



## Board of Directors Meeting

Wednesday, November 10, 2021

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 pm

### Regular Agenda

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Watch the meeting live at: [www.acrd.bc.ca/events/10-11-2021/](http://www.acrd.bc.ca/events/10-11-2021/)

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_Yjw6HOI3T0S23JBugaqRTA](https://portalberni.zoom.us/webinar/register/WN_Yjw6HOI3T0S23JBugaqRTA)

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PAGE #

1. **CALL TO ORDER (Acting CAO)**

**Recognition of Territories.**

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

Introductions around the Board Table.

2. **ELECTIONS – CHAIR AND VICE-CHAIR 2021/2022**

a. **Elections of Chairperson 2021/2022**

Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District.

b. **Election of Vice-Chairperson 2021/2022**

Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District.

3. **APPROVAL OF AGENDA**

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

4. **DECLARATIONS**

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

5. **ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

- a. **Board of Directors Meeting – October 27, 2021** **7-17**

*THAT the minutes of the Board of Directors meeting held on October 27, 2021 be adopted.*

- b. **Electoral Area Directors Committee Meeting – November 3, 2021** **18-20**

*THAT the minutes of the Electoral Area Directors Committee meeting held on November 3, 2021 be adopted.*

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

- a. **Inspector Eric Rochette, Officer in Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for Q3 (July - September) 2021.** **21-24**

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

- a. **REQUEST FOR APPOINTMENT AND ALTERNATE APPOINTMENT TO THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD - 2022** **25-31**  
The Vancouver Island Regional Library (VIRL) Board, October 22, 2021 requesting Regional District Director appointments to the VIRL Board of Trustees for 2022.

Possible Motions:

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director \_\_\_\_\_ as appointee on the Vancouver Island Regional Library Board of Trustees for 2022;*

*THAT the Alberni-Clayoquot Regional District Board of Director appoint Director \_\_\_\_\_ as the alternate appointee on the Vancouver Island Regional Library Board of Trustees for 2022.*

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

- a. **FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA** **32-35**  
BC Forestry Workers are Climate Change Heroes
- b. **ISLAND COASTAL ECONOMIC TRUST** **36-38**  
Art, Culture and History Unite in Unique Cumberland Vitalization Project
- c. **AVICC** **39-41**  
Call for Nominations for AVICC Executive

- d. **COASTAL COMMUNITY NETWORK**  
Overview and Membership Fees

**42-43**

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

**9. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION**  
2022 AVICC – Resolutions Notice & Request for Submissions  
(ALL/UNWEIGHTED)

**44-50**

*THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2022 Association of Vancouver Island Coastal Communities Convention to the General Manager of Administrative Services on or before January 14, 2022 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors at one of the following regular meetings: December 8, 2021, January 12, 2022 or January 26, 2022.*

- b. **REQUEST FOR DECISION**  
Island Health Service Funding Contract – Alberni-Clayoquot Health Network  
(ALL/WEIGHTED)

**51-64**

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three-year funding service contract with Island Health on behalf of the Alberni-Clayoquot Health Network in the amount of \$80,000 per year for a total of \$240,000.00 commencing December 1, 2021.*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Island Health thanking them for their continued funding for the Alberni-Clayoquot Health Network and request Island Health consider an increase to the annual funding amount to reflect increased cost of living and operating costs.*

- c. **REQUEST FOR DECISION**  
Provincial COVID-19 Restart Grant Allocation  
(ALL/WEIGHTED)

**65-71**

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

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

- d. **REQUEST FOR DECISION** **72-73**  
Sproat Lake Volunteer Fire Department – Water Tender Apparatus RFP  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Water Tender Apparatus to the Sproat Lake Volunteer Fire Department to Hub Fire Engines & Equipment Ltd in the amount of \$436,409.00 plus taxes.*

## 10. PLANNING MATTERS

### 10.1 ELECTORAL AREA DIRECTORS ONLY (PARTICIPANTS/UNWEIGHTED)

- a. **RE16008, GROSVENOR, 4720 DAYTON ROAD (BEAVER CREEK)** **74-76**  
Rezoning Application – Memorandum and Bylaw P1429

*THAT Bylaw P1429, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

- b. **RF17010, ASPELL, 2996 HIGHMOOR ROAD (CHERRY CREEK)** **77-99**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1433

*THAT the Board of Directors receive the public hearing report;*

*THAT the Board of Directors receive the public hearing minutes;*

*THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time;*

*THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

- c. **RF21010, J & Y SOHN ENTERPRISES LTD, 2404 TIMBERLANE ROAD (CHERRY CREEK)** **100-113**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1434

*THAT the Board of Directors receive the public hearing report;*

*THAT the Board of Directors receive the public hearing minutes;*

*THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time;*

*THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

- d. **ALBERNI VALLEY ELECTORAL AREAS HOUSING NEEDS REPORTS (ALBERNI VALLEY ELECTORAL AREAS)** **114-116**  
Request for Decision and Staff Presentation  
Five (5) Housing Needs Reports – Uploaded separately to the [ACRD Website](#)

*THAT the Board of Directors receive the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area ‘B’, Sproat Lake Area ‘D’, Beaver Creek Area ‘E’, Cherry Creek Area ‘F’, and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, as presented.*

*THAT the Board of Directors direct staff to publish the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area ‘B’, Sproat Lake Area ‘D’, Beaver Creek Area ‘E’, Cherry Creek Area ‘F’, and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, on the ACRD website for public access.*

## **11. REPORTS**

### **11.1 STAFF REPORTS**

### **11.2 COMMITTEE REPORTS**

### **11.3 OTHER REPORTS**

- a. **Alberni Valley Museum and Heritage Commission Minutes – November 3, 2021** **117-125**  
(ALL/UNWEIGHTED)

*THAT the Board receives this report for information.*

## **12. UNFINISHED BUSINESS**

13. **LATE BUSINESS**

14. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

15. **RECESS**

(ALL/UNWEIGHTED)

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

16. **RECONVENE**

17. **IN CAMERA**

(ALL/UNWEIGHTED)

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

- 90 (1) (c) labour relations or other employee relations.*
- 90 (1) (f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

18. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

19. **ADJOURN**

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, November 24, 2021, 1:30 pm  
Regional District Board Room & Zoom (Hybrid)**



**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD ON WEDNESDAY, OCTOBER 27, 2021, 1:30 PM**  
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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- DIRECTORS PRESENT:**
- John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
  - John McNabb, Vice-Chairperson, Director, Electoral Area "E" (Beaver Creek)
  - Bob Beckett, Director, Electoral Area "A" (Bamfield)
  - Tanya Shannon, Director, Electoral Area "B" (Beaufort)
  - Kel Roberts, Director, Electoral Area "C" (Long Beach)
  - Penny Cote, Director, Electoral Area "D" (Sproat Lake)
  - Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
  - Sharie Minions, Mayor, City of Port Alberni
  - Ron Paulson, Councillor, City of Port Alberni
  - Rachelle Cole, Councillor, District of Ucluelet
  - Tom Stere, Councillor, District of Tofino
  - Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
  - Kirsten Johnsen, Member of Council, Toquaht Nation
  - Alan McCarthy, Member of Legislature, Yuułu?i?áth Government
- STAFF PRESENT:**
- Teri Fong, Acting Chief Administrative Officer
  - Tricia Bryant, Acting Chief Financial Officer
  - Mike Irg, General Manager of Development Services
  - Jenny Brunn, General Manager of Community Services
  - Wendy Thomson, General Manager of Administrative Services
  - Heather Zenner, Protective Services Manager
  - Paulo Eichelberger, Solid Waste Manager
  - Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/27-10-2021/>

**1. CALL TO ORDER**

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

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

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

## 2. APPROVAL OF AGENDA

*MOVED: Director McNabb*

*SECONDED: Director Paulson*

*THAT the agenda be approved as circulated.*

**CARRIED**

## 3. DECLARATIONS

Director Bodnar declared a conflict of interest respecting agenda item 8 (a) Janitorial Contract with AEL Janitorial Services (Edith Duvall).

## 4. ADOPTION OF MINUTES

### a. **Committee-of-the-Whole Meeting – October 13, 2021**

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

*THAT the minutes of the Committee-of-the-Whole meeting held on October 13, 2021 be adopted.*

**CARRIED**

### b. **Board of Directors Meeting – October 13, 2021**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors meeting held on October 13, 2021 be adopted.*

**CARRIED**

## 5. PETITIONS, DELEGATIONS & PRESENTATIONS

### a. **Marc Tremblay, Director, Board of Directors, Tobie Louie, Executive Director, BC Ferry Authority regarding update on the services provided by B.C. Ferries.**

The delegation provided an overview of the BC Ferry Authority (BCFA) including their role and governance structure. Established in 2003 under the Coastal Ferry Act, they are independent from the provincial government. Their responsibility is to oversee the strategic direction of BCFA in support of public interest. Nine Directors serve on the BCFA for a three-year term. The delegation also provided an overview of BC Ferry services, routes and revenues.

*MOVED: Director Paulson*  
*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors allow the delegation to continue with their presentation beyond the 10-minute maximum time-limit.*

**CARRIED**

## **6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence October 22, 2021 from the District of Tofino requesting support from the Alberni-Clayoquot Regional District for their application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax at a rate of three percent.**

*MOVED: Director Stere*  
*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of support to the District Tofino for their application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax at a rate of three percent.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **ISLAND COATAL ECONOMIC TRUST**
- Bamfield Huu-ay-aht Connector Trail to Stimulate Visitor and Growth Potential
  - Port Alberni Seeks to Grow Local Economy Through Innovation EcoSystem
  - Campbellton Revitalization Project Merges Art, Nature and Tourism
- b. **TLA-O-QUI-AHT FIRST NATION/MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION**  
Tla-o-qui-aht First Nation, B.C. Reach Milestone Agreement to Advance Shared Reconciliation Work
- c. **CITY OF VICTORIA**  
Resolution – Paid Sick Leave for Workers

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

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

**CARRIED**

## 8. REQUEST FOR DECISIONS & BYLAWS

Director Bodnar declared a conflict of interest respecting agenda item 8 (a) and left the meeting at 2:18 pm.

### a. **Request for Decision regarding Janitorial Contract – ACRD Offices, 3008 Fifth Avenue & 3004 Fourth Avenue, Port Alberni, BC.**

*MOVED: Director Roberts*

*SECONDED: Director Paulson*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three-year contract with AEL Janitorial Services (Edith Duvall) to provide janitorial services to the Regional District offices located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC.*

**CARRIED**

Director Bodnar re-entered at 2:22 pm

### b. **Request for Decision regarding ACRD Procedures Bylaw Amendment - Electronic Meetings & Participation.**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021.*

**CARRIED**

**c. Request for Decision regarding Memorandum of Understanding Between Alberni-Clayoquot Regional District & Alberni District Fall Fair, Supporting Evacuees with Hobby Farm Animals.**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Memorandum of Understanding with the Alberni District Fall Fair to support evacuees with hobby farm animals during an emergency or disaster.*

**CARRIED**

**d. Request for Decision regarding First Nation – Municipal Community Economic Development Initiative Grant Application.**

*MOVED: Director Beckett*  
*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the joint application between the Huu-ay-aht First Nation and ACRD for the First Nation – Municipal Community Economic Development Initiative (CEDI) program.*

**CARRIED**

Director Shannon left the meeting at 2:51 pm.

**e. Request for Decision regarding 3rd Ave Depot Interim Operations.**

*MOVED: Director Paulson*  
*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors direct staff to engage INEO Employment Services for interim operations of the 3rd Avenue Recycling Depot Operations until the RFP process can be completed.*

**CARRIED**

Director Shannon re-entered the meeting at 2:58 pm.

**f. Request for Decision regarding Alberni Valley Curbside Recycling Contract Award.**

*MOVED: Director McNabb*  
*SECONDED: Director Paulson*

*THAT the ACRD Board of Directors award Waste Management Inc. the contract for curbside recycling collection for the residents of Electoral Area E (Beaver Creek), Tseshah First Nation and Hupacasath First Nation, for a 5-year term, beginning December 1, 2021 for an annual cost of \$89,638.92 (excluding taxes) plus a 3% annual increase per year.*

**CARRIED**

**g. Request for Decision regarding Regional Organics Diversion Project Resourcing Extension.**

*MOVED: Director Stere*  
*SECONDED: Director Cole*

*THAT the ACRD Board of Directors approve extension of the Organics Diversion Coordinator position to March 31, 2024.*

**CARRIED**

**h. Request for Decision regarding Alberni Valley Landfill Renaming.**

*MOVED: Director Roberts*  
*SECONDED: Director Bodnar*

*THAT the request for decision for the renaming of the Alberni Valley Landfill be referred for consideration at the next Alberni Valley & Bamfield Services Committee.*

**CARRIED**

Director Stere and Director Cootes left the meeting at 3:17 pm.  
The meeting recessed at 3:17 pm  
The meeting re-convened at 3:26 pm.

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. RD21009, SPROAT LAKE LANDING INC., 10695 LAKESHORE ROAD (SPROAT LAKE)**  
Rezoning Application – Report and Bylaws P1436 & P1437

MOVED: Director Cote  
SECONDED: Director McNabb

*THAT Bylaw P1436, Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director McNabb

*THAT Bylaw P1437, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Bodnar

*THAT the public hearing for Bylaws P1436 and P1437 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director McNabb

*THAT the Board of Directors confirm that adoption of Bylaws P1436 and P1437 is subject to:*

*The Applicant agreeing to a restrictive covenant registered to the property limiting the number of cottages to a maximum of twenty (20) units, restricting the floor area of each cottage to 1,200 square feet of habitable space, excluding carports and garages; and the covenant include adequate green space on the area be rezoned and that the proposed cottage development access to Sproat Lake is guaranteed on the parent parcel.*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal for the additional twenty (20) units;*

*Referral to Island Health to confirm the operational requirements for a private water system to service the cottage development;*

*Referral to the Sproat Lake Fire Department to confirm that adequate fire protection can be provided to the cottage development; and*

*Meeting technical referral agency requirements.*

**CARRIED**

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

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the Board of Directors consider issuing development variance permit DVE21004, subject to:*

*The issuance of a Ministry of Transportation and Infrastructure variance to the minimum 4.5m building setback from a public road right-of-way;*

*Neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

**c. RE16008, GROSVENOR, 4720 DAYTON ROAD (BEAVER CREEK)**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1429

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Bodnar*

*THAT Bylaw P1429, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Bodnar*

*THAT Bylaw P1429, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

**d. RE21011, ROBERTSON & CLEMENT, 5657 CHAPMAN ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1438

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the public hearing for Bylaw P1438 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1438 is subject to:*

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

*Meeting technical referral agency requirements.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – November 2021**
- b. Building Report- September 2021**
- c. Monthly Agreement & Grant Delegation Report – October 21, 2021**

*MOVED: Director Cote*  
*SECONDED: Director Bodnar*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### 10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – J. McNabb – No Report**
- b. **Vancouver Island Regional Library – P. Cote – No Report**
- c. **Alberni Valley Chamber of Commerce – S. Minions – No Report**
- d. **Air Quality Council, Port Alberni – D. Bodnar – No Report**
- e. **West Coast Aquatic Board – T. Stere – No Report**
- f. **Association of Vancouver Island & Coastal Communities – P. Cote – No Report**
- g. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- h. **West Island Woodlands Advisory Group – J. Jack – No Report**
- i. **Agricultural Development Committee – T. Shannon**

Director Shannon reported on the Committee meeting held yesterday. Ms. Kate Smith from the Port Alberni Port Authority gave the group an update on the Dock & Food Processing Hub and the grand opening. Director Shannon expressed disappointed with lack of recognition for the Regional District Agriculture support workers and volunteers. Under new business the Committee discussed getting poultry processing back in the Alberni Valley and the Alberni Valley evacuation group plan.

Director Cote spoke on her attendance and the opening of the Dock and Food Processing Hub at the Port Alberni Port Authority. She also expressed disappointment that the Regional District's contributions were not mentioned at the event.

#### j. **Other Reports**

Director Roberts provided an update on the freighter that lost its cargo containers near Victoria, BC including safety concerns and mitigation efforts.

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

### 11. **UNFINISHED BUSINESS**

### 12. **LATE BUSINESS**

### 13. **QUESTION PERIOD**

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**14. IN-CAMERA**

*MOVED: Director Jack*

*SECONDED: Director Shannon*

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

- 90 (1) (f): law enforcement if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

**CARRIED**

The meeting was closed to the public at 4:04 pm.

The meeting was re-opened to the public at 4:21 pm.

**15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

**16. ADJOURN**

*MOVED: Director Shannon*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned at 4:21 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
General Manager of Administrative Services



**MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE  
MEETING HELD ON WEDNESDAY, NOVEMBER 3, 2021, 1:30 PM**

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

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**DIRECTORS PRESENT:** Penny Cote, Director, Chair, Electoral Area “D” (Sproat Lake)  
Bob Beckett, Director, Electoral Area “A” (Bamfield)  
Tanya Shannon, Director, (Vice-Chair), Electoral Area “B” (Beaufort)  
Kel Roberts, Director, Electoral Area “C” (Long Beach)  
John McNabb, Director, Electoral Area “E” (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)

**STAFF PRESENT:** Teri Fong, Acting Chief Administrative Officer  
Mike Irg, General Manager of Development Services  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Alex Dyer, Manager of Planning

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
[www.acrd.bc.ca/events/3-11-2021/](http://www.acrd.bc.ca/events/3-11-2021/)

**1. CALL TO ORDER**

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

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

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

**2. APPROVAL OF AGENDA**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. MINUTES**

a. **Electoral Area Directors Committee Meeting – September 9, 2021.**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on September 9, 2021 be received.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Lucas Banton, Fire Chief, Cherry Creek Fire Department, and Dana Forrester, Director, Cherry Creek Waterworks District request for Community Works funds.**

Chief Banton provided an update on the Cherry Creek Waterworks District (CCWW) and required upgrades to the treatment plant. CCWW is not requesting Community Works Funds for this project currently as it is still under development. He also reported on challenges with the current Fire Hall, including lack of capacity for storing their fire trucks and gear and structural concerns. He provided the Committee with options they have investigated for building a new fire hall. The CCWW has acquired land behind the fire hall for an expansion of the hall. Fire Chief Banton requested the Electoral Area Directors Committee consider allocating Community Works Funds to complete phase 1 of their fire hall re-build. The CCWW has also set aside some capital funds for phase 1. Chief Banton confirmed the minimum amount of Community Works funding they would require from the Regional District in order to complete phase 1 is \$750,000.00.

**5. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated October 29, 2021 requesting Community Works Funds for a renovation at the Beaver Creek Community Hall.**

*MOVED: Director Shannon*  
*SECONDED: Director McNabb*

*THAT this correspondence be received.*

**CARRIED**

**6. REQUEST FOR DECISIONS**

- a. **Request for Decision regarding Community Works Fund Projects.**

*MOVED: Director McNabb*  
*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee refer the Request for Decision regarding Community Works Fund Projects back to staff to revise the proposed*

*project plan to consider the allocation of funding based on population by electoral area while not ignoring projects that staff believe are high risk and bring back the report to the next Electoral Area Directors Committee for consideration.*

**CARRIED**

**7. LATE BUSINESS**

**8. QUESTION PERIOD**

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**9. ADJOURN**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned 2:46 pm.*

**CARRIED**

Certified Correct:

---

Penny Cote,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services



## PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during the third quarter of 2021. (July to September) Comparator statistics from the previous four years are attached.

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

- Officers received and responded to 3,544 calls for service; 598 calls were in the ACRD, 2946 of these calls occurred in the City of Port Alberni. For the ACRD, it is a decreased of 2% for the quarter compared to 2020.
- The total number of Criminal Offences are up 18% for the quarter compared to 2020.
- The General Duty members and the Crime Reduction Unit have been diligent in curfew checks and breach charges for bail/probation violations.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, West Coast Marine Section and DFO).

### **Port Alberni RCMP's 2021/22 Annual Performance Plan Priorities:**

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

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

Respectfully submitted,

Inspector Eric ROCHETTE  
Officer in Charge  
Port Alberni RCMP



## Alberni - Clayoquot Regional District Report

Port Alberni Rural

Q3 2021 (July to end of September)

<i>Calls for Service</i>	Q3 2017	Q3 2018	Q3 2019	Q3 2020	Q3 2021
Total Calls for Service	601	676	558	612	598

<i>Occurrences by Crime Type</i>	Q3 2017	Q3 2018	Q3 2019	Q3 2020	Q3 2021
Violent Crime	14	13	18	24	30
Property Crime	47	67	47	45	53
Other Criminal Code	23	23	11	21	22
Drug Offences	8	4	2	0	1
Total Criminal Code	92	107	78	90	106
Criminal Traffic	9	15	16	8	8

<i>Violent Crime</i>	Q3 2017	Q3 2018	Q3 2019	Q3 2020	Q3 2021
Assaults	4	7	8	12	15
Assault weapon/bod harm	2	3	2	2	1
Harassment	4	1	1	3	2
Robbery	0	0	0	0	0
Sex Offences	3	0	1	1	2
Uttering Threats	1	1	5	4	10
Domestic Violence	3	5	4	6	12



<i>Property Crime</i>	Q3 2017	Q3 2018	Q3 2019	Q3 2020	Q3 2021
Auto Theft	1	1	1	1	1
Bike Theft	2	0	0	0	0
Break and Enter - Business	4	6	5	4	2
Break and Enter - Residence	2	1	3	1	1
Break and Enter - Other	2	5	0	1	0
Mischief to Property	6	16	8	17	18
Theft	10	15	11	12	10
Possess Stolen Property	0	2	2	1	1
Shoplifting	1	3	1	0	1
Theft From Vehicle	6	5	8	4	3

<i>Other Criminal Code</i>	Q3 2017	Q3 2018	Q3 2019	Q3 2020	Q3 2021
Cause Disturbance	6	7	3	9	11
Breach of Probation	4	2	2	3	1
Breach of Bail	5	9	3	5	7

<i>Provincial Statutes</i>	Q3 2016	Q3 2017	Q3 2018	Q3 2019	Q3 2020
Intoxicated in Public	7	6	1	2	2



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 22, 2021

Chair John Jack  
Alberni-Clayoquot Regional District  
4644 Adelaide Street  
Port Alberni, BC V9Y 6N4  
Original sent: [jjack@acrd.bc.ca](mailto:jjack@acrd.bc.ca)

Dear Chair Jack,

**Re: Appointment to the 2022 Vancouver Island Regional Library Board**

It is time to consider your 2022 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:  
**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2022 Appointment Form
3. 2022 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)

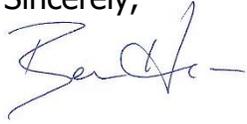
Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

**By December 10, 2021**, return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca). Please call 250-729-2310 or [email](#) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Ben Hyman", with a horizontal line extending to the right.

