your budget will also reflect amounts applied from your Local Transit Fund towards the reduction of the municipal share of expenses.

Language contained in the Annual Operating Agreement is periodically updated to reflect any material changes to our funding model or other special circumstances, such as those that were introduced in 2020 for the establishment of the Local Transit Fund and the Safe Restart funding

contribution. You will note changes in your 2021/22 agreement that include a definition for BC Transit's Management Services (BCTMS) under Eligible Operating Expenses (section 8 d.), as well as slight changes to clarify language regarding the use of reserve funds toward vehicle lease fees. The provision to allow a "Lease Fee Holiday" for a six-month period, which was included in your 2020/21 amended AOA, has been removed from this year's agreement. In addition, language has been modified to reflect billing based on actual expenses, instead of budget.

Under the terms of the Safe Restart Funding contribution agreement and through receipt of funds, BC Transit and its local government partners are expected to maintain targeted essential transit service levels through to the end of the 2023/24 fiscal year. We expect that these targeted service levels will meet the expected growth in demand in the months to come.

Finally, a reminder that the information in the budget includes commercially confidential information from our operating company and is subject to protection afforded by the *Freedom of Information & Protection of Privacy Act*. Any reports to Council or Regional Boards, or any discussions which may be made within the public realm must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

As required by the Provincial Operating Agreement, all AOA's must be signed and returned to BC Transit no later than June 30, 2021.

If you have any questions regarding your agreement or the associated budget, please contact me at myrna.moore@bctransit.com at your earliest convenience so I can provide you with any additional information that you require.

Sincerely,



Myrna Moore
Senior Manager, Government Relations

CF/kr

Enclosed: 2021-22 Annual Operating Agreement

Alberni-Clayoquot

ANNUAL OPERATING AGREEMENT

between

Regional District of Alberni-Clayoquot

and

British Columbia Transit

Effective

April 1, 2021

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

Regional District of Alberni-Clayoquot

(the "Municipality")

AND:

British Columbia Transit

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) “Annual Operating Agreement” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) “Transit Service Agreement” shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) “Incurred” means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2021, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2022 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
 - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* (“FOIPPA”). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on Incurred Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) *For Conventional Transit Service:*
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;

- i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
 - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b) *For Custom Transit Service:*
- i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
 - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c) Eligible Operating Expenses exclude the costs of providing third-party 100 percent-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- a. Debt financing and risk related charges or costs payable on assets;
- b. Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- c. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future Lease Fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve:** Contributions by the Municipality prior to March 31, 2021, towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
 - i. Any expenditure of monies from the Operating Reserve will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
 - i. The Operating Reserve excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
 - ii. The Authority will provide a quarterly statement of account of the Operating Reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.
- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - i. The Local Transit Fund may be used towards Lease Fees.
 - ii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart program, the federal and provincial governments provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of 2020/21 Eligible Operating Expenses;
- a. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- b. The Authority will apply the remaining Local Transit Fund balance to reduce 2021/22 and future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

Regional District of Alberni-Clayoquot

c/o Chief Administrative Officer

3008 Fifth Avenue

Port Alberni, B.C. V9Y 2E3

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2021.

Regional District of Alberni-Clayoquot

British Columbia Transit

Vice President, Business Development

Vice President, Finance and Chief Financial Officer

SCHEDULE "A": TARIFF AND FARES

APPENDIX 1: TARIFF NOTES

No additional notes required. See Appendix 2 for details.

APPENDIX 2: TARIFF AND FARES

All fares are for one-way trips.

Alberni Clayoquot Custom – April 1, 2020

PRODUCT	AUDIENCE	PRICE
CASH	ALL	\$2.00
	ATTENDANT	FREE

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

SCHEDULE "B": SERVICE SPECIFICATIONS

Alberni Clayoquot Service:

The Local Transit Service Area for the boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

The Annual Service Level for Alberni-Clayoquot Custom Service shall be **6,700** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	Sunday
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	Sunday
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

SCHEDULE “C”: BUDGET

ALBERNI-CLAYOQUOT CUSTOM	
	OFFICIAL AOA 2021/22
TOTAL REVENUE	\$13,646
TOTAL OPERATING COSTS	\$542,393
TOTAL COSTS (including Local Government Share of Lease	\$586,536
NET LOCAL GOVERNMENT SHARE OF COSTS	\$154,005



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Mike Irg, GM of Planning and Development
Meeting Date: May 26, 2021
Subject: Plan H Grant Application – Air Quality Council

Recommendation:

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.

Desired Outcome:

That the ACRD applies for the Plan H – Healthy Public Policy Grant on behalf of the Air Quality Council. If the grant is successful, Anna Lewis, Chair of the Air Quality Council, will administer the grant.

Summary:

The Port Alberni Air Quality Council has requested that the ACRD apply for this grant for funding to create a collaborative platform for regional districts and air quality groups to come together and share stories from across their respective regions.

Background:

See attached letter from Anna Lewis (Appendix A).

Time Requirements – Staff & Elected Officials:

Anna Lewis, Chair of the Port Alberni Air Quality Council will submit the grant application, which is due June 1, 2021.

Financial:

The grant application is for \$15,000.00.

Strategic Plan Implications:

This grant application aligns with section 5.1 (engagement with community partners) of the Strategic Plan. This is an opportunity to work in cooperation with the Air Quality Council.

Policy or Legislation:

A Board resolution is a requirement of this funding application.

Options Considered:

Do not apply for this grant.



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



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

APPENDIX A

Plan H Grant: Healthy Public Policy Stream \$15,000

The vision of the air quality coordination project is to create a collaborative platform for regional districts and air quality groups to come together and share stories from across their respective regions. Through the summarization of airshed activities from each region, (history, actions, structure) and sharing best practices we will be able to create workable templates to provide consistent messaging and education to enhance and inform public policy development.

An initial working group been loosely formed including representation from Island Health, Ministry of Environment and Climate Change Strategy, Cowichan Regional District, Comox Regional District, Capital Regional District, and Atmospheric Solutions (based on the Sunshine Coast).

By networking various airsheds from across Vancouver Island and the Sunshine Coast we are hoping to reduce redundancies and effectively increase each individual region’s capacity. The ability to stimulate conversation around best practices, share limited resources to create templates around messaging and education will provide tangible outcomes. 6 stakeholder meetings will be held each focusing on a different topic with the outcome of a report and usable template for each session.

- 1) Facilitating wood stove exchange programs (focus on consistent messaging, ease of program for participants, education for participants, apply an equitable lens so people in lower income brackets have more flexibility in purchasing newest technology, creation of a template for a woodstove registry)
- 2) Outdoor burning bylaws
- 3) PurpleAir Monitoring and other citizen science based projects
- 4) Airshed Management Strategies

- 5)Development of education curriculum for school system (focus on grades 4-7, grade 10-12)
- 6)Development of a generic education campaign for general public (sharing relevant materials which regions can easily integrate location specific data).

The role of the Alberni Clayoquot Regional District (ACRD) in this project is to apply on behalf of the Port Alberni Air Quality Council to the Plan H grant. The ACRD recognizes a collective need to move forward on emergent regional issues through education, identification and planning. Regional priorities, such as air quality, are complex with a wide range of needs depending on community and demographics. To identify and address these emergent issues we require strategies which combine resources, knowledge and capacity through shared learning, planning and implementation to assist in creating healthy public policy.

The Port Air Quality Council (AQC) is the appropriate vehicle through which to spearhead such an initiative. The ACRD is supportive of the AQC through the development of a regional coordination group. This is a positive step to mitigating air pollution which will help improve human health, reach air quality targets, preserve the environment, and inform public policy.

The ACRD has representation on the Air Quality Council and works with the stakeholder roundtable to ensure this work continues. Strengthening these inter-governmental and community relationships is instrumental to benefit individual regions and Vancouver Island as a whole. The regional district will provide meeting space (when COVID restrictions allow), in-kind support such as printing, creating maps, and administrative support.

On a regional and municipal level, the continuation of the work that the AQC does will continue to inform the local levels of government in the Alberni Valley. The ACRD review outcomes evolving from this initiative to inform the OCP review, and the community greenhouse gas reduction targets (a required component of the OCP).

Anna Lewis, Chair
Port Alberni Air Quality Council



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Mike Irg, GM of Planning and Development
Meeting Date: May 26, 2021
Subject: ACRD Building Bylaw PS1011

Recommendation:

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

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

Desired Outcome:

To improve efficiencies in the delivery of the building inspection service and provide effective cost recovery for this service.

Summary:

The following is a summary of the changes to the Building Bylaw:

1. Revised or new definitions for dwelling unit, farm building, value of work, and owner.
2. Establishes a new \$100.00 deposit fee, due when the building permit application is submitted.
3. Increases the minimum building permit fee from \$50.00 to \$100.00.
4. Establishes an expiration time (6 months) to submit a complete building permit application.
5. Establishes an expiration time (60 days) to pay for and pick up building permits once the permit is ready to be issued. Existing building permits that are ready to be issued, but have not been paid for, will have 60 days from the date Bylaw PS1011 is adopted to complete the building permit process. If the permit fee is not paid, the permit application will expire.
6. Establishes an exemption for farm buildings under 500 square meters in floor area, if the building will be located on land classified as a farm under the *BC Assessment Act* and the building will be used for a qualifying agricultural use under the *Farm Regulation*. The *Farm Regulation* exempts seven (7) qualifying agricultural uses, including cannabis production. Building for these uses would require a building permit.
7. Increases the fee for buildings where construction is started without a building permit by doubling the building permit fee.
8. Updating the fee schedule, which includes calculating the permit fee based on the new definition of "value of work".
9. Additional amendments to modernize and update the bylaw recommended by the ACRD lawyer.

Time Requirements – Staff & Elected Officials:

Staff time was utilized to prepare the amendments and reports for the Board, advertising, public notification, and enquiries.

Financial:

If adopted, the amendments described would result in increased fees from building permits and, after the magnitude of revenue change is understood, the Board could discuss financial plan implications including reducing the tax requisition for building inspection services in 2022.

Strategic Plan Implications:

Building inspection is a core service. The objective of section 1.4 of the 2021-2024 Strategic Plan is to “Enhance Agricultural Development”. While the Board has not identified a specific Strategic Plan Objective in relation to building permits on agricultural land, a mechanism for easier or less expensive placement of low occupancy farm buildings on agricultural land in a manner that complies with applicable statues could support Strategy 1.4.

Policy or Legislation:

The *Local Government Act*, *Building Act* and BC Building Code regulate this service.

Comments:

At the April 28, 2021 regular Board Meeting, Bylaw PS1011 was given first and second reading. Staff were directed to inform the public and advertise the proposed building bylaw changes before the Board considered third reading and adoption at the May 26, 2021 Board Meeting.

The changes to the Building Bylaw have been advertised in two editions of the AV News and Westerly newspapers and, posted on the Bamfield Cork Board. Our building inspectors have hand delivered a summary of the changes to the Building Bylaw during inspections and information sheets have been included in newly issued building permits. Letters have been mailed to property owners/applicants who have issued permits waiting to be paid for and picked up, which will expire 60 days after Bylaw PS1011 is adopted.

Staff recommend that the Board give third reading and adopt Bylaw PS1011 as presented.

Options Considered:

1. Delay adoption of Building Bylaw PS1011.

Submitted by: 

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

Approved by: 

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



Alberni-Clayoquot Regional District

Bylaw No. PS1011

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE BUILDING CODE.

May 2021

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. PS1011

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE BUILDING CODE.

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

1. CITATION

This Bylaw may be cited for all purposes as “The Building Bylaw No. PS1011, 2021”.

2. INTERPRETATION

For the purposes of this Bylaw, the following words and expressions are defined, and where the same words and expressions are defined in the Building Code, those definitions do not extend to the use of those words and expressions in this Bylaw:

- (a) “AGENT” includes a person representing the owner by designation or contract and includes a hired tradesman and contractor who may be granted permits for work within the limitations of his license.
- (b) “AUTHORITY HAVING JURISDICTION” as used in the Building Code for the purposes of this Bylaw means the Building Inspector.
- (c) “BUILDING” means a structure that is used or intended to be used for supporting or sheltering persons or animals or property, except those prescribed by regulation as exempted from the Building Code and includes plumbing contained in a building and servicing a building.
- (d) “BUILDING CODE” has the same meaning as the “British Columbia Building Code” in the Building Regulations of British Columbia made pursuant to the *Local Government Act*.
- (e) “BUILDING INSPECTOR” means the person or persons appointed from time to time by the Regional Board as Building Inspector and includes chief, deputy and assistant Building Inspector.
- (f) “BUILDING PERMIT” means a permit for construction required or issued pursuant to this Bylaw.
- (g) “CONSTRUCT” includes to reconstruct, install, repair, alter, demolish and

- (h) "CONSTRUCTION" includes reconstruction, installation, repair, alternations, demolition and moving.
- (i) "DWELLING UNIT" has the same meaning as the Zoning Bylaw.
- (j) "FARM BUILDING" means a Building that does not contain a Dwelling Unit and is:
 - (a) located on land that has been classified as a farm by the assessor under the *Assessment Act*, RSBC 1996, c 20; and
 - (b) used for a "qualifying agricultural use" as that use is defined in the *Standards for the Classification of Land as a Farm Regulation*, BC Reg 411/95.
- (k) "FEE" means the fee prescribed in Schedule "A" to this Bylaw.
- (l) "LANE" means a public secondary access to the side or rear of a parcel.
- (m) "OCCUPANCY PERMIT" means an Occupancy Permit issued pursuant to this Bylaw.
- (n) "OWNER" means the registered owner of an estate in fee simple of a parcel in relation to which a Permit application is made under this Bylaw, or on which Construction occurs, and includes an Agent authorized in writing by the Owner to make an application for a Permit and carry out the Owner's obligations under this Bylaw.
- (o) "PERMIT" means a Permit required or used pursuant to this Bylaw and includes a Building Permit, Demolition Permit, a Plumbing Permit, a Building Moving Permit, a Chimney Permit, a Fireplace Permit and a Solid Fuel Burner Permit.
- (p) "POOL" means anything constructed, set-up, dug or formed, for the express purpose of collecting, holding or ponding water to a depth exceeding 24 inches, which may be used for swimming, bathing, wading or for landscape or decorative purposes or for fish containment. This does not include irrigation or natural ponding or any type of water containment intended for agricultural uses i.e. stock watering.
- (q) "REGIONAL BOARD" means the Board of the Regional District of Alberni-Clayoquot.

- (r) "REGIONAL DISTRICT" means the Regional District of Alberni-Clayoquot.
- (s) "VALUE OF THE WORK" means the hard costs and soft costs of all Construction contemplated by a Building Permit, including, but not limited to, building materials, finishes, roofing, electrical, plumbing, drains, heating, venting and air-conditioning systems, fire extinguishing systems, elevators, any other equipment and materials, fees for design testing, consulting, management, all contributed or assumed labour and materials, contractor's profit and overhead, insurance and for site works and improvements, including all associated, paving, landscaping, connections and servicing and it will be the greater of:
 - (a) the value declared on the Building Permit application;
 - (b) the value of Construction that would be authorized by a Building Permit as estimated by a third-party quantity surveyor;
 - (c) the value of Construction that would be authorized by a Building Permit as estimated by the Building Inspector utilizing independent third-party valuation sources to determine the Construction costs, such as the Marshall & Swift "Marshall Valuation Service" guide or other comparable valuable sources; or
 - (d) the cumulative total of all contracts for Construction to complete the Building project.
- (t) "ZONING BYLAW" means the Zoning Bylaw of the Regional District of Alberni-Clayoquot in effect from time to time.

