



# Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING  
WEDNESDAY, SEPTEMBER 8, 2021, 1:30 pm

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at <https://www.acrd.bc.ca/events/8-9-2021/>

**Public Attendance:** the public are welcome to attend the meeting via Zoom Webinar by registering at: [https://portalberni.zoom.us/webinar/register/WN\\_vXJg8XtbS3mOUhAj8SZBag](https://portalberni.zoom.us/webinar/register/WN_vXJg8XtbS3mOUhAj8SZBag)

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

## AGENDA

	PAGE #
1. <b><u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <b><u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3. <b><u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
4. <b><u>ADOPTION OF MINUTES</u></b>	
(ALL/UNWEIGHTED)	
a. <b>West Coast Committee Meeting – August 24, 2021</b>	<b>7-10</b>
<i>THAT the minutes of the West Coast Committee meeting held on August 24, 2021 be adopted.</i>	
b. <b>Committee of the Whole Meeting – August 25, 2021</b>	<b>11-13</b>
<i>THAT the minutes of the Committee of the Whole meeting held on August 25, 2021 be adopted.</i>	

- c. **Board of Directors Meeting – August 25, 2021** **14-25**

*THAT the minutes of the Board of Directors meeting held on August 25, 2021 be adopted.*

- d. **Alberni Valley & Bamfield Services Committee Meeting – September 1, 2021** **26-28**

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on September 1, 2021 be adopted.*

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

- a. **Cory Brent, General Manager, Long Beach Golf Course regarding 2022 Tax Exemption Proposal.** **29-31**
- b. **Shannon Charlesworth regarding Subdivision Application SE20011 Park Land Dedication (8088 Cameron Road)**
- c. **Ellen Peet (Chair), Terry Graff, Ken Lunde and Jill Maibach, Salmon Beach Committee members regarding the West Coast Transit Tax** **32-36**

**6. CORRESPONDENCE FOR ACTION**

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

- a. **MINISTRY OF MUNICIPAL AFFAIRS** **37**  
Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program (RNC)

*THAT the Board of Directors receive this item for information.*

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **38-88**  
Parks Asset Management Plan Version 1  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Parks Asset Management Plan Version 1.*

- b. **REQUEST FOR DECISION** **89-93**  
Parks Improvement Plan  
(ALL/UNWEIGHTED)



- g. **REQUEST FOR DECISION**  
Tender Award Fire Flow Upgrade Tofino/ Long Beach Airport **112-113**  
(ALL/WEIGHTED)

*THAT the ACRD Board of Directors award the Watermain Upgrade for Fire Protection, at the Long Beach Airport, to Bowerman Excavating Ltd. for the tendered price of \$586,563.60.*

- h. **REQUEST FOR DECISION**  
Potential Use of Long Beach Airport for Campground for West Coast **114-116**  
Workers  
(PARTICIPANTS/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the development of a campground at the Long Beach Airport for West Coast workers.*

9. **PLANNING MATTERS**

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

- a. **SE20011, SHANNON & TERRANCE CHARLESWORTH, 8088 CAMERON ROAD (BEAVER CREEK)** **117-124**  
Parkland Dedication – Memorandum

*THAT the Board of Directors resolve that five percent cash in lieu of park land be provided by the owner of LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN EPP102516 to meet the requirements of Section 510 of the Local Government Act.*

- b. **RE21004, HAWKINS/JURKIC, 6411 BEAVER CREEK ROAD (BEAVER CREEK)** **125-134**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1432

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

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

*THAT Bylaw P1432, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

*THAT Bylaw P1432, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**10. REPORTS**

**10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. West Coast Transit Service – Removal of Salmon Beach Impacts

**135-173**

*THAT the ACRD Board of Directors receives this report for information.*

**10.2 COMMITTEE REPORTS**

**10.3 OTHER REPORTS**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

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

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

**14. RECESS**

(ALL/UNWEIGHTED)

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

**15. RECONVENE**

**16. IN CAMERA**

(ALL/UNWEIGHTED)

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

- i. 90 (1) (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;*
- ii. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- iii. 21 (1) (a) (ii) of FOIPPA: that would reveal commercial, financial, labour relations, scientific or technical information of or about a third party.*

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

18. **ADJOURN**  
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, September 22, 2021**

**Return to In-Person/Hybrid Meetings**

The Regional District will return to in-person/hybrid meetings in the ACRD Boardroom starting with the Regular Board of Directors meeting on September 22<sup>nd</sup> at 1:30 pm.

In-person/hybrid means Directors, staff and the public have the option to attend in-person in the ACRD Boardroom or continue attending via Zoom Webinar.

Visit the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) for further information.

Note: Masks are mandatory for those attending Regional District meetings in person.



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON TUESDAY, AUGUST 24, 2021, 1:30 PM

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

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- MEMBERS PRESENT:** Kel Roberts, Director, Electoral Area “C” (Long Beach), Chair  
Tom Stere, Councillor, District of Tofino  
Rachelle Cole, Councillor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it̓ath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Karen Haugen, Pacific Rim National Park
- STAFF PRESENT:** Teri Fong, Acting Chief Administrative Officer  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Mark Fortune, Airport Manager  
Paulo Eichelberger, Solid Waste Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/24-8-2021/>

### 1. **CALL TO ORDER**

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

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

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

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Johnsen*

*SECONDED: Director Cole*

*THAT the agenda be approved as circulated with the addition of the following late item under 6 (a) Online Petition received from property owners within the Salmon Beach area opposed to the West Coast Transit tax.*

**CARRIED**

### 3. **MINUTES**

a. **West Coast Committee Meeting Minutes – June 2, 2021**

*MOVED: Director Cole*  
*SECONDED: Director Johnsen*

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

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

a. **Tawney Lem, Executive Director, West Coast Aquatic regarding an overview of the Coastal Strategy update and local government’s role in the Blue Economy Strategy.**

The delegation provided an overview of the Coastal Strategy and Blue Economy Strategy. Both strategies are in the early stages, still requiring community engagement opportunities. The goal is to ensure west coast communities have a strong voice into these strategies.

Director Cole left the meeting at 1:50 pm.

b. **Tim Weaver, Founder, Weaver Technical and Tony Sperling, President, Sperling Hansen Associated Inc. regarding the planned upgrades to the West Coast Landfill Leachate System.**

The delegation presented planned upgrades to the West Coast Landfill leachate system, biological treatment.

**5. CORRESPONDENCE FOR INFORMATION**

- a. **Tofino Ratepayers Association Newsletter – August 4, 2021**
- b. **Use of Airport lands for the purpose of growing Christmas Trees**

*MOVED: Director Johnsen*  
*SECONDED: Director Stere*

*THAT the West Coast Committee receive items a-b for information.*

**CARRIED**

**6. REQUESTS FOR DECISIONS**

a. **West Coast Transit Service – Removal of Salmon Beach Impacts**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the West Coast Committee receive the report and resolve that no amendments be considered to Bylaw E1062, West Coast Transit Service Area Establishment, 2019 to change the service area boundaries.*

**CARRIED**

Directors Stere, Johnson and McCarthy voted in favour of the motion.  
Chairperson Roberts voted against the motion.

**b. Potential Use of Long Beach Airport for Campground for West Coast Workers**

*MOVED: Director Stere*

*SECONDED: Director McCarthy*

*THAT the West Coast Committee recommend that the ACRD Board of Directors direct staff to investigate the development of a campground at the Long Beach Airport for West Coast workers.*

**CARRIED**

**7. REPORTS**

**a. Discovery of Asbestos on Airport Lands – verbal report, Airport Manager M. Fortune**

**b. West Coast Landfill Leachate Preliminary Design Report**

*MOVED: Director Johnsen*

*SECONDED: Director Stere*

*THAT the West Coast Committee receive reports a-b for information.*

**CARRIED**

**8. LATE BUSINESS**

**9. QUESTION PERIOD**

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

**10. ADJOURN**

*MOVED: Director McCarthy*

*SECONDED: Director Stere*

*THAT this meeting be adjourned 2:50 pm.*

**CARRIED**

Certified Correct:

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Kel Roberts,  
Chairperson

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Wendy Thomson,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, AUGUST 25, 2021, 10:00 AM

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

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### 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

Sharie Minions, Mayor, City of Port Alberni

Rachelle Cole, Councillor, District of Ucluelet

Kirsten Johnsen, Member of Council, Toquaht Nation

### REGRETS:

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

Tom Stere, Councillor, District of Tofino

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

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

### STAFF PRESENT:

Teri Fong, Acting Chief Administrative Officer

Tricia Bryant, Acting Chief Financial Officer

Jenny Brunn, General Manager of Community Services

Michael McGregor, Lands and Resources Coordinator

Alex Dyer, Planner

Paulo Eichelberger, Solid Waste Manager

Wendy Thomson, General Manager of Administrative Services

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/25-8-2021/>

### 1. CALL TO ORDER

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

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

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

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*  
*SECONDED: Director Cole*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. Committee-of-the-Whole Meeting – May 26, 2021**

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

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

**CARRIED**

**4. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Parks Asset Management Plan Version 1**

*MOVED: Director Roberts*  
*SECONDED: Director Cote*

*THAT the Committee of the Whole recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Parks Asset Management Plan Version 1 as amended.*

**CARRIED**

**b. Request for Decision regarding Park and Playground Inspection and Maintenance**

*MOVED: Director Shannon*  
*SECONDED: Director Cote*

*THAT the Committee of the Whole recommend that the ACRD Board of Directors adopt the 'Park and Playground Inspection and Maintenance Policy' dated August 25, 2021 as amended.*

**CARRIED**

Director Paulson entered the meeting at 10:52 am.

**c. Request for Decision regarding Parks Improvement Plan**

*MOVED: Director Cote*  
*SECONDED: Director Roberts*

*THAT the Committee of the Whole recommend that the ACRD Board of Directors support in principle the development of the following documents and direct staff to include the projects in the 2022-2026 Draft Financial Plan for discussion:*

- 1. ACRD Parks and Trails Design and Construction Guidelines*
- 2. ACRD Parks and Trails Signage Strategy*
- 3. Individual Management plans for ACRD Parks and Trails*

**CARRIED**

**5. LATE BUSINESS**

**6. QUESTION PERIOD**

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

**7. ADJOURN**

*MOVED: Director Roberts*  
*SECONDED: Director Cote*

*THAT this meeting be adjourned at 11:05 am.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Wendy Thomson,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 25, 2021, 1:30 pm

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

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- DIRECTORS PRESENT:**
- John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
  - John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)
  - Bob Beckett, Director, Electoral Area "A" (Bamfield)
  - Tanya Shannon, Director, Electoral Area "B" (Beaufort)
  - Kel Roberts, Director, Electoral Area "C" (Long Beach)
  - Penny Cote, Director, Electoral Area "D" (Sproat Lake)
  - Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)
  - Sharie Minions, Mayor, City of Port Alberni
  - Ron Paulson, Councillor, City of Port Alberni
  - Rachelle Cole, Councillor, District of Ucluelet
  - Tom Stere, Councillor, District of Tofino
  - Kirsten Johnsen, Member of Council, Toquaht Nation
  - Alan McCarthy, Member of Legislature, Yuułu?if?ath Government
- REGRETS:**
- Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
- STAFF PRESENT:**
- Teri Fong, Acting Chief Administrative Officer
  - Tricia Bryant, Acting Chief Financial Officer
  - Alex Dyer, Planning Manager
  - Jenny Brunn, General Manager of Community Services
  - Wendy Thomson, General Manager of Administrative Services
  - Janice Hill, Executive Assistant
  - Brenda Sauve, Environmental Services Coordinator
  - Charlie Starratt, Regional Fire Services Manager
  - Paulo Eichelberger, Solid Waste Manager
  - Hannah Ramsay, Lead Hand, Sproat Lake Marine Patrol
  - Marlena Locke, Sproat Lake Marine Patrol

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/25-8-2021/>

### 1. **CALL TO ORDER**

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

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

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

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – July 28, 2021**

*MOVED: Director Roberts*

*SECONDED: Director Beckett*

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

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Presentation:**

- **Brenda Sauve, ACRD Environmental Services Coordinator,  
- 10 Year Anniversary**

The Board of Directors recognized Brenda Sauve, Environmental Services Coordinator for 10 years of service with the Alberni-Clayoquot Regional District.

**b. Mr. Ken Sanders, President, Alberni Golf Club, regarding 2022 Property Tax Exemption Request**

Mr. Sanders provided an update on activities of the Club over the past year and requested the Board to consider a property tax exemption for 2022.

**c. Hannah Ramsey, Marlena Locke, Sproat Lake Marine Patrol regarding the 2021 Sproat Lake Marine Patrol Program**

The delegation presented the 2021 Sproat Lake Marine Patrol Program. The primary role is educating the public on boating safety and assisting the public at the boat launch. This year they implemented a social media program and gained over 435 followers. In

June they conducted a School Outreach Program visiting various elementary schools educating students on boating and marine safety.

## 6. **CORRESPONDENCE FOR ACTION**

### a. **PETITION**

Request to Halt All On-Going Rezoning for Development in The Community  
Know As "Little Germany" On Central Lake Road

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors refer this petition to planning staff to prepare a report with recommendations for consideration by the Board of Directors.*

**CARRIED**

## 7. **CORRESPONDENCE FOR INFORMATION**

### a. **CANADA COMMUNITY-BUILDING FUND OF BC/UNION OF BRITISH COLUMBIA MUNICIPALITIES**

Canada Community-Building Fund/Gas Tax Fund: Community Works Fund  
Top-up Payment and updated Eligibility Guidelines

### b. **FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA**

Forest Enhancement Society of BC Accomplishments Update Summer  
2021

### c. **MINISTRY OF MUNICIPAL AFFAIRS**

Investing in Canada Infrastructure Program (ICIP) – Environmental Quality  
(EQ) Program – Project # IG0220- Georgia Falls Watermain Project –  
Beaver Creek Water System Not Selected for Funding

### d. **OFFICE OF THE PRIME MINISTER**

Acknowledgement of Receipt of Correspondence Regarding the Recent  
Discovery of Unmarked Graves Found Near Former Residential Schools  
Grounds

### e. **ISLAND COASTAL ECONOMIC TRUST**

Sheringham Point Lighthouse Upgrades to Help Expand Visitor Attraction  
Potential

### f. **PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING**

Thank you for Pathways Clubhouse Grant-in-aid

### g. **HABITAT CONSERVATION TRUST FOUNDATION/FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA**

Roosevelt Elk Habitat Project on Vancouver Island Receives Part of \$9.3 Million  
in Funding

### h. **THE COUNCIL OF CANADIANS 'FISH FARMS OUT OF COASTAL WATERS'**

Council of Canadians Supports Getting Fish Farms Out of Coastal Waters Onto Land

- i. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
2021 Local Government Development Approvals Program – Review of Application
- j. **WOOD WORKS! A CANADIAN WOOD COUNCIL PROGRAM**  
North American Wood Design Awards Book (book held in office)
- k. **CLAYOQUOT BIOSPHERE TRUST**  
Annual Report

*MOVED: Director Cote*

*SECONDED: Director Beckett*

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

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Resolution – Signing Authority for Banking Purposes.**

*MOVED: Director Roberts*

*SECONDED: Director Shannon*

*THAT the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:*

- 1. *The following Directors have signing authority:*
  - i. *John Jack, Chairperson*
  - ii. *John McNabb, Vice-Chairperson*
  - iii. *Penny Cote, Director*
- 2. *The following Staff members have signing authority:*
  - i. *Teri Fong, CPA, CGA, Acting Chief Administrative Officer*
  - ii. *Tricia Bryant, CPA, CGA, Acting Chief Financial Officer*
  - iii. *Wendy Thomson, General Manager of Administrative Services*
- 3. *One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.*

**CARRIED**

- b. **Request for Decision regarding Lady Rose Marine Services**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of appreciation to the current owner of Lady Rose Marine Services for providing essential services to the Alberni Inlet and Barkley Sound region for the past several years.*

**CARRIED**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of support and appreciation to Devon Transportation, the intended new owner of the service, for the continuation of this essential service to the Alberni Inlet and Barkley Sound.*

**CARRIED**

**c. Request for Decision regarding Dispersed Camping Task Force – Next Steps.**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors support in principle engaging with the Whistler Center for Sustainability to develop a more robust and longer-term strategy for the dispersed camping issues in the Regional District to a maximum cost of \$25,000 and direct staff to reach out to the other regional stakeholders for financial contributions to the project and report back to the Board of Directors at the September 22, 2021 meeting.*

**CARRIED**

Director Minions entered the meeting at 2:22 pm.

**d. Request for Decision regarding Federal New Statutory Holiday: National Day of Truth & Reconciliation – September 30<sup>th</sup>.**

*MOVED: Director McCarthy*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors (ACRD) issue a press release recognizing September 30<sup>th</sup> as an annual holiday to commemorate the history and legacy of residential schools and honour the survivors, their families and communities AND FURTHER the ACRD collaborate with local First Nations and community leaders to explore ways to respectfully mark Truth and Reconciliation Day in the region annually.*

**CARRIED**

**e. Request for Decision regarding Adoption – Bylaw E1052-5, Beaver Creek Fire Protection Service Area Amendment, 2021.**

MOVED: Director McNabb

SECONDED: Director Shannon

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1052-5, cited as Beaver Creek Fire Protection Service Area Amendment 2021.*

**CARRIED**

**f. Request for Decision regarding Bylaw F1148-2 Amendment of Beaver Creek Water System Rates and Regulation Bylaw.**

MOVED: Director McNabb

SECONDED: Director Roberts

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-2, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-2, 2021.*

**CARRIED**

MOVED: Director McNabb

SECONDED: Director Beckett

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-2, Beaver Creek Water Local Service Area Rates and Regulations Amendment Bylaw No. F1148-2, 2021.*

**CARRIED**

MOVED: Director McNabb

SECONDED: Director Beckett

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-2, Beaver Creek Water Local Service Area Rates and Regulations Amendment 2021.*

**CARRIED**

MOVED: Director McNabb

SECONDED: Director McCarthy

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-2, Beaver Creek Water Local Service Area Rates and Regulations Amendment 2021.*

**CARRIED**

**g. Request for Decision regarding Regional District Fire Departments Review.**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District Board of Directors commission consultant Dave Mitchell & Associates to conduct a review of the three ACRD volunteer fire departments: Bamfield, Beaver Creek and Sproat Lake for \$31,000 plus tax.*

**CARRIED**

**h. Request for Decision regarding Letter of Support for INEO Employment Counselling Inc. (INEO) for RV Recycling Pilot.**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT the ACRD Board of Directors provide a letter of support for INEO Employment Services' (INEO) grant application to fund a pilot program to recycle recreational vehicles (RV's) within the Alberni Valley.*

**CARRIED**

**i. Request for Decision regarding Report on Alberni Valley Waste Management Centre Upgrades and Renaming.**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

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

**CARRIED**

The meeting recessed at 2:51 pm  
The meeting reconvened at 3:00 pm

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. DVD20012, 1077514 BC LTD - SPROAT HIGHLAND ESTATES, PARCEL A LOT 197, KATHERINE DRIVE (SPROAT LAKE)**  
Development Variance Permit Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVD20012.*

**CARRIED**

- b. SE18007, MCNAMARA & 0960271 BC LTD, 6765/6755 BEAVER CREEK ROAD (BEAVER CREEK)**  
Subdivision Application/ Parcel Frontage Waiver Request – Memorandum

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

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 1 as per subdivision plan of 6765/6755 Beaver Creek Road.*

**CARRIED**

- c. SE20011, SHANNON & TERRANCE CHARLESWORTH, 8088 CAMERON ROAD (BEAVER CREEK)**  
Parkland Dedication – Request for Decision

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

*THAT the Board of Directors resolve that 2 ½ percent cash in lieu of park land be provided by the owner of LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN EPP102516 to meet the requirements of Section 510 of the Local Government Act.*

**DEFEATED**

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

*THAT application SE20011 be deferred until the next Board of Directors meeting and staff be directed to contact the Ministry of Transportation and Infrastructure to provide details on the road construction requirements for the two lot subdivision.*

**CARRIED**

- d. RE21002, ELTON MUMA, 6640 BEAVER CREEK ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1425

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

*THAT Bylaw P1425, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

- e. RE21003, RAJBAHADUR SINGH BRAR & GURDEV SINGH BRAR, 6210 DRINKWATER ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaws P1426 & P1427

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT Bylaw P1426, Beaver Creek Official Community Plan Amendment Bylaw, be adopted.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT Bylaw P1427, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

- f. RE21007, BRENT & JUDY HAMELIN, 6420 LAMARQUE ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1428

*MOVED: Director McNabb*

*SECONDED: Director Bodnar*

*THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the public hearing for Bylaw P1428 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Board of Directors confirm that adoption of Bylaw P1428 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.6 acre lot size and Meeting technical referral agency requirements.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – September 2021**
- b. Building Report- July 2021**
- c. Monthly Agreement & Grant Delegation Report – August 19, 2021  
T. Fong, Acting CAO**
- d. Investing in Canadian Infrastructure Program (ICIP) Grant Announcements (J. Brunn, General Manager Community Services**

*MOVED: Director Beckett*

*SECONDED: Director McNabb*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

- a. West Coast Committee Meeting, August 24, 2021 – K. Roberts (verbal)**

Director Roberts provided an update on the Committee meeting held Tuesday afternoon.

*MOVED: Director McNabb*

*SECONDED: Director McCarthy*

*THAT this verbal report be received.*

**CARRIED**

### **10.3 MEMBER REPORTS**

- a. 9-1-1 Corporation – J. McNabb – No Report**
- b. Vancouver Island Regional Library – P. Cote – No Report**
- c. Alberni Valley Chamber of Commerce – S. Minions – No Report**
- d. Air Quality Council, Port Alberni – D. Bodnar – No Report**
- e. West Coast Aquatic Board – T. Stere – No Report**
- f. Association of Vancouver Island & Coastal Communities – P. Cote – No Report**

- g. Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- h. West Island Woodlands Advisory Group – J. Jack – No Report**
- i. Agricultural Development Committee – T. Shannon**

Director Shannon reported on the August 17<sup>th</sup> Committee meeting. The main things coming out of meeting were continued issues with lack of processing facilities on the Island. Farm insurance issues were also discussed again.