Ben Hyman  
Executive Director

cc: Teri Fong, CAO, Alberni-Clayoquot Regional District  
Wendy Thomson, Manager of Administrative Services, Alberni-Clayoquot Regional District



Board of Trustees
2022 Appointment Form

Select Municipality or Regional District

has appointed

Municipality/ Regional District

Trustee

Alternate

Name

to the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2022. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Mailing/Courier Address

Address:

City: Postal Code:

Email

Primary: Secondary:

Phone (Check main contact number)

Home: Cell:

Other:

Birthdate (required for insurance):

Administration Contact

Name: Title:

Telephone: Email:

Trustee / Alternate Signature

Date

Submit by December 10, 2021 to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca with:

- Certified Copy of the Resolution
2022 Statement of Financial Disclosure
Direct Deposit Authorization form for travel claim reimbursements (if not provided in the previous year)

# Statement of Disclosure

## Financial Disclosure Act

### You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office\*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

*\*("local government" includes municipalities, regional districts and the Islands Trust)*

### Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

### What is a trustee?– s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

<b>Person making disclosure:</b>	<input type="text" value="last name"/>	<input type="text" value="first &amp; middle name(s)"/>
<b>Street, rural route, post office box:</b>	<input type="text"/>	
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Level of government that applies to you:</b>	<input type="radio"/> provincial <input type="radio"/> local government <input type="radio"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

### Assets – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>

## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

*creditor's name(s)*


*creditor's address(es)*


## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*your capacity*


*name(s) of business(es)/organization(s)*


## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*legal description(s)*


*address(es)*


## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_ *signature of person making disclosure*

\_\_\_\_\_ *date*

### Where to send this completed disclosure form:

#### Local government officials:

**... to your local chief election officer**

- with your nomination papers, and

**to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### School board trustees/ Francophone Education Authority directors:

**... to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

#### Designated Employees:

**... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



Administration  
 Box 3333 | 6250 Hammond Bay Road  
 Nanaimo, BC Canada V9R 5N3  
 t: 250.758.4697 f: 250.758.2482  
 e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

**DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)**

Use this form to:

**Start** Direct Deposit Payments OR  **Change** information previously submitted

Effective date: \_\_\_\_\_  
 D M Y

**Contact Information:**  
 Company or person to receive payment:  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Confirmation of Deposits:**  
 Your statement of account from your bank will show payment from Vancouver Island Regional Library.

**Bank Account for Deposits**

Please attach a blank cheque containing banking information. Write 'VOID' across the front.

OR

Name of bank or financial institution: \_\_\_\_\_  
 Address of branch where account is located: \_\_\_\_\_  
 Transit No. \_\_\_\_\_ Institution No. \_\_\_\_\_  
 Account No. \_\_\_\_\_  
 Teller Stamp: \_\_\_\_\_

**Authorized Electronic Funds Payments:**  
 I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Fax, scan and email, or mail completed form and void cheque to:**

Vancouver Island Regional Library  
 Box 3333  
 Nanaimo, BC V9T 6M9

Attention: Finance Dept.  
 Fax: 250.729.2331  
 Email: [apclerk@virl.bc.ca](mailto:apclerk@virl.bc.ca)

**Questions?**  
 Call: 250.585.9068  
 Email: [apclerk@virl.bc.ca](mailto:apclerk@virl.bc.ca)

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tsisis Tofino Ucluelet Union Bay Woss



October 26, 2021

**Re: B.C. Forestry Workers are Climate Change Heroes**

Dear John Jack and Alberni-Clayoquot (Regional District) Directors,

Climate change is a concern for many people around the world. In British Columbia, there are local people taking action on climate change right here in our forests.

**Forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.** – S. Kozuki

One approach to tackle climate change is **to adapt** to increases in drought, wildfires, flooding, and other extreme weather occurrences. As a society we could learn to adapt.

The second approach is **to take action** to prevent or at least limit further climate change. To do that, we need to improve the management of greenhouse gases. International carbon accounting standards recognize that forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.

The government of British Columbia has climate scientists and expert carbon modellers on staff who evaluate projects for potential greenhouse gas benefits and carbon expenditures to determine how much net benefit there will be.

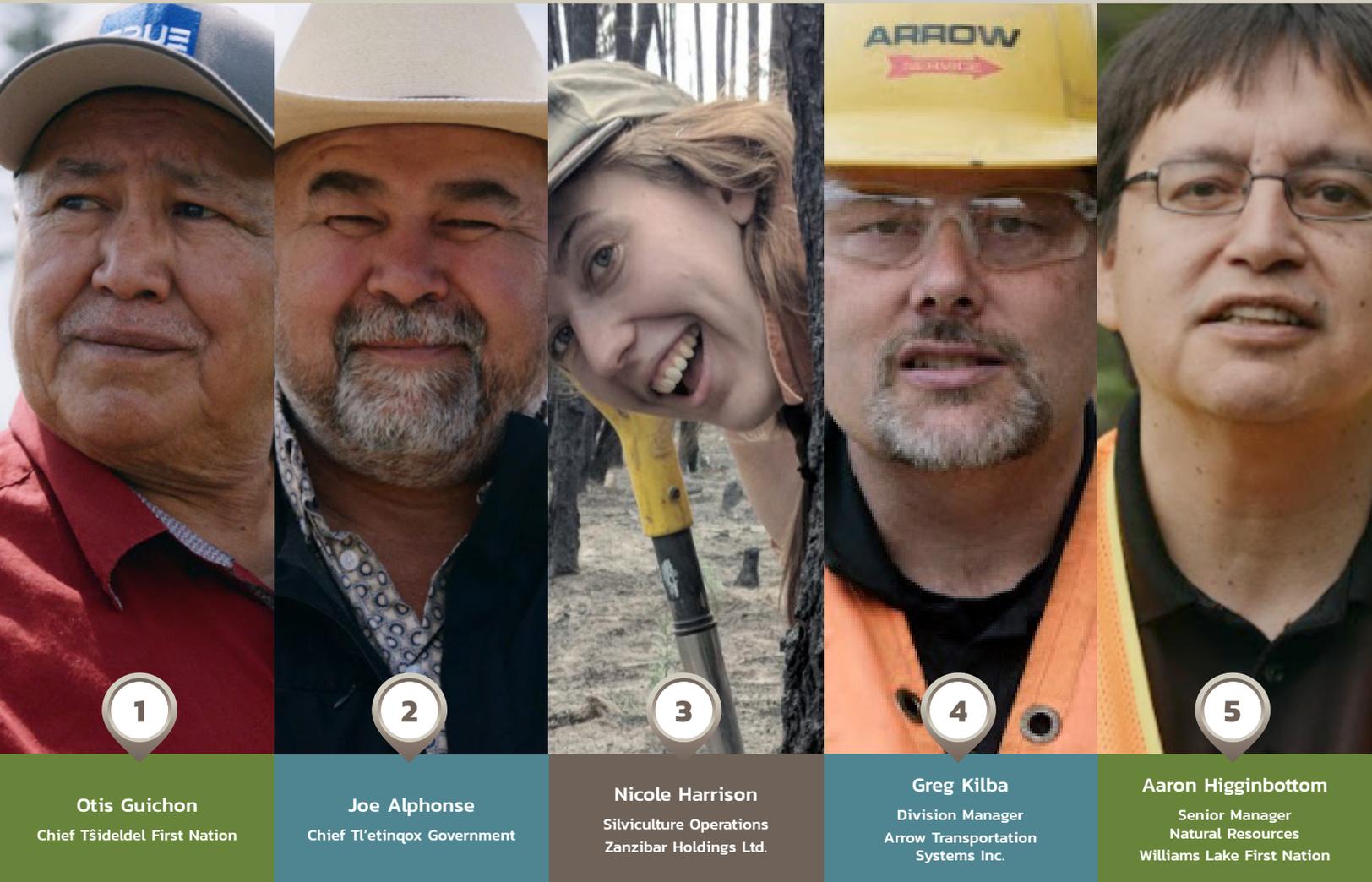
Trees will absorb carbon dioxide once they start growing and will continue to absorb carbon for many years. **Planting trees** that otherwise would not be planted, usually following natural disasters such as insect epidemics or catastrophic wildfires, is a significant way to help mitigate climate change. We can also **fertilize trees** to help them grow faster and therefore absorb carbon dioxide faster. And finally, we can **reduce the burning of wood waste** so there are less greenhouse gas emissions. The emissions profile from the open burning of wood contains not only carbon dioxide but also very potent greenhouse gases including methane and nitrous oxide. Using the wood instead of burning it helps reduce these greenhouse gases.

The enclosed ***B.C. Forestry Workers Are Climate Change Heroes*** brochure highlights several local climate change heroes working on projects funded by the Forest Enhancement Society of BC. We also invite you to watch our newly released video *B.C. Forestry Workers Are Climate Change Heroes* at [www.bit.ly/ClimateChangeHeroes](http://www.bit.ly/ClimateChangeHeroes) so that you can support the action being taken on climate change by sharing it with the people in your networks. Together, we can **all** be Climate Change Heroes.

Sincerely,

Steven F. Kozuki, RPF  
Executive Director,  
Forest Enhancement Society of BC

(015) RD-21188



1

**Otis Guichon**  
Chief T̓sideldel First Nation

2

**Joe Alphonse**  
Chief Tl'etinqox Government

3

**Nicole Harrison**  
Silviculture Operations  
Zanzibar Holdings Ltd.

4

**Greg Kilba**  
Division Manager  
Arrow Transportation  
Systems Inc.

5

**Aaron Higginbottom**  
Senior Manager  
Natural Resources  
Williams Lake First Nation

# CLIMATE CHANGE HEROES

## B.C. Forestry Workers are Climate Change Heroes

Climate change is a concern for many people around the world. In British Columbia, there are local people throughout the province taking action on climate change through their work in forestry.

We produced and shared a video to highlight some of the nature-based forestry solutions that the hard-working women and men within B.C.'s forestry sector are implementing to take action on climate change. **Tree planting**, the **fertilization of trees**, and **reducing the burning of wood waste** after harvesting are some of those solutions. Our goal is to provide an educational video to help British Columbians better understand the important role of forestry to help in the achievement of British Columbia's and Canada's climate change targets. We encourage you to watch the video and share it with your colleagues and friends to help build awareness of the important work happening in forests throughout our province.

—**Steve Kozuki**, RPF, Executive Director, Forest Enhancement Society of BC



Forest Enhancement Society of British Columbia

Learn how the hard-working women and men in B.C.'s forestry sector are climate change heroes.

# Nature-Based Forestry Solutions: Taking Action on Climate Change



## About FESBC

The B.C. government has invested \$238 million in the Forest Enhancement Society of BC (FESBC), of which \$237.6 million has been allocated for 269 forest enhancement projects as of March 2021. FESBC has empowered local people and funded local projects that contribute to the achievement of our climate change goals and enhance B.C.'s forests through:

- wildfire risk mitigation,
- accelerated ecological recovery after wildfires,
- wildlife habitat enhancement, and
- increased utilization of forest fibre.

Visit our website to learn more about the 269 FESBC-funded projects throughout British Columbia [www.fesbc.ca](http://www.fesbc.ca)

## Our New VIDEO



### Central Chilcotin Rehabilitation Ltd. (CCR)

CCR is an indigenous company, a collaborative venture between the Tšideldel First Nation and the Tl'etinqox Government, operating on traditional territory west of Williams Lake. CCR has become one of FESBC's largest funding recipients with projects valued at 29 million dollars. They are motivated by a desire to protect their communities from wildfire, to take care of the land, and to participate in the forest bioeconomy.



**Otis Guichon** | Chief, Tšideldel First Nation

**"All of the things we've been doing, looking after the forest, even way back in history that is how we lived. We lived off the land. We need to keep it clean, just like you would keep your freezer clean at home."**

—excerpt from the Climate Change Heroes video



**Joe Alphonse** | Chief, Tl'etinqox Government

**"The people that arrived here in British Columbia, when they first looked at the forest, I tell people the forest was managed so well it looked untouched. Our people relied on that, and we want to get back to that."**

—excerpt from the Climate Change Heroes video



### Zanzibar Holdings Ltd.

**Nicole Harrison** | Silviculture Operations  
Zanzibar Holdings Ltd.

Tree planting is one of the ways forestry contributes to reducing potent greenhouse gases and forests are extremely important storage places for carbon. Zanzibar is a tree planting company working with funding from FESBC to reforest the Hanceville fire. In fact Zanzibar, along with 23 other partners and the Office of the Chief Forester, has helped us plant over 70 million trees in B.C. in the last 5 years. These trees are going to develop into forests much sooner than if the areas were left to reforest naturally.

### Arrow Transportation Systems Inc.

**Greg Kilba** | Division Manager  
Arrow Transportation Systems Inc.

Historically, there has always been wood waste from harvesting operations to get logs to the sawmill and every fall crews would go out and burn piles of wood waste. **"We've been utilizing that fibre by either bringing it in as biomass logs or taking a horizontal grinder and trucks out to the slash piles, grinding them, and creating hog fuel. That hog fuel is then burned inside Domtar's generator creating electricity for Domtar, and any excess energy gets sold back into the grid."**

—excerpt from the Climate Change Heroes video



### Williams Lake First Nation

**Aaron Higginbottom** | Senior Manager Natural Resources  
Williams Lake First Nation

The Williams Lake Community Forest has carried out pre-commercial thinning to reduce the density of the overstory to give culturally important plants the opportunity to better express themselves. Thinning and fertilizing these trees creates more berries for the Williams Lake First Nation. **"This program allows First Nations to take the first steps back into land management. The community forest provides opportunities for the Williams Lake First Nation to help in environmental stewardship, bringing the forest back, and creates employment and revenue."**

—excerpt from the Climate Change Heroes video

Special Thanks to all of our featured Climate Change Heroes

## CLIMATE CHANGE HEROES

**Bill Layton**  
Zanzibar Holdings Ltd.

**Dave Conly**  
FESBC

**Ervin Charleyboy**  
Central Chilcotin Rehabilitation Ltd.

**Gerri Lust**  
Arrow Transportation Systems Inc.

**Gord Pratt**  
FESBC

**Jim Snetsinger**  
FESBC

**John Walker**  
Williams Lake First Nation  
Stewardship Forester

**Ken Day**  
Consultant for Williams Lake  
Community Forest

**Percy Guichon**  
Central Chilcotin Rehabilitation Ltd.

**Ray Watts**  
Arrow Transportation Systems Inc.

**Robert Hember**  
Office of the Chief Forester





## FESBC by the numbers\*

**269** APPROVED PROJECTS

throughout B.C.

**\$357** MILLION DOLLARS

in economic activity created by 269 projects

**5.3** MILLION TONNES

of CO2e sequestered or avoided = 1.1 million cars off of the road for a year

**2,214** JOBS

full time equivalent jobs created

**3.9** MILLION CUBIC METRES OF FIBRE UTILIZED

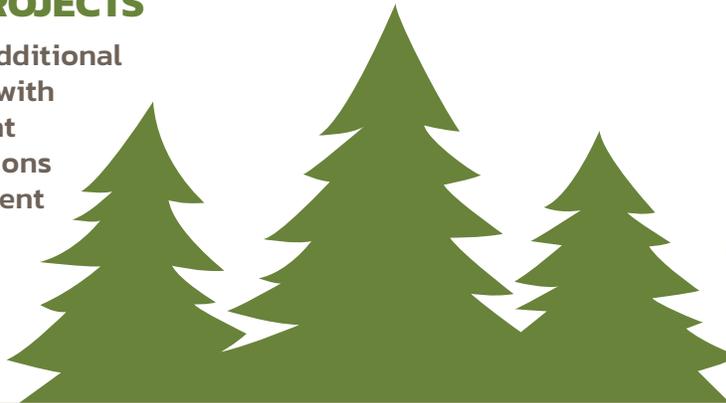
= 80,000 truckloads of fibre recovered and not burned

**63** FIRST NATIONS LED PROJECTS

and 23 additional projects with significant First Nations involvement

**70+** MILLION TREES PLANTED

with FESBC funding



These projects are funded in part by the Government of Canada and the Province of B.C.

\*All numbers current as of March 2021



### Message from FESBC Board Chair Jim Snetsinger

Over the past five years, the Forest Enhancement Society of BC has funded 269 projects across the province of British Columbia. We've had over 86 projects which have either been led by First Nations or had significant First Nations involvement. Projects have recovered 80,000 truckloads of wood fibre which may have otherwise been burned, and enhanced the utilization of that fibre. Additionally, projects have sequestered or avoided 5.3 million tonnes of CO2e which is like taking 1.1 million cars off of the road for one year.

We're very pleased to share our **B.C. Forestry Workers are Climate Change Heroes** video with you to highlight some of the projects which have been funded by the Provincial government in your forests.



### Learn More

If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!

Steve Kozuki, FESBC Executive Director  
skozuki@fesbc.ca or 1.877.225.2010

Subscribe to our FESBC Newsletter:

[www.fesbc.ca](http://www.fesbc.ca)

Follow us on:  



## ART, CULTURE AND HISTORY UNITE IN UNIQUE CUMBERLAND VITALIZATION PROJECT

### ***New THRIVE project encourages connection while honouring past and present***

COURTENAY, 26 October 2021 – The newly formed Cumberland Business Association (CBA) is embarking on an exciting and multifaceted new community vitalization project that will help drive interest into the downtown area, with funding support from the Island Coast Economic Trust (ICET)'s THRIVE Small Capital Program.

The project is a central gathering place in the form of dynamically painted sidewalk bump outs on four corners of downtown Cumberland. Entitled “Rooted in Place: A Celebration of Cumberland’s history and future”, the initiative seeks to expand and diversify the visitor reach year-round by enhancing aesthetically pleasing placemaking essentials in the Village’s core.

The four areas will include large mural paintings, inspired by surrounding natural elements, and created by local artists and in collaboration with the public and families. Coal cart benches will sit inside these painted areas with interpretive signage detailing their historical significance. The project will also include a

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unique sculpture, locally made and designed by a local artist and metal worker featuring multiple bikes stripped and welded together with an interactive pedal and auditory sounds. Flags and lights will further adorn the intersection, helping create an inviting ambiance year-round.

“The interactive, educational and visual components will drive visitor interest, while fostering a vital and shared sense of community engagement for locals,” says ICET Board Chair Aaron Stone. “This project truly reflects a grassroots, volunteer driven commitment to building community vibrancy through creativity, which sits at the heart of the THRIVE program’s goal.”

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

“As we support tourism businesses and communities in the Vancouver Island region on their road to recovery, we are honoured to be a funding partner of the THRIVE Small Capital Program to help vitalization projects such as this be realized,” says Anthony Everett, President & CEO, Tourism Vancouver Island. “This project will help to educate visitors to Cumberland, who are already attracted to the area for its world-class mountain biking and outdoor adventures, about the storied history of the community.”

The CBA hopes beautification efforts through this unique, colorful, safe and accessible project will help rouse community pride. By showcasing a culturally and historically relevant concept, they also anticipate prompting future community-focused collaborations, especially between the business and arts communities.

“This project is big, bold and interesting,” says Kathryn West, CBA’s Secretary.

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“It reflects our unique coal mining history, celebrates our mountain biking legacy and encourages community togetherness between our artistic, business and visitor communities, which will hopefully lead to future shared projects.”

The project is set to get underway shortly.

All applications to the THRIVE Small Capital Funding Stream will now be accepted on an ongoing basis until the program is fully subscribed. For more information on the THRIVE Small Capital Funding Stream, please visit our website: [www.islandcoastaltrust.ca/capital-funding-programs#thrive](http://www.islandcoastaltrust.ca/capital-funding-programs#thrive)

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

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

#### **For further information:**

[Amanda Fortier](#), Communications Officer  
Island Coastal Economic Trust  
Tel. 250-871-7797 \*232

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**Our mailing address is:**  
#108 - 501 4th Street  
Courtenay, BC V9N 1H3



## 2022 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2022 Nominating Committee is Past President Carl Jensen.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received by noon, Friday, January 28, 2022**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

#### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Carl Jensen, Chair, 2022 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**



## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*“The Executive shall manage or supervise the management of the Society”*

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

### 2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

#### COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Executive Director. All members of the Executive serve on the Resolutions Committee.

#### CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

### 3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Online meetings usually occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention. AVICC does not provide Executive members with complimentary registration for the AGM and Convention.

# NOMINATIONS FOR THE 2022-23 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

## MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **noon, Friday, January 28, 2022**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

<sup>2</sup> All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Carl Jensen, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

**Dear Member Community;**

On behalf of the Coastal Community Network Board of Directors, I have been asked to inform you that Membership Fees to the CCN for 2021 have been Waived. With ongoing COVID concerns the Board felt the need to continue helping out member communities where possible.

This will not affect your membership in the future and the CCN Board looks forward to continuing to serve your community in the months and years to come. We wish your community all the best in 2022.

We have also attached for your Board- Councils information a brief overview of the Coastal Community Network and some of the work carried out in 2021 on behalf of Communities regarding commercial fisheries in BC.

On Behalf of the CCN Board, Sincerely;  
Des Nobels , CCN Chair

## Introduction

The Coastal Community Network Society was incorporated in March of 1995 but was in existence for several years prior. It came into being at a time of significant upheaval in the commercial fishing industry. With fisheries and fleet restructuring on the horizon, coastal communities were seeking a voice at the table to convey their concerns to the DFO and the BC Government regarding impacts to communities due to reduced commercial fishing opportunities and access. The CCN's longest running advisory contribution has been through the Groundfish Development Authority. We hold three seats for Community at this table, all elected officials, one from the North coast, one from Vancouver Island and one from the Lower Mainland along with three labour representatives, DFO and BC. The CCN has participated in this process annually since 1997, 24 years.

### Groundfish Development Authority

The GDA was established in the spring of 1997 through an agreement between the Department of Fisheries and Oceans, the Provincial Ministry of Agriculture and Fish, Coastal Communities of BC and the Fishing and Fish processing industry. The agreement was brought about due largely to concerns around shore side processing and jobs. The GDA provides advice to DFO on the allocation of trawl caught ground fish and hake, Groundfish Development Quota [GDQ]. We provide advice to the Fisheries Minister on 10% of each Groundfish trawl TAC and 10% of the offshore [shore side delivery] hake TAC. This represents a significant amount of fish destined for processing in BC's coastal communities each year.

The GDA Board of Directors met in Vancouver on July 22-23, 2021 to evaluate 9 joint Fish harvester, processor applications. The applications were rated and the outcomes forwarded to the Minister of Fisheries for consideration and allocation.

### Fisheries Advocacy

The CCN's work over the years has focused on ensuring that coastal communities benefit directly through harvesting access and processing of the fisheries resources on their doorstep. We have in 2020 and 2021 sent letters to the Federal and Provincial Fisheries Ministers asking them to Adopt and Implement the Parliamentary Standing Committee on Fisheries recommendations in Canada's Pacific Region. These recommendations, already instituted on Canada's East Coast, would provide for a more community-centric fisheries policy structure.

A letter was sent to the Provincial Gov. [FLNRO], regarding Run of River Independent power projects and the community concerns of reduced water flows due to climate change, and the impact to fish stocks, primarily salmon.

Another letter was sent to the Federal Minister of Fisheries and Oceans with regards to the Salmon Allocation Plan presently being discussed and the need on the part of the DFO to ensure that communities have a voice, not only in these discussions but in all DFO planning processes. For communities to be at all these processes would require far more capacity than we presently have but with the help of the Provincial Government we may achieve some success. We have and will continue to request of the Provincial Government that they become more engaged with DFO to ensure that BC's Fisheries and Communities benefit directly.



