



Board of Directors Meeting
Wednesday, October 27, 2021

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

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/27-10-2021/>

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_jL8RBlaJSqyV_3ZWVIVZKA

		PAGE #
1.	<u>CALL TO ORDER</u>	
	Recognition of Territories.	
	Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
3.	<u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4.	<u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED)	
	a. Committee-of-the-Whole Meeting –October 13, 2021	8-9
	<i>THAT the minutes of the Committee-of-the-Whole meeting held on October 13, 2021 be adopted.</i>	
	b. Board of Directors Meeting – October 13, 2021	10-20
	<i>THAT the minutes of the Board of Directors meeting held on October 13, 2021 be adopted.</i>	
5.	<u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	

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

6. CORRESPONDENCE FOR ACTION
(ALL/UNWEIGHTED)

- a. **REQUEST FOR SUPPORT** **21-22**
District of Tofino request for support of an application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax at a rate of three percent.

Possible Motion:

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.

7. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)

- a. **ISLAND COATAL ECONOMIC TRUST**
- Bamfield Huu-ay-aht Connector Trail to Stimulate Visitor and Growth Potential **23-26**
 - Port Alberni Seeks to Grow Local Economy Through Innovation EcoSystem **27-30**
 - Campbellton Revitalization Project Merges Art, Nature and Tourism **31-35**
- b. **TLA-O-QUI-AHT FIRST NATION/MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION** **36-37**
Tla-o-qui-aht First Nation, B.C. Reach Milestone Agreement to Advance Shared Reconciliation Work
- c. **CITY OF VICTORIA** **38-39**
Resolution – Paid Sick Leave for Workers

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **40-48**
Janitorial Contract – ACRD Offices, 3008 Fifth Avenue & 3004 Fourth Avenue, Port Alberni, BC
(ALL/WEIGHTED)

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.

- b. **REQUEST FOR DECISION** **49-78**
ACRD Procedures Bylaw Amendment - Electronic Meetings &
Participation
(ALL/UNWEIGHTED)

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.

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.

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.

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

- c. **REQUEST FOR DECISION** **79-83**
Memorandum of Understanding Between Alberni-Clayoquot Regional
District & Alberni District Fall Fair, Supporting Evacuees with Hobby
Farm Animals
(ALL/WEIGHTED)

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.

- d. **REQUEST FOR DECISION** **84-92**
First Nation – Municipal Community Economic Development Initiative
Grant Application
(ALL/UNWEIGHTED)

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.

- e. **REQUEST FOR DECISION**
3rd Ave Depot Interim Operations
(ALL/WEIGHTED)

93-94

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.

- f. **REQUEST FOR DECISION**
Alberni Valley Curbside Recycling Contract Award
(ALL/WEIGHTED)

95-96

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), Tseshaht 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.

- g. **REQUEST FOR DECISION**
Regional Organics Diversion Project Resourcing Extension
(ALL/UNWEIGHTED)

97-98

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

- h. **REQUEST FOR DECISION**
Alberni Valley Landfill Renaming
(PARTICIPANTS/WEIGHTED)

99-104

THAT the ACRD Board of Directors approve the functional renaming of the Alberni Valley Landfill as the Alberni Valley Waste Management Centre.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY (PARTICIPANTS/UNWEIGHTED)

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

105-120

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

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

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;

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

Restrictive Covenant registered to the property limiting the number of cottages to a maximum of twenty (20) units and restricting the floor area of each cottage to 1,200 square feet of habitable space, excluding carports and garages;

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.

- b. DVE21004, MALLON, 5637 TOMSWOOD ROAD (BEAVER CREEK) 121-130**
Development Variance Permit Application – Report

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.

- c. RE16008, GROSVENOR, 4720 DAYTON ROAD (BEAVER CREEK) 131-143**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1429

THAT the Board of Directors receive the public hearing report;

THAT the Board of Directors receive the public hearing minutes;

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

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

- d. **RE21011, ROBERTSON & CLEMENT, 5657 CHAPMAN ROAD (BEAVER CREEK)** **144-152**
Rezoning Application – Report and Bylaw P1438

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

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;

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.

10. REPORTS

10.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- a. **Meeting Schedule – November 2021** **153**
b. **Building Report- September 2021** **154**
c. **Monthly Agreement & Grant Delegation Report – October 21, 2021** **155**

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb
b. Vancouver Island Regional Library – P. Cote
c. Alberni Valley Chamber of Commerce – S. Minions
d. Air Quality Council, Port Alberni – D. Bodnar
e. West Coast Aquatic Board – T. Stere

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

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

14. IN CAMERA

(ALL/UNWEIGHTED)

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

- i. 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.*

15. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, November 10, 2021
Regional District Board Room & Zoom**



**MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING
HELD ON WEDNESDAY, OCTOBER 13, 2021, 11:00 AM**
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS** John Jack, Chairperson, Huu-ay-aht First Nation
- PRESENT:** John McNabb, Vice-Chairperson, Director, Electoral Area “E” (Beaver Creek)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Kel Roberts, Director, Electoral Area “C” (Long Beach)
Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)
Ron Paulson, Councillor, City of Port Alberni
Rachelle Cole, Councillor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- REGRETS:** Bob Beckett, Director, Electoral Area “A” (Bamfield)
Kirsten Johnsen, Member of Council, Toquaht Nation
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
Sharie Minions, Mayor, City of Port Alberni
- STAFF PRESENT:** Teri Fong, Acting Chief Administrative Officer
Tricia Bryant, Acting Chief Financial Officer
Mike Irg, General Manager of Development Services
Wendy Thomson, General Manager of Administrative Services
- INVITED** Zachary Young, Senior Negotiator, Province of BC
- GUESTS:**

1. CALL TO ORDER

The Chairperson called the meeting to order at 11:04 am.

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

2. APPROVAL OF AGENDA

MOVED: Director Shannon

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. IN-CAMERA

MOVED: Director Cootes

SECONDED: Director Bodnar

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

- i. 90 (2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 11:04 am.

4. RE-OPEN THE MEETING

The meeting was re-opened to the public at 11:48 am.

5. ADJOURN

MOVED: Director Paulson

SECONDED: Director McNabb

THAT this meeting be adjourned at 11:48 am.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

2. APPROVAL OF AGENDA

MOVED: Director McNabb
SECONDED: Director Cole

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (b) Rezoning Application RD21005, Mykyte.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 22, 2021

MOVED: Director Shannon
SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on September 22, 2021 be adopted.

CARRIED

b. Personnel Committee Meeting – September 23, 2021

MOVED: Director Cole
SECONDED: Director McNabb

THAT the minutes of the Personnel Committee meeting held on September 23, 2021 be adopted.

CARRIED

c. Beaver Creek Water Advisory Committee Meeting – September 27, 2021

MOVED: Director McNabb
SECONDED: Director Cote

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on September 27, 2021 be adopted.

CARRIED

d. West Coast Committee Meeting – October 6, 2021

MOVED: Director Stere
SECONDED: Director Cole

THAT the minutes of the West Coast Committee meeting held on October 6, 2021 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Mike Cann, Fire Chief, Sproat Lake Volunteer Fire Department (SLVFD), recognizing Walt Fenske for 51 years of service and John DeBourcie for 31 years of service volunteering with the SLVFD.**

Chief Cann recognized long serving members of the Sproat Lake Volunteer Fire Department, Mr. John Debourcie and Mr. Walt Fenske. Director Cote thanked the members for their years of dedication to the community of Sproat Lake.

Director Minions entered the meeting at 1:41 pm.

- b. **Sharon Todd, Program Manager and Evelyn Clark, Executive Director, Central Island Division of Family Practice presenting on the Central Island Division of Family Practice.**

The delegation provided an overview of the Division of Family Practice which was formed in 2019 through a union of the Oceanside and Port Alberni Divisions. They are a local non-profit society of community based primary care physicians and nurse practitioners based in the Central Vancouver Island. The Division gives local primary care providers an opportunity to work collaboratively with Island Health, First Nations Health Authority, GPSC, and the Ministry of Health to identify health care needs in the local community and develop solutions to meet those needs. They provided an overview of what a primary care network is, what they do, and the activities of the Port Alberni Primary Care Network to date.

- c. **Dan Buffett, CEO, Habitat Conservation Trust Foundation (HCTF) and Steve Kozuki, Executive Director, Forest Enhancement Society of BC (FESBC) regarding conservation projects in the Regional District. Mr. Buffett will also provide an update on the Nahmint Valley Herd of Roosevelt Elk.**

The delegation provided an overview of the two organizations how they are working together in the Alberni-Clayoquot Region on fish, wildlife, and habitat projects. The Habitat Conservation Trust Foundation is a non-profit organization that funds conservation projects and provides education about BC's freshwater fish and wildlife. The Forest Enhancement Society of BC advances environmental and resource stewardship of BC's forests. The delegation provided an update on the West Coast Roosevelt Elk Augmentation and Recovery Project and the Nahmint Valley herd.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. MINISTRY OF MUNICIPAL AFFAIRS**
Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program (RNC) - West Bamfield Submarine Water Main Replacement
- b. LANGLEY CITY**
Clarification of Intent of Correspondence from City of Langley Re: Resolution - Appointment of Directors to Regional District Board
- c. ISLAND COASTAL ECONOMIC TRUST**
Port Alberni's Story Tower to Showcase Indigenous History
- d. ISLAND COASTAL ECONOMIC TRUST**
New thrive small capital project supports cross-cultural exchange

MOVED: Director Roberts

SECONDED: Director Shannon

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

CARRIED

Director Minions left the meeting at 2:20 pm

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Alberni-Clayoquot Regional District and Tseshaht First Nation Government to Government Accord**

MOVED: Director McNabb

SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District direct staff to distribute a joint press release with the Tseshaht First Nation announcing the signing of the Government-to-Government Accord.

CARRIED

- b. Request for Decision regarding Donation to Village of Lytton**

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors donate \$3,500.00 to the Village of Lytton, from the Special Events Fund in Region Wide Grants in Aid, to assist with the rebuilding of their community.

DEFEATED

c. Request for Decision regarding UBCM 2021 – Minister and Ministry Staff Meetings - Follow-up

MOVED: Director Beckett

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to the Canadian Radio-Television and Telecommunications Commission regarding the barriers to access emergency services due to the intermittent, or complete lack of cellular service in many of our region's remote communities and highways and copy to the appropriate Ministry.

MOVED: Director Shannon

SECONDED: Director McNabb

THAT the main motion be amended to include deteriorating cellular services.

CARRIED

The main motion as amended was;

CARRIED

d. Request for Decision regarding UBCM Grant – Evacuation Route Planning for the West Coast Region

MOVED: Director Roberts

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Evacuation Route Planning for the Bamfield and Long Beach Electoral Areas with interested grant partners.

CARRIED

Director Shannon left the meeting at 2:46 pm.

e. Request for Decision regarding Rogers Communications – Cellular Tower at West Coast Landfill

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into the West Coast Landfill Cellular Tower License agreement with Rogers Communications.

CARRIED

f. Request for Decision regarding Long Beach Airport Contamination

MOVED: Director Roberts
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Minister of Transport, Omar Alghabra and MP Gord Johns, requesting that Transport Canada fulfill their obligations for historical contamination at Long Beach Airport.

CARRIED

g. Request for Decision regarding Beaver Creek Water System – Vehicle Purchase

MOVED: Director McNabb
SECONDED: Director Bodnar

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

CARRIED

h. Request for Decision regarding Beaver Creek Water System – Georgia Road Watermain Abandonment

MOVED: Director McNabb
SECONDED: Director Bodnar

THAT the Alberni-Clayoquot Regional District Board of Directors approve a financial plan amendment to allocate \$185,000 in 2021 for the completion of the Georgia Road watermain abandonment project.

CARRIED

i. Request for Decision regarding Burning Regulation Bylaws

MOVED: Director McNabb
SECONDED: Director Paulson

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

CARRIED

Director Shannon re-entered the meeting at 3:02 pm

MOVED: Director McNabb
SECONDED: Director Cole

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

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. DVC21003, WILD PACIFIC ESTATES CORPORATION INC., LOT 2, ITTATSOO BAY (LONG BEACH)

Development Variance Permit Application – Report

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVC21003, subject to neighbouring properties being notified as per Local Government Act s.499 and that input be received from neighbouring communities on this application.

CARRIED

Director Bodnar declared a conflict of interest respecting agenda item 9.1 (b) Rezoning Application RD21005 and left the meeting at 3:10 pm.

b. RD21005, MYKYTE, LOT 45, TAYLOR ARM DRIVE (SPROAT LAKE)

Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1430

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Cote

SECONDED: Director Beckett

THAT the applicant be requested to provide additional information on a development concept for the balance of the property and further instruct staff to hold a second public hearing and that the public hearing be delegated to the Director for Electoral Area “D” (Sproat Lake), the Alternate Director or the Chairperson of the ACRD Board.

CARRIED

Director Bodnar re-entered the meeting at 3:26 pm.

- c. RE21001, SCHWAGER, 7799 BEAVER CREEK ROAD (BEAVER CREEK)**
Rezoning Application – Public Hearing Report, Public Hearing Minutes and
Bylaw P1431

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb

SECONDED: Director Roberts

*THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a second time.*

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

*THAT Bylaw P1431, Regional District of Alberni-Clayoquot Zoning Atlas Amendment
Bylaw be read a third time.*

CARRIED

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. RC20009, CLAYOQUOT WILDERNESS RESORT LTD, BEDWELL RIVER,
CLAYOQUOT SOUND (LONG BEACH)**
Rezoning Application – Report and Bylaws P1416 and P1417

MOVED: Director Roberts

SECONDED: Director McNabb

*THAT Bylaw P1416, Regional District of Alberni-Clayoquot Zoning Text Amendment
Bylaw be read a first time.*

CARRIED

MOVED: Director Roberts
SECONDED: Director Shannon

THAT Bylaw P1417, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

CARRIED

MOVED: Director Roberts
SECONDED: Director McNabb

THAT the public hearing for Bylaws P1416 and P1417 be delegated to the Director for Electoral Area 'C', the Alternate Director, or the Chairperson of the Regional District

AND THAT the Board of Directors confirm that adoption of Bylaws P1416 and P1417 is subject to:

Confirmation of support from the Ahousaht First Nations;

Modification of restrictive covenant EX012758 to allow for a maximum of 50 guests and 80 staff at the site and to prohibit any land clearing or development within 30 metres of the natural boundary of the Bedwell River with the exception of low-impact access trails and maintaining existing improvements;

Approval of an appropriate parking plan to address off-street parking requirements in the District of Tofino;

Submission of building plans to the ACRD Building Inspector to confirm necessary health and safety requirements of existing buildings on the site;

Confirmation of adequate water and sewage disposal facilities to accommodate the full capacity of guests and staff on-site; and

Meeting technical referral agency requirements.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

- a. **Vancouver Island Regional Library: 2022 – 2026 Financial Plan** – Director Cote provided an update on the Vancouver Island Regional Library.

Director Minions entered the meeting at 3:34 pm.

b. Roundtable – 2021 UBCM Convention

Directors commented on the 2021 Convention and meetings with Ministers and Ministry staff in conjunction with the convention.

The meeting recessed at 3:54 pm

The meeting re-convened at 4:10 pm

MOVED: Director McNabb

SECONDED: Director Shannon

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

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.

14. RECESS

MOVED: Director Beckett

SECONDED: Director Roberts

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

CARRIED

The meeting was recessed at 4:27 pm.

15. RECONVENE

The meeting was reconvened at 4:34 pm.

16. IN-CAMERA

MOVED: Director Jack
SECONDED: Director McNabb

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

- i. 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (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;*
- iii. 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- iv. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- v. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party;*
- vi. 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 4:36 pm

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

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director McNabb
SECONDED: Director Roberts

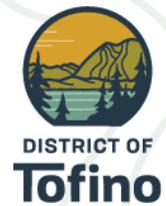
THAT this meeting be adjourned at 5:44 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



October 22, 2021

Alberni-Clayoquot Regional District
Board of Directors
3008 5th Ave
Port Alberni, BC
V9Y 2E3
Via Email: wendy.thomson@acrd.bc.ca

Re: Municipal and Regional District Tax

Dear ACRD Board of Directors,

The District of Tofino (District) is the recipient of tax revenue from the Municipal and Regional District Tax (MRDT) that is collected from certain "fixed roof" accommodation providers within the District. In turn, the District has a funding arrangement with Tourism Tofino and Tofino Housing Corporation to use the MRDT for tourism marketing, program and projects and affordable housing initiatives.

The MRDT program is intended to primarily fund tourism marketing, programs and projects, and affordable housing. In special circumstances capital uses will be considered and approved as it was in the current MRDT term for the Visitors Center. Our present agreement with the Province and with Tourism Tofino and Tofino Housing Corporation will expire on May 31, 2022 and a new application is due 6 months prior to expiry.

The District of Tofino wishes to renew the MRDT agreement with the Province for a five-year term, maintaining a rate of 3%. Further, District of Tofino has requested that a portion of the MRDT in the amount of the lesser of \$400,000 per year or the entire .8% of the additional third percent be directed to debt servicing of the Wastewater Treatment Plant in years two through five of the next five year term. In the first year of the next term these funds will be required to repay the debt on the visitors center.

Our deadline for applying for this is December 1, 2021. As part of the application process, we are seeking the support of the Alberni-Clayoquot Regional District prior to this deadline. We therefore request a Board resolution to this effect. Please find below a sample resolution for your consideration:

THAT District of Tofino's application for a five-year renewal of the Municipal and Regional District Tax at a rate of three percent be supported.

Sent from within the Hahuulthii of the Tla-o-qui-aht Ha'wiih.

PO Box 9,
121 Third Street,
Tofino, BC V0R 2Z0

T 250 725 3229
F 250 725 3775
tofino.ca



Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob MacPherson".

Bob MacPherson, Chief Administrative Officer

bmacpherson@tofino.ca

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: October 13, 2021 10:00 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: BAMFIELD HUU-AY-AHT CONNECTOR TRAIL TO STIMULATE VISITOR AND GROWTH POTENTIAL

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BAMFIELD HUU-AY-AHT CONNECTOR TRAIL **TO STIMULATE VISITOR AND GROWTH** **POTENTIAL**

New coastal old growth forest stroll to connect East and West Bamfield

COURTENAY, 13 October 2021 – The Bamfield Huu-ay-aht Community Forest Society (BHCFS) are embarking on a project to create a new hiking trail in the Bamfield Huu-ay-aht Community Forest (BHCF) with funding support from the Island Coastal Economic Trust's (ICET) DIVERSIFY Capital Program.

The Bamfield Huu-ay-aht Community Forest Connector Trail Project will provide a land connection between East and West Bamfield, currently

connected only by boat. The old growth stroll is a 2.5-kilometre walking route that will provide a complement to existing attractions including the rugged multi-day West Coast Trail, Indigenous culture and tours including the Kii'xin historic site, eco-tourism and marine adventures. The new connector trail will not only create a link between East and West Bamfield, but also offer access to Cape Beale, Keeha Beach and Tapaltos Beach trails.

"The new route is a valuable and sustainable addition which will attract a broader range of trail users seeking shorter strolls in a rare and spectacular old-growth forest," says ICET Board Chair Aaron Stone. "It's also an opportunity to address a gap in the tourism market, while supporting new growth and diversification opportunities – both for local hospitality and tourism sectors and the region's overall visitor attraction potential."

The envisioned project builds on previous work that created a network of trails within the 360-hectare forest, including 15 km of flagged trails and, more recently, a 2.8 km trail loop. Funding will be used to support trail construction, directional and interpretive signage. The main part of the new trail will be in the community forest and will cross Huu-ay-aht First Nation Treaty Settlement lands at the end of the Bamfield Inlet.

"This is an important project to attract both locals and visitors of different age groups and abilities who are seeking a 'light adventure'," says Charlie Clappis, Bamfield Huu-ay-aht Community Forest Society President. "By facilitating access to the forest, these new users will also have the opportunity to view the other unique features of the forest – including the bogs, inlets and foreshores – which helps enhance Bamfield as an ecotourism destination."

The BHCF project is funded from the Destination Trails stream of ICET's

DIVERSIFY Capital Program.

The Trust will contribute \$25,000 to the total project cost of \$50,000. The project is expected to get underway shortly.

For more information about the DIVERSIFY Capital & Innovation Program, please see our [guidelines and application form](#).

###

[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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From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: October 15, 2021 10:00 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: PORT ALBERNI SEEKS TO GROW LOCAL ECONOMY THROUGH INNOVATION ECOSYSTEM

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PORT ALBERNI SEEKS TO GROW LOCAL ECONOMY THROUGH INNOVATION ECOSYSTEM

***New initiative to help expand sustainable opportunities for
economic diversification***

COURTENAY, 15 October 2021 – The City of Port Alberni is embarking on a new path to foster a tech and innovation economy with funding support from the Island Coastal Economic Trust (ICET)’s DIVERSIFY Capital & Innovation Program.

The initiative, “Growing an innovation economy in Port Alberni”, will help develop technology and innovation as sustainable growth opportunities for the

City and Alberni-Clayoquot region over the next decade. The project is the result of identified community need and opportunity to cultivate and sustain the ideas and talents of the younger generation, as well as encourage and optimize the talents of new skilled arrivals.

“This is a timely initiative to support local businesses as they adapt to the changing marketplace, encourage new and innovative entrepreneurial ideas and build on recent community developments related to value-added food processing,” says ICET Board Chair Aaron Stone. “This project builds on the growing momentum to support tech innovation projects that add strength, value and capacity to our region and its industries.”

The initiative includes a series of activities and workshops geared towards building a stronger innovation ecosystem in a range of economic sectors. An online learning system will be developed, alongside a food growth program, impact innovation challenges, a food innovation master class, a modern entrepreneur series and an investor place-based summit. An entrepreneur in residence will be hired to mentor and support entrepreneurs across multiple sectors. The project also includes the development of a local angel investors group. This team will support direct and indirect access to capital for new business ideas as well as provide guidance and mentorship for regional innovators.

“Boosting Port Alberni’s nascent tech and innovation ecosystem is the way forward in nurturing the economic development potential of our city and surrounding communities,” says Port Alberni Mayor Sharie Minions. “We are excited to build on the opportunities arising, particularly within our expanding food sector, and see this initiative as a logical next step in capitalizing on sustainable growth.”

The project is funded from the Innovation Support stream of the DIVERSIFY Capital & Innovation Program. It is complementary to other initiatives in the region, such as the Vancouver Island Coast Economic Developers Association (VICEDA) technology investment attraction initiative and the Techisland.io platform.

ICET will contribute \$84,820 to the total project cost of \$169,640. The project is expected to get underway shortly.

For more information about the DIVERSIFY Capital & Innovation Program, please see our [guidelines and application form](#).

###

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For further information:

[Amanda Fortier](#), Communications Officer

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From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: October 22, 2021 10:00 AM
To: Wendy Thomson <wthomson@acrd.bc.ca>
Subject: ICET NR - CAMPBELLTON REVITALIZATION PROJECT MERGES ART, NATURE AND TOURISM

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CAMPBELLTON REVITALIZATION PROJECT MERGES ART, NATURE AND TOURISM

THRIVE project to create unique public space in transitioning industrial area

COURTENAY, 22 October 2021 – An innovative new effort by the Campbellton Neighbourhood Association (CNA) to beautify and revitalize the newly branded Campbellton River Village will soon get underway with support from the Island Coast Economic Trust (ICET)'s THRIVE Small Capital Program.

As part of a larger “Rescue the River” initiative, Bridge Viewpoint, situated on the bank of the Campbell River, will build on revitalization efforts by developing a unique and aesthetically pleasing public parkette. The space will provide a much-needed neighbourhood gathering space and open up new river views to the public and visitors. Building on the City’s reputation as the “Salmon Capital of the World”, the space will also help expand and enrich the salmon narrative through a striking 50-foot-long mural photography display by local, award-winning artist Eiko Jones. A QR code will also provide access to his underwater video trailer, Heartbeat of the River.

“This project is an inspiring example of how a determined group of volunteers can combine environmental awareness, sustainability, art and eco-tourism in creative ways that create value for locals and visitors,” says Aaron Stone, ICET Board Chair. “Increasing local use and visitation to this area, will also have a trickle-down effect for area businesses, further enriching the lives of residents and appeal to future investors.”