3. PROHIBITIONS

- (1) No person shall, unless exempted by this Bylaw or any other enactment, commence or continue to construct a building or structure without first obtaining a Permit for that purpose from the Building Inspector.
- (2) No person shall occupy or use a building or part of it after construction of that building or part of it without first obtaining an Occupancy Permit for it, or contrary to the terms of any Permit, Notice, Certificate or Order given by the Regional District or the Building Inspector.
- (3) No person shall occupy or use a building following a change in class of

occupancy of the building or part of it without first obtaining an Occupancy Permit for it.

- (4) No person shall, unless authorized by the Building Inspector, alter, reverse, deface, cover, remove or in any way tamper with any Notice, Permit or Certificate posted pursuant to the provisions of this Bylaw.
- (5) No person shall do any work that is at variance with the description, plans and specification for the building or structure which have been authorized by the Building Inspector and for which a permit has been issued, unless the variance has first been authorized in writing by the Building Inspector.
- (6) No Permit shall be issued for an alteration, addition or repair to a building which is deficient in means of egress, provision of air, light and ventilation or which is structurally defective, unless that defect or deficiency is corrected at the time of the alteration, addition or repair.
- (7) No person shall continue to do any work upon a building or structure or any portion of it after the Building Inspector has ordered cessation of work on it or has ordered the suspension of any portion of construction of it.
- (8) No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw and the Building Code.
- (9) No person may knowingly submit false or misleading information to the Building Inspector in relation to any Permit application or Construction undertaken pursuant to this Bylaw.

4. AUTHORITY OF BUILDING INSPECTOR

- (1) The Building Inspector is authorized to:
 - (a) administer this Bylaw;
 - (b) keep records of applications received, Permits and Orders issued, inspections and tests made, and retain copies of all papers and documents connected with the administration of this Bylaw; and
 - (c) take such action that they consider necessary to establish whether any method or type of construction or material used in the construction of a building conforms with the requirements and provisions of the Building Code; it being understood that the purpose

of this function is to enforce the provision of this Bylaw and not to hold out to any person that a building is constructed in a safe and proper manner.

(2) The Building Inspector

Authority to Enter

- (a) is hereby authorized to enter, at all reasonable times, upon any property, subject to the regulations of this Bylaw, and the Building Code, in order to ascertain whether the regulations of, or directions under them, are being observed.

Consent to Enter

- (b) is directed, where any dwelling, apartment or guest room is occupied, to obtain the consent of the occupant or provide written notice twenty-four (24) hours in advance of entry pursuant to clause (4)(2)(a).

Correct Work

- (c) may order the correction of any work which is being or has been improperly done under any Permit.

Stop Work

- (d) may order the cessation of work that is proceeding in contravention of this Bylaw or the Building Code.

Power to Suspend Work

- (e) where any building under construction, in whole or in part;
- i. does not conform to this Bylaw or the Building Code, the Zoning Bylaw, or
 - ii. is being constructed without a Permit.

may order the immediate suspension of all or any portion of the construction by attaching a Notice of that effect to the Building and sending by return registered mail to the owner of the real property on which the building stands, at his address, a copy of the notice.

Tests

- (f)
 - i. shall retain as public record copies of the results of all tests ordered and carried out under the Building Code after construction is completed.
 - ii. may revoke or refuse to issue a Permit where, in his opinion the results of tests referred to in clause 4(2)(f)(i) are not satisfactory; and
 - iii. may order the correction of any work which they consider is being or has been improperly done.
- (3) Notwithstanding any other provisions of this Bylaw or the Building Code, whenever, in the opinion of the Building Inspector, the proposed work requires specialized technical knowledge, they may require, as a condition of the issuance of a Permit, that all drawings, specification and plot plans, or any part of them, be prepared, signed and sealed by and the construction carried out under the supervision of an architect or professional engineer specializing in the relevant field of engineering.

(4) Professional Certification

Where the Building Inspector considers that:

- (a) the site conditions, or
- (b) the size or complexity of
 - (i) the development, or
 - (ii) an aspect of the development

to which a building permit relates, warrants a certification by a professional Engineer or Architect that the plans submitted with the application of the permit, or specified aspects of those plans, comply with the Building Code and other applicable enactments respecting safety, the building inspector may require the owner to provide the certification.

(5) Endorsement and Notice under Section 4(4)

The following Notice shall be given to the owner by endorsing it on a building permit that is issued in reliance upon a certification by a professional Engineer or Architect that the plans submitted in support of the application

for the Permit comply with the British Columbia Building Code and other applicable enactments respecting safety of the building.

“Take notice that the Regional District of Alberni-Clayoquot, in issuing this permit has relied upon the certification of compliance of (Name of Consultant), professional Engineer or Architect, submitted with the plans of construction, that the plans comply with the current British Columbia Building Code and other applicable enactments respecting safety of the building or structure”.

- (6) The Building Inspector may require as a condition of a Permit that the Owner deposit with the Regional District performance security in the form of an irrevocable letter of credit, or cash, in the amount prescribed in Schedule “A-4”. The Regional District may use the performance security to:
- (a) repair any damage to the Regional District’s property occurring as a result of the Construction authorized by the Permit;
 - (b) clear any debris, materials, chattels or equipment that has accumulated or been left on the Regional District’s property during the Construction authorized by the Permit; or
 - (c) secure the removal or demolition of a Building within the time limit established by the Building Permit; or
 - (d) secure the provision of essential services in accordance with Section 15 of this Bylaw.

Any performance security held by the Regional District will be returned to the person who provided it after the issuance of an Occupancy Permit, other than a provisional Occupancy Permit issued pursuant to Section 12(3)(b) of this Bylaw, provided the Owner is not in default of any of the obligations for which the performance security was provided.

5. PERMITS

Issuing Permit

- (1) Where
 - (a) an application has been made;

- (b) the proposed work set out in the application complies with the Building Code, this Bylaw and all other applicable bylaws and enactments;
- (c) the applicant for a Permit has paid to the Regional District the fee or fees prescribed in Schedule "A-2" to this Bylaw;
 - i. any fees, charges, levies or taxes imposed by the Regional District and payable under an enactment at the time of issuance of the Building Permit;
- (d) the applicant has
 - i. provided to the Building Inspector proof that a sewage disposal system design has been filed with the required Health Authority, as required by the Health Act, or
 - ii. provided the Building Inspector with written assurance from a registered on-site wastewater practitioner that a sewerage system constructed under a permit from the Ministry of Health will function adequately with the projected demand on the system after the construction contemplated in the permit application is completed.

unless:

- iii. the property is serviced by a community sanitary sewerage system, or
- iv. the construction contemplated in the permit application is for an accessory use and has no habitable space or plumbing fixtures therein.

the Building Inspector shall issue the permit for which the application was made.

Permit Conditions

- (2) Every Permit is issued upon the following conditions:
 - (a) nine (9) inspections are included with each issued Permit. All subsequent inspections carry a charge of fifty (\$50) dollars per inspection.

- (b) construction shall commence within six (6) months from the date of issuing the Permit;
- (c) work is not to be discontinued or suspended for a period of more than six (6) months;
- (d) Permits shall lapse in the event that either of the preceding two conditions are not met;
- (e) a lapsed Permit shall not be renewed, nor the fee refunded. If the work is not completed when a Permit lapses, a new Permit shall be required for the remaining construction;
- (f) all Permits issued after the date of adoption of this Bylaw will expire two (2) years from the date of issuance;
- (g) at any time after the issuance of a Permit, but before the work under the Permit has commenced, the Permit holder may apply for cancellation of the Permit. Upon receipt of such application, the Building Inspector, if satisfied that the work has not commenced, shall cancel the Permit and shall refund to the Permit holder fifty (50%) percent of the fee paid by him in respect of the Permit;
- (h) the registered owner of the land signs the following, which may be endorsed on the permit;

"In consideration of the granting of this permit, I/we agree to release and indemnify the Regional District of Alberni-Clayoquot, its Board members, employees and agents from and against all liability, demands, claims of action, suits, judgments, losses, damages, costs, expenses of whatever kind which I/we or any other person, partnership or corporation or my/our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement or failure to enforce the Regional District of Alberni-Clayoquot Building Bylaw or the British Columbia Building Code and I/we agree that the Regional District of Alberni-Clayoquot owes me/us no duty of care in respect of these matters.

I/we have read the above agreement, release and indemnity and understand it."

Contents of Application for Permit

- (3) The application for a Building Permit shall
- (a) include a non-refundable application fee in the amount prescribed in Schedule “A-1” to this Bylaw to ascertain the completeness of the application;
 - (b) be made in the form prescribed by the Regional District;
 - (c) be signed by the owner or his agent;
 - (d) state the intended use or uses of the building;
 - (e) state the true value of the proposed work;
 - (f) include as exhibits, copies for detached dwelling units in duplicate, of the specification and scale drawings of the building with respect to which work is to be carried out showing;
 - i. the dimensions of the building including area of each floor;
 - ii. the dimensions, area and proposed use of each room or floor area;
 - iii. the dimensions of the parcel on which the building is, or is to be , situated;
 - iv. the proposed siting of the new building and the siting, use, height and horizontal dimensions of all existing buildings on the parcel referred to in subclause 5(3)(f)(iii) on a plan with a minimum scale of 1:200;
 - v. the technical information specified in other parts of this Bylaw and the Building Code required to be included on the drawings related to those parts;
 - vi. such other information as is necessary to illustrate all essential features of the design of the building;
 - vii. the name, address and telephone number of the designer; and

- viii. contain any and all other information necessary to establish compliance with this Bylaw, the Zoning Bylaw and any other applicable enactment.

Expiration of an Application for a Permit

- (4) An application for a Permit expires:

- (a) after six (6) months from the date an application is filed with the Regional District where the Building Inspector deems the application incomplete, and no significant steps are taken by the applicant to provide a complete application; or

- (b) after sixty (60) days from the date the Regional District confirms that the application for a Permit is complete, if the Building Permit cannot be issued because the applicant has not provided anything required by Section 5(1).

If a Permit application expires in accordance with this section, an Owner must submit a new application for a Permit, including the payment of new application fees.

- (5) When required by the Building Inspector, the application shall also be accompanied by:

- (a) details of the grades and elevations of the streets and public services, including sewer and drainage, abutting the parcel referred to in subsection 5(3)(f)(iii) and showing access to the building, parking, driveways, or site drainage and finished grades all tied into the Regional District's integrated survey area;

- (b) a plan that shows the location and size of every building drain and of every trap or inspection piece that is on drains;

- (c) a sectional drawing that shows the size and location of every soil or waste pipe, trap and vent pipe. The plans and specifications shall be submitted in the form and quantities required by the Building Inspector and shall have on them complete design and calculation criteria so that the Building Inspector has this information available for examination, and shall bear the name, address and telephone number of the designer;

- (d) a graphic drawing of proposed plumbing work showing the size and location of the plumbing system and containing complete design and calculation criteria; and
- (e) a survey of the building site by a registered British Columbia Land Surveyor whenever one of the following conditions exist:
 - i. there is doubt as to the location of the lot lines;
 - ii. there are no existing legal survey pins within sixty (60) metres of the building site.
- (6) Where the Regional District relies under Section 4(4) of this bylaw on a certificate of compliance in issuing a Building Permit, the fees payable for a Building Permit shall be reduced by 2.5% (to a maximum of \$500.00 for any one property).
- (7) The Building Inspector shall not issue a building permit for any premises not served by a community sanitary sewerage system until the conditions of 5(1)(d) have been met.
- (8) In addition to the conditions set out in subsection (2), it shall be a further condition of the issuance and validity of a Permit that the Permit Holder provide to the Building Inspector no later than upon completion of the foundations for the works authorized under the Permit, a Site Certificate prepared by a registered British Columbia Land Surveyor confirming locations of buildings and structures under construction under a Permit and, where applicable, buildings and structures already situated on a lot where one or more of the following circumstances apply :
 - (a) the lot (or the portion of the lot on which the building is to be sited) is less than 30.48 metres (100 feet) in width;
 - (b) the area of the lot is less than 1,672.2 square metres (18,000 square feet);
 - (c) the building is located within 6.10 metres (20 feet) of the required minimum setback for the zoning district in which it is located according to the Zoning By-Law and subsequent amendments thereto;
 - (d) the building is located within 6.10 metres (20 feet) of the setback provisions of the following sections of the Zoning By-Law and

subsequent amendments thereto :

6.2(3) & (4) [Location and Siting of Buildings]

6.5 [Accessory Buildings and Uses]

6.13 [Projections]

6.14 [Vision Clearance at Intersections]

- (e) in the opinion of the Building Inspector, any other significant site conditions or apparent anomalies in the location of existing buildings warrant confirmation of siting compliance with Regional District by-laws.

For clarification:

- this section does not replace Section 5(5)(e);
- it is the responsibility of the property owner to ensure that all buildings meet the setback requirements of this by-law and of the Regional District of Alberni-Clayoquot Zoning By-law.

6. EXEMPTIONS

- (1) A Building Permit is not required for:

(a) a Farm Building less than 500 square meters in total floor area; and

(b) the clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures or hot water tanks.

Where a Building Permit is not required pursuant to this Bylaw, the Owner is solely responsible for ensuring the design, construction, siting, and use of the Building complies with all applicable bylaws, enactments and regulations, including the Building Code.

7. REVOCATION OF PERMIT

- (1) The Building Inspector may revoke a Permit for any of the following reasons:

(a) For a violation of any of a condition under which the Building Permit was issued;

(b) a provision of the Building Code, this Bylaw or other applicable

Bylaws or enactments;

- (c) if any reason is found to exist which would have been cause for denial of such Building Permit, if known to exist at the time of issuance of the Building Permit, or
 - (d) the Building Permit was issued in error.
- (2) The revocation shall be in writing and transmitted to the Permit holder by registered mail, and deemed served at the expiration of three (3) days after the date of mailing.

8. PHASED CONSTRUCTION

- (1) (a) the Building Inspector may issue a permit for the construction of a part of a building before the entire plans and specifications for the whole building have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of the Bylaw.
 - (b) the issuance of the Permit notwithstanding, the requirements of this Bylaw and the Building Code apply to the remainder of the building, as if the Permit had not been issued.
- (2) the Building Inspector may issue an Occupancy Permit for part of a building provided that he is satisfied that the part of the building complies with all applicable bylaws, enactments and regulations, and that all health and safety requirements have been met.

9. TEMPORARY BUILDINGS

- (1) Subject to compliance with other applicable bylaws, the Building Inspector may issue a Permit for the erection or placement of a temporary building if he is satisfied that the building is safe for the stated use and duration;
- (2) The word "Temporary", as used in this subsection, shall mean period not exceeding twelve (12) months;
- (3) Applications for a Permit to construct a temporary building shall be made in writing to the Building Inspector accompanied by:

- (a) plans showing the location of the building on the site and construction details of the building;
- (b) a statement of the intended use and duration of the use; and
- (c) a bond or certified cheque in the amount of ONE THOUSAND (\$1,000.00) DOLLARS which will guarantee that the building will be removed entirely and the site left in a safe and sanitary condition when the Permit has expired.

10. RESPONSIBILITY OF THE OWNER

- (2) Before construction commences, the owner shall
 - (a) determine that the building site is safe and will not be affected by flooding water caused by surface run-off or otherwise, or by land slip or other hazards; and
 - (b) incorporate into the design and plans submitted for a permit, the climatic data in Section 14.

11. GENERAL DUTIES OF THE OWNER BEFORE CONSTRUCTION

- (1) An owner of real property shall
 - (a) permit the Building Inspector to enter his building or premises at any reasonable time for the purpose of inspection;
 - (b) obtain from the Regional District, or other authority having jurisdiction where applicable, permits relating to demolition, excavation, building, repair or buildings, zoning, change in classification of occupancy, swimming pools, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, building to be moved, and all other permits required in connection with the proposed work prior to the commencement of the work;
 - (c) when required by the Building Inspector, give at least 48 hours notice to the Building Inspector of the intention to start work on the construction site;
 - (d) obtain elevation and construction requirements relative to Provincial

Flood Plan Restrictions from the Ministry of Environment;

- (e) within fifteen (15) days after completion or occupancy of a building, place or cause to be placed on or over the entrance to the building or premises the number (address) as assigned on the Building Permit;
 - (f) not place or maintain, nor shall any owner or agent permit to remain on any building or premises, a building number other than that required under the provision of this Bylaw.
- (2) Neither the granting of a permit nor the acceptance of plans and specifications, nor inspections made by or on behalf of the Regional District, shall in any way relieve the owner from full responsibility to perform the work in strict accordance with this Bylaw, the Building Code and all other applicable enactments.