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** November 10, 2021

**Subject:** **2022 AVICC – Resolutions Notice & Request for Submissions**

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### Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2022 Association of Vancouver Island Coastal Communities Convention to the General Manager of Administrative Services on or before January 14, 2022 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors at one of the following regular meetings: December 8, 2021, January 12, 2022 or January 26, 2022.

### Desired Outcome:

To consider resolutions for submission to the 2022 Association of Vancouver Island & Coastal Communities (AVICC) Convention.

### Summary:

AVICC is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments of Vancouver Island, Sunshine Coast, qathet/Powell River, the North Coast and the Central Coast. The objectives of the Association are to secure united action among its members to promote greater autonomy within local government in co-operation with the Union of British Columbia and other associations of municipalities and regional districts in British Columbia for the advancement of the principles of local government.

### Background:

The 2022 AVICC Convention is being planned as an in-person event to be held April 1 - 3, 2022 in Victoria, BC at the Conference Centre. The AVICC Executive has put out a first call for resolutions (attached) to be considered at the 2022 convention. AVICC member local governments are invited to submit board or council endorsed resolutions. The deadline to submit board endorsed resolutions is **noon on Friday, January 28, 2022.**

Members are responsible for submitting accurate resolutions as outlined on the attached call for resolutions. Resolutions must be relevant to other local governments within AVICC, rather than specific to a single member government. AVICC recommends local governments send their resolutions well ahead of the deadline to allow time to review with the sponsoring local government.

Regional District staff request ACRD Directors to submit their desired resolution topics **on or before January 14, 2022** providing staff ample time to develop the resolutions and background information for consideration of endorsement by the ACRD Board of Directors at the December or January regular Board meetings.

AVICC will continue to monitor Public Health Officer guidelines and will keep members informed if there are any changes required to plans for holding the convention in-person next year.

**Time Requirements – Staff & Elected Officials:**

Some staff time required to draft the resolutions, collect and prepare accompanying reports and backup documentation for submission to AVICC.

**Financial:**

Minimal cost – covered through General Government Services

**Strategic Plan Implications:**

n/a

**Policy or Legislation:**

AVICC Policies & Regulations apply.

*Wendy Thomson*

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

*Teri Fong*

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



## 2022 AGM & CONVENTION

# RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2022 AGM and Convention that, subject to public health order restrictions, will be held at the Victoria Conference Centre as an in-person event from April 1-3, 2022.

Members are now asked to submit resolutions for consideration at the 2022 Convention. The requirements for the resolutions are outlined below and in the following pages.

### DEADLINE FOR RESOLUTIONS

AVICC must receive all resolutions by: **noon, Friday, January 28, 2022**

### IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by the deadline; AND
2. One copy of the resolution by regular mail that may be received after the deadline to:  
AVICC, 525 Government Street, Victoria, BC V8V 0A8

AVICC's goal is to have resolutions that can be clearly understood, and that have specific actions. If a resolution is endorsed, it's "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution are on the next pages, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. Please contact AVICC & UBCM for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, March 30<sup>th</sup>**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

## **UBCM RESOLUTION PROCEDURES**

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM by June 30. Should this be necessary, detailed instructions are available on the UBCM website.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

## UBCM RESOLUTIONS GUIDELINES

### The Construction of a Resolution:

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

### Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

## HOW TO DRAFT A RESOLUTION

### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

### **3. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

#### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

#### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

#### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## **TEMPLATE FOR A RESOLUTION**

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that AVICC & UBCM << *specify here the action(s) that AVICC & UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

*If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:*

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services

**cc:** Alberni-Clayoquot Health Network

**Meeting Date:** November 10, 2021

**Subject:** **Island Health Service Funding Contract – Alberni-Clayoquot Health Network**

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three-year funding service contract with Island Health on behalf of the Alberni-Clayoquot Health Network in the amount of \$80,000 per year for a total of \$240,000.00 commencing December 1, 2021.

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Island Health thanking them for their continued funding for the Alberni-Clayoquot Health Network and request Island Health consider an increase to the annual funding amount to reflect increased cost of living and operating costs.

### **Desired Outcome:**

To secure funding for another three-year term from Island Health to support the continued operation of the Alberni-Clayoquot Health Network (ACHN) and request Island Health to consider an increase to the annual funding received to reflect cost of living and annual operating costs.

### **Summary:**

The Alberni-Clayoquot Regional District (ACRD) has received a new three-year funding service contract from Island Health (attached) to continue retaining a coordinator (contract position) to support the efforts of the ACHN. Commencing on December 1, 2021, the new contract provides funding to the ACHN in the amount of \$80,000 per year for three years for a total of \$240,000. The current funding contract with Island Health expires at the end of November 2021.

### **Background:**

In 2012, the ACRD received one-time funding from Island Health (formerly VIHA) to develop a Health Network to address the determinants of health in the region and to support healthy communities. Since 2015, the ACRD has been receiving \$80,000 annually, through a service contract with Island Health, to retain a sub-contractor to support the efforts of the ACHN.

As the ACHN is not considered a “legal entity”, the ACRD administers funds received from Island Health and subcontracts the coordinator on behalf of the ACHN.

The ACHN works to take action to improve the social determinants of health within the region. Their mission is to speak with a collective voice on regional and local health issues by facilitating dialogue and understanding amongst citizens and stakeholders. The Network is a community driven mechanism that helps to build partnerships and capacity; share concerns, ideas and resources and create innovative solutions that impact the social determinants of health and work towards sustainable healthy communities. For further information on the Network visit their website at <https://achn.ca/>

The ACHN Table of Partners supports the new funding service contract with Island Health as presented, however they have requested the ACRD send a letter to Island Health requesting they consider an annual cost of living increase in future funding contracts.

Regional District staff recommend that the ACRD Board of Directors endorse the new service contract with Island Health as presented and forward a letter as requested by the Network regarding future increases.

Once the funding service contract is signed off by both parties, the ACRD will commence a Request for Proposal process for a Coordinator to support the Network for the next three years. The current Coordinator contract expires at the end of December 2021.

**Time Requirements – Staff & Elected Officials:**

Some staff time required to oversee the contract with Island Health and the sub-contract with the AC Health Network Coordinator.

**Financial:**

The ACHN is funded solely through Island Health. The ACRD charges the Network an annual administration fee of \$12,000.00 for administrative and accounting support.

**Strategic Plan Implications:**

Strategic Priority – Partnerships & Alignment.

**Policy or Legislation:**

ACRD Policies apply.

*Wendy Thomson*

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

*Teri Fong*

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



Contract Number:  
 Term: Dec 1, 2021 to Nov 30, 2024  
 Max Amt To Be Paid (Incl Taxes): \$240,000.00  
 Cost Centre & Expense Code: 82.71.350102000 8604000

**SERVICE CONTRACT**

**BETWEEN**

**Vancouver Island Health Authority**

**AND**

**Alberni Clayoquot Regional District**

(the “Island Health (VIHA)”)

(the “Contractor/Service Provider”)

At the following address:

1952 Bay Street  
 Victoria, BC V8R 1J8

At the following address:

3008 5th Avenue  
 Port Alberni, BC V9Y2E3

Fax: (250) 740-2663

Tel: (250) 723-1327

Island Health and the Contractor agree to all Terms and Conditions contained in this agreement and to the following schedules (collectively, the “Agreement”).

**SCHEDULE A – SERVICES**

The following services and/or deliverables (the “Services”) will be provided by the Contractor (Alberni Clayoquot Regional District) for the term from Dec 1, 2021 to Nov 30, 2024 (the “Term”):

The purpose of this Agreement is to support the continued development and progress of the Community Health Network as it works in partnership with Island Health and other stakeholders to develop shared understanding, identify shared priorities and to take collective action to address the social determinants of health and modifiable risk factors in the area of the Region.

To support this work, the Contractor will subcontract with a coordinator who will support the efforts of the Community Health Network (CHN) to:

- Convene dialogue regarding social determinants of health and modifiable risk factors informed by credible data (e.g. Canadian Community Health Survey, local health area profiles, BC Center for Disease Control Community Health Profiles), content experts (e.g. medical health officers, academics, planners), front line community experience (e.g. health care providers, collaborative service committees, primary care networks and community service providers) and people from diverse backgrounds with lived/living experience in order to:
  - foster a common understanding of community health priorities
  - create a shared vision for a healthy community
  - reach agreement on joint priorities for shared action/intervention
  - develop/maintain and/or renew time-limited strategy documents reflecting vision, priorities and action plans.
- Facilitate coordinated action amongst partners to address joint priorities.
- Engage policy makers around system level changes required to enable action on joint priorities.
- Support and coordinate the procurement of additional funding (from sources outside of Island Health), in-kind contributions and other resources to support actions addressing joint priorities.
- Facilitate ongoing collection and dissemination of data from partners regarding aligned community action in support of joint priorities and observable outcomes of aligned actions.
- Conduct outreach to build community awareness and support for the CHN.
- Ensure broad and equitable participation at all levels of their network structure including participation

from multi-sector community partners with active participation from people with lived/living experience, foundations, charitable organizations, Island Health, local government, local First Nations, school districts/boards, post-secondary institutions, local business organizations, existing collaborative groups, and other institutions and sectors representing a spectrum of expertise, ages, and population perspectives spanning the entire region.

- Collaborate with Island Health regarding ongoing alignment of evolving priorities tied to strategic Initiatives of the Ministry of Health and Island Health which may change over time such as:
  - The Primary Care Networks (PCN) Initiative (requiring PCNs and Collaborative Services Committees (CSCs) to partner with the community sector regarding upstream prevention of locally prevalent illnesses and risk factors). This initiative seeks to link the health priorities identified through PCNs to specific population based initiatives that are mutually reinforcing to improve health and wellness of the population (for example, physical literacy initiatives in response to high incidence of frailty in seniors or air quality improvement strategies in response to high respiratory illness hospitalization rates).
  - The Healthy Communities Initiative (requiring partnerships between Island Health, Local Governments, Aboriginal Communities and other Community Partners on planning for upstream prevention).

To support this work the Contractor will:

- Consult with the CHN on all aspects of the coordinator's contract/work description;
- Ensure that the CHN supports the expectations laid out for the coordinator's contract/work description;
- Supervise the coordinator and collaborate with the CHN to ensure the coordinator is meeting expectations;
- Ensure that the CHN has approved invoices for the subcontracted coordinator;
- Providing monthly statements to the CHN;
- In kind accounts payable services; and
- Participating at an advisory level in the CHN.
- Via the coordinator, Provide documentation and reporting to Island Health regarding collaborative priorities, plans, actions, outcomes and monitoring

The costs permitted under this Agreement include:

- Subcontractor fees and expenses;
- CHN Community meeting expenses;
- CHN administration committee meeting expenses; and,
- CHN working group expenses.

The Contractor will consult with Island Health and the Co-Chairs of the CHN on all aspects of the facilitator's contract/work description and will ensure that the Co-Chairs of the CHN support the expectations laid out for the facilitator's contract/work description.

The Contractor hereby represents and warrants that all Services provided prior to the date of execution of this Agreement, if any, were provided in accordance with the terms and conditions of this Agreement.

### SCHEDULE B – FEES AND EXPENSES

**Fees:** \$240,000.00 is the maximum amount of fees paid for providing the Services during the Term of this Agreement. Payments will be made in lump sum amounts as follows on or about the following dates:

Payment Date	Amount
Dec 1, 2021	\$80,000.00
Dec 1, 2022	\$80,000.00
Dec 1, 2023	\$80,000.00

Should there be any break in the Services due to the unavailability of the subcontractor, Island Health may recover unspent funds.

### SCHEDULE C – REPORTING ACCOUNTABILITIES

On a quarterly basis, the Contractor will ensure that Island Health receives a summary report from the CHN outlining:

- The amount of funds that have been spent to date;
- Key accomplishments made possible through funding the coordinator role including a shared understanding and agreement on shared priorities stemming from the Local Health Area Profile;
- The anticipated expenditures to the end of the funding period; and
- Any change to the coordinator status or unplanned break in service.

In addition, the Contractor will ensure the CHN contributes to evaluation activities regarding CHN outcomes and processes. This includes ensuring the completion of an annual process evaluation as well provision of qualitative and quantitative data to inform CHN outcome evaluation as needed.

The following Key Performance Measures will be used to determine eligibility for renewed funding:

- 1) Quarterly Reports Completed for each quarter and on time
- 2) Annual Reports Completed for each year and on time
- 3) Subcontracted facilitator role is maintained throughout the course of the contract
- 4) Strategic Plan Documents are maintained and updated
- 5) Actions related to at least 2 priorities are completed and documented by end of year 3 and process for measuring outcomes is in place.
- 6) Confirmation of Multi-sector partnerships tied to MOH initiatives (i.e. Local Governments, Aboriginal Communities, PCNs and CSCs) are documented and continually updated). (*Partnership with PCNs are in place within a year of establishment of a new PCN in the community*)

**SCHEDULE D – APPROVED SUB-CONTRACTOR(S)**

The approved sub-contractor(s) to whom the Contractor may sub-contract under this Agreement include:

**Name of Sub-Contractor**

TBD

**Type of Service**

Facilitation

**SCHEDULE E – INSURANCE (S)**

The Contractor shall ensure that subcontractors, at their own expense, provide and maintain necessary insurance with insurers licensed in British Columbia.

**SCHEDULE F – PRIVACY (H)**

Please review Schedule F - Terms and Conditions

Not Applicable

**SCHEDULE G – WCB INSURANCE (M)**

The Contractor will comply with the *Workers' Compensation Act* of the Province of British Columbia and in particular will ensure that its subcontractors hold Personal Optional Protection.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

SIGNED AND DELIVERED on behalf of Island Health by an authorized representative of Island Health:	SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory if a corporation):
Authorized Representative: (signature)	Contractor or Authorized Signatory: (signature)
Authorized Representative: (print name)	Contractor or Authorized Signatory: (print name)
Authorized Representative: (print title)	Contractor or Authorized Signatory: (print title)

## TERMS AND CONDITIONS OF THE AGREEMENT

### CONTRACTOR'S OBLIGATIONS

1. You must provide the services described in Schedule A (the "Services") in accordance with this agreement. You must provide the Services during the term described in Schedule A regardless of the date of execution or delivery of this agreement.
2. You must supply and pay for all labour, materials, and approvals necessary or advisable to provide the Services.
3. You must perform the Services to a standard of care, skill, and diligence maintained by persons providing, on a commercial basis, services similar to the Services.
4. You must ensure that all persons you employ or retain to perform the Services are competent to perform them and are properly trained, instructed and supervised.
5. You must comply with our instructions in performing the Services, but not as to the manner in which those instructions are carried out except as specified in this agreement.
6. You must upon our request, fully inform us of all work you do in connection with providing the Services.
7. You must maintain time records and books of account, invoices, receipts and vouchers of all expenses incurred, in form and content satisfactory to us.
8. You must permit us at all reasonable times to inspect and copy all material that has been produced or received by you or any subcontractor as a result of this agreement (collectively the "Material"), including without limitation, accounting records, findings, software, data, specifications, drawings, reports and documents, whether complete or not.
9. You must treat as confidential all Material and not permit its disclosure without our prior written consent except as required by applicable law, before or after the termination of this Agreement, any Confidential Information (as defined below) nor will you use or exploit, directly or indirectly, any Confidential Information for any purpose other than for the fulfillment your obligations under this Agreement, including the *Freedom of Information and Protection of Privacy Act*. You agree compliance with the *Act* and this Agreement in respect of Data shall supersede and have paramourty over any compliance with privacy laws of general application in the private sector having application to you.  
  
"Confidential Information" means any and all information supplied to, obtained by or which comes to your knowledge as a result of this Agreement with respect to the Vancouver Island Health Authority including, without limitation, all patient and client information (including patient names, addresses, telephone numbers and medical history), and all operational procedures except that Confidential Information does not include information which the Contractor can prove is information which is in the public domain.
10. The Material and any property we provide to you or a subcontractor is our exclusive property. You must deliver it to us immediately upon our request.
11. The copyright in the Material belongs exclusively to us. Upon our request, you must deliver to us documents satisfactory to us waiving in our favour any moral rights which you or your employees or subcontractors may have in the Material and confirming the vesting of the copyright in us.
12. You must maintain and pay for insurance on the terms, including form, amounts, and deductibles, outlined in Schedule E, if any, as modified from time to time in accordance with our directions.
13. You must apply for and immediately upon receipt, remit to us any refund or remission of federal or provincial tax or duty available with respect to any items used in connection with this agreement.
14. The Contractor will perform the Services in accordance with: (a) all applicable laws; (b) any instructions or directions that may be given by Island Health to the Contractor from time to time with respect to the provision of the Services; (c) all policies, guidelines and directives established from time to time by Island Health (including in particular, any policies of Island Health regarding confidentiality); and (d) all required permits and licenses.
15. The Contractor will indemnify and save harmless Island Health, its governors, directors, officers, employees and agents, from and against any and all losses, claims, damages, actions, causes of action, costs and expenses Island Health may sustain or incur, at any time, either before or after the expiration or termination of this Agreement, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or omission by you or by any of your agents, employees, officers, directors or subcontractors in providing the service except, with respect to the extent any such claim arises solely from the negligence of Island Health.
16. You must not assign your rights under this agreement without our prior written consent. You agree to bear all legal and administrative costs associated with providing consent.
17. You must not subcontract any obligation under this agreement other than to persons listed in Schedule D without our prior written consent. No subcontract, whether consented to or not, relieves you from any obligations under this agreement. You must ensure that any subcontractor fully complies with this agreement in performing the subcontracted Services.

18. You must not provide any services to any person in circumstances, which, in our reasonable opinion, could give rise to a conflict of interest between your duties to that person and your duties to us under this agreement.

**PAYMENT**

19. You must not do anything that would result in personnel you hire being considered our employees.
20. You must not commit or purport to commit us to pay any money except as authorized by this agreement.
21. We must pay you the fees described in Schedule B. We must pay you for expenses in accordance with Schedule B if they are supported, where applicable, by proper receipts and, in our opinion, are necessarily incurred by you in providing the Services. We are not obliged to pay you more than the "Maximum Amount" specified in Schedule B on account of fees and expenses.
22. You must submit written statements of account to us, but only for the portion of the Services that has been completed to our satisfaction.
23. We may withhold from any payment due to you an amount sufficient to indemnify us against any lien claim that could arise in connection with the provision of the Services.
24. Our obligation to pay money to you is subject to the *Financial Administration Act*, which makes that obligation subject to an appropriation being available in the fiscal year of the Vancouver Island Health Authority, during which payment becomes due.
25. Unless otherwise specified in this agreement, all references to money are to Canadian dollars.

**TERMINATION**

26. We may terminate this agreement for any reason on giving 10 days' written notice of termination to you. If we do so for any reason other than your failure to comply with this agreement, we must pay you that portion of the fees and expenses described in Schedule B which equals the portion of the Services that was completed to our satisfaction before termination. That payment discharges us from all liability to you under this agreement.
27. If you fail to comply with this agreement, we may terminate it and pursue other remedies as well.

**GENERAL**

28. You are an independent contractor and not our employee, agent, or partner. Neither you nor any person employed by or associated with you in the performance of the Services or otherwise is an employee of, or has an employment relationship of any kind with, Island Health.
29. If you are a corporation, you represent and warrant to us that you have authorized your signatory to enter into and execute this agreement on your behalf without affixing your common seal.
30. We must make available to you all information in our possession, which we consider pertinent to your performance of the Services.
31. This agreement is governed by and is to be construed in accordance with the laws of British Columbia.
32. Time is of the essence in this agreement.
33. Any notice contemplated by this agreement, to be effective, must be in writing and either
- sent by fax to the addressee's fax number specified in this agreement,
  - delivered by hand to the addressee's address specified in this agreement, or
  - mailed by prepaid registered mail to the addressee's address specified in this agreement.

Any notice mailed in accordance with subsection (c) is deemed to be received 96 hours after mailing. Either of the parties may give notice to the other of a substitute address or fax number from time to time.

34. A waiver of any term of this agreement or of any breach by you of this agreement is effective only if it is in writing and signed by us and is not a waiver of any other term or any other breach.
35. No modification of this agreement is effective unless it is in writing and signed by the parties.
36. This agreement and any modification of it constitute the entire agreement between the parties as to performance of the Services.
37. All disputes arising out of or in connection with this agreement or in respect of any defined legal relationship associated with it or derived from it must, unless the parties otherwise agree, be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre under its rules.
38. Sections 8 to 11, 14, 15 and 44 continue in force indefinitely, even after this agreement ends.
39. The schedules to this agreement are part of this agreement.

40. If there is a conflict between a provision in a schedule to this agreement and any other provision of this agreement, the provision in the schedule is inoperative to the extent of the conflict unless it states that it operates despite a conflicting provision of this agreement.
41. You will comply with the *Workers' Compensation Act* of the Province of British Columbia and in particular will obtain and maintain during the Term the necessary coverage as specified in Schedule G
42. In this agreement, "we", "us", and "our" refer to Island Health and never refer to the combination of the Contractor and Island Health: that combination is referred to as "the parties".
43. Upon the request of Island Health, the Contractor shall conduct a criminal records check against the Contractor, its employees and sub-contractors (as Island Health may direct) under the *Criminal Records Review Act* (British Columbia). If Island Health does not receive an acceptable criminal records check against the Contractor, its employees and sub-contractors (as Island Health may direct) prior to the commencement of the Term, this Agreement shall be of no force or effect without further obligation of either party to the other
44. The aggregate liability of Island Health to the Contractor for any matters or claims of whatsoever nature and kind under or in connection with this Agreement will be limited to the "Maximum Amount" specified in Schedule B.
45. This Agreement may be executed in one or more facsimile or electronically scanned counterparts, each of which when so executed shall be deemed an original, and such counterparts together shall constitute one and the same instrument.

**SCHEDULE F**  
**HEALTH ORGANIZATION PRIVACY SCHEDULE**  
**CUSTODY, CONTROL AND ADMINISTRATION OF PERSONAL INFORMATION**

**1. Background**

The Vancouver Island Health Authority (“HO”) is a public body that is subject to the provisions of FIPPA relating to the collection, use, disclosure and security of Personal Information. HO and the Service Provider have entered, or will enter, into an agreement (the “Agreement”) that may involve the sharing, management or administration of Personal Information with or by the Service Provider. The purpose of this schedule (“Schedule”) is both to ensure that the Service Provider maintains adequate care of and security controls over the Personal Information and that the Service Provider is aware of and complies with the privacy protection provisions of FIPPA.