**j. Other Reports**

Director Jack reported on a meeting held recently with Heather Shobe, ACRD Agricultural Worker and members of the Maa-nulth communities with regards to engagement between their Nations on agriculture development and food.

*MOVED: Director McNabb*

*SECONDED: Director Cote*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

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

**14. RECESS**

*MOVED: Director Roberts*

*SECONDED: Director Paulson*

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

**CARRIED**

The meeting was recessed at 3:41 pm.  
Director Johnsen left the meeting at 3:41 pm.

**15. RECONVENE**

The meeting was reconvened at 3:51 pm.

**16. IN-CAMERA**

*MOVED: Director Shannon*  
*SECONDED: Director Beckett*

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

- i. 90 (1) (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;*
- ii. 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
  - iii. 21 (1) (a) (ii) of FOIPPA: that would reveal commercial, financial, labour relations, scientific or technical information of or about a third party*
- iv. 90 (1) (c) labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:53 pm.

The meeting was re-opened to the public at 4:11 pm.

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

**18. ADJOURN**

*MOVED: Director Roberts*  
*SECONDED: Director Shannon*

*THAT this meeting be adjourned at 4:11 pm.*

**CARRIED**

Certified Correct:

---

John Jack,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, SEPTEMBER 1, 2021, 10:00 AM

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

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**DIRECTORS PRESENT:** John McNabb, Chairperson, Director, Electoral Area “E” (Beaver Creek)  
Bob Beckett, Director, Electoral Area “A” (Bamfield)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Tanya Shannon, Director, Electoral Area “B” (Beaufort)  
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Ron Paulson, Councillor, City of Port Alberni  
John Jack, Councillor, Huu-ay-aht First Nation

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**STAFF PRESENT:** Teri Fong, Acting Chief Administrative Officer  
Tricia Bryant, Acting Chief Financial Officer  
Wendy Thomson, General Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Jodie Frank, Organics Diversion Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at <https://www.acrd.bc.ca/events/1-9-2021/>

### 1. **CALL TO ORDER**

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

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

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

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Beckett*

*SECONDED: Director Shannon*

*THAT the agenda be approved as circulated with the following amendment: replacement of agenda pages 7 & 8, Request for Decision – City Residential Solid Waste Collection Services Transition Agreement with a revised Request for Decision with updated financials.*

**CARRIED**

### 3. **MINUTES**

#### a. **Alberni Valley & Bamfield Services Committee Minutes – July 21, 2021**

*MOVED: Director Shannon*

*SECONDED: Director Bodnar*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 1, 2021 be received.*

**CARRIED**

### 4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

#### a. **Jodie Frank, ACRD Organics Coordinator regarding the City of Port Alberni Organics Program Roll-out**

Ms. Frank presented the Regional District's Organics Diversion Program and the City of Port Alberni Organics Program Roll-out.

### 5. **REQUEST FOR DECISIONS**

#### a. **Request for Decision regarding City Residential Solid Waste Collection Services Transition Agreement**

*MOVED: Director Paulson*

*SECONDED: Director Cote*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Waste Collection Service Transition Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing the 13th of September 2021 and ending on the 31st of December 2021.*

**CARRIED**

Director Jack left the meeting at 10:56 am.

Director Jack re-entered the meeting at 11:40 am.

#### b. **Request for Decision regarding Alberni Valley Aquatics Proposed Service – Apportionment & Governance**

*MOVED: Director Cote*

*SECONDED: Director Paulson*

*THAT this report be deferred until a feasibility consultant is retained by the Regional District.*

**CARRIED**

**6. REPORTS**

**a. Alberni Valley Custom Transit – Free Transit for Children 12 and Under**

*MOVED: Director Jack*  
*SECONDED: Director Shannon*

*THAT the Alberni Valley & Bamfield Services Committee receives this report.*

**7. LATE BUSINESS**

**8. QUESTION PERIOD**

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

**9. ADJOURN**

*MOVED: Director Bodnar*  
*SECONDED: Director Minions*

*THAT the meeting be adjourned at 11:56 am.*

**CARRIED**

Certified Correct:

---

John McNabb,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services

**August 20th, 2021**

**Alberni-Clayoquot Regional District**

**3008 Fifth Avenue**

**Port Alberni B.C.**

**V9Y 2E3**

**Dear Board of Directors of the West Coast Committee:**

**Re: Tax Exemption for Long Beach Recreation Co-op**

The Long Beach Recreation Co-op (Long Beach Golf Course) is requesting that the Board of the Alberni-Clayoquot Regional District grant Long Beach Golf Course a property tax exemption under the provisions of the Local Government Act for the 2022 year.

The Long Beach Golf Course continues to operate the golf course and campground as a non-profit organization. Our focus is to unite the towns of Tofino and Ucluelet, Vancouver Island, and tourists from all over the world through recreation.

During the last five years our newly appointed board of directors have worked closely with general manager Cory Brent and his staff to ensure that the infrastructure of the golf course, campground, and all corners of the property is well maintained, clean, and in many instances restored. Our challenging golf course is revered among the golf community. This can be credited to the energy, motivation, and care that is continually put forth by the staff and board of directors of Long Beach Recreation. We will continue to put forth this quality work in order to provide a fun, safe, and beautiful recreation property. In addition to the golf course, driving range, and mini putt, we recently built a new practice area and putting green that has allowed new golfers and veterans to the sport an area to hone their skills.

These activities on our property have allowed us to provide jobs for adults and youth while generating cash flow in and around the community. Not only does our property provide recreational activities, we also continue to hold events and fundraisers to support other local business's and non-profit organisations.

This fall we will again be donating the entire property to use for the annual Multiplex fundraising golf tournament. This tournament has raised over \$120,000 over the last five years and our donation of the

golf course and our staff has been vital in the fundraising process. We will continue to support the West Coast Multiplex's dream of adding another exciting section of recreation in the area.

Another dream that we are supporting once again this year is Tyler Turner's. Tyler was in a terrible skydiving accident a few years ago and we have been supporting him throughout his journey of getting back to some type of normalcy. With our donations from previous years he was able to compete in his first World Cup event in Italy and ended up with the Gold Medal for Canada! This year we have donated another \$5000 to ensure that he is able to compete in the Winter Paralympics in Beijing in Snowboard Cross.

With Covid restrictions in British Columbia relaxing this summer, we were able to run our most popular event, the Pacific Sands Scramble. This year we used the tournament to fundraise for the Tofino General Hospital. We raised over \$5000 with tournament entry fees and silent auction, and donated another \$1000 of Long Beach Recreation Co-Operatives funds to this great cause.

Also, this spring we brought back our youth lessons. We felt it was important to donate our time to promote recreation through golf in a safe environment for youth from Tofino. The Covid-19 pandemic took away a lot of recreation and sports from kids and we were happy to offer them place to learn the game of golf. A group of ten children from Tofino attended weekly lessons with Cory every Tuesday for the month of May. These youth were taught proper etiquette, swing, putting, and general golf rules.

Not only did we donate the golf course for those fundraising tournaments and lessons, we were also very involved in donating to organizations that support sports, children, families, and disadvantaged groups. Our commitment to these organizations is, and will continue to be, just as important to us as being an every day recreational venue for the West Coast.

Some of the organizations that we have supported or plan to support this year by donation are:

Canadian Cancer Society/Kick Cancers Ass

Tofino General Hospital Foundation

Nanaimo General Hospital

Tofino and Ucluelet Fishing Derby

Hospital Activity Book for Children (Make-a-Wish Foundation Canada)

Diabetes Canada

Campbell River Hospital Foundation

Ucluelet Secondary Arts and Athletics

2020 BC & Yukon Virtual Gala for Type 1 Diabetes

Clayoquot Biosphere Trust

In addition to these organizations, every golf course on Vancouver Island receives 10 golf passes to Long Beach to hand out at their discretion to their members, guests, and friends. This not only gives our golf course publicity, it also gives many people another reason to visit or vacation the area. A large part of what allows us to continue to upgrade the property, donate, fundraise, and operate in the fashion that locals and tourists have become accustomed to, is our property tax exemption. The tax exemption is a tremendous help as we work to improve and add services to make the west coast experience more enjoyable for locals and visitors alike.

The tax exemption in 2021 allowed us to complete the following projects on the property:

- Upgrade to septic system. (\$95,000)
- New flush toilets in campground. (\$50,000)
- Removal of fallen trees and brush from airport topping. (\$10,000)

Thank you in advance for your consideration and support of Long Beach Recreation Co-op. We hope to continue to work closely with you.

Sincerely,

Long Beach Recreation Co-op

# STOP THE SALMON BEACH TRANSIT TAX



 [Salmon Beach](#) started this petition to [Alberni-Clayoquot Regional District](#)

In December 2019, the ACRD passed a Bylaw E1062 - The West Coast Transit Service Area Establishment 2019 by the "Alternative Approval Process" without the owners at Salmon Beach having had an opportunity to vote in opposition of this transit bylaw and associated taxation for a service that no one at Salmon Beach will ever be able to use due to our remote location.

If you feel that Salmon Beach tax payers should be exempt from this bylaw and transit tax, please sign this petition!

172 have signed. Let's get to 200!



 At 200 signatures, this petition is more likely to be featured in recommendations!



 [Share on Facebook](#)

 Send a Facebook message

 Send an email to friends

 Tweet to your followers

 Copy link

Show this petition to more potential supporters

Name	City	Province	Postal Code	Country	Signed On
Terry Graff				Canada	2021-07-07
Josephina Lommen		British Columbia		Canada	2021-07-07
CHRISTINE MCNEIL		British Columbia		Canada	2021-07-07
Amanda Wall				Canada	2021-07-07
Shannon Floucault				Canada	2021-07-07
Kari McCandless		British Columbia		Canada	2021-07-07
Sherry Commentucci				Canada	2021-07-07
Oldrich Zitek				Canada	2021-07-07
Jayda Nisbet				Canada	2021-07-07
Alicia Hill				Canada	2021-07-07
Jill Maibach		British Columbia		Canada	2021-07-07
Andrew Nisbet		British Columbia		Canada	2021-07-07
Leslie Triplett		British Columbia		Canada	2021-07-07

Gisele Smood	British Columbia	Canada	2021-07-07
Ouranea Giakoumakis		Canada	2021-07-07
Debbie Smith		Canada	2021-07-07
Don Pardiac	British Columbia	Canada	2021-07-07
Tracy Cheveldave		Canada	2021-07-07
Francois de Jong	British Columbia	Canada	2021-07-07
Greg & Jennifer Kightley		Canada	2021-07-08
Christine Pirie		Canada	2021-07-08
Erica Ball		Canada	2021-07-08
Neil Gibbs		Canada	2021-07-08
Jo-Ann Madsen	British Columbia	Canada	2021-07-08
Leanne Woods		Canada	2021-07-08
Jean Shorthouse	British Columbia	Canada	2021-07-08
Jens Madsen	British Columbia	Canada	2021-07-08
Gavin Geysler	British Columbia	Canada	2021-07-08
Linda Kendrick		Canada	2021-07-08
Dawn Sanders	British Columbia	Canada	2021-07-08
Dean Sanders	British Columbia	Canada	2021-07-08
Jody and Don Pardiac		Canada	2021-07-08
Leah Knutson	British Columbia	Canada	2021-07-08
Ian McCandless	British Columbia	Canada	2021-07-08
Heather South-Smith	British Columbia	Canada	2021-07-08
Ron York		Canada	2021-07-08
Alex Twynstra	British Columbia	Canada	2021-07-08
DYAN LOVER		Canada	2021-07-08
Kris Smood		Canada	2021-07-08
Russell Cole		Canada	2021-07-08
Chantelle Nicholls		Canada	2021-07-08
Susan Leduc		Canada	2021-07-08
Shary Stevens		Canada	2021-07-08
Linda Morgan		Canada	2021-07-08
Joan Phillips	British Columbia	Canada	2021-07-08
Jamie Stevens	British Columbia	Canada	2021-07-08
Beatrice Jacobs	Oregon	US	2021-07-08
Maria Perri		Canada	2021-07-08
Nicole Thompson	British Columbia	Canada	2021-07-08
patience conley		Canada	2021-07-08
Laurence Conley	British Columbia	Canada	2021-07-08
Debbie Saunders		Canada	2021-07-08
Mia Jerritt		Canada	2021-07-08
Ann Rukin	British Columbia	Canada	2021-07-08
Tim Shirley		Canada	2021-07-08

Alfredo Perri		Canada	2021-07-08
Sue Ward	British Columbia	Canada	2021-07-08
Merle Graff		Canada	2021-07-08
Marc Valk		Canada	2021-07-08
B Marsman		Canada	2021-07-08
Rich Huggins		Canada	2021-07-08
Breigh Huggins		Canada	2021-07-08
Chrissy Willmon		Canada	2021-07-08
Ron Schmidt		Canada	2021-07-08
Bob Enns	British Columbia	Canada	2021-07-08
Kaelan Bovey	Alberta	Canada	2021-07-08
Sonja Gerbrandt	British Columbia	Canada	2021-07-08
Al Schaffer		Canada	2021-07-08
George Janak		Canada	2021-07-08
Karen Dale		Canada	2021-07-08
Dale Conley		Canada	2021-07-08
scott husby		Canada	2021-07-08
Jennier Jackson		Canada	2021-07-08
Brent Wilson		Canada	2021-07-08
Mike Burger	British Columbia	Canada	2021-07-08
Jane Clancy		Canada	2021-07-08
Julie Leckman		Canada	2021-07-08
Kenneth Mutch		Canada	2021-07-08
Barbara Aitken		Canada	2021-07-08
Michele Bury		Canada	2021-07-08
F Kevin Middlemiss		Canada	2021-07-08
Sandra Pedersen	British Columbia	Canada	2021-07-08
robert shirley	Alberta	Canada	2021-07-08
John Beattie		Canada	2021-07-08
Dorothy mn Fu	British Columbia	Canada	2021-07-08
Rick Pedersen		Canada	2021-07-08
Greg Ryskie	British Columbia	Canada	2021-07-08
Kevin Pielak		Canada	2021-07-08
Timothy Pielak		Canada	2021-07-08
Lisa Limtong	British Columbia	Canada	2021-07-08
mike fadum	British Columbia	Canada	2021-07-08
Kari Cheveldave	British Columbia	Canada	2021-07-08
Mason Ford		Canada	2021-07-08
Lisa Fadum	British Columbia	Canada	2021-07-08
Lindsay Nicholson	British Columbia	Canada	2021-07-08
Mark Cutler	British Columbia	Canada	2021-07-08
Jae Peters		Canada	2021-07-08
Adam Binda		Canada	2021-07-08

Marjorie Olson		Canada	2021-07-08
Eugene J Mayes		Canada	2021-07-08
Paula ELLIS		Canada	2021-07-09
Andrew Morancy		Canada	2021-07-09
Kayla Peffers	British Columbia	Canada	2021-07-09
David Ingram		Canada	2021-07-09
Brian Crosby		Canada	2021-07-09
Ronald Bowick	British Columbia	Canada	2021-07-09
Patricia Loudon		Canada	2021-07-09
Carmen Zitek		Canada	2021-07-09
Mike Lofeudo		Canada	2021-07-09
Joanne Addison		Canada	2021-07-09
Emily Albright		Canada	2021-07-10
Brian Hurd		Canada	2021-07-10
Taunia Sutton		Canada	2021-07-10
Wendy Taylor	British Columbia	Canada	2021-07-10
Scott and Simone Kehl		Canada	2021-07-10
Mike Shorthouse		Canada	2021-07-10
Christo Brand		Canada	2021-07-10
Atanas Atanassov		Kuwait	2021-07-10
Faye Hollett	British Columbia	Canada	2021-07-10
angelina bell		Canada	2021-07-10
David Griffiths		Canada	2021-07-10
Angella Fahey		Canada	2021-07-10
Dragana Grsic		Canada	2021-07-10
Natash Tiwana		Canada	2021-07-10
Patricia Cuttriss		Canada	2021-07-11
Peter & Ann Forberg	British Columbia	Canada	2021-07-11
Les Brown	British Columbia	Canada	2021-07-13
Greg Palmer		Canada	2021-07-13
Ellen Peet		Canada	2021-07-15
Lynnette Hutchinson		Canada	2021-07-15
Charlene Morris	British Columbia	Canada	2021-07-16
Richard KORYZMA		Canada	2021-07-16
michelle beek		Canada	2021-07-16
Angela Hodgson		Canada	2021-07-19
Kelly Britton-Foster		Canada	2021-08-02
Charis Faught		Canada	2021-08-07
Kelly Allardyce		Canada	2021-08-13
Tracy Putz		Canada	2021-08-13
Don Putz		Canada	2021-08-13
Chantelle Nicholls		Canada	2021-08-13
Mark Allardyce		Canada	2021-08-13

Ron McKinlay		Canada	2021-08-13
Leana Viney		Canada	2021-08-13
Ashley Pacholuk		Canada	2021-08-13
Bob Enns		Canada	2021-08-13
Derek Bissell		Canada	2021-08-13
Karen Sherrerd	Idaho	US	2021-08-13
Nora Peffers		Canada	2021-08-13
Ruth Henderson		Canada	2021-08-13
Jon Hoyrup		Canada	2021-08-13
Dave Taylor		Canada	2021-08-13
Andy Daniel		Canada	2021-08-14
Cheryl Galloway		Canada	2021-08-14
Dan Davee		Canada	2021-08-15
Kelly Styles		Canada	2021-08-15
Kelsea Styles		Canada	2021-08-15
Dylan Wickham		Canada	2021-08-15
Karen Bennett		Canada	2021-08-16
Shawn Jaworski		Canada	2021-08-16
Anita Nichol		Canada	2021-08-16
Ralph Martin		Canada	2021-08-16
Grant Bingham		Canada	2021-08-16
Alana Symington		Canada	2021-08-16
James Irvine		Canada	2021-08-16
James Bingham		Canada	2021-08-16
Alex Sherratt		Canada	2021-08-16
Sarah Bingham		Canada	2021-08-16
Jace Anderson		Canada	2021-08-17
Lauren Elizabeth		Canada	2021-08-17
Shaun Hughes		Canada	2021-08-18
Joan King		Canada	2021-08-19
Kevin Carey		Canada	2021-08-21



Aug 25, 2021

Ref: 267838

Jenny Brunn  
Manager of Operations  
Regional District of Alberni-Clayoquot  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

Dear Jenny Brunn:

**Re: Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program (RNC)  
Project # IR0264 - West Bamfield Submarine Water Main Replacement**

Thank you for your application for funding under the ICIP – Rural and Northern Communities Program (RNC).

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP–RNC.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Justin Langton, ICIP-RNC Lead, by email at: [Justin.Langton@gov.bc.ca](mailto:Justin.Langton@gov.bc.ca).

Additional program information can be found at the Investing in Canada Infrastructure Program website: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program). Should future funding become available, staff are pleased to provide advice on preparing an application.

Thank you for your interest in the ICIP-RNC. We wish you every success with your community project.

Best regards,

Brian Bedford  
Executive Director, Local Government Infrastructure and Finance



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

**Meeting Date:** September 8, 2021

**Subject:** Parks Asset Management Plan Version 1

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**Recommendation:**

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

**Summary:**

The attached report and Parks Asset Management Plan (AMP) Version 1 was presented to the Committee of the Whole on August 25, 2021. The Committee agreed with the recommendation for the Board of Directors to adopt the AMP, provided there were some amendments. Those amendments have been completed and include:

- **Section 1.2** – added statement to clarify that only Parks under the jurisdiction of the ACRD, either by ownership or by license of occupation held by the ACRD are included in this AMP.
- **Section 2.4** – added Faber (Dickson) Park to the Levels of Service table. It was previously omitted in error; however, it was included in all financial projections.
- **Section 3.2** – added verbiage about the possibility of obtaining grant funds and how those funds can affect recommended requisition levels.
- **Table 3.2** – corrected Cherry Creek Community Park Recommended Requisition that was misstated. Recommended Residential Tax Rate and Increase are unchanged.
- **Section 4.2** – added that existing or new Parks may be added into the Regional Parks service by the Board of Directors passing a resolution to designate the desired asset part of the service. Adding assets to a Community Parks service does not require a formal resolution, however the financial plan must be adjusted to account for the additional asset.
- **Appendix C** – added rough asset data used in the AMP. Note: in instances where accurate asset data was not available, estimates were used.

Submitted by: \_\_\_\_\_

Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

Approved by: \_\_\_\_\_

Teri Fong, CPA, CGA, Acting Chief Administration Officer



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional District Committee of the Whole

**From:** Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

**Meeting Date:** August 25, 2021

**Subject:** Parks Asset Management Plan Version 1

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### **Recommendation:**

That the Committee of the Whole recommend the Alberni-Clayoquot Regional District Board of Directors adopt the Parks Asset Management Plan Version 1.

### **Desired Outcome:**

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

### **Summary:**

The Parks AMP is the thirteenth plan created by the ACRD with the assistance of site reports, the General Manager of Community Services, staff, and valuable volunteer groups. The purpose of the AMP is to better guide the Board, management and staff in decision-making, sustainable service delivery, and proactivity versus reactivity. It is also a communication tool for public awareness. The AMP will provide significant value by utilizing existing data to identify areas and projects that require attention in the budgeting and long-term financial planning process. This AMP utilizes data from the adopted Parks Levels of Service and Maintenance Standards, Asset Management Policy, and Asset Management Strategy, and will influence future individual Parks Maintenance Plans and Long-Term Financial Plans. This AMP can also be used to identify necessary adjustments to taxation rates. This version of the AMP will be dated with the date of adoption.