12. RESPONSIBILITY OF OWNER DURING CONSTRUCTION

- (1) Ensure no work is done on any part of the building or structure beyond that point indicated in each successive inspection report without first obtaining the written approval of the Building Inspector; and
- (2) During the progress of work, request the Building Inspector to make or cause to be made the following inspections, by giving notice to the Building Inspector a minimum of one (1) working day prior to the inspection being required
 - (a) after excavation is completed;
 - (b) after removal of formwork from a concrete foundation and installation of perimeter drain tiles, drain rock and damp proofing, but prior to backfilling against foundation;
 - (c) when framing and exterior sheathing of the building are complete, including fire-stopping, bracing, chimney, duct work, plumbing, gas venting, wiring, but before any insulation, lath or other interior or exterior finish is applied which would conceal such work;
 - (d) when insulation and vapour barrier is installed prior to covering of interior finish;

- (e) before a building drain, sanitary or storm sewer is covered, and if any part of a plumbing systems is covered before it is inspected and approved it shall be uncovered if the Building Inspector so directs, and when considered necessary, underground building drains, branches, storm drains, and sewers shall be re-tested after the completion of all backfilling and grading by heavy equipment;
 - (f) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building; and
 - (g) where it is deemed necessary by the Building Inspector, provide specialized professional information at the owners cost, and the owner shall not proceed with any further work which would prevent a thorough inspection until the inspection has been done and approved.
- (3) The owner shall
- (a) ensure that the building or structure is built in compliance with the Building Code and this Bylaw;
 - (b) prior to the completion of any building, or part of it, obtain from the Building Inspector written permission to occupy part of it if partial occupancy is desired;
 - (c) prior to the occupancy of any building, or part of it, after completion of construction of the building, or part of it, or prior to any change in class of occupancy of any building, or part to it, obtain from the Building Inspector an Occupancy Permit, which may be withheld by the Building Inspector until the building or part of it complies with the requirements of this Bylaw, the Building Code and all other health safety requirements of any Municipal bylaw or other enactment;
 - i. Prior to the Building Inspector issuing an occupancy permit, the owner must provide proof of filing with the required Health Authority that the sewage disposal system has been constructed in accordance with the design filed under section 5 (1)(d)(i) if applicable;
 - (d) obtain from the Building Inspector written permission prior to resuming construction which has been suspended on any building;

- (e) where tests of any materials are required by the Building Inspector to ensure conformity with the requirements of this bylaw, transmit to the Building Inspector records of the test results;
- (f) in all cases where it is required to conduct the waste from plumbing fixtures or trade waste to a Regional District owned sanitary sewer make certain, by inquiring from the Building Inspector, that the sanitary sewer is at sufficient depth and capacity to receive the discharge; and also to arrange the plumbing to suit the location of the connection provided for the parcel by the Regional District;
- (g) where it is desired to connect a building or storm sewer with any building or storm sewer extension, furnish such information as the Building Inspector may require to show that the proposed sewers will be laid at such depth, and in such a position as to connect the property with the building or storm sewer extension;
- (h) obtain, where applicable, a highway or street access permit to the real property; and
- (i) during construction, keep
 - i. posted in a conspicuous place on the property in respect of which the Permit was issued a copy of the Permit or a poster or placard showing the material facts in the Permit in lieu of the permit; and
 - ii. a copy of the Permit drawings and specification on the property in respect of which the Permit was issued.

13. FENCES AND WALKWAYS

- (1) If, in the opinion of the Building Inspector, a fence or covered walkway is necessary for the protection and safety of the public during the construction or maintenance of a building, it shall be erected in accordance with this Section.
- (2) In a commercial zone, a closed board fence is required not less than 1.83 metres in height and at a distance beyond the street line directed by the Building Inspector.
- (3) A covered walkway shall be a minimum of 1.22 metres in width and shall be

equipped with red warning lights to warn of its existence to approaching pedestrians or traffic.

- (4) No fence or covered walkway shall be erected in such a way as to obstruct direct access to any fire hydrants, catch basins, fire alarm boxes, letter boxes or to obstruct light from street lamps.

14. CLIMATIC DATA

- (1) Climatic data for the design of buildings in the Regional District is:

- (2) Design Temperature

January 2 1/2%	-5C
January 1%	-7C
July 2 1/2%	
Dry	31C
Wet	18C

Degree - Days Below 18C - 3, 152

- (3) Maximum Rainfall

15 minutes	10mm
One Day	140mm

Maximum Snowload
on the Ground 2.7 kPa

Annual Total Precipitation 1 987mm

- (4) Hourly Wind Pressure

Probability 1/10	0.47 kPa
Probability 1/30	0.58 kPa
Probability 1/100	0.70 kPa

- (5) Seismic Data

Za	5
Zv	5

Zonal Velocity Ratio 0.30

15. ESSENTIAL SERVICES

No permit for the construction of any residential, commercial or industrial building shall be issued unless the following essential services are provided for:

Highway Access

- (1) Practical and legal public road access to the property to allow access by emergency vehicles at all times, unless a property is accessible only by water.

Water Main

- (2) A public water service or other source of supply of water approved by the Medical Health Officer is available for the building or structure unless water is not required for the particular use of a building or structure.

Sewer

- (3) A public sewer or other approved method of sewage disposal unless water and sewage disposal is not required for the particular use of a building or structure.

Storm Drain

- (4) An approved method of storm drainage has been installed to service the building or structure.

Access to Driveway

- (5) A driveway of sufficient strength, grade and width for access from a public road described in Section 15 (1) to all buildings on the property, unless a property is accessible only by water.

16. BUILDING MOVES

- (1) No person shall move or cause to be moved any building into the Regional District or from one parcel to another in the Regional District without first obtaining a building permit.
- (2) The following conditions apply to the issuance of a Building Permit under this Section if the building to be moved is residential:

- (a) the building shall either meet the requirement of the Building Code prior to its move or be rehabilitated to Building Code requirements within six (6) months from the issuance of the Permit to move.
- (3) The following conditions apply to all building in respect of which an application to move has been made:
 - (a) the floor area of the building to be moved shall be equal to or greater than the minimum floor area requirements for the parcel to which it is to be moved and, when located on that parcel, the building shall comply with all clearances and siting requirements applicable to that parcel; and
 - (b) the application for a building permit shall be accompanied by detailed plans and specifications of the proposed relocation and rehabilitation of the building and by an irrevocable letter of credit or a certified cheque in the amount of TWO THOUSAND (\$2,000.00) DOLLARS payable to the Regional District.

The letter of credit may be drawn upon by the Regional District in an amount sufficient to complete the work specified in the plans submitted if the work is not completed in its entirety within twelve (12) months from the date of issuance of the Permit to move, and the deposit or the balance thereof (if any) remaining in the hands of the Regional District shall be returned to the depositor after an Occupancy Permit in respect of the work has been issued.

17. POOLS

- (1) No person shall construct or set up any pool without first obtaining a building permit.
- (2) An application for a permit to construct or set up all swimming pools shall include;
 - (a) Plans and specifications for the pool including all water supply piping and waste water system and outfall.
 - (b) Details for the fence or enclosure around the pool
 - (c) A site drawing showing the location of the pool in relationship to

property lines and all other buildings (wells and septic systems where applicable)

- (3) The following conditions apply to all pools, existing or proposed.
- (a) All swimming pools shall be fully enclosed by a fence or building or a combination of both. This enclosure shall be a minimum of 6 feet high with the base being within 4 inches of finished grade.
 - (b) All openings through the enclosure will be fitted with gates or doors, complete with self closing and self latching hardware. The latching hardware shall be located a minimum of 4 ft. 9 inches above grade if on the outside or 3 ft 3 inches if located on the pool side.
 - (c) All other openings shall be sized to prevent a spherical object of 4" in diameter passing through.
 - (d) There shall be no horizontal members on the outside of the enclosure to facilitate climbing.
 - (e) The enclosure shall be designed and built to prevent a child from going under, over or through it.
 - (f) A pool shall not be filled or allowed to contain water until the fence or enclosure has been inspected and approved by the Building Inspector.
 - (g) The location of a pool shall meet the requirements and provisions of the Zoning Bylaw of the Regional District of Alberni-Clayoquot.
 - (h) No swimming pool shall be located less than 10 ft. from any rear lot line.
 - (i) No in ground pool shall be located less than 10 ft. from any basement.
 - (j) For the purpose of this section "Swimming Pool" shall include any pool constructed or set up to be used or intended to be used for swimming, bathing or wading, which is over 24 inches in depth.

18. RETAINING WALLS

- (1) A retaining wall shall be designed to resist the pressure of the retained material, including both dead and live load surcharges to which it may be subjected to ensure stability against overturning, sliding, excessive foundation pressure, and water uplift. Unless a drainage system is provided which will effectively drain the backfill under all conditions, the wall shall be designed to resist a hydrostatic pressure due to a head of water equal to the height of the backfill.

19. PENALTIES

- (1) A person who:
 - (a) violates a provision of the Building Code or this Bylaw;
 - (b) causes, suffers or permits an act, or thing, to be done in contravention or in violation of the Building Code or this Bylaw;
 - (c) neglects or refrains from doing anything required to be done by the Building Code or this Bylaw;
 - (d) carries out or suffers, causes or permits to be carried out any construction in a manner prohibited by or contrary to the Building Code or this Bylaw; or
 - (e) fails to comply with an order, direction or notice given under the Building Code or this Bylaw;

commits an offence and is liable on conviction to a fine and penalty not exceeding TWO THOUSAND (\$2,000.00) DOLLARS.

- (2) For each day that a violation of the provisions of this Bylaw is permitted to exist, it shall constitute a separate offence.
- (3) If any Construction for which a Building Permit is required under this Bylaw is commenced before a Building Permit is issued, the Building Permit fees payable prior to issuance of a Building Permit in accordance with Section 5(1)(c) of this Bylaw will be doubled.

20. SEVERABILITY

If any provision of this by-law is held by a court to be void, voidable or unenforceable, such provision may be severed, and the remaining provisions shall continue in effect.

21. ENACTMENT

This Bylaw shall come into full force and effect upon its adoption. Any complete applications for a Permit that have been received by the Regional District prior to the adoption of this Bylaw, but for which the Permits have not been issued, will expire sixty (60) days from the date of adoption of this Bylaw.

22. REPEAL BYLAWS

Building Bylaw PS1005, PS1005-1, PS1005-2, PS1005-3, PS1005-4 and PS1005-5 are hereby repealed.

READ A FIRST TIME THIS 28th DAY OF APRIL , 2021.

READ A SECOND TIME THIS 28th DAY OF APRIL , 2021.

READ A THIRD TIME THIS DAY OF , 2021.

ADOPTED THIS DAY OF , 2021.

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE "A"

A-1 PERMIT APPLICATION FEE

Upon application for a Permit, a non-refundable application fee shall be paid to the Regional District as follows:

1.1	For any Building Permit.	\$100.00
1.2	For a solid fuel burning permit	\$100.00*

The application fee may be credited toward the final Permit fees calculated in accordance with Schedule A-2.

A-2 PERMIT FEES AND CHARGES

Permit fees and charges shall be paid to the Regional District at issuance of the Permit and shall be calculated on the total Value of the Work as follows:

2.1	For the first \$2,000.00 or fraction thereof	\$100.00
2.2	For each additional \$1,000.00 or fraction thereof up to \$499,999.99	\$7.00
2.3	For each additional \$1,000.00 or fraction thereof exceeding \$500,000.00	\$6.00
2.4	For a Demolition Permit	\$30.00
2.5	For a solid fuel burning permit	\$100.00*
2.6	For provisional Occupancy Permits under Section 11(3)(b) of this Bylaw	\$500.00
2.7	For Occupancy Permits under Section 11(3)(c)	\$nil
2.7	For all other Permits	\$100.00*

Any changes to the application documentation or drawings will incur additional fees and charges in accordance with Schedule A-3.

Where the Building Inspector relies on certification by a professional Engineer or Architect that the plans submitted with the application for the Permit comply with the Building Code or other applicable enactment, the fees and charges payable under this section shall be reduced by 2.5% to a maximum reduction of \$500.00 to the building permit fee for any one property.

Where the Building Permit is being issued for Construction commenced before the Regional District issued a Building Permit, the Building Permit fees payable will be double the amount prescribed in the A-2 above.

A-3 ADDITIONAL FEES AND CHARGES

3.1	For Permit applications where the plan review requires more than two (2) iterations of the drawings or supporting documents to be resubmitted	\$150.00
3.2	For review of changes to Building plans or related documents due to change in design after the Building Permit is issued	\$250.00
3.3	For change in ownership for an open Permit file	\$100.00
3.4	For each additional inspection in excess of the nine (9) inspections included in the fees paid under Schedule A-2	\$50.00
3.5	Land Title Office (LTO) Legal Notation/Covenant Registration or Discharge	All fees and disbursements incurred by the Regional District for the preparation of these documents plus a 15% administration charge
3.6	Return payment fee (NSF fee)	\$25.00

A-4 SECURITY DEPOSIT

4.1	For Permits where the Value of the Work is \$500,000.00 or more	\$3,500.00
4.2	For all other Permits	\$1,000.00
4.3	For provisional Occupancy Permits under Section 11(3)(b) of this Bylaw	150% of the Value of Work outstanding

Note: The fees and charges in this schedule do not include applicable taxes except for those fees marked with an asterisk (*).



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: May 26, 2021
Subject: Alberni Inlet Trail Correspondence

Recommendation:

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.

Desired Outcome:

Investigation for the potential of expansion for the Alberni Inlet Trail Regional Park.

Summary:

Presently the ACRD holds a licence for Phases 1 and 2 of the Alberni Inlet Trail with Mosaic Forest Management. Phase 2 ends at the Franklin River where there is a historical bridge which has collapsed. Volunteers from the community have, through their own initiative, constructed phase 3 from Franklin River to Headquarters Bay. The steps required to expand the Alberni Inlet Trail would be to;

- Obtain an arrangement design and class D cost estimate of Franklin Bridge,
- Ensure Phase 3 meets the minimum trail standard required for a ACRD trail,
- Develop an operations and maintenance plan with costing for maintenance, capital upgrades and asset renewal/replacements,
- Present to the Board the full cost implications to add phase 3 to the regional parks service,
- obtain a licence for Phase 3 with Mosaic and the Ministry of Forests, Lands, Natural Resources operations and Rural Development,
- Expand regional parks service to include phase 3 of the Alberni Inlet Trail,
- Obtain funding for the capital improvements through fundraising, grants, and/or taxation, and
- Construct a pedestrian crossing at Franklin River and complete any other capital improvements required.

In May of 2021 the ACRD received the attached letters from various community groups and members in support of both Franklin Bridge and Phase 3 of the Alberni Inlet Trail. Although there may be other capital improvements required for phase 3, the major cost related to phase 3 is the construction of the Franklin River bridge and the cost for this project is currently unknown. The completion of an arrangement design and project cost would be the first step required in order to make an informed decision on expanding the regional parks service to include this section of the Alberni inlet trail.

Time Requirements – Staff & Elected Officials:

There will be staff time required to obtain an arrangement design and class D cost estimate of the Franklin Bridge, as well as liaise with Mosaic and the province to discuss the potential of obtaining a license for Stage 3.