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).

“We gratefully acknowledge the Province of BC for the funding to support the THRIVE Small Capital Program and help community projects such as this be realized,” says Anthony Everett, President & CEO, Tourism Vancouver Island. “We know that a great place to live is also a great place to visit, so the beautification of the Campbellton River Village is sure to complement the visitor experience for travellers coming to the area for world-class fishing, outdoor adventure and Indigenous tourism experiences as we rebuild the tourism industry.”

The project will contribute to a safe and welcoming shared sense of place, where people can feel connected to the river and all it has to offer. By creating a natural, wheelchair accessible and visible pathway leading to the water and surrounded by trees and native vegetation, visitors will have the opportunity to soak up the beauty of their surroundings. The Campbellton Neighbourhood Association will also be working with the Campbell River Arts Council to commission public art for the site and to integrate innovative design elements to the amenities provided.

“Bridge Viewpoint is an important part of a larger plan to showcase the value and potential of our riverfront neighbourhood. While many Campbellton residents live within walking distance of the Campbell River, they currently have very few opportunities to experience, or even view, the river,” says Laurel Cronk, Vice-Chair of CNA. “We are thrilled to work with the City of Campbell

River, the CR Arts Council, and local artists on this project and, together, we hope to create a welcoming and relaxing place where locals and tourists can enjoy the river, appreciate the wildlife, and watch the many activities that happen at the river.”

Bridge Viewpoint is positioned on the new seven-kilometre River Route trail system linking seven Campbellton trails, including the Greenways Loop, which supports active transportation and tourism. It will become the second such parkette, building on the recent success of a smaller river view site, Spruce St. Viewpoint, featuring a life-size driftwood bear sculpture.

The project is set to get underway shortly.

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

###

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than 2600 construction phase jobs and 2750 long-term permanent jobs.

For further information:

[Amanda Fortier](#), Communications Officer

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NEWS RELEASE

For Immediate Release
2021IRR0064-001973
Oct. 14, 2021

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

TLA-O-QUI-AHT TERRITORY – Murray Rankin, Minister of Indigenous Relations and Reconciliation, and Tla-o-qui-aht First Nation Chief Moses Martin have signed the *hisiikcumyín* pathway agreement that will guide future reconciliation negotiations between B.C. and Tla-o-qui-aht on areas ranging from sustainable land stewardship to protection of cultural heritage.

"The signing of this important document represents 19 years of discussions," Chief Martin said. "We are pleased that we are finally moving forward on the path of reconciliation."

hisiikcumyín (pronounced [his-SEEK-to-me-un]) is a Tla-o-qui-aht phrase that translates as "the way we should go." The name of the agreement underscores the partnership the Province and the Nation are committing to in order to move forward together on matters vital to a prosperous future for both B.C. and Tla-o-qui-aht.

"The new *hisiikcumyín* agreement between Tla-o-qui-aht First Nation and the Province is a crucial guide on our shared journey to reconciliation," Rankin said. "Our work together must live up to the name of the agreement, that we will work together. We will work side by side on matters like economic development and environmental protection - items vital to the Nation and everyone in the region."

B.C. and Tla-o-qui-aht have developed a work plan within the *hisiikcumyín* agreement that sets out key pieces that will be the subject of future agreements. Priority topics include:

- the development of an economic diversification plan and strategy for community-based job creation;
- Tla-o-qui-aht First Nation management and stewardship of tribal parks;
- exploring shared management, benefit agreements and collaborative governance for parts of Meares Island and Opitsaht;
- language preservation and revitalization;
- land transfers, which will be set out in a future agreement; and
- recognizing and implementing the Tla-o-qui-aht Land Vision which includes establishing clear, reliable and efficient tools for shared decision making.

This framework of priorities will help create a foundation for collaboratively developing economic and conservation-oriented opportunities that benefit the Tla-o-qui-aht people and the other communities on the west coast of Vancouver Island.

The hisiikcumyín agreement also lays a foundation for B.C. and Tla-o-qui-aht to open discussions with Canada to negotiate a tripartite agreement implementing Tla-o-qui-aht title, rights and self-government.

Quick Facts:

- The Tla-o-qui-aht Nation has about 1,200 members and is located on the west coast of Vancouver Island near Tofino.
- Tla-o-qui-aht is a member of the Nuu-chah-nulth Tribal Council

Learn More:

Link to agreements: <https://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations/first-nations-negotiations/first-nations-a-z-listing/tla-o-qui-aht-first-nations>

Contact:

Stephen Binder
Ministry of Indigenous Relations and
Reconciliation
778-677-2174
stephen.binder@gov.bc.ca

Tla-o-qui-aht First Nation
Jim Coffin
250-725-3350



October 14, 2021

Dear UBCM member local governments,

On behalf of Victoria City Council, I am writing today to share the City of Victoria's resolution entitled *Paid Sick Leave For Workers*.

The City of Victoria endorsed and submitted a motion for debate at the 2021 UBCM convention which called for 10 days of universally accessible, permanent paid sick leave for workers. Unfortunately, the City of Victoria's paid sick leave resolution was not considered at UBCM as time did not allow, meaning the resolution will be forwarded to the UBCM executive for consideration. The resolution reads as follows:

Resolution: Paid Sick Leave For Workers

Whereas one year into a global pandemic that has killed thousands of British Columbians and millions of people worldwide, there is no legislation ensuring adequate, employer-paid sick days with the Canada Recovery Sickness Benefit being temporary, sometimes inaccessible, and not of use for the crucial first few days of an illness;

And whereas if paid sick day legislation had been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; And whereas the lack of legislated paid sick days has especially hurt Black, Indigenous, workers of colour and women workers who are over-represented in frontline jobs, with low pay, few benefits, and without the ability to work from home:

Therefore be it resolved that UBCM ask the Province of British Columbia to legislate a minimum of ten (10) accessible, universal, and permanent, paid sick days for all workers and additional days during public health outbreaks.

Since the time that the City of Victoria's paid sick leave resolution was first submitted, the BC Provincial Government has committed to bringing paid sick leave legislation by the beginning of 2022. On September 22, 2021, the Provincial government released three options for paid sick leave approaches and consultation is being conducted until October 25, 2021.

The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"

Therefore, we are requesting favourable consideration and motions of support from all UBCM member local governments, noting the above deadline for consultation from the BC Ministry of Labour.

Thank you in advance for your consideration. Please feel free to reach out should you have any questions relating to this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Helps".

Lisa Helps
Victoria Mayor



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services/
Shane Koren, Procurement Coordinator

Meeting Date: October 27, 2021

Subject: **Janitorial Contract – ACRD Offices, 3008 Fifth Avenue & 3004 Fourth Avenue, Port Alberni, BC**

Recommendation:

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.

Desired Outcome:

To enter into a new janitorial contract for cleaning Alberni-Clayoquot Regional District (ACRD) offices.

Background:

The ACRD has contracted Ms. Duvall (AEL Janitorial Services) for the past 28 years to provide janitorial services to the ACRD office located at 3008 Fifth Avenue and 3004 Fourth Avenue, Port Alberni, BC. Ms. Duvall does an excellent job keeping the Regional District office clean, sanitized and tidy.

The current contract with Ms. Duvall (AEL Janitorial Services) expires on October 31, 2021. Ms. Duvall is interested in entering into a new 3-year contract with the ACRD.

Regional District staff recommend the ACRD Board of Directors enter into a new services contract with AEL Janitorial Services for another 3-year term. The details of the services provided, and fees charged, are defined in the attached contract.

Staff propose the monthly fee for services be increased from \$2,100.00 to \$2,200 in the first year and an additional \$50.00 per year for the remaining two years. This increase takes into consideration additional sanitation required to offices due to the COVID-19 pandemic, increased supply costs and the increase in number of staff at the ACRD offices and areas requiring cleaning. This is reflected in the attached contract under Schedule "A".

If there is a substantial increase to the services provided, there is a clause within the agreement which allows for modification by mutual agreement.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

Janitorial fees are covered through general government administration.

Strategic Plan Implications:

n/a

Policy or Legislation:

The ACRD’s Purchasing Policy applies. Under the Policy, maintenance services are exempt from the requirement of a competitive process.

Options Considered:

The Board could require an RFP process be undertaken. Staff recommend continuing with the services of Ms. Duvall. She is a long-time contractor with the ACRD providing consistent, reliable and reasonable janitorial services.

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

Shane Koren
Shane Koren, Procurement Coordinator

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

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference the ____ day of _____, 2021

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Fax No. 250-723-1327

("ACRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

**AEL Janitorial Services
Edith Duvall**

8-2358 Alberni Highway
Port Alberni, BC

("Contractor", "you" or "your" as applicable)

OF THE SECOND PART

WHEREAS:

- A. The ACRD wishes to continue retaining the Contractor to provide janitorial services to the ACRD Offices located at 3008 Fifth Avenue and 3004 Fourth Avenue.
- B. The Contractor has agreed to continue providing janitorial services described in Schedule "A" to this Agreement (the "**Services**") to the ACRD.

NOW THEREFORE the ACRD and the Contractor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

CONTRACTOR'S OBLIGATIONS:

1. **Standard of Care** You must provide the Services with the degree of care, skill and diligence normally provided by contractors having similar qualifications in the performance of duties of a nature similar to the Services, and you must provide the Services within the time limits specified in Schedule "A" or, if no time limit is specified in Schedule "A", you must provide the Services promptly.
2. **Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "A" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.
3. **Confidentiality** You must not disclose any information, data or secret of the ACRD to any

person other than representatives of the ACRD duly designated for that purpose in writing by us and you must not use for your own purposes or for any purpose other than those of the ACRD any information, data or secret you may acquire as a result of being engaged pursuant to this Agreement.

4. **Compliance with Laws** You must comply with all laws applicable to the provision of the Services.
5. **Indemnification** You must indemnify and save harmless us and our elected officials, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising, directly or indirectly, from an error, omission or negligent or wilful act of you or your agents, employees, sub-contractors or sub-contractors, or from your breach of this Agreement.
6. **Assignment** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
7. **Qualified Personnel** The Contractor will provide only professional personnel who have the qualifications, experience and capabilities to perform the Services. The Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this agreement, in whole or in part, without the prior written approval of the ACRD.
8. **Legal Relationship** The legal relationship between you and the ACRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.
9. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

COMMENCEMENT AND TERM

10. The term of this Agreement shall be for a Three (3) year period commencing November 1, 2021 and shall terminate on the 31st day of October 2024, unless sooner terminated as provided in this Agreement.

PAYMENT

11. **Payment for Services** We must pay you the fees for your Services set out in Schedule "A". Payment will be issued no later than the 15th of each month.
12. **Reimbursable Expenses** all reimbursable expenses are included within the fees as set out in Schedule "A" and will be paid upon submission of receipts.
13. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

TERMINATION AND SUSPENSION

14. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have.
15. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors named in your proposal and set forth in this Agreement for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
16. **Suspension** If your Services are suspended by the ACRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the ACRD to terminate this Agreement upon giving written notice thereof to the ACRD. In such an event, you shall be paid by the ACRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.
17. **With Notice** If we are unwilling or unable to proceed with the Contract for Services we may terminate this Agreement by giving you thirty (30) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination. The Contractor may terminate this Agreement at any time upon giving thirty (30) days written notice.

GENERAL

18. **Site Access and Safety** We will arrange and make provisions for your entry and ready access to the property to enable you to perform the Services. We will arrange a safety orientation for you and your employees, to identify the hazards of the site. Once we have provided such a safety orientation, you will be responsible for arranging any additional safety orientations necessary as a result of a change in your personnel or otherwise. The Contractor acknowledges that the ACRD neither warrants nor guarantees the safety or security of the Contractor against any criminal or wrongful acts of third parties. The Contractor is responsible for protecting their own respective person and property and hereby release the ACRD and its agents, employees and representatives for any and all damage to person and property.
19. **Jurisdiction** This agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
20. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.

21. **Entire Agreement** This Agreement, including the schedules attached to it, constitutes the entire Agreement between the ACRD and the Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the ACRD and the Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the ACRD and the Contractor.
22. **Conflict** In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.
23. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
24. **Designation of Parties** In this Agreement, “we”, “us” and “our” refer to the ACRD alone and never refer to the combination of the Contractor and ACRD. The combination of the ACRD and the Contractor is referred to as “the parties”.
25. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
26. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
27. **Time** Time is of the essence in this Agreement.
28. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

DISPUTE RESOLUTION

29. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the ACRD and the Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
30. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Contractor or in the business affairs of either the ACRD or the Contractor.
31. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

DESIGNATED REPRESENTATIVES

32. **ACRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the “**ACRD Representative**”) and we may at any time or from time to time thereafter, by notice in

writing to you, designate another person to act as the ACRD Representative in the place and stead of any person previously designated.

NOTICES

- 33. **Notice** Unless otherwise specified in this Agreement, any notice required to be given by either party shall be deemed to have been given if delivered by hand, mailed by prepaid registered mail or faxed to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered by hand, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other means of communication which have not been so interrupted or shall deliver such notice by hand in order to ensure its prompt receipt.

- 34. **Change of Services** Provisions of this Agreement shall be binding and any change in the terms and conditions of Schedule "A" as set forth herein shall be by mutual agreement, in writing and authorization. Existing janitorial services will continue to be performed consistent with existing practice and will only be altered upon mutual agreement between the Contractor and the ACRD, in writing and authorization. If the ACRD is to proceed with a change of duties notice, the Contractor will be provided a thirty (30) days written notice.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

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

AEL Janitorial Services, Edith Duvall (the Contractor) by its authorized signatories:)
)
)
 _____)
 Signature)
)
 _____)
 Signature)

SCHEDULE "A"

SERVICES AND FEES

SERVICES

The Contractor will provide janitorial services to the Regional District Offices located at 3008 Fifth Avenue and 3004 Fourth Avenue:

Daily

1. Tidy coffee rooms and wash dishes
2. Empty all garbage cans
3. Vacuum, clean and sanitize front hallway, public reception area, waiting area
4. Clean-up any major mess in any of the offices
5. Clean-up all washrooms
6. Clean entrance glass doors
7. Vacuum and dust each office and work area, including the committee room and board rooms on a rotating basis

Monthly & Periodically

1. Clean the windows (internal) three times per year
2. Wash down the entrance stairs and entrance walkway periodically
3. Spot clean walls and carpet periodically
4. Wash and wax floors once per month
5. Steam clean board room chairs once per year

PAYMENT FOR SERVICES

The Contractor will be paid the following:

Fees for Services

November 1, 2021 to October 31, 2022 \$2,200.00 per month
November 1, 2022 to October 31, 2023 \$2,250.00 per month
November 1, 2023 to October 31, 2024 \$2,300.00 per month

Other Janitorial Services

If the Contractor is required to provide other janitorial services above the normal duties listed above, the Contractor will be paid a rate of \$25.00 per hour. Approval from the Regional District is required before commencing other janitorial services.

Expenses

The Contractor will supply all cleaning supplies with the exception of the following: paper towel and toilet paper. Upon submission of receipts, the Contractor will be reimbursed for paper towel and toilet paper expenses.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: October 27, 2021

Subject: **ACRD Procedures Bylaw Amendment - Electronic Meetings & Participation**

Recommendation:

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.

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.

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.

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

Desired Outcome:

To amend the Alberni-Clayoquot Regional District (ACRD) Procedures Bylaw to include the ability to hold electronic board, committee and hospital board meetings and to set procedures on participating in electronic meetings.

Summary:

Since June 2020, the ACRD has been conducting board, hospital and committee meetings electronically under the authority of the *COVID Related Measures Act* and Ministerial Order M192 during the COVID-19 pandemic. Minister Order M192 expired on September 28, 2021.

On June 1, 2021, Bill 10 *Municipal Affairs Statutes Amendments Act* was passed. Bill 10 includes the permanent authority for local governments to choose, by bylaw, whether to conduct a board and committee meetings electronically. These new rules came into effect on September 29, 2021. Local governments wishing to continue to hold electronic meetings are required to amend their procedures bylaw to allow for this.

Electronic meetings, if authorized by bylaw, are meetings where all or some members of a board or council may participate electronically (e.g., videoconference, audioconference or telephone).

Electronic participant, if authorized by bylaw, means a member who participates in a meeting by means of electronic or other communication facilities.

Background:

In order for the ACRD to continue to hold electronic and/or hybrid board, committee and hospital district meetings, an amendment to Bylaw A1075, Alberni-Clayoquot Regional District Procedures Bylaw, 2012 is required. A consolidated copy of Bylaw A1075 is attached for reference.

The following is an overview of the proposed amendments to the ACRD Procedures Bylaw:

- a. The inclusion of the ACRD Hospital District within the procedures bylaw;
- b. Updates to members participating electronically in ACRD board, hospital and committee meetings;
- c. The ability to hold board, hospital and committee meetings of the ACRD electronically; and
- d. Notice requirements for electronic meetings.

Bylaw A1075-3, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2021 is attached for consideration of three readings and adoption by the Board of Directors. As per the *Local Government Act*, 2/3's majority of votes cast is required in order to adopt the bylaw.

Public Hearings - Procedures for public hearings are not required in a local government procedure bylaw. Regional District staff will bring forward a report for consideration by the Board of Directors in November on options for holding public hearings electronically where appropriate.

Time Requirements – Staff & Elected Officials:

Some staff time required to review the amended provincial legislation and regulations for electronic meetings and drafting amendments to the ACRD procedures bylaw for consideration by the Board.

Financial:

Associated costs covered through General Government Services.

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act, Community Charter, Bill 10 Municipal Affairs Statutes Amendments Act and the Regional District Electronic Meetings Regulation 271/2005 as amended.

Options Considered:

The Board could consider an amending bylaw that puts restrictions on electronic meetings including:

- the Chair or Vice-Chair must attend all board and committee meetings in-person;
- A certain number of members must attend in-person at all board and committee meetings;

- Certain meetings of the board or committee must be held strictly in-person;
- Only allow electronic participation (hybrid meetings) in emergency situations.

Staff recommend the ACRD Board of Directors not putting restrictions within the amending bylaw and maintain flexibility on how members attend ACRD board and committee meetings as presented in the attached bylaw.

Wendy Thomson

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

Terry Fong

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



Regional District of Alberni-Clayoquot

Bylaw No. A1075

A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

CONSOLIDATED FOR CONVENIENCE ONLY
SEPTEMBER 29, 2020

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1075 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
Bylaw A1075-1, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2016	May 25, 2016 Repealed October 11, 2017
Bylaw A1075-2, Regional District of Alberni-Clayoquot Procedures Bylaw Amendment, 2017	October 11, 2017

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

WHEREAS the Board of the Regional District of Alberni-Clayoquot, pursuant to section 794 of the *Local Government Act*, must establish the general procedures to be followed by the board and by board committees in conducting their business.

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

Part 1 – Introduction

1. Citation

- a. This Bylaw may be cited as the “**Regional District of Alberni-Clayoquot Procedures Bylaw No. A1075, 2012.**”

2. Definitions

- a. In this bylaw, unless the context otherwise requires, the following definitions shall apply:
 - i. **Board** means the governing and executive body of the Regional District of Alberni-Clayoquot;
 - ii. **Chair** means the chairperson or vice-chairperson elected pursuant to section 792 of the *Local Government Act* or other member presiding at a meeting of the board or committee, as the context requires;
 - iii. **Chief Administrative Officer (CAO)** means the senior administrative official pursuant to section 197 of the *Local Government Act* as identified in the Regional District Officers Bylaw;
 - iv. **Corporate Administrator** means the officer assigned the responsibilities of corporate administration pursuant to section 198 of the *Local Government Act* and as identified in the Regional District Officers Bylaw;

- v. **Committee** means a standing, select, or other committee or commission of the board;
- vi. **Member** means duly appointed or elected representative of the board or a board committee, including their alternate if acting in place of a member;
- vii. **Public Notice Posting Place** means the notice board located at the offices of the Regional District of Alberni-Clayoquot and the Regional District website;
- viii. **Regional District** means the Regional District of Alberni-Clayoquot;
- ix. **Regional District Offices** means the Regional District Administration Offices located at 3008 Fifth Avenue, Port Alberni, BC;
- x. **Vice-Chair** means the member elected as vice-chairperson pursuant to section 792 of the *Local Government Act*; and
- xi. **Website** means the information resource found at the Regional District's website located at www.acrd.bc.ca.

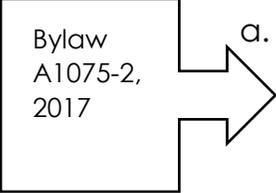
3. Application of Rules of Procedure

- a. The provisions of this Bylaw govern the proceedings of the Board and all standing, select and other Committees of the Board, as applicable.
- b. In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised Edition applies to the proceedings of the Board and Committees to the extent that those rules are:
 - i. Applicable in the circumstances; and
 - ii. Not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

Part 2 – Board Proceedings

4. Inaugural Meeting

Bylaw
A1075-2,
2017



- a. The inaugural meeting of the Board shall be held at the first meeting of the board following November 1 in each year where the Board shall elect a Chair and Vice Chair from amongst its members present.
- b. The inaugural meeting shall be chaired by the CAO until such time as the Chair has been elected. The CAO shall act as the Chair only for the purpose of conducting the election of the Chair. Prior to conducting the elections, the Corporate Administrator shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

5. Election of the Chair and Vice-Chair

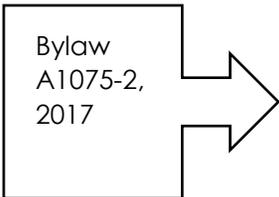
- a. The Board shall elect a Chair and a Vice-Chair from amongst its Members pursuant to section 792 of the *Local Government Act* at the inaugural meeting. The Chair and Vice-Chair shall fulfill those obligations placed upon this position by legislation.
- b. The CAO shall call for nominations for the position of Chair of the Board and will do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3) minutes to outline why he/she should be chosen for the position. The election for Chair and Vice-Chair shall be conducted by secret ballot immediately thereafter.
- c. In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.

- d. Only those ballots that indicate an officially nominated candidate will be counted towards the election and be used to determine a clear majority.
- e. In the event of two tie votes, the election of the Chair or Vice-Chair will be determined by the drawing of lots.
- f. An election of Vice-Chair shall then be conducted pursuant to subsections (a) through (e) above.
- g. The Chair shall be the Vice-Chair of the Alberni-Clayoquot Regional Hospital District and the Vice-Chair shall be the Chairperson of the Alberni-Clayoquot Regional Hospital District.

6. Time and Location of Meetings

- a. All Board meetings must take place within the Regional District Offices, except when the Board resolves to hold meetings elsewhere.
- b. Regular Board meetings must:

- i. Be held twice per month on the second and fourth Wednesday except:
 - 1) July and August, one meeting on the fourth Wednesday and;
 - 2) December, one meeting held on the second Wednesday
- ii. Begin at 1:30 pm;
- iii. Be adjourned at 5:30 pm on the day scheduled for the meeting unless the Board resolves by 2/3 majority of Members present to proceed beyond that time in accordance with s. 28;
- iv. When such meeting falls on a statutory holiday, be held on the next day Regional District Offices are open following which is not a statutory holiday;



- v. Regular Board meetings may be cancelled by resolution of the Board, provided that two consecutive meetings are not cancelled; and
- vi. Regular Board meetings may be postponed to a different day, time and place by resolution of the Board.
- vii. Prior to January 15 of each year the Chair of the Board shall establish a schedule of Board meetings for the year and the Corporate Officer will post in the Public Notice Posting Place.

7. Notice of Regular Board and Committee Meetings

- a. At least forty-eight (48) hours before regular meetings of the Board and Committees, the Corporate Administrator must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- b. At least twenty-four (24) hours before a regular meeting of the Board or Committee, the Corporate Administrator must give further public notice of the meeting by:
 - i. Posting a copy of the agenda at the Public Notice Posting Place; and
 - ii. Leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.
- c. At least forty-eight (48) hours before a regular meeting of the Board or Committee, the Corporate Administrator must deliver a copy of the agenda to each Member at the place at which the Member has directed notices to be sent.