**2. Definitions**

In this Schedule:

“**Access Conditions**” means, in respect to access to Personal Information for a Permitted Purpose: (a) the Service Provider must ensure that access is limited to temporary access and storage for the minimum time necessary for the Permitted Purpose; (b) if such access is for the Permitted Purpose of data recovery, the Service Provider must ensure such access is limited to access and storage only after the system failure has occurred; and (c) such other conditions as may be imposed on access and disclosure for a Permitted Purpose pursuant to FIPPA;

“**Applicable Law**” means all present and future laws, statutes, ordinances, regulations, judgements, orders, rules, directions of any court or governmental authority that are enforceable in British Columbia or Canada, and includes FIPPA;

“**Authorized Site**” means the Service Provider’s head office in Canada or such other premises of the Service Provider as may be approved in writing by HO;

“**Commissioner**” means the Information and Privacy Commissioner for British Columbia;

“**Conflicting Foreign Order**” means any order, subpoena, directive, ruling, judgment, injunction, award or decree, decision, request or other requirement issued from a foreign court, agency of a foreign state or other authority outside Canada or any foreign legislation the compliance with which would or could potentially breach FIPPA;

“**Confidentiality Agreement**” means an agreement between the Service Provider and its Personnel requiring that Personnel comply with the requirements of FIPPA, and other Applicable Law, in a manner which is sufficient to ensure compliance by the Service Provider and its Personnel under this Schedule;

“**Contact Information**” means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;

“**Excluded Information**” or “**Excluded Records**” means information, documents or recorded information that (a) relate solely to the Service Provider’s internal administration, finances, management, or labour and employment matters, unless they contain Personal Information about an individual other than Personnel or other third parties with whom the Service Provider has dealings unrelated to the subject matter of the Agreement; or (b) HO confirms in writing are excluded from the application of this Schedule;

“**FIPPA**” means the Freedom of Information and Protection of Privacy Act (British Columbia), and regulations enacted thereto, as amended from time to time;

“**Material Breach**” includes, without limitation, (i) non-compliance by the Service Provider with any provision of this Schedule relating to or resulting from the collection, use, disclosure, storage, disposal or destruction of any Personal Information or Records in contravention of FIPPA and/or this Schedule; and (ii) non-compliance by the Service Provider to take reasonable steps to cure any contravention of FIPPA and/or this Schedule to the satisfaction of the HO within 20 days after written notice is given to the Service Provider describing the breach in reasonable detail or otherwise within 20 days of the Service Provider becoming aware of the breach;

“**Permitted Purpose**” means access to Records or Personal Information that is necessary for: (a) installing, implementing, maintaining, repairing, trouble-shooting or upgrading an electronic system or equipment used by HO or by the Service Provider to provide services to HO pursuant to the Agreement; or (b) recovery of data (including Personal Information) undertaken following the failure of an electronic system used by HO or by the Service Provider to provide services to HO; or (c) performance of the duties of Personnel while temporarily travelling outside of Canada;

“**Personal Information**” means recorded information about an identifiable individual, excluding Contact Information and Excluded Information, that is collected or created by the Service Provider or otherwise obtained or held by or accessible to the Service Provider as a result of the Agreement or any previous agreement between HO and the Service Provider dealing with the same subject matter as the Agreement;

“**Personnel**” means any employees, officers, directors, contractors, subcontractors, associates (as defined in FIPPA), representatives or other persons engaged by the Service Provider for the purposes of fulfilling the Service Provider’s obligations under the Agreement;

**"Privacy Representative"** means the designate of the Service Provider or HO with responsibility for compliance with FIPPA and this Schedule; and

**"Record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which Personal Information is recorded or stored by graphic, electronic, mechanical or other means which are collected or produced by the Service Provider in the course of delivering services or otherwise performing its obligations under the Agreement, but does not include: (a) a computer program or any other mechanism that produces records or (b) Excluded Records.

**3. Service Provider Subject to FIPPA**

The Service Provider agrees that, in relation to the collection, use, disclosure, storage, security and destruction of Personal Information and Records, it is subject to and will comply with the requirements of FIPPA and this Schedule, including any applicable order or security requirements prescribed by the Commissioner or a court and any written direction issued by HO under this Schedule. The Service Provider will ensure that it and its Personnel are familiar and remain current with respect to its and their obligations under FIPPA.

**4. Control of and Rights in the Record(s)**

As between HO and the Service Provider, all right, title and interest and control in and to all Records shall remain with the HO. No proprietary right or other interest respecting the Records, other than as expressly set out herein, is granted to the Service Provider under this Schedule, by implication or otherwise. The Service Provider is granted temporary access to the Personal Information on the terms and conditions of this Schedule, for the sole and express purpose of fulfilling its obligations under the Agreement and for no other use or purpose. Where the Service Provider provides services under contract with one or more other public bodies in which such other public bodies also assert control over the same or overlapping Records, the HO will work with such other public bodies to resolve each other's rights and obligations with respect to such Records and the Service Provider will not be considered to be in breach of this Schedule by reason of its inability to provide unfettered control over the Records to the HO.

**5. Collection of Personal Information**

The Service Provider will only collect, acquire or hold Personal Information on behalf of HO as necessary for the performance of the Service Provider's obligations under the Agreement or as otherwise authorized by HO in writing. If the Service Provider is required by the Agreement to collect Personal Information on behalf of HO, the Service Provider will do so only in the manner prescribed by FIPPA. Specifically, the Service Provider will: (i) collect Personal Information directly from the individual to whom the information pertains; (ii) tell such individual the purpose and the legal authority for collecting it; and (iii) provide the individual with the title, business address and business telephone number of the person designated by HO to answer questions about the Service Provider's collection of Personal Information. The Service Provider may only collect Personal Information indirectly (i.e. other than directly from the individual that the information is about) as authorized in writing by the HO or as otherwise permitted by FIPPA.

**6. Referral of Requests for Access or Correction**

If the Service Provider receives a request under FIPPA for access to or correction of Personal Information from a person other than HO, the Service Provider will promptly advise the person to make the request to HO, unless the Agreement expressly requires the Service Provider to provide such access or process such correction or HO provides a written direction to the Service Provider to do so. The Service Provider will provide such person with the name and contact information for the HO Privacy Representative.

**7. Cooperation in Responding to Requests for Access**

Where HO communicates to the Service Provider that it has received a request for access to Personal Information, the Service Provider will, at its own expense, locate and supply to HO any and all Records in its custody that, in the opinion of HO, fall within the scope of the request. The Service Provider will comply with this obligation within a reasonable time frame that allows HO to comply with its obligations under FIPPA.

**8. Accuracy and Correction of Personal Information**

- a) If the Service Provider engages in the collection, maintenance or updating of Personal Information or the creation of Records on behalf of HO under the Agreement, the Service Provider will make every reasonable effort to ensure the accuracy and completeness of such Personal Information generally and as required by FIPPA.
- b) If HO directs the Service Provider to do so, the Service Provider will, in the manner specified by HO, correct or annotate any Records that are created, maintained or held by the Service Provider under the Agreement. If so directed, the Service Provider will also be responsible for providing notice of the corrected or annotated information to any person(s) specified by HO or who are entitled to receive such notice under FIPPA.

**9. Protection of Personal Information**

The Service Provider must protect Personal Information by making reasonable security arrangements against such risks as theft, loss or unauthorized access, collection, use, disclosure or disposal. Where appropriate, such as when the Service Provider's Personnel are working within HO's facilities, using its information systems or other technology (collectively, "HO Technology"), or otherwise accessing or using Records of HO, the Service Provider and all its Personnel will comply with:

- a) HO's privacy, security & confidentiality policies;
- b) terms of use, agreements, policies and guidelines applicable to the usage of HO Technology;
- c) any directions that may be issued from time to time by the HO's system administrators or privacy/security officers regarding access to and use of HO Technology and information contained therein; and
- d) other applicable policies of HO, such policies being applicable and reasonable in the circumstances and relating to the proper performance of an Agreement.

Without limiting the generality of the foregoing, the Service Provider will ensure that its security arrangements include the following:

- e) ensuring that access to electronic Records:
  - i. requires unique individual user identification;
  - ii. includes appropriate controls for the issuance of changes to and cancellation of user identifications and authentication mechanisms;
  - iii. requires that authentication codes and passwords are confidential, complex and are changed regularly (at least semi-annually);
  - iv. is monitored by an auditing system which creates, at a minimum, an audit trail containing the date and time of access, identity of the user and the type and scope of information accessed, or work in cooperation with the HO to implement an appropriate system to audit access to Personal Information by the Service Provider and its Personnel in connection with the delivery of services under the Agreement;
  - v. requires multi-factor authentication for remote access to Personal Information, unless otherwise authorized by HO in writing;
- f) maintaining and implementing systems to reasonably ensure that any Personal Information that is accessed or transmitted electronically (ie. facsimile, email, internet) is secure against unauthorized access;
- g) using encryption and password protection to secure Personal Information on mobile devices, removable media, and mobile backup media;
- h) maintaining and implementing formal procedures to immediately terminate access to Personal Information by Personnel who have left the organization or a position that requires the access;
- i) maintaining a process to track, audit and restrict access to Records by Personnel;
- j) maintaining a process, to regularly assess and/or upgrade the security arrangements of the Service Provider to ensure consistency with evolving industry standards and the guidelines and policies of HO; and
- k) such other specific data protection protocols and requirements as may be set out in Appendix A to this Schedule.

**10. Segregation of Data**

The Service Provider shall take reasonable steps to ensure that all Personal Information and Records are securely segregated from any information owned by the Service Provider or third parties to prevent unintended mixing of data or access by unauthorized parties and to enable Personal Information and Records under the control of HO under this Agreement to be identified and separated from those of the Service Provider or third parties.

**11. Access, Use and Disclosure**

The Service Provider will ensure that neither it nor its Personnel collects, creates, copies, reproduces, uses, stores, discloses or provides access to any Personal Information or otherwise removes Records from HO premises except in compliance with this Schedule and FIPPA and for purposes directly related to or necessary for the performance of the Service Provider's obligations under the Agreement, as authorized in writing by HO or as otherwise required by Applicable Law. The Service Provider will promptly take corrective action in response to any non-compliance of its Personnel with this Schedule and/or FIPPA.

**12. Access by Personnel**

The Service Provider will ensure that its Personnel are granted access to the Personal Information only where such access is necessary for the performance of the Service Provider's obligations or the exercise of its rights under the Agreement, and subject to the following terms:

- a) the Service Provider has entered into a Confidentiality Agreement with its Personnel or the Service Provider's Personnel has agreed to comply with the Service Provider's internal documents acknowledging the duty of confidentiality and any applicable privacy training received, which acknowledgement(s) may be obtained through electronic means, provided such internal documents and/or training are sufficient to ensure compliance by the Service Provider with the requirements of this Schedule;
- b) no access to Personal Information will be permitted while Personnel are physically located outside of Canada, except where access is for a Permitted Purpose and is compliant with the Access Conditions, or unless HO agrees in writing to permit such access;
- c) the Service Provider will revoke the access rights of any person who engages in the unauthorized collection, use or disclosure of Personal Information or otherwise breaches the Confidentiality Agreement or FIPPA;
- d) Confidentiality Agreements will be renewed or updated from time to time upon the amendment of this Schedule, changes in FIPPA or other Applicable Law, or otherwise at the reasonable request of HO;
- e) the Service Provider will ensure all Personnel are familiar and comply with the obligations of the Service Provider under this Schedule and FIPPA; and
- f) if requested by HO, the Service Provider will provide and conduct specific ongoing training for its Personnel regarding compliance with FIPPA and this Schedule.

**13. Subcontractors**

The Service Provider may not subcontract any of its obligations under this Schedule without the prior written consent of HO. The Service Provider acknowledges that any such consent will be conditional on the subcontractor's agreement to be bound by this Schedule and FIPPA, on the same basis that the Service Provider is bound.

**14. Liability of the Service Provider for Personnel**

The Service Provider specifically assumes all responsibility for the Personnel and for the breach by any one or more of them of any provision of FIPPA or this Schedule. The Service Provider hereby agrees to defend, indemnify and hold harmless the HO, and the members of its board, officers, employees and representatives of, from and against any and all loss, cost, liability, damage, fee, penalty or other expense, including legal fees (on a solicitor and own client basis) suffered or incurred by the HO, and its board members, officers, employees or representatives, or any of them, with respect to any breach or alleged breach by the Service Provider of any of its covenants or obligations under this Schedule or any non-compliance with the provisions of FIPPA or other Applicable Law.

**15. Foreign Access and Storage**

The Service Provider will not permit the Records or any Personal Information to be transported or transmitted to, stored in or accessed from any jurisdiction other than Canada, except where such transport, transmission, storage or access is:

- a) for a Permitted Purpose, and (i) the Permitted Purpose is at all material times authorized by FIPPA, and (ii) the Service Provider strictly observes the Access Conditions and such other conditions as may be imposed by HO; and
- b) for a purpose other than a Permitted Purpose that is permitted by FIPPA, and (i) the Service Provider has received the prior written approval of HO, and (ii) the Service Provider strictly observes any other conditions as may be imposed by HO.

**16. Notice of Demands for Disclosure**

If the Service Provider or anyone to whom the Service Provider transmits Personal Information pursuant to a Permitted Purpose becomes legally compelled or otherwise receives a demand to disclose Personal Information other than permitted by FIPPA, including without limitation pursuant to any Conflicting Foreign Order, the Service Provider will not do so unless and until: (i) the HO has been notified of such requirement; (ii) the parties have appeared before a Canadian Court; and (iii) the Canadian Court has ordered the disclosure.

The Service Provider is responsible to ensure that it obtains such contractual rights or makes other such arrangements with its Personnel or such other third parties to whom it may grant access to Personal Information as may be necessary to enable it to comply with the provisions of this Section 16.

**17. Storage of Records**

- a) The Service Provider must maintain and store the Records at an Authorized Site in Canada and will ensure that there are reasonable physical and electronic security measures in place at such site to protect against any unauthorized access to, theft, loss or disclosure of the Records.
- b) Notwithstanding the foregoing, the Service Provider will provide notice to the HO in order to store or maintain Records at a facility other than an Authorized Site for a Permitted Purpose provided that it complies with the Access Conditions. The use of any such off-site facility by the Service Provider for the storage and maintenance of the Records will be subject to the Service Provider's strict compliance with any conditions imposed by HO from time to time. The Service Provider is responsible for ensuring that the conditions at off-site storage facilities are the same as or better than the conditions at the Authorized Site.

**18. Privacy Representative**

Upon execution of the Agreement, the Service Provider will appoint a Privacy Representative and such person will have sufficient authority to make decisions and execute documents on behalf of the Service Provider as may be required from time to time for the administration of this Schedule. The Service Provider shall promptly provide the HO of the name of its Privacy Representative and shall notify the HO of any change of its Privacy Representative.

**19. Notice of Breach and Corrective Action**

- a) The Service Provider will provide HO with prompt written notice of any actual or anticipated Material Breach, including full particulars of such breach.
- b) The Service Provider will co-operate fully with HO in preventing the occurrence or recurrence of any breach of this Schedule, including, if requested to do so: (i) by preparing a written proposal to address or prevent further occurrences; (ii) complying with the reasonable directions of HO; and (iii) taking all reasonable steps to recover or obtain any Records that have come into the custody or control of third parties contrary to FIPPA or this Schedule.

**20. Audit, Inspection, Investigation & Cooperation**

- a) The Service Provider will permit HO and/or its representatives and agents to conduct periodic audits of Records related to performance by the Service Provider and the Personnel of the Service Provider's obligations under this Schedule. HO may, at any reasonable time and on reasonable notice to the Service Provider, enter on the Service Provider's premises to inspect any Records in the possession of the Service Provider or any of the Service Provider's information management policies or practices relevant to its management of Personal Information or its compliance with this Schedule, and the Service Provider must permit, and provide reasonable assistance to, any such inspection.
- b) Upon request by HO, the Service Provider will, at its own cost, promptly provide any Records in its possession, custody or control to HO or its designate.
- c) The Service Provider will, at its own cost, fully cooperate (including by providing access to Records and related documentation and information) with HO in the event of any audit, investigation, inquiry, complaint, suit or other legal proceeding regarding any actual or alleged breach of FIPPA or this Schedule, including but not limited to a Material Breach.

**21. Default & Termination**

- a) Notwithstanding anything in the Agreement to the contrary, the Service Provider and the HO hereby agree that a Material Breach by the Service Provider will give rise to a right on the part of the HO to terminate the Agreement immediately upon written notice.
- b) Without limiting the generality of the foregoing, the Service Provider agrees that in addition to any other rights or remedies the HO may have for a breach of this Schedule, HO has the right to an injunction or other equitable relief in any court of competent jurisdiction enjoining a threatened, anticipated or actual breach of this Schedule or FIPPA by the Service Provider.

**22. Change of Law & Amendment**

- a) In the event of any change in the circumstances of either party, Applicable Law, including FIPPA, or any foreign laws applicable to the Service Provider or HO that would affect, in the reasonable opinion of HO, (i) either party's ability to perform its obligations under this Schedule, or (ii) the effectiveness or sufficiency of this Schedule in ensuring best practices and legal compliance, the parties will, at HO's option, enter into good faith negotiations in an effort to address any such issues by amendment to the Schedule or otherwise. If the parties are unable to reach agreement or the issues cannot reasonably be addressed by such agreement, then HO may terminate the Agreement upon the provision of reasonable written notice to the Service Provider.
- b) The Service Provider shall promptly notify HO in writing of any fact or circumstance, including a change in law, which has, or may reasonably be expected to have, a material adverse impact on the Service Provider's ability to fully comply with this Schedule. Upon receiving such notice, HO may, at its option, exercise its rights under Subsection 22(a) above.

**23. No Withholding**

The Service Provider shall not be entitled to, and hereby waives any and all right to, withhold any Records from HO to enforce any alleged payment obligation or in connection with any dispute relating to the terms of the Agreement or any other matter between HO and the Service Provider.

**24. Return or Destruction of the Record Upon Request**

- a) Except as otherwise specified in the Agreement, the Service Provider will retain the Personal Information and Records until it is provided with a written direction from HO regarding its return or destruction.
- b) Upon the expiry or earlier termination of the Agreement or, at any time upon the written request of HO, the Service Provider will promptly and at its own cost, (i) return or deliver all Records, including any copies thereof, to HO; or (ii) destroy, according to HO's instructions, all documents or other Records, including any copies thereof, in any form or format whatsoever in the Service Provider's possession constituting or based upon Personal Information and, upon HO request, will provide a completed Certificate of Destruction in a form satisfactory to the HO. After a request is made under this Section, the Service Provider will not retain any Records for any purpose without the prior written consent of HO. If, for any reason, the Service Provider fails to return or destroy any Record in accordance with this Section 24, the Service Provider's obligations pursuant to this Schedule will continue in full force and effect.
- c) Unless otherwise directed by HO, if the Service Provider is directed to destroy Records, the Service Provider will ensure that the destruction occurs as follows:
  - i. Personal Information erasure will be accomplished by software erasure or by physical destruction of the media;
  - ii. Software erasure and physical destruction will be at a minimum to NIST 800-88 standard, as updated, amended or replaced from time to time; and
  - iii. Physical destruction of paper media will occur by burning, cross-cut shredding, or pulping.

**25. General**

- a) If a provision of this Schedule or the Agreement (including any direction given by the HO under this Schedule) conflicts with a requirement of FIPPA, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
- b) Unless otherwise expressly provided in the Agreement, if a provision of this Schedule is inconsistent or conflicts with a provision of the Agreement, the conflicting or inconsistent provision in the Agreement will be inoperative to the extent of the conflict.
- c) The Service Provider expressly acknowledges and agrees that this Schedule is binding on the Service Provider notwithstanding any Conflicting Foreign Order or the laws of any jurisdiction outside of Canada purporting to compel disclosure or production of the Records or otherwise conflicting with this Schedule and that it will comply with the provisions set out in Section 16.
- d) The Service Provider's obligations under this Schedule will continue despite the expiry or earlier termination of the Agreement.
- e) Except as otherwise provided in this Schedule, no amendments to this Schedule will be effective unless made in writing and agreed to by the parties.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Acting Chief Administrative Officer

**Meeting Date:** November 10, 2021

**Subject:** Provincial COVID-19 Restart Grant Allocation

### Recommendation:

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

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

### Desired Outcome:

For the Board of Directors to approve the allocation of the remaining \$146,000 of funding that was received from the Ministry of Municipal Affairs program "COVID-19 Safe Restart Grants for Local Governments".

### Summary:

On March 22, 2021, the attached letter was received from the Ministry of Municipal Affairs indicating that an additional \$166,000 of COVID-19 grant funding had been allocated to the ACRD. The letter outlines the eligible costs and details of the grant requirements. The purpose of this grant is to address COVID-19 response and recovery costs. The Board has until the end of 2021 to fully allocate the grant funding although the money does not need to be spent this year and can be allocated to 2022 expenditures.

At the March 24, 2021 Board meeting the Directors received the letter regarding the additional funds and passed the following motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring back a report outlining eligible options for use of the additional \$166,000 of Provincial COVID-19 Safe Restart Grant for Local Governments to the Board of Directors on or before May 12, 2021 with a weighting towards rural areas.*

At the May 12, 2021 Committee of the Whole meeting staff provided a power point presentation requesting that the Board wait to allocate the funding as preparations were underway to open the office to the public and staff was unsure of the COVID related expenses that would be incurred in reopening. The Board agreed with delaying the decision with the exception of the development of a management plan for Maplehurst Park.

At the May 26, 2021 Board of Directors meeting the following motion was passed:

*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.*

Now that the costs related to reopening to the public have been determined, staff are comfortable making a recommendation to the Board for the allocation of the remaining funding of \$146,000. When developing this recommendation staff considered the following:

1. COVID impacts
2. Board's request for a weighting towards the rural areas
3. Alignment with the ACRD's Strategic Plan

#### *COVID Office Costs*

In 2021 there were some COVID costs related to the operation of the administration office including the installation of additional plexiglass and an intercom system for the front door. A communicable disease plan was also developed for the organization. \$5,500 has been allocated towards these COVID office costs in the recommendation.

#### *Audio/Visual Upgrades Related to Hybrid Meetings*

The ACRD Boardroom has been equipped with technology to conduct hybrid meetings. Additional equipment is required to improve the experience including:

- Adding a third camera to improve camera angles
- Replacing the projectors with televisions to improve the ability to see those members participating by Zoom.

\$17,000 has been allocated towards further IT upgrades in the recommendation.

#### *Emergency Operations Center (EOC) – Mobile Kit Software*

The Alberni Valley Emergency Planning service received grant funding to purchase 5 laptops as part of a mobile EOC kit. Unfortunately, this funding did not include the software requirements for the laptop and therefore this funding would ensure the laptops are configured and ready to utilize. \$2,500 has been allocated towards the software for the EOC laptops in the recommendation.

#### *Resources for Rural Planning and Building Inspection*

The planning department has seen a substantial increase in development applications and building permits since the beginning of the pandemic. This has created a backlog of applications and has slowed the turn around time for applications. The additional funds would enable the department to secure temporary resources to support the department. The resources may include a temporary full-time junior planner, a temporary part-time administration assistant or a contractor. \$81,000 has been allocated towards additional planning department resources and this funding would be spread over the remainder of 2021 and into 2022.

### *Regional and Community Parks*

The governance and management of the ACRD's Regional and Community Parks is a strategic priority. Staff recommend using the remaining \$40,000 of COVID Restart funding for the following parks initiatives:

1. Maplehurst Park Management Plan – \$4,000 - quotes were recently received to develop a parks management plan for Maplehurst Park. The cost of the proposed proposal was \$24,000. As a result, an additional \$4,000 of COVID restart funding is recommended to complete this project.
2. Guidelines for Sustainable Design and Construction Practices – \$5,000 - this concept was presented and supported by the Committee of the Whole on August 21, 2021. The allocation of the original COVID restart funding included \$17,600 that is to be used for this project. However, the estimated cost for this project is between \$20,000 and \$25,000 and therefore staff recommend allocating an addition \$5,000 towards this project.
3. Franklin Bridge concept design - \$10,000 - The funding will be used to hire an engineer to perform a site inspection and provide a proposed concept design and a class D estimate. This report would assist staff and the Board in developing options to complete the bridge and expand the Alberni Inlet Trail to include Stage 3.
4. Log Train Trail Management Plan - \$21,000 – the development of individual management plans for ACRD Parks and Trails was also discussed and supported at the August 21, 2021 Committee of the Whole. The Log Train Trail plan is the next priority (after Maplehurst) and therefore staff recommend the remaining \$21,000 be allocated towards this project.