Financial:

To obtain an arrangement design requiring a survey, geotechnical investigation and associated project costing from an engineer for the Franklin river crossing would require an estimated \$18,000. This was not budgeted for in the 2021 Financial Plan. This could be an appropriate project for use of the additional COVID-19 Restart Funding as additional park and trail usage has been a direct impact from COVID.

Once the project cost is ascertained, grant funding or community fundraising could be sought. However, if the bridge is constructed, the annual costs for maintenance and contribution for replacement will need to be added to the regional parks budget and would have tax implications for the region. The impact on taxation would also be determined once the project cost is established.

Strategic Plan Implications:

This supports the strategy of reviewing service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery. (1.5)

Options

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to obtain an arrangement design and class D cost estimate for the construction of Franklin Bridge and approve the allocation of the COVID Restart Funding to complete this project.

If the Board chose to pass the above resolution, staff would receive the donations from the Alberni Valley Outdoor Club (\$2,000), T. Lyman(\$2,000), previous donated funds of \$8,500 and fund the remaining cost of the project from the COVID Restart grant.

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

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

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

May 1, 2010

To the Chair and Directors of the ACRD

On behalf of the members of the Alberni Valley Outdoor Club, I would like to comment on the list of priorities for capital projects in the parks department. We are glad that the importance of parks and trails is being recognized. The stresses of the past year have meant that many more people have been using them everywhere.

The recent edition of the Valley Vibe has an article on the Vancouver Island Trail which traverses the length of the Island, and passes through Electoral Areas A, F, B, and D. This trail is beginning to get international attention with blog posts from increasing numbers of through-hikers. The Inlet Trail section, with its mix of ocean views, beach access, rock cuts, and old trestles, is already very popular with day hikers, both local people and others from the east side of the Island.

However, the collapse of the Franklin River bridge has meant that there is now no easy way to get from Stage 2 to Stage 3. We need to have an engineering study done to determine the best design for a new crossing, so that grants can be applied for to fund its construction.

The AVOC has been involved with the Inlet Trail since its inception. Members use it often for day trips, and, along with others, participate in its maintenance. We feel it is essential to restore the connection between the sections of the Inlet Trail. We are a small club but we are willing to contribute up to \$2000 towards an engineering study for this project.

The ACRD already has available more than \$8500 that was set aside for the completion of Stages 1 and 2. The Vancouver Island Trail Association is prepared to contribute, as is the Vancouver Island section of the Alpine Club of Canada. The trail, while not yet widely known outside the hiking community, is a unique asset that has the potential to benefit many areas of the ACRD. We would be happy to assist locally with publicity to let other organizations know more about this opportunity.

We urge the ACRD to initiate the process for an engineering study so that this key link in the Inlet Trail (as well as the Vancouver Island Trail which links us from Victoria to Cape Scott) can be completed and made accessible to the world.

If you would like further information please contact me at [lmoney@shaw.c](mailto:lmoney@shaw.ca) or Tel: 250-724-4174

Respectfully,

Laurie Michael Money
Chair Person : Alberni Valley Outdoor Club

From: [Lyman Jardin](#)
To: [Mike Irg](#)
Cc: [Sharie Minions](#); [Penny Cote](#); [rwilliams](#); [John Jack](#); [Kel Roberts](#); [Michael McGregor](#); [Alex Dyer](#); [Douglas Holmes](#)
Subject: Franklin River Crossing
Date: May 6, 2021 2:36:08 PM

May 5, 2021

Mr. Irg, ACRD personnel, and Directors:

Once again Mr. Irg, I write seeking support for a Franklin River crossing, needed to facilitate maximum usage of the Alberni Inlet Trail.

In letters (emails) to ACRD personnel dated Sept. 9, and 15, 2018, Aug. 8, 2019, and most recently Oct. 26, 2020 I have sought your support in moving this need forward. Currently, with Josie Osborne, a former ACRD director, as our MLA and Minister of Municipal Affairs, I believe the ACRD is currently in a position of advantage, to get provincial support for this project. Is this not "prime time", then, to seek such assistance?

The potential of this "ACRD promoted" trail system is huge. It is already getting considerable usage. I recently met a person from P.E.I. on the Mount Hankin Lookout. Previous letters have referenced others that I have met on the trail from out of province or out of country.

The trail has been built and maintained over the years by volunteers, many being members of the AVOC. Recognition of all this work done by volunteers, by serious ACRD consultation with Mosaic, the city and the province, to move this project forward, would resonate with the hiking community.

Be I just one voice in the wilderness? I certainly am never alone during my many hikes on the first 2 stages of the trail. But I have yet to hike Stage 3 for one obvious reason: the lack of reasonable access from Stage 2 to Stage 3-a Franklin River crossing.

I believe the AVOC (Alberni Valley Outdoor Club) is showing their support to move this project forward, with a monetary commitment. I personally will match this amount (\$2000), payable to ACRD at the time a connecting Franklin River Crossing is in place and open to hiker usage. Making this happen is in your hands.

Regards,

T. Lyman Jardin

3449 Blue Sky Place
Victoria
V9C 3N5
6 May 2021

Michael McGregor
Lands and Resources Coordinator
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC

John Jack
Chairperson
Huu-ay-aht First Nation

Dear Michael and John

I am writing on behalf of the Vancouver Island section of the Alpine Club of Canada (ACC-VI). With approximately 700 members across the Island, our group enjoys a wide range of back-country exploration. We have taken a keen interest in the development of the Alberni Inlet trail, and congratulate you on the work done in making this accessible to the public. The fact that the Inlet trail is part of the Vancouver Island Trail brings extra significance to its status.

I am writing to add the support of ACC-VI for a construction issue on this trail that we believe need urgent attention. The bridge crossing the Franklin River is no longer usable, and as such presents a real obstacle and potential danger to wide-spread use of the trail. This crossing is the link to Stage 3 which connects Runners' Trail at Headquarters Bay east towards Lake Cowichan. We understand that the river crossing needs assessment and an engineered solution, and that funds need to be directed for these costs. We are hoping that ACRD will see the value of completing this section of the Inlet Trail in order to link Stage 3 and complete this southern portion of the Vancouver Island Trail.

ACC-VI will be very interested to see what the next steps might be in reaching a solution. Many thanks for your attention to this matter.

Sincerely

Catrin

Catrin Brown
ACC-VI chair

cc Barb Baker ACC-VI Access and Environment coordinator

From: [Stephen Stirling](#)
To: [Michael McGregor](#)
Subject: Trails and volunteers
Date: May 6, 2021 12:03:39 PM

I have been advised that you will be preparing a report for the ACRD board of directors on parks and levels of service. I hope that my input set out below will be of assistance to you.

I am a long time Alberni resident and I have been a volunteer trail worker with both the Alberni Trail Crew and the Vancouver Island Trail Crew for several years. Our crews have done trail work on the Tuck Lake/Nadira section, the Runners Trail, all three sections of the Alberni Inlet Trail, the Log Train trail and the Beaufort Crest route all of which form part of the Vancouver Island trail. I have noticed the dramatic increase in hiking, particularly hiking by women, in recent years and most particularly in this covid year. Sites that get a lot of social media comment such as Century Sam Lake and the Sooke Hills are getting overcrowded but there is lots of room to spread out on the Vancouver Island Trail even though it too is getting a lot of social media commentary. I expect the growth of hiking to continue post covid as it is a somewhat addictive sport. Recently, I met a group of students on stage 2 of the Inlet Trail from the ROAM outdoor education program in Qualicum. Apparently, the program takes up to 24 students each year to walk all three stages of the Inlet Trail as well as the Nootka Island Trail.

The Beaufort Crest route of the Vancouver Island Trail between Port Alberni and Cumberland is almost completed and will be finished shortly after the snow goes. When it is finished, Port Alberni will be in the center of two attractive sections of the Vancouver Island Trail and will be the largest community for rest and re-supply on the entire route. The route between Victoria and Cumberland will be free of major obstacles with one exception, the Franklin River crossing. It is true that the Franklin River can be waded in the summer, but apart from that, the trail between Victoria and Port Alberni is suitable for hiking every month of the year. There is a road route that goes up the north side of the Franklin River and along Bamfield Main and then back to the south bank of the river along Hawthorn Main but it takes over 20 additional kilometers to get from one side of the river to the other, a distance of less than 100 meters. In addition, walking along the Franklin River road and Bamfield Main is not merely unpleasant but often dusty and hazardous due to heavy industrial traffic so a bridge or cable car crossing of the Franklin River is essential. A crossing by bridge or cable car would be a tourist attraction by itself because the crossing point is located at a particularly beautiful pool.

Stage 3 of the Inlet Trail is used much less than stage 1 or 2 for three reasons. Firstly, the failure to give it the official status that stage 1 and 2 have leads people to believe that it is not finished when, in fact, there has been a completed trail along it for several years. Secondly, hikers are put off by the fear that they may arrive at the Franklin River at a time when it is uncrossable. Thirdly, many people are reluctant to take their vehicles on rough gravel roads. There is good road access at the south end of stage 3 (Headquarters Bay) but the northern road access (Hawthorn Main) is getting quite rough and is not likely to be improved unless Western Forest Products returns to log in that area. A crossing of the Franklin would eliminate any need for people to drive on Hawthorn Main and if Bamfield Main is chip sealed, as promised, objections to driving on gravel will disappear.

In the recent past Cumberland was a depressed and declining community. Now it is a bustling and prosperous community and the mountain bike capital of Vancouver Island with boutique eateries, brew pubs and bed and breakfast accommodation. The transformation occurred because an extensive network of mountain bike trails was built by volunteers and reportedly has had 150,000 users in recent years. The Inlet trail is diligently maintained by volunteers, but a bridge over the Franklin is beyond their capabilities.

Stephen Stirling

From: pamrotindle@telus.net
To: [Administration Shared](#)
Cc: [Michael McGregor](#)
Subject: Franklin River Bridge
Date: May 17, 2021 8:19:17 PM

Attention: Chair & Board of Directors, ACRD

c.c. Michael McGregor, Lands & Resources Coordinator

Regarding a list of priorities of parks and trails currently being compiled, Judy Carlson, Director AVOC, has contacted me requesting support to include a bridge over the Franklin River, Stage 3, Alberni Inlet Trail.

I am the leader for a PGOSA hiking group from the Parksville/Qualicum area. In 2013 my group started exploring the route from the Franklin River to Headquarters Bay. We have seen the hard work and improvements carried out by the Port Alberni Outdoor Club in conjunction with VISTA. The condemned bridge finally collapsed so to access this section we now have to drive to Headquarters Bay. A bridge is needed to keep the continuity of VISTA and this wonderful route along the Alberni Inlet. A large parking area has been developed at the end of Stage 2 Alberni Inlet Trail. From this point a route has been developed down to the Franklin River.

This beautiful trail is a unique asset, allowing people from across the island and indeed further afield to step back in time along this historic route, the Trail of Trestles. I do hope you will consider a new bridge a priority for the trails of this region.

Yours sincerely,

Pamela Tindle, PGOSA Hiking Leader



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: May 26, 2021
Subject: Maplehurst Park Expansion

Recommendation:

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.

Desired Outcome:

To develop a comprehensive management plan that identifies the capital and operating costs for the current use at Maplehurst Park. This will allow the Board to make an informed decision on a governance and funding model for the park and potential addition of trails and parking area.

Background:

The ACRD holds a Sponsored Crown Grant for Maplehurst park which is accessed off Willow Road. In recent years, community members have expanded the trail network within the park and surrounding provincial Crown Lands. These trails have become increasingly popular for residents within the Alberni Valley resulting in needed infrastructure improvements including but not limited to parking facilities.

A location off Kitsuksis Road has been identified as a preferable place for a parking lot to service Maplehurst Park. To connect the parking lot with Maplehurst Park the ACRD would also require a licence of occupation for existing trails within provincial Crown Lands. See the attached air photo. As part of the development of a park management plan, staff will begin discussions with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNROD) on gaining a licence of occupation for the potential parking lot at Kitsuksis Road and the addition of existing crown land trails connecting to Maplehurst Park. This will require that an application be submitted and would eventually require Board support to approve entering into a license of occupation.

As Maplehurst Park is gaining in popularity, its current use does not meet the current ACRD Level of Service. For the ACRD to better manage and guide vision and direction of development for this park, staff recommend that a management plan be created. A management plan would review the history of the park including how the historical use has evolved over time. It provides a snapshot of the current park infrastructure and compares the intended use against the observed current use, how the park is managed and potential management issues. It then engages in public and stakeholder consultation and prepares a summary of future management options, actions, and associated costs.

Time Requirements – Staff & Elected Officials:

There will be staff time required to engage a consultant in the development of a management plan, and develop and submit a license of occupation application to FLNROD.

Financial:

To develop a Maplehurst Park Management Plan would require an estimated \$20,000. This was not budgeted for in the 2021 Financial Plan. This would be an appropriate project for use of the additional COVID-19 Restart Funding as additional park and trail usage has been a direct impact from COVID and this would support a rural focused use for this funding. There is currently \$166,000 in unallocated funding so if the Board commits to this project then \$146,000 would remain.

Strategic Plan Implications:

This supports the strategy of reviewing service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery. This recommendation has a direct link to strategic initiative 1.5 Parks & Trails Service Levels and 5.3 Governance/Service Reviews.

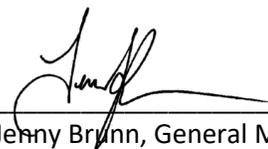
Policy or Legislation:

Maplehurst Park resides within Cherry Creek Electoral Area and is funded by residents of this electoral area. The proposed parking access and a portion of Crown Land trails reside within the Beaver Creek Electoral Area. There is also some connected Crown Land trails that reside within the Beaufort Electoral Area. The Cherry Creek Community Park service which was established under bylaw A1081 and is the funding mechanism for operations and management of this park. The governance of this park could continue with the status quo, having only cherry creek properties fund the service, or could be transferred to the Regional Park Service where all properties in the regional district fund this park. A third option would be to establish a new service that includes Beaver Creek, Cherry Creek and Beaufort electoral areas to fund this park. This third option would require a referendum or Alternate Approval Process.

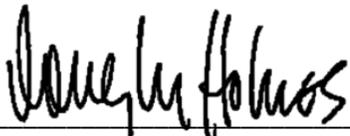
The Maplehurst Park Management Plan will provide long-term maintenance and operation costs, along with Capital Improvement options and costing. This information will be important for the Board in order to know what the tax implications of the 3 governance options would be.