8. Notice of Special Meetings

- a. Except where notice of a special meeting is waived by unanimous vote under section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must:

- i. At least twenty-four (24) hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
 - ii. At least five (5) days before the date of the meeting, mail or delivery to each Member the notice of the general purpose, time, place and date of the meeting.
- b. Despite section 8 (a), in the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

9. Electronic Meetings

- a. Provided the conditions set out in Regional Districts Electronic Meeting Regulation, B.C. Reg. 271/2005 are met,
 - i. A special Board meeting may be conducted by means of audio, electronic or other communication facilities if the Chair requires; and
 - ii. A Member who is unable to attend at a Board or Committee meeting may participate in the meeting by means of audio, electronic or other communication facilities if the Member is unable to attend in person.
- b. If the communication facilities fail or malfunction during a meeting, the meeting may be continued without the Member who is participating in accordance with section 9(a), assuming there is still a quorum without that Member, or adjourned.
- c. Notice of a special Board meeting conducted under section 10(a) (i) must contain information of the way in which the meeting is to be conducted and place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.

- d. A Member participating by audio means only must indicate his/her vote verbally.

Part 3 – Board Proceedings

10. Attendance of Public at Meetings

- a. Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all meetings must be open to the public.
- b. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in public meeting in accordance with section 92 of the *Community Charter [requirements before the Board meeting is closed]*.
- c. This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter [application of rules to other bodies]*, including without limitation:
 - i. Committees;
 - ii. Parcel Tax Review Panel;
 - iii. Board of Variance;
 - iv. Advisory Planning Commission.
- d. Despite section 10(a), the Chair may expel or exclude from a Board meeting, or a meeting of a body referred to in section 10 (c), a person in accordance with section 21 (h) and section 133 of the *Community Charter [expulsion from meetings]*.

11. Minutes of Meetings to be Maintained and Available to the Public

- a. Minutes of the proceedings of the Board must be kept in accordance with section 236 of the *Local Government Act*. For the purposes of section 236(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- b. Subject to subsection 11(c), and in accordance with sections 97(1)(b) and (c) of the *Community Charter [other records to which*

public access must be provided] minutes of the proceedings of the Board or a body referred to in section 10(c), must be open for public inspection at the Regional District Offices during their regular office hours.

- c. Subsection 11(b) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 10(c) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public]*.

12. Calling Meeting to Order

- a. A quorum for a meeting of the Board shall be the majority of the Members of the Board.
- b. As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.
- c. If a quorum of the Board is present but the Chair or Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
 - i. The Corporate Administrator must call to order the Members present; and
 - ii. The Members present must choose a Member to preside at the meeting.

13. Adjourning Meeting Where No Quorum

- a. If there is no quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Corporate Administrator must:
 - i. Record the names of the Members present, and those absent; and
 - ii. Adjourn the meeting until the next scheduled meeting.

14. Agenda

- a. Prior to each Board meeting, the Corporate Administrator must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary.
- b. The Corporate Administrator must make the agenda available to the Members of the Board at least forty-eight (48) hours prior to the meeting and for the public at least twenty-four (24) hours prior to the meeting.
- c. The Board must not consider any matters not listed on the Agenda unless it is first agreed to by a vote of two-thirds (2/3) of those Members present to allow the late business.

15. Order of Proceedings and Business

- a. The agenda for all regular Board meetings contains the following matters and shall proceed in order in which they are listed below:
 - 1. Approval of the Agenda (including late items);
 - 2. Declarations (Conflict of Interest or Gifts);
 - 3. Adoption of Minutes;
 - 4. Petitions, Delegations and Presentations;
 - 5. Correspondence – For Action;
 - 6. Correspondence – For Information;
 - 7. Request for Decisions & Bylaws;
 - 8. Planning Matters (including Planning Bylaws);
 - 9. Reports (including Staff, Committee, Chair and Member reports);
 - 10. Unfinished Business;
 - 11. Late Business; (requires 2/3 majority vote for consideration of late business)
 - 12. Question Period;
 - 13. In-Camera;
 - 14. Recommendations to the Board from In-Camera; and,
 - 15. Adjourn.

- b. Business at a Board meeting must in all cases be taken up in order in which it is listed on the agenda unless otherwise resolved by 2/3 majority of Members present at the Board meeting.

16. Late Items

- a. The Corporate Administrator, shall, if required prepare a late agenda before a meeting of the Board and distribute it to the Directors at the date and time of the meeting.

17. Voting at Meetings

- a. The following procedures apply to voting at Board meetings:
 - i. When debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii. When the Board is ready to vote, the Chair must put the matter to a vote;
 - iii. When the Chair is putting the matter to a vote under subsections (i) and (ii) a Member must not:
 - 1. Cross or leave the room;
 - 2. Make a noise or other disturbance, or
 - 3. Interrupt the voting procedure under subsection (ii) unless the interrupting Member is raising a point of order.
- b. After the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it.
- c. The Chair's decision about whether a question has been finally put in conclusive.

- d. Subject to sections 5 and 9, whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand.
- e. The presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
- f. Where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Corporate Administrator.
- g. A call for a recorded vote on any question, must be made before the question is put forth.

18. Chief Administrative Officer

- a. The presiding Member shall, prior to asking for debate on a resolution, ask the CAO if he/she has any comments on the matter before the Board. The CAO may speak directly to the matter or may defer that opportunity to one of his/her staff members currently in the meeting room.
- b. Where the CAO has reason to believe that circumstances have changed since placing the matter on the agenda, the CAO may explain those circumstances and ask that the matter be withdrawn from consideration at this time. The presiding Member shall place that recommendation before the Board and ask that the resolution be considered.
- c. All questions to staff shall be directed through the presiding Member to the CAO who will determine which member of his/her staff ought to respond.

19. Delegations

- a. The Board may, by resolution, allow an individual or a delegation to address the Board at the meeting, provided written application has been received by the Corporate Administrator prior to the agenda

being produced. Each address must be limited to ten (10) minutes unless a longer period is agreed to by a vote of 2/3 majority of Members present.

- b. Delegations are limited to 3 per Board or Committee meeting, unless resolved by 2/3 majority of Members present to allow for additional delegations.
- c. Where written application has not been received by the Corporate Administrator as prescribed in section 19(a), an individual or delegation may address the meeting if approved by a vote of 2/3 majority of Members present.
- d. The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- e. The Corporate Administrator may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation.
- f. The Corporate Administrator may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Board. If the delegation wishes to appeal the Corporate Administrator's decision, the information must be distributed under separate cover to the Board for their consideration.
- g. The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - i. Uses offensive words in referring to any Member, staff member or member of the public;
 - ii. Shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;
 - iii. Addresses issues not contained within the written application of the individual or delegation; or

- iv. Exceeds the ten (10) minutes unless waived as per section 19 (a).

20. Points of Order

- a. Without limiting the Chair's duty under section 218 of the *Local Government Act*, the Chair must apply the correct procedure to a motion:
 - i. If the motion is contrary to the rules of procedure in this bylaw; and
 - ii. Whether or not another Member has raised a point of order in connection with the motion.
- b. When the Chair is required to decide a point of order:
 - i. The Chair must cite the applicable rule or authority if requested by another Member;
 - ii. Another Member must not question or comment on the rule or authority cited by the presiding Member under subsection 20 (b) (i); and
 - iii. The Chair may reserve the decision until the next Board meeting.

21. Conduct and Debate

- a. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- b. Members must address the presiding Member by that person's title of "Mister/Madam Chairperson", "Vice Chairperson" or "Director".
- c. Members must address other non-presiding Members by the title of "Director".

- d. No Member must interrupt a Member who is speaking except to raise a point of order.
- e. If more than one Member speaks the Chair must call on the Member who, in the Chair's opinion, first spoke.
- f. Members who are called to order by the Chair:
 - i. Must immediately stop speaking;
 - ii. May explain their position on the point of order; and
 - iii. May appeal to the Board of its decision on the point of order.
- g. Members speaking at a Board meeting:
 - i. Must use respectful language;
 - ii. Must not use offensive gestures or signs;
 - iii. Must speak only in connection with the matter being debated;
 - iv. May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded or reconsidered; and
 - v. Must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- h. If a Member does not adhere to subsection (g) or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
 - i. If the Member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat; and

- ii. If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Member's seat.
- i. A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- j. The following rules apply to limit speech on a matter being considered at a Board meeting:
 - i. A Member may speak more than once in connection with the same questions only:
 - 1. With the permission of the Board; or
 - 2. If the Member is explaining a material part of a previous speech without introducing a new matter;
 - 3. A Member who has made a substantive motion to the Board may reply to the debate;
 - 4. A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
 - 5. A Member may speak to a question, or may speak in reply, for longer than a total time of fifteen (15) minutes only with the permission of the Board.
- k. If the Chair desires to leave the meeting, he/she shall call on the Vice-Chair to take his/her place until he/she returns to the meeting.

22. Motions Generally

- a. The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.
- b. A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced with the Board's permission.

- c. A Member may make only the following motions, when the Board is considering a question to:
 - i. Refer to Committee;
 - ii. Amend;
 - iii. Table;
 - iv. Postpone indefinitely;
 - v. Postpone to a certain time;
 - vi. Move the previous question; and
 - vii. Adjourn.
- d. The motions listed in subsection (c) have precedence in order in which they appear and a motion made under subsections (c)(iii) to (vii) is not amendable or debatable.
- e. The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested by a Member.

23. Motion to Commit

- a. Until it is decided, a motion made at a Board meeting to refer to Committee precludes an amendment of the main question.

24. Motion for the Main Question

- a. In this section, “main question”, in relation to a matter, means the motion that first brings the matter before the Board.
- b. At a Board meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - i. If a Member moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - ii. If the motion for the main question, or for the main question as amended, is decided in the negative, the

Board may again debate the question, or proceed to other business.

25. Amendments Generally

- a. A Member may, without notice, move to amend a motion that is being considered at a Board meeting.
- b. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
- d. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- e. An amendment may be amended once only.
- f. An amendment that has been negated by a vote of the Board cannot be proposed again.
- g. A Member may propose an amendment to an adopted amendment.
- h. The Chair must put the main question and its amendments in the following order for the vote of the Board:
- i. A motion to amend a motion amending the main question;
 - ii. A motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (i) is positive; and
 - iii. The main question.

26. Reconsideration by Member

- a. Subject to subsection (e), a Member may:

- i. Move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - ii. Move to reconsider an adopted bylaw.
- b. A Member who voted affirmatively for a resolution adopted by the Board may at any time move to rescind that resolution.
- c. The Board must not discuss the main matter referred to in subsection (a) unless a motion to reconsider that matter is adopted in the affirmative.
- d. A vote to reconsider must not be reconsidered.
- e. The Board may only reconsider a matter that has not:
 - i. Had the approval or assent of the electors and been adopted;
 - ii. Been reconsidered under subsection (a) or section 219 of the *Local Government Act*; or
 - iii. Been acted on by an officer, employee, or agent of the Regional District.
- f. The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- g. A bylaw, resolution or proceeding that is:
 - i. Reaffirmed under subsection (a) or section 219 of the *Local Government Act* is as valid and has the same effect as it had before reconsideration; and
 - ii. Rejected under subsection (a) is of no effect and is deemed to be repealed.

27. Reports from Committees

- a. The Board may take any of the following actions in connection with a resolution it receives from a Committee:
 - i. Agree or disagree with the resolution;
 - ii. Amend the resolution;
 - iii. Refer the resolution back to the Committee; or,
 - iv. Postpone its consideration of the resolution.

28. Adjournment

- a. A Board may continue a Board meeting after 5:30 pm only by an affirmative vote of 2/3 of the Members present;
- b. A motion to adjourn either a Board meeting or the debate at a Board meeting is always in order if that motion has not been immediately preceded at that meeting by the same motion.
- c. Subsection (a) does not apply to either of the following motions:
 - i. A motion to adjourn to a specific day; or
 - ii. A motion that adds an opinion or qualification to a preceding motion to adjourn.

Part 4 – Bylaws

29. Copies of Proposed Bylaws to Members

- a. A proposed bylaw may be introduced at a Board meeting only if a copy of it has been delivered to each Member at the Board meeting.

30. Form of Bylaws

- a. A bylaw introduced at a Board meeting must:
 - i. Be printed;
 - ii. Have a distinguished name;
 - iii. Have a distinguished number; and
 - iv. Be divided into sections.

31. Readings and Adopting Bylaws

- a. The readings of the bylaw may be given by stating its title and object.
- b. A proposed bylaw may be debated and amended at any time during the first three (3) readings unless prohibited by the *Local Government Act*.
- c. In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, the Board may give up to three (3) readings to a proposed bylaw at the same Board meeting.
- d. In accordance with section 890(9) of the *Local Government Act [public hearings]*, the Board may adopt a proposed official community plan or zoning bylaw at the same meeting which the plan or bylaw passed third reading.
- e. Subject to section 794(3) of the *Local Government Act*, the Board may adopt a proposed bylaw at the Board meeting at which it passed third reading, if the motion for adoption receives at least two thirds (2/3) of the votes cast and the bylaw does not require approval, consent or assent under any Act before it is adopted.

32. Bylaws Must be Signed

- a. After a bylaw is adopted, and signed by the Chair and the CAO at which it was adopted, the Corporate Administrator must have it placed in the Regional District's records for safekeeping and endorse upon it:
 - i. The dates of its readings and adoption;
 - ii. The corporate seal of the Regional District; and,
 - iii. The date of approval by the Minister, Lieutenant Governor in Council or Inspector or approval or assent of the electorate if applicable.

Part 5 - Resolutions

33. Introducing Resolutions

- a. A resolution may be introduced at a Board meeting by a Member either verbally or in writing.
- b. Resolutions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- c. At the request of the Chair or any Member, the Corporate Administrator shall read the resolution.

Part 6 - Committees

34. Committees

- a. The Chair of the Board may establish Standing Committees for matters the Chair considers would be better dealt with by Committee and may appoint members to those standing Committees pursuant to section 795 of the *Local Government Act*.
- b. The Chair of the Board shall make appointments to standing Committees at the first Board meeting in January each year.
- c. The general duties of standing Committees shall be as per the terms of reference approved from time to time by the Board.
- d. In the event the Chair of the Board has not established standing Committees for the year, the standing Committees of the previous year shall continue to exist until otherwise directed by the Chair of the Board.
- e. The Board may appoint a select Committee to consider or inquire into any matter and report its findings and opinion to the Board. Select committees are established by resolution of the Board pursuant to section 795 of the *Local Government Act*.

- f. Unless specified by Committee establishing bylaws, voting on motions at all Committee meetings shall be in accordance with this bylaw and section 791 of the *Local Government Act*.

35. Schedule of Committee Meetings

- a. Meetings of standing and select Committees are at the call of the Chair.
- b. The Corporate Administrator must cause a notice of the day, time and place of a meeting called under section 7 to be given to all Members of the Committee and the public.

36. Attendance at Committee Meeting

- a. Members who are not Members of a Committee may attend the meetings of the Committee.

37. Committee Meetings Minutes to be Maintained & Available to the Public

- a. Minutes of the proceedings of a Committee must be:
 - i. Legibly recorded;
 - ii. Signed by the Member presiding at the Committee meeting; and
 - iii. Open for public inspection in accordance with section 794(5) of the *Local Government Act*.

38. Quorum

- a. The Quorum for a Committee is a majority of all of its Members.

39. Conduct and Debate

- a. The rules of the Board procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this Bylaw.

- b. Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee members present.

40. Voting at Meetings

- a. Members attending a meeting of a Committee of which they are not a member must not vote on a question.

41. Chair of Committees

- a. The Chair may name the presiding member of a standing or select Committee, failing which the Committee shall elect its own Chair from the members of the Committee.

42. Select Committee Dissolution

- a. A select Committee shall, upon completion of its assignment, or upon submitting its report to the Board, be automatically dissolved.

Part 7 - General

43. General

- a. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- b. This bylaw may not be amended or repealed and substituted unless notice of proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting at which the amendment or repeal is to be introduced in accordance with section 794(2) of the *Local Government Act*.

44. Repealed

- a. Bylaw No. A1061, Regional District of Alberni-Clayoquot Board Procedures, 2006 and all amendments thereto are hereby repealed.



Regional District of Alberni-Clayoquot

Bylaw No. A1075-3

A bylaw to amend the Regional District of Alberni-Clayoquot Procedures Bylaw

WHEREAS the Board of Directors of the Alberni-Clayoquot Regional District has adopted “Regional District of Alberni-Clayoquot Procedures Bylaw No. A1075, 2012”, a bylaw to regulate the proceedings of the Alberni-Clayoquot Regional District Board and Committees; and

WHEREAS the Board of Directors of the Alberni-Clayoquot Regional District wishes to amend “Alberni-Clayoquot Regional District Procedures Bylaw No. A1075, 2012”;

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

1. Bylaw A1075, “Regional District of Alberni-Clayoquot Procedures Bylaw No. A1075, 2012” is hereby amended as follows:
 - a. In Part 2 - Definitions, Section (a), the following definitions be added:
 - i. **Electronic Meetings** means a meeting where some or all members are electronic participants;
 - ii. **Electronic Participant** means a member who participates in a meeting by means of electronic or other communication facilities;
 - iii. **Hospital Board** means the governing and executive body of the Alberni-Clayoquot Regional Hospital District;
 - iv. **In-Person** means a meeting where all members attend in person;
 - b. **In Part 3** – Application of Rules of Procedure, Section (a) be deleted and replaced with the following:
 - i. The provisions of this Bylaw govern the proceedings of the board, committees and the hospital board, as applicable.
 - c. **In Part 7** – Notice of Regular Board and Committee Meetings, the following be added:

- i. In the case of board, committee and hospital board meetings being conducted as an electronic meeting, advance public notice must include:
 - 1. The way in which the electronic meeting will be conducted by means of electronic or other communication facilities; and
 - 2. The place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
 - ii. In the event of a change to a regular board, committee or hospital board meeting date, time, place, way in which the electronic meeting will be conducted, or place where the public may attend to hear, or watch and hear, the proceedings of an electronic meeting that are open to the public, the Corporate Officer shall as soon as possible post the change at the posting place.
- d. **In Part 8** – Notice of Special Meetings, Section (a) the following be added:
 - i. The notice shall state the general purpose of the meeting and the day, time and place of the meeting, as well as whether the meeting is to be conducted as an electronic meeting or an in-person meeting.
 - ii. In the case of special board meetings conducted as electronic meetings, notice must include:
 - 1. The way in which the electronic meeting will be conducted by means of electronic or other communication facilities; and
 - 2. The place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.
- e. **In Part 9** – Electronic Meetings, Section (a) to (d) be deleted in their entirety and replaced with the following:

Electronic Meetings and Participation

- i. Provided the conditions set out in the *Regional District Electronic Meetings Regulation* are met,
 - 1. A member of the board, hospital board, or committee who is unable to attend in-person at a board meeting, special board meeting, committee meeting or a hospital board meeting may participate in the meeting by means of electronic or other communication facilities.



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Heather Zenner, Protective Services Manager

Meeting Date: October 27, 2021

Subject: Memorandum of Understanding between ACRD & Alberni District Fall Fair, supporting evacuees with Hobby Farm Animals.

Recommendation:

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.

Desired Outcome:

To support those who have been evacuated from their residences during an emergency, by entering into the attached Memorandum of Understanding (MOU) with the Alberni District Fall Fair and by providing space for hobby farm animals.

Summary:

The Alberni Valley Emergency Program partners with agencies in the community to support the delivery of the Emergency Program. The Alberni District Fall Fair has space for hobby farm animals and are willing to respond in an emergency. Services provided by the Alberni District Fall Fair may include providing approximately 50 stalls (for horses, sheep, goats, llamas, and alpacas), support to the Emergency Operations Centre (EOC) in implementing a record keeping and identification system for animals, support the EOC in coordinating donations of animal food and supplies, and support the reunification of animals with their caregivers. The Alberni District Fall Fair will also work with the ACRD, other animal protection agencies, disaster relief agencies, emergency personnel and government officials.

This MOU with the Alberni District Fall Fair formalizes their involvement and long-standing support of the emergency program and recognizes their contribution.

Time Requirements – Staff & Elected Officials:

Minimal staff time will be required to complete the MOU.

Financial:

There is no direct cost associated with this MOU; however, after a response the ACRD will facilitate the reimbursement eligible costs incurred by Alberni District Fall Fair in the performance of this Memorandum of Understanding, when such costs have been pre-authorized by an appropriate ACRD staff person in accordance with Emergency Management BC's Policy on 'Animal Evacuation and Rescue' reimbursement and in compliance with the *Compensation and Disaster Financial Assistance Regulation*.

Strategic Plan Implications:

The MOU supports ACRD 2020-2022 Strategic Plan focus area #4 Emergency Management, in becoming adequately prepared for emergencies and disasters by coordinating our emergency planning and response activities and promoting community preparedness and resiliency. The MOU also supports the Strategic Plan focus area #5, Partnership and Alignment.

Policy or Legislation:

The *Emergency Program Act* stipulates that local governments are responsible for Emergency Planning and Preparedness during an emergency or disaster.



Submitted by: _____

Heather Zenner, MA, RPF, Protective Services Manager



Approved by: _____

Teri Fong, CPA, CGA, Acting Chief Administrative Officer

MEMORANDUM OF UNDERSTANDING
SUPPORTING EVACUEES WITH HOBBY FARM ANIMALS

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
a local government regulated through the British Columbia
Local Government Act and Community Charter
(called the ACRD)

and

The Governing Council of Alberni District Fall Fair
(called the Alberni District Fall Fair)

1. INTRODUCTION

The purpose of this Memorandum of Understanding is to establish a working relationship between the ACRD and the Alberni District Fall Fair in preparing for and responding to emergencies at all levels. This agreement provides a framework for cooperation between the two parties in rendering assistance and service to hobby farms animals impacted by a disaster or emergency. As such, it constitutes a statement of intention and does not involve the making of any financial commitments by either party, except as specifically provided for in paragraph 5.

2. BACKGROUND

As provided by the British Columbia *Emergency Program Act*, the ACRD is responsible for supporting local authorities in the provision of emergency support services.

3. DEFINITIONS

In this Memorandum of Understanding definitions are taken from the *Emergency Program Act* (RSBC) 1996 Chapter 111 as follows:

"**disaster**: means a calamity that

- (a) is caused by accident, fire, explosion, or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

"emergency" means a present or imminent event or circumstance that

- (a) is caused by accident, fire, explosion, technical failure, or forces of nature, and
- (b) requires prompt coordination of action or special regulation or persons or property to protect the health, safety or welfare of a person or to limit damage to property.

4. THE ROLE OF THE ALBERNI DISTRICT FALL FAIR

The Alberni District Fall Fair will:

- (a) provide the following services to individuals affected by a disaster or emergency in British Columbia:
 - Setup temporary animal relief shelters
 - Provide approximately 50 stalls for horses, goats, sheep, or llamas and alpacas
 - Support the Emergency Operations Centre in implementing a record keeping and identification system for hobby farm animals
 - Support the Emergency Operations Centre in coordinating donations of animal food and supplies
 - Support the reunification of animals with their caregivers
- (b) Work with the Alberni Clayoquot Regional District, other animal protection agencies, disaster relief agencies, emergency personnel and government officials.

5. THE ROLE OF THE ACRD,

The ACRD will:

- (a) call upon The Alberni District Fall Fair to provide some or all the services listed in 4(a);
- (b) advise local authorities of the disaster or emergency role which the Alberni District Fall Fair can play in the development of emergency plans;
- (c) include The Alberni District Fall Fair personnel in emergency training to assist them to better understand emergency response in British Columbia; and
- (d) facilitate the reimbursement of eligible costs incurred by The Alberni District Fall Fair in the performance of this Memorandum of Understanding, when such costs have been pre-authorized by an appropriate ACRD staff person in accordance with Emergency Management British Columbia Policy on 'Animal Evacuation and Rescue' reimbursement and in compliance with Compensation and Disaster Financial Assistance Regulations.

6. TERM

This Memorandum of Understanding comes into effect on November 1, 2021 and shall

continue unless terminated in accordance with this agreement.