Prior to the AMP's creation, an Asset Registry was created in which component valuations, approximate expiration dates, and condition assessments were used to calculate required annual financial contribution from requisition and parcel tax in order to maintain desired levels of service.

AMPs identify any financial gaps that potentially could be filled with grants or that may require additional funding or maintenance; they are also a requirement for grant applications as well as accurate and reliable Long-Term Financial Plans.

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

Most AMP can take a significant amount of time to compile necessary information, analyze and present it in a way that provides value to staff, management, the Board and users of the service. Additionally, time must be taken to properly include the information in AMPs in the 5-year financial plan and any other relevant documents of the Regional District.

Submitted by:   
Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

# PARKS

Asset Management Plan  
Version 1

DATE OF ADOPTION: TBD



# Parks Asset Management Plan

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# EXECUTIVE SUMMARY



## Parks Asset Management Plan

### 1.1 Purpose of the Plan

The Parks Asset Management Plan (AMP) is part of the Alberni-Clayoquot Regional District (ACRD) Asset Management program to facilitate informed decision-making and effective allocation of resources for infrastructure. The purpose of an AMP is to deliver sustainable, cost effective services to ACRD communities in a socially, economically, and environmentally responsible manner, while providing the Level of Service agreed upon by the Board. This AMP follows the guidelines of the ACRD’s Asset Management Policy and Strategy and will inform operations and maintenance procedures, the 5-year Financial Plan and Long-Term Financial Plan.

### 1.2 Asset Service Areas

Only parks that are under the jurisdiction of the ACRD, either by ownership or license of occupation held by the ACRD, are included within this AMP. Many other trails and parks exist in our region that are not the responsibility of the ACRD. Should a park or trail be later encompassed within either the Regional or a Community Parks service then the asset will be included in future AMP’s. The Parks included in this AMP and the service areas in which they belong are presented in Table 1.1.

**Table 1.1 – Service Areas and related Parks**

Service Area	Park
Bamfield Community Parks	Eileen Scott Centennial Park
Bamfield Community Parks	West Park
Beaver Creek Parks	Evergreen Park
Beaver Creek Parks	Nordstrom Park
Cherry Creek Community Park	Maplehurst Park
Cherry Creek Community Park	Cherry Creek Trail
Regional Parks	Alberni Inlet Trail
Regional Parks	China Creek Park
Regional Parks	Log Train Trail
Regional Parks	Mouth Arrowsmith Regional Park
Regional Parks	West Coast Multi-Use Path
South Long Beach Multi-Purpose Path	South Long Beach Multi-Purpose Path
Sproat Lake Community Parks	Cougar Smith Park
Sproat Lake Community Parks	Faber (Dickson) Park
Sproat Lake Community Parks	Faber Road Trail
Sproat Lake Community Parks	Great Central Lake Boat Launch
Sproat Lake Community Parks	Lakeshore Road Trail



## Parks Asset Management Plan

### 1.3 Levels of Service

Levels of Service is the convergence of physical performance, customer expectation, and available funding to operate and maintain the asset(s). On March 24, 2021, the Board of Directors adopted the Parks Levels of Service and Maintenance Standards which influenced the information within this AMP. Present funding levels are sufficient for medium-term operations and improvements; however, insufficient to continue to provide the existing services at current levels in the long-term. The main service consequences will be more frequent service interruptions, a decline in service quality, loss of specific services, or increased liability and insurance risk.

### 1.4 Future Demand

Increases in future demand will be managed through a combination of maintaining and upgrading existing assets and providing new assets to meet demand. Other practices to accommodate future demand changes also include non-asset solutions such as changes in bylaws and regulations, insuring against risks, and mitigating potential failures.

The main demands for new services are created by:

- Board of Directors and resident level of service expectations
- Legislative regulations
- Education and programs
- Change in community needs or vision
- Population growth

**Aerial View of China Creek Campground & Alberni Inlet**





## Parks Asset Management Plan

### 1.5 Lifecycle Management Plan

Asset Management (AM) assists in conscious and calculated decisions for all assets covered in AMPs from acquisition, operation, maintenance, disposal and renewal or upgrade. During the course of an asset's life, the future replacement value is estimated based on current or historical costs plus inflation as well as estimated date of replacement based on age and condition, if applicable. Required annual contributions are calculated for each component within the AMP to measure the funding gap between current and desired Levels of Service in order to align funding and service expectations. The AM Program, adopted by the ACRD in 2018, achieves responsible and reliable lifecycle management practices.

The ACRD AM Committee has created the Parks AMP with the assistance of the Department Managers and operational staff. AM systems will continue to be maintained by the Asset Management & Grant Coordinator and staff prior to the creation of subsequent AMPs.

End-of-life replacement costs of the infrastructure were determined using historical data and industry standards. Replacement dates were determined using industry and/or safety standards with adjustments made in estimated service life based on condition assessments. While this is a relatively reliable measure for predicting replacement timelines, it is recognized that assets may exceed estimated service lives. Every effort will be made to extend service lives to the fullest extent though maintenance programs and balancing risks with available resources. Management staff provided risk assessments and goals used within risk registers and matrices intended to identify and mitigate unacceptable threats to ACRD assets and their users.

Land associated with Parks will be maintained to the standards outlined in the Parks Levels of Service and Maintenance Standards through volunteer groups and contracted services, as required. Rejuvenation of land will be recommended at such time that the current level fall below the prescribed standards or the natural assets within those lands are compromised.

### 1.6 Financial Summary

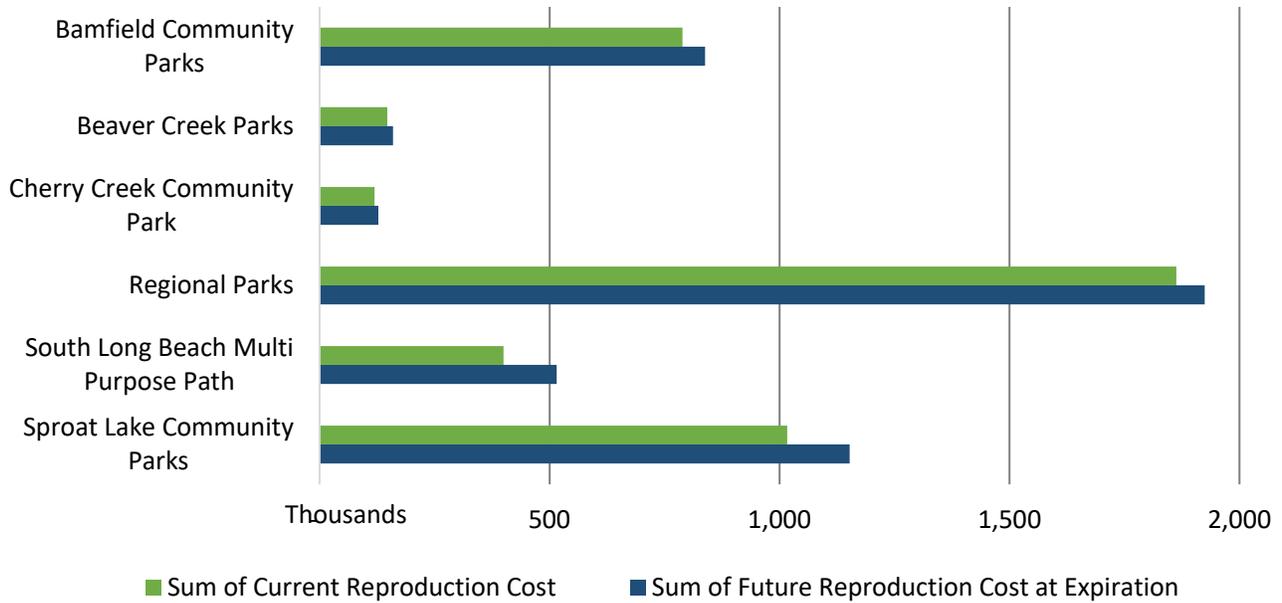
The Parks infrastructure has a total current replacement value of \$4.05 million. This does not include a contingency for construction, engineering, financial, legal or administration costs. With an estimated inflation rate of 1.5%, estimated future replacement costs are \$4.44 million for current infrastructure at the end of the components estimated service life.

Funding for the Parks within this AMP is provided by varying tax bases and areas. A summary by service area is presented in Figure 1.2; a summary by asset type is presented in Figure 1.3. A detailed analysis of funding requirements by tax base is included in Section 3.2 Replacement Costs and Dates.

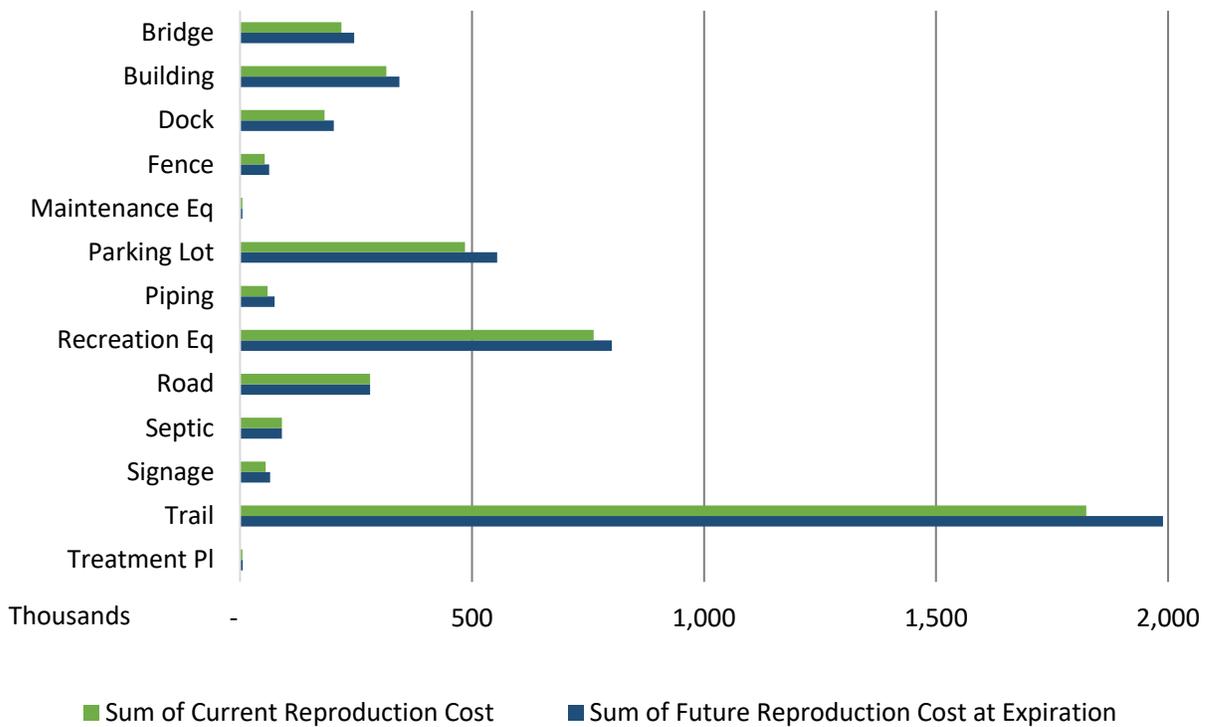


## Parks Asset Management Plan

**Figure 1.2 - Current and Future Replacement Costs by Service Area (in Millions)**



**Figure 1.3 - Current and Future Replacement Costs by Asset Type (in Millions)**





## Parks Asset Management Plan

### 1.7 Asset Management Practices

Assets are managed using a combination of Microsoft Office and iCity/Vadim. The ACRD currently utilizes GIS within the Planning Department and will soon expand to service more departments including the creation of asset databases to aid in the management of existing assets. A dedicated Asset Management Software solution has not been considered at this time but will be reviewed in the future as demands and processes evolve. Registries and AMPs will be reviewed and updated on an annual basis prior to the release of the following version.

### 1.8 Monitoring and Improvement Program

An Improvement Plan is included within Section 4.2 detailing tasks to improve Asset Management practices within Parks services and the Asset Management Program as a whole. Included in Improvement Plans are suggested changes or additions to documented inspections and condition assessments, monitoring of asset-specific operational and maintenance procedures and assigning present risks a numerical rating in order to measure mitigation success.

**Bamfield Parks - Smiley Rink**





# INTRODUCTION



## Parks Asset Management Plan

### 2.1 Background

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island with one of the most dramatic and majestic landscapes. The Alberni-Clayoquot Regional District is a federation consisting of member Municipalities, First Nations, and six electoral areas. The Alberni-Clayoquot Regional District is within the traditional territory of ten First Nations.

A range of parks and trails currently exist within the ACRD that are situated within the Regional Parks Service; the Inlet Trail, Mount Arrowsmith Regional Park, China Creek Park, and the Log Train Trail. Community parks are specific to electoral areas and include Eileen Scott Centennial Park, Brady's Beach trail, Cougar Smith Park, Faber (Dickson) Park, Nordstrom Park, Evergreen Park, South Long Beach Multi-Purpose Path, and several other parks and trails, some of which are undeveloped and do not receive maintenance. The ACRD also has partnership agreements in place permitting legal park or trail use and access on properties that are owned by other jurisdictions. Assets located on lands not owned by the ACRD are not included in this AMP.

This AMP encompasses all Parks owned assets, excluding natural assets; however, the ACRD recognizes that natural assets provide critical resources and services to the community. The delicate nature of managing natural assets is being approached systematically and methodically through training programs and collaboration between departments with complementary backgrounds. As resources allow, natural assets will be included in subsequent AMPs.

***Natural assets support the delivery of core local government services, while doing so much more. The functions that nature provides to communities beyond core services, such as recreation, climate regulation, clean air, habitat, and biodiversity are invaluable to the overall health and well-being of a community.***

***- Asset Management BC***

The purpose of the AMP is to facilitate the strategic management of the system infrastructure and the services provided by it, giving guidance on new and existing infrastructure to maximize use of financial resources long term, reduce risk and provide a prioritized view for service continuity and improvements over a 20-year planning period and beyond.



## Parks Asset Management Plan

The ACRD AM Program follows the advice of the Asset Management BC Framework; Plans are designed to be living documents that change with the organization to reflect progress made while continuously striving for sustainable service delivery. Consideration of various community priorities and an understanding of trade-offs between resources and desired services is the foundation of sound AM practices. The AMBC Roadmap guides organizations through basic, intermediate and advanced Asset Management Practices. It is the goal of the ACRD to achieve a basic to intermediate level of understanding.

This AMP should be read in the context of the ACRD's Asset Management Policy and Strategy. The Parks AMP is a living document and will develop with AM practices and with the influence of the following corporate documents:

- Annual strategic priorities
- Short-term and long-term financial plans
- Grant applications and funding
- Parks Levels of Service and Maintenance Standards

Asset Management Plans are designed for several reasons: to guide Management and the Board in planning and decision-making, to aid in the creation of short-term and long-term financial plans as well as operational plans, and to spark community engagement for the service. As the ACRD moves through the AM implementation process, knowledge and understanding of the AM program increases and it is expected that this plan evolve further, solidifying assumptions made and filling in any present information gaps where further research or information is required.

## 2.2 Asset Inventory

The Parks assets consist of many components including:

- Bridges
- Buildings
- Docks
- Fencing
- Maintenance Equipment
- Parking Lots
- Recreation Equipment
- Bike Skills Park
- Septic Systems
- Signage
- Trails
- Small-Scale Water Treatment and Distribution Infrastructure



Current replacement costs were estimated using historical data provided by Department Managers and staff and market research. Unit costs include all installation and estimated applicable taxes. Remaining useful life estimates were based on installation dates and expected service life provided by the Lands & Resources Coordinator, General Manager of Community Services, operational staff, and volunteer groups based on knowledge and experience.

### 2.3 Natural Assets & Climate Change

The process of identifying natural assets within the ACRD has begun; however, no progress has yet been made regarding the management of these assets in terms of planning, engineering, operations, and maintenance. Achieving sustainable service delivery is only attainable by adequately managing all engineered and natural assets.

Some services may receive benefits from natural assets that are not on ACRD-owned lands, this may include aquifers, storm water management, climate regulation, and flood protection. In these instances, it is recommended that the ACRD advocate for the protection of these assets through shared interests and the safety and well-being of residents. The loss of a natural asset will likely result in the need for man-made engineered assets that are more costly to create, maintain, and replace.

The effects of climate change are more evident year over year and proactive natural asset management is crucial to ensure minimal impact from floods, fires, droughts, and other extreme weather events. Subsequent versions of this AMP will include natural asset valuations, recommended maintenance procedures, forecasted climate change impacts, and funding requirements to achieve true sustainable service delivery.

**Sproat Lake - Dog Mountain Fire (2015)**





## Parks Asset Management Plan

Faber (Dickson) Park Flooding (2019)



### 2.4 Levels of Service

Levels of Service (LOS) are measures of fact related to the service delivery outcome intended to demonstrate effective performance. LOS measure how the customer receives the service, the value provided by the service, and performance related to allocation of resources to service activities to best achieve the desired outcomes. Other services within the ACRD will typically have LOS separated by both how the customer perceives the service and how the service can be delivered effectively, giving consideration to resources and capacity.

On March 24, 2021, the ACRD Board of Directors adopted the Parks Levels of Service and Maintenance Standards ([Appendix A](#)) which established a minimum acceptable LOS framework for each Park based upon natural characteristics, current assets, and current use; the Advisory Committees that support the services within this AMP and their volunteer support influenced the recommendations within the document. The Lands & Resources Coordinator will be developing a Parks Management Plan that will outline the maintenance resources required to reach or maintain the desired LOS outlined within the Parks Levels of Service and Maintenance Standards report.

The established LOS are broken into four levels:

- **Level 1** – Highest level of maintenance. Use: highly visible, high profile parks and trails with intensive public use.
- **Level 2** – Medium to moderate level of maintenance. Use: medium to high level of intensive public use.
- **Level 3** – Low to medium level of maintenance. Use: intended to be a natural park space or low to medium use of constructed trail.
- **Level 4** – No routine maintenance. Use: inactive park with no infrastructure.



Parks Asset Management Plan

**Table 2.1 - Levels of Service**

ACRD Park or Trail Name	Current LOS	Desired LOS	Comments on Current LOS	Additional Requirements to Achieve Desired LOS
West Coast Multi-Use Path	N/A	2	Under development.	N/A
Alberni Inlet Trail	3	3	Volunteer maintenance. Anticipated increase in public use.	Estimated \$40,000 required for bridge replacements. Increase in annual capital contributions required.
Log Train Trail	4	2/3	Different sections hold different levels. High use levels to be improved to level 2. Volunteer maintenance.	Bridge replacements totalling \$40,000 - Included within 2021-2025 Financial Plan. Increase in annual capital contributions and maintenance required.
China Creek Regional Park <sup>1</sup>	2	2	Operated by Port Alberni Port Authority.	None.
Mount Arrowsmith Regional Park	3	3	Anticipated increase in public use. Backcountry use.	Improved signage required. General clean-up required. Increase in annual capital contributions required.
South Long Beach Multi-Purpose Path	2	2	Maintenance performed by District of Ucluelet.	None.
Parkland Dedications	4	4	N/A	N/A
Cherry Creek Roadside Trail	3	3	Brush cutting performed by Beaver Creek Water staff	None.
Eileen Scott Centennial Park	2	2	Regular maintenance performed. Updated condition assessments required.	Aging infrastructure. Increase in annual capital contributions required.
West Park	3	2	Regular volunteer maintenance. Anticipated increase in public use.	Development and added assets require increase in maintenance.

<sup>1</sup> China Creek Regional Park is owned by the ACRD and is currently leased to the Port Alberni Port Authority (PAPA). The PAPA owns and maintains all buildings within the park. Upon the termination of this lease, buildings, structures and any improvements constructed on these lands will become the property of the ACRD, at no cost to the ACRD.



Parks Asset Management Plan

ACRD Park or Trail Name	Current LOS	Desired LOS	Comments on Current LOS	Additional Requirements to Achieve Desired LOS
Cougar Smith Park	2	2	Regular maintenance performed. Anticipated increase in public use. Updated condition assessments required.	Paving project to be completed in 2021.
Faber (Dickson) Park	2	2	Regular maintenance performed. Anticipated increase in public use. Updated condition assessments required.	None.
Great Central Lake boat launch	3	3	Anticipated increase in public use.	Infrastructure requires upgrades.
Faber Road Trail	2	2	Regular maintenance performed.	None.
Lakeshore Road Trail	2	2	Regular maintenance performed.	None.
Maplehurst Park and Trails	3	2	Anticipated increase in public use.	Infrastructure upgrades required to accommodate increased use. Increase in annual capital contributions required.
Evergreen Park	3	3	Regular volunteer maintenance. Updated condition assessments required.	Budgeted \$25,000 culvert and bridge replacement. Increase in annual capital contributions required.
Nordstrom Park	3	3	Lawn care performed by Beaver Creek Water staff.	None.

For the purposes of this AMP, LOS expectations are set upon the annual adoption of the Financial Plan and Strategic Priorities as it is a reflection of the values, policies, and priorities of the Board of Directors with input from volunteer groups and public engagement sessions. This will assist the ACRD’s Board of Directors, stakeholders, and rights holders in matching the service goals, risks and consequences with the community’s ability and willingness to pay for the service.



## Parks Asset Management Plan

It is important to monitor the service levels provided regularly as these will change as regulations and expectations change. Review and establishment of the agreed position that achieves the best balance between service, risk and cost is essential.

### 2.5 Emergency Preparedness

The parks and trails within this AMP are encompassed by the Alberni Valley Emergency Plan (2014) with the exception of the West Coast Multi-Use Path and South Long Beach Multi-Purpose Path. Infrastructure is inspected for condition and risk assessments and proactive or reactive measures will take place accordingly. The ACRD ensures that Resident safety is first and foremost though Maintenance Standards. In the event that resources do not allow for adequate risk prevention, parks and trails may be closed for public access; examples include health and safety reasons including communicable diseases, extreme wildfire risks, or infrastructure failure.