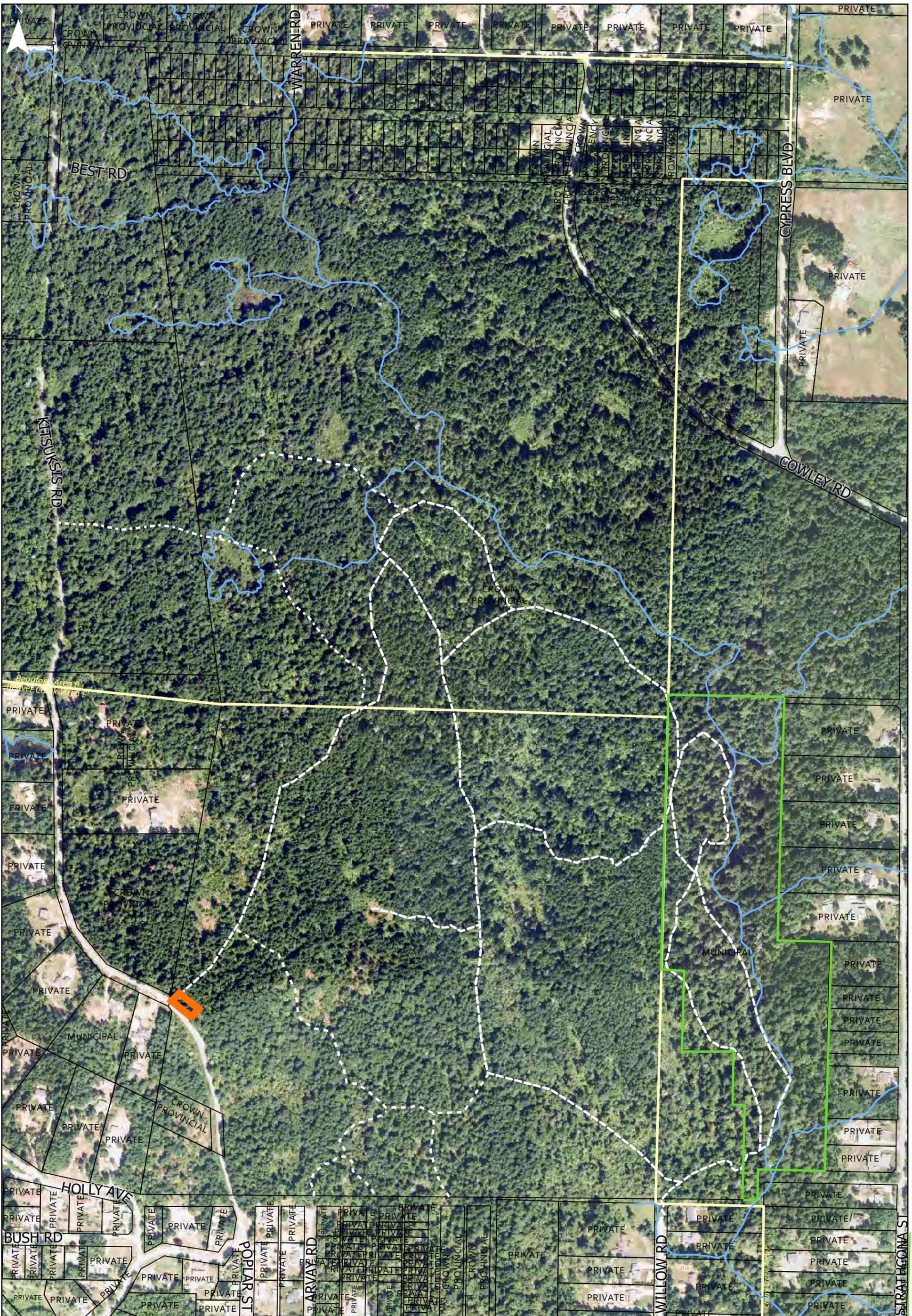
Submitted by: Michael McGregor, Lands and Resources Coordinator



Reviewed by: Jenny Bruhn, General Manager of Community Services



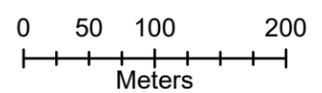
Approved by: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



Maplehurst Park & Trails

Ortho 2012 30cm
Prepared 03 May 2021, ACRD

-  Proposed parking Area
-  Maplehurst Park Boundary
-  Electoral Area Boundary



Scale: 1:5,500



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: May 26, 2021

ACRD FILE NO.: RE21002

APPLICANTS: Elton Muma

LEGAL

DESCRIPTION: LOT A, DISTRICT LOT 162, ALBERNI DISTRICT, PLAN 28232

LOCATION: 6640 Beaver Creek Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owner is applying to rezone the 0.67 hectare (1.67 acre) property from the current zoning of Small Holdings (A1) District to Acreage Residential (RA3) District in order to accommodate subdivision to a 0.6 acre minimum lot size. The applicant intends to subdivide the property into two parcels: a +/- 0.8 acre vacant parcel and the remainder (0.9 acre) with the existing house and improvements in the east side of the property adjacent to Beaver Creek Road.

Recommendations:

- THAT Bylaw P1425 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;
- 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;
- THAT the Board of Directors confirm that adoption of Bylaw P1425 is subject to:
 - a. 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;
 - b. Meeting technical referral agency requirements.

Advisory Planning Commission Recommendation: The Beaver Creek APC considered this application at their May 17, 2021 meeting where a motion was passed to concur with the staff recommendation and support the application.

RE21002

Observations:

i) **Status of Property:** The property is mostly level with the improvements located on the east portion of the property adjacent to the intersection of Beaver Creek Road and Grigg Road, including an existing residence and detached shop. The remainder of the property is buffered by trees and partially cleared surrounding the improvements. The property is bordered by Beaver Creek Road to the east and Grigg Road to the north and is surrounded by rural residential and agricultural properties.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the applicants will be required to engage a Registered On-site Wastewater Practitioner to assess the capability of the land to accommodate on-site sewage disposal to a 0.6 acre density. Confirmation will be required prior to the public hearing.
- b. **Water Supply:** Beaver Creek Community Water. If the rezoning is successful and the property owner proceeds with subdivision, the applicant will need to satisfy the requirements of Beaver Creek Water System (BCWS) Development Cost Charge Bylaw F1133, including a development cost charge of \$5,023, and any BCWS water connection requirements.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** The existing residence is accessed from Grigg Road. The proposed new lot would also be accessed from Grigg Road, further to the west. The final lot layout and orientation of the access driveway would be determined at the subdivision stage.

iii) **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve. There is ALR land to the south west of the property.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as “Residential Use”. The objective of this land use designation is to provide a range of housing options within the plan area. The Residential Use designation supports a 0.24 hectare (0.6 acre) minimum lot size for lots serviced by community/communal water or sewer. The lots would be connected to the BCWS. The east corner of the property is bisected by Plested Creek. The Beaver Creek OCP designates a 15 metre Development Permit Area I – Riparian Areas Protection surrounding the creek. As this development permit area appears to intersect with the property, a development permit may be required as part of any future subdivision application.
The zoning amendment complies with the policies and objectives of the Beaver Creek OCP. A development permit application to satisfy the requirements of DPA I – Riparian Areas Protection may be required at the time of subdivision.

RE21002

- c. **Zoning:** The property is zoned Small Holdings (A1) District. The property owner is applying to rezone to Acreage Residential (RA3) District to facilitate a proposed 2 lot subdivision.

	A1 District (existing)	RA3 District (proposed)
Minimum Lot Area:	2 acres	0.6 acres
Minimum Lot Width:	165 ft.	98.4 ft.
Lot Coverage:	-	15%
Minimum Setbacks		
Front:	25 ft.	49.2 ft.
Rear:	30 ft.	32.8 ft.
Side:	5 ft.	16.4 ft.

The property is currently non-conforming to the A1 district as the lot size is 1.67 acre. Rezoning the property to RA3 would bring the lot into conformity with the Zoning Bylaw and facilitate subdivision to a minimum 0.6 acre density to allow for a two lot subdivision of the property.

The RA3 District zoning requires a maximum combined lot coverage of 15% for all structures located on a property. There is an existing house and accessory building located on this property. The future subdivision design will need to consider floor areas of existing buildings to ensure that the proposed lot with the existing improvements will meet the lot coverage requirements of the RA3 District.

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

Comments: The rezoning is the first step in the applicant's proposal to subdivide the property into 2 lots. If the rezoning application proceeds, the following items would need to be addressed at the subdivision application process:

- Development Permit application to address any impact to the Plested Creek tributary, which is adjacent to the east corner of the property.
- Development Cost Charge payment of \$5,023 for the new lot created, to satisfy the requirements of ACRD Bylaw F1133 and confirmation that the new lot can be serviced by the Beaver Creek Water System.

Planning staff are generally supportive of proceeding with the public hearing process for the application as it complies with the policies and objectives of the Beaver Creek OCP and provides an opportunity for infill development that is in keeping with the character of the surrounding area. Planning staff recommend that confirmation of on-site sewage disposal capability to a 0.6 acre minimum density be required as a condition of rezoning approval.

RE21002

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

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

RE21002

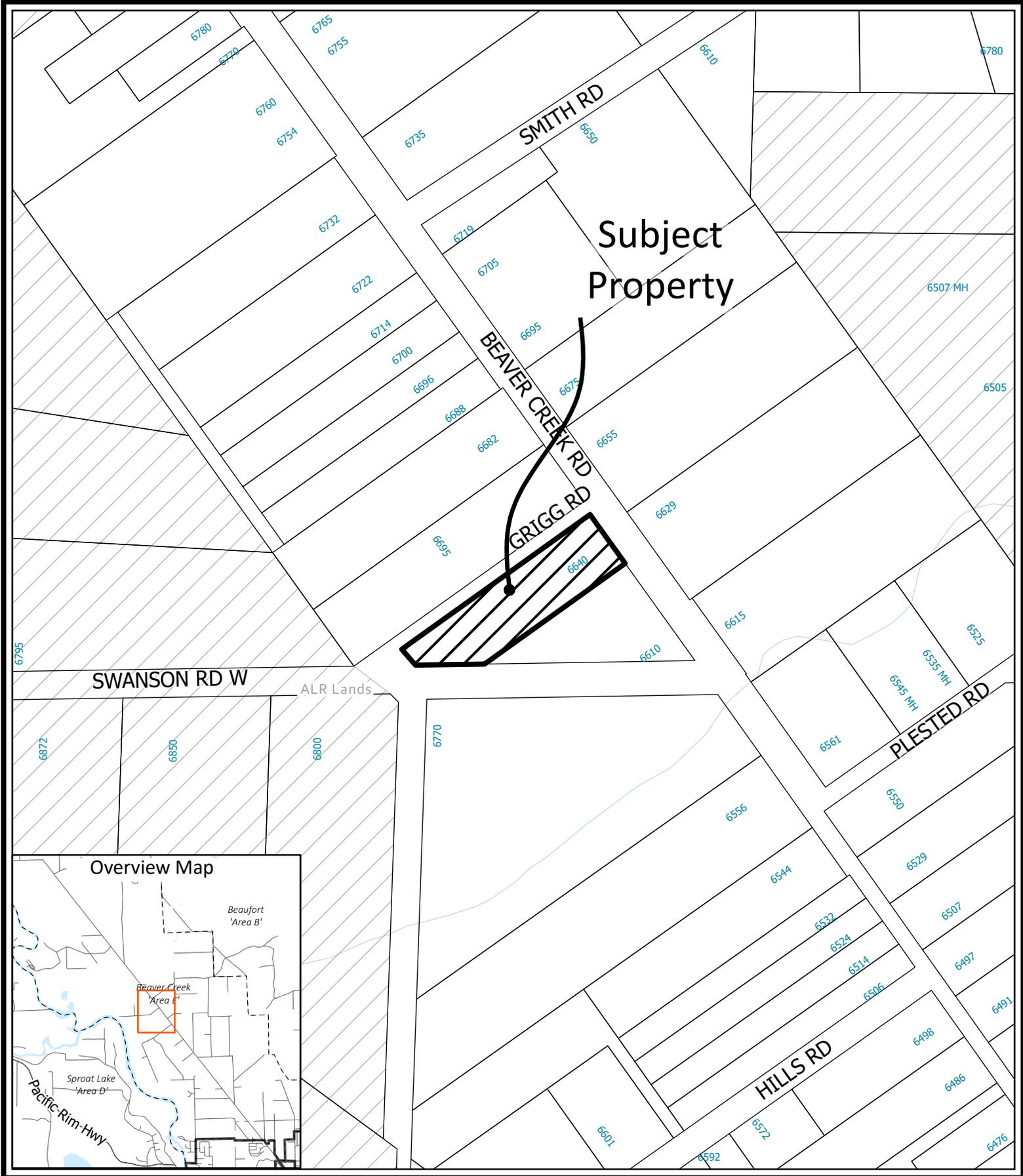
Notes: Application Addendum Rezoning:

Rezone "A1" to "RA3" to facilitate 2 lot subdivision:

- Lot as it sits is legally non-conforming with "A1" zoning (size and width):
- Change to "RA3" conforms to/with OCP designation presently in place:
- Such potential rezone and S/D is compatible with neighborhood spatially:
- B/L's seem to indicate SE corner of property is "tagged" with riparian area D.P by virtue of a road culvert (under Beaver Creek)

However:

- i) On lot vegetation is negligible;
 - ii) There are no fish in that trib of Plested
 - iii) That area abuts the main residence septic field which, obviously, can't have major vegetation;
- The position and siting of main shop (with setbacks) pretty much determines S/D lines:
 - Discrepancy seems to exist pertaining to Swanson Road closure on RDAC mapping and the actual lot configuration:
 - Septic approval can be obtained, confirmation will happen as process goes on:
 - All services to proposed new lot easily and cheaply provided with no/little public funds or utility upgrades required.
 - A straight ½ and ½ split is not feasible, totally due to position/location of main workshop/stable accessory buildings: (extension of previous accessory buildings on site)
 - N.B. Dedication on Swanson partially gazetted closed Sept 74:
 - Rear lot line position for new "parent" parcel to be determined accurately in due course.



Subject
Property

SWANSON RD W

ALR Lands

Overview Map

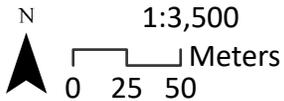
Beaufort
'Area B'

Beaver Creek
'Area C'

Sproat Lake
'Area D'

Pacific Rim Hwy

Legal Description: LOT A, DISTRICT LOT 162, ALBERNI
DISTRICT, PLAN 28232

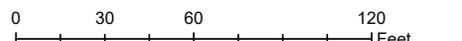
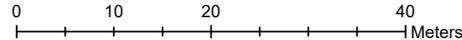




RE21002 – 6640 Beaver Creek Road

Prepare 13 May 2021, ACRD
Orthophoto 2012, TRIM

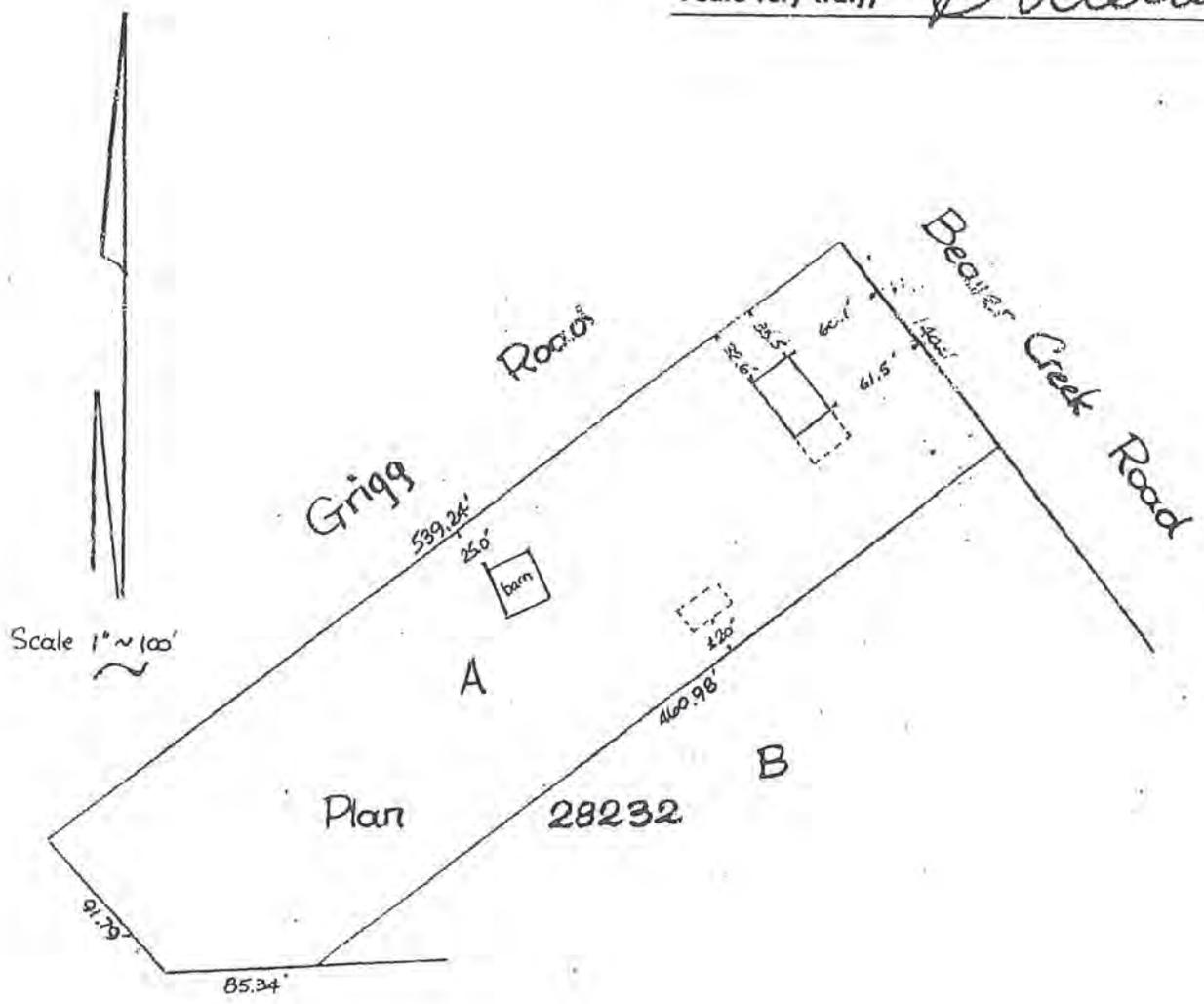
Scale: 1:500



The measurements shown on the sketch below are the shortest distances between the foundation of the building and the adjacent boundaries of the parcel. The sketch also shows the dimensions of the parcel and the street or streets on which it fronts.