The above parks projects would assist in achieving the ACRD's priority of maximizing the wellness values and benefits to economic development of the ACRD's parks and trails network.

### **Background:**

The COVID-19 Safe Restart Grant for Local Governments was developed by the Province to support the financial impacts to the ACRD and other local governments including increased operating costs and lower revenue due to COVID-19. The ACRD received \$485,000 of funding in the fall of 2020 and allocated the funding as follows:

Year	Service	Amount	Description
2020	General Government	\$13,800	Admin building COVID related upgrades
2020	General Government	\$20,000	Increased operating costs due to COVID
2020	Long Beach Airport	\$90,700	Increased operating costs and lost revenue
2020	Various	\$96,300	COVID related personnel costs
2021	Fire Departments	\$60,000	Cleaning equipment for firefighter gear
2021	Grant – Cherry Creek Volunteer Fire Department	\$20,000	Cleaning equipment for firefighter gear
2021	Emergency Planning Services	\$29,000	COVID related resources including advertising
2021	General Government	\$30,000	Increased operating costs due to COVID
2021	Various	\$55,000	IT improvements to improve public access to services
2021	Regional Planning	\$10,000	Mitigation efforts for disbursed camping
2021	Regional Parks	\$17,600	
2022	Emergency Planning Services	\$42,600	COVID related resources including advertising
<b>Total</b>		<b>\$485,000</b>	

**Time Requirements – Staff & Elected Officials:**

Staff time has been required from all departments in developing this recommendation. If passed, staff time will be required in both 2021 and 2022 to complete the recommended projects.

**Financial:**

The COVID Restart Funding can be used for 100% of project costs. If funding more than the recommended amounts is needed to complete a specific project, then the applicable service will be required to fund the excess amount.

The allocation of COVID Restart Funding will be included as a note on the ACRD’s Financial Statement until the funding is fully spent. This financial statement reporting is a requirement of the funding.

**Strategic Plan Implications:**

The allocation of this funding aligns with the implementation of Strategic Focus Area #1 The Economy and COVID-19 Recovery.

**Options Considered:**

If the Board of Directors does not support the recommendation included at the beginning of this report then staff could bring back further options however the allocation of the COVID Restart Funding must be done by the Board of Directors prior to the end of the year.

Submitted &  
Approved by:

*Teri Fong*

\_\_\_\_\_  
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



March 22, 2021

Ref: 265703

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

Dear Doug Holmes:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, the Province of British Columbia announced nearly \$2 billion in joint Federal/Provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink, and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (Development Services for \$15 million and Strengthening Communities for \$100 million) are application-based funding. For more information on these two funding streams, please visit the following program webpages:

- **Development Services** – <https://www.ubcm.ca/EN/main/funding/lgps/local-government-development-approvals.html>
- **Strengthening Communities** – <https://www.ubcm.ca/EN/main/funding/lgps/strengthening-communities-services.html>

The third stream provides direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grant for Local Governments" and provides \$425 million for local operations impacted by COVID-19. This funding supports local governments as they deal with increased operating costs and lower revenue due to COVID-19.

Of this \$425 million, \$415 million was paid out in November 2020 to local governments and the Province is now in a position to allocate the remaining \$10 million to continue to support local service providers. Of the \$415 million allocated to local governments in November, \$21 million was allocated to regional districts. This amount was relatively small (compared with the allocation to municipalities) because municipalities faced revenue risks and expenses, and the Province and municipalities ensured that regional requisitions would be fully remitted in 2020.

.../2

While the regional tax base was kept whole in 2020, the Province acknowledges that regional districts have developed other COVID-related financial shortfalls and pressures. For this reason, the Province has decided to allocate the \$10 million holdback to the 27 regional districts.

Under section 36 of the *Local Government Grants Regulation*, the amount of the grant to each regional district is set by the Minister of Municipal Affairs. The determination of this amount was based on an allocation formula that applies equally to all regional districts. The allocation is as follows: 20 percent of the holdback will be allocated on total regional population, and the remaining 80 percent was allocated on rural population (i.e. population in electoral areas). This was done in recognition of the additional costs associated with servicing remote rural areas.

For the Regional District of Alberni-Clayoquot, the Province provided **\$485,000** in November 2020. The Province is providing an additional **\$166,000** in March 2021, which represents a **34 percent** increase over the initial installment. The total of both installments is **\$651,000**.

Like the November payment, this funding will also ensure regional districts can continue to deliver the services people depend on in their communities. COVID related eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

To ensure optimal transparency on the use of funds, there are two reporting requirements for regional districts. First, as part of the 2021 audited financial statements, the regional district must provide a report on how the funds were allocated to various regional and local services.

The second reporting requirement is an annual report on how the grant funds were spent in that year. This will be a schedule to your audited financial statements, under section 377 of the *Local Government Act*. The schedule will include the amount of funding received, the use of those funds, and the year-end balance of unused funds. This report may be consolidated for the entire regional district, rather than reporting on a service-by-service level. Your regional district must continue to annually report on the use of grant money until the funds are fully drawn down.

For the purpose of reporting, the two payments (November 2020 and March 2021) may be treated as one pooled grant. Thus, a regional district is **not** required to report on the two payments separately.

If you have a questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: [Jennifer.Richardson@gov.bc.ca](mailto:Jennifer.Richardson@gov.bc.ca), or by telephone at: 778 698-3243.

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Doug Holmes  
Page 3

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia.

Sincerely,



Okenge Yuma Morisho  
Deputy Minister

pc: Teri Fong, Chief Financial Officer, Regional District of Alberni-Clayoquot  
Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch



**To:** ACRD Board of Directors  
**From:** Charlie Starratt, Regional Fire Services Manager  
**Meeting Date:** November 10, 2021  
**Subject:** Sproat Lake Volunteer Fire Department – Water Tender Apparatus RFP

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors award the contract to supply a Water Tender Apparatus to the Sproat Lake Volunteer Fire Department to Hub Fire Engines & Equipment Ltd in the amount of \$ 436,409.00 plus taxes.***

**Summary:**

Staff advertised a request for proposals for the construction of a new Water Tender Apparatus for the Sproat Lake Volunteer Department (SLVFD). Three proposals were received:

Company	Price	GST	PST	Total
Hub Fire Engines	\$436,409.00	\$21,820.45	\$30,548.63	<b>\$488,778.08</b>
Fort Garry Fire Trucks	\$432,825.00	\$21,641.25	\$30,297.75	<b>\$484,764.00</b>
Rocky Mountain Phoenix	\$443,494.00	\$22,174.70	\$31,044.58	<b>\$496,713.28</b>

The SLVFD Apparatus Committee reviewed all proposals and recommend the contract be awarded to **Hub Fire Engines & Equipment Ltd.** Their proposal was the not the lowest of the three received, but best met all the requirements for the new apparatus and included items the other proposals offered as add-on options.

**Background:**

The Sproat Lake Volunteer Fire Department currently has Superior Tanker Shuttle Service Accreditation (SSTS) from the Fire Underwriters Service (FUS) of Canada. FUS mandates that fire departments have apparatus that are less than twenty years old, regardless of mileage and use, with SSTS there is no possibility for extension. This new water tender, with increased tank capacity, will replace truck #48 in SLVFD's fleet, which will maintain the fire department's compliance to the insurance industry.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time to work with the SLVFD on awarding the contract.

**Financial:**

SLVFD will be financing this purchase through debt, specifically Municipal Finance Authority (MFA) Equipment Financing over a 5-year term. The department's reserve fund is being reestablished. Staff will be working with the department through the asset management program to determine a more

complete long-range capital budget moving forward. Full payment for the apparatus is not required until completion and delivery of the final product, which is expected to be in late 2022.

**Strategic Plan Implications:**

The recommendation in this report supports Strategic Plan Focus Area #3, Management of New and Existing Infrastructure, and specifically the goal: "To effectively manage our infrastructure to ensure that we are able to maintain high levels of service and to mitigate future costs."

**Policy or Legislation:**

As per ACRD purchasing policy.



Submitted by: \_\_\_\_\_  
Charlie Starratt, Regional Fire Services Manager



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



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



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** ACRD Board of Directors  
**From:** Alex Dyer, Planning Manager  
**Meeting Date:** November 10, 2021  
**Subject:** RE16008 – 4720 Dayton Road (Grosvenor)

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### Recommendation:

- THAT Bylaw P1429, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

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### Background:

Bylaw P1429 received second and third readings on October 27, 2021 following a public hearing held on October 19, 2021. A condition of final approval of the zoning amendment was the submission of an assessment from a Registered On-Site Wastewater Practitioner confirming that the property is capable of accommodating on-site sewage disposal for the proposed development. This condition has been satisfied. Planning staff recommend that Bylaw P1429 be adopted.

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

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

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

**RE16008**

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1429**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 738**

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

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

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1429.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1 DISTRICT LOT 100 ALBERNI DISTRICT PLAN VIP64362 from Acreage Residential (RA2) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 23<sup>rd</sup> day of June, 2021  
Public Hearing held this 19<sup>th</sup> day of October, 2021  
Read a second time this 27<sup>th</sup> day of October, 2021  
Read a third time this 27<sup>th</sup> day of October, 2021

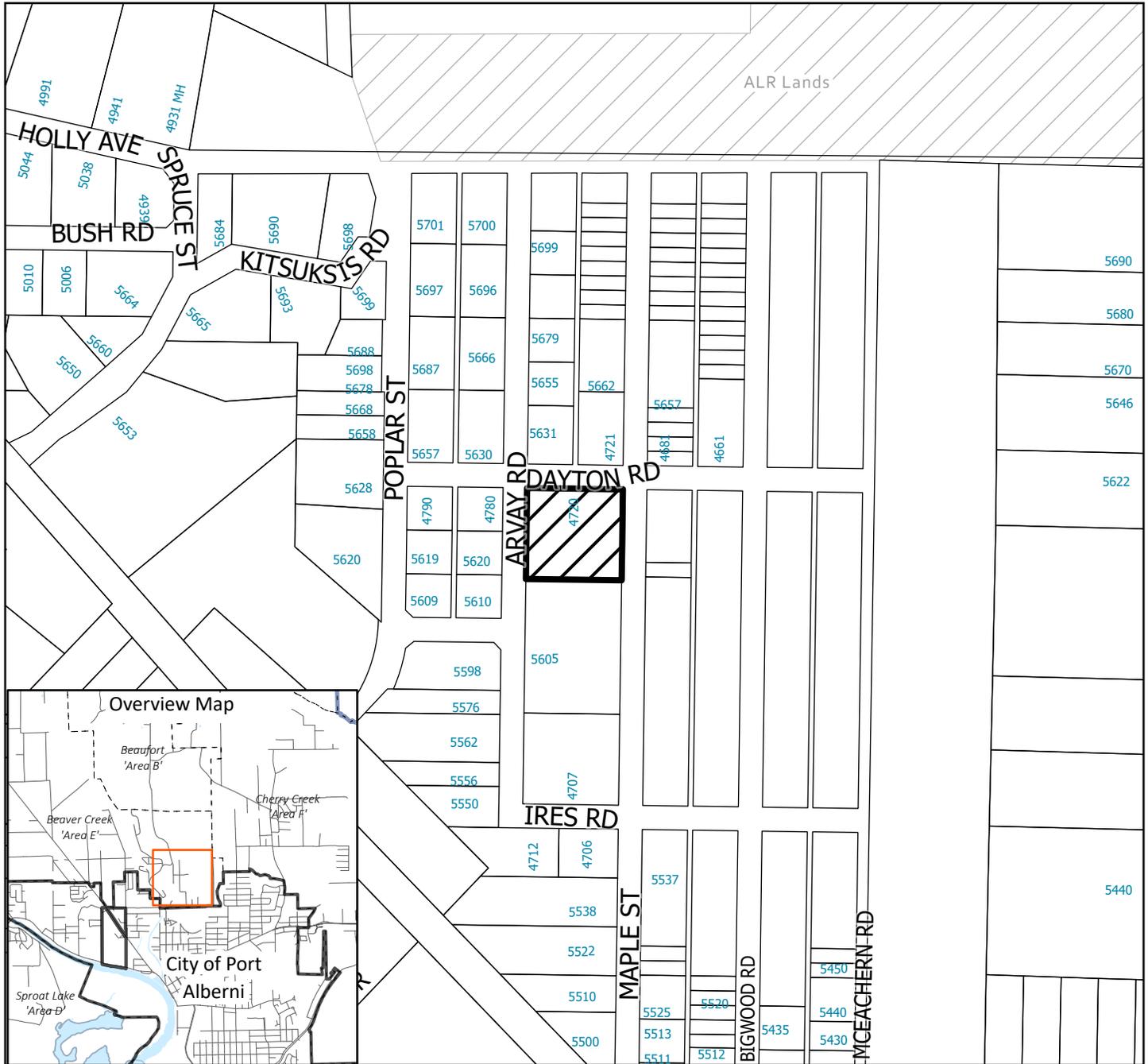
Adopted this                      day of                      ,

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair of the Regional Board

# Schedule 'A'

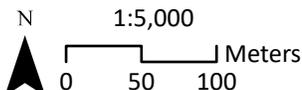
This schedule is attached to and forms part of  
Bylaw P1429



P1429 Grosvenor

Legal Description: LOT 1 DISTRICT LOT 100 ALBERNI DISTRICT PLAN VIP64362

 To be rezoned from Acreage Residential (RA2)  
District to Acreage Residential (RA3) District





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** ACRD Board of Directors  
**From:** Alex Dyer, Planning Manager  
**Meeting Date:** November 10, 2021  
**Subject:** Public Hearing Report for Bylaw P1433  
RF17010 – 2996 Highmoor Road (Aspell)

### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1433, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

### Background:

A public hearing for Bylaw P1433 was held electronically using Zoom on Monday, November 01, 2021 at 7:00 pm. The hearing was chaired by Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek. ACRD staff Alex Dyer, Charity Hallberg Dodds and Kathy McArthur participated in the hearing along with the applicants. There were no members of the public in attendance. There was one (1) letter of correspondence received from the public ahead of the hearing expressing general opposition to the rezoning. Included with the public hearing minutes are the referral agency comments (Appendix 'A'), the public correspondence (Appendix 'B') and an assessment from a Registered On-site Wastewater Practitioner (Appendix 'C').

The property owner is applying to rezone the 1.36 hectare (3.36 acre) property from Small Holdings (A1) District to Acreage Residential (RA2) District in order to facilitate subdivision to a 1 acre minimum lot size. The applicants intend to subdivide the property into three lots, creating two vacant 1 acre parcels and a 1.3 acre remainder encompassing the existing single family dwelling. Planning staff recommend that the Board of Directors receive the public hearing report and proceed with second and third readings of Bylaw P1433.

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

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

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

**RF17010**



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 1, 2021 – ELECTORAL AREA 'F'

Minutes of a Public Hearing held electronically using Zoom, on Monday, November 1, 2021 at 7:00 pm.

Chair: Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek  
Staff: Alex Dyer, Charity Hallberg Dodds and Kathy McArthur  
Applicants: Davin Aspell, Agent Dionne Aspell  
Members of the Public: 0

1. The hearing was called to order at 7:02 pm. Chair Bodnar recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshah and Hupacasath First Nations.
2. Chair Bodnar introduces herself and Planning staff. Chair Bodnar explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on our website, thanks the applicants for joining and invites any members of the public to participate noting instructions to join the Public Hearing zoom meeting are available on our website.
4. Chair Bodnar explains that the subject of the hearing is Bylaw P1433. This bylaw is applicable to 2996 Highmoor Road, and is necessary to facilitate a subdivision proposal. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out Notice of Public Hearing.

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

What: Public Hearing for Bylaw P1433, 2996 Highmoor Road – Davin Aspell, Property Owner  
When: November 1, 2021 at 7:00 pm  
Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area 'F' – Cherry Creek, will be held to consider Bylaw P1433. This bylaw is a Zoning Atlas Amendment to rezone LOT 1 DISTRICT LOT 19 ALBERNI DISTRICT PLAN VIP83791 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a subdivision proposal.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaw P1433 and relevant background documents, is available for review online at [www.acrd.bc.ca/events/1-11-2021/](http://www.acrd.bc.ca/events/1-11-2021/). Planning staff are available to answer questions in person, through email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from October 20, 2021 to November 1, 2021, excluding weekends and statutory holidays.

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



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 1, 2021 – ELECTORAL AREA 'F'

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

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at [www.acrd.bc.ca/events/1-11-2021/](http://www.acrd.bc.ca/events/1-11-2021/) or can be provided by contacting Planning staff by email at [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

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

Email sent to [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) before 4:00 pm, November 1, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, November 1, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on October 20, 2021 and no later than 4:00 pm on November 1, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair Bodnar explains the purpose of the public hearing and that minutes are being taken. She then asks staff to introduce the proposal.
7. A. Dyer introduces the proposal and includes the following:
  - Four (4) referral agency comment forms received (Appendix 'A') noted no objections and interests unaffected, copies of the agency referrals are available for review on the ACRD website and will be a part of the Public Hearing report considered by the Board of Directors.
  - One (1) letter of public correspondence received (Appendix 'B') expressed general opposition to the application which is available for review on the ACRD website and will be a part of the Public Hearing report considered by the Board of Directors.
  - Applicants rezoning the 3.3 acre property from Small Holdings (A1) District to Acreage Residential (RA2) District in order to facilitate subdivision to a 1 acre minimum lot size. The applicants have provided a conceptual site plan included in the staff report and development proposal package available on the website, intending to subdivide the property into three lots, creating two vacant 1 acre parcels and a 1.3 acre remainder encompassing the single family dwelling.
  - Applicants have submitted a report from a Registered On-Site Water Practitioner confirming sewage disposal capabilities at the site, available for review on our website and will be a part of the Public Hearing report. (Appendix 'C').



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 1, 2021 – ELECTORAL AREA 'F'

- Application is subject to approval of the zoning amendment by the Ministry of Transportation & Infrastructure in accordance with Section 52 of the Transportation Act for development adjacent to a Controlled Access Highway, noting the Ministry of Transportation referral response was supportive of the application.
8. Chair Bodnar invites the applicant to add additional comments.
  9. Davin Aspell has no comments.
  10. A. Dyer invites Dionne Aspell to add additional comments.
  11. Dionne Aspell has no comments.
  12. Chair Bodnar invites the public to add any information or comments.
  13. A. Dyer comments there are no members of the public in attendance and invites anyone watching the live stream on our website to join, providing instructions to connect to the meeting.
  14. Chair Bodnar invites staff and applicant to add any additional information or comments.
  15. A. Dyer has no additional comments regarding their application and asks Chair Bodnar and the applicant if they have any further questions.
  16. No comments from Chair Bodnar or the applicant.
  17. Chair Bodnar explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for November 10th. If any Board member does so, the hearing would be invalidated and would have to be held again. She clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
  18. Chair Bodnar invites anyone to add any additional information or comments.
  19. No comments added.
  20. Chair Bodnar calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:14 pm.

Certified Correct:   
Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek

Minutes Prepared by:   
Kathy McArthur, Planning Assistant



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1433      ACRD FILE NO.: RF17010**

**APPLICANT NAME: Davin Aspell**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

MoTI has no objections to this rezoning proposal provided all other agency requirements are met, and any and all potential encroachment issues resolved. This does not constitute subdivision approval for which separate application must be made to MoTI.

Agency (please print):

Ministry of Transportation and Infrastructure

Name (please print):

Tim Hendy

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 9/23/21



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

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**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1433      ACRD FILE NO.: RF17010**

**APPLICANT NAME: Davin Aspell**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

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

The purpose of the Island Health Subdivision Standards is to ensure that new lots created will support a primary and reserve sewerage system. The intent is to provide a viable long-term solution for onsite wastewater, thereby eliminating the need for costly extension of municipal sewer systems. These standards are designed to address concerns of detrimental cumulative impact associated with increase density using onsite sewerage systems. The intent is to prolong the expected life of sewerage systems and safeguard the environment and public health.

While a Registered Onsite Wastewater Practitioner is able to evaluate the ability of the soils to support an onsite sewerage system, the Sewerage System Standard Practice Manual specifically states that the manual is not intended to address the potential cumulative impacts of discharge from multiple sewerage systems within a given area.

\*Island Health's response from 2018 has been attached for reference.

Agency (please print): Island Health  
Name (please print): Stephanie Bruvall Title: Environmental Health Officer  
Signature:  Date: 10/4/21



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1368      ACRD FILE NO.: RF17010**

**APPLICANT NAME: Davin & Dermott Aspell      ACRD CONTACT: Peter Thicke**  
**Date of Referral: March 7, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Please see attached letter Dated March 23, 2018

Agency (please print): Island Health

Name (please print): Stephanie Bruvall Title: Environmental Health Officer

Signature:  Date: March 23, 2018

Excellent health and care, for everyone,  
everywhere, every time.



---

March 23, 2018

Peter Thicke  
Alberni-Clayoquot Regional District  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

**Re: Review – Alberni-Clayoquot Regional District Zoning Amendment application for 2996 Highmoor Road**

Dear Mr. Thicke,

Thank you for the opportunity to comment on the Alberni-Clayoquot Regional District zoning bylaw amendment. The past few years have seen significant advances in linking urban planning with a variety of health outcomes.

These include outcomes such as: the encouragement of physical activity, healthier eating, greater safety, cleaner air and healthier living environments, access to health services, food security, age friendly communities, and improved social interaction amongst other potential health criteria.

Island Health (VIHA) appreciates the opportunity to provide evidence based recommendations and comments for this referral. Recommendations based on Regulatory requirements and Island Health's Health Built Environment initiatives are itemized below:

**Regulatory Considerations**

**Sewerage Disposal**

- Sewerage disposal for the proposed development must be in compliance with the *Sewerage System Regulation*.
- The applicant indicates the intent to subdivide the property; Island Health will have an opportunity to review the subdivision application through the referral process with the Ministry of Transportation and Infrastructure to ensure the proposal meets the intent of Island Health's Subdivision Standards.

**Recommendations under Island Health's Healthy Built Environment Initiative**

- Pedestrian walkways should be incorporated and designed for people of all abilities, such as ensuring easy access for mobility devices. Differentiation in materials from driveway/parking lot to delineate it as pedestrian use will improve safety and comfort.

- Maintaining the natural environment as much as possible (i.e. treed areas) will provide access to nature, promotes better mental well-being. Research shows a strong link between exposure to nature and a reduction in stress, chronic disease, depression, anxiety and improved cognitive functioning.

If you have any questions or comments please do not hesitate to contact the undersigned for further clarification or to discuss further.