Clockwise, starting at Left: Faber (Dickson) Park dock, Lakeshore Road Trail, Faber Road Trail





**CURRENT STATE  
OF PARKS  
INFRASTRUCTURE**



Parks Asset Management Plan

### 3.1 Inventory

**Table 3.1 - Assets covered by this Plan**

Asset Category	Current Replacement Value
<i>Bamfield Community Parks</i>	
Building	\$ 233,500
Dock	145,000
Parking Lot	40,000
Recreation Equipment	305,400
Septic	65,000
<b>Bamfield Community Parks Total</b>	<b>\$ 788,900</b>
<i>Beaver Creek Parks</i>	
Bridge	\$ 25,000
Fencing	33,000
Parking Lots	50,000
Recreation Equipment	24,000
Signage	15,000
<b>Beaver Creek Parks Total</b>	<b>\$ 147,000</b>
<i>Cherry Creek Community Park</i>	
Bridge	\$ 2,850
Trails	116,910
<b>Cherry Creek Community Park Total</b>	<b>\$ 119,760</b>
<i>Regional Parks</i>	
Bridge	\$ 190,000
Fencing	10,000
Parking Lots	200,000
Signage	40,500
Trails	1,142,100
<b>Regional Parks Total</b>	<b>\$ 1,582,600</b>
<i>South Long Beach Multi-Purpose Path</i>	
Trails	\$ 400,000
<b>South Long Beach Multi-Purpose Path Total</b>	<b>\$ 400,000</b>
<i>Sproat Lake Community Parks</i>	
Bridge	\$ 750
Building	82,000
Dock	37,000



## Parks Asset Management Plan

Asset Category	Current Replacement Value
Fencing	10,000
Maintenance Equipment	5,000
Parking Lot	195,000
Piping	59,400
Recreation Equipment	432,750
Septic	25,000
Trails	164,700
Water Treatment Infrastructure	5,000
<b>Sproat Lake Community Parks Total</b>	<b>\$ 1,016,600</b>
<b>Total Parks Assets</b>	<b>\$ 4,054,860</b>

Natural Assets have not been included in this inventory as the ACRD is still in the development stage of identifying and managing these assets. As resources allow, natural assets will be included in subsequent versions of this AMP.

**Clockwise, Starting at Left: Bamfield Parcel A, Log Train Trail, and Maplehurst Trail**





Parks Asset Management Plan

### 3.2 Replacement Costs and Dates

This AMP uses current market replacement values, inflation, estimated service life, condition assessments, and annual capital investments required to determine replacement costs and dates. The ACRD’s 5-Year Financial Plan and Tangible Capital Asset registry utilizes historical costs per Public Sector Accounting Board’s (PSAB) PS 3150 (Tangible Capital Assets); however, this does not account for market changes or inflation.

Nearly half of Parks assets are overdue for replacement based on estimated service life and condition. This creates a considerable funding gap that is unlikely to be satisfied in the short-term. A modified, long-term approach was applied to the current capital funding gap with intentions to eliminate the funding shortfall within 10 years, provided there are no unexpected costs. Table 3.2 summarizes the current and recommended residential tax rates to adequately fund the operations, maintenance, and renewal or replacement of assets.



**Table 3.2 – Current and Recommended Residential Tax Rates**

Service Area	Current Requisition	Current Residential Tax Rate	Recommended Requisition	Recommended Residential Tax Rate	% Increase
Bamfield Community Parks	\$ 8,144	\$ 0.074	\$ 79,000	\$ 0.717	869%
Beaver Creek Parks	26,897	0.048	33,426	0.050	5%
Cherry Creek Community Park	5,195	0.009	9,961	0.017	93%
Regional Parks	88,722	0.010	165,726	0.021	111%
South Long Beach Multi-Purpose Path	7,000	71.43 (per parcel)	13,553	138.29 (per parcel)	94%
Sproat Lake Community Parks	116,505	0.101	119,986	0.108	7%

These figures were determined without consideration for possible grant funds. Staff will continue to search for and apply to grant opportunities where possible. Should the ACRD be successful in grant opportunities, recommended requisition and residential tax rates will be adjusted accordingly.

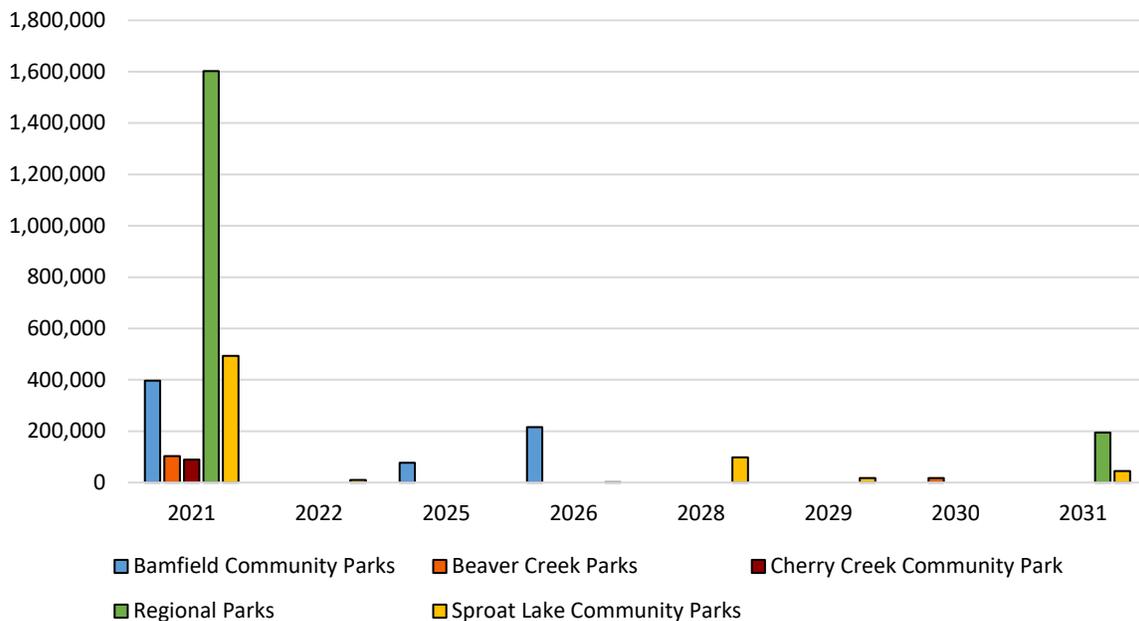


## Parks Asset Management Plan

The most notable recommended increase is in the Bamfield Community Parks service. This is due to long-term low residential tax rates that are fully exhausted through routine annual operations and maintenance costs. This information will be taken to the respective Parks Commissions and Advisory Committees for consideration following the adoption of this AMP.

Figure 3.3 summarizes suggested infrastructure replacement dates and estimated costs by year until 2031. Assets that are beyond their service lives or have been given a “Very Poor” condition rating are indicated for replacement in 2021.

**Figure 3.3 - Projected Timing for Capital Renewal – 10-Year Timeline**



The combined tax requisition for all service areas contributed \$252,000 in 2021 while the combined recommended tax requisition is \$450,000 based on a conservative long-term approach with consideration for current reserve balances. Combined operations and maintenance costs average \$97,000 annually, leaving \$155,000 of the current requisition for capital renewals and replacements. In reality, renewal of system components will occur in cycles based on asset life, completion of major improvements and according to their condition and use.

The majority of the capital renewal requirements within Regional Parks are associated with the Log Train Trail and undersized or deteriorated bridges. Onsite Engineering Ltd. completed a review of Log Train Trail bridges and that report is included in [Appendix B](#).

The ACRD is pursuing grant and Community Works Funds for the West Coast Multi-Use Path project, noted in Table 3.4, and staff are hopeful that this project will be successful in upcoming intakes; project costs have been revised since the completion of the Financial Plan to \$1,494,425. All relevant capital projects included in the current Financial Plan are included in Table 3.4.



## Parks Asset Management Plan

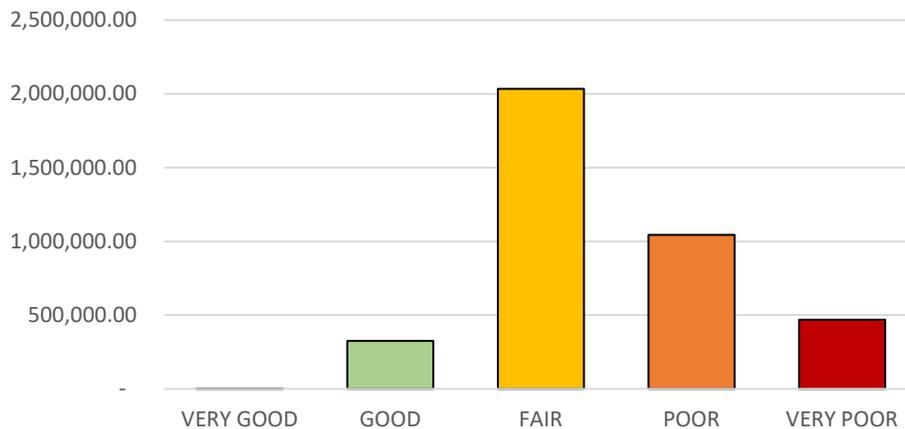
**Table 3.4 Current Capital Projects included in 2021-2025 Financial Plan**

Year	Service	Description	Amount
2021	Regional Parks	Log Train Trail bridges	\$ 50,000
2021	Regional Parks	West Coast Multi-Use Path	1,370,000
2021	Sproat Lake Community Parks	Cougar Smith Park parking lot	85,000
2021	Sproat Lake Community Parks	Trail upgrades	150,000
2021	Beaver Creek Parks	Evergreen Park pedestrian bridge	25,000
2022	Sproat Lake Community Parks	Cougar Smith Park upgrades	10,000
2022	Regional Parks	Log Train Trail bridges	10,000
2022	Sproat Lake Community Parks	Trail upgrades	40,000
2023	Regional Parks	Log Train Trail bridges	10,000
2023	Sproat Lake Community Parks	Trail upgrades	40,000
2024	Regional Parks	Log Train Trail bridges	10,000
2024	Sproat Lake Community Parks	Trail upgrades	40,000
2025	Regional Parks	Log Train Trail bridges	10,000
2025	Sproat Lake Community Parks	Trail upgrades	40,000
<b>Total Budgeted Capital Expenditures per 2021-2025 Financial Plan</b>			<b>\$ 1,890,000</b>

### 3.3 Condition Assessments

Several condition assessments used in this AMP were completed by various volunteer groups that maintain the parks and trail system. Condition assessments are calculated on each asset and are combined with estimated service life remaining to determine the overall condition rating of the asset. Regular condition assessments are part of the improvement works outlined in this AMP for specific assets. Based on available data, 39% of Parks assets assessed have a “poor” to “very poor” physical condition. Figure 3.5 shows the current cost to replace assets based on the percentage of estimated useful service life remaining.

**Figure 3.5 – Current Replacement Cost by Condition Assessment**



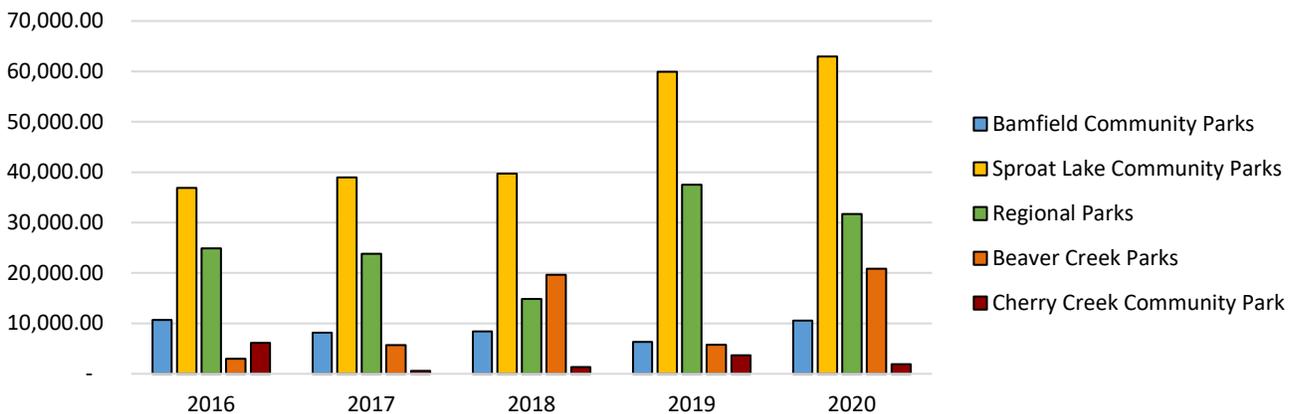


## Parks Asset Management Plan

### 3.4 Current Operations and Maintenance Costs

Operations, maintenance, and salary costs have been tracked for each year and service. Increases in operational or maintenance costs may be a result of aligning maintenance procedures with the adopted Maintenance Standards or may indicate impending asset failures. Included within the Improvement Plan section of this AMP is cost tracking at the asset level rather than service level as well as required maintenance costs. This will allow for more detailed analysis of repair versus replacement costs to identify cost saving opportunities and will ensure financial projections include maintenance costs that align with our standards. Figure 3.6 shows the year over year total operations, maintenance, and salary costs since 2016. Services not included did not incur these costs during this time.

**Table 3.6 – Operations and Maintenance Cost Trends**



Sproat Lake Parks observed the most notable increase in operations and maintenance costs due to trail maintenance on the newly created Faber Road and Lakeshore Road trails.

Volunteers, including those on Advisory Committees, provide vital services to the Parks services, including regular maintenance and data collection for this AMP. Their assistance saves taxpayers within the ACRD thousands annually through their contributions and efforts. Without them, the viability of Parks functions would be uncertain.

### 3.5 Risk Management Plan

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

The goal in adopting a framework is to have a consistent accurate understanding of the state of the Parks infrastructure. The framework includes a standardized grading system that is easily repeatable and



## Parks Asset Management Plan

enables comparison of the status of infrastructure condition over time and across municipalities for comparison.

**Eileen Scott Centennial Park Playground Equipment**



A risk matrix has been prepared and will be used for risk ratings throughout the ACRD. This matrix will also be used in conjunction with regular condition assessments to properly evaluate new and existing risks. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks. Critical risks are those assessed with 'Very High' (requiring immediate corrective action) and 'High' (requiring corrective action) risk ratings identified in the assessment process.

According to the Land and Resources Coordinator and Asset Management & Grant Coordinator, the following are current credible high risks:

- Natural disaster such as flooding or fire. Consider hiring contractor to address ladder and understory fuel loads.
- Less available volunteer resources. Forecast potential increase in contractor expenses.
- Safety incident in which the ACRD is found liable. Consider developing minimum infrastructure, inspection, and maintenance standards.

There are areas within Parks services that include infrastructure that has not been included within this AMP; examples include user-built foot paths and remaining infrastructure from previous structures that are considered for replacement. Infrastructure that requires removal only are encompassed within PSAB's PS 3280, Asset Retirement Obligations, and the liabilities for such obligations will be included in the annual Financial Statements.



# **ASSET MANAGEMENT IMPROVEMENT PLAN**



Parks Asset Management Plan

## 4.1 Infrastructure Priority Ranking

Table 4.1 lists the components within Parks in order of their required estimated replacement based on risk. This information can be used to aid in creating a Long-Term Financial Plan for this class of assets. When budgeting for future projects, it is recommended that a 30% general contingency be added to total project costs. Many factors can change the costs of materials required for projects and while the actual costs may differ, only the most current and available costs are used. Table 4.1 is not exhaustive and includes only infrastructure that requires replacement during the 2021-2025 Financial Plan period.

**Table 4.1 – Infrastructure Priority Ranking**

Service	Component	Current Cost Estimate	Included in 2021-2025 Financial Plan
<i>High Risk Replacements Required</i>			
Bamfield Community Parks	Gazebos	\$ 50,000	X
Bamfield Community Parks	Metal storage shed	2,500	X
Bamfield Community Parks	Storage shed by dock	6,000	X
Bamfield Community Parks	Dock decking, piling & floats	85,000	X
Bamfield Community Parks	Playground equipment	100,000	X
Beaver Creek Parks	Evergreen Park signage	10,000	X
Beaver Creek Parks	Evergreen Park culvert/crossing	25,000	✓
Beaver Creek Parks	Evergreen Park horse stable	10,000	X
Regional Parks	Log Train Trail 3.9 km bridge	40,000	✓
Regional Parks	Inlet Trail wooden bridges	40,000	X
Sproat Lake Community Parks	Cougar Smith Park asphalt replacement	85,000	✓
Sproat Lake Community Parks	Cougar Smith Park basketball court	12,000	X
Sproat Lake Community Parks	Cougar Smith Park tennis nets & fence	14,000	X
<b>Total High Risk Replacements</b>		<b>\$ 359,500</b>	
<i>Medium Risk Replacements Required</i>			
Sproat Lake Community Parks	Cougar Smith Park lawnmower	5,000	X
Sproat Lake Community Parks	Great Central Lake boat launch	40,000	X
<b>Total Medium Risk Replacements</b>		<b>\$ 45,000</b>	
<i>Low Risk Replacements Required</i>			
Bamfield Community Parks	Smiley Rink boards	8,200	X
Regional Parks	Log Train Trail 6.5km bridge	10,000	✓
Cherry Creek Community Park	Maplehurst Park boardwalk bridges	2,850	X
<b>Total Low Risk Replacements</b>		<b>\$ 26,050</b>	
<b>Total Short-Term Replacements Required</b>		<b>\$ 474,600</b>	



## Parks Asset Management Plan

**Cougar Smith Park asphalt replacement – Project is currently in progress**



**Evergreen Park Crossing – Project is budgeted for 2021**





## Parks Asset Management Plan

### 4.2 Desired Asset Additions

Future additions to the asset inventory will be included in subsequent AMPs and financial projections. With each new asset addition to a service should be an increase in tax requisition in order to fund the operations, maintenance, and eventual replacement of the asset. Without an increase in requisition funds, the service will be faced with a larger funding gap and compromises will need to be made between residential tax requisitions and the existing services; in fact, adding new assets to a service without an adequate increase in funding can lower the LOS of a service area.



Existing or new Parks may be added into the Regional Parks service by the Board of Directors passing a resolution to designate the desired asset part of the service. Adding assets to a Community Parks service does not require a formal resolution, however the financial plan must be adjusted to account for the additional asset.

Table 4.3 outlines the desired asset additions that have been discussed for the Parks services as well as the implications to the current tax requisition levels for consideration during the budgeting process.

**Table 4.3 – Desired Asset Additions**

Service	Desired Addition	Estimated Project Cost	Required Increase in Residential Tax Rate
Beaver Creek Parks	Nordstrom Park playground	\$ 100,000	\$ 0.010
Sproat Lake Community Parks	Faber Road & Lakeshore Road trail extensions	450,000	0.013
Regional Parks	Alberni Inlet Trail Stage 3	180,000	0.001
Regional Parks	Log Train Trail parking lot (Maebelle Rd)	30,000	0.0002
Cherry Creek Community Park	Maplehurst Park alternative access/ trail expansion	85,000	0.009
Cherry Creek Community Park	Maplehurst Park parking lot	30,000	0.002



# Parks Asset Management Plan

## 4.3 Improvement Plan

The AMBC Framework in Figure 4.2 provides guidance for local governments to advance asset management practices. The circular shape represents the continuous improvement cycle required to achieve sustainable service delivery. Through the creation of this AMP, we have assessed our asset management practices, assessed the current state of assets, and created the AMP under the guidance of the existing AM Policy and Strategy. Future plans include the creation and of a Long-Term Financial Plan and the implementation of the practices identified within the following Improvement Plan. Prior to the creation of subsequent AMP's, we will measure and report on our progress and once again assess our practices and current state of assets.

Figure 4.2 – Asset Management BC Framework





## Parks Asset Management Plan

Table 4.4 achieves the goals of the Implementation process identified in the AMBC Framework by outlining tasks required to achieve AM objectives, manage risks, and close the gap between the current and targeted LOS.

**Table 4.4 – Improvement Plan**

Task#	Task	Responsibility	Timeline
1	Develop a plan to execute the required repairs outlined in Onsite Engineering Ltd.'s Review of Log Train Trail Bridges	General Manager of Community Services, Lands & Resources Coordinator	Fall 2021
2	Confirm asset inventory with District of Ucluelet regarding South Long Beach Multi-Purpose Path	Lands & Resources Coordinator	Fall 2021
3	Confirm capital funding availability for Bamfield Parks with Bamfield Parks Committee	Asset Management & Grant Coordinator	Fall 2021
4	Create individual Parks Management Plans to define steps and estimated maintenance costs to achieve desired standards	Lands & Resources Coordinator	Spring 2022
5	Gather natural asset data to include comprehensive recommendations in subsequent Asset Management Plans	Asset Management & Grant Coordinator	Spring 2022
6	Implement regular documented playground inspections	Lands & Resources Coordinator	Spring 2022
7	Begin annual graded condition assessments on critical assets	Lands & Resources Coordinator	Spring 2022
8	Coordinate recommendations and funding levels with upcoming Parks Management Plan with Asset Management Plan	Lands & Resources Coordinator	Fall 2022
9	Determine the state and financial requirements of China Creek assets for forecasting purposes	Community Services Department	Fall 2022
10	Financial budgets consider required works identified in Asset Management Plan	Finance Department	Ongoing
11	Annually review Risk Framework for changes	Lands & Resources Coordinator, Asset Management & Grant Coordinator	Ongoing
12	Aging infrastructure is identified and slated for replacement or renewal	General Manager of Community Services, Lands & Resources Coordinator	Ongoing
13	Update and monitor asset specific operations and maintenance costs	Finance Department	Ongoing
14	Update inventory for additions, disposals and changes in useful life	Asset Management & Grant Coordinator	Ongoing



## Parks Asset Management Plan

15	Identification for funding for capital projects	Lands & Resources Coordinator, Asset Management & Grant Coordinator	Ongoing
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Clockwise from top: Cougar Smith Park – Bike Skills Park, Nordstrom Park Signage, Eileen Scott Centennial Park Signage





## Parks Asset Management Plan

# APPENDIX A



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

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

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

### REQUEST FOR DECISION

To: Committee of the Whole  
From: Michael McGregor, Lands and Resources Coordinator  
Meeting Date: March 10, 2021  
Subject: Parks Level of Service Review

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#### Recommendation:

*THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to utilize the Proposed Levels of Service and Maintenance Standards as presented for the development of the ACRD Parks Asset Management Plan.*

#### Desired Outcome:

To adopt minimum service levels and maintenance standards for ACRD owned and operated parks.