Yours very truly,

B.C.L.S.



The most northerly corner of this parcel is at
 the most southerly intersection of Grigg Road and Beaver Creek Road.

NOTE: This certificate is issued for the protection of the mortgagee and does not constitute a definition of boundaries for other purposes.

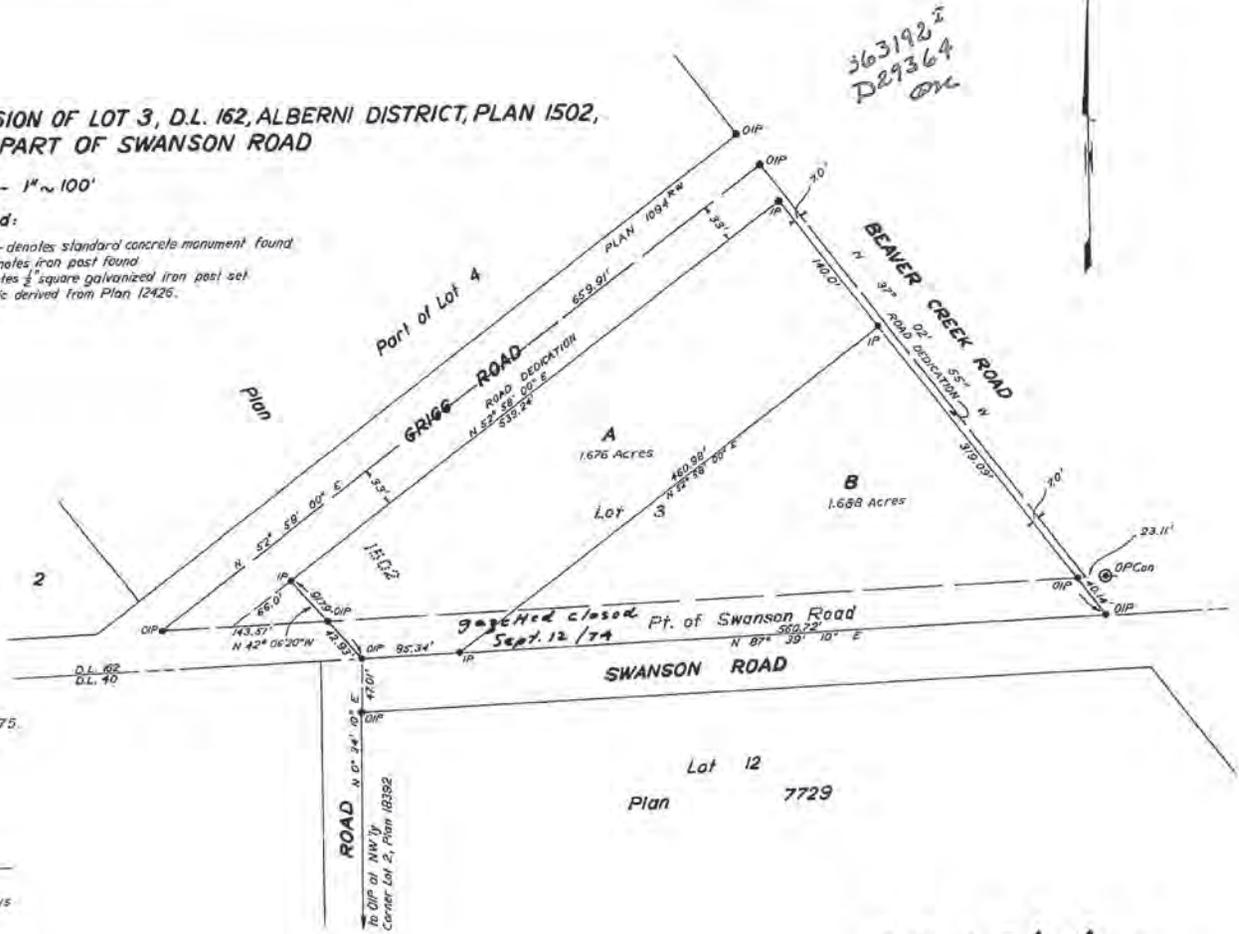
Plan No 28232

PLAN OF SUBDIVISION OF LOT 3, D.L. 162, ALBERNI DISTRICT, PLAN 1502, TOGETHER WITH PART OF SWANSON ROAD

Scale -- 1" = 100'

Legend:

- ⊙ OIP - denotes standard concrete monument found
 - OIP - denotes iron post found
 - IP - denotes 2" square galvanized iron post set
- Bearings astronomic derived from Plan 12425.



363192
D29364
OK

Deposited in the Land Registry Office at
Victoria, B.C. this 25th day of Feb 1974

[Signature]
Registrar

Reapproved under the Land Registry
Act this 11th day of February 1975.

M. G. Elton

Approving Officer
Provincial Department of Highways

This plan lies within the Alberni -
Clayoquot Regional District.

Approved under the Land Registry
Act this 10 day of Oct. 1974.

[Signature]

Approving Officer
Provincial Department of Highways.

I, David Michael Pollock, of the City of Port Alberni, British Columbia Land Surveyor, make oath and say that I was present at and did personally superintend the survey represented by this plan, and that the survey and plan are correct. The said survey was completed on the 24th day of April, 1974.

[Signature]
D.M. Pollock
B.C.L.S.

Sworn before me this 13th day of MAY 1974.

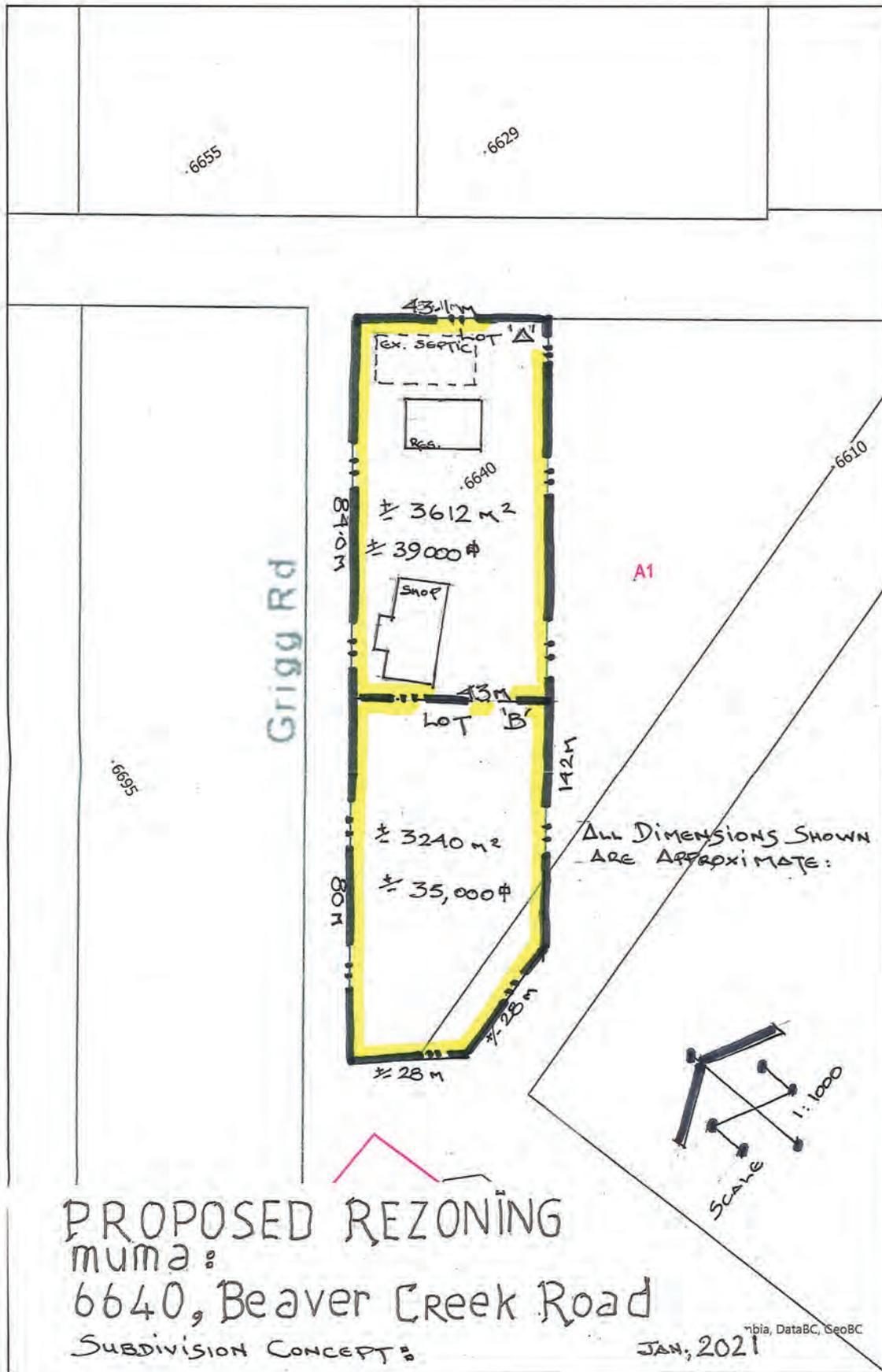
[Signature]

A Commissioner for taking affidavits within
the Province of British Columbia.

[Signature]
Ted S. Hilmo
owner

[Signature]
Land Surveyor

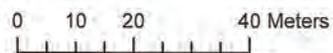
[Signature]
witness' address



6640 Beaver Creek Road



Scale: 1:1,000



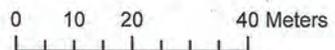


6640 Beaver Creek Road

2012 BC TRIM Ortho

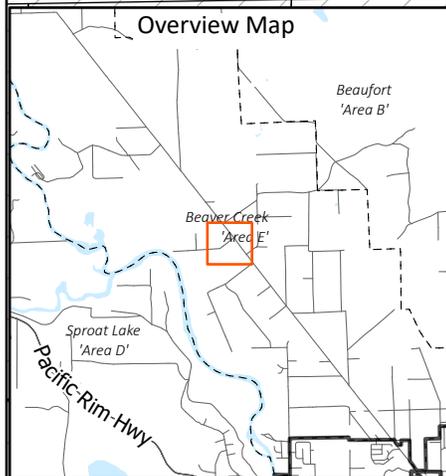
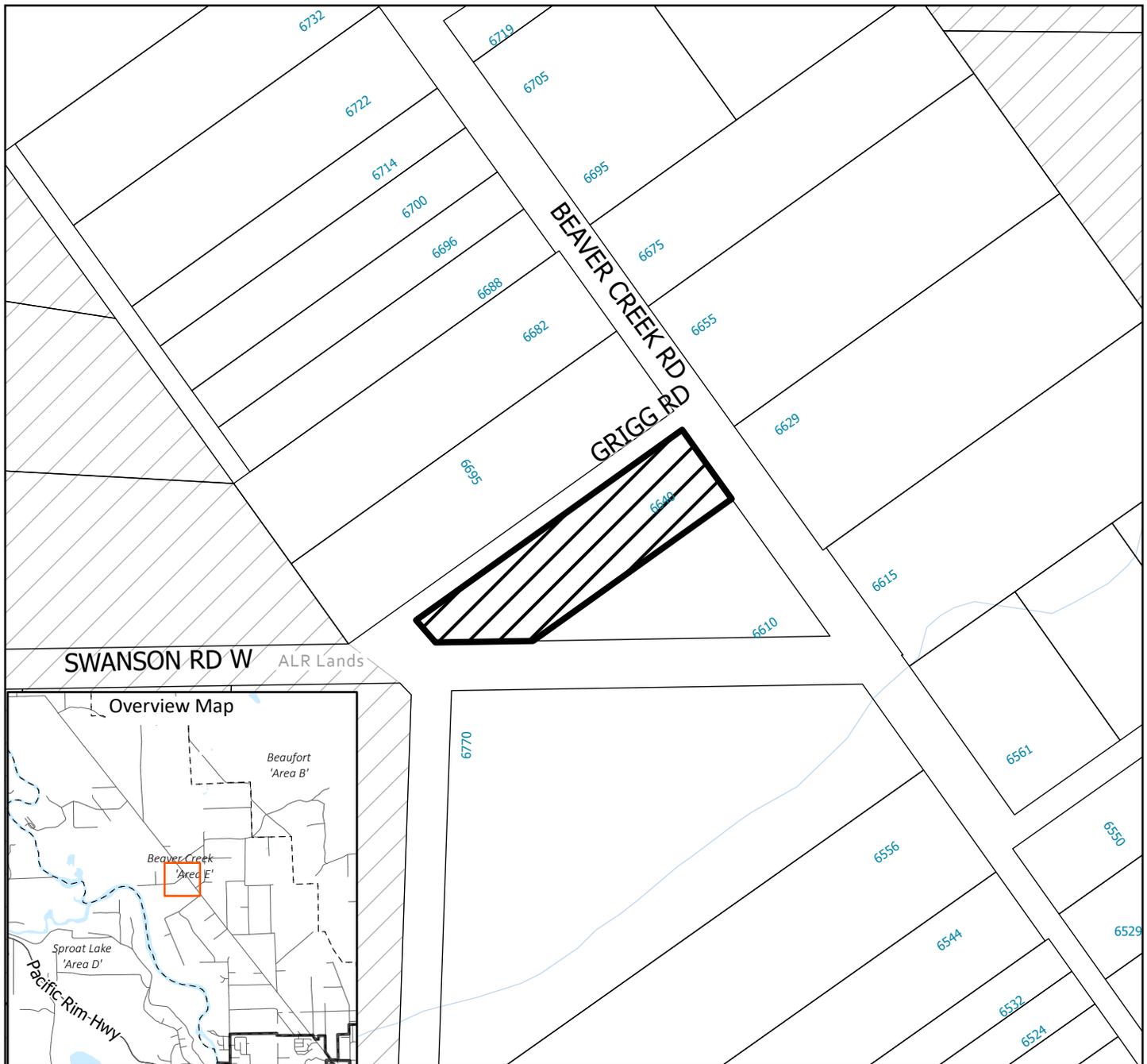


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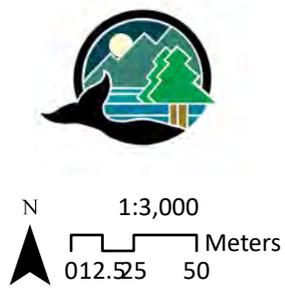
Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1425



P1425 Muma
Legal Description: LOT A, DISTRICT LOT 162, ALBERNI DISTRICT, PLAN 28232

 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

Rezoning Application

MEETING DATE: May 26, 2021

ACRD FILE NO.: RE21003

APPLICANTS: Rajbahadur Singh Brar & Gurdev Singh Brar (agent Fern Road Consulting Ltd.)