7. REVIEW

This Memorandum of Understanding may be reviewed at any time as required of either party and changes will be made by mutual agreement of the parties. The parties agree to jointly review this Agreement at least once every two years with the first review being completed November 1, 2023.

8. TERMINATION

- (a) Either party may for any reason and without compensation or liability for any loss, damage or injury directly or indirectly arising from or connected to this Agreement or its termination, terminate this agreement in a time of non- emergency by giving 60 days' notice in writing to the other party set out below.
- (b) In the event of that an emergency arises prior to or continues beyond the 60- day notice period, the parties agree that they shall continue to be bound by this Agreement until that emergency condition has concluded.

The Alberni District Fall Fair

Alberni-Clayoquot Regional District

Date

Date



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Eddie Kunderman, Operations Manager

Meeting Date: October 27, 2021

Subject: First Nation – Municipal Community Economic Development Initiative Grant Application

Recommendation:

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

Background:

The CEDI program has supported a total of 15 First Nation – Municipal partnerships since 2013, implementing long-term joint planning for community economic development and land use, while building sustainable government-to-government partnerships. The CEDI program looks to improve the economic prosperity of participating First Nations and adjacent municipalities through joint community economic development planning and initiatives. If successful in the grant application, the CEDI program will aim to improve the discussion and collaboration between Huuayaht First Nation (HFN) and the ACRD through monthly meetings and two workshops per year. The CEDI program guide has been attached for your information.

The communities of Anacla and Bamfield will be seeing increased growth, in the way of both visitors and development in the area as the Bamfield Main road improvements get completed. This program will help to ensure that the HFN and the ACRD are working collaboratively in planning for this growth and the effects it will have on both communities. It will also be a great opportunity to discuss many of the services offered within the area, including the Wastewater Treatment Plant HFN has developed, in partnership with the Bamfield Marine Sciences Center.

The grant application had an October 22nd deadline, and was submitted in advance of this board meeting; however, staff can withdraw the application if it does not receive support from the Board of Directors.

Time Requirements – Staff & Elected Officials:

There will be staff time required to prepare and submit the grant application. If successful, there will be further staff time required throughout the 2-year program.

Financial:

The last phase of CEDI saw \$45,000 in capacity development funds being made available to each partnership to support the development and implementation of their joint community economic development initiatives. In addition, CEDI also supports participating communities in identifying and pursuing provincial, federal, and private funding opportunities to advance their collaborative initiatives.

Strategic Plan Implications:

This grant application will support Strategy 5.1 that has the objective to engage with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation.

Submitted by: 
Eddie Kunderman, Operations Manager

Reviewed by: 
Jerry Brunin, General Manager of Community Services

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

CEDI Program Phase III Application Information

Cando and FCM are pleased to launch a call for applications for eight (8) new First Nation – Municipal Partnerships to participate in the First Nation – Municipal Community Economic Development Initiative (CEDI) program 2021 – 2024/25.

Introduction

The First Nation – Municipal Community Economic Development Initiative ([CEDI](#)) program, is co-managed and co-delivered by the Council for the Advancement of Native Development Officers ([Cando](#)) and the Federation of Canadian Municipalities ([FCM](#)). The program is supported financially through a contribution agreement between Cando, FCM and Indigenous Services Canada (ISC).

The CEDI program aims to improve the economic prosperity of participating First Nations and adjacent municipalities through joint community economic development planning and initiatives.

Since 2013 and two phases of the CEDI program, CEDI has supported a total of 15 First Nation – municipal partnerships to develop capacity and implement long-term joint planning for community economic development and land use, while building respectful and sustainable government-to-government partnerships.

CEDI Phase III is pleased to welcome a new cohort of **eight** First Nation – municipal partnerships from across Canada to participate in the program! In order to best suit the needs of each selected partnership, Phase III will offer two program streams: a three-year standard CEDI participation option, and a two-year accelerated CEDI participation option.

See below for what past CEDI partnerships have to say about the program:

“CEDI has allowed us to build and strengthen our relationships, our knowledge and understanding of how we govern and how we operate day to day as local governments. That process is an important component of reconciliation and will allow us to determine where our collective community goes in partnership through CEDI and beyond.”

-Warden Owen McCarron, the Municipality of the County of Antigonish.





“I thank the Town of High Level for joining with Dene Tha’ First Nation in the CEDI partnership initiative in 2018. Both of the partners had no idea at the start of the partnership initiative that we were going to be facing the largest

fire since the 1950’s and then the pandemic. These two natural disasters highlighted the need for and the benefits of creating a regional partnership that can make a difference when unforeseen disaster hits the area. The two natural events caused tremendous hardships on our populations, and no one want to see these things happening anywhere, but it happens whether we like it or not. Having a friendship agreement will give us the forum through which we can “improve the economic prosperity” of the partners, work together on preparing for possible future natural disasters, and other activities that will enhance joint efforts”
-Chief James Ahnassay, Dene Tha’ First Nation

Program Information

Who should apply?

- **First Nation and municipal governments should apply jointly.**
 - If your partnership is made up of more than 1 First Nation and 1 municipality, please contact CEDI Program Assistant, Carmelle Nepoose (carmelle.nepoose@edo.ca) for an adapted application process.
- First Nation and municipal governments who have a shared interest in joint community economic development and land use planning.
- First Nation and municipal governments who have a shared interest in improving the government-to-government relationships.

What is joint community economic development?

Joint Community Economic Development (CED) is a process by which neighbouring governments/community partners initiate and generate their own innovative solutions to their common economic problems, thereby building mutual long-term community capacity. Local knowledge is used for local solutions. This approach integrates economic, social, and environmental objectives that benefit members of both of communities, building stronger, and more sustainable communities.

What are the joint community economic development opportunities for a First Nation – municipal partnership?

First Nations and municipalities have different legislation, jurisdictions and governance models and therefore have different responsibilities and opportunities to economic development and land-use planning. Since CEDI began in 2013, the program has witnessed a range of collaborative joint CED initiatives. Three prominent joint community economic development themes have emerged from CEDI partnerships to date, including: Collaborative Land-Use Planning; Infrastructure and Service Agreements; and Inclusive Regional Economic Development and Indigenous Procurement. Learn more about past

CEDI partnerships and their joint initiatives by visiting the CEDI Phase II Partnership Profiles on the [CEDI website](#).

What are the benefits to joint community economic development for First Nation – municipal partnerships?

There are many potential benefits, including:

- A **stronger, united voice** for engaging with businesses and other orders of government.
- Increased ability to **access funding** from other orders of government.
- **Cost savings** and more efficient program and/or service delivery.
- More opportunities for **local business development and jobs**.
- Ability to leverage **the unique financial, human and physical resources** of each partner.
- **Coordinated planning** efforts to improve land use, land management and environmental/resource protection.

How much does participation in the CEDI program cost and what will participating communities receive if they are selected?

There is no direct cost to participate in the CEDI program for selected communities! The CEDI program provides technical support through third-party facilitation, utilizing the [Stronger Together approach](#), for monthly working group meetings, bi-annual workshops and administrative support. CEDI provides financial support by covering modest workshop expenses (venue, catering, honorarium, etc.).

Is there funding available to participating First Nation – municipal partnerships for joint community economic development initiatives?

CEDI provides capacity development funds* to each partnership to jointly access to support in the development and implementation of their joint community economic development initiative. CEDI also supports participating communities to identify and pursue provincial/territorial, federal and private funding opportunities to advance their collaborative CED initiative(s). (*In CEDI Phase II, \$45,000 in capacity development funds was made available to each partnership.)

What level of commitment is required and how long is the program participation?

By participating in the CEDI program, the joint applicants are committing to an exciting and innovative program that, depending on the stream, will run from December 2021 – January 2024 (2-year stream) or December 2021 – January 2025 (3-year stream). During that time the partners will:

- Identify and assign working group champions, minimum of one elected official and two staff members (one senior administrative staff person and economic development officer/planner/lands manager) from each community, to lead participation in the CEDI program and attend monthly joint working group meetings.
 - Elected working group champions should be prepared to give 3 hours each month
 - Staff working group champions should be prepared to give 5 hours each month
 - Administrative support will be required from both communities (i.e., scheduling meetings, communicating with councils, communications support, etc.).
- In addition, working group champions contribute to the design and development of 4-5 workshops (2 workshops per year). Each workshop will welcome elected officials and staff from both communities to address objectives pertaining to relationship development, shared learning, collaborative planning and advancing joint CED initiatives.
- Additional staff or external consultants from each community may be required based on the

joint community economic development initiative(s) selected.

How long is the program?

Phase III will include two program streams: a three-year standard CEDI participation option (December 2021 – January 2025), and a two-year accelerated CEDI participation option (December 2021 – January 2024). The two-year accelerated model will support those First Nation – municipal partnerships who have a strong foundational relationship and have a high capacity to collaborate. Joint applicants should select a program stream preference in the application form; however, final decision on the program stream will be discussed with the successful applicants and the CEDI program selection committee.

How do we know which CEDI program stream is right for our communities?

Below is a sample timeline that lays out the deliverables of this program through both the standard (3 year) and accelerated (2 year) models. The time commitment from elected officials and staff in both streams remains the same, however it is the duration of the program that differs. Please review the timeline below and ensure that your communities would be able to meet the requirements.

CEDI Program Streams

	3-year Stream December 2021 – January 2025	2-year Stream December 2021 – January 2024
Which stream of CEDI is right for our partnership?	<ul style="list-style-type: none"> We are just getting started in our relationship, or we don't yet have a formal relationship We need support to learn more about each other and to build trust, respect and understanding We need support to identify and select a joint initiative to collaborate on and get our joint initiative off the ground 	<ul style="list-style-type: none"> We have an established relationship; however, we look forward to learning more about each other and strengthening a strong foundation of trust, respect and understanding We have an idea of what we would like to collaborate on but need support to get our joint initiative off the ground
Summary of Deliverables	<ul style="list-style-type: none"> Participate in pre-program learning and/or capacity development Participate in five joint workshops, designed jointly and facilitated by the CEDI team Pass council resolutions committing to the CEDI process Establish a CEDI Working Group (WG) and select community champions to participate in it; participate in monthly meetings Draft and pass WG Terms of 	<ul style="list-style-type: none"> Participate in four joint workshops, designed jointly and facilitated by the CEDI team Pass council resolutions committing to the CEDI process Establish a CEDI Working Group (WG) and select community champions to participate in it; participate in monthly meetings Draft and pass WG Terms of Reference Revise an outdated or draft a

	<p>Reference</p> <ul style="list-style-type: none"> • Draft and pass Relationship/Friendship Agreement or MOU, if applicable • Develop sub-committees, if required, to support joint community economic development initiatives • Develop a joint strategic plan and/or annual work plan for the partnership • Prepare to implement joint community economic development initiative(s) • Jointly manage and use available capacity development grant • Increase capacity and prepare for transition out of CEDI program 	<p>new Relationship/Friendship Agreement or MOU, if applicable</p> <ul style="list-style-type: none"> • Prepare to implement a joint community economic development initiative • Prepare a work plan for the joint community economic development initiative • Jointly manage and use available capacity development grant
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Delivery Timeline

What follows is an estimated delivery timeline for the CEDI program which is subject to change dependant on pandemic guidelines and the number of 2-year stream and 3-year stream participating partnerships.

Although we are aware that plans change, natural disasters occur, communities experience loss, and elected and staff turnover happens, we do our best to support your communities to remain on track to achieve the most that the CEDI program has to offer.

Your CEDI facilitation team will travel to attend all Workshops in person (subject to change based on COVID-19 health and safety restrictions).

3-year Stream December 2021 – January 2025		2-year Stream December 2021 – January 2024	
Program Orientation on Zoom	December 2021	Program Orientation on Zoom	December 2021
1:1 Meetings with CEDI Team and CEDI Workshop #1 (first community visit)	March – May 2022 (TBC)	1:1 Meetings with CEDI Team and CEDI Workshop #1 (first community visit)	February – April 2022 (TBC)
CEDI Workshop #2	October – December 2022 (TBC)	CEDI Workshop #2	November 2022 – January 2023 (TBC)
CEDI Workshop #3	April – June or September – November 2023 (TBC)	CEDI Workshop #3	April – July 2023 (TBC)
CEDI Workshop #4	March – June	CEDI Workshop #4 /	November 2023

		2024 (TBC)	Program Graduation Celebration	– January 2024
	CEDI Workshop #5 / Program Graduation Celebration	November 2024 – January 2025 (TBC)		

Application Information

If you are a neighbouring First Nation government and municipal government interested in participating in the CEDI program, we ask that you **jointly complete the application** for consideration. For a First Nation or municipality looking to strengthen their relationship in order to jointly apply please visit [CEDI Stronger Together Toolkit](#) (see Chapter 2 and Appendix B) for resources.

If you are applying as a partnership with more than 1 First Nation and 1 municipality, please contact the CEDI Program Assistant, Carmelle Nepoose (carmelle.nepoose@edo.ca) for access to an adapted application process.

The program will **only** consider joint applications from First Nation and municipal governments based on the following **criteria**:

1. Applicants should have clear needs for support in the area of joint community economic development;
2. Applicants should have political leadership of both the First Nation and municipality able to demonstrate:
 - Interest and leadership in supporting and participating in inter-governmental relationship building;
 - Interest and leadership in exploring regional and collaborative planning processes; and,
 - Time and capacity of both elected officials and staff to commit to the CEDI process.
3. Applicants should have the capacity to dedicate staff resources (working group champions, administrative support, etc.) to CEDI work;
4. Applicants should understand the goals, objectives and expectations of CEDI program and the nature of the support to be provided. It should be clear that candidates are prepared to begin the program in December 2021 and have the capacity to commit to the program until January 2024/25 (based on program stream).
5. Applicants should represent communities who have the capacity to lever economic development with either their First Nation or municipal neighbour on a range of themes, such as but not limited to: 1. Land Use Planning; 2. Infrastructure and Service Agreements; 3. Inclusive Regional Economic Development and Indigenous Procurement.
6. Applicants from across the country are encouraged to apply! We seek representation from as many areas of the country as possible. To achieve this, we will pilot a new regional approach in British Columbia and Quebec, where two partnerships will be selected in each of these provinces, respectively. The other 4 partnerships will be located in other provinces or territories.

What important dates do First Nation – municipal joint applicants need to be aware of?

- **Application Deadline: October 22nd 11:59pmMT**
- Short-listed applicants will be notified by November 1st, 2021. Please note that we will be contacting short-listed applicants only.
- Short-listed applicants must be available for interviews between November 2nd and November 12th, 2021
- Successful applicants will be notified by December 3rd, 2021.
- Successful applicants will be required to attend a program orientation meeting with the CEDI team within two-weeks of being notified.

What are the next steps to apply?

1. With your partner community, review the application questions found [here](#) and note that the form contains three sections. This is **NOT** the application. All applicants must complete the online application form.
2. Prepare your responses jointly and all applicable documentation prior to accessing the online application.
3. Please note that you are unable to save and go back to the online application and therefore it is advisable to save your own Word document version of the application as a reference.
4. Once you are ready to move forward with completing the online application, assign one representative of your partnership to enter your responses for all three sections here: [Online Application](#).

Joint applications must be completed by October 22nd, 2021 11:59pmMT

Questions?

Please contact the CEDI Program Assistant, Carmelle Nepoose (carmelle.nepoose@edo.ca) with any questions regarding the application process or forms.

If you would like to know more about the CEDI program, please visit www.edo.ca/cedi or www.fcm.ca/cedi



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger, Solid Waste Manager
Meeting Date: October 27, 2021
Subject: 3rd Ave Depot Interim Operations

Recommendation:

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.

Background:

The ACRD operates the 3rd Ave. Recycling Depot, located in the City of Port Alberni, via third party contract to Waste Management Inc. (WM). This contract ends on November 30, 2021.

Staff have been developing a request for proposals (RFP) for operation of this depot with an added component of social procurement, in support of the ACRD strategic plan goal to maintain stability and confidence in the local economy. Recognizing that the site may see a new operator coming onboard and that additional time will be needed to train new personnel, staff approached the current operator with a request to extend the existing contract for 2 months at the current contract rate. Unfortunately, the operator is unable to meet that request without significantly increasing the monthly price to the ACRD.

In an effort to curb any added costs to the site, staff are proposing to utilize a local firm, INEO Employment Services (INEO), to operate the site for 2 months to provide adequate time for the RFP process to be completed. The site will continue to offer recycling services to residents, via onsite INEO staff, until the RFP process and possible transition of working personnel is completed. The new operating contract is expected to commence February 1, 2022. INEO were recently utilized in the delivery of the curbside recycling and organics collection carts to City of Port Alberni properties with great success. They are a social enterprise that creates work opportunities for individuals with barriers to employment that provide skill development and employment coaching to support re-entering the workforce.

Financial:

In 2021, the site has been operated at a cost of \$14,400/month with approximately \$6,500/month in revenue received from various stewardship programs running on site. While the site provides many waste diversion options for residents, it operates at a loss of \$7,900 per month which is subsidized by the revenue in tipping fees at the Alberni Valley Landfill. INEO has provided a price to operate the site on a 2-month interim basis for approximately \$10,000 per month, utilizing local personnel.

Policy or Legislation:

The purchasing policy authorizes the CAO to approve this expense and contract.

Strategic Plan Implications:

Strategy 1.1 Social Procurement Policy - the new depot RFP includes a mandatory section on social procurement, which will support spending on expenditures that derive enhanced community benefit.

Submitted by: Paulo Eichelberger
Paulo Eichelberger, Solid Waste Manager

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

Approved by: Teri Fong
Teri Fong, BBA, CPA, CA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger, Solid Waste Manager
Meeting Date: October 27, 2021
Subject: Alberni Valley Curbside Recycling Contract Award

Recommendation:

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), Tseshaht 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.

Background:

In 2020, the ACRD extended the Curbside Recycling Collection and 3rd Avenue Depot Contract until November 30, 2021 to synchronize with the implementation of organics diversion and 3-stream collection in the City of Port Alberni (CPA). The start of 3-stream collection by the CPA began on September 13, 2021, whereby the city now collects curbside recyclables for their residents as part of a transition agreement with the ACRD.

A Request for Proposal (RFP) for curbside recycling collection for the remaining routes (Electoral Area E (Beaver Creek), Tseshaht First Nation, and Hupacasath First Nation) was issued on September 14, 2021. Submissions closed on October 15, 2021, with one formal bid received from Waste Management Inc. (WM). The proposed bid from WM met all mandatory requirements. WM is experienced in curbside collection work and was the previous service provider for curbside collection of recyclables in the Alberni Valley. Thus, it is recommended that the contract be awarded to Waste Management Inc.

Time Requirements – Staff & Elected Officials:

Staff time will be required to finalize contract documentation and for on-going contract administration and supervision.

Financial:

The pricing for this service under the last contract was \$36.96 per household per year which included over 8,000 households with relatively high density. The price per household under this new contract has increased to \$59.64 for 1503 residences. An increase was expected due to the reduced economy of scale and more rural collection area. The estimated total yearly contract cost for curbside collection will be \$89,638.92 with anticipated revenues from Recycle BC of \$56,807.52 with a remaining \$32,831.40 to be paid for from tipping fee revenues collected at the landfill.

There are no user fees being proposed for this service at this time. If expanded service to 3-stream collection proceeds as part of Phase 3 for Organics Diversion, a new RFP process will be undertaken in 2023 and expected to improved pricing value. However, if expanded curbside service is not supported by the communities the creation of a user fee for this service will need to be established.

Submitted by: Paulo Eichelberger
Paulo Eichelberger, Solid Waste Manager

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

Teri Fong

Approved by:

Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Jenny Brunn, General Manager of Community Services

Meeting Date: October 27, 2021

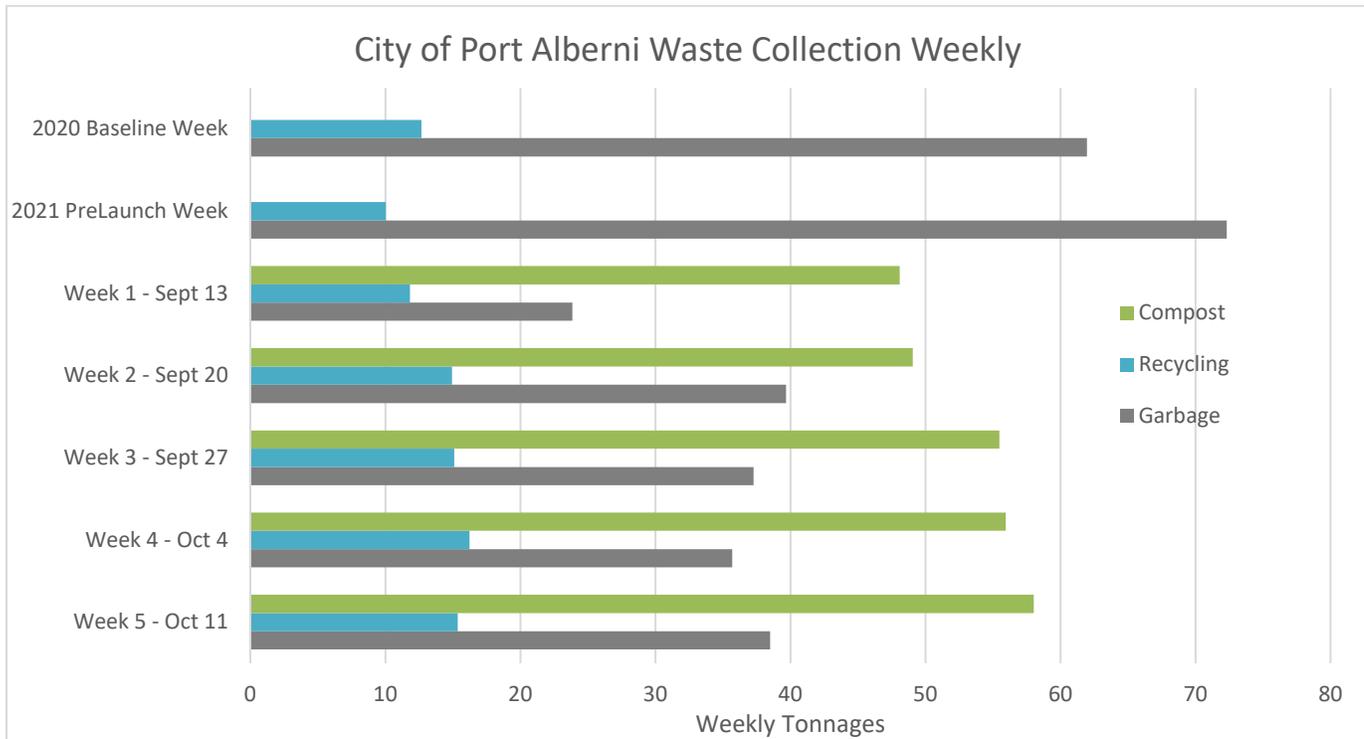
Subject: Regional Organics Diversion Project Resourcing Extension

Recommendation:

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

Background:

In early 2020, the ACRD Board supported the creation of a 2-year term position for an Organics Coordinator to lead implementation of the \$6 million Regional Organics Diversion Project. This position was filled in May of 2020 and the Coordinator has been successfully planning and implementing the program over the past year. Launch of Phase 1, the City of Port Alberni’s curbside program, began on September 13th, 2021 and has diverted over 265 tonnes of organic waste in the first 5 weeks of operation, as shown in the graph below.



This has increased the diversion rate for the City curbside program from approximately 12% to over 65%. These are preliminary figures that do not incorporate the additional depot and landfill diversion numbers. Staff anticipate the volume of organics to decrease once yard waste clean-up volumes fall off and need to audit the recycling stream for increased contamination which can happen when switching from boxes to carts. However, this initial data shows that there has been very high participation in the program and the Alberni Valley is on-track to achieve the target of 50%

diversion set-out in the 2007 Solid Waste Management Plan.