#### Background:

The ACRD is the quintessential west coast outdoor playground. With oceans, rivers and mountains running from peak to sea, there are amazing recreational opportunities for everyone.

The ACRD established its Regional Parks function in 1970. Regional Parks can have a variety of roles, but their focus is on meeting the outdoor recreation needs of the region, as well as contribute to attracting tourism as a regional destination. Community parks are provided through localized park functions of individual electoral areas or municipalities which focus on providing the local area outdoor recreation opportunities and promote a sense of community. The ACRD currently owns and/or operates 5 Regional Parks and 24 Community Parks.

In 2006, an Alberni Valley Trails Planning Study was completed and, in 2008, the ACRD completed a Regional Parks & Trails Policy Report. The policy report identified a need for an overall plan for regional parks and trails. In 2015, the ACRD Parks & Trails Strategic Plan was completed to guide park and trail development.

In the report that went to the Committee of the Whole (COW) on December 11<sup>th</sup> 2019, staff stated that:

The Regional Parks service has been operated at an unsustainable low level of funding for a number of years but, as the infrastructure ages and the risks associated with these parks and trails increases, more funding is required to support these services. This low level of service has been supplemented by volunteer work and grants which will continue to be pursued but cannot be relied on to address all maintenance and risks. For example, the type of maintenance work that is currently required mostly relates to bridges and culverts which is specialized work that cannot normally be completed by volunteers. Overall, the level of service for Regional Parks needs to support the intended purpose of the asset which, in this case, is to provide recreation opportunities to residents and visitors in a safe, reliable, and cost-effective manner.

In 2020, the ACRD Board developed a strategic plan that identified the desired areas of focus. One of the areas that received significant attention was parks and trails, which was included in the adopted strategic plan under strategy 1.3 Parks and Trails Service Levels, with the objective to review Levels of Service for Parks and Trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

#### Discussion:

The ACRD is fortunate to have a wide range of opportunities found through both Parks and Trails. Presently, the ACRD owns several properties throughout the Regional District that have park zoning. Some of these parcels are undeveloped

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## Parks Asset Management Plan

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vacant lands that are unused and do not receive maintenance while others function as heavily used parkland or other uses. The Regional District also has partnership agreements in place permitting legal park or trail use and access on properties that are owned by other jurisdictions.

To achieve sustainable service delivery and ACRD strategic objectives within Parks services, it is important to understand what the current Level of Service (LOS) is and how it is achieved. There are a number of factors that contribute to the LOS delivery for a Parks service. When establishing the Parks LOS, it's best to look at the ACRD policy objectives, community expectations, legislative requirements and resource constraints. Some of these factors are continuously evolving but we can take the information available to focus on two main terms:

**Customer LOS:** measures how the customer receives the service and measure of value we provide.

**Technical LOS:** measures of performance relating to the allocation of resources to service activities to best achieve the desired outcomes and demonstrate effective performance.

The ACRD is in a unique position where the current budget does not necessarily determine the Technical LOS because it receives a substantial boost of resources from community volunteers. For many of the Parks services, the Technical LOS is determined by the local group of community volunteers as they are the ones who dedicate the time to perform the regular maintenance and routine upgrades. This is a great benefit which helps lower requisitions for these services but it also exposes the ACRD to some risk as the Technical LOS is established based on volunteer hours which can fluctuate greatly from year to year and is generally not under direct supervision of the ACRD.

Staff polled current volunteers from the Bamfield Parks Commission, Sproat Lake Parks Commission, Alberni Valley Outdoor Club and the Alpine Club of Canada - Vancouver Island Section. These organizations were asked to provide a brief description of volunteer contributions within ACRD Parks as well as estimate total volunteer hours, donated materials, equipment hours and supplies. Through these discussions it is estimated that, in 2020, roughly 4,500 hours of volunteer labour by over 50 volunteers were dedicated to the operations and maintenance of parks and trails owned or operated by the ACRD. It is a challenge to place a dollar value and account for the true benefits the ACRD parks services and its communities receive from volunteers. Of note: each volunteer organization expressed the concern that the average age of volunteers is high and rising. Without an influx of additional volunteers from a younger generation, there is a risk that many of the current volunteers will age out of their programs soon resulting in these organizations dedicating less time spent performing the operations and maintenance of ACRD Parks and Trails. This would result in lowered Technical and Customer LOS.

To achieve sustainable service delivery, it is important to establish a minimum acceptable level of service for each park based upon natural characteristics, current assets and current use developing a framework for establishing LOS for ACRD Parks.

The following are proposed park minimum service levels:

PROPOSED LEVEL OF SERVICE CATEGORIES		
LEVEL	STANDARD	USE
LEVEL 1 – HIGHEST LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> <li>- The park or trail is maintained for first-class appearance.</li> <li>- Generally, impeccably clean and well-groomed.</li> <li>- Maintenance and monitoring performed weekly to multiple times a week.</li> <li>- Infrastructure is designed to highest standard and inspected regularly to ensure maintained public safety and high functionality.</li> <li>- Vegetation including trees, shrubs and grasses are kept pruned and manicured to be in exceptional condition and aesthetically pleasing.</li> </ul>	Highly visible, high profile parks and trails with intensive public use.

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## Parks Asset Management Plan

LEVEL 2 – MEDIUM TO MODERATE LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> <li>- No accumulated debris or litter onsite.</li> <li>- Parks and trails are kept neat, order and groomed but not to the same standard as Level 1.</li> <li>- There is tolerance to the effects of “wear and tear”, moderate traffic and natural processes.</li> <li>- Maintenance and monitoring preformed bi-monthly to weekly.</li> <li>- Infrastructure is designed to safely accommodate current level of use and is routinely inspected to ensure public safety.</li> <li>- Vegetation including trees, shrubs and grasses are kept pruned and maintained to accommodate current park use.</li> <li>- Little to no accumulated debris or litter.</li> </ul>	Medium to high level of intensive public use.
LEVEL 3 – LOW TO MEDIUM LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> <li>- Natural park space.</li> <li>- Maintenance and monitoring preformed monthly or in response to public complaints.</li> <li>- Limited and low maintenance infrastructure designed for less intensive uses.</li> <li>- Vegetation pruned or maintained in the event of a safety concern.</li> <li>- Debris or litter cleaned up in response to a public complaint.</li> </ul>	Intended to be a natural park space or low to medium use of constructed trail.
LEVEL 4 – NO ROUTINE MAINTENANCE	<ul style="list-style-type: none"> <li>- Natural park space.</li> <li>- No scheduled routine maintenance or monitoring.</li> <li>- No assets onsite.</li> <li>- Vegetation management, debris or litter clean up occurs in response to public complaint.</li> </ul>	Inactive park with no infrastructure.

After initial review of current operational practices, staff have determined where each park can potentially be classified under current Technical LOS within the above proposed maintenance standards. Based on observed use and predicted Customer LOS, staff assigned a recommended maintenance standard as well.

PROPOSED ACRD PARK AND TRAIL MAINTENANCE SERVICE LEVELS			
ACRD PARK OR TRAIL NAME	CURRENT SERVICE LEVEL	RECOMMENDED SERVICE LEVEL	COMMENTS
<b>ACRD REGIONAL PARKS SERVICE</b>			
West Coast Multi-Use Pathway	Design Phase	Level 2	- under development
Alberni Inlet Trail (License Agreement)	Level 3	Level 3	-Regular Volunteer maintenance -Increased investment for asset renewal required -Increased public use anticipated
China Creek Regional Park	Level 2	Level 2	-Operated by the Port Alberni Port Authority
Log Train Trail (Lease Agreement)	Level 3/4	Level 2/3	-Sections of trail hold different levels of use and require different levels of maintenance -Recommended high use areas be improved to service level 2 -Regular Volunteer maintenance

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			-Increased investment for asset renewal required -Increased public use anticipated
Mount Arrowsmith Regional Park	Level 3	Level 3	-Backcountry use -Increased public use anticipated -Improved public access may increase Customer LOS
<b>LONG BEACH COMMUNITY PARK SERVICE</b>			
Willowbrae Park	Level 4	Level 4	
South Long Beach Multi-Purpose Path	Level 2	Level 2	-Maintenance performed by District of Ucluelet -Increased investment for asset renewal required
Salmon Beach Public Square -Permit Agreement	Level 2	Level 2	-Regular maintenance preformed -Updated condition assessments required
<b>BAMFIELD COMMUNITY PARK SERVICE</b>			
Eileen Scott (Centennial Park)	Level 2	Level 2	-Regular maintenance preformed -Updated condition assessments required -Increased investment for asset renewal required
Waterfront Parcel A	Level 3	Level 3	
Waterfront Parcel B	Level 3	Level 3	
West Park (West Bamfield)	Level 3	Level 2	-Regular Volunteer maintenance -Increased public use anticipated -Development and added assets require maintenance to be increased.
South Bamfield Subdivision (Parkland Dedication)	Level 4	Level 4	
<b>SPROAT LAKE COMMUNITY PARK SERVICE</b>			
Cougar Smith Park	Level 2	Level 2	-Regular maintenance preformed -Increased public use anticipated -Updated condition assessments required
Faber Park	Level 2	Level 2	-Regular maintenance preformed -Increased public use anticipated -Updated condition assessments required
Boat Launch Great Central Lake	Level 3	Level 3	-Increased public use anticipated -Infrastructure upgrades required
Faber Road Trail	Level 2	Level 2	-Regular maintenance preformed
Lakeshore Road Trail	Level 2	Level 2	-Regular maintenance preformed
Parkland at Great Central Lake (West of Trestle)	Level 4	Level 4	
Sander Subdivision (Parkland Dedication)	Level 4	level 4	
10210 Bishop Dr Subdivision (Parkland Dedication)	Level 4	Level 4	
10193 Klitsa Dr Subdivision (Parkland Dedication)	Level 4	Level 4	
<b>CHERRY CREEK COMMUNITY PARK SERVICE</b>			
Maplehurst Park and Trails	Level 3	Level 2	-Increased public use anticipated -Infrastructure upgrades to accommodate

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## Parks Asset Management Plan

			increased use required (parking, park access) -Updated condition assessments required
Cherry Creek Roadside Trail	Level 3	Level 3	
<b>BEAVER CREEK COMMUNITY PARK SERVICE</b>			
Evergreen Park	Level 3	Level 3	-Regular Volunteer maintenance -Updated condition assessments required
Nordstrom Park	Level 3	Level 3	
Darnley/Highland Subdivision (Parkland Dedication)	Level 4	Level 4	
Karen Place Subdivision (Parkland Dedication)	Level 4	Level 4	
Chase Subdivision (Parkland Dedication)	Level 4	Level 4	

### Financial:

In the case of a discrepancy from the current and recommended maintenance standard there are many options to explore to improve operations, such as; increased funding for infrastructure improvements, increased funding for paid services that are not currently being fulfilled and increased staff engagement with volunteers to achieve specific outcomes. If the Board approves the recommendations, staff will move forward with developing a Parks Improvement Plan which will provide relative costs and options for sustainably achieving these service levels.

### Time Requirements – Staff & Elected Officials:

A significant amount of staff time has been involved in developing these options and will be required to develop and implement specific park improvement plans. Staff time has also been dedicated to preparing grant applications to fund improvements and coordinate with volunteers.

### Strategic Plan Implications:

The 2021-2024 strategic plan identified the following:

1.5 Parks and Trails Service Levels – Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

Submitted by:   
 Michael McGregor, Lands and Resources Coordinator

Reviewed by:   
 Jenny Brunn, GM of Community Services

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

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation  
 Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



# APPENDIX B

## ONSITE Engineering Ltd.

**Southern Operations**  
201-231 Trans Canada Highway  
PO Box 2012, Salmon Arm BC  
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Fax: 1-866-235-6943

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**Port Alberni Office**  
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**Coastal Operations**  
1040 Cedar Street  
Campbell River, BC  
V9W 7E2  
Tel: 250-287-9174  
Fax: 1-866-235-6943

**Northern Operations**  
#1A – 1750 Quinn St.  
Prince George, BC  
V2N 1X3  
Tel: 250-562-2252  
Fax: 1-866-235-6943

July 23, 2019

Heather Zenner, RPF  
Lands and Resource Coordinator  
Alberni-Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

Re: Review of Log Train Trail Bridges

### Introduction

Onsite Engineering Ltd. (OEL) has been retained by you, representing the Alberni-Clayoquot Regional District (ACRD) to complete routine bridge inspections on the four trail bridges located on the Log Train Trail between Desmond Road and McLean’s Mill. The bridge inspections were completed on July 22, 2019 by Michael Foster, P.Eng. representing OEL. The sites were accessed by mountain bike from the trail connection at Desmond Road and site equipment included a digital camera, hammer and steel tape measure.

The bridges were assessed for load capacity, flood capacity, and overall safety. This is not to be considered a full record of each of the crossings. The bridges are numbered in the order they were crossed from Desmond Road towards McLean’s Mill

### Trail Bridge Inspections

#### Bridge 1

The trail bridge appears to have been recently worked on and is constructed from 3 main Douglas-fir stringers (300 x 355mm), a layer of 100x300mm cross ties and a layer of 100x300 mm running planks centered on the main wheel paths. The overall length of the bridge is 3.9m with an overall deck width of 3.68m. See Photo Plates 1-3 for views of the existing structure.

Overall the bridge is in fair condition but unfortunately, the 100x300 cross ties are rotten and require replacement. It is recommended to remove all decking and replace with treated cross ties, decking, and guardrails. Additionally, it is recommended to install a layer of waterproofing above the Douglas-fir beams to extend their life. A general arrangement drawing has been prepared. The trail bridge is safe for use in the short term by ATV and horseback but it is not recommended for pickups to use the structure until the deck is replaced.

#### Bridge 2

The trail bridge is constructed from used railway steel as the main beams and has an overall length of 4.7m. The deck is made from 150x200mm creosoted timbers and has an overall width of 2.36m.

The creosote treated timbers appear to be in fair condition with some surface rot evident on the McLean’s Mill end of the bridge with holes filled in with dirt. Consideration should be made to installed a curb log to the downstream side to match the upstream side of the structure to block the drop off into the stream. See Photo Plates 4-6 for views of the existing structure.



## Parks Asset Management Plan

### Bridge 3

The third trail bridge is constructed from two c-channel structures (4 c-channels total) that resemble light vehicle frames with a single layer of 75x200mm untreated timber decking. The bridge has an overall length of 2.7m and a deck width of 3.0m.

Overall the bridge is in fair-poor condition. A single deck board has failed under load through both atv wheel paths. Adjacent timbers also feel soft although no surface indicators of rot are visible.

It is recommended to replace the deck with treated cross ties and deck planks with guard rails. A general arrangement drawing has been prepared. The trail bridge is considered unsafe in its current condition for horseback riders due to their highly concentrated loads but it is considered safe for ATV use. See Photo Plates 7-10 for views of the existing structure.

### Bridge 4

The trail bridge is constructed from used railway steel as the main beams and has an overall length of 3.5m. The deck is made from 75x200 untreated timbers and has an overall width of 3.0m.

Overall the structure is in fair condition with no rot evident. For long term use it is recommended to replace the untreated timbers with treated wood with typical cross ties, running planks, and guard rails. Routine maintenance should try to keep the wood surface free of dirt and debris to avoid wet/dry events which can cause rot. See Photo Plates 11-12 for views of the existing structure.

### Closure

This assessment has been carried out in accordance with generally accepted engineering and geoscientific practice for the area. We trust that this report satisfies your present requirements. Should you have any questions or comments, please contact our office at your convenience.

Sincerely,

Onsite Engineering Ltd.

Prepared by:

Michael Foster, P.Eng.  
Supervising Engineer

Attach: Photo Plates



# Parks Asset Management Plan

Log Train Trail Bridge Inspections

OEL Project 1107-3



Photo Plate 1.  
View of Bridge 1 looking towards Desmond Road



Photo Plate 2.  
Profile view of Bridge 2 looking upstream



# Parks Asset Management Plan

Log Train Trail Bridge Inspections

OEL Project 1107-3



Photo Plate 3.  
View rotten timbers on Bridge 1



Photo Plate 4.  
View of Bridge 2 looking towards Desmond Road



# Parks Asset Management Plan

Log Train Trail Bridge Inspections

OEL Project 1107-3



Photo Plate 5.  
View of  
Bridge 2  
from  
upstream



Photo Plate 6.  
View of  
surface rot  
on decking  
at Bridge 2



# Parks Asset Management Plan



Photo Plate 7.  
View of Bridge 3 from Desmond Road side looking towards McLean's Mill



Photo Plate 8.  
View of Bridge 3 from upstream side



# Parks Asset Management Plan

Log Train Trail Bridge Inspections

OEL Project 1107-3



Photo Plate  
9.  
View of  
broken deck  
timber on  
Bridge 3.



Photo Plate  
10.  
View of  
broken deck  
timber on  
Bridge 3.



# Parks Asset Management Plan

Log Train Trail Bridge Inspections

OEL Project 1107-3



Photo Plate 11.  
View of Bridge 4 looking towards McLean's Mill.



Photo Plate 12.  
Side view of Bridge 4 looking downstream



## Parks Asset Management Plan

# APPENDIX C

This raw asset data was used as the foundation for the financial figures and timelines within this AMP. In the absence of verified data, estimates and industry standards were used.

**Raw Asset Data**

Name	Component	Service Area	Date Installed (Contains Estimates)	Expected Service Life	Remaining Life	Current Reproduction Cost
Metal Storage Shed	Building	Bamfield Community Parks	1990	20	1	2,500
Storage shed by dock	Building	Bamfield Community Parks	1990	20	1	6,000
Office building/showers, washroom	Building	Bamfield Community Parks	1990	40	9	200,000
Campground Cookhouse	Building	Bamfield Community Parks	2009	40	28	20,000
Firewood Storage Shed	Building	Bamfield Community Parks	2000	20	1	5,000
Decking	Dock	Bamfield Community Parks	2000	20	1	30,000
Floats - some past esl some 10 years left	Dock	Bamfield Community Parks	2000	25	4	15,000
Pilings	Dock	Bamfield Community Parks	2000	25	4	40,000
Dock Ramp	Dock	Bamfield Community Parks	2000	25	4	20,000
Dock Approach	Dock	Bamfield Community Parks	2020	25	24	40,000
Boat Trailer gravel parking lot	Parking Lot	Bamfield Community Parks	2000	25	4	40,000
Gazebos	Recreation Eq	Bamfield Community Parks	1985	25	1	50,000
Playground equipment	Recreation Eq	Bamfield Community Parks	1985	15	1	120,000
Smiley Rink outdoor rink boards	Recreation Eq	Bamfield Community Parks	1990	30	1	8,200
Half pipe skateboard equipment	Recreation Eq	Bamfield Community Parks	2011	15	5	5,000
Boat ramp launch concrete	Recreation Eq	Bamfield Community Parks	2000	25	4	35,000
Picnic Tables	Recreation Eq	Bamfield Community Parks	2010	15	4	72,200
Smiley Rink outdoor concrete rink pad	Recreation Eq	Bamfield Community Parks	1990	25	1	15,000
Septic tank and field	Septic	Bamfield Community Parks	1990	25	1	50,000
Sani-dump	Septic	Bamfield Community Parks	1990	25	1	15,000
Evergreen culvert/crossing	Bridge	Beaver Creek Parks	1990	25	1	25,000
Evergreen Aluminum pipe gates	Fence	Beaver Creek Parks	2010	25	14	5,000
Evergreen chain link fencing	Fence	Beaver Creek Parks	2010	25	14	10,000



## Parks Asset Management Plan

Evergreen fencing	Fence	Beaver Creek Parks	1990	15	1	8,000
Evergreen steel gate	Fence	Beaver Creek Parks	2020	25	24	10,000
Evergreen parking lot gravel	Parking Lot	Beaver Creek Parks	2000	25	4	50,000
Evergreen Horse stable	Recreation Eq	Beaver Creek Parks	1990	20	1	10,000
Evergreen picnic tables	Recreation Eq	Beaver Creek Parks	2020	50	49	4,000
Evergreen riding ring sand	Recreation Eq	Beaver Creek Parks	2018	10	7	10,000
Evergreen signage	Signage	Beaver Creek Parks	1990	30	1	10,000
Nordstom Park	Signage	Beaver Creek Parks	2016	30	25	5,000
Maplehurst Boardwalk bridges	Bridge	Cherry Creek Community Park	2010	15	4	2,850
Maplehurst Park and Trails	Trail	Cherry Creek Community Park	1990	25	1	86,400
Cherry Creek Road Trail	Trail	Cherry Creek Community Park	2017	25	21	30,510
Inlet Trail wooden bridges	Bridge	Regional Parks	1995	15	1	40,000
Log Train Trail 3.9 km bridge	Bridge	Regional Parks	1995	20	1	40,000
Log Train Trail 6.5 km bridge	Bridge	Regional Parks	1995	20	1	10,000
Log Train Trail 4.7 km bridge	Bridge	Regional Parks	1995	20	1	20,000
Log Train Trail 6.9 km bridge	Bridge	Regional Parks	1995	20	1	10,000
Log Train Trail 8.0 km bridge	Bridge	Regional Parks	1995	20	1	10,000
Inlet Trail aluminum bridges	Bridge	Regional Parks	2016	30	25	60,000
Log Train Trail Desmond Rd gate	Fence	Regional Parks	2021	20	20	10,000
Mount Arrowmith parking lot	Parking Lot	Regional Parks	1990	25	1	50,000
Inlet Trail parking lots	Parking Lot	Regional Parks	2011	25	15	150,000
Mount Arrowsmith Road	Road	Regional Parks	1990	25	1	280,000
Inlet Trail kiosk signage	Signage	Regional Parks	2011	25	15	22,500
Inlet Trail marquee signage	Signage	Regional Parks	2011	20	10	18,000
Alberni Inlet Trail	Trail	Regional Parks	1980	25	1	538,650
Log Train Trail - MOT leased to ACRD	Trail	Regional Parks	1990	25	1	603,450
South Long Beach Multi Use Path	Trail	South Long Beach Multi Purpose Path	2020	25	24	400,000
Faber park bridge to dock	Bridge	Sproat Lake Community Parks	2000	15	1	750
CSP Washroom/Storage	Building	Sproat Lake Community Parks	1990	40	9	67,000
SLMP Shed	Building	Sproat Lake Community Parks	2015	20	14	15,000
Faber park dock pilings	Dock	Sproat Lake Community Parks	2000	25	4	5,000
Faber park dock decking	Dock	Sproat Lake Community Parks	2014	20	13	6,000
Faber park dock floats	Dock	Sproat Lake Community Parks	2014	25	18	6,000
Faber park dock approach ramp	Dock	Sproat Lake Community Parks	2000	25	4	20,000
Faber park steel gate	Fence	Sproat Lake Community Parks	2010	15	4	10,000