LEGAL

DESCRIPTION: DISTRICT LOT 24 ALBERNI DISTRICT EXCEPT THE WEST 10 CHAINS THEREOF AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321 EXCEPT EPP96269

LOCATION: 6210 Drinkwater Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owner is applying to rezone a 1.08 hectare (2.67 acre) portion of the 35.6 hectare (88 acre) subject property from the current zoning of Forest Rural (A3) District to Acreage Residential (RA2) District in order to facilitate subdivision. The applicant intends to subdivide to create two +/- 0.5 hectare (1.2 acre) vacant parcels in the north half of the property outside of the Agricultural Land Reserve (ALR), leaving the remainder lying within the ALR as a +/- 34.6 hectare (85.5 acre) parcel. The zoning amendment application also involves an amendment to the Beaver Creek Official Community Plan.

Recommendations:

- THAT Bylaw P1426 Beaver Creek Official Community Plan Amendment Bylaw be read a first time;
- THAT Bylaw P1427 Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;
- 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;
- THAT the Board of Directors confirm that adoption of Bylaws P1426 and P1427 is subject to:

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the

RE21003

- property is capable of accommodating on-site sewage disposal to a minimum 1 acre density;
- b. Meeting technical referral agency requirements.

Advisory Planning Commission Recommendation: The Beaver Creek APC considered this application at their May 17, 2021 where a motion was passed to concur with the staff recommendation and support the application.

Observations:

- i) **Status of Property:** The 35.6 hectare (88 acre) subject property is located at the end of Drinkwater Road bordered by the E & N Railway right-of-way to the east and by Kellow Road to the north. The property was created by subdivision in 2019 when a 10.7 hectare portion of the parent parcel lying to the east of the rail right-of-way was subdivided off as one parcel to be used for future development. The west end of the property is level and cleared for pasture and the property slopes up toward the north and east where there is a buffer of trees along the railway corridor. There is an existing single family dwelling, barn and smaller accessory buildings located on the slope along the east side of the property.

The majority of the property is within the ALR with the exception of the 1.08 hectare (2.67 acre) portion in the north end of the property, which is the area that the property owner is applying to rezone, and a +/- 0.4 hectare (1 acre) portion in the south east corner of the property.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the applicants will be required to engage a Registered On-site Wastewater Practitioner to assess the capability of the land to accommodate on-site sewage disposal to a 1 acre minimum density. Confirmation will be required prior to the public hearing.
- b. **Water Supply:** Beaver Creek Community Water. If the rezoning is successful and the property owner proceeds with subdivision, the applicant will need to satisfy the requirements of Beaver Creek Water System (BCWS) Development Cost Charge Bylaw F1133, including a development cost charge of \$5,023 per new lot created, and satisfy any BCWS water connection requirements.
- c. **Fire Protection:** Beaver Creek Volunteer Fire Department.
- d. **Access:** The two proposed vacant parcels would be accessed from the Kellow Road right-of-way bordering the north side of the property. The site plan provided by the applicants proposes a panhandle driveway access to one of the proposed parcels. The final lot layout and orientation of the access driveway would be determined at the subdivision stage.

iii) **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** The 1 hectare portion of the property that the property owner is applying to rezone is not within the ALR. The remaining 34 hectares of the

RE21003

property are located within the ALR. The proposed zoning boundary would border the existing ALR boundary.

- b. **Official Community Plan:** The Beaver Creek Official Community Plan currently designates the property as “Agricultural Use”. In order to facilitate subdivision, the applicant has applied to redesignate the property to “Residential Use”. The Agricultural Use designation is primarily intended for land within the ALR with policies to discourage the removal of land from the ALR and to discourage subdivision of land within the ALR to lots smaller than 2 hectares in order to support economically-viable land for agriculture.

The portion of the property subject to this application is outside of the ALR and lies adjacent to neighbouring lands to the east that are currently designated as Residential Use. The objective of the Residential Use designation is to provide a range of housing options within the plan area. The Residential Use designation supports a 0.24 hectare (0.6 acre) minimum lot size for lots serviced by community/communal water or sewer. The lots would be connected to the BCWS.

The property is dissected by a tributary of Lugin Creek. The creek crosses into the property in the vicinity of the Kellow Road access in the north end of the property and drains to the south through the pasture located within the ALR portion of the property. The Beaver Creek OCP designates a 15 metre Development Permit Area I – Riparian Areas Protection as a buffer surrounding the creek. As this development permit area intersects with the property, a development permit will be required as part of any future subdivision application.

In order to facilitate the rezoning proposal, an Official Community Plan amendment to redesignate the property from Agricultural Use to Residential Use is required. A development permit application to satisfy the requirements of DPA I – Riparian Areas Protection will be required at the time of subdivision.

- c. **Zoning:** The property is zoned Forest Rural (A3) District. The property owner is applying to rezone to Acreage Residential (RA2) District to facilitate a proposed subdivision to create two parcels with a 1 acre minimum lot size.

	A3 District (existing)	RA2 District (proposed)
Minimum Lot Area:	10 acres	1 acre
Minimum Lot Width:	330 ft.	120 ft.
Lot Coverage:	-	25%
Minimum Setbacks		
Front:	50 ft.	40 ft.
Rear:	30 ft.	30 ft.
Side:	15 ft.	15 ft.

The adjacent property to the east of the railway right-of-way was rezoned for future

RE21003

development to a 1 acre minimum density in 2011. That portion of the property, being 10.7 hectares (26.4 acres) in lot area, was subdivided off the parent parcel in 2019 to facilitate further subdivision to a 1 acre lot size. The current proposal to subdivide two parcels from this portion of the remaining property fits with the overall character of the future development to the east and with the existing rural residential lots located along Walker Road to the west.

Depending on the final lot layout at the subdivision stage, a development variance application and a parcel frontage waiver may be required to accommodate the proposed lot widths and road frontages of the two proposed parcels.

The proposed development requires rezoning of a 1.08 hectare (2.67 acre) portion of the subject property from Forest Rural (A3) District to Acreage Residential (RA2) District.

Comments: The OCP amendment and zoning amendment application are required in order to facilitate the applicant's proposal to subdivide the property into three lots: two +/- 0.5 hectare (1.2 acre) vacant parcels in the north half of the property outside of the ALR and the 34.6 hectare (85.5 acre) remainder lying within the ALR. If these applications proceed, the following items will need to be addressed at the subdivision application stage:

- Development permit application to address any impact from development on the Lugin Creek tributary, which dissects the property from north to south.
- Development Cost Charge payment of \$5,023 per new lot created, to satisfy the requirements of ACRD Bylaw F1133 and confirmation that the new lots can be serviced by the Beaver Creek Water System.
- Depending upon the final lot layout of the two proposed new parcels, a potential development variance application to reduce the required lot width in the RA2 District and a potential parcel frontage waiver application to waive the *Local Government Act* requirement that a lot must have a minimum of 10% of road frontage.

Planning staff are supportive of proceeding with the public hearing process for the application as this proposal would provide for an opportunity for development outside of the ALR that would be similar in character with the existing rural residential lots located on Walker Road to the west and with the proposed 1 acre minimum lot size development taking place to the east of the property on the east side of the railway right-of-way. Planning staff recommend that confirmation of on-site sewage disposal capability to a 1 acre minimum density be required as a condition of rezoning approval.

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

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

RE21003

Fern Road Consulting Ltd.

Our File: 20-233-S

2021-01-18

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

Attention: Alex Dyer

Dear Alex:

**RE: Rezoning/OCP Amendment Application for District Lot 24 Alberni District
Except the West 10 Chains Thereof and Except the Right of Way of the
Esquimalt and Nanaimo Railway Company as Said Right of Way is Shown
on Plan Deposited Under DD 19321 Except EPP96269
6210 Drinkwater Road**

On behalf of our clients, Rajbahadur Singh Brar and Gurdev Singh Brar, we are applying for a zoning and OCP amendment for the non-ALR portion at the northeast corner of the above property to change the zoning from A3, with a 10 acre (4 ha) minimum parcel size to a RA2 which would reduce the minimum parcel size to 1 acre (.4 ha). We are also requesting an OCP amendment as the existing OCP designation is agricultural use.

BACKGROUND

This property was part of a recent subdivision (ACRD File: SE18008). This Remainder property is predominately in the ALR, with the exception of triangle shaped portions in the northeast and southeast corners of this property.

The portion of the property defined on the Proposed Subdivision Plan prepared by Sims Associates Land Surveying Ltd. (Sims Associates), is bound by RA2 zoning to the east, A2 zoning to the north, and A2 (ALR property) to the south and west.

The property slopes from the east down towards the west and is mostly cleared. There are no watercourses or eagle/heron trees identified by our client.

The property will be serviced by Beaver Creek Water District and individual septic systems. Glenn Gibson of Gibson and Sons Consulting will be conducting perc tests to

ensure primary and reserve septic areas on each lot meet Island Health Subdivision Standards. We will forward ACRD the results when they are available. In speaking with Glenn Gibson, he feels there will be no issues as he has performed perc tests on neighbouring properties and there were no concerns with the soil quality.

PROPOSAL

Our clients propose to amend the zoning to allow for higher density to facilitate a 2-lot subdivision. We also understand the OCP will have to be amended as the property is currently designated as Agricultural.

As Kellow road isn't fully constructed, we understand there will be discussions with MOTI and potentially the ALC to discuss road construction standards to access the proposed 2-lot subdivision.

The ACRD and OCP supports higher density and recognizes there may be a need for additional housing and a diversity of house types to increase supply and affordability. This proposal provides an opportunity for infill development which will provide continued economic growth in the area. The proposed zoning would also be consistent with many properties in the area.

The subject property is not within a Development Permit Area.

ENCLOSURES

- Application for Development form
- Title search
- Letter of authorization
- Proposed Subdivision Plan prepared by Sims Associates Land Surveying Ltd.

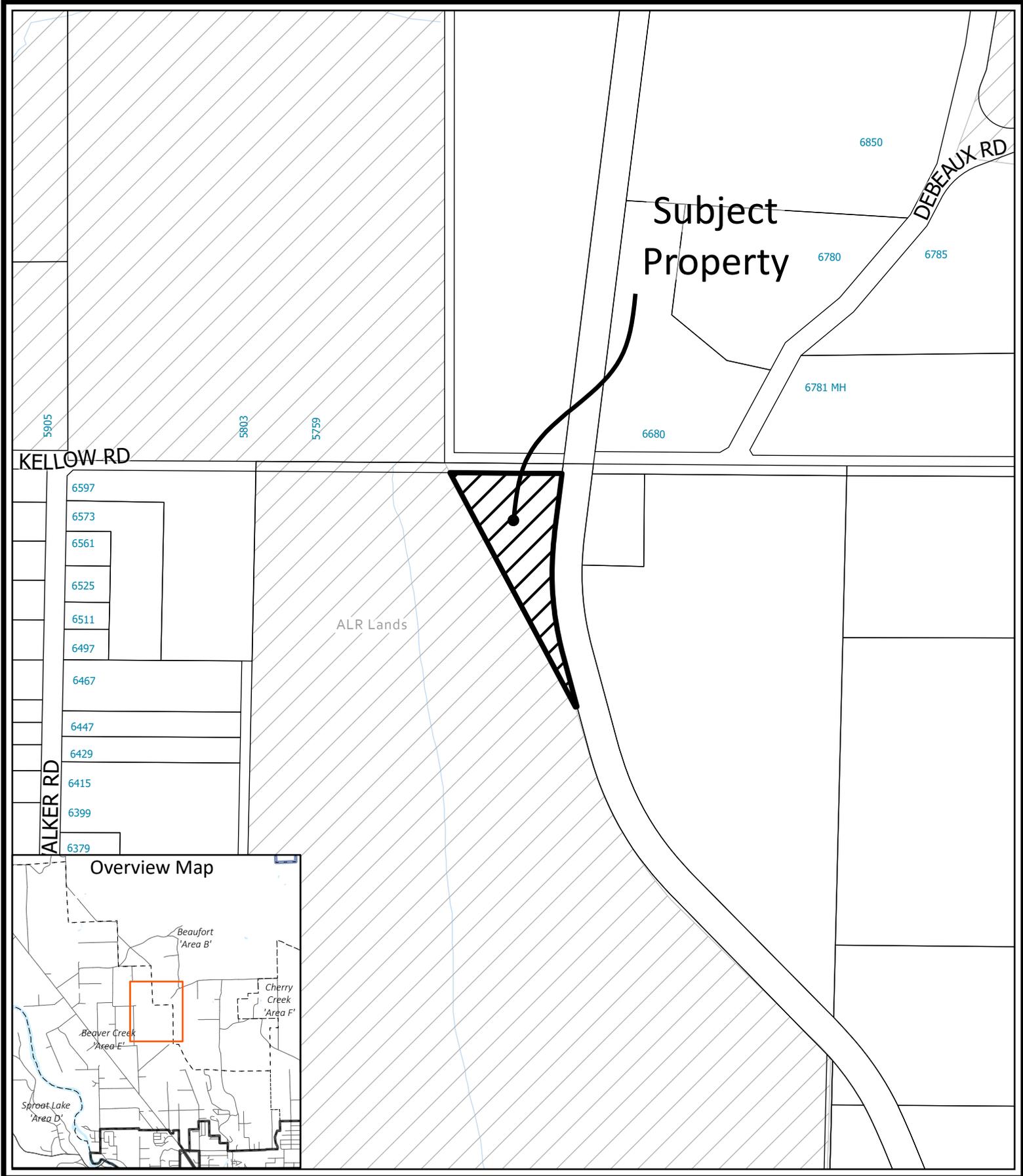
Please note: Raj Brar will be calling in his credit card information on Monday to satisfy the \$800.00 application fee for the zoning and OCP amendment.

We look forward to working with the ACRD on this development.