Sincerely,



Stephanie Bruvall  
Environmental Health Officer

cc: Angela Wheeler, Island Health, Regional Built Environment Consultant  
Charlene MacKinnon, Island Health, Senior Environmental Health Officer



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1433      ACRD FILE NO.: RF17010**

**APPLICANT NAME: Davin Aspell**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

[Empty rectangular box for additional information or comments]

Agency (please print): Cherry Creek Fire Department

Name (please print): Lucas Banton

Title: Chief

Signature:

*Lucas Banton*

Date: 9/29/21



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1433**

**ACRD FILE NO.: RF17010**

**APPLICANT NAME: Davin Aspell**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Empty rectangular box for additional information or comments.

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

Signature:

Date: 10/19/21

## APPENDIX 'B'

**From:** [John McDowall](#)  
**To:** [Planning Shared](#)  
**Subject:** Public Hearing for Bylaw P1433  
**Date:** October 28, 2021 4:53:35 PM  
**Importance:** High

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**[WARNING] This email originated from outside of the ACRD. Do not click links or open attachments unless you recognize the sender and know the content is safe. If this email says it is from someone from inside the ACRD it is most likely fraudulent!**

October 28, 2021

Attn: Regional District of Alberni-Clayoquot Planning Department;

We, John and Patricia McDowall of 4968 Locke Road received the notification of the Public Hearing for Bylaw P1433 with regards to the rezoning of subject property - Lot 1, DL 19, ADP VIP83791 from Small Holdings (A1) to Acreage Residential (RA2) to facilitate a subdivision proposal.

John and I have discussed this proposal at length; and at after much discussion we have decided that we **"DO NOT AGREE"** with the rezoning of the subject property.

Our reason for not agreeing with the re-zoning is to do with the fact that this property has been 'farmed' for many years.. and if the property is rezoned – then the opportunity to continue farming this property will be lost.

We purchased our property in July of 1977. One of the first things we noticed that there were two farms adjacent to our location. One day to my surprise there were cows in my yard. They had 'escaped' from the subject property. NO worries – my Grandfather had a dairy farm and I was familiar with cows.

The subject property and the adjacent lot (2 on the map) were being farmed at that time by Mr. Walter Argotow. Hay was taken off these lots every summer. Mr. Argotow continued to farm and have animals until he had a stroke; **HOWEVER** after his stroke - the growing of hay did continue.

EVEN after the Argotow family sold the property – the subject property to Mr. Aspell the growing of hay did continue. The hay was taken of this subject property this past summer (2021).

I was surprised to learn that this property was not contained within the framework of the Agricultural Land Commission. **HOWEVER it is farm land and the land is arable.**

Given the resurgence of FARM to Table and the issue of local food security – it is our opinion that all land that is able to be farmed should not be developed for residential purposes. Once this property is subdivided – more than likely those lots will probably sold for housing lots. AND if that happens, that property will never be used for farming purposes. That opportunity will be lost.

I should remind the Planning Department that you can build a house on a rock, BUT you can not

grow food on a rock..

We, John and Patricia McDowall, would ask the Planning Department to consider our opinion in this matter.

Respectfully submitted,

John McDowall  
Patricia McDowall  
4968 Locke Road,  
Port Alberni, BC  
V9Y 8P9  
25-723-6075

A confirmation of receipt of this email is requested.

Thank you.

Attention: Dionne and Davin Aspell

**Re: Assessment & Feasibility of Sewage Disposal for Proposed Subdivision**

Civic Address: 2996 Highmoor Rd, Port Alberni, BC

Legal Description: Lot 1, Plan VIP 83791, District Lot 19, Land District 01

As you requested, the following report addresses the suitability of your proposed lots for onsite sewage disposal systems for a three lot subdivision.

**Introduction**

I understand you are proposing to create two new lots with a remainder lot of 1 by subdividing Lot 1, Plan VIP83791, District Lot 19, Land District 01, see Fig. 1 & 2.

It is necessary to evaluate the proposed new lots as part of both the rezoning and subdivision applications to ensure compliance with the "Sewage System Regulation" (SSR), "Standard Practices Manual" (SPM) and that economically viable septic systems can be installed. These investigations are to ensure that there is the required vertical separation in the undisturbed soils, meet critical Horizontal Setbacks and have the required area for both Primary and Reserve areas for in-ground effluent dispersal.

It is understood this report is to be used for the Rezoning Application and will report on the soil conditions to have the capacity to provide long-term sustainable on-site sewage treatment including primary and secondary/reserve areas for onsite sewage dispersal field locations, in accordance with "Sewage System Standards Practice manual" (SPM3) published by BC Ministry of Health.

It is to be noted that these *Standards* published by Ministry of Health are requirements of both the "Sewage System Regulation" (SSR) and the "SPM". These standards are required by ACRD bylaw policy as part of this Rezoning Application.

**Background and Context**

The site's soils were investigated and reviewed on May 18, 2018. The site was revisited again July 10, 2021 by Tobin Laughlin of Rock Creek Environmental. Six test pits were investigated within each of the proposed lots. Groundwater conditions were observed within the wet season monitoring period. There was little to no seepage observed at this time of the test pit investigation. However, soil mottling was observed in some of the test pits indicating "Seasonal High Water Table" (SHWT).

It is understood the site will require further investigation before the subdivision application and required site reports are completed for the Ministry of Transportation.

**Table 1: Property and Project Summary**

<b>PROPERTY SUMMARY</b>			
<b>Landowner:</b>	Davin Aspell		
<b>Location:</b>	2996 Highmoor Road, Port Alberni, BC		
<b>Map:</b>	See Figure 1 Appendix 2		
<b>Civic Address:</b>	2996 Highmoor Road, Port Alberni, BC		
<b>Legal:</b>	LOT 1, Plan VIP83791, District Lot 19, Land District 01		
<b>PID:</b> 027-222-179	<b>Size:</b>	3.36 acres / 1.37 hectares	
<b>CONTACTS</b>	<b>Name &amp; Affiliation</b>	<b>Address</b>	<b>Phone</b>
ROWP Consultant	Tobin Laughlin	Comox	250-897-1661
<b>SITE SERVICES</b>	<b>Existing</b>	<b>Proposed</b>	
Land Use:	A1	RA2	
Structures:	SFD/Out Buildings	Same	
Water Supply:	Cherry Creek Waterworks	Same	

<b>SEWAGE</b>	<b>Existing Sewage System</b>	<b>Proposed Sewage System</b>
Design Flows:	1363	unknown
Treatment:	Type I	Type I
Discharge:	Trench	At-grade/Raised Bed
Regulation	BC Sewerage System Regulation	BC Sewerage System Regulation
Design Guides:	SSR	BC Standard Practice Manual, Version 3

## **SUMMARY OF PROJECT & OBJECTIVES**

### **Objectives**

The purpose of my site reconnaissance and report is to advise of the feasibility of an onsite sewage system on the proposed and remaining property. This report is to ensure that sewage dispersal system can be installed and will protect public health if all the requirements are followed as outlined in the SPM Ver 3. The specific objectives of this report are as follows:

- 1) Determine if soils and area are meeting the VIHA "Subdivision Standards" Policy.
- 2) Advise on the probability of a health hazard resulting from setback distances.
- 3) Advise on minimum allowable Vertical and Horizontal Separation, for any future development.
- 4) Determine suitable areas for onsite sewage effluent disposal.

### **Limitations and Responsibilities**

This report provides primarily the Vertical Separation of soils as per the VIHA "Subdivision Standards" Policy. However, the report also provides feasible design parameters relative to the BC Sewerage System Regulation (SSR) and Standard Practice Manual (SPM.3), based on the review of the site. Mr. Tobin Laughlin, ROWP, is an Authorized Person under the BC Sewerage System Regulation and, as such, is responsible for the site evaluation report, any design drawings, specifications, VIHA permits, registration, and field reviews of installation. This letter is subject to the attached Statement of General Conditions (Appendix 1).

### **Soils**

Six 70cm to 1.1m deep test pits were dug on site (see Fig 2). Soil characteristics have been confirmed to be a few inches of topsoil and grasses/forest litter over a shallow layer of brown sandy loam / loam varying from 25 cm to 80cm deep over compacted silty/ clay and till of low permeability. The proposed lots exceed the required Vertical Separation required by both the "SSR" and the "SPM3", as per the Provincial Health Act for sewage system design. **Note:** Soil logs available upon request.

**Table 3: Site Evaluation Summary**

Land Slope:	10% average.	
# of soil test sites:	6	
<b>Typical soil at infiltration surface where Tested</b>		
Texture:	Sandy Loam / Loam	
Structure:	Single-grain moderate grade slight graininess	
Consistence:	Firm	
<b>Typical soil profile</b>		
A:	Brown Sandy loam SG-0 to GR-2, loose.	
B:	Olive Gray silt loam, M, firm.	
C:	Silt, heavy seepage	
<b>Typical depths in the selected dispersal area</b>		
Roots:	45cm (AVG)	
Mottling:	few distinct mottles at 45cm (AVG)	
Seasonal Water Table:	>0.70cm	
Reference:	WL measured by TL	
<b>Soil Permeability</b>		
# of CHBP:	6	constant head borehole permeameter
<b>Shallow Soils</b>		
Measured K(fs):	mm/d median value, shallow soil depth of 20 to 30 cm	
-or, in mm/d	>460mm/d design value based on median	

<b>Deeper Soils</b>	
Measured k(fs):	310mm/d <i>median value, soil depth of 45 to 50cm</i>
<b>Interpretation</b>	
FRH:	>65cm <i>Flow Restrictive Horizon (AVG)</i>
SHWT:	>45m <i>Seasonal High Water Table (AVG)</i>

## 2.2 Soil Permeability

Permeability tests were conducted within the locations shown near proposed areas for future disposal fields on Lot 1(remainder) & proposed Lots 2 & 3 (see Fig 2). The permeabilities KFS ranged between 260mm/day-420mm/day amongst the areas tested within the the proposed area.

# of CHBP tests: 6 Constant head borehole permeameter

### SHALLOW SOILS

Measured K(fs): cm/d median value, shallow soil depth of 20 to 30 cm.

-or,inmm/d: 310 mm/d Design value based on median

## 2.3 Groundwater

Seasonal High Water Table (SHWT) conditions are concern within the Cherry Creek area. The site has varying drainage areas and most drainage shows signs of reasonable amounts of running or standing water. The site soils and test pits did indicate signs of a SHWT, however, there was no indication that the SHWT was beyond what a properly designed sewage system, meeting the SPM, could not manage.

The soil and ground water conditions at this site are still indicative that a standard Type 1 gravity system is not appropriate for this site. However, a Type I pressure system can met the Vertical seperation required under the SPM guidelines.

### EXISTING DWELLINGS:

The existing septic system is located on the west side of the property and on the proposed remainder Lot A. This tank collects the sewage and disperses the effluent from the existing dwelling located on the upper slope east on the lot. The dispersal field will continue to service the existing dwelling as it is functioning and is located on the remainder Lot 1. No VIHA documents could be found for the existing dwelling. There is no sign of the existing sewage system to be malfunctioning or creating a public health hazard. This system will require further investigation with complete report on the system's treatment ability or replacement to satisfy the requirements of the Ministry of Transportation's approving officer before completion of the subdivision process.

### Summary of Site Evaluation

Tobin Laughlin visited the site and reviewed soil conditions on May 18, 2018 and July 10, 2021. He evaluated the site, soil conditions and completed permeability tests.

### Land slope: 7-10% average

The overall site is gently sloping with no steep slopes. The upper east portion of the lot has the greatest slope of 10% and levelling out to the west side of the lot. The areas tested were generally flat or gently sloping and suitable for sewage systems. There are no steep slope setback issues located on site.

### System Selection

Following the Sewage System Standard Practice Manual Version 3, the options for an onsite wastewater system at a location with groundwater conditions and soils with undisturbed soils depth of 25cm are sand mound, raised bed and/or package system.

The preferred alternative is to establish the feasibility of a Type 1 pressure distribution system with timed or micro dosing to a raised infiltration bed. This system is relatively simple, requires low level of treatment and is easy to maintain. These systems are affordable for most sites.

It is noted that it will be the responsibility of the designated professional or qualified person for the final design for construction that will determine if this is required and if other systems or approaches may be used. This report only evaluates the feasibility of such a system being installed economically.

### DISPERSAL SYSTEMS

The SPM, as issued by the Health Protection Branch of the Ministry of Health, has standards for selecting a system design for a site and for planning a system. Each of the proposed lots in the areas tested meet the

required vertical separation to an impervious layer or SHWT as required by the SPM. If the SPM design and installation standards are followed correctly within the areas tested, both the public health and the environment will be protected.

There are many system designs that could be used to treat and effectively disperse effluent on these proposed lots. It is up to the system designer to follow the SSR, SM3 and any local bylaws. However, the SPM Volume II, Table II-16 allows the use of a Type 1 seepage bed or at-grade with timed dosing and pressure distribution. The vertical separation (VS) required for this system is 45cm and as constructed 55cm as per SPM Ver.3. This system type or a Sand mound design would meet or exceed the vertical separation as required by both the SPM Standards and the VIHA Subdivision Standards Policy.

### **3.5 Horizontal Separation:**

There is adequate area to provide for primary and secondary dispersal fields and meet the following horizontal separations as per the SPM:

The absorption fields shall be located not less than:

- three metres (ten feet) from a building
- three metres (ten feet) from a parcel boundary
- three metres (ten feet) from an uphill interceptor drain
- thirty metres (100 feet) from a source of domestic water
- thirty metres (100 feet) from a permanent fresh water body
- three metres (ten feet) from a domestic water pipeline
- fifteen metres (50 feet) from any Marine water body or a breakout (ditch, natural spring or seepage)

The septic tank shall be located not less than:

- one metre (three feet) from a building
- one metre (three feet) from a parcel boundary
- Thirty metres (100 feet) from a source of domestic water three metres (ten feet) from a domestic water pipeline

### **4.0 Site Drainage**

To achieve greater separation it is recommended that groundwater levels be controlled on the newly proposed lot by the installation of a curtain drain to intercept groundwater above the proposed location of a new system of this type. This shall be composed of a 4" perforated pipe keyed into the till and bedded in gravel running along the slope contour above the proposed drain field and then draining to 4" solid pipe for downhill runs and runs below the field to eliminate the risk of breakout to the site groundwater drainage system. The use of interceptor drains for installations of this nature is very effective since the capacity of the trench drains is much larger than the capacity for groundwater flow.

#### **Drain Pipes**

Piping that is less than 7.5m down-slope or side slope from proposed disposal area should be solid wall pipe so no potential breakout point is created. The dispersal field, interceptor drain and hard piping for site drainage should be clearly identified on the onsite wastewater disposal plan and should be considered part of the system for purposes of responsibility and maintenance.

### **5.0 Requirement and Responsibility for Maintenance of Sewerage System**

The following is an excerpt from Section II-7 & III-7 SPM regarding the responsibilities of the owner of a sewerage treatment:

"Section 10 of the SSR\* requires that an owner of a sewerage system

- ensure that the system is maintained in accordance with the maintenance plan; and
- keeps a record of all maintenance service performed on the system;

Under the "SSR, the system must be maintained by an 'AP', so the owner commits an offence under the SSR if they maintain it without proper qualifications. The owner must also ensure that that they are in compliance with all other requirements under the SSR and with local government by-laws."

#### **\*Sewerage System Regulation \*\*Authorized Professional**

Since the responsibilities for maintenance are clearly defined in the regulations for allowing a system to be installed, there are no concerns about requiring legal responsibility for maintenance of the sewerage system as a part of the subdivision process.

**Summary**

Based on the site investigation the soils meet or exceed the required vertical separation outlined in that of the SPM3 Volume II, Table II-16 and II-17. The undisturbed soils evaluated at site are consistently greater than 25m or 10" in depth. The portions of undisturbed evaluated did not include forest litter, humus or soils found to be affected by Seasonal High Water Table "SHWT". The soils are found to be primarily Sandy loams/Loam.

There is more than enough area in the areas evaluated to support both a Primary and Reserve area of greater than 600m/2.

The proposed lots are suitable for sewage dispersal systems to be installed on the newly created lots. Following that of the Ministry of Health's SPM.

The protection of public health and the environment will be achieved on these newly proposed lots.

I hope this provides you with the information you require. Please contact me if you have any questions.

Yours truly,



**ROCK CREEK ENVIRONMENTAL**



### **Scope of this Report**

This review report satisfies only those objectives stated in the introduction. Tobin Laughlin, Rock Creek Environmental has not conducted a Hydrogeology Study, Environmental Impact Assessment or survey.

### **Use of this Report**

This Tobin Laughlin Rock Creek Environmental (RCE) report pertains only to a specific project. If the project is modified, then our client will allow us to confirm that the report is still valid. We prepared this report only for the benefit of our Client and those agencies authorized by law to regulate our Client's activities. No others may use any part of this report without our written consent. To understand the content of this report, the reader must refer to the entire, signed report. We cannot be responsible for the consequences of anyone using only a part of the report, or referring only to a draft report. This report reflects our best judgement based on information available at the time. Any use of this report, or reliance on this report, by a third party is the responsibility of that third party. We accept no responsibility for damages, if any, suffered by a third party as a result of decisions made or actions taken based on this report.

### **Reliance on Provided Information**

RCE has relied on the accuracy and completeness of information provided by its client and by other professionals. We are not responsible for any deficiency in this document that results from a deficiency in this information.

### **Logs of Test Holes or Wells and Subsurface Interpretations**

Ground and ground water conditions always vary across a site and vary with time. Test hole and well logs show subsurface conditions only at the locations of the test hole or well. The precision with which geological reports show subsurface conditions depends on the method of excavation or drilling, the frequency and methods of sampling and testing, and the uniformity of subsurface conditions.

### **Descriptions of Geological Materials and Water Wells**

This report includes descriptions of natural geological materials, including soil, rock, and ground water. RCE based these descriptions on observations at the time of the study. Unless otherwise noted, we based the report's conclusions and recommendations on these observed conditions.

### **Changed Conditions**

Conditions encountered by others at this site may differ significantly from what we encountered, either due to natural variability of subsurface conditions, or as a result of construction activities. Our client will inform us about any such changes, and will give us an opportunity to review our recommendations. Recognizing changed soil and rock conditions, or changed well conditions, requires experience. Therefore, during construction or remediation, a qualified Person/professional should be employed to visit the site with sufficient frequency to observe whether conditions have changed significantly.

### **Risks and Liability**

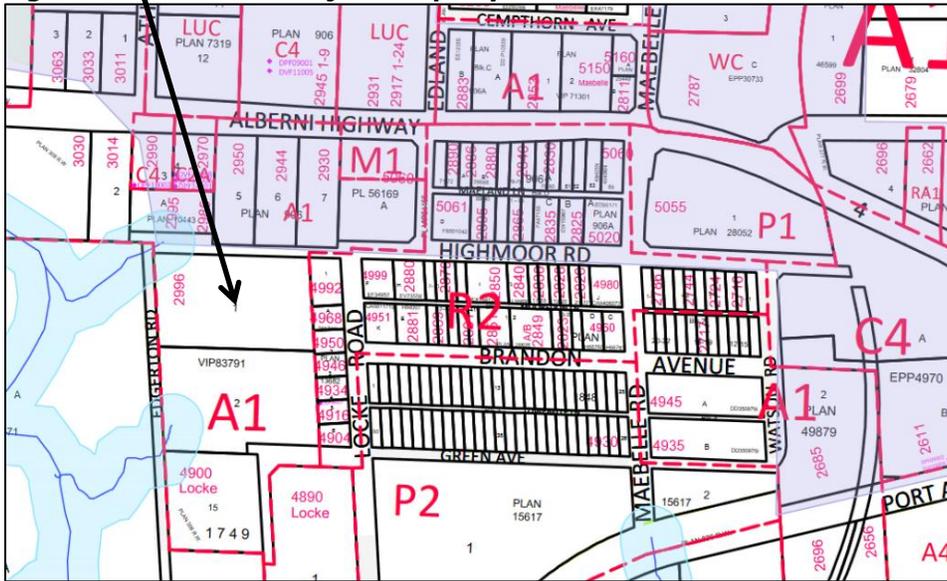
We recommend that our client engage RCE to review all design drawings and constructed works that are based on our conclusions and recommendations.

### **Standard of Care**

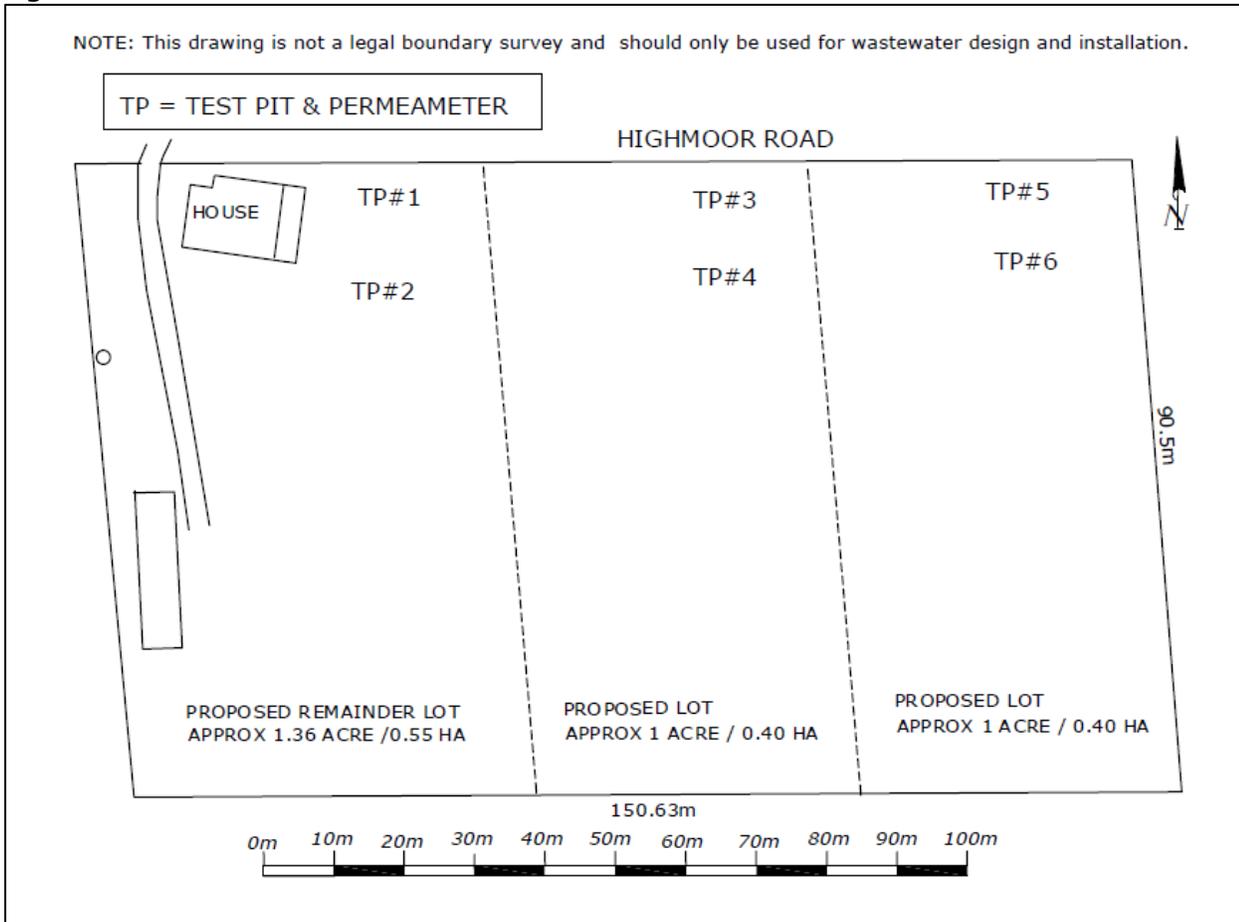
We exercise a standard of care consistent with that level of skill and care ordinarily exercised by qualified persons/professionals currently practicing under similar conditions.