## Parks Asset Management Plan

CSP Lawnmower	Maintenance Eq	Sproat Lake Community Parks	2005	10	1	5,000
Faber park parking area & driveway	Parking Lot	Sproat Lake Community Parks	2000	25	4	40,000
Great Central parking area	Parking Lot	Sproat Lake Community Parks	2000	25	4	50,000
Great Central Lake boat launch	Parking Lot	Sproat Lake Community Parks	1990	20	1	25,000
CSP Asplalt driveway and parking lot	Parking Lot	Sproat Lake Community Parks	2021	30	30	80,000
CSP Water pipes from lake	Piping	Sproat Lake Community Parks	1980	70	29	59,400
CSP Basketball court - cement	Recreation Eq	Sproat Lake Community Parks	2000	20	1	8,000
CSP Basketball court - fence	Recreation Eq	Sproat Lake Community Parks	2000	20	1	8,000
CSP Basketball court - nets	Recreation Eq	Sproat Lake Community Parks	2000	20	1	2,000
CSP Tennis courts - fence	Recreation Eq	Sproat Lake Community Parks	2000	20	1	12,000
Great Central boat launch	Recreation Eq	Sproat Lake Community Parks	2000	25	4	40,000
CSP covered Picnic area	Recreation Eq	Sproat Lake Community Parks	2000	40	19	30,000
CSP Playgrounds	Recreation Eq	Sproat Lake Community Parks	2009	15	3	200,000
CSP Tennis courts - nets	Recreation Eq	Sproat Lake Community Parks	2012	10	1	5,000
Faber park picnic table	Recreation Eq	Sproat Lake Community Parks	2018	25	22	15,000
Life jackets	Recreation Eq	Sproat Lake Community Parks	2015	15	9	1,750
CSP picnic tables	Recreation Eq	Sproat Lake Community Parks	2020	50	49	10,000
CSP Water pump	Recreation Eq	Sproat Lake Community Parks	2015	15	9	5,000
CSP Bike park	Recreation Eq	Sproat Lake Community Parks	2014	15	8	52,000
CSP Tennis courts - cement	Recreation Eq	Sproat Lake Community Parks	2013	20	12	39,000
CSP Baseball field equipment	Recreation Eq	Sproat Lake Community Parks	2014	25	18	5,000
CSP septic field	Septic	Sproat Lake Community Parks	1990	25	1	25,000
CSP gravel trail	Trail	Sproat Lake Community Parks	2020	25	24	13,500
Faber Road Trail	Trail	Sproat Lake Community Parks	2018	25	22	70,200
Lakeshore Road Trail	Trail	Sproat Lake Community Parks	2018	25	22	81,000
CSP Water Treatment Equipment	Treatment Pl	Sproat Lake Community Parks	2015	15	9	5,000



## Parks Asset Management Plan

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## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Committee of the Whole/  
Michael McGregor lands and Resources Coordinator

**Meeting Date:** September 8, 2021

**Subject:** Parks Improvement Plan

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**Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors support in principle the development of the following documents and direct staff to include the projects in the 2022-2026 Draft Financial Plan for discussion:*

- 1. ACRD Parks and Trails Design and Construction Guidelines*
- 2. ACRD Parks and Trails Signage Strategy*
- 3. Individual Management plans for ACRD Parks and Trails*

**Desired Outcome:**

To outline next steps in the development of ACRD Parks and Trails.

**Summary:**

On August 25, 2021, the Committee of the Whole was presented with the report attached for the proposal of three initiatives intended to guide the development of ACRD Parks. The Committee of the Whole recommended that the ACRD Board of Directors approve the recommendation as presented above.

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

Reviewed by: Jenny Brunn  
Jenny Brunn, GM of Community Services

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



## REQUEST FOR DECISION

**To:** Committee of the Whole  
**From:** Michael McGregor, Lands and Resources Coordinator  
**Meeting Date:** August 25<sup>th</sup>, 2021  
**Subject:** Parks Improvement Plan

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### Recommendation:

***THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to develop ACRD Park and Trails Design and Construction Guidelines***

***THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to develop an ACRD Park and Trails Signage Strategy***

***THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to develop individual management plans for ACRD Parks and Trails***

### Desired Outcome:

To outline the next steps in the development of ACRD Parks and Trails.

### Background:

The ACRD established its Regional Parks function in 1970. Regional Parks can have a variety of roles, but their focus is to meet the outdoor recreation needs of the region, as well as contribute to attracting tourism as a regional destination. Community parks are provided through localized park functions of individual electoral areas or municipalities which focus on providing the local area outdoor recreation opportunities and promote a sense of community. The ACRD currently owns and/or operates 5 Regional Parks and 24 Community Parks.

In 2006, an Alberni Valley Trails Planning Study was completed and, in 2008, the ACRD completed a Regional Parks & Trails Policy Report. The policy report identified a need for an overall plan for regional parks and trails. In 2015, the ACRD Parks & Trails Strategic Plan was completed to guide park and trail development.

In 2020, the ACRD Board developed an overall strategic plan that identified desired areas of focus for 2021-2024. One of the areas that received significant attention was parks and trails, which was included in the adopted strategic plan under strategy 1.3 Parks and Trails Service Levels, with the objective to review Levels of Service for Parks and Trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

On March 10<sup>th</sup>, 2021, the ACRD Committee of the Whole supported proposed levels of service and Maintenance Standards for the Parks Asset Management Plan and directed staff to develop an ACRD Parks Improvement Plan based on the Levels of Service.

### Discussion:

Utilizing the approved parks levels of service, staff have identified three priority projects that will be foundational to the development of ACRD parks services;

- creation of guidelines for sustainable design and construction practices,
- production of a standardized signage strategy, and
- development of individualized management plans based off a supplied prioritized list.

In conjunction with the ACRD parks asset management plan and the approved levels of service, these documents will act as resources for staff, consultants, contractors and volunteers to formalize the process while undertaking park planning

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?ih?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

and development.

### Guidelines for Sustainable Design and Construction Practices

To help guide the sustainable development of parks and trails tailored to ACRD parks as well as the needs and wants of its population, the adoption of guidelines for sustainable design and construction practices is a valuable building block of a parks system. This will act as a baseline document that would aid ACRD staff, consultants, contractors, and volunteers in the design and planning process for the development of new and updated park infrastructure. The establishment of park and trails design and construction guidelines ensures that ACRD parks utilize industry best management practices addressing liability concerns, keeping maintenance costs low, and ensuring quality and safe infrastructure for park users.

### Standardized Signage Strategy

Another identified need for ACRD parks is to establish a ACRD standardized parks Signage Strategy. Currently parks signage has been designed and installed as needed sign by sign, this has resulted in a wide array of sizes, shapes, colours and information provided. Consistent signage within ACRD parks provides clear information in a user friendly format for park users that can be used for internal staff when installing new signage within parks such as; identifying ACRD parks, regulatory signage, directional signage, and interpretive signage. There is currently an opportunity for the ACRD to partner with the City of Port Alberni for this signage design project as they are also in need of such a document. The benefits of a partnership with the City of Port Alberni are: share costs for a consultant to develop the design, standardized style and information provided on signage in parks throughout the Alberni Valley reduces confusion as ACRD parks and City parks share the majority of the same users.

### Individual Park Management Plans

Staff have identified a prioritized list of ACRD owned and managed Parks and Trails which would benefit from the development of individual management plans. A management plan is a document that outlines the vision and direction for a park area. It summarizes the history of the park including how the historical use has evolved over time. It provides a snapshot of the current park infrastructure through the asset management plan and identifies priority asset renewal. A management plan compares the intended use against the observed current use, how the park is managed and potential management issues. It then engages in public and stakeholder consultation and prepares a summary of priorities, future management options, actions, and associated costs.

<b>PROPOSED ACRD PARK AND TRAIL PRIORTIZED MANAGEMENT PLANS</b>			
<b>ACRD PARK OR TRAIL NAME</b>	<b>SERVICE LEVEL</b>	<b>BUDGET YEAR</b>	<b>BENEFITS OF MANAGEMENT PLAN</b>
<b>Priority 1</b>			
Log Train Trail (Lease Agreement) (Current Grant application in progress)	Level 2/3	2022	<ul style="list-style-type: none"> <li>- Sections of trail hold different levels/type of use and require individualized management</li> <li>- Current use does not match intended use i.e. motorized/nonmotorized</li> <li>- Public engagement required to better understand current public use and priorities to guide development</li> <li>- Condition assessments and future asset renewal to be prioritized</li> <li>- Management plan to accommodate increased public use</li> </ul>
Maplehurst Park and Trails (grant funded)	Level 3	2021/2022	<ul style="list-style-type: none"> <li>- Public engagement required to better understand current public use and priorities to guide development</li> <li>- Updated condition assessments and asset renewal required</li> <li>- Identify potential for trail expansion</li> </ul>

			- Management plan to accommodate increased public use
<b>Priority 2</b>			
Boat Launch Great Central Lake	Level 3	2023	- Public engagement required to better understand public use and priorities to guide development - Management plan to accommodate increased public use
Alberni Inlet Trail (License Agreement)	Level 3	2022	- Management plan to accommodate increased public use - Updated condition assessments and asset renewal required - Identify potential for trail expansion and linkages
Mount Arrowsmith Regional Park	Level 3	2023	- Park not managed for current use or level of risk - Increased public use anticipated as this type of recreation becomes more popular and access issues addressed
<b>Priority 3</b>			
West Coast Multi-Use Path	Level 2	2025	- Once new section of path is constructed priority will increase to address governance - Increased investment for asset renewal required
Bamfield Parks	Level 2/3	2024	- Investment for asset renewal required - Management plan to accommodate increased public use
Sproat Lake Parks and Trails	Level 2/3	2024	- Management plan to accommodate increased public use - public engagement to guide development and address security concerns - Updated condition assessments and asset renewal required
Beaver Creek Parks	Level 3	2025	- Public engagement to guide development - Management plan to accommodate increased public use - Increased investment for asset renewal required

Staff have identified the top priority park for a management plan is the Log Train Trail. The ACRD holds a non-exclusive lease agreement with the Ministry of Transportation and Infrastructure for a roughly 17 km section of the Log Train Trail. The current uses are pedestrian, equestrian, cycling, and motorized vehicles including ATV, dirtbike and forestry crossings. With such a wide variety of user groups and stakeholders there are management challenges which other ACRD parks do not hold. Staff foresee great value in a public conversation with these stakeholders to develop a vision for the trail, how the ACRD can better manage it to ensure safe public use for our intended users, and the associated costs with various management options. The ACRD has applied for a grant through the Healthy Canada Communities Initiative which could fund the development of this plan, anticipated award is in the fall of 2021.

The remaining identified park management plans are prioritized based off current needs and the benefits a management plan can provide to on the ground decision making to guide development and manage challenges with public use, and required infrastructure needs. Priority 2 parks have pressing infrastructure needs as well as increasing public demand for elevated services. Priority 3 parks are well used by the public and although they will benefit from a management plan, they have less of a pressing need for one. The goal is to establish a continuous process of preparing and updating management plans to address the current needs of the applicable parks services.

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

A significant amount of staff time will be required to develop, implement, and update the guidelines and management plans. Staff time will also be dedicated to preparing grant applications to help fund this process.

#### **Financial:**

#### **Guidelines for Sustainable Design and Construction Practices**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?ii?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

It is estimated that a consultant would be able to produce this set of standards for roughly \$20,000 – \$25,000. A proposal would be included in budget deliberations for the 2022-2026 financial plan.

Standardized Signage Strategy

If the ACRD and City of Port Alberni are able to cost share consultant fees, it’s estimated that this program will require roughly \$10,000. A proposal would be included in budget deliberations for the 2022-2026 financial plan.

Park Management Plans

Budgeting for each plan will be dependent on the complexity for each park and trail and its unique needs. The goal would be to create a program working towards completing a plan roughly every 6 months with an estimate of \$10,000-\$20,000 for each plan. There are routinely grant funds available for these types of plans and applying for grant assistance to offset a portion of the anticipated costs would be part of the program. The ACRD has allocated funds from COVID Restart Funding to complete the Maplehurst Park management plan which is in the early stages of development. The ACRD has also applied to the Healthy Canada Community Initiative to fund a Log Train Trail Management plan. During budget deliberations for the 2022-2026 financial plan an annual allocation to fund this program will be proposed.

Strategic Plan Implications:

The 2021-2024 strategic plan identified the following:

1.5 Parks and Trails Service Levels – Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

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

Reviewed by:   
\_\_\_\_\_  
Jenny Brunn, GM of Community Services

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Committee of the Whole/  
Michael McGregor Lands and Resources Coordinator

**Meeting Date:** September 8, 2021

**Subject:** Park and Playground Inspection and Maintenance Policy

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended 'Park and Playground Inspection and Maintenance Policy' dated August 25, 2021***

**Desired Outcome:**

To adopt a parks maintenance policy that sets minimum levels of inspection and maintenance standards for ACRD owned and operated parks (including trails and playgrounds) to reduce liability and exposure to risk.

**Summary:**

On August 25, 2021, the Committee of the Whole was presented with the report attached for establishing a Park and Playground Inspection and Maintenance Policy. The Committee of the Whole recommended that the ACRD Board of Directors approve the recommendation with an amendment which speaks to maintenance procedures that exceed the minimum set standards.

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

Reviewed by: Jenny Brunn  
Jenny Brunn, GM of Community Services

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Michael McGregor, Lands and Resources Coordinator  
**Meeting Date:** August 25, 2021  
**Subject:** Park and Playground Inspection and Maintenance Policy

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### **Recommendation:**

***THAT the ACRD Board of Directors adopt the 'Park and Playground Inspection and Maintenance Policy' dated August 25, 2021.***

### **Desired Outcome:**

To adopt a parks maintenance policy that sets minimum levels of inspection and maintenance standards for ACRD owned and operated parks (including trails and playgrounds) to reduce liability and exposure to risk.

### **Summary:**

Recognizing that park operations and public use of Alberni-Clayoquot Regional District (ACRD) parks have evolved over time, staff recommend a policy be adopted to maximize the amount of liability protection through policy. The Municipal Insurance Association (MIA) highly recommends that local government park services outline the type of inspection protocols they use and have it defined and endorsed by the board. Inspection policies can vary from "no inspections at all and only respond to complaints" to "strictly scheduled and routine." Regardless of the type of inspections that are performed, this should be identified by policy to reduce risk to the ACRD from potential claims. The type of inspection program developed is determined by the service's means and ability to conduct them annually. Large, highly staffed municipalities can conduct inspections to a different standard than small Regional Districts and this is recognized by the MIA, who represents the ACRD.

MIA has reviewed, commented on and supports the new policy presented at this time for Board consideration.

### **Highlights of the Proposed Policy:**

- All new Playground structures meet current Canadian Standards Association guidelines for child safety.
- All ACRD playgrounds are inspected twice per year.
- All ACRD Parks general infrastructure is inspected by staff conducting routine maintenance and repairs and does not follow a set schedule.
- Staff and/or contractors conducting Playground inspections are certified through the British Columbia Recreation and Parks Association.

Primarily an administrative function, this policy will establish formality around Parks and Playground inspection procedures and frequency. If the board chooses to formally endorse this policy it would provide legal protection from potential claims.

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

Staff time required to fulfil this policy will be dependent on the amount of infrastructure within each park service and the age of the infrastructure. As infrastructure ages and additional infrastructure is added to parks services, staff time to preform inspections and oversee maintenance in accordance to this policy will increase.

**Financial:**

Any necessary increase in staff time required to implement this policy is expected to be minimal and will be reflected in the wage section for the appropriate parks service in the 2022-2025 financial plan.

**Strategic Plan Implications:**

The 2021-2024 strategic plan identified the following:

1.5 Parks and Trails Service Levels – Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

**Option:**

Decline to adopt Park and Playground inspection and maintenance standards. Staff will adjust parks levels of service to reflect the absence of this policy.

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

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

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



Alberni-Clayoquot Regional District

## **Park and Playground Inspection and Maintenance Policy for ACRD Properties**

Policy Issued by: Board of Directors  
Date Adopted: September 08, 2021  
Date(s) Amended:

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### **1. POLICY**

The Alberni Clayoquot Regional District (ACRD) will make every reasonable effort to inspect and maintain properties owned, leased, or otherwise maintained by the ACRD.

The ACRD is committed to providing and maintaining safe environments for users and employees on ACRD properties.

It is recognized that budget constraints may affect the level of remediation and the response time. Hazards may be dealt with in order of their severity and not necessarily the order in which they were identified.

### **2. PURPOSE**

To establish a policy for the inspection and documentation of ACRD owned or operated parks, Playgrounds, and recreational trails for the purposes of increasing public safety by ensuring parks, trails and Playgrounds are safe for play, recreation, and passive use.

### **3. SCOPE**

This policy applies to all properties owned, leased, or otherwise maintained by ACRD within Regional and Community Parks services.

### **4. DEFINITIONS**

“**CSA**” - Canadian Standards Association.

“**Manager**” - wherever the term Manager is used, it is intended to mean the General Manager of Community Services or designate.

“**Parkland**” - Includes all parks and recreational trails within the Regional District’s inventory. Also includes sites that may or may not be owned by the Regional District where the Regional District has a management responsibility for an amenity on that site. For example: a pedestrian bridge that makes up part of a recreational trail system, constructed by the Regional District but located on Crown Land.

“**Parkland Assets**” - A structure or constructed item for which the Regional District has some form of management responsibility; whether it be for its maintenance, replacement, or inclusion under ACRD liability insurance coverage.

**“Playground(s)”** - an area containing Playground Equipment, Play Structure(s), protective surfacing and similar items, structures, and equipment that is intended for the use of children between the ages of 18 months and 12 years.

**“Playground Equipment”** - a Play Structure anchored to the ground, or having natural stability, and not intended to be moved and is for use in play areas of parks or open space lands.

**“Play Structure”** - a free-standing structure with one or more components and their supporting members.

**“Preventative Maintenance and Repairs”** - those activities conducted regularly to ensure that Parkland Assets remain in good condition.

**“Routine Maintenance”** - scheduled cleaning, repairs, and inspections to identify hazards, wear and tear, debris, faulty equipment, breakage, and vandalism, to ensure safe, clean and operable Parkland Assets.

**“Reactive inspections”** - inspections undertaken based on complaints, requests and reports received by the ACRD.

## 5. RESPONSIBILITY

The General Manager of Community Services is responsible for communicating this policy to employees. The Manager must also ensure terms and conditions and general procedures required by this policy are completed.

The General Manager of Community Services is responsible for the following:

- The ongoing maintenance of ACRD owned or operated parks, trails and Playgrounds.
- Provide for staff training or certification related to park and Playground inspection, repair, and maintenance.
- The maintenance and updating of the Parks and Playground Inspection Policy.

Employees will take every step reasonable to respond to the public or employees’ concerns to correct any unsafe situation.

Employees must report any concerns they have regarding health and safety, to their supervisor.

## 6. Playground Guidelines

At the time of installation, newly installed, ACRD owned or operated Playgrounds, Playground Equipment and Play Structures, will comply with the most recent CSA published standard for ‘Children’s Play Spaces and Equipment’ or the intent of the CSA intended standard.

ACRD owned or operated Playgrounds will be subject to biannual, comprehensive inspections by a certified Playground inspector. The extent to which the inspections are completed is per the most recent comprehensive checklist provided by the Canadian Playground Safety Institute.

Preventative Maintenance and Repair to Playgrounds will occur in conjunction with routine inspections or as soon as practicable following an inspection cycle. Damaged or worn parts deemed a hazard to the public are removed or flagged as ‘closed’.

Reactive Inspections will be validated, and repairs performed as required. Upon receipt of a public

repair request the inspections are completed with 48 hours.

Any Playground with a serious hazard that cannot be immediately mitigated will be fenced and closed to the public until repairs are completed. Serious hazards can be defined as worn or broken parts that immanently put the user in significant risk of injury.

The retention schedule for Playground inspection and maintenance records will be determined by the LGMA Records Management Policy.

## **7. General Park Guidelines**

Non Playground Parkland Assets are installed or constructed in compliance with local building code or generally accepted standard construction practices.

Non Playground Parkland Assets have no set regular inspection schedule but are inspected by staff as they are conducting their regular scheduled maintenance tasks or when prompted by public complaint or Reactive Inspections. Parkland Assets are subject to seasonal use and as such inspections will be conducted as the maintenance visits increase and decrease based on seasonal use.