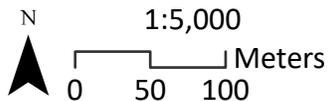
Sincerely,


 Rachel Hamling
 Project Coordinator

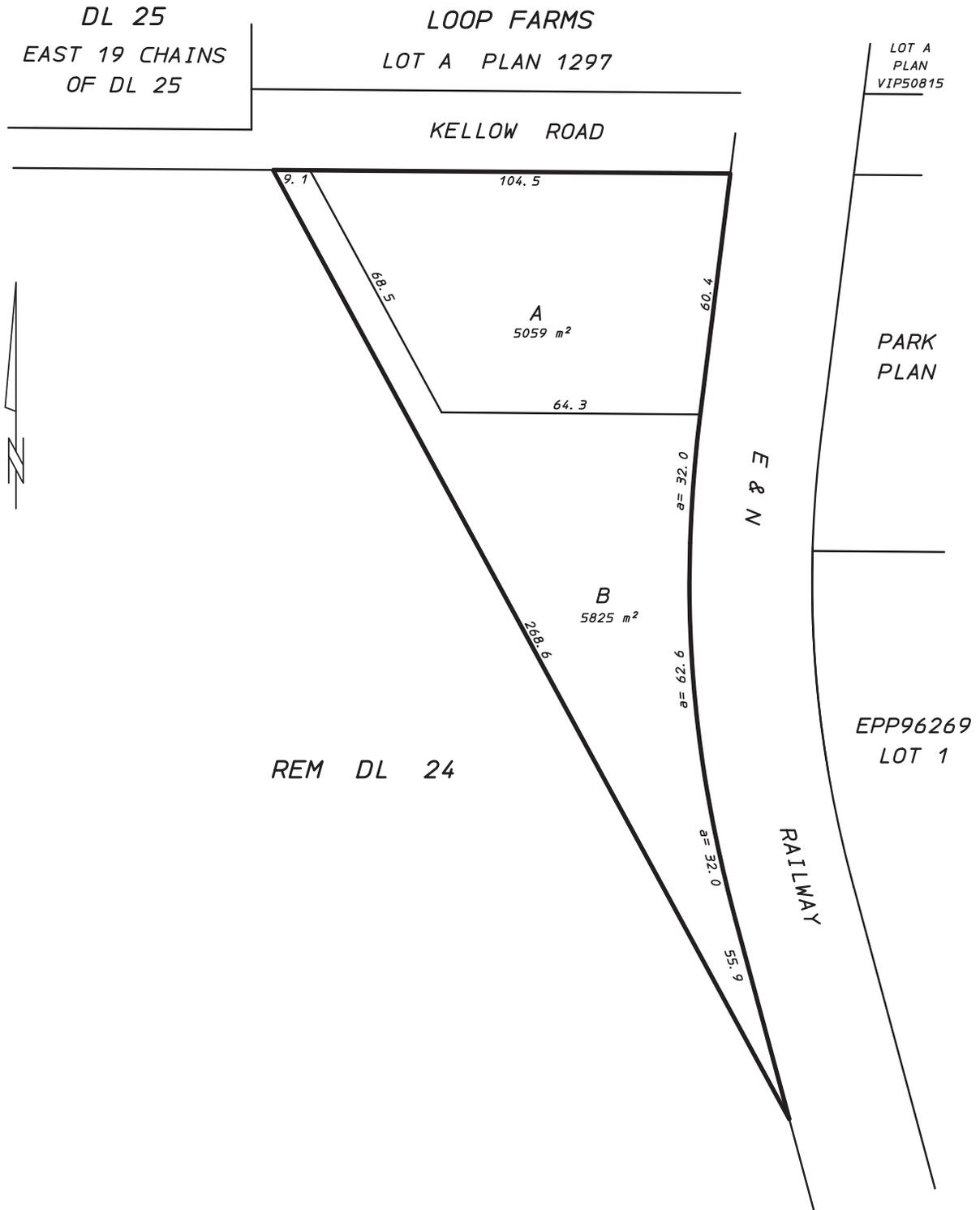
RH:ka
 Enclosures



Legal Description: A portion of DISTRICT LOT 24 ALBERNI DISTRICT EXCEPT THE WEST 10 CHAINS THEREOF AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321 EXCEPT EPP96269



PROPOSED SUBDIVISION PLAN OF PART OF DISTRICT LOT 24,
EXCEPT THE WEST 10 CHAINS THEREOF AND EXCEPT THE RIGHT
OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY
AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER
DD 19321 AND EXCEPT PART IN PLAN EPP96269.



No.	DATE	REVISION
1	2020/12/18	

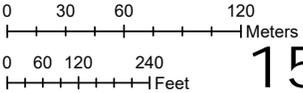
SCALE 1: 1000
ALL DISTANCES ARE IN METRES.
ALL DIMENSIONS AND AREAS ARE
SUBJECT TO FINAL SURVEY.

SIMS ASSOCIATES
LAND SURVEYING
223 FERN ROAD WEST
QUALICUM BEACH B.C.
V1K 1S4
PHONE: (250) 752-9121
FAX: (250) 752-9241
FILE: 20-233-5
COMP: 20-233_P3



RE21003 – 6210 Drinkwater Road

Scale: 1:2,500





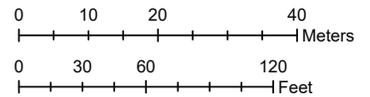
RE21003 – 6210 Drinkwater Road

Area to be rezoned

Prepared: 23 May 2021, ACRD
Of: 10/10/2012, TRIM

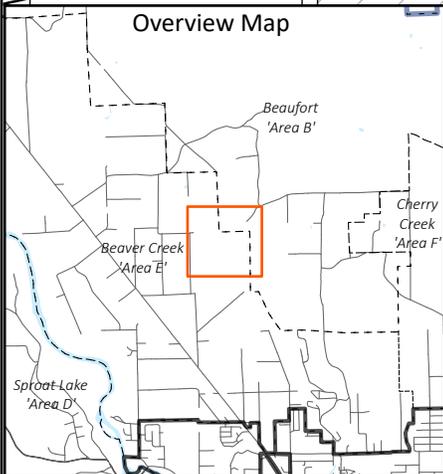
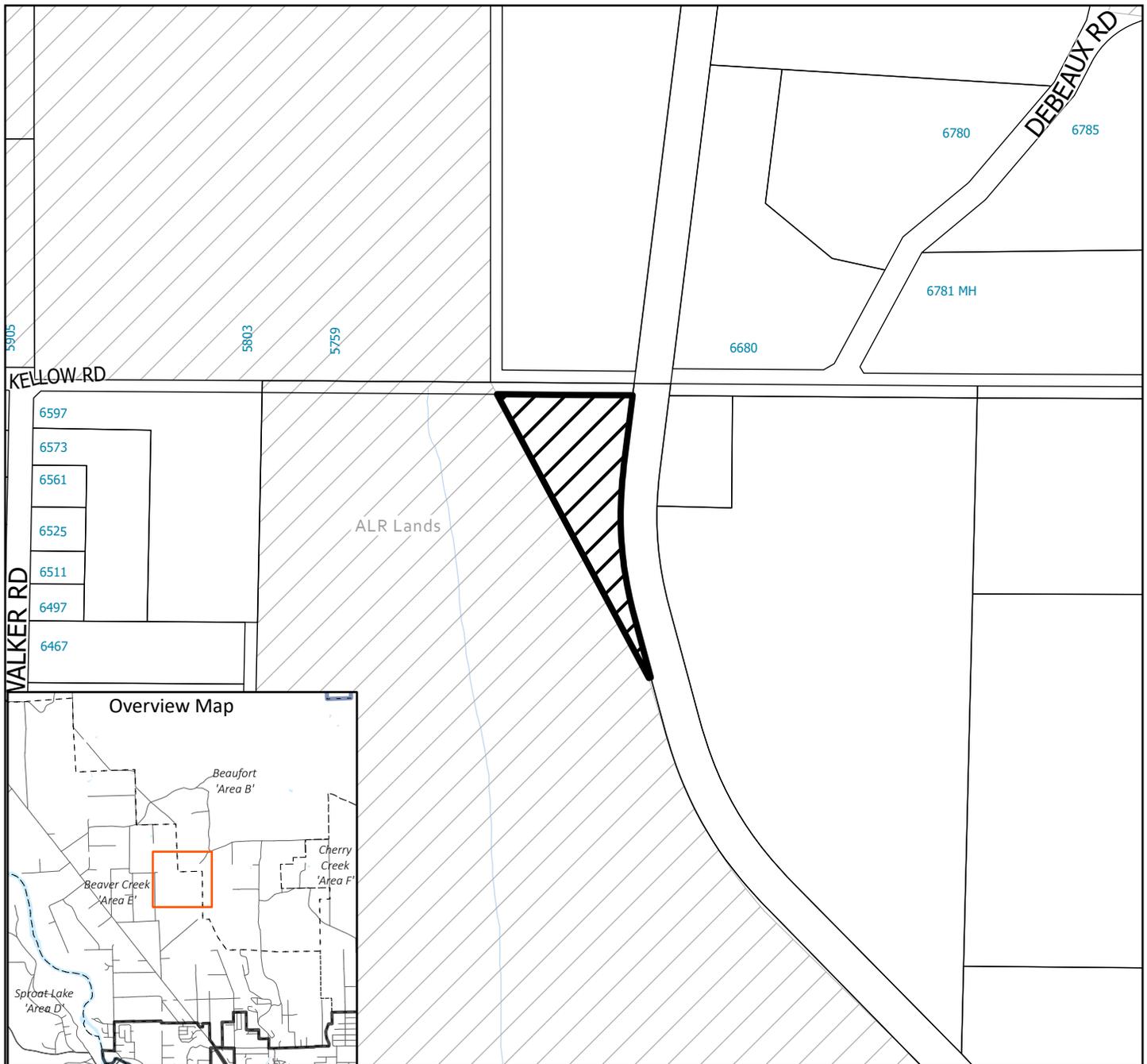


Scale: 1:700



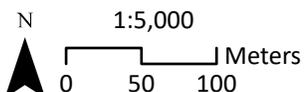
Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1426



P1426 Brar

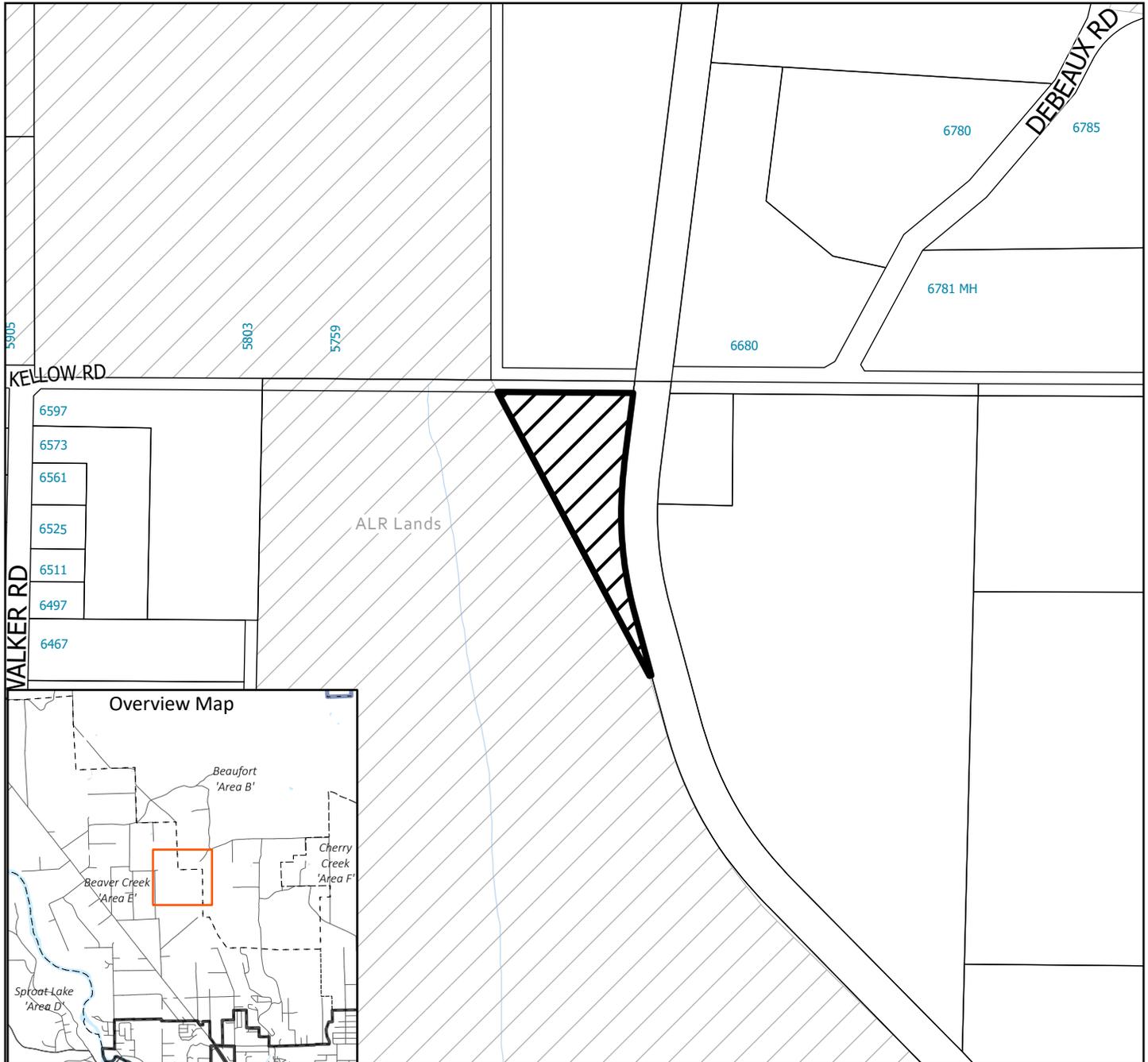
Legal Description: A portion of DISTRICT LOT 24 ALBERNI DISTRICT EXCEPT THE WEST 10 CHAINS THEREOF AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321 EXCEPT EPP96269



To be redesignated from "Agricultural Use" to "Residential Use"

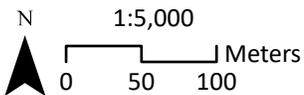
Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1427



P1427 Brar

Legal Description: A portion of DISTRICT LOT 24 ALBERNI DISTRICT EXCEPT THE WEST 10 CHAINS THEREOF AND EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY AS SAID RIGHT OF WAY IS SHOWN ON PLAN DEPOSITED UNDER DD 19321 EXCEPT EPP96269



 To be rezoned from Forest Rural (A3) District to
Acreage Residential (RA2) District



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule June 2021

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, June 2 nd	West Coast Committee Meeting	10:00 am – Via Zoom	Committee, Staff
Wednesday, June 9 th	Board of Directors Meeting Regional Hospital District Meeting	1:30 pm – Via Zoom Immediately Following Board of Directors Meeting – Via Zoom	Directors, Staff Directors, Staff
Wednesday, June 23 rd	Board of Directors Meeting	1:30 pm –Via Zoom	Directors, Staff

May 21, 2021

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
APRIL, 2021**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	376,831					1	376,831
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens									1	11,543			1	11,543
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							3	85,880	2	129,845	5	274,994	10	490,720
Totals			0	0	0	0	4	462,711	3	141,388	5	274,994	12	879,094

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
APRIL, 2021 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	0	0	2	1,228,042	0	0	1	262,311	5	1,490,353
Mobile Homes	0	0	0	0	0	0	2	139,328	0	0	0	0	2	139,328
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	0	0	2	61,543	0	0	2	61,543
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	1	79,027	1	793,427	0	0	2	872,454
Miscellenaous	0	0	0	0	2	73,133	9	177,767	2	129,845	8	387,739	21	768,484
Totals	0	0	0	0	2	73,133	16	1,624,164	5	984,816	9	650,050	32	3,332,163

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	3

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2020	32	3,499,966	121	16,119,274					
2019	28	4,416,079	109	14,925,682					
2018	26	2,995,588	104	12,305,797					
2017	28	3,749,910	103	12,826,449					
2016	25	2,995,016	82	10,545,063					
2015	22	2,047,279	89	8,577,170					
2014	31	2,329,985	73	7,121,200					
2013	22	2,067,123	81	8,208,948					
2012	26	1,895,500	92	9,011,700					
2011	43	3,403,853	120	9,221,498					
2010	49	5,951,800	149	21,524,170					
2009	26	2,546,153	123	11,302,380	1999	18	1,282,894	80	3,348,092
2008	43	4,431,477	147	22,682,130	1998	21	806,780	75	3,320,890
2007	34	2,303,241	163	15,007,877	1997	28	1,263,866	104	10,025,166
2006	44	3,854,390	161	15,909,705	1996	38	2,625,000	128	9,050,554
2005	38	5,223,675	138	12,962,379	1995	37	2,483,000	116	9,641,300
2004	43	4,945,370	133	11,036,854	1994	62	3,704,000	151	7,915,500
2003	16	2,384,680	97	6,925,356	1993	49	3,732,000	167	10,864,000
2002	20	572,656	76	2,986,134	1992	46	2,591,000	173	11,192,500
2001	25	1,930,402	89	5,790,126	1991	31	1,891,520	126	7,155,120
2000	24	1,299,537	88	4,095,339	1990	49	4,866,500	118	6,323,900