**Appendix 2**

**Figure 1 Location of Subject Property**



**Figure 2 A TEST PITS PLAN VIEW**



**Figure 2 B TEST PITS AERIAL MAP VIEW**      Note:TP# = Test Pit and Permeameter



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1433**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 742**

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

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

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1433.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1 DISTRICT LOT 19 ALBERNI DISTRICT PLAN VIP83791 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 28th day of July, 2021  
Public Hearing held this 1<sup>st</sup> day of November, 2021  
Read a second time this    day of                    ,  
Read a third time this    day of                    ,

Approved by the Province as per the *Transportation Act* this    day                    ,

Adopted this                    day of                    ,

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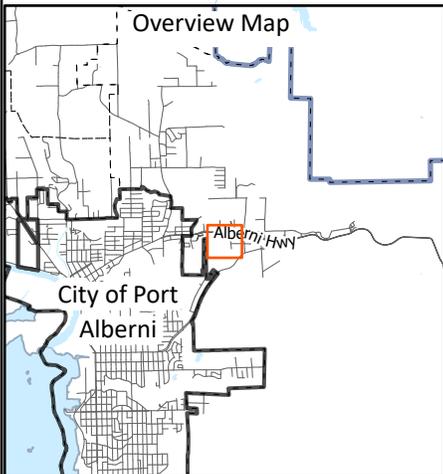
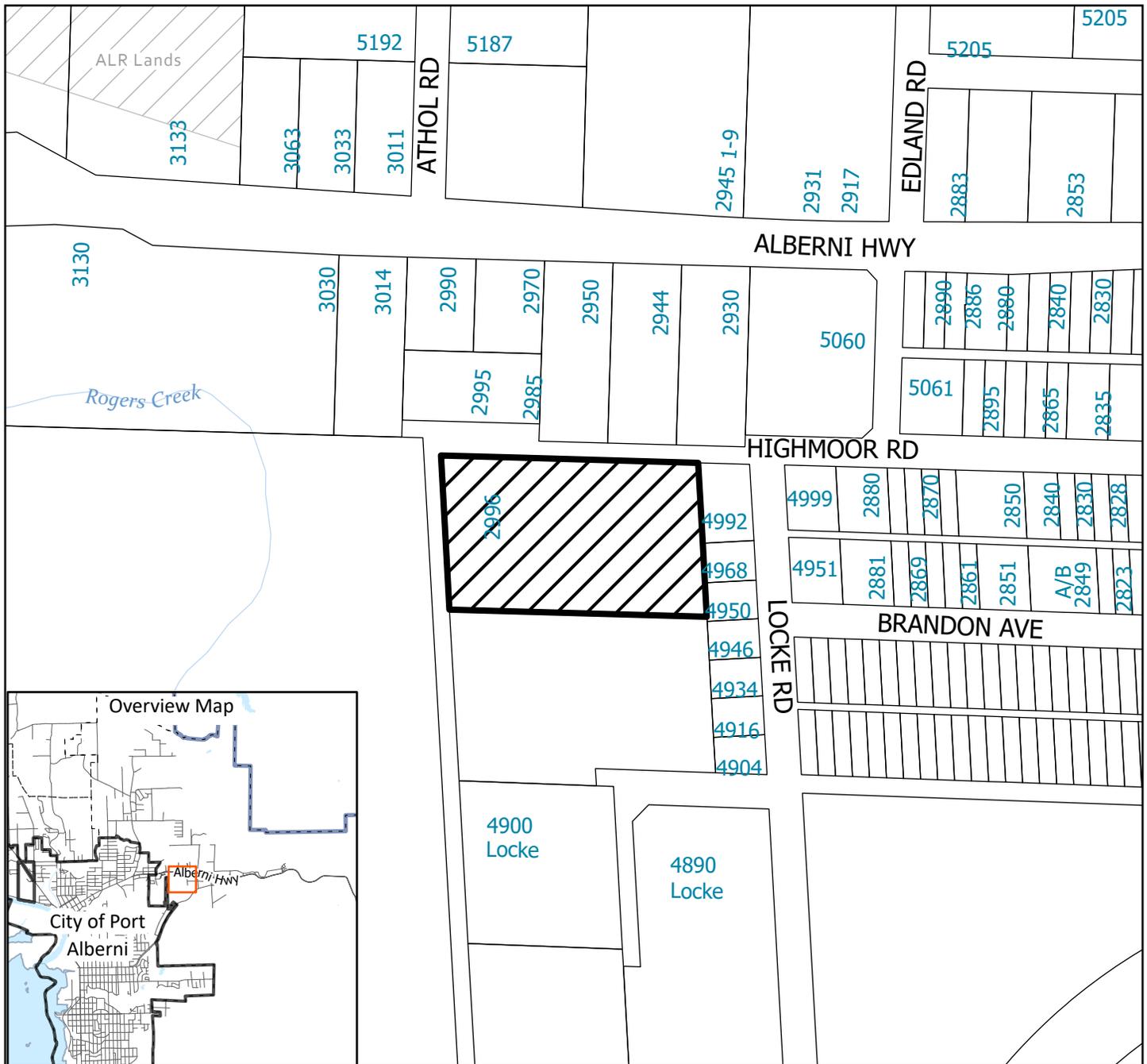
Corporate Officer

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Chair of the Regional Board

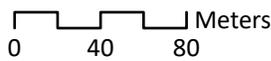
# Schedule 'A'

This schedule is attached to and forms part of  
Bylaw P1433



P1433 Aspell  
Legal Description: LOT 1 DISTRICT LOT 19 ALBERNI DISTRICT PLAN  
VIP83791

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





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** ACRD Board of Directors

**From:** Mike Irg, General Manager of Development Services

**Meeting Date:** November 10, 2021

**Subject:** Public Hearing Report for Bylaw P1434  
RF21010 – 2404 Timberlane Road (J & Y Sohn Enterprises)

---

### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1434, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

### Background:

A public hearing for Bylaw P1434 was held electronically using Zoom on Tuesday, November 2, 2021 at 7:00 pm. The hearing was chaired by Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek. ACRD staff Mike Irg, Charity Hallberg Dodds and Kathy McArthur participated in the hearing along with the applicant. No members of the public were present. Included with the public hearing minutes are three (3) referral agency comments (Appendix 'A'). There were two (2) letters of public correspondence received prior to the hearing (Appendix 'B').

The property owner is applying to rezone a portion of the Timberlodge property located at 2404 Timberlane Road from Tourist Commercial (C6) District to Campground Commercial (C8) District to accommodate an expansion of the RV campground while accommodating the existing hotel and restaurant uses already existing on the property.

Planning staff recommend that the Board of Directors receive the public hearing report and minutes, and proceed with second and third readings of Bylaw P1434.

## RF21010



Submitted by: \_\_\_\_\_  
Mike Irg MCIP, RPP, GM of Development Services



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

**RF21010**



# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 2, 2021 – ELECTORAL AREA 'F'

Minutes of a Public Hearing held electronically using Zoom, on Tuesday, November 2, 2021 at 7:00 pm.

Chair: Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek  
Staff: Mike Irg, Charity Hallberg Dodds and Kathy McArthur  
Applicants: Agent Denis Francoeur  
Members of the Public: 0

1. The hearing was called to order at 7:00 pm. Chair Bodnar recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair Bodnar introduces herself and Planning staff. Chair Bodnar explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. M. Irg explains the use of Zoom, Zoom features and necessary hearing procedures. He also confirms that the hearing is being recorded and live streamed on our website, thanks the applicants for joining and invites any members of the public to participate noting instructions to join the Public Hearing zoom meeting are available on our website.
4. Chair Bodnar explains that the subject of the hearing is Bylaw P1434. This bylaw is applicable to 2404 Timberlane Road, and is necessary to facilitate a subdivision proposal. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out Notice of Public Hearing.
5. The notice is read by M. Irg as follows:

What: Public Hearing for Bylaw P1434, 2404 Timberlane Road – J & Y Sohn Enterprises, Property Owner  
When: November 2, 2021 at 7:00 pm  
Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area 'F' – Cherry Creek, will be held to consider Bylaw P1434. This bylaw is a Zoning Atlas Amendment to rezone a portion of LOT B, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 18037, EXCEPT THAT PART IN PLAN 35581 from Tourist Commercial (C6) District to Campground Commercial (C8) District to accommodate an expansion of the RV campground while accommodating the existing hotel and restaurant uses already existing on the property.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaw P1434 and relevant background documents, is available for review online at [www.acrd.bc.ca/events/2-11-2021/](http://www.acrd.bc.ca/events/2-11-2021/). Planning staff are available to answer questions in person, through email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from October 20, 2021 to November 2, 2021, excluding weekends and statutory holidays.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES November 2, 2021 – ELECTORAL AREA 'F'

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

If you wish to participate in the Public Hearing electronically or by phone, full instructions to do so are available on our website at [www.acrd.bc.ca/events/2-11-2021/](http://www.acrd.bc.ca/events/2-11-2021/) or can be provided by contacting Planning staff by email at [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

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

Email sent to [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) before 4:00 pm, November 2, 2021. Email correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

Fax sent to 250-723-1327 before 4:00 pm, November 2, 2021. Fax correspondence will only be considered received if receipt confirmation is provided by ACRD staff.

All correspondence must be received by the ACRD no earlier than 8:00 am on October 20, 2021 and no later than 4:00 pm on November 2, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair Bodnar explains the purpose of the public hearing and that minutes are being taken. She then asks staff to introduce the proposal.
7. M. Irg introduces the proposal and includes the following:
  - To rezone a portion of the Timberlodge property located at 2404 Timberlane Road from Tourist Commercial (C6) District to Campground Commercial (C8) District to accommodate an expansion of the RV campground while accommodating the existing hotel and restaurant uses already existing on the property.
8. Chair Bodnar invites the applicant to add any information or comments.
9. D. Francoeur has no comments.
10. Chair Bodnar invites the public to add any information or comments.
11. M. Irg comments there are no public in attendance.
12. M. Irg explains there were three (3) referral agency comment forms received (Appendix 'A'). The Ministry of Transportation noted no objections and interests unaffected. The Cherry Creek Fire Department has



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
November 2, 2021 – ELECTORAL AREA 'F'

concerns with density and access for firefighting with adequate separation between RV sites, which can be addressed with the Development Permit application process. The ACRD building inspector noted more information may be required for sanitation and plumbing. Two (2) letters of public correspondence received noted no objections but expressed general concerns with parking and traffic congestion. The Ministry of Transportation will review and approve the Bylaw again prior to adoption. Copies of the agency referrals and public correspondence are available for review on the ACRD website and will be a part of the Public Hearing report considered by the Board of Directors.

13. M. Irg invites D. Francoeur to comment.
14. D. Francoeur responds they will address the parking issues in due time.
15. Chair Bodnar explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for November 10th. If any Board member does so, the hearing would be invalidated and would have to be held again. She clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
16. Chair Bodnar invites the applicants and public to add any additional information or comments.
17. No comments.
18. Chair Bodnar calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:19 pm.

Certified Correct:

Dianne Bodnar, Director for Electoral Area 'F' – Cherry Creek

Minutes Prepared by:

Kathy McArthur, Planning Assistant

**From:** [Hendy, Timothy TRAN:EX](#)  
**To:** [Kathy McArthur](#)  
**Subject:** RE: RF21010\_P1434 Referral Package  
**Date:** October 13, 2021 1:08:20 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image013.png](#)

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Good afternoon Kathy,

MoTI has no objections to this proposed rezoning. Thank you for the opportunity to comment.

**Tim Hendy | Development Officer**

Vancouver Island District | Ministry of Transportation and Infrastructure

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

[2021 Customer Satisfaction Survey](#)



[APPLY FOR PERMIT](#)

[APPLY FOR BCeID](#)

[SUBDIVISION INFORMATION](#)

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**From:** Kathy McArthur <[kmcarthur@acrd.bc.ca](mailto:kmcarthur@acrd.bc.ca)>  
**Sent:** September 22, 2021 4:30 PM  
**To:** Hendy, Timothy TRAN:EX <[Timothy.Hendy@gov.bc.ca](mailto:Timothy.Hendy@gov.bc.ca)>; 'HBE@viha.ca' <[HBE@viha.ca](mailto:HBE@viha.ca)>; XT:Cheetham, Lindsay EDUC:IN <[lcheetham@sd70.bc.ca](mailto:lcheetham@sd70.bc.ca)>; Lucas Banton (CCVFD) <[ccvfd@shaw.ca](mailto:ccvfd@shaw.ca)>; 'Darrell Ross' <[dross@tseshaht.com](mailto:dross@tseshaht.com)>; Brandy Lauder <[brandy@hupacasath.ca](mailto:brandy@hupacasath.ca)>  
**Cc:** Luc Stefani <[lstefani@acrd.bc.ca](mailto:lstefani@acrd.bc.ca)>; Charlie Starratt <[cstarratt@acrd.bc.ca](mailto:cstarratt@acrd.bc.ca)>; Cherry Creek Waterworks <[ccwwacc@shaw.ca](mailto:ccwwacc@shaw.ca)>  
**Subject:** RF21010\_P1434 Referral Package

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

Hello,

Please find attached the referral package and response form for Cherry Creek rezoning application RF21010.

If you have any input to provide regarding this application, please complete the response form and return it to me by October 22, 2021.

Thank you,



**Kathy McArthur**

Planning Assistant

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

**O** 250.720.2709 **W** [acrd.bc.ca](http://acrd.bc.ca)

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Development  
Resources](#)

[Building Resources](#)

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**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1434      ACRD FILE NO.: RF21010**

**APPLICANT NAME: J & Y Sohn Enterprises Ltd.**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

I have reviewed the Bylaw application for rezoning, the fire departments concern is focused on density and access for firefighting. The density should consider egress of occupants and fire spread from one structure to another. If the application is successful it would be very helpful to have any density issues at the existing site mitigated.

Agency (please print):

Cherry Creek Fire Department

Name (please print):

Lucas Barton

Title:

Chief

Signature:

Lucas Barton

Date:

20 Oct. 2021



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

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

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1434      ACRD FILE NO.: RF21010**

**APPLICANT NAME: J & Y Sohn Enterprises Ltd.**

**ACRD CONTACT: Alex Dyer, Planning Manager**

**Date of Referral: September 22, 2021**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Provide as-built drawings showing size and location of sanitary piping and water distribution piping serving the current and proposed RV sites. If re-zoning proceeds to public hearing, further technical information may be required.

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

Signature:

Date: 10/25/21

Zeal Holdings Inc.  
Port Alberni, BC

November 1st, 2021

Re: Public Hearing for Bylaw **P1434**  
**2404 Timberlane Road**

To Whom it may concern,

I am the owner of property (undeveloped) at 2450 Timberlane Road as well as the property (undeveloped) to the South of this property (accessed via Sherwood Road).

Although I have no opposition to the intent of the zoning amendment that is being considered, I strongly oppose approval of the amendment without prior rectification of the hazard and congestion that exists on the public road adjacent to 2404 Timberlane. The property owners of 2404 Timberlane Road have operated their business for many years while knowingly utilizing the public road as a parking lot, which also includes landscaping obtrusions and a lit sign. The property at 2404 Timberlane Road is quite large and provides plenty of options to relocate the parking and signage onto private property. The current situation is an accident waiting to happen and an unacceptable obstruction to other users of this road.

It is worth noting that the Ministry of Transportation issued a letter to the Timberlodge several years ago asking the owners to remove the sign that is located on the road right-of-way. The sign was not removed, nor did the ministry take any further action.

Thank you for hearing my concerns.

Respectfully Submitted,  
Ray Dol, president

**From:** [Rudy Kurath](#)  
**To:** [Planning Shared](#)  
**Subject:** Regarding public hearing for bylaw P1434 tonight @7pm  
**Date:** November 2, 2021 1:11:31 PM  
**Attachments:** [timberlodge.docx](#)

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In regards to Public hearing for Bylaw P1434

J & Y SOHN ENTERPRISES LTD, 2404 TIMBERLANE ROAD (CHERRY CREEK)

I don't appose the expansion to the Timber lodge, But I believe it shouldn't be authorized until their existing parking lot is fixed because it impedes traffic and is a major safety issue. 90% of their parking lot is on the public road, making it unsafe to drive through there. Often Barely one vehicle can drive past the hotel at a time. If this issue isn't dealt with, I believe it will only get worse making it harder for people trying to drive past the business. If the expansion involves making more room for big trailers and motorhomes, I feel that it would benefit them and the public to have a proper parking lot that is not blocking big trucks and public motor vehicle traffic from accessing that entrance from the highway.

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1434**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 743**

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

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

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1434.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT B, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 18037, EXCEPT THAT PART IN PLAN 35581 from Tourist Commercial (C6) District to Campground Commercial (C8) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 28<sup>th</sup> day of July, 2021  
Public Hearing held this 2<sup>nd</sup> day of November, 2021  
Read a second time this    day of                    ,  
Read a third time this    day of                    ,

Approved by the Province as per the *Transportation Act* this    day                    ,

Adopted this                    day of                    ,

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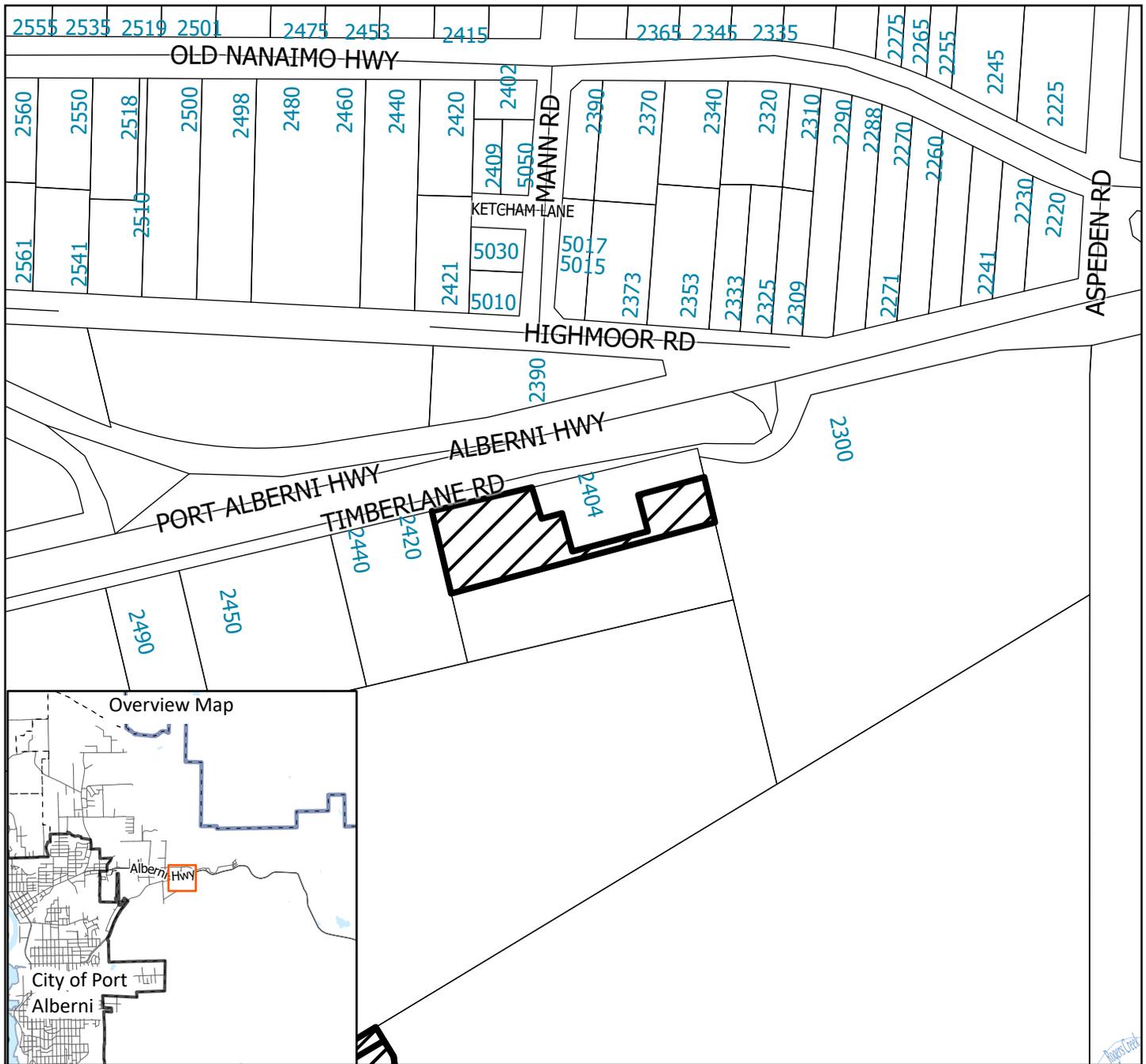
Corporate Officer

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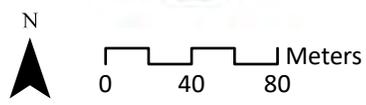
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of  
Bylaw P1434



P1434 Timberlodge  
Legal Description: a portion of LOT B, DISTRICT LOT 136, ALBERNI DISTRICT,  
PLAN 18037, EXCEPT THAT PART IN PLAN 35581



 To be rezoned from Tourist Commercial (C6) District to  
Campground Commercial (C8) District



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## REQUEST FOR DECISION

**To:** ACRD Board of Directors

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

**Meeting Date:** November 10, 2021

**Subject:** Alberni Valley Electoral Areas Housing Needs Reports

### Recommendations:

1. *THAT the Board of Directors receive the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area 'B', Sproat Lake Area 'D', Beaver Creek Area 'E', Cherry Creek Area 'F', and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, as presented.*
2. *THAT the Board of Directors direct staff to publish the Alberni Valley Electoral Area Housing Needs Reports for Beaufort Area 'B', Sproat Lake Area 'D', Beaver Creek Area 'E', Cherry Creek Area 'F', and the sub-regional Alberni Valley Electoral Areas Housing Needs Report, on the ACRD website for public access.*

### Summary:

As part of the ACRD Housing Needs Reports (HNRs) Project, five HNRs for the four Alberni Valley Electoral Areas (EAs), and an overall Alberni Valley summary report, were developed between November 2020 and October 2021 by a project team of staff from the ACRD and RFT Planning and GIS Services, with input from various community members, organizations and agencies. Initial community engagement was completed in collaboration with the City of Port Alberni, as part of the development of their Housing Needs Assessment and Report. This staff report, and corresponding verbal presentation to the Board of Directors, provides a high level overview of the Alberni Valley HNR key findings and recommendations.

### Background:

The ACRD is undertaking a regional HNR Project to describe current and anticipated housing needs, and strategies to better understand and respond to these needs, in our communities by collecting data and analyzing trends. The project was initiated in November 2020 after receiving grant funds from the BC Ministry of Municipal Affairs, administered by the Union of British Columbia Municipalities (UBCM), and the project is scheduled to be completed by December 31, 2021.