The frequency of inspections and maintenance performed will be tailored for the specific needs of each park. A park with a higher set level of service will generally receive more frequent inspections and maintenance.

This policy is to be used in conjunction with the Tree Policy for ACRD Properties adopted January 25<sup>th</sup>, 2018.

The goal of park inspections is to identify potential risk situations or hazards that are present so that staff may take preventative or remedial action as appropriate to reduce the hazards. Where a hazard cannot be removed or dealt with immediately, the hazard is documented so that it may receive attention or remediation at the earliest possible date.

It is recognized that budget constraints may affect the level of remediation and the response time. Hazards may be dealt with in order of their severity and not necessarily the order in which they were identified.



## REQUEST FOR DECISION

**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Tricia Bryant, CPA, CGA, Acting Chief Financial Officer

**Meeting Date:** September 8, 2021

**Subject:** New Building Inspection SUV

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors exempt the purchase of a new hybrid SUV from ACRD's Purchasing Policy due to the limited supply of vehicles available during the COVID-19 pandemic and delegate authority to the Acting Chief Administrative Officer to authorize the purchase provided it is within the \$45,000 included in the 2021 budget for the Building Inspection service.***

### Desired Outcome:

To purchase a new hybrid vehicle that is equipped to handle the various terrains within the ACRD as well as reduce emissions and dispose of the 2008 Yaris that is at the end of its useful life.

### Summary:

The Building Inspection department has \$45,000 budgeted in 2021 for a vehicle purchase. Staff have considered vehicle options and believe a new hybrid SUV is the most suitable option for this service. Building Inspection staff must frequently travel down newly constructed rough and steep driveways to complete inspections. A hybrid vehicle with fairly high clearance, adequate passenger room, cargo space, and all-wheel or four-wheel drive has been deemed most appropriate.

The ACRD's normal vehicle purchasing process is to issue a Request for Proposals (RFP) and accept bids based on the criteria set out in the RFP document as outlined in the ACRD's Purchasing Policy. This process often takes approximately 30 days from the date the dealership submits a proposal to the date the purchase actually occurs. Due to the current COVID-19 pandemic, vehicle lots are lacking supply and therefore vehicles are not staying on the lots that long. Further, vehicles that are being purchased directly from the factory are often delayed and taking many weeks to months before arriving. Therefore, staff believe that the normal process is going to be a challenge due to the lack of new vehicles currently available on the car lots. Instead, staff are proposing that they work with local dealerships to find a vehicle that meets the ACRD's needs and is within budget. In order to proceed with this approach, the Board needs to exempt this acquisition from the ACRD's Purchasing Policy and delegate authority to the Acting CAO to complete the purchase.

Staff are not recommending the purchase of a used vehicle as they have a shorter useful life and result in more frequent vehicle purchases. It is also important to note that this purchase will create a vehicle shuffle within the ACRD fleet and result in the sale or trade in of the 2008 Yaris that is at the end of its useful life.

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

Moderate staff time will be required to work with local dealerships and analyze the options available.

**Financial:**

Some staff research has begun to investigate local dealership options that would suit the Building Inspection department’s needs. Price quotations have been received with prices ranging from \$34,000 to \$45,000 for currently available hybrid SUVs.

The 2021 budget for the Building Inspection Service includes \$45,000 for the purchase of a new vehicle.

**Strategic Plan Implications:**

No strategic plan initiatives are applicable to this decision.

**Policy or Legislation:**

ACRD’s Purchasing Policy – states that all purchases over \$35,000 are conducted using either a Tender or Request for Proposals process. Exempting this purchase from this requirement would not be in violation of any trade agreements as the purchase is below any trade agreements threshold.

BC Climate Action Charter – as a signatory to the Charter the ACRD has committed to taking action on climate change. Staff have therefore recommended a hybrid vehicle be purchased as part of this commitment. Staff will be continuing to watch for appropriate fully electric vehicles as they come onto the market for future purchases.

ACRD’s Health, Safety and Environment Policy - the replacement of the 2008 Toyota Yaris with a reliable lower-emissions hybrid vehicle would achieve the intentions of this policy.

**Options Considered:**

If the Board is not comfortable with exempting this vehicle from the ACRD’s Purchasing Policy, then staff can proceed with the RFP process recognizing that this may result in significant delays in purchasing this new vehicle.



Submitted by: \_\_\_\_\_  
Tricia Bryant, CPA, CGA, Acting Chief Financial Officer



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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Paulo Eichelberger  
**Meeting Date:** September 8, 2021  
**Subject:** City Residential Solid Waste Collection Services Transition Agreement

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**Recommendation:**

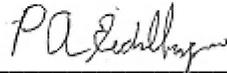
***THAT the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Waste Collection Service Transition Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing the 13th of September, 2021 and ending on the 31st of December, 2021.***

**Desired Outcome:**

To enter into a transition agreement for the City of Port Alberni(CPA) to collect curbside recyclable materials from within the City boundaries as part of the 3 stream waste collection services set to begin on September 13th, 2021.

**Summary:**

On September 1, 2021, the Alberni Valley & Bamfield Services Committee(AVB) was presented with the report attached regarding the proposed service transition agreement between the City of Port Alberni and the ACRD in regards to recycling and organics collection within the City. The AVB recommended that the ACRD Board of Directors approve the recommendation as presented above.

Submitted by:   
\_\_\_\_\_  
Paulo Eichelberger, Solid Waste Manager

Approved by:   
\_\_\_\_\_  
Teri Fong, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee  
**From:** Paulo Eichelberger, Solid Waste Manager  
**Meeting Date:** September 1, 2021  
**Subject:** City Residential Solid Waste Collection Services Transition Agreement (REVISED)

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### Recommendation:

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors authorize the CAO to enter into a 3-Stream Waste Collection Service Transition Agreement between the City of Port Alberni and the Alberni-Clayoquot Regional District, for a term commencing the 13<sup>th</sup> of September, 2021 and ending on the 31<sup>st</sup> of December, 2021.*

### Desired Outcome:

To enter into a transition agreement for the City of Port Alberni (CPA) to collect curbside recyclable materials from within the City boundaries as part of the 3 stream waste collection services set to begin on September 13<sup>th</sup>, 2021.

### Summary:

Effective September 13<sup>th</sup>, 2021 the CPA will be taking over the curbside recycling collection as part of their new 3-Stream Curbside Waste Collection Service and Phase One of the Organics Diversion Program. The Alberni Clayoquot Regional District (ACRD) currently provides recycling collection via contract to Waste Management and receives payment from Recycle BC per eligible residence to help fund this service. After September 13<sup>th</sup>, Waste Management will continue to collect recycling from blue bins in the Beaver Creek Electoral Area, Tsheshaht First Nation and Hupacasath First Nation communities, but the City will collect recycling from within City boundaries.

The ACRD will continue to receive Recycle BC funding for all eligible residences including those within the City of Port Alberni until December 31, 2021. The City will then enter into a contract directly with Recycle BC to receive compensation for collecting recycling within their boundaries effective January 1, 2022.

The attached agreement details the responsibilities of the CPA and ACRD for recycling services within the City boundaries. The ACRD will continue to provide educational services to those residents as well as provide services for the consolidation and transport of the recyclable material to the designated receiving facility in Parksville.

The remaining areas that the ACRD is responsible for recycling collection (Beaver Creek electoral area, Tsheshaht First Nation and Hupacasath First Nation communities) will continue to be collected by Waste Management until November 30<sup>th</sup>, 2021. ACRD staff will be issuing a request for proposal (RFP) for this service in the Fall in order to issue a new contract to the successful proponent for this service starting December 1, 2021.

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

There is significant staff time that is being allocated to support the transition from the current waste collection system to the 3-stream waste collection system including phone administration, educational resources and contract administration.

**Financial:**

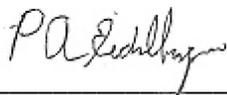
Recycle BC provides \$33.40 per household per year for the operational costs of collecting residential recycling as well \$0.75 per household per year for education services. There are approximately 6670 eligible households within the City of Port Alberni resulting in a monthly value of approximately \$18,565 for operational costs and \$415 for educational services. The estimated costs for consolidation and transport of recycling is expected to be between \$3,500 and \$6,500 per month. This will result in a monthly payment of around \$12,065 to the CPA for the curbside collection of recycling.,

**Strategic Plan Implications:**

Strategy 3.2 Solid Waste Management Plan Implementation – the 3-Stream collection supports improvement of recycling and diversion programs through the region by reducing waste going into the landfill.

**Policy or Legislation:**

As per the ACRD Officers Delegation Bylaw and the Solid Waste Management Plan.

Submitted by:   
\_\_\_\_\_  
Paulo Eichelberger, Solid Waste Manager

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

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

**THIS AGREEMENT MADE IN DUPLICATE THIS DAY \_\_ OF September, 2021.**

**BETWEEN:**

**CITY OF PORT ALBERNI**, a municipal Corporation duly incorporated under the laws of the Province of British and having an office at 4850 Argyle Street, in the City of Port Alberni, Province of British Columbia, V9Y 1VB.

(hereinafter called **the City**)

**AND:**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT (ACRD)**, a Regional District duly incorporated under the laws of the Province of British and having an office at 3008 5<sup>th</sup> Avenue, Port Alberni, Province of British Columbia, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the **"City of Port Alberni 3-Stream Waste Collection Service Transition Agreement "**

**WHEREAS**

The City will be expanding its curbside waste service to include residential collection of 3-streams of waste including recycling, organics and garbage;

The Region will be discontinuing the collection of curbside residential recycling collection within City boundaries and will accept all 3 streams of waste delivered by City collection trucks at the AVL;

The Region will continue to provide solid waste education service within the City.

**THEREFORE**, in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

**1. Definitions**

- 1.1 "Alberni Valley" means the area covered by the jurisdiction of the City of Port Alberni as well as the Sproat Lake, Beaver Creek, Cherry Creek and Beaufort Electoral areas.
- 1.2 "AVL" means the Alberni Valley Landfill located at 7080 McCoy Lake Road in Port Alberni.
- 1.3 "City of Port Alberni" means the area covered by the jurisdiction of the City of Port Alberni;

- 1.4 "City Solid Waste Collection Staff" means the incumbents in the City's employment that fulfill the position titled "Solid Waste Collection Operators," which are responsible for the collection of curbside garbage, recycling and organics;
- 1.5 "City Collective Agreement" means the prevailing collective agreement in place between the City and the Canadian Union of Public Employees Local 118;
- 1.6 "City Supervisor" means the Manager of Operations;
- 1.7 "Curbside Collection Services" means the removal of garbage, recyclable material, organics, or all three waste streams, by the City;
- 1.8 "Curbside Collection Schedule" means the days on which the Curbside Collection, services are provided to Eligible Residences in the Garbage Collection Area;
- 1.9 "Eligible Residences" means a residential premise within the City, but does not include multiple residential premises;
- 1.10 "Residential Premises" means a building containing not more than three dwelling units;
- 1.11 "Regional Organics Coordinator" means the incumbent in an employment position titled "Organics Coordinator " at the Region;
- 1.12 "Regional Supervisor" means the Region's Solid Waste Manager;
- 1.13 "Regional Collective Agreement" means the prevailing collective agreement in place between and the Region and the Canadian Union of Public Employees Local 118.

## **2. Services provided by the City:**

- 2.1 The City will provide the necessary equipment and labour to collect recycling from all eligible residences within the City boundaries.
- 2.2 The City will deliver collected recyclable materials to the designated recycling tipping area at the AVL within regular operating hours.
- 2.3 The City will provide additional staffing during the beginning of the new waste collection services to assist in answering questions about how to use the new waste collection service.
- 2.4 The City will provide reporting to the Alberni Valley Waste Education Coordinator on a weekly basis, based on the Lateral Innovation on board truck software, that includes customer information relating to contamination related incidents flagged by the Solid Waste Collection Driver, to help support the Region education and enforcement efforts.

### **3. Services provided by the Region:**

- 3.1 The Region will provide carts and welcome packages to each eligible residence prior to the start of the 3-stream collection program.
- 3.2 The Region will provide necessary equipment and labour required to consolidate and transport the curbside recyclable materials from the AVL to the receiving facility, as designated by Recycle BC, and currently located at Springhill Road in Parksville BC.
- 3.3 The Region will provide education services to the residents within the City to inform them of how to use the 3-stream program.
- 3.4 The Region will perform curbside waste composition audits at in-scope residential properties, located in randomly selected neighborhoods within the City, to assist in developing effective education campaigns.

### **4. Payment:**

- 4.1 The Region will be paid by Recycle BC for the collection of recycling per eligible residence as well as for the education of eligible residences within the City of Port Alberni.
- 4.2 The Region will retain the revenues for educational services.
- 4.3 The Region will recover the costs to consolidate and transport the recyclable material to the receiving facility and transfer all remaining funds received by Recycle BC for collection of recycling of eligible residences to the City.

### **5. City Covenants**

- 5.1 Provided that the City Supervisor determines that the City's operational needs can be met, the City will make the City Solid Waste Collection Operators available for educational and engagement purposes, with regional staff, when requested by the Regional Supervisor.
- 5.2 The City assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, damages, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the services provided by the City as described in Section 2 of this agreement.

### **6. Region Covenants**

- 6.1 The Region will provide the Organics Coordinator on an as-needed basis to provide project management assistance, manage education services and provide operational support.
- 6.2 The Region will provide its Alberni Valley Waste Education Coordinator

on an as-needed basis to provide solid waste collection education services to the City's staff.

- 6.3 The Region assumes all risk and agrees to indemnify and hold the City harmless, and to defend the City against and from any claims, damages, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the services provided by the Region as described in Section 3 of this agreement.

**7. Mutual Covenants:**

- 7.1 The City Supervisor and Regional Supervisor shall use their best efforts to mutually coordinate and provide resource sharing when needed.

**8. Term of Agreement:**

- 8.1 The term of this Agreement shall be from the 13th day of September 2021 to the 31st day of December, 2021.
- 8.2 Notwithstanding Section 8.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations for which a dispute cannot be resolved informally or by mediation, either party may terminate the Agreement following thirty days written notice.

**IN WITNESS WHEREOF** the Corporate Seals of the parties have hereunto been affixed in the presence of their duly authorized officers the day and year first above written.

THE CORPORATE SEAL OF THE  
**CITY OF PORT ALBERNI**  
WAS HEREUNTO  
AFFIXED IN THE  
PRESENCE OF:

THE CORPORATE SEAL OF THE  
**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
WAS HEREUNTO  
AFFIXED IN THE  
PRESENCE OF:

**CITY OF PORT ALBERNI** )  
By its authorised signatories: )  
 )  
 )  
\_\_\_\_\_)  
Mayor )  
 )  
 )  
\_\_\_\_\_)  
Corporate Officer )

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

**ALBERNI-CLAYOQUOT REGIONAL** )  
**DISTRICT** by its authorized signatories: )  
 )  
\_\_\_\_\_)  
Chairperson )  
 )  
\_\_\_\_\_)  
Acting Chief Administrative Officer )

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



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Paulo Eichelberger  
**Meeting Date:** September 8, 2021  
**Subject:** Contract Award of Landfill Gas Flare Installation at Alberni Valley Landfill

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### Recommendation:

***THAT the ACRD Board of Directors award the installation of a landfill gas flare system at the Alberni Valley Landfill to Fyfe Well & Water Services for a cost of \$39,800, excluding GST.***

### Background:

The Alberni Valley Landfill (AVL) has accepted municipal solid waste since the 1970s, with waste placement confined to the waste mound in the northern half of the landfill, covered under intermediate soil cover. The site has experienced onsite landfill gas emissions from the decomposition of organic material in the waste mass. These emissions were previously associated with two monitoring wells, which were sealed in place and have not been opened. Since the landfill contains organic waste that will continue to decompose and generate landfill gas, it is necessary to collect and destroy this harmful greenhouse gas to prevent impact to the surrounding environment. This is typically done by flaring, which safely disposes of flammable constituents while controlling odour nuisance, health risks and adverse environmental impacts.

### Discussion from AVB Meeting (September 1, 2021)

During the committee meeting members discussed the ongoing organics diversion project and asked for clarification with regards to landfill gas generation, as it is related to organic waste. Some additional points with regards to that discussion are provided below:

- The primary component of landfill gas is methane (CH<sub>4</sub>) or “natural gas.” Methane can take carbon out of the air and provide more heat and light energy than other hydrocarbon fuels if released into the environment as organic material breaks down. It is therefore important to mitigate release of this natural gas by either:
  - Flaring, which burns more cleanly than any other fossil fuel; or
  - Being captured and used as a fuel source.
- Under the BC Landfill Gas Regulation, any organization with a landfill whose methane generation increases to >1,000 tonnes of methane per year must install an active gas capture system with collection infrastructure throughout the entire site.
- Recent landfill gas modelling shows that the AVL generates approximately 900 tonnes of methane per year. This is estimated to slowly reduce based on the current rates of waste tonnage being received (data excerpt shown below):

Year		2019	2020	2021	2022	2023	2024
Estimated Mass of Methane Produced	(Tonnes/year)	904.4	899.8	896.5	894.2	893	892.7

Though the site still does not meet the regulation requirement to install full gas capture system, there is still the need to address the landfill gas as mentioned previously. The installation of a small flare station adjacent to the monitoring wells, where gas was originally detected, will solve that issue.

**Summary:**

A request for quote (RFQ) was issued on July 19, 2021 for installation of a landfill gas (LFG) flare system at the AVL. Proponents were requested to provide bids to:

- Purchase a LFG flare system and install it adjacent to the monitoring wells, where gas was originally detected;
- Connect the system into the existing monitoring software onsite<sup>1</sup> to track flare temperature and runtime; and
- Provide operational training to manage the system.

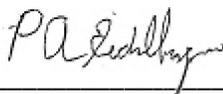
Submissions closed on August 12, 2021, with one formal bid received from Fyfe Well & Water Services (Fyfe) to perform the required work at a cost of \$39,800, excluding GST. To that end, it is recommended that Fyfe be awarded the contract to install the LFG flare system at the AVL.

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

Staff time will be required to finalize contract documentation, provide contract/project management and billing during the construction work.

**Financial:**

As \$62,000 has been allotted for this capital project, the recommended bid falls within the approved budget envelope for 2021.

Submitted by:   
 Paulo Eichelberger, Solid Waste Manager

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

<sup>1</sup> Used to monitor leachate flow and levels at the landfill. The same system (SCADA) can also be used to measure landfill gas once the flare is installed.



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Mark Fortune, Airport Manager  
**Meeting Date:** September 08, 2021  
**Subject:** Tender Award Fire Flow Upgrade Tofino/ Long Beach Airport

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### **Recommendation:**

***THAT the ACRD Board of Directors award the Watermain Upgrade for Fire Protection, at the Long Beach Airport, to Bowerman Excavating Ltd. for the tendered price of \$586,563.60.***

### **Desired Outcome:**

The watermain upgrade is the first phase of a fire flow upgrade planned for the Long Beach Airport water system. Phase II will consist of installing fire flow pumps that will allow the new airport water distribution system to meet fire flow requirements for airport / industrial applications.

### **Background:**

The current airport water distribution system was installed during World War II and consists of 8" (200mm) cast iron pipe with lead sealed joints. A derelict independent fire flow pump was removed by Transport Canada during pump house renovations in the 1990's, leaving two small domestic pumps to supply fire flows. These current domestic pumps can supply approximately 70igpm (318lpm) when actual fire flow requirements are 1700igpm (7728lpm). A phased approach to upgrading the water system was implemented to achieve fire flows for the airport.

- Phase I consists of replacing the old cast Iron underground infrastructure with new 10" (250mm) PVC.
- Phase II will consist of installing new dedicated fire pumps to boost watermain flows to prescribed standards.
- Phase III will include the installation of a backup generator to maintain the airfield water system pressure in the event of a power outage.

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

A moderate amount of staff time will be required to manage the grant application and contractor while the construction proceeds. Airport staff time will be used extensively once the construction projects enters the airside section of the project.

### **Financial:**

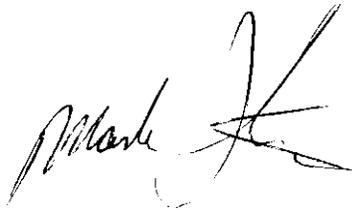
The 2021 budget for the Long Beach Airport service included \$720,000 for the fire suppression upgrade project with 60% of the funding coming from the BC Air Access Program (BCAAP) grant. This first component is within budget.

**Tender Results:**

A public tender was held with six compliant bids being received as follows:

Tenderer	Total Tender Price Including GST
Leuco Construction Inc	\$797,349.32
IWCE	\$850,212.62
TGK Irrigation Ltd	\$958,769.70
Bowerman Excavating Ltd	\$586,563.60
Hazelwood Construction Services Inc	\$663,393.00
Denis Francoeur Backhoeing Ltd	\$743,245.65

McGill & Associates Engineering Ltd completed a bid analysis and recommends the contract be awarded to Bowerman Excavating.



Submitted by: \_\_\_\_\_  
Mark Fortune, Airport Manager



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



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** West Coast Committee/  
Teri Fong, Acting Chief Administrative Officer

**Meeting Date:** September 8, 2021

**Subject:** Potential Use of Long Beach Airport for Campground for West Coast Workers

---

**Recommendation:**

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the development of a campground at the Long Beach Airport for West Coast workers.*

**Desired Outcome:**

To explore opportunities to address the lack of housing for West Coast workers.

**Summary:**

At the August 24, 2021 West Coast Committee meeting, the attached report was presented, and the staff recommendation was to explore this campground concept with the development of a long-term strategy to address the dispersed camping issues on the West Coast. The Directors expressed their desire to explore this concept separately from the larger dispersed camping conversation and recommend that the Board direct staff to investigate the development of a campground at the Long Beach Airport.

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

Staff time would be required to conduct a preliminary investigation of this concept. Based on what is determined in the initial investigation, staff may require outside expertise to further explore this idea.

**Financial:**

No financial impact is anticipated for the preliminary investigation. If at some point a consultant is required, then funding would need to be considered during the 2022-2026 Financial Plan discussions as no current funds are available to assist with this process.

**Strategic Plan Implications:**

This project aligns with strategic priority 5.1 Engagement with Community Partners.

Approved by: \_\_\_\_\_

  
Teri Fong, CPA, CGA, Acting Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Director Rachelle Cole, District of Ucluelet  
Teri Fong, CPA, CGA, Acting Chief Administrative Officer

**Meeting Date:** August 24, 2021

**Subject:** Potential Use of Long Beach Airport for Campground for West Coast Workers

---

**Recommendation:**

*That the West Coast Committee recommend that the Board of Directors proceed with the development of a long-term strategy for dispersed camping issues on the West Coast as outlined in the August 25, 2021 Board of Directors Request for Decision 'Dispersed Camping Task Force – Next Steps' including the investigation of the development of a campground at the Long Beach Airport for West Coast workers.*

**Desired Outcome:**

To explore creative opportunities to address the dispersed camping issues on the West Coast.

**Summary:**

The Tla-o-qui-aht First Nation recently brought together a group of stakeholders on the West Coast to explore options to address the lack of housing for workers on the West Coast and issues with dispersed camping in the area. One possible option identified was the development of a campground at the Long Beach Airport.

District of Ucluelet representative, Director Cole, requested the concept of creating a campground at the Long Beach Airport for West Coast workers be brought forward for consideration by the West Coast Committee.

**Background:**

One possible site identified at the Long Beach Airport is a lot currently leased to Hazelwood Construction Services which is setup with crew accommodations with 18 trailer stalls. The current lease with Hazelwood does not expire until December 31, 2022, so this option would not be feasible for the 2022 busy season. Although this lot is somewhat set up to service a campground, further investigation and considerations would be required including servicing, campground management and monitoring. This concept requires a fulsome investigation and significant staff time to gather the relevant information to enable the West Coast Committee and ACRD Board of Directors to make an informed decision.

The topic of issues related to dispersed camping on the West Coast is at a crisis level. The ACRD has been leading a stakeholder group using COVID-19 Restart Funding to coordinate a discussion regarding this topic during 2021. A report titled 'Dispersed Camping Task Force – Next Steps' will be considered by the Board of Directors on August 25, 2021. A copy of this Request for Decision has been attached to this report for your reference. This concept of creating a campground at the Long Beach Airport could be investigated as a component of the overall dispersed camping strategy. As such, staff have provided this recommendation at the beginning of this report.

It is also important to note that the West Coast Housing Needs Report is currently being drafted and will be completed later this fall providing the West Coast Committee and the Board with valuable information regarding the housing situation on the coast.

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

Significant staff time would be required to investigate this concept. If the West Coast Committee would like to proceed with a fulsome investigation, staff recommend consultant funding be considered during the 2022-2026 Financial Plan discussions to assist with this process. Preliminary investigation work would be conducted by staff to determine the scope of the project prior to making a consultant recommendation.

**Financial:**

There is no funding available in the current 2021-2025 Financial Plan for this initiative. The overall costs related to the dispersed camping strategy are discussed in the attached report.

**Strategic Plan Implications:**

This project aligns with strategic priority 5.1 Engagement with Community Partners.

**Policy or Legislation:**

n/a

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



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

## MEMORANDUM

**To:** ACRD Board of Directors

**From:** Alex Dyer, Planning Manager

**Meeting Date:** September 8, 2021

**Subject:** SE20011 – Parkland Dedication, 8088 Cameron Road (Charlesworth)

### Recommendation:

THAT the Board of Directors resolve that five percent cash in lieu of park land be provided by the owner of LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN EPP102516 to meet the requirements of Section 510 of the *Local Government Act*.

### Background:

At the August 25, 2021 Board of Directors meeting, the Board considered a report regarding park land dedication relating to a proposed two lot subdivision located at 8088 Cameron Road in the Beaver Creek area (report attached to this memorandum as Appendix 'A'). The Board deferred a decision on cash-in-lieu of park land and directed staff to contact the Ministry of Transportation and Infrastructure (MoTI) to provide details on road construction requirements for the two lot subdivision.

Planning staff have discussed road construction requirements with MoTI Development Services staff who advised that the Ministry uses the BC Supplement to the Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads as the primary source for basic road design principles and guidelines. The Ministry's interpretation of the policy guidelines typically require higher standards of road construction for subdivision proposals that create two or more new parcels that are to be accessed by an undeveloped or partially developed road right-of-way (three lot subdivision or more). Whereas, when considering subdivisions that result in only one new parcel to be accessed by the same partially developed right-of-way, lesser road construction requirements may be applied (two lot subdivision).

The original three lot subdivision application for this property was submitted to MoTI in 2019. The Preliminary Layout Review for the three lot subdivision included the following conditions of approval relating to road construction at that time:

- Wellham Road from intersection with Cameron Road to 6m west of the westerly boundary of the proposed 2 acre lot shall be engineered and built to Ministry of Transportation and Infrastructure Rural Local Road gravel standards as specified in Chapter 1400 of the BC Supplement to TAC Manual;
- Road name signs are required at the intersection on Wellham Road and Cameron Road; and
- A stop sign is required at the intersection of Wellham Road and Cameron Road. Wellham Road shall have the stop.

### SE20011

The applicant amended their subdivision application to a two lot proposal and finalized the subdivision in September 2020 without completing any road upgrades to Wellham Road. The applicants have since applied for another subdivision of the newly created parcel and in completing the subdivision in stages, it is likely that the applicants will not be required to construct the road to an engineered rural local road gravel standard as outlined in the BC Supplement to TAC manual.

Completing the subdivision in two stages triggers the park land requirements outlined in Section 510(4) of the *Local Government Act*, which requires park land dedication or cash-in-lieu of park land for the subdivision of a parcel of land that was itself created by subdivision within the past five years. While park land dedication would not have been required by the original three lot subdivision, the cost of engineered road upgrades would have been significantly higher than the cost of 5% of the appraised market value of the property.

Staff have concerns about the potential for multi-stage subdivision applications that result in either no road upgrades at all or upgrades to a lesser standard. Section 510(4) of the *Act* is a policy that can work to encourage property owners to apply for intended subdivisions over a single phase rather than multi-stage applications that can result in reduced improvements to public services. Staff recommend that the Board proceed with requiring 5% of the current appraised market value of the property as cash-in-lieu of park land to satisfy the requirements of the *Local Government Act*.

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

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

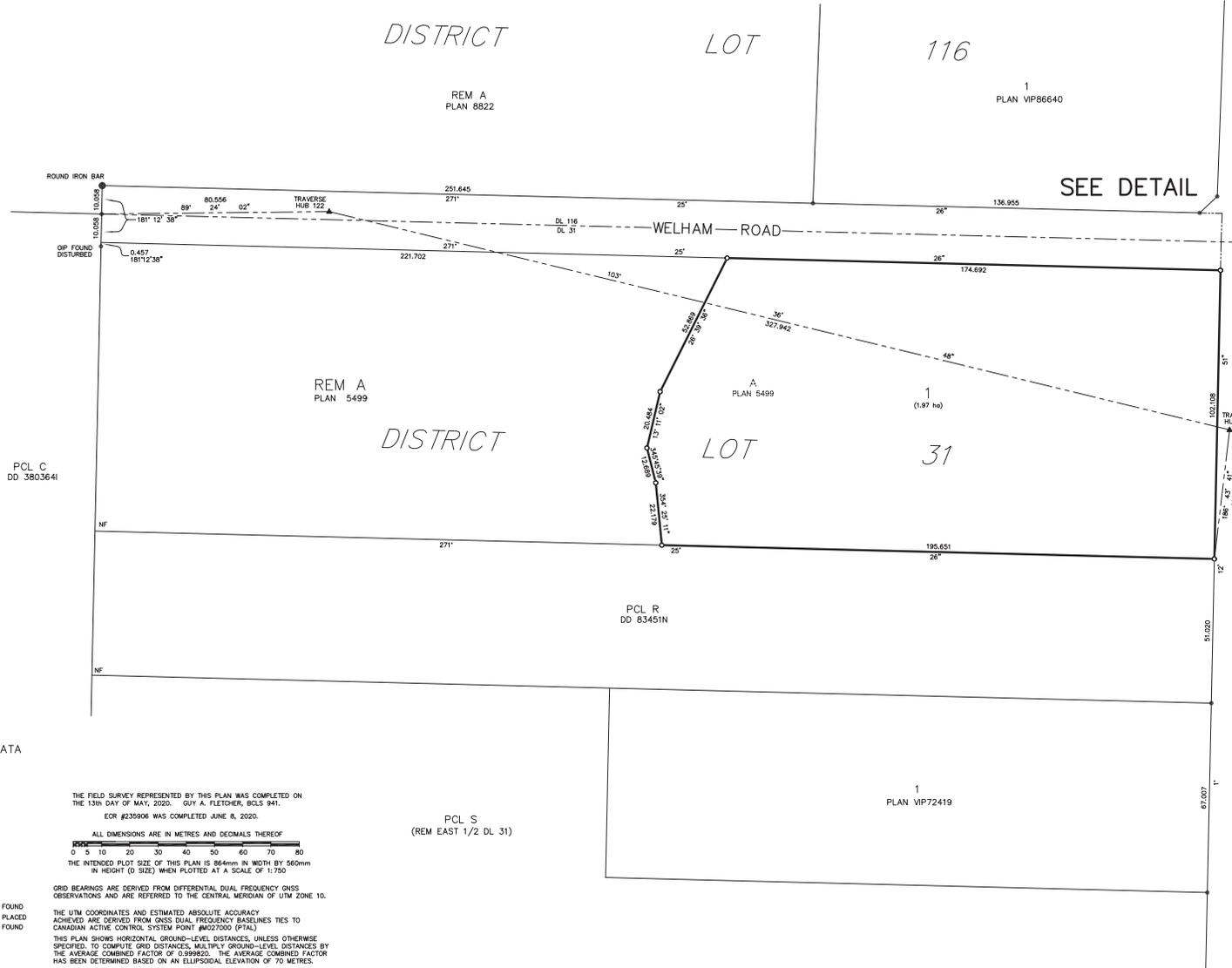
## SE20011

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?at Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation  
 Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

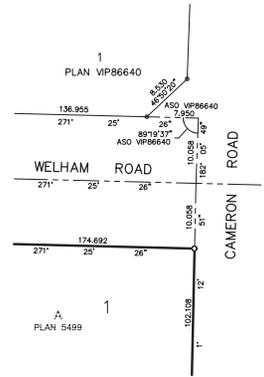
SUBDIVISION PLAN OF PART OF LOT A, DISTRICT LOT 31,  
ALBERNI DISTRICT, PLAN 5499.

PLAN EPP102516

PID 005-979-986  
BCGS 92F.036



DETAIL  
NOT TO SCALE



GEODETIC CONTROL DATA

TRAVERSE HUB 110  
NAD 83(CRS) 1997.0  
UTM Zone 10  
Northing = 5466044.72  
Easting = 362201.44  
Estimated Horizontal Positional Accuracy Achieved = 0.05 m.

TRAVERSE HUB 122  
NAD 83(CRS) 1997.0  
UTM Zone 10  
Northing = 5466121.30  
Easting = 362262.77  
Estimated Horizontal Positional Accuracy Achieved = 0.05 m.

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 13th DAY OF MAY, 2020. GUY A. FLETCHER, BOLS 841.  
EOR #235906 WAS COMPLETED JUNE 8, 2020.

ALL DIMENSIONS ARE IN METRES AND DECIMALS THEREOF

0 5 10 20 30 40 50 60 70 80

THE INTENDED PLOT SIZE OF THIS PLAN IS 864mm IN WIDTH BY 560mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:750

LEGEND

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST PLACED
- ⊙ DENOTES NON-STANDARD POST FOUND
- ▲ DENOTES TRAVERSE HUB
- ASD DENOTES AS SHOWN ON

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM GNSS DUAL FREQUENCY BASELINES TIES TO CANADIAN ACTIVE CONTROL SYSTEM POINT #M027000 (PTAL)

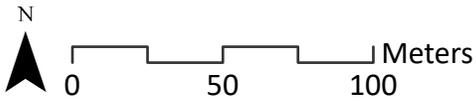
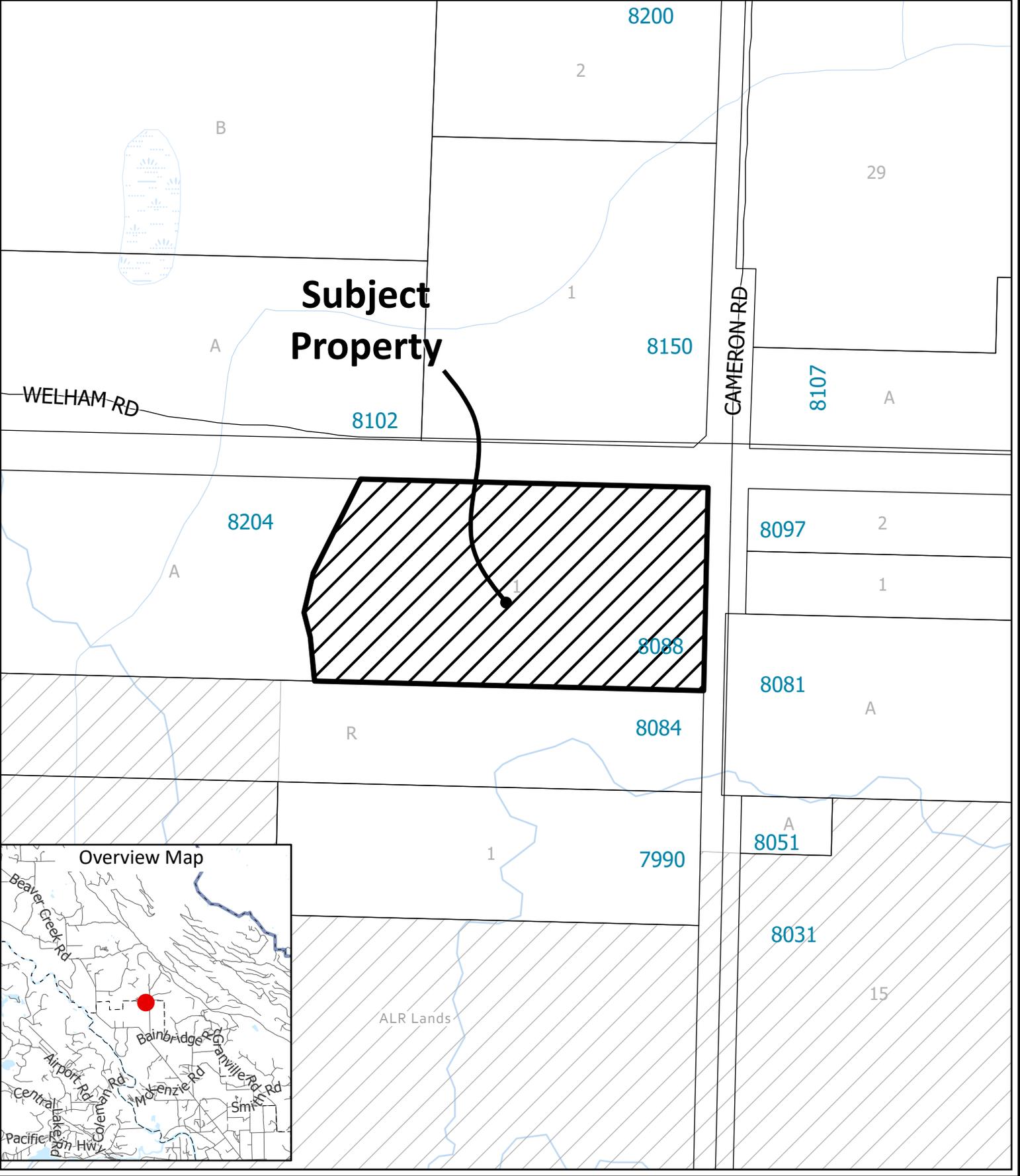
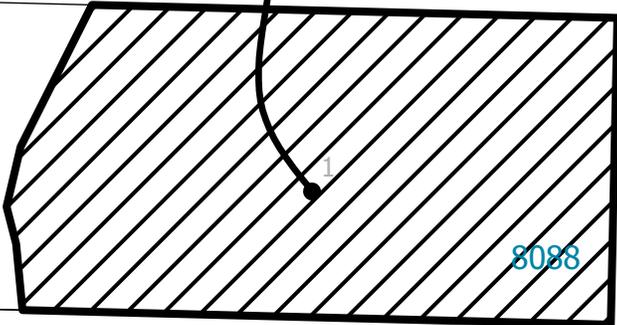
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES, UNLESS OTHERWISE SPECIFIED, TO COMPUTE GRID DISTANCES, MULTIPLE GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.999820. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELIPSOIDAL ELEVATION OF 70 METRES.

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE MINISTRY OF TRANSPORTATION & INFRASTRUCTURE. e-DAS File #: 2019-01073

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

J.E. ANDERSON & ASSOCIATES  
B.C. Land Surveyors & Consulting Engineers  
# 203 - 177 Reid St., P.O. Box 247  
Parksville, BC V8P 2S4  
250-246-5725 parkville@janderson.com  
File : 61557-1

**Subject Property**



Legal Description: LOT 1 DISTRICT LOT 31 ALBERNI DISTRICT PLAN  
EPP102516



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

**REQUEST FOR DECISION**

**To:** ACRD Board of Directors

**Meeting Date:** Deferred from August 25, 2021 Board Meeting

**From:** Alex Dyer, Planning Manager

**Application:** SE20011 – Parkland Dedication

**Owner:** Shannon & Terry Charlesworth

**Legal Description:** LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN EPP102516

**Location:** 8088 Cameron Road

**Electoral Area:** “E” Beaver Creek

**Applicants**

**Intention:** The applicants intend to re-subdivide the subject property, which was created by subdivision in September 2020, into two lots. The applicant’s intention was to subdivide the parent parcel into three lots when they first applied to subdivide in 2019 but they proceeded with a two lot subdivision at that time as a result of road construction required by the Ministry of Transportation & Infrastructure. Park land dedication is required by the *Local Government Act* for the subdivision of any lot that was itself created by subdivision within the last five years.

**Recommendation:**

THAT the Board of Directors resolve that five percent cash in lieu of park land be provided by the owner of LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN EPP102516 to meet the requirements of Section 510 of the Local Government Act.

**Advisory Planning Commission Recommendation:**

The Beaver Creek APC considered this application at their August 16, 2021 meeting. The APC recommendation is “that the Board of Directors consider reducing or waiving the five percent cash in lieu of parkland requirement.”

**SE20011**

**Desired Outcome:**

To provide cash in lieu in order to provide for the future acquisition of park land in Beaver Creek.

**Summary:**

Section 510(4) of the *Local Government Act* states that park land dedication applies to a subdivision by which fewer than 3 additional lots would be created and where the parcel proposed to be subdivided was itself created by subdivision within the past five years. The subject property, LOT 1 PLAN EPP102516, was created by subdivision in September 2020. The provision of park land requirements will apply in this case and, as a condition of subdivision approval, the applicant must satisfy the requirements of Section 510.

Where an Official Community Plan contains policies respecting location and type of future parks, the local government may determine whether the owner must provide park land or cash in lieu. As the Beaver Creek OCP contains policies regarding parks and future parks, the Regional District has the option to determine which is provided.

The Beaver Creek OCP provides mapping for the approximate location of desired future parks within the Plan area. Policy 11.2.7 requires park land dedication through the subdivision process where indicated on the map and will consider cash in lieu of park land where the land is not in an ideal location for a park.

In this case, the parent parcel is not suitable for the location of a new park. The land does not provide linear connectivity to any other park system and is located in a rural area of Beaver Creek not suitable for an isolated, smaller parcel of park land. Planning staff recommend that cash be provided in lieu of park land. Cash in lieu must not exceed 5% of the appraised market value of the property.

**Background:**

The property owners rezoned the property to Small Holdings (A1) District in 2018 in order to facilitate subdivision to a 2 acre minimum lot size. When the property owners applied for subdivision to the Ministry of Transportation and Infrastructure (MOTI) in 2019, their intention was to subdivide the 10 acre parent parcel into three lots: one 5 acre parcel with the existing house on the west side of the property and two 2.5 acre vacant parcels on the east side of the property.

In fall 2019, the applicants amended their subdivision application to create two 5 acre parcels. The applicants advised that they amended their application from three lots to two lots based on road construction requirements that would be required by MOTI to construct a portion of Welham Road. In November 2019, planning staff advised MOTI that the two lot subdivision complied with ACRD regulations and MOTI issued a Preliminary Layout Approval (PLA) on December 17, 2019. The applicants prepared a new lot layout with a BC Land Surveyor to create a 1.97 hectare (4.86) acre vacant parcel in the east half of the parent property. The PLA requirements were met by the applicants and the two lot subdivision was finalized in

**SE20011**

September 2020.

The applicants have now applied to MOTI to subdivide the newly created LOT 1, PLAN EPP102516 into two 2.45 acre parcels. The subdivision complies with the requirements of the ACRD Zoning Bylaw and Beaver Creek Official Community Plan. The re-subdivision of this lot within five years triggers the park land dedication requirements outlined in Section 510 of the *Local Government Act*. If the Board proceeds with requiring cash in lieu of park land, the applicants will be required to obtain a market assessment of the property and provide 5% of the appraised market value of the property as a condition of final subdivision approval.

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

Minimal time requirements.

**Financial:**

The cash-in-lieu funds would be added to a reserve fund for the acquisition of new park land within Electoral Area "E" (Beaver Creek).

**Policy or Legislation:**

Section 510 of the *Local Government Act* details the requirements for the provision of park land or payment for parks purposes. Staff recommend that the Board require 5% parkland or cash in lieu whenever permitted under section 510 of the *LGA*.

**Options Considered:**

1. The Board of Directors can waive the park land dedication requirements by resolving to accept 0% cash in