There is still significant work to be completed for Phase 1 over the next 6 months as education and enforcement programs ensure that contamination rates are minimized and residents learn to use the new system as best as possible. Phase 2 for the West Coast is scheduled to launch in the Fall of 2022. Major steps required leading up to this deadline are; design and construction of an organics processing facility, upgrades to the public tipping area at the landfill, purchase and delivery of carts to the community and education and implementation of a 3-stream collection system. Phase 3 has begun with the gathering of input from the areas in the Alberni Valley outside city boundaries to determine interest in establishing a collection service. If supported by the communities, roll-out would be scheduled to launch by Fall 2023. Otherwise, a comprehensive self-haul organics diversion program will be implemented for these areas. Phase 3 will also develop organics diversion implementation plans as appropriate in Bamfield and other remaining small communities.

UBCM have recently extended the ACRD grant agreement for this project to September 30, 2023. Staff are confident that the capital expenses for this grant which includes cart purchase will be completed by this time. However, roll-out, education, auditing and follow-up to ensure successful implementation is likely to require an additional 6-8 months. The anticipated completion of the organics diversion program is March 31, 2024. The on-going support for this program will then be rolled into regular operating responsibilities.

Time Requirements – Staff & Elected Officials:

The current end date for the Organics Coordinator position (approved 2-year term) is May 31, 2022. This end date will not support the completion of the organics diversion project. The recommended term extension will provide job security to the current organics coordinator, who has been very successful in the position and will help in retaining this individual who is an asset to the organization.

Financial:

Implementing organics diversion will significantly extend the life of our landfills, which reduces annual contributions required for closure and siting of a future landfill or export of waste out of region. The organics coordinator position is an eligible cost under the UBCM funding and can be funded through the grant until September 30, 2023. The remaining 6 months of this contract period would be funded by tipping fees received at both the AV Landfill and WC Landfill.

Strategic Plan Implications:

This supports Strategy 3.2 to both implement regional organics diversion and improve recycling and diversion programs throughout the region.

Submitted by: 

Jenny Brunz, General Manager of Community Services

Approved by: 

Teri Fong, CPA, CGA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger, Solid Waste Manager
Meeting Date: October 27, 2021
Subject: Alberni Valley Landfill Renaming

Recommendation:

THAT the ACRD Board of Directors approve the functional renaming of the Alberni Valley Landfill as the Alberni Valley Waste Management Centre.

Background:

As shown in the attached report from the August 25th, 2021 Board meeting, staff presented an update on the recent capital upgrades at the Alberni Valley Landfill (AVL) and recommended a renaming of the site as the Alberni Valley Waste Management Centre (AVWMC). The Board considered the request and made the following resolution:

“THAT the ACRD Board of Directors refer this report to the next Board of Directors meeting for consideration following consultation with local First Nations.”

The Tseshaht and Hupacasath First Nations were contacted on September 13, 2021 with formal letters to ask if they had concerns/comments with the proposed renaming of the site and if they would like us to engage with them at a future time on the possibility of changing the location name. A response was requested by October 11, 2021. No response was received from either First Nation. The ACRD also verbally followed up with the Tseshaht First Nations during the October 15th working group meeting, where they confirmed that they did not have any concerns and voiced their support of the functional renaming of the site as the Alberni Valley Waste Management Centre. As there have been no concerns or further comments received from Hupacasath, staff are recommending that the Board reconsider the recommendation to rename the site.

Options Considered:

Follow-up with Hupacasath to confirm there are no concerns with this functional rename.

Paulo Eichelberger

Submitted by: _____

Paulo Eichelberger, Solid Waste Manager

Reviewed by: _____

Jenny Bunn
Jenny Bunn, General Manager of Community Services

Approved by: _____

Teri Fong
Teri Fong, BBA, CPA, CA, Acting Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Paulo Eichelberger
Meeting Date: August 16, 2021
Subject: Report on Alberni Valley Waste Management Centre Upgrades and Renaming

Recommendation:

THAT the ACRD Board of Directors receive this report and endorse the functional renaming of the Alberni Valley Waste Management Centre to reflect operational enhancements made at the formerly named "Alberni Valley Landfill."

Background:

As part of the Strategic Priorities grant funding of the regional organics diversion project, upgrades to Alberni Valley Landfill (AVL) were approved to expand the existing public tipping area to accommodate the organics collection program as well as provide room for expanded recycling and diversion of materials from the landfill. The construction work was awarded to Uplands Excavating for \$599,246 (excluding GST) in March 2021 and has been underway throughout the 2021 summer season. Except for additional lighting to be installed, construction is predominantly complete. Customers have been getting familiar with the site and have provided many positive comments back to site staff.

This is a continuation of the progress that has been made to increase diversion and extend the life of the landfill and has highlighted the fact that the site focus is no longer restricted to just landfilling. The site manages waste by recycling, reusing, composting, landfilling and creating additional possibilities for future waste diversion. This presents an opportunity to functionally rename the site from "Landfill" to "Waste Management Centre". Staff would like to engage with local First Nations to consider alternative options for the locational reference portion of the name in the future. This engagement would look at alternatives for the name Alberni Valley but retain the functional portion of the name as a Waste Management Centre. Updated signage for the site is being prepared as part of the upgrades. If the name change is endorsed by the Board, the signage will be updated to refer to the site as the Alberni Valley Waste Management Centre (AVWMC), with a grand opening scheduled for September 1, 2021.

Summary of Improvements:

There have been many improvements at the site including the addition of a bypass road, improved lighting, traffic control and signage. The transfer station/public tipping area has also been expanded in two key areas:

1. The Upper Area, which receives the bulk of residential garbage and divertible materials from customers.
2. The Lower Area, which receives commercial recycling, self-hauled yard waste, drywall/gypsum as well as the location for the City of Port Alberni collection trucks to transfer the curbside organics and recycling.

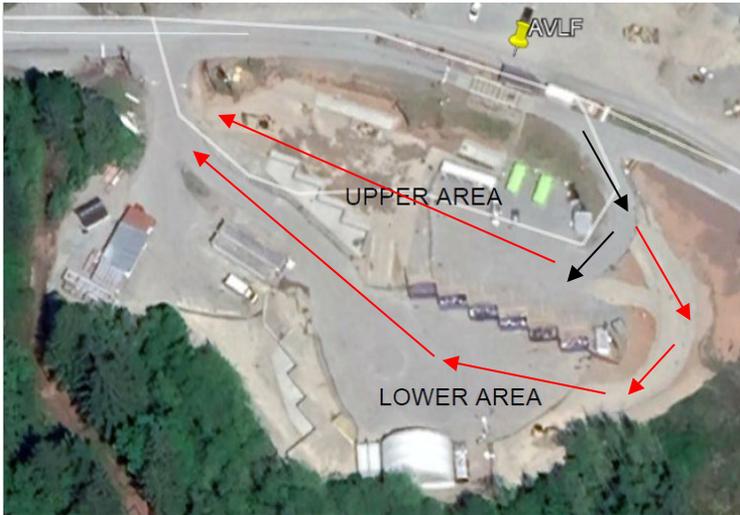


Photo 1: New roadway and new traffic pattern is shown in red. New zig-zag or "Z" walls are shown in the left side of the Upper Area (residential PPP drop off) and Lower Area (curbside collection).

These upgraded areas accommodate residential self-hauling disposal/diversion of all the following materials:

- Municipal Solid Waste: there are 3 tipping wall bins for self-hauled materials that are landfilled onsite.
- Metal: there are 2 tipping wall bins for scrap metal that is hauled for recycling to Cassidy and Victoria.
- Recycle BC Materials: In the new expanded recycling area there will be 2 tipping wall bins for mixed paper and cardboard and 2 tipping wall bins for mixed containers. There are also new covered areas provided with mega bags for depositing glass, flexible plastic, and foam.
- Stewardship Products: Newly expanded covered areas are provided for household and lead-acid batteries; paint and solvents; electronics; lightbulbs, smoke alarms, and room for future stewardship products.
- Bicycles: There is a dedicated bike share shed, where people can bring or take bikes from.
- Refundable Drink Containers: can be dropped off for donation to be picked up by volunteer groups.
- Oil: There are separate spots for waste motor oil from vehicles and household cooking oil/grease.
- Tires: are collected by the scrap metal hauler for recycling.
- Organics: which includes yard and garden material, clean wood waste and food waste
- Mattresses: which are collected for processing locally in Port Alberni.
- Drywall and Gypsum: This material is hauled to the mainland for recycling.
- Asbestos: This material is landfilled onsite in specially designated cells.

There has also been expansion in the Lower Area with the addition of a new Z-wall and upgraded connecting roads to accommodate the forthcoming organics collection program, coupled with the new cart program within the City. There is also capacity for commercial recycling drop-off for a fee.

Financial:

Costs for the capital project are within budget.

Strategic Plan Implications:

Strategy 3.2 Solid Waste Management Plan Implementation - the capital upgrades are a direct improvement of recycling and diversion programs by providing the ability to receive organics and recyclables through curbside collection.

Submitted by: 
Paulo Eichelberger, Solid Waste Manager

Reviewed by: 
Jenny Brunn, General Manager of Community Services

Approved by: 
Teri Fong, Chief Administrative Officer



Alberni-Clayoquot
Regional District

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

September 13, 2021

Email: Brandy@hupacasath.ca

Chief Councillor Brandy Lauder
Hupacasath First Nation
Box 211
Port Alberni, BC V9Y 7M7

RE: Functional Renaming of “Alberni Valley Landfill” to the “Alberni Valley Waste Management Centre”

Dear Chief Lauder,

The Alberni-Clayoquot Regional District has recently upgraded the Alberni Valley Landfill site with expansion of the existing public tipping area to accommodate a new organics collection program as well as provide room for expanded recycling and diversion of materials from the landfill. This is a continuation of the progress that has been made to increase diversion and extend the life of the landfill and has highlighted the fact that the site focus is no longer restricted to just landfilling. The site manages waste by recycling, reusing, composting, landfilling and creating additional possibilities for future waste diversion. To that end, the ACRD is hoping to functionally rename the site from a “Landfill” to a “Waste Management Centre.” We are also interested in looking at changing the locational portion of the name (“Alberni Valley”) at some point.

The ACRD would like to formally engage with the Hupačasath First Nation and ask the following questions:

1. Does the Hupačasath First Nation have any concerns with the functional renaming of this site, from the Alberni Valley Landfill to the Alberni Valley Waste Management Centre?
2. Would the Hupačasath First Nation have interest in discussions on changing the locational name portion (currently ‘Alberni Valley’) of the site?

If you could provide us with a response on these topics by October 11th, we would appreciate it. Should you have any questions, please contact the undersigned.

Sincerely,

Jenny Brunn
General Manager of Community Services



Alberni-Clayoquot
Regional District

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3

Telephone (250) 720-2700 FAX: (250) 723-1327

September 13, 2021

Email: kenwatts@tshaht.com

Chief Councillor Wahmeesh (Ken Watts)
Tshaht First Nation
5091 Tsuma-as Dr.
Port Alberni, BC V9Y 8X9

RE: Functional Renaming of “Alberni Valley Landfill” to the “Alberni Valley Waste Management Centre”

Dear Chief Watts,

The Alberni-Clayoquot Regional District has recently upgraded the Alberni Valley Landfill site with expansion of the existing public tipping area to accommodate a new organics collection program as well as provide room for expanded recycling and diversion of materials from the landfill. This is a continuation of the progress that has been made to increase diversion and extend the life of the landfill and has highlighted the fact that the site focus is no longer restricted to just landfilling. The site manages waste by recycling, reusing, composting, landfilling and creating additional possibilities for future waste diversion. To that end, the ACRD is hoping to functionally rename the site from a “Landfill” to a “Waste Management Centre.” We are also interested in looking at changing the locational portion of the name (“Alberni Valley”) at some point.

The ACRD would like to formally engage with the Tshaht First Nation and ask the following questions:

1. Does the Tshaht First Nation have any concerns with the functional renaming of this site, from the Alberni Valley Landfill to the Alberni Valley Waste Management Centre?
2. Would the Tshaht First Nation have interest in discussions on changing the locational name portion (currently ‘Alberni Valley’) of the site?

If you could provide us with a response on these topics by October 11th, we would appreciate it. Should you have any questions, please contact the undersigned.

Sincerely,

Jenny Brunn
General Manager of Community Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Rezoning Application

MEETING DATE: October 27, 2021

ACRD FILE NO.: RD21009

APPLICANTS: Sproat Lake Landing Inc.

LEGAL

DESCRIPTION: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720

LOCATION: 10695 Lakeshore Road

ELECTORAL AREA: "D" Sproat Lake

Applicant's Intention: The property owners are applying to rezone a portion of the Sproat Lake Landing property from Rural (A2) District to Tourist Commercial (C6) District in order to accommodate 15-20 cottage style accommodation units as an extension of the existing hotel, restaurant and retail store commercial complex. The portion of the property to be rezoned is located on an upland portion of the property accessed off Lakeshore Road south of the Weiner Creek Bridge.

Recommendations:

- THAT Bylaw P1436, Sproat Lake Official Community Plan Amendment Bylaw be read a first time;
- THAT Bylaw P1437, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;
- 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;
- THAT the Board of Directors confirm that adoption of Bylaws P1436 and P1437 is subject to:
 - a. Restrictive Covenant registered to the property limiting the number of cottages to a maximum of twenty (20) units and restricting the floor area of each cottage to 1,200 square feet of habitable space, excluding carports and garages.
 - b. 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;
 - c. Referral to Island Health to confirm the operational requirements for a private water system to service the cottage development;
 - d. Referral to the Sproat Lake Fire Department to confirm that adequate fire protection can be provided to the cottage development; and
 - e. Meeting technical referral agency requirements;

RD21009

Advisory Planning Commission Recommendation: The Sproat Lake APC considered this application on October 18, 2021 where they resolved to support the application as presented and concur with the staff recommendation.

Observations:

- i) **Status of Property:** The property is located at the western intersection of the Pacific Rim Highway and Lakeshore Road fronting onto Sproat Lake. The subject property is divided by the roads and Weiner Creek into four different sections. The +/- 1.3 acre portion fronting onto the lake is zoned C6 and developed with the Sproat Lake Landing hotel and restaurant built in 2013 and a landscaped lawn area adjacent to the lake. The +/- 0.5 acre portion bordered by the Highway to the north west and Weiner Creek to the south is zoned C2 and developed with a commercial building which includes a café, general store, liquor retail store and office space. The +/- 0.4 acre portion on the north west side of the Highway is vacant aside from a timber frame freestanding sign advertising the businesses located on the property.

The +/- 4.3 acre portion of the property that is subject to this rezoning application is located south of Weiner Creek and bordered by the Highway to the west and Lakeshore Road to the east. The area is split-zoned A2 and C6. There are no structures on this portion of the property. There is a driveway accessing the site from Lakeshore Road and the sewage disposal system for all of the commercial uses on the property is located within the C6 zoned area. The centre of this portion of property has been mostly cleared with second growth trees bordering Weiner Creek and the Highway. The topography gradually slopes up away from the road to a level bench of land over most of this portion of property and an outcrop of bedrock adjacent to the highway.

ii) **Services**

- a. **Sewage Disposal:** On-site sewage disposal. The applicant has indicated that they intend to tie into the existing septic system on the property. As a condition of rezoning, the applicants will be required to engage a Registered On-site Wastewater Practitioner to assess the capability of the existing system to accommodate the proposed 15-20 dwellings.
- b. **Water Supply:** Water intake from Sproat Lake or groundwater well.
- c. **Fire Protection:** Sproat Lake Fire Department. The application will be referred to the Sproat Lake Fire Department to confirm that adequate fire protection can be provided to the proposed development.
- d. **Access:** This portion of the property is accessed from Lakeshore Drive with an existing driveway connecting with the road south of the Weiner Creek Bridge.

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

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Sproat Lake Official Community Plan designates this portion of the property as primarily "Residential Use", while the portion adjacent to Lakeshore Road containing the existing sewage system infrastructure is designated as "Commercial Use". In order to facilitate the proposed rezoning and allow for the new cottage development, the remaining portion of this property must be redesignated to "Commercial Use" to match the remainder of the property.

The Sproat Lake OCP designates two Development Permit Areas that impact development on

RD21009

this portion of the property: “DPA I – Riparian Areas Protection” and “DPA III – Objectives for Form and Character”.

DPA I – Riparian Areas Protection

DPA I includes all lands within 15 metres of the natural boundary of a minor watercourse, which would apply to Weiner Creek. This designation is used to ensure that the ecological values of sensitive riparian habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems. An assessment by a Professional Biologist accompanying a development permit application will be required prior to any land clearing or development within 15 metres of the creek. The Zoning Bylaw also requires a 30 metre minimum building setback from the boundary of the creek.

DPA III – Objectives for Form and Character

DPA III includes any designated industrial, commercial or multi-family development and establishes guidelines for form and character of development, parking, screening, landscaping, lighting, access/egress. The designation covers the majority of the property and will be included over this portion of the property to encompass the proposed commercial cottage development. Prior to the issuance of a building permit for any commercial uses at the site, the proponent will be required to apply for a development permit and submit a plan addressing the DPA III guidelines.

The proposed cottage development does not comply with the Residential Use designation over this portion of the property in the Sproat Lake OCP. An OCP amendment is required to redesignate this area to Commercial Use.

- c. **Zoning:** The portion of the property subject to this rezoning application is zoned Rural (A2) District. The remainder of the property where the existing commercial uses are located are zoned General Commercial (C2) District and Tourist Commercial (C6) District. The property owner is applying to rezone this portion of the property to Tourist Commercial (C6) District to accommodate the development of 15-20 cottages, each with approximately 1,000 square feet of floor area. The applicant is also considering a building strata subdivision to allow the cottages to be individually strata-titled. The cottages could be used as permanent or seasonal residences by the property owners or they could be used as short term vacation rentals or managed as vacation rentals through the Sproat Lake Landing hotel.

	A2 District (existing)	C6 District (proposed)
Minimum Lot Area:	5 acres	15,000 ft ²
Minimum Lot Width:	330 ft.	120 ft.
Lot Coverage:	-	-
Minimum Setbacks		
Front:	50 ft.	20 ft.
Rear:	30 ft.	20 ft.
Side:	15 ft.	15 ft.
Watercourse:	100 ft.	100 ft.

The proposed development of 15-20 units to be used as residences or short term vacation rentals requires a rezoning of this portion of the property from Rural (A2) District to Tourist Commercial (C6) District.

RD21009

Comments: The applicants operate the Sproat Lake Landing hotel, Drinkwaters restaurant, Della's Café, general store and liquor retail store from the subject property. The applicants have proposed the addition of 15-20 cottages with the intention to diversify their operation and draw an additional twenty (20) seasonal or permanent families to the community.

Planning staff are generally supportive of proceeding with the public hearing process for the rezoning and OCP amendment application. The proposed development provides an option for housing diversity in the area while also allowing short term rental uses that fit with the commercial character of the remainder of the property. The density of 15-20 units over +/- 4.3 acres is reasonable subject to confirmation of adequate road access and water and sewer services can be provided. Including this portion of the property within "DPA III – Objectives for Form and Character" will require that the property owners apply for a development permit prior to obtaining building permits for any commercial cottage. The development permit application, which would be considered by the ACRD Board, would need to satisfy the development guidelines of DPA III and will include building and site details such as form and character of the commercial development, landscaping and screening adjacent to the Highway and Lakeshore Road, access/egress, parking and lighting.

Planning staff recommends that the following conditions be applied to the approval of the rezoning:

- The registration of a Restrictive Covenant limiting the number of cottages to a maximum of twenty (20) units and restricting the floor area of each cottage to 1,200 square feet of habitable space, excluding carports and garages.
- Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal for the additional twenty (20) accommodation units.
- Referral to Island Health to confirm that a private water system can service the cottage development and determine the regulatory requirements to operate the water system.
- Referral to the Sproat Lake Fire Department to ensure that the SLFD can provide safe and adequate fire protection to the proposed cottage development.

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

RD21009

SPROAT LAKE LANDING

Middle of Vancouver Island

01 March 2021

Alberni Clayoquot Regional District

3008 Fifth Avenue
Port Alberni, BC V9Y 2E83

Attn: Mr. Alex Dyer, Planner

Dear Mr. Dyer

We are pleased to submit this request for Zoning Ammendment for our current R1 zoning to C6 to permit the development of a professionally-designed cottage style residential park at 10720 Lakeshore Road @ Sproat Lake Landing. We believe that this acreage combined with our array of related amenities provide the necessary features for a successful cottage style neighbourhood of residences.

At Sproat Lake Landing, we currently offer the following Retail & Hospitality Services :

1. Sproat Lake Landing Hotel, upgraded to 9 premium rooms
2. Dellas Café and Gift Shop
3. Drinkwaters Restaurant

We essentially service three market opportunities:

- a. Local Sproat Lake Residents, for Drinkwaters, Dellas Café
- b. Seasonal Residents and Short term Rentals at Sproat Lake for Drinkwaters, Dellas Cafei
- c. Domestic and International tourists to mid Vancouver Island for Hotel with collateral benefit for Dellas, and Drinkwaters

With Covid in 2020, the Company has had to rely almost exclusively on local Sproat Lake residents and Seasonal Residents who have been generous with their support. This plan provides for the addition of approximately 20 permanent or seasonal families to our community.

We have been in full operation, for 7 years and while we have never been profitable, our losses have dropped substantially as we optimize our products and services for the specific markets. During the years we have tested several concepts enabling us to better understand the market opportunities for the property.

SPROAT LAKE LANDING RESORT • DRINKWATERS RESTAURANT • DELLAS CAFÉ
10695 LAKESHORE ROAD, PORT ALBERNI, BC CANADA V9Y 8Z8 | 250.723.2722 | WWW.SPROATLAKELANDING.COM

SPROAT LAKE LANDING

Middle of Vancouver Island

Despite strong support from our local Sproat Lake residents, the unfortunate reality is that the low population does not provide sufficient demand to warrant a commercial enterprise. We rely heavily on the much larger number of seasonal residents and tourists to support the business, particularly Drinkwaters Restaurant

A concept design, created by a top resort designer (developed as part of our original business plan) is included. The concept design specifies the development of 15 to 20 cottage style residence approx. 1000 square feet each, with an architectural style similar to Sproat Lake Landing. The proposed property area would be stratified with each cottage for sale to prospective owners looking for permanent or seasonal residence. Under the terms of the strata agreement, these properties could be, at the owner's option, made available for short term rentals through Sproat Lake Landing rental management. The cottage park would have its own water supply and tie into Sproat Lake Landing's extensive septic system.

We look forward to your consideration of our application.

Regards



Ross Mitchell
President and CEO
mitchell@sproatlakelanding.com

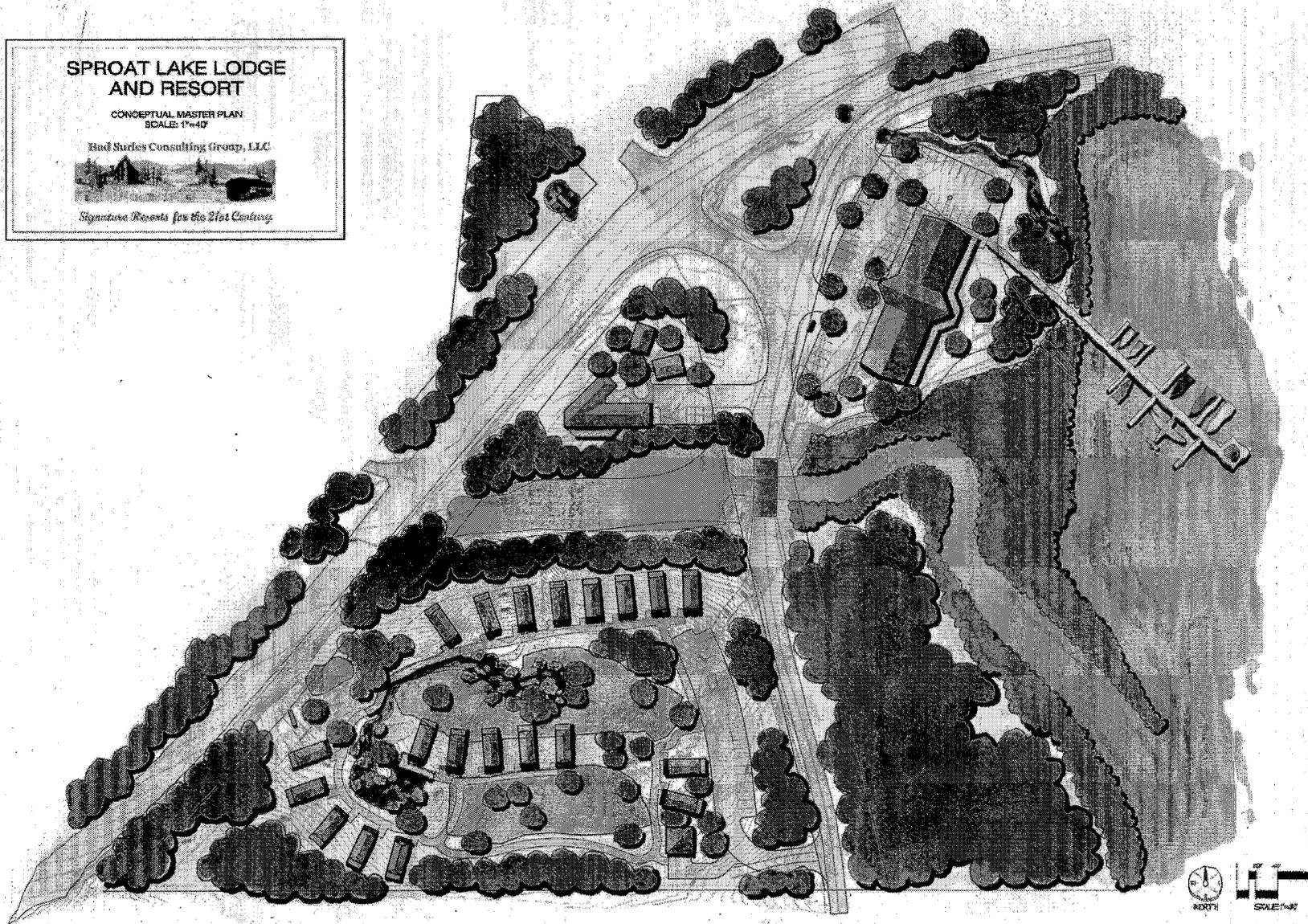
**SPROAT LAKE LODGE
AND RESORT**

CONCEPTUAL MASTER PLAN
SCALE: 1"=40'

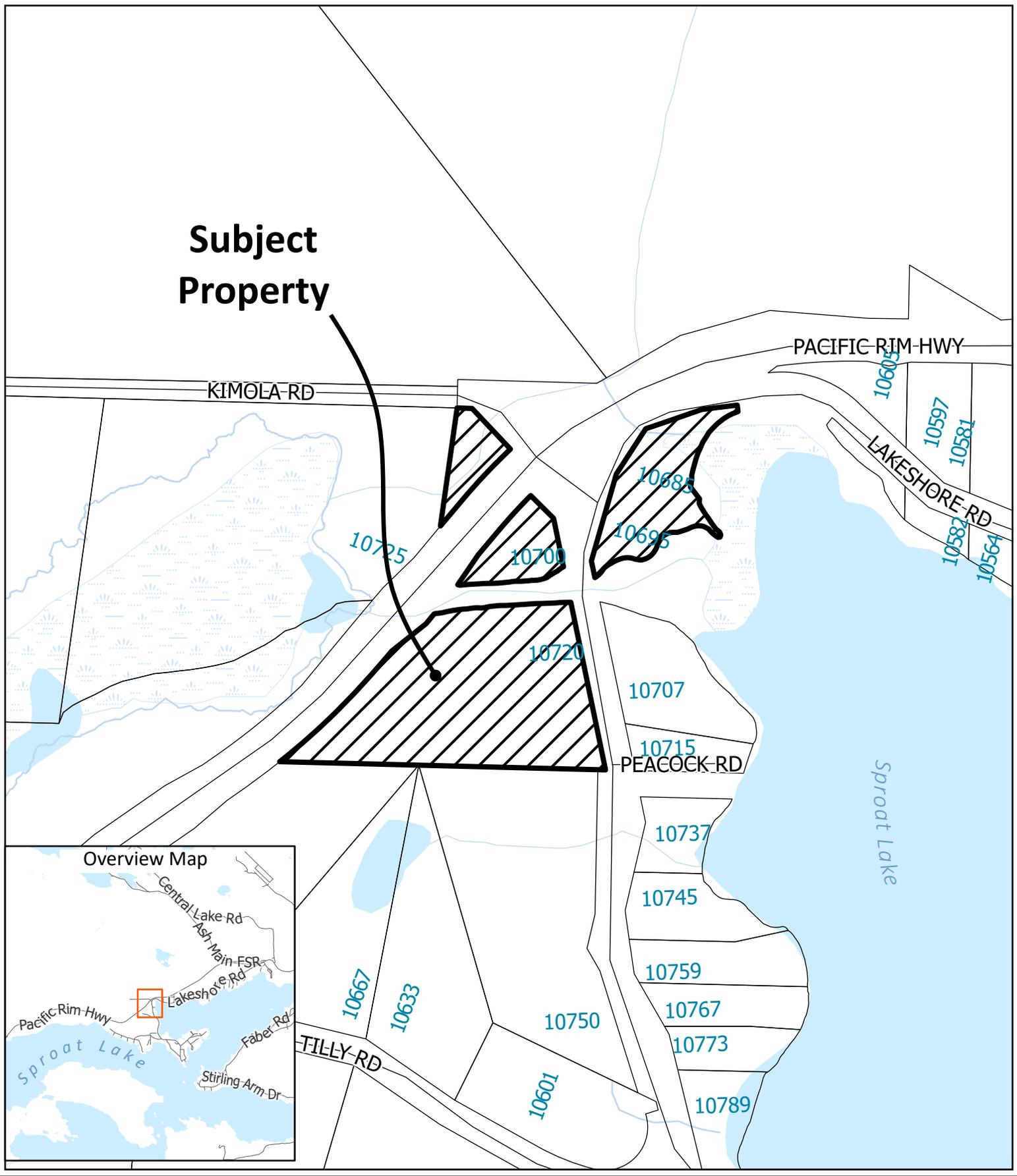
Hack Studio Consulting Group, LLC



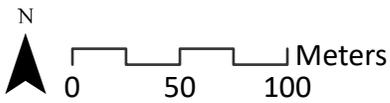
Signature Resorts for the 21st Century



Subject Property



Legal Description: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720







Septic system area



Centre of property
looking south



Bedrock outcrop adjacent to Hwy 4

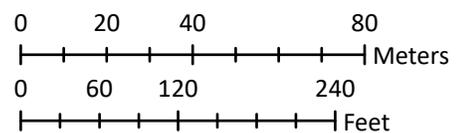


Road access looking at Weiner Creek Bridge



RD21009 – 10695 Lakeshore Road

Scale: 1:1,750



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1436

**A BYLAW TO AMEND BYLAW NO. P1310
SPROAT LAKE OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1436.
2. Schedule A of Bylaw P1310, Plan Map 2 – Land Use Designations, is hereby amended by redesignating a portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720 from “Residential Use” to “Commercial Use” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. Schedule A of Bylaw P1310, Plan Map 3 – Development Permit Areas and Development Approval Information Area map, is hereby amended by including a portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720 within “Development Permit Area III – Objectives for Form and Character” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2021
Public hearing held this day of , 2021
Read a second time this day of , 2021
Read a third time this day of , 2021

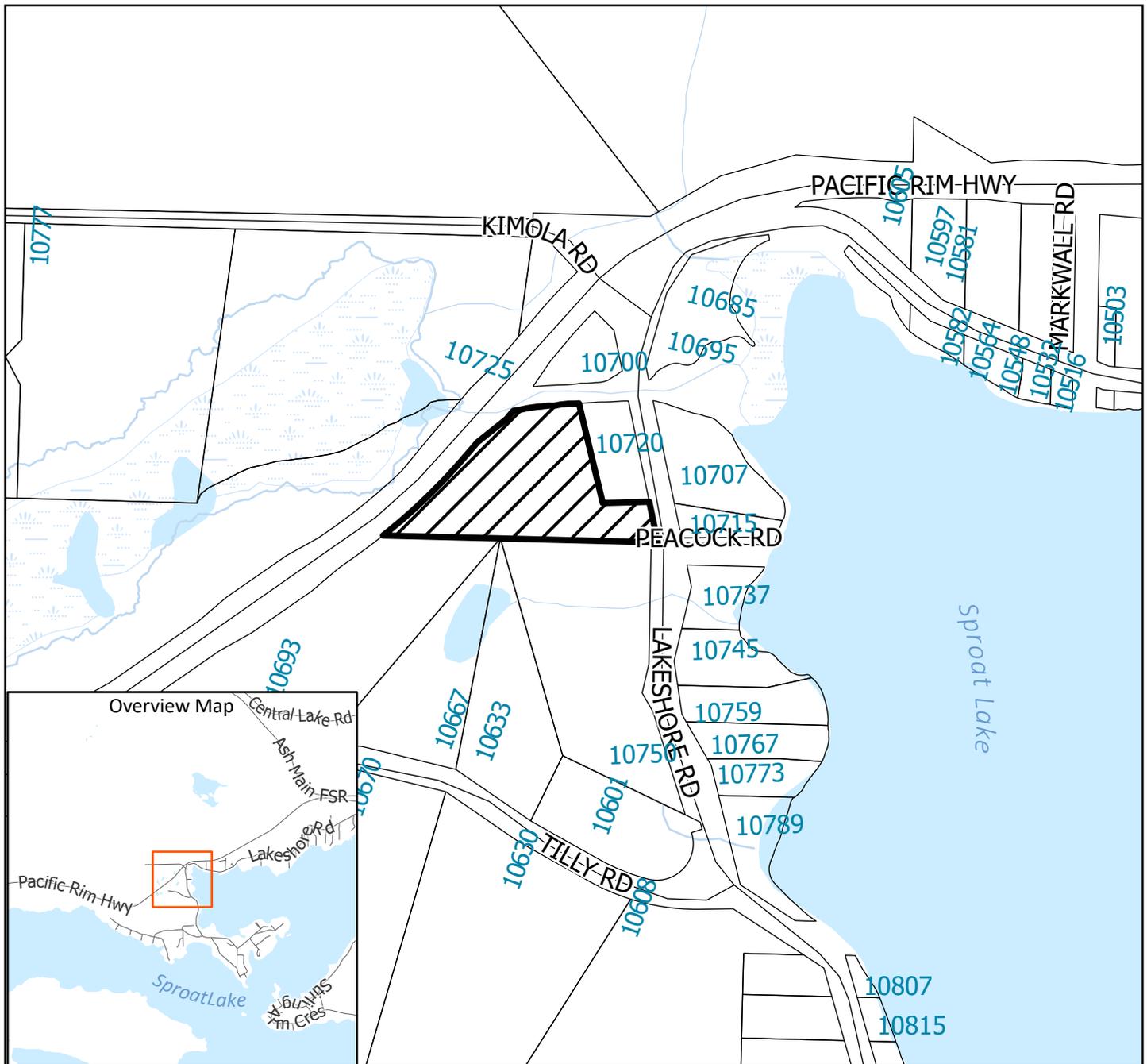
Adopted this day of , 2021

Teri Fong, CPA, CGA
Acting Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1436



P1436 Sproat Lake Landing

Legal description: a portion of LOT A, DISTRICT LOT 204,
ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT,
PLAN 31720



0 25 50 100 Meters



To be redesignated from Residential Use to Commercial Use and
to be included within Development Permit Area III – Objectives
for Form and Character.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1437

OFFICIAL ZONING ATLAS AMENDMENT NO. 745

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. P1437.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720 from Rural (A2) District to Tourist Commercial (C6) 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 day of , 2021
Public Hearing held this day of , 2021
Read a second time this day of , 2021
Read a third time this day of , 2021

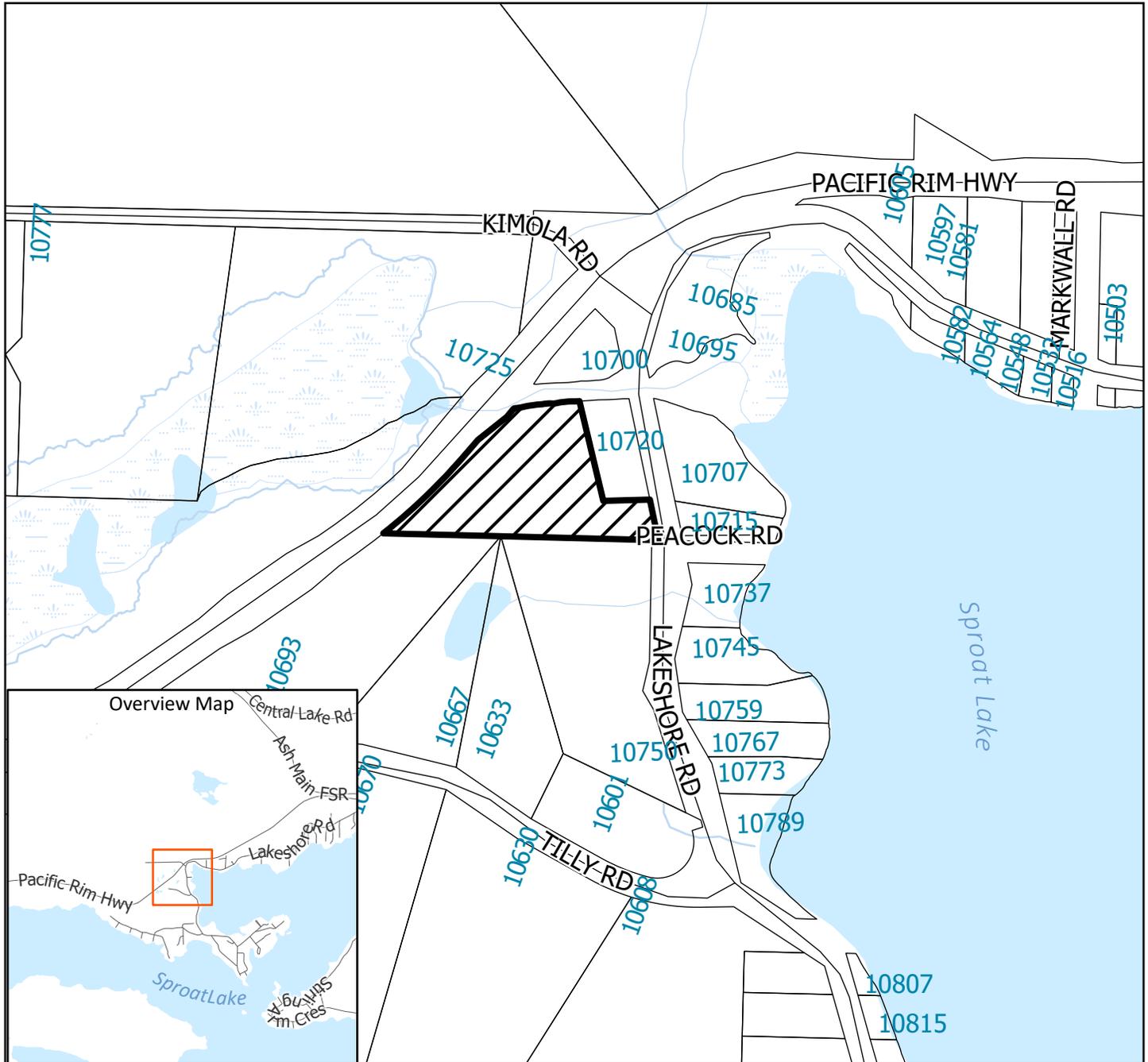
Adopted this day of , 2021

Teri Fong, CPA, CGA
Acting Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1437



P1437 Sproat Lake Landing

Legal description: a portion of LOT A, DISTRICT LOT 204,
ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT,
PLAN 31720



0 25 50 100 Meters



To be rezoned from Rural (A2) District to
Tourist Commercial (C6) District.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

Development Variance Application

MEETING DATE: October 27, 2021

ACRD FILE NO.: DVE21004

APPLICANTS: Lindsay and Wayne Mallon

LEGAL

DESCRIPTION: THAT PART OF BLOCK 3 DISTRICT LOT 100 ALBERNI DISTRICT PLAN 1008 SHOWN COLOURED RED ON PLAN DEPOSITED UNDER DD 26959I

LOCATION: 5637 Tomswood Road, Port Alberni

ELECTORAL AREA: "E" Beaver Creek

APPLICANT'S INTENTION: The applicants have applied for a development variance permit to reduce the required front and side yard setbacks to facilitate the siting and construction of a 30 ft by 40 ft detached accessory building.

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

- i. The issuance of a Ministry of Transportation and Infrastructure variance to the minimum 4.5 m building setback from a public road right-of-way.
- ii. Neighbouring properties being notified as per Local Government Act s.499.

Development Variance DVE21004:

- i. Development variance of the ACRD Zoning Bylaw, Section 6.5 Accessory Buildings and Uses, to reduce the required front yard setback from 7.62 m (25 ft) to 3.3 m (10.83 ft) and the required side yard setback from 4.572 m (15 ft) to 2 m (6.56 ft), in the Small Holdings (A1) District, to facilitate siting and construction of a detached accessory building.

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

Beaver Creek Advisory Planning Commission (APC) Recommendation: At the Beaver Creek APC meeting held October 18th, 2021, the one APC member present made the motion to support the

DVE21004

application and staff recommendations. This motion was also supported by the Alternate Director.

Observations:

i. Status of Property:

The subject property is 0.32 ha (0.8 ac) and is accessed from Tomswood Road. The property is mostly landscaped with a single family dwelling.

ii. Services:

a. Sewage Disposal: Onsite sewage disposal.

b. Water Supply: Beaver Creek Water System.

c. Fire Protection: Beaver Creek Volunteer Fire Department.

d. Access: The property is accessed from Tomswood Road and is bordered on the east side by Kitsuksis Road. There is currently no direct access from the property to Kitsuksis Road and it is unlikely that any access will be developed due to topography challenges. The Ministry of Transportation and Infrastructure (MOTI) requires that all structures must be sited at least 4.5 m from a road right-of-way. As the proposed building is to be located 3.3 m from Tomswood Road and 2 m from Kitsuksis Road, staff recommend that a reduction to MOTI 4.5 m building setback be included as a condition of final approval of the development variance.

iii. Existing Planning Policies Affecting the Site:

a. Agricultural Land Reserve: Not within the Agricultural Land Reserve.

b. Official Community Plan: The Beaver Creek Official Community Plan (OCP) designates the property as "Residential Use".

The property is impacted by Development Permit Area I – Riparian Areas Protection (DPA I). DPA I is used to ensure that the ecological values of riparian and wetland habitats have been considered prior to development and that measures will be taken to limit or avoid damage to these ecosystems. DPA I applies to all lands within 15 m (49.21 ft) of minor streams. It appears that the proposed construction is outside of the 15 m DPA I area, and a development permit is not required.

The proposal complies with the Beaver Creek Official Community Plan.

c. Zoning: The property is zoned Small Holdings (A1) District.

Building Setbacks		
A1 - Accessory Buildings	Required	Proposed
Front lot line setback:	7.62 m (25 ft)	3.3 m (10.83 ft)
Rear yard setback:	4.57 m (15 ft)	-
Side yard setback:	4.57 m (15 ft)	2 m (6.56 ft)

The applicant is applying for a Development Variance Permit in order to reduce the

DVE21004

required front yard setback from 7.62 m (25 ft) to 3.3 m (10.83 ft) and the required side yard setback from 4.572 m (15 ft) to 2 m (6.56 ft), in the Small Holdings (A1) District, to facilitate the siting and construction of a 30 ft by 40 ft detached accessory building.

Comments:

With consideration to the unusual shape of the subject property and the location of the existing sewage disposal system, waterlines and gas lines, Planning staff are supportive of the variance request and recommend that the Board of Directors consider the application and proceed with neighbour notification.

The proposed siting of the accessory building would not comply with the MOTI 4.5 m building setback from a public road right-of-way. Anyone intending to obtain relief from the MOTI setback regulations must apply for a permit under the *Transportation Act*. Staff recommend that the issuance of a reduction to the MOTI setback be included as a condition of final approval of the development variance.

Submitted by:



Charity Hallberg Dodds, Planning Technician

Reviewed by:



Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by:

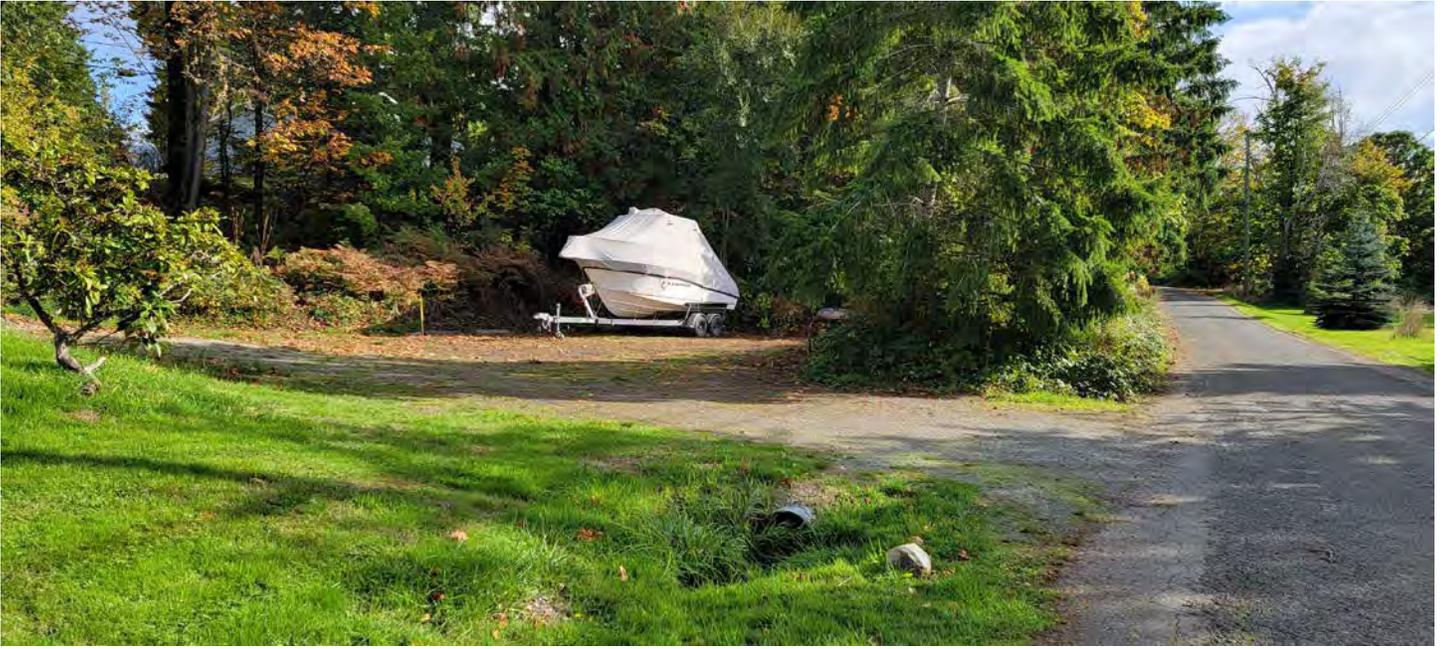


Teri Fong, CPA, CGA, Acting Chief Administrative Officer

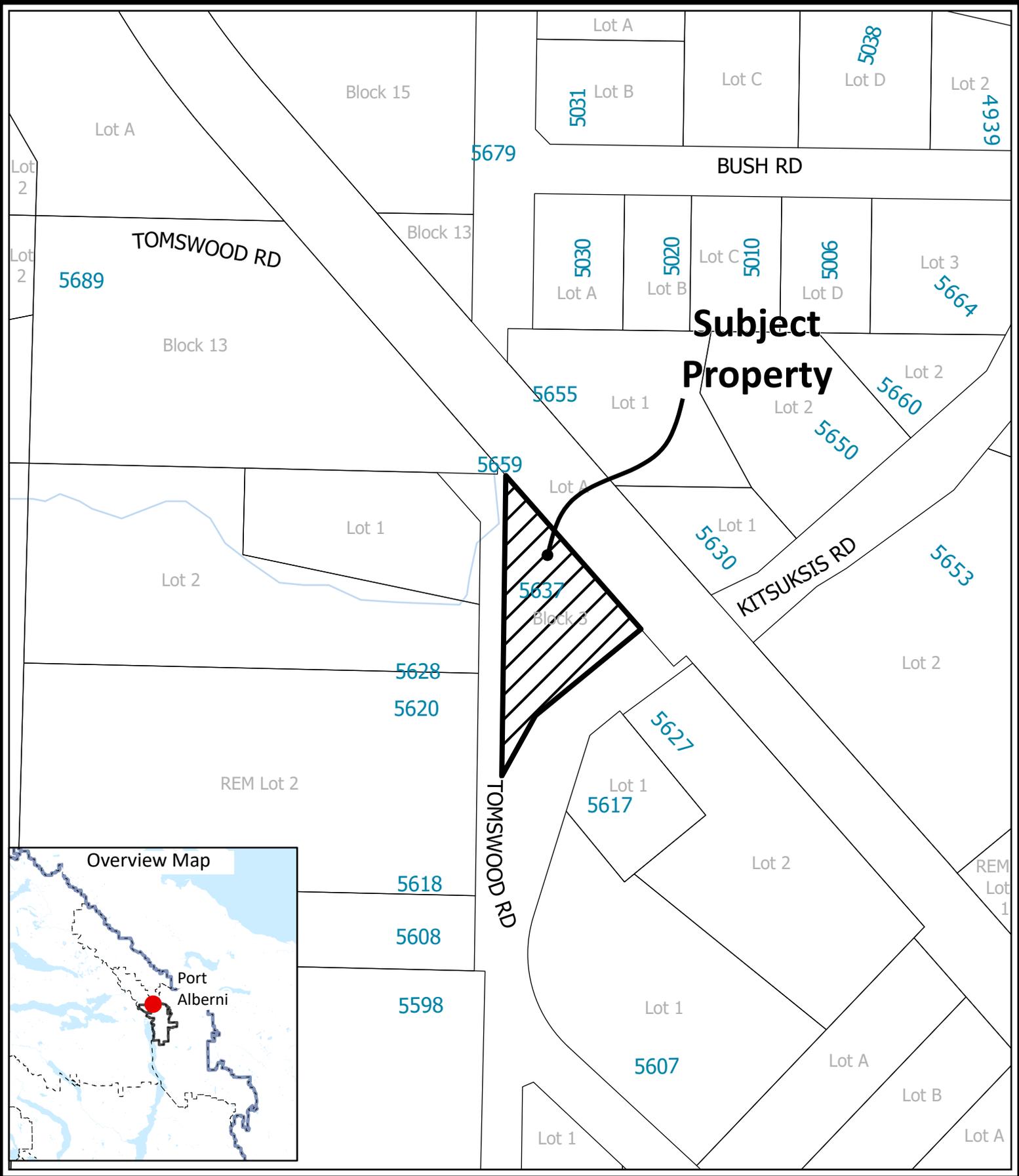
DVE21004



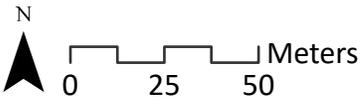
Looking east at the single family dwelling, from Tomswood Road. Lawn area is where the waterlines, gas lines and septic field are located.



Looking south at proposed accessory building area (where boat is located). Tomswood Road is showing on the right.

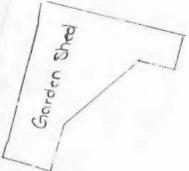


**Subject
Property**



Legal Description: THAT PART OF BLOCK 3 DISTRICT LOT 100
ALBERNI DISTRICT PLAN 1008 SHOWN COLOURED RED ON PLAN
DEPOSITED UNDER DD 26959I

E 3 N R4 Right of way
272'



Bank
170'

Kitsucksis Rd

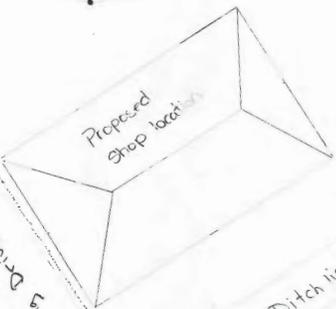
Bank
135'



Septic Tank



Existing Driveway



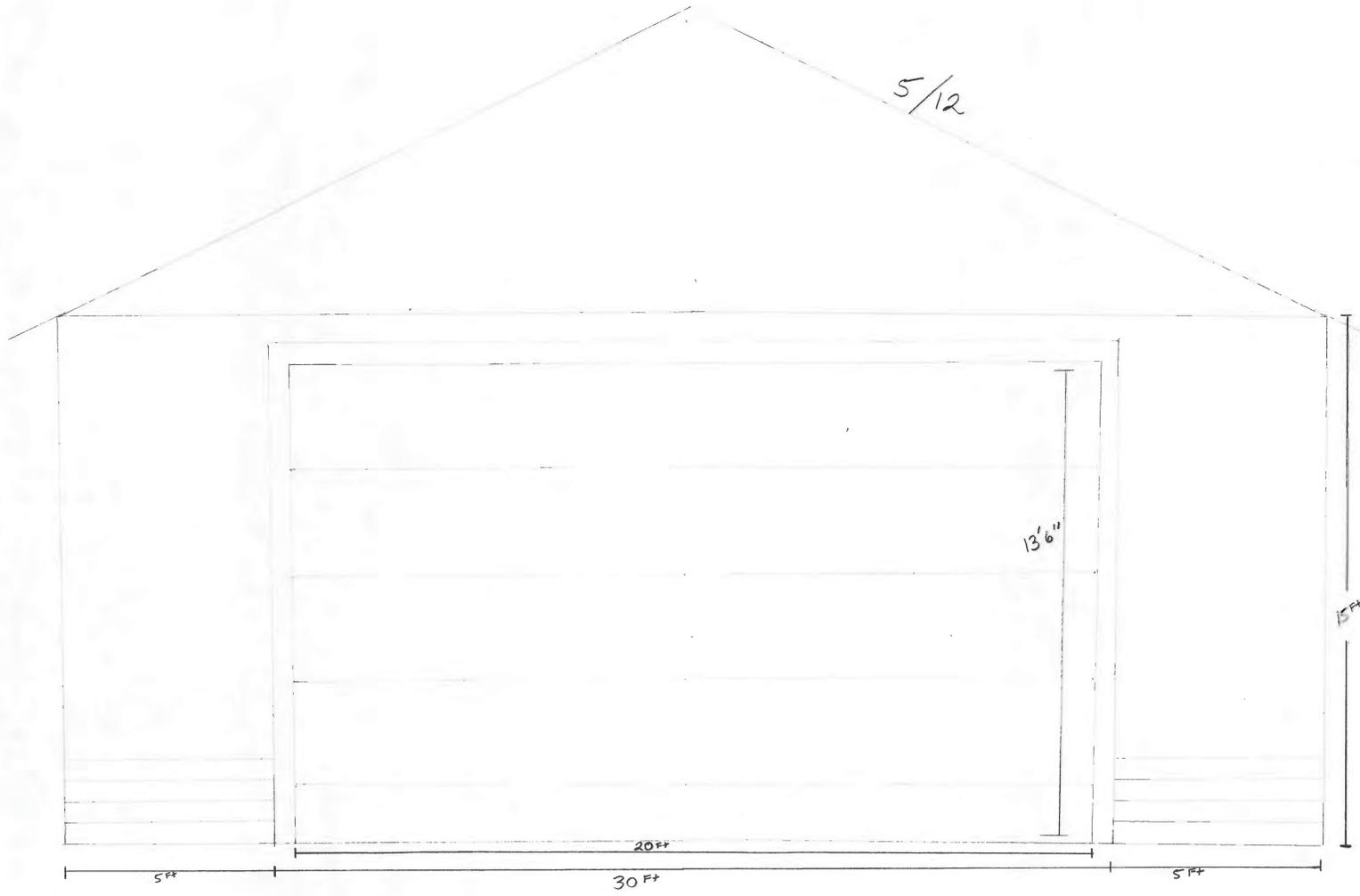
Ditch line

Ditch line
436'

Tomswood Rd

5637 Tomswood Rd

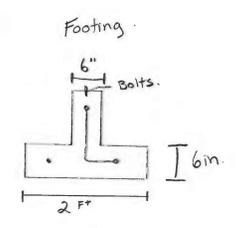


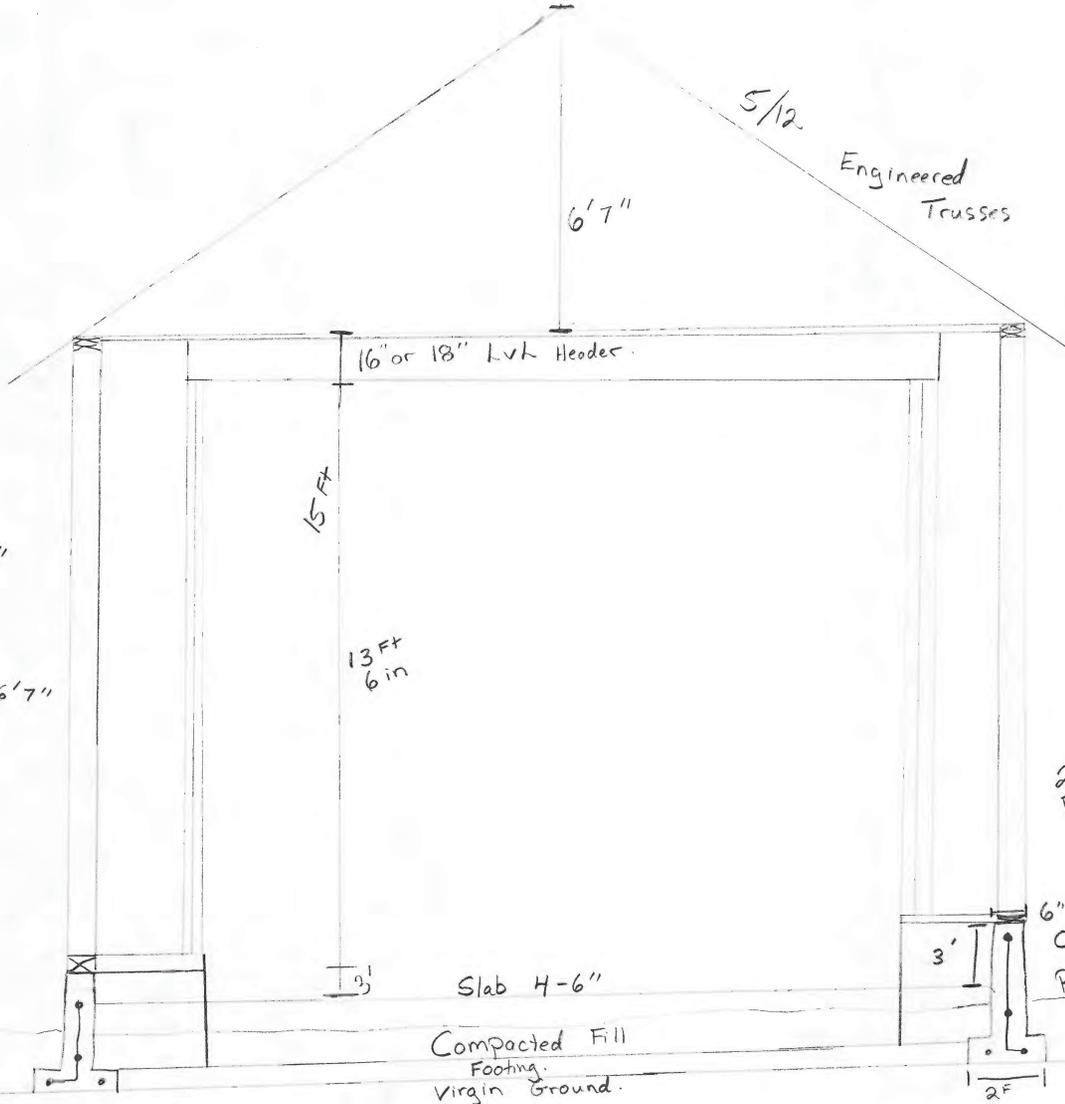


- Footings & Foundation
- 2 Ft x 6 in thick.
 - 6 in thick walls.
 - Rebar in All

- Framing
- 2 X 6 X 14 Walls.
 - 16-18 in Header LVL

- Truss
- Truss Package Hi Tec Industries.





- Slab to Top Plate 15'
- Slab to bottom header 13' 6"
- Slab to top of concrete wall 3'
- Wood Framing 12'
- 5/12 Engineered Truss overall height 6'7"
- midspan of Truss 3' 3 1/2"
- Slab to Truss peak 21' 7"
- (overall height)

PLAN OF THAT PART OF BLOCK 3, DISTRICT LOT 100, ALBERNI DISTRICT,
PLAN 1008, SHOWN COLOURED RED ON PLAN DEPOSITED UNDER DD 26959I,
SHOWING PROPOSED BUILDING THEREON (FOR VARIANCE APPLICATION).

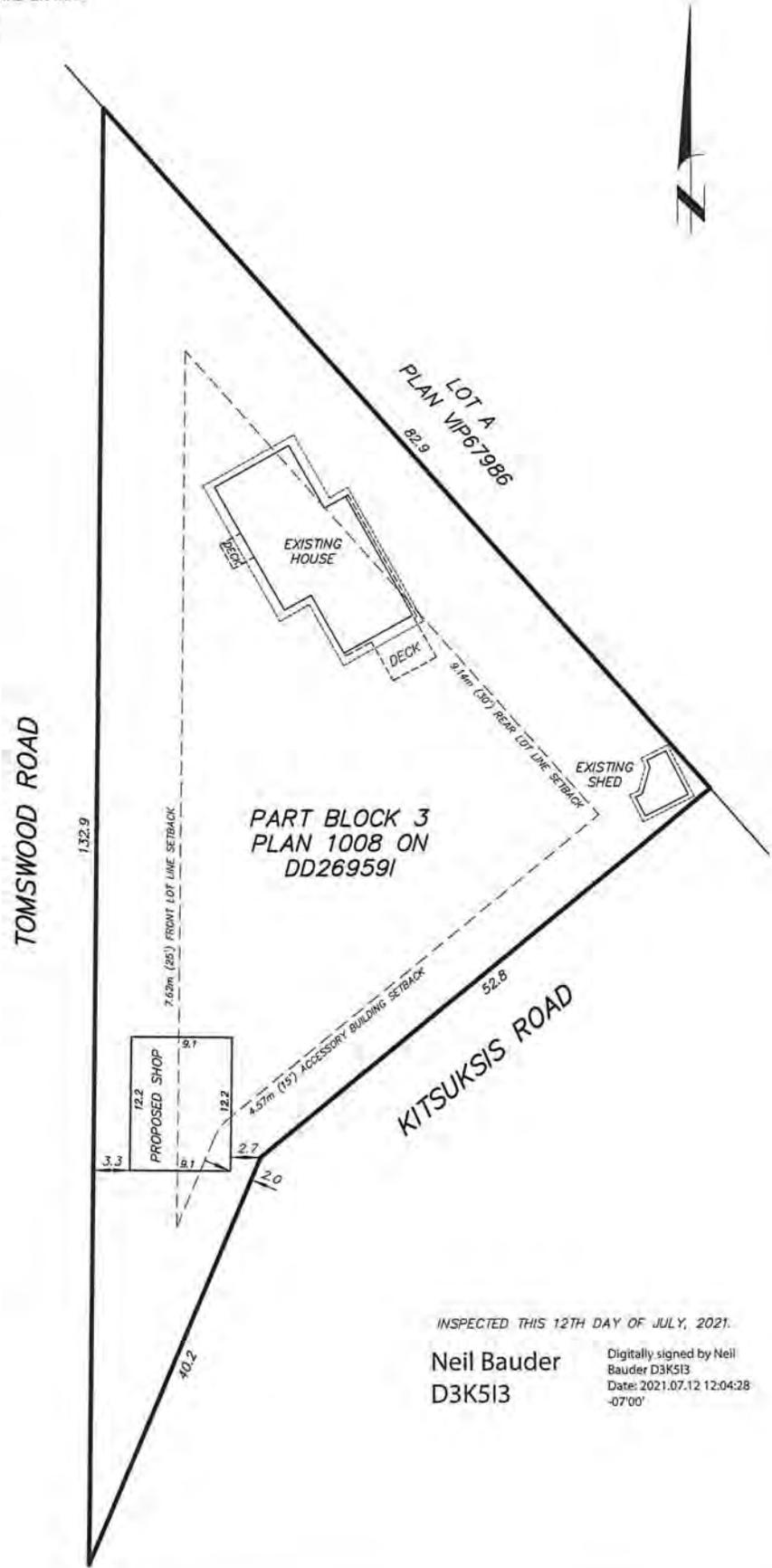
SCALE 1:400

ALL DISTANCES ARE IN METRES,
FOR BUILDING INSPECTION ONLY,
AS PER BUILDING PLANS RECEIVED.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
PID NO: 008-129-452
CIVIC ADDRESS: 5637 TOMSWOOD ROAD,
PORT ALBERNI, BC

LEGEND

----- DENOTES ROOF OVERHANG



INSPECTED THIS 12TH DAY OF JULY, 2021.

Neil Bauder
D3K5I3

Digitally signed by Neil
Bauder D3K5I3
Date: 2021.07.12 12:04:28
-07'00'



223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 2021-171-BL
DRAWING NUMBER: 2021-171 BL1.dwg
DATE: 2021-07-12

130



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: October 27, 2021
Subject: Public Hearing Report for Bylaw P1429
RE16008– 4720 Dayton Road (Grosvenor)

Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

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

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

Background:

A public hearing for Bylaw P1429 was held electronically using Zoom on Tuesday, October 19, 2021 at 7:00 pm. The hearing was chaired by John McNabb, Director for Electoral Area 'E' – Beaver 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. There were no letters of public correspondence received prior to the hearing. Included with the public hearing minutes are two (2) referral agency comments (Appendix 'A') and the Registered On-site Waste Water Report (Appendix 'B').

The property owner is applying to rezone their 0.61 hectare (1.5 acre) property located at 4720 Dayton Road from Acreage Residential (RA2) District to Acreage Residential (RA3) District in order to facilitate a two lot subdivision with a 0.6 acre minimum density.

Planning staff recommend that the Board of Directors receive the public hearing report and minutes, and proceed with second and third readings of Bylaw P1429.

RE16008

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

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

RE16008



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

PUBLIC HEARING MINUTES

October 19, 2021 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held electronically using Zoom, on Tuesday, October 19, 2021 at 7:00 pm.

Chair: John McNabb, Director for Electoral Area 'E' – Beaver Creek
Staff: Mike Irg, Charity Hallberg Dodds and Kathy McArthur
Applicants: Heidi Grosvenor
Members of the Public: 0

1. The hearing was called to order at 7:00 pm. Chair McNabb recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair McNabb introduces himself and Planning staff. Chair McNabb explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. He then asks staff to explain Zoom features and hearing procedures.
3. 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.
4. Chair McNabb explains that the subject of the hearing is Bylaw P1429. This bylaw is applicable to 4720 Dayton Road, and is necessary to facilitate a subdivision proposal. He asks that any questions about an unrelated topic be directed to staff after the hearing. He then asks staff to read out Notice of Public Hearing.
5. The notice is read by M. Irg as follows:

What: Public Hearing for Bylaw P1429, 4720 Dayton Road – Heidi Grosvenor, Property Owner

When: October 19, 2021 at 7:00 pm

Where: Electronic and call-in public attendance only

What it is about: A Public Hearing for residents and property owners within Electoral Area 'E' – Beaver Creek, will be held to consider Bylaw P1429. Bylaw P1429 is a Zoning Atlas Amendment to rezone LOT 1 DISTRICT LOT 100 ALBERNI DISTRICT PLAN VIP64362 from Acreage Residential (RA2) District to Acreage Residential (RA3) District in order to facilitate a two-lot subdivision.

How can I learn more: The Public Hearing will be held by the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, along with Bylaw P1429, and relevant background documents, are available for review online at www.acrd.bc.ca/events/19-10-2021/. Planning staff are available to answer questions in person, or through email, or by phone during normal office hours 8:00 am to 4:30 pm, Monday through Friday, from October 4, 2021 to October 19, 2021, excluding statutory holidays.

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES October 19, 2021 – ELECTORAL AREA ‘E’

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/19-10-2021/ or can be provided by contacting Planning staff by email at planning@acrd.bc.ca or by phone at 250-720-2700. This Public Hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

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

Email sent to planning@acrd.bc.ca before 4:00 pm, October 19, 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, October 19, 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 4, 2021 and no later than 4:00 pm on October 19, 2021. Correspondence submitted and/or received outside of these parameters will not be included in the Public Hearing.

6. Chair McNabb explains the purpose of the public hearing and that minutes are being taken. He then asks staff to introduce the proposal.
7. M.Irg introduces the proposal and includes the following:
 - Rezoning 0.61 hectare (1.5 acre) property located at 4720 Dayton Road from Acreage Residential (RA2) District to Acreage Residential (RA3) District in order to facilitate a two lot subdivision with a 0.6 acre minimum density
 - Two (2) referral agency comment forms received (Appendix ‘A’) noted no objections and interests unaffected. Ministry of Transportation notes this is not to be construed as a subdivision approval which is a separate application
 - The applicants have submitted a report from a Registered On-Site Water Practitioner (Appendix ‘B’) confirming sewage disposal capabilities at the site, which is posted on our website
 - Proposed zone allows for a maximum two-lot subdivision
8. H. Grosvenor has no comments.
9. Chair McNabb invites the public to add any information or comments.
10. No public in attendance.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
October 19, 2021 – ELECTORAL AREA 'E'

11. Chair McNabb invites staff to add any additional information or comments.
12. M. Irg comments no public correspondence received ahead of the hearing.
13. Chair McNabb explains that no new information can be received by members of the Board of Directors between the end of the hearing and the Board meeting scheduled for October 27th. If any Board member does so, the hearing would be invalidated and would have to be held again. He clarifies that the applicants and members of the public are welcome to speak to ACRD staff, but not to Board members.
14. Chair McNabb invites the applicants and public to add any additional information or comments.
15. H. Grosvenor asks what the next steps are.
16. Chair McNabb responds it goes to the Board of Directors for a decision on October 27th.
17. M. Irg responds at the October 27th Board Meeting, the Board will receive the public hearing minutes and will consider second and third readings, then back to a subsequent meeting on November 10th for the Bylaw to be adopted. Applicant will be notified and can watch the Board of Director's meeting live on our website.
18. H. Grosvenor asks how long the sign needs to be posted on her property.
19. M. Irg responds it can be removed after the public hearing and no further action on her part regarding the application.
20. Chair McNabb calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:13 pm.

Certified Correct:

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

Minutes Prepared by:

Kathy McArthur, Planning Assistant



**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.: P1429 ACRD FILE NO.: RE16008

APPLICANT NAME: Heidi Grosvenor

ACRD CONTACT: Alex Dyer, Planning Manager

Date of Referral: June 30, 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

Agency (please print): ACRD Building Department

Name (please print): Brett Mortlock

Title: Building Department

Signature: BM

Date: 7/6/21

From: [Hendy, Timothy TRAN:EX](#)
To: [Planning Shared](#)
Subject: RE: Bylaw P1429 Referral Response - RE16008
Date: July 12, 2021 3:02:57 PM
Attachments: [image001.png](#)
[image002.png](#)
[image007.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Good afternoon

MoTI has no objections to this proposal. This is not to be construed as subdivision approval, for which separate application must be made.

Thank you.

Tim Hendy | Development Services Officer
Vancouver Island District | Ministry of Transportation and Infrastructure
P: (250) 734-4812 | timothy.hendy@gov.bc.ca



[APPLY FOR PERMIT](#)

[APPLY FOR BCeID](#)

[SUBDIVISION INFORMATION](#)

From: Kathy McArthur <kmcarthur@acrd.bc.ca> **On Behalf Of** Planning Shared
Sent: July 2, 2021 2:43 PM
To: Stephanie Bruvall <stephanie.bruvall@viha.ca>; Hendy, Timothy TRAN:EX <Timothy.Hendy@gov.bc.ca>; Brandy Lauder <brandy@hupacasath.ca>; Mike Kobus (Fire Dept) <firechief@bcvfd.ca>; 'Darrell Ross' <dross@tseshaht.com>; XT:Cheetham, Lindsay EDUC:IN <lcheetham@sd70.bc.ca>
Cc: Alex Dyer <adyer@acrd.bc.ca>; Charlie Starratt <cstarratt@acrd.bc.ca>; Eddie Kunderman <ekunderman@acrd.bc.ca>; Brett Mortlock <bmortlock@acrd.bc.ca>
Subject: Bylaw P1429 Referral Response - RE16008

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

Hello,

Please find attached the referral package and response form for Beaver Creek rezoning application RE16008.

If you have any input to provide regarding this application, please complete the response form and return it to me within 30 days.

Thank you,

APPENDIX 'B'

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

Heidi Grosvenor
4720 Dayton Rd.
Port Alberni, BC
heidimgro@gmail.com

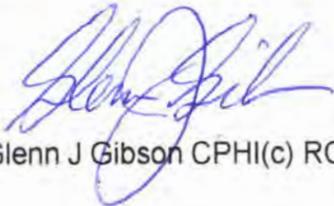
October 13, 2021

Dear Ms.Grosvenor,

Re: Proposed 2 lot subdivision of Lot 1 DL 100 Alberni LD Plan VIP 69362, 4720 Dayton Road,
Port Alberni, BC

We recently conducted both observation and percolation test holes on the proposed 2 lots, attached is the plan showing these holes and the area's for primary and reserve on-site septic systems. We have also provided a site information sheet outlining the soil depths etc. Both lots will support Type 1 demand dose seepage beds with 30 inches of natural porous soils that meet and exceed the soil requirements of the Sewerage System Regulations and the BC Standard Practice Manual V3 for residential use. The existing septic system shows no signs of any performance malfunction or any potential health/environmental hazard.

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



Glenn J Gibson CPHI(c) ROWP



Gibson and Sons Consulting
 811 Wildgreen Way, Parksville
 250 240 1724 gibsonandsons65@gmail.com

Site Assessment Information

Site Information	4720 Dayton Lot Number <u>1</u>		Lot Number <u>2</u>		EHO use only (Plan Check)
Lot Size	.75 Acre		.75 Acre		
Lot Slope	3-4		4-6		
Lot Dimension m	78 x 39±		78 x 39±		
COVENANT INFO	PRIMARY	RESERVE	PRIMARY	RESERVE	
Slope Within Covenant Area (%)	exists	1-2	2 -	3%	
Covenant Area m ²		210	104±m ²	104±m ²	
Covenant Dimensions		28x7.5	23x4.5	23x4.5	
DEPTH OF NATIVE MINERAL SOIL	PRIMARY	RESERVE	PRIMARY	RESERVE	
Test Hole #1	↓	30"	3 30"	3 30"	
#2		30"	2 30"	4 30"	
PERCOLATION TEST RESULTS	PRIMARY	RESERVE	PRIMARY	RESERVE	
Test Hole #1		7 min 35 sec	1:12	2:10	

To 9 min
9 sec

2 min 10 sec

Date(s) of Observations/Tests: Sept 29, 2021

Test Performed by: Bryan, Jonny + Glenn Gibson

Signature of Applicant or Agent or Qualified Professional: [Signature]

Date: Oct 11/2021

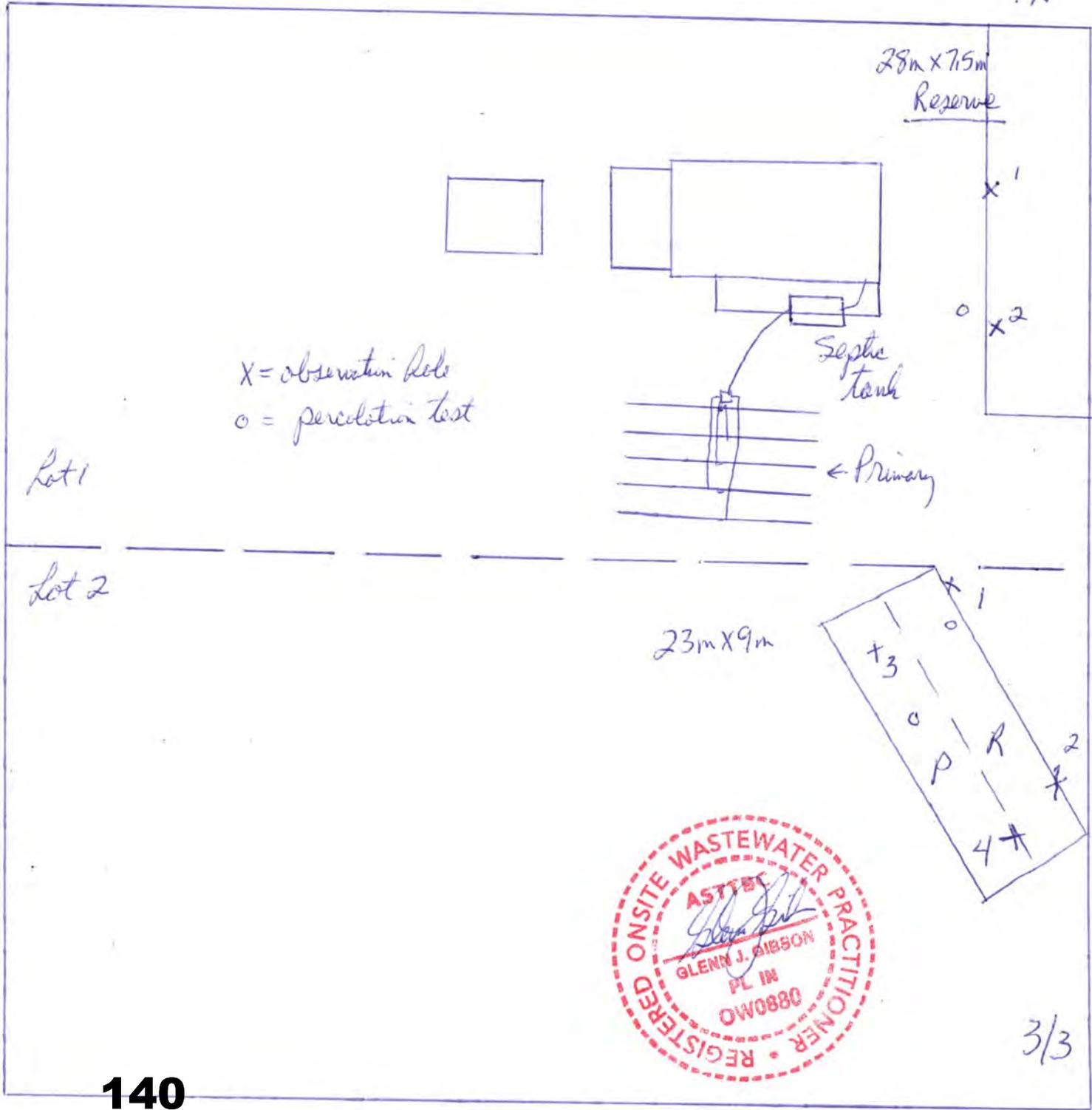


2/3

Oct 11/21

Proposed 2 lot subdivision of 4720 Dayton Rd
Port Alberni

1.400
↑ N



Gibson and Sons Consulting
 Planning and Installation of Onsite Sewage
 Systems
 811 Wildgreen Way Parksville V9P 0A5
 250 240 1724 gibsonandsons65@gmail.com
 ROWP OW 0880

INVOICE / *Quote*

invoice # *446*
 Date: *Oct 13/21*

To: *Heidi Crossman* *4730 Dayton, Port Alb.*

Comments *2 lot subdiv*

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
<i>1</i>	<i>site evaluation with mini excavator</i>		<i>\$350</i>
<i>1</i>	<i>3 pages paperwork in support</i>		<i>100</i>
SUBTOTAL			
<i>BST</i>	SALES TAX		<i>\$22.50</i>
SHIPPING & HANDLING			
TOTAL due			<i>\$472.50</i>

Make all checks payable to Gibson and Sons Consulting - or e-transfer.
 If you have any questions concerning this invoice, please contact us.
 Thank you for your business!

*Thank you +
 Good luck.
 GB*

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 23rd day of June, 2021
Public Hearing held this 19th day of October, 2021

Read a second time this day of ,

Read a third time this day of ,

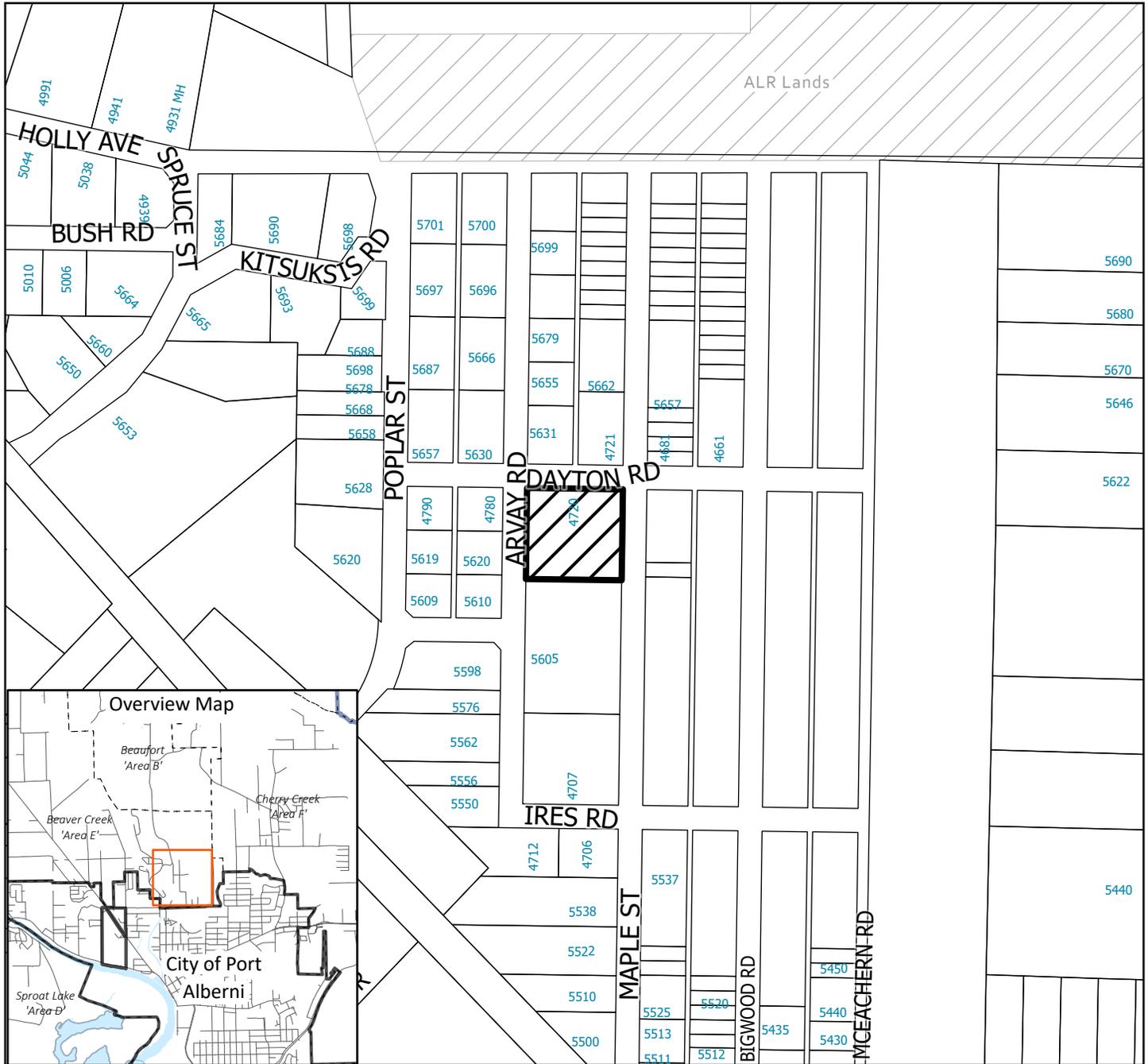
Adopted this day of ,

Corporate Administrator

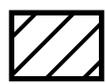
Chair of the Regional Board

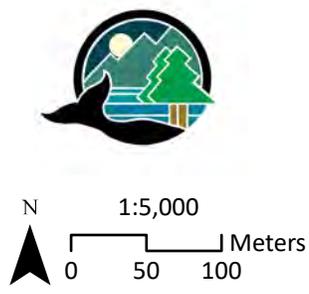
Schedule 'A'

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

Rezoning Application

MEETING DATE: October 27, 2021

ACRD FILE NO.: RE21011

APPLICANTS: John Robertson & Annette Clement

LEGAL DESCRIPTION: LOT 30, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN 927

LOCATION: 5657 Chapman Road

ELECTORAL AREA: "E" Beaver Creek

Applicant's Intention: The property owner is applying to rezone the 1 hectare (2.5 acre) property to Acreage Residential (RA2) District in order to accommodate subdivision to a 1 acre minimum lot size. The applicant intends to subdivide the property into two parcels, one 1.5 acre parcel containing the existing dwelling and accessory buildings at 5657 Chapman Road and one vacant 1 acre parcel.

Recommendations:

- THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time;
- 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;
- THAT the Board of Directors confirm that adoption of Bylaw P1438 is subject to:
 - a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 1 acre density;
 - b. Meeting technical referral agency requirements.

Advisory Planning Commission Recommendation: At the Beaver Creek APC meeting held October 18th, 2021, the one APC member present made the motion to support the application and staff recommendations. This motion was also supported by the Alternate Director.

Observations:

- i) **Status of Property:** The property is mostly level with the improvements located on approximately 1 acre on the north west side of the property where there is an existing residence and detached accessory buildings. The property is mostly cleared and bordered by second growth trees along the property boundaries. The surrounded uses include primarily small acreage residential properties.

RE21011

ii) Services

- a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the applicants will be required to engage a Registered On-site Wastewater Practitioner to assess the capability of the land to accommodate on-site sewage disposal to a 1 acre density.
- b. **Water Supply:** Beaver Creek Community Water. If the rezoning is successful and the property owner proceeds with subdivision, the applicant will need to satisfy the requirements of Beaver Creek Water System including confirmation that the new lot can be serviced and the Development Cost Charge required by Bylaw F1133.
- c. **Fire Protection:** Beaver Creek Fire Department
- d. **Access:** The existing residence is accessed from Chapman Road and the proposed new lot would also be accessed from Chapman Road. The final lot layout and orientation of the access driveway would be determined at the subdivision stage.

iii) Existing Planning Policies Affecting the Site

- a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use". The objective of this land use designation is to provide a range of housing options within the plan area. The Residential Use designation supports a 0.24 hectare (0.6 acre) minimum lot size for lots serviced by community/communal water or sewer. The lots would be connected to the Beaver Creek Water System. There are no Development Permit Areas that impact development on this property.

The zoning amendment and proposed subdivision complies with the policies and objectives of the Beaver Creek OCP.

- c. **Zoning:** The property is zoned Small Holdings (A1) District. The property owner is applying to rezone to Acreage Residential (RA2) District to accommodate a proposed 2 lot subdivision.

	A1 District (existing)	RA2 District (proposed)
Minimum Lot Area:	2 acres	1 acre
Minimum Lot Width:	165 ft.	120 ft.
Lot Coverage:		25%
Minimum Setbacks		
Front:	25 ft.	40 ft.
Rear:	30 ft.	30 ft.
Side:	5 ft.	15 ft.

The existing property is 1 hectare (2.5 acres) in size and 100 metres (330 feet) wide at the road frontage. Depending on the final layout of the proposed 1 acre lot, the new lot will be able to comply with the minimum requirements of the RA2 District.

The proposed development requires a rezoning of the subject property from Small Holdings (A1) District to Acreage Residential (RA2) District in order to accommodate subdivision to a 1 acre minimum lot size.

Comments: The rezoning application is required to facilitate the applicant's proposal to subdivide the property into two lots. If the rezoning application proceeds, the Beaver Creek Water System connection

RE21011

requirements will need to be addressed at the subdivision application stage. This includes a Development Cost Charge payment of \$5,023 for the new lot to satisfy the requirements of ACRD Bylaw F1133 and confirmation that the new lot can be serviced by the Water System.

Planning staff are supportive of proceeding with the public hearing process for the application as the zoning amendment complies with the policies and objectives of the Beaver Creek OCP and provides a good opportunity for in-fill development. The property is close to the municipal boundary with good access to services including an existing BC Transit bus stop located directly adjacent to the property on Chapman. Planning staff recommend that confirmation of on-site sewage disposal capability to a 1 acre minimum density be required as a condition of rezoning approval.

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

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

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

RE21011



Looking up driveway to single family dwelling, from Chapman Road.

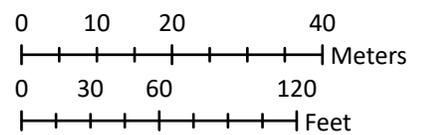


Looking at area to be subdivided, from Chapman Road.



RE21011 – 5657 Chapman Road

Scale: 1:1,000



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1438

OFFICIAL ZONING ATLAS AMENDMENT NO. 746

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1438.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 30, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN 927 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of , 2021
Public Hearing held this day of , 2021
Read a second time this day of , 2021
Read a third time this day of , 2021

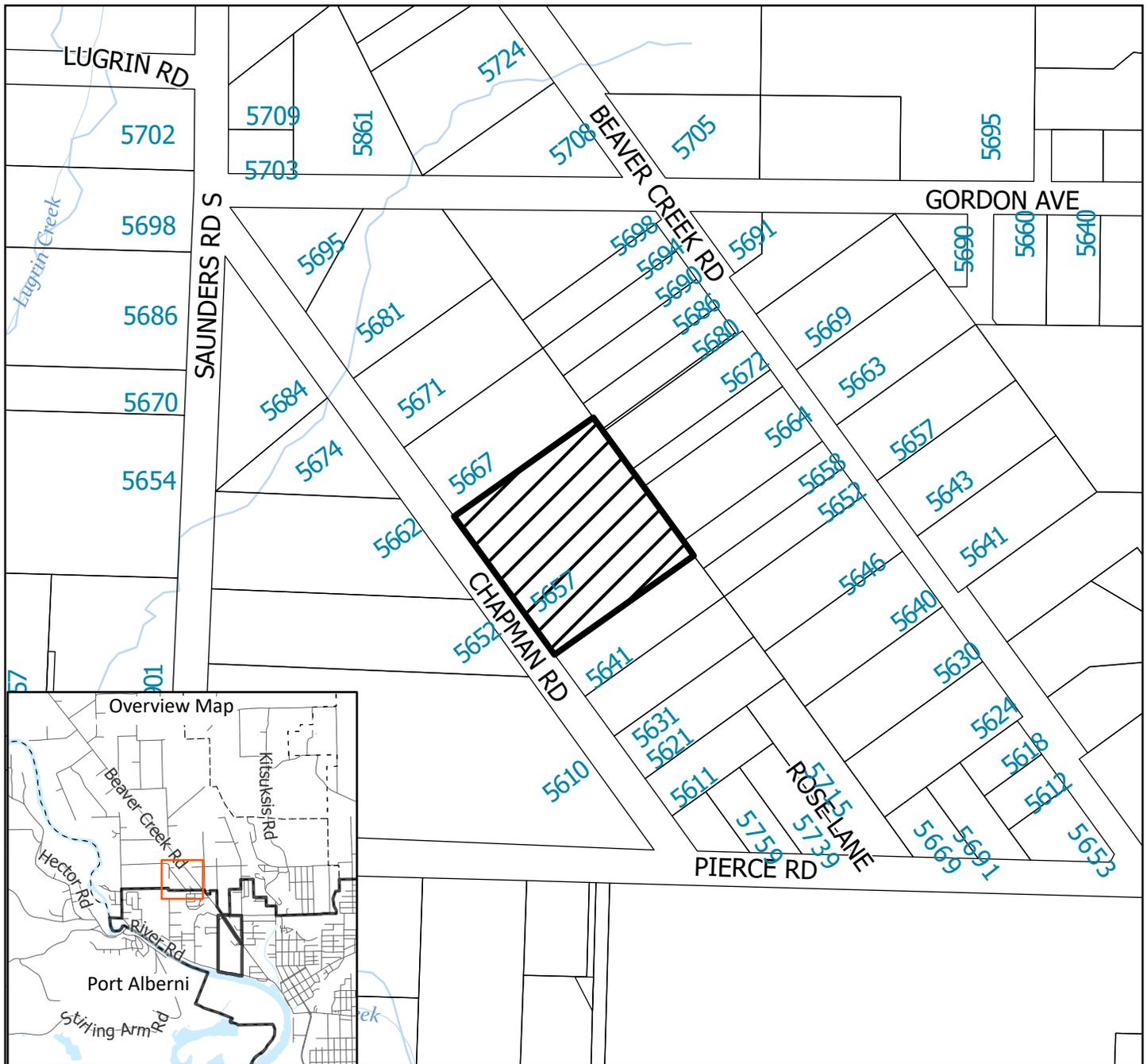
Adopted this day of , 2021

Teri Fong, CPA, CGA
Acting Chief Administrative Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of
Bylaw P1438



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



0 25 50 100 Meters



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



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
NOVEMBER 2021**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Monday, Nov. 1, 2021	Cherry Creek Public Hearing	7:00 pm - Zoom	Cherry Creek Director, Staff
Tuesday, Nov. 2, 2021	Cherry Creek Public Hearing	7:00 pm – Zoom	Cherry Creek Director, Staff
Wednesday, Nov. 3, 2021	Electoral Area Directors Meeting	1:30 pm – Zoom/ Board Room (Hybrid)	Committee, Staff
Wednesday, Nov. 10, 2021	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Directors, Staff
Wednesday, Nov. 17, 2021	West Coast Committee Meeting	1:30 pm - Zoom/Board Room (Hybrid)	Committee, Staff
Wednesday, Nov. 24, 2021	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff

October19, 2021

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	1	128,445	10	3,331,328	9	1,108,886	2	1,089,126	22	5,657,785
Mobile Homes	0	0	0	0	0	0	3	275,136	2	88,443	1	83,558	6	447,136
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	4	143,139	3	64,644	0	0	7	207,783
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	3	1,275,858	2	860,669	0	0	5	2,136,527
Miscellenaous	0	0	1	568,111	5	968,203	21	678,917	9	715,575	13	452,133	49	3,382,940
Totals	0	0	1	568,111	6	1,096,649	41	5,704,378	25	2,838,218	16	1,624,816	89	11,832,172

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS				1		1	4

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2020	83	9,901,301	121	16,119,274					
2019	81	10,418,072	109	14,925,682					
2018	85	9,846,542	104	12,305,797					
2017	85	11,256,989	103	12,826,449					
2016	62	9,017,232	82	10,545,063					
2015	69	5,637,817	89	8,577,170					
2014	63	5,868,428	73	7,121,200					
2013	64	6,566,579	81	8,208,948					
2012	73	6,839,690	92	9,011,700					
2011	102	8,156,498	120	9,221,498					
2010	134	20,139,833	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



Monthly Agreement & Grant Delegation Report

For the month ending October 21, 2021

The following agreements have been executed by the Acting CAO for the period of September 17, 2021 to October 21, 2021:

Parties	Agreement	Purpose	Term/Status	Fees
ACRD/INEO	Cart Roll out Agreement	Labour Agreement to complete rollout of 3 stream cart system and conduct visual audits	August 16 to October 4, 2021	Hourly fees as applicable \$15.20/hr.
ACRD/Keefer Ecological Services Ltd.	Brining Indigenous Perspectives to Regional Food and Agricultural Planning Processes Project	Contractor agreement to coordinate the project.	October 14 to Feb. 28, 2022	\$23,200 plus GST
ACRD/KPMG	Engagement Agreement	Provision of Professional Advice/ Implementation of PS3280, Asset Retirement Obligations	Ending Dec. 31, 2023	Hourly fees as applicable \$200 - \$390/hour

Grantor	Project	Purpose	Funding Term	Grant Amount
Ministry of Transportation & Infrastructure	Active Transportation Network Plan for Bamfield	To develop an Active Transportation Network Plan	April 1, 20221 to March 31, 2023	\$13,100 Max or 50% of actual costs