In 2019, legislative requirements took effect requiring municipalities and regional districts in BC to complete HNRs by April 2022 and every five years thereafter. The ACRD has undertaken Housing Needs Assessments, which form the ACRD HNR Project. This regional project includes the development of 10 separate HNRs, sub-regional reports for the West Coast and Alberni Valley, and an overall regional summary report for the six ACRD EAs (Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, and Cherry Creek), and four Maa-nulth Treaty First Nations (Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation).

### Alberni Valley HNRs Overview:

Safe, affordable, and inclusive housing is an important component of a complete community and contributes to societal and individual well-being. The development of the Alberni Valley HNRs was completed through

quantitative and qualitative data collection and analysis, and a number of community engagement initiatives, including: a public Alberni Valley housing needs survey, a public online community forum, a joint Advisory Planning Commission meeting with the four Alberni Valley EAs, and many one-on-one conversations through email, phone and other virtual methods. Data analysis and community input revealed a number of key data findings and housing issues that are included throughout the HNRs. The HNRs identify what kind of housing is most needed in the Alberni Valley over the next five years, to ensure that local plans, policies, and development decisions can reflect these needs. The anticipated updates to EA Official Community Plans (OCPs), and current ACRD Zoning Bylaw update, are examples of important documents with policies that will be informed by the results of the HNRs.

### Recommendations

Five key recommendations emerged through the HNR process that correspond directly with the key findings identified. They are applicable across all Alberni Valley EAs and provide a higher level approach to address the housing gaps anticipated for the next five years and beyond in the Alberni Valley, as well as across the ACRD. While there are similar challenges and opportunities across the region, each of the Alberni Valley EAs continue to experience a unique set of housing challenges. Recommendations for approaches to address the housing gap in each of the EAs for the next five years and beyond are included in the supplementary Alberni Valley EA HNRs for Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek.

Recommendations for approaches to address the housing gap across the Alberni Valley for the next five years and beyond include:

1. Formulate regional policy options to address current and future housing needs, and incorporate policies into future updates of Electoral Area Official Community Plans.
2. Strengthen policies and regulations to improve housing affordability and availability, with a focus on a variety of housing types for all stages in life.
3. Develop and strengthen partnerships to improve collaboration, advocacy, and education around housing needs and gaps.
4. Consider creating a housing strategy and action plan that outlines funding opportunities, housing targets and tools to incentivize housing and address housing needs in the region.
5. Complete ongoing monitoring of regional housing supply and demand to adapt to evolving housing needs in the region over time.

These HNRs are intended to be used by the community and the ACRD as well as other community stakeholders, in the planning and provision of housing, including informing local plans, policies, and development decisions. Housing data will also be used as comparison in future HNRs over the next five years. As public documents, the HNRs are also intended to provide information to local housing stakeholders to gain a better understanding of the local context and support decision-making around housing. The Alberni Valley is facing increased levels of development interest in response to changing socioeconomic conditions and regional housing market dynamics. Continued and future collaboration with all Alberni Valley community members, agencies, First Nations, and the City of Port Alberni will assist to align community goals with housing needed to address demographic change and population growth in the region.

### **Strategic Plan Implications:**

The HNR Project supports the ACRD Strategic Plan 2021-2024 by providing opportunities to engage with community partners to review respective goals and identify opportunities for alignment and cooperation (5.1) and to leverage grant funding programs for initiatives and projects that support development (1.2).

### **Time Requirements – Staff & Elected Officials:**

Staff time will be required to manage and complete the remaining five individual HNRs, overall ACRD summary report, and UBCM final report, as part of the grant funding requirements. This will also include staff time to publicize the HNRs. The project activities will be completed by December 31, 2021, with final grant reporting completed by January 31, 2022.

**Policy or Legislation:**

HNRs support policy development for regional and rural planning initiatives such as the six Electoral Area OCPs, the Zoning Bylaw, and the Age-Friendly Plan. The *Local Government Act* requires that HNRs are included when developing or amending an OCP in relation to housing policies.

**Financial:**

The UBCM HNR Program grant provides \$140,104.40 funding for the project with no matching funds required. OCP updates will require resources in subsequent years. Had the ACRD not received the funding, the Regional District would still have been required to complete this work through an alternative funding model.

**Next Steps:**

Once the five Alberni Valley HNRs are received by the Board of Directors, they will be publicized and presented as requested to various community partners, groups, committees, and other organizations and agencies.

There are five additional HNRs to be developed as part of the ACRD HNR Project:

1. The Uchucklesaht Tribe Government (UTG) HNR has been developed, and was presented to the UTG Executive in October 2021.
2. The Long Beach Area 'C', Yuułu?iŋ?ath Government, and Toquaht Nation HNRs are being developed as part of the West Coast Housing Need and Demand Study. The overall Study includes the following planning areas: Districts of Tofino and Ucluelet, Long Beach EA 'C', Yuułu?iŋ?ath Government, Toquaht Nation and Tla-o-qui-aht First Nation. The EA C, Yuułu?iŋ?ath Government, and Toquaht Nation HNRs are anticipated to be completed in November 2021.
3. The Huu-ay-aht First Nations (HFN) HNR is currently underway and will be completed in December 2021.

The overall ACRD HNR is anticipated to be presented to the Board of Directors in December 2021, and will include an overview of all 10 ACRD HNRs.

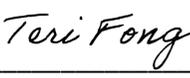
**Enclosures:**

The following five Alberni Valley HNRs are included separately and uploaded to the ACRD website:

1. Beaufort Electoral Area 'B' Housing Needs Report
2. Sproat Lake Electoral Area 'D' Housing Needs Report
3. Beaver Creek Electoral Area 'E' Housing Needs Report
4. Cherry Creek Electoral Area 'F' Housing Needs Report
5. Sub-Regional Alberni Valley Electoral Areas Housing Needs Report

Prepared by:   
 Amy Anaka, MURP, MCIP, RPP  
 Planner

Reviewed by:   
 Alex Dyer, MCIP, RPP  
 Planning Manager

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



**Wednesday, November 3, 2021**  
**7:00pm → Rollin Art Centre**  
**Minutes**

Attending:

Bert Simpson  
Bill Collette  
Colin Schult  
Dan Washington  
Gareth Flostrand  
Ken Watson  
Nancy Blair  
Pam Craig  
Penny Cote  
Willa Thorpe (staff)

Regrets:  
Ed Ross

Called to order: 7:03pm

1. Moved by Pam that the agenda of the November 3, 2021 meeting be approved as circulated.
2. Moved by Ken that the minutes of the October 6, 2021 meeting be approved as circulated.
3. Old Business
  - a. Train Station
    - i. Awaiting class B cost estimate for the construction work
    - ii. RFP for a Construction Manager is live
      1. Closes on November 5
      2. Awarding contract on November 12
    - iii. RFP for prospective tenants is being drafted by the Economic Development department; no timeline yet on distribution/closing dates
4. Correspondence – none
5. New Business – none
6. Reports
  - a. Museum
    - i. Exhibits:
      1. Body Language: Reawakening Cultural Tattooing of Northwest Coast – circulated by the Bill Reid Gallery – offering school programs starting October 8; exhibit closes December 11.
      2. Our next exhibit is Snapshots of Canada an exhibit from the Canadian Museum of History. Paul Henderson scores the winning



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goal in the 1972 Summit Series. A little boy runs after his father marching off to war. Terry Fox is silhouetted by headlights of a police cruiser on his Marathon of Hope. Exploring unforgettable moments in our history, the travelling exhibition Snapshots of Canada pairs compelling images with texts by well-known authors, journalists and historians. Images ranging from high drama to simple joy are tangible reminders of the triumphs, failures and sacrifices that have shaped our country. This exhibit runs January to April, 2022.

- ii. Christmas Zocial – our second virtual Christmas Social will be held virtually on Wednesday December 8, using a similar format to last year. We are planning on adding Heritage Awards this year.
- iii. Plymouth Locomotive – the locomotive was moved to Ladysmith on Saturday, October 30th – thank you so much to IHS members in working hard to make the go smoothly. This is a five-year loan with an option to renew.
- iv. Museum Upper Gallery re-opens Tuesday, November 2 – all of the catalogue books have been re-installed throughout the museum.
- v. The first working meeting with the team developing the Alberni Residential School Survivor Memories of George Clutesi project was held October 15th with representatives of the Clutesi family, local residential school survivors' group, University of Victoria, Royal BC Museum, the Bateman Gallery and AV Museum staff. The exhibit will open in June 2022 at the Bateman Gallery and in Port Alberni the following spring.
- vi. Museum staff have all been attending the virtual BC Museums Association conference – virtual sessions have been held every Thursday in October.
- vii. Staff will be attending a virtual conference with the Toronto Film Circuit to re-start Film Fest and we are still targeting a January or Winter 2022 start
- viii. Programs: tours for the Body Language Exhibit and our Pioneer Christmas school program will be offered and some public programming and will look to having more in place in the new year.
- ix. Continuing to work with the Nanaimo Museum and Darrell Ross in repatriating the artefact back to this community.
- x. Promotional Material for Museum programs and 2022 Heritage Fair going out soon.



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b. School District

- i. The K-12 Sector Guidelines for Vaccination Policy has been received in SD70 Pacific Rim from the B.C. Public Sector Employers Association. The Board will be discussing it at our next Board meeting on Nov 9 at the in-camera meeting. A vaccine policy is a workplace health and safety measure and must allow time for consultation with all partner groups. This is a very complex matter to consider and it will take time.
- ii. The seismic upgrades at UES and USS in Ucluelet are on time and on budget. There have been minor issues with getting supplies out to the coast given the road construction as well as shortages of steel. The changes are very impactful to see as the new school is taking shape visually.
- iii. The new day care at Tsuma-as Elementary is about half done with opening still scheduled for January 2022.
- iv. A new Outdoor Play Space was opened Oct 26th at EJ Dunn. A \$50,000.00 MCFD Rapid Renovation Grant was received by AV Learning Lab Preschool at EJ Dunn Elementary. Students will be spending lots of time outside which has a huge effect on everyone's Mental Health and especially young students.

c. Community Arts Council

- i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
- ii. CURRENT EXHIBIT  
October 5 – November 6, 21: CAC Invitation exhibit – various local submissions showcasing works created during the Pandemic time in 2020.
- iii. UPCOMING EXHIBIT  
November 13 – December 24 – ARTisan/Mistletoe Market – assorted artists and crafters.
- iv. FINANCES  
The federal government has halted the Canada Emergency Wage Subsidy that kept us going this past year. We continue to search for new grants.
- v. RAFFLES  
Draw for the travelling quilt raffle is November 15. Tickets for our Christmas raffle basket will go on sale soon. Christmas baskets for raffle will be available soon.
- vi. RAC GARDEN  
We no longer have our certified professional landscaper/horticulturalist. We are on the lookout for new help in the new year.
- vii. CHILDCARE CENTRE  
We've met a couple times with the architect to discuss how to reconfigure our upper floor to accommodate the required new entrance and the new



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sprinkler systems. Building permit will be applied for next week. It is hoped ground can be broken in January. We are hoping the City will agree to proceed with a grant application through Canada Cultural Spaces that will provide funds so we can renovate the ground floor of Rollin which is currently unsuitable for programming.

viii. NEW WEBSITE

New website funded through Launch Online is up and running but still a work in progress. We are very pleased with the site map and visuals but still have lots of content photos to add/update. We now have Shopify and members should be able to automatically renew their memberships from year to year.

ix. 2022

Planning now for new year closure and strategic planning, inventory, etc.; will close December 23 and reopen to public February 1.

d. Maritime Heritage Society

- i. 1964 Tsunami Exhibit – The update to this permanent exhibit is still underway and nearing completion. It will be a great improvement to the original. Thanks again to the AV Museum staff for their help.
- ii. Nahanni/Pelican Project – Weekly work sessions have re-commenced on Wednesdays 10am to 2pm on this vessel's restoration. Interpretive signage regarding this project has now been installed. Come on out to help if you would like to work on this historic WWII boat.
- iii. Teak Lady – This heritage vessel which has a colourful history both in the far east and the Alberni Valley is now in our compound. We are pursuing a permanent shelter for this vessel.
- iv. Lighthouse Siding Repairs – this iconic facility is now over 20 years old and a combination of weather and vandalism has caused considerable damage to the building's "shingle" siding. Particularly on the water side. We have preliminary quotes of approximately \$75,000 to undertake this work. We are investigating repair options and potential fundraising sources to undertake this needed work.
- v. AGM – The date for our Annual General Meeting is Tuesday, November 30, 2021 at 7 pm at the Gallery. Everyone welcome. We are looking for one more Board Member so if you are interested please let me know.
- vi. Facility Hours – The Gallery and Lighthouse are currently open Thursday – Sunday, 11 am – 4 pm. Vaccination passport protocol & masks are mandatory.



Wednesday, November 3, 2021  
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e. Regional District



# Around our Region

**Highlights from the Alberni-Clayoquot Regional District  
(ACRD) Board of Directors' Meetings - October 2021**

**OCTOBER 13<sup>TH</sup> MEETING**

**ACRD & TSESHAHT FIRST NATION GOVERNMENT ANNOUNCE SIGNING GOVERNMENT TO GOVERNMENT ACCORD**  
A joint press release was issued announcing the formal arrangement between the Tseshaht First Nation and the ACRD. The purpose of this Accord is to enter into a formal arrangement with respect to establishing and maintaining a long-term cooperative and collaborative government to government relationship through effective communications.

**ROGERS COMMUNICATIONS – CELLULAR TOWER AT WEST COAST LANDFILL**  
The Board authorized an agreement with Rogers Communications to permit the construction of a cellular tower at the West Coast Landfill and improve cellular reception for the west coast area. Roger's may now proceed with the consultation process as outlined by the Industry Canada's Default Public Consultation Process, including public consultation, prior to construction.

**BURNING REGULATION BYLAWS**  
The Board adopted Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation to regulate wood burning appliances and Bylaw R1032, Outdoor Burning Smoke Control Regulation to regulate open burning in the six Electoral Areas of the ACRD. Both bylaws will take effect November 1, 2021. For more information visit [www.acrd.bc.ca/burning-bylaw-review](http://www.acrd.bc.ca/burning-bylaw-review)

**OCTOBER 27<sup>TH</sup> MEETING**

**LETTER OF SUPPORT – DISTRICT OF TOFINO**  
The Board will provide a letter of support to the District of Tofino for their application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax (MRDT) at a rate of three percent. The MRDT program is intended to primarily fund tourism marketing, programs and projects, and affordable housing.

**MOU BETWEEN ACRD & ALBERNI DISTRICT FALL FAIR, SUPPORTING EVACUEES WITH HOBBY FARM ANIMALS**  
The Board will sign an MOU with the Alberni District Fall Fair to support evacuees with hobby farm animals during an emergency or disaster. This MOU with the Alberni District Fall Fair formalizes their involvement and long-standing support of the emergency program and recognizes their contribution.

**ACRD HIRES NEW CHIEF ADMINISTRATIVE OFFICER**  
Mr. Daniel Sailland will join the ACRD on November 22, 2021 as the new CAO. Mr. Sailland comes to the Region with over 15 years' experience as a CAO with senior management experience with Local Governments, First Nations as well as the private sector. His experience includes the implementation of a wide range of initiatives, capital projects, policies and programs in the areas of housing, economic development, strategic planning, health, procurement and social development.

**UPCOMING MEETINGS** – input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)  
**Electoral Area Directors Committee** – November 3<sup>rd</sup>, 1:30 pm; ACRD Boardroom/Zoom  
**Board of Directors** – November 10<sup>th</sup>, 1:30 pm, followed by the **Regional Hospital District**; ACRD Boardroom/Zoom  
**AVRA Advisory Committee Meeting** – November 16<sup>th</sup>, 1:30 pm; AVRA, 7400 Airport Rd.  
**West Coast Committee Meeting** – November 17<sup>th</sup>, 1:30 pm; ACRD Boardroom/Zoom  
**Board of Directors** – October 27<sup>th</sup>, 1:30 pm; ACRD Boardroom/Zoom

This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca).

**Board of Directors**

**Chair: John Jack**  
*(Huu-ay-aht First Nation)*

**Vice-Chair: John McNabb**  
*(Electoral Area "E"  
Beaver Creek)*

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

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

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

**Director Penny Coto**  
*(Electoral Area "D"  
Sprout Lake)*

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

**Mayor Sharie Minions**  
*(City of Port Alberni)*

**Councillor Ron Paulson**  
*(City of Port Alberni)*

**Councillor Tom Stere**  
*(District of Tofino)*

**Councillor Rachelle Cole**  
*(District of Ucluelet)*

**Councillor Kirsten Johnsen**  
*(Toquaht Nation)*

**Councillor Wilfred Cootes**  
*(Uchucklesaht Tribe  
Government)*

**Councillor Alan McCarthy**  
*(Yuuluw?i?Path Government)*

**2021 Wood Stove  
Exchange Program**

There is still time to receive up to \$1300 in savings and rebates.

Visit [www.acrd.bc.ca](http://www.acrd.bc.ca) for more information.



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Museum and Heritage Commission City of Port Alberni  
4255 Wallace Street Port Alberni BC Canada V9Y3Y6  
TEL (250) 723 2181 FAX (250) 723 1035

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- f. Chamber of Commerce
  - i. The Chamber is leading a Shop Local program for the West Coast. We are applying for a grant that will offset all costs and enable us to really elevate the Shop Local concept including professional video and more. By the time of the meeting the grant should have been submitted.
  - ii. The Chamber continues to push for the MRDT program, and we are seeing progress.
  - iii. The Better Buy Port Alberni site continues to grow now showing 56 businesses on the site.
  - iv. The Chamber has opted out of the Paper Chase 15k run for 2022. This is because of continued uncertainties surrounding the rules in place for events and activities.
  - v. Community Excellence Awards: June 17/22. This past week we secured a Title Sponsor for the event – Robbins and Co.
  
- g. McLean Mill
  - i. We have initiated plans to remove the Superior Propane tanks from the property and replace with smaller tanks from Federated Co-Op.
  - ii. We are looking at some electrical upgrades and consulting with the City on these plans.
  - iii. The Heritage Christmas Village is coming together nicely. We are still looking for Tree Sponsors for the Festival of Trees portion of the event. The event is scheduled to run 9 nights in December including the first three Fridays, Saturdays and Sundays. We are currently planning to place Christmas Lights through the site once again. The light-up will be part of the Heritage Christmas Village experience.
  
- h. City Council
  - i. Chairman, Jim Sears, Directors Bob Cole, Chris Duncan, Gary Swann and Manager Chris Law presented a dividend cheque from the Alberni Valley Community Forest Corporation in the amount of \$300,000. Council expressed their sincere thanks for the Corporations work, and continued support. These contributions have assisted in numerous City initiatives including the \$2 million contribution that was utilized in the recent purchase of the Somass lands.
  - ii. Council appointed Mayor Minions and CAO Pley as City representatives to the Connect the Quays Pathway Advisory Working Group. The Group, which also includes two representatives each from the Tseshaht and Hupacasath Nation, will provide project input and assist in identifying opportunities to



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celebrate and educate with regards to First Nation language, culture and history.

- iii. Following the return to in-person Council meetings, the City continues to be committed to following the direction of the Provincial Health Officer and the Province of BC to ensure the health and safety of members of Council, staff and the public. Members of the public who wish to attend meetings of Council are required to wear a mask.
- iv. Council authorized the request from the Alberni Clayoquot Metis Society to fly the Metis flag at City Hall on Monday, November 15, 2021 in recognition of Louis Riel Day.
- v. The City is inviting applications from interested individuals for the following:
  1. Alberni Valley Heritage Commission  
The Heritage Commission advises City Council on matters related to heritage issues in the region, as well as provides community input to the staff of the Museum and the Heritage Network; acts in a coordinating role to integrate community priorities with volunteers and staff; and provides a forum for the exchange of information between the various community heritage organizations. Composition of the Commission includes representation of organizations from throughout the Alberni Valley and includes that of a youth representative.
  2. Advisory Planning Commission  
The Advisory Planning Commission (APC) is an advisory committee that makes recommendations to City Council respecting land use issues in the City and is empowered by the Advisory Planning Commission Bylaw and the Provincial Local Government Act.
  3. Board of Variance  
The Board of Variance is an autonomous body with the power to vary Zoning Bylaw regulations in situations where compliance with respect to the siting, dimension or size of a building or structure would cause a person undue hardship.
  4. Community Investment Program  
This Committee reviews the grant applications from not-for-profit community service, multicultural, and recreation/amateur sport organizations, based on the priorities established by City Council.
    - a. Detailed information about each of the above Commissions/Committees/Boards and their specific roles can be found on the City's website at [portalberni.ca](http://portalberni.ca)
    - b. Residents interested in volunteering their time to sit on any of the above-noted Committees, Commissions or Board are



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invited to submit a letter of application outlining your occupation, community involvement, relevant history, technical or special expertise. Please submit your application by 12:00 pm on Wednesday, November 10, 2021 to the attention of:

Director of Corporate Services City of Port Alberni, 4850  
Argyle Street, Port Alberni BC V9Y 1V8  
Email: twyla\_slonski@portalberni.ca

- i. Historical Society
  - i. Research requests are coming through weekly. Some of the answers are easy to find, therefore the replies are quick. Others take a bit more time. We get there eventually! A request a few weeks ago was “Where & what year(s) was the Red Caboose Drive-In?” Do you remember?
  - ii. A couple of members are being trained for new jobs. Marta is learning how to classify items, how to enter in “In-Magic”, give the item(s) tag names & where to store them. Gareth is learning the Treasurer’s job.
  - iii. Archive hours are Tues-Thurs, 10 am – 3 pm for volunteers only. No public researchers as yet. Masks are mandatory!
  
- j. Industrial Heritage Society
  - i. Outdoor compound at IHC is complete
  - ii. Equipment at all sites is being winterized
  - iii. Plymouth locomotive has been sent to Ladysmith heritage group
  - iv. Lucas Banton has been retained to assist the railroad group to get running.
  - v. David Hooper has the newsletter completed.
  
- k. Community at Large
  - i. November Activities Around Town
    - 2nd Bread of Life AGM 7pm
    - 3rd Connect the Quays – Open House #2 – Echo Community Centre 4-730pm
    - 6th Knit your first pair of socks – Coastal Flow Creative – 4-week class – Elizabeth St
    - 6/7th Holiday Winter Market – Glenwood Centre 10-5 & 10-4, Santa on Saturday 1-3
    - 12/13/14th Christmas in the Valley 49th Annual – 3-7; 9-5; 10-3 Alberni Athletic Hall
    - 16th Canadian Blood Services – Best Western Barclay Hotel – 2-645pm



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20th Christmas in the Country Craft Fair – Cherry Creek Community Hall –  
10-4pm

27th CWL Craft Fair – Holy Family Notre Dame Parish Hall Burke Rd – 10-  
3pm

l. Hupacasath First Nation – no report

m. Tseshah First Nation – no report

7. Next Meeting

a. Wednesday, December 1 → 7pm (McLean Mill)

8. Adjourn

a. Moved by Colin to adjourn the meeting at 8:08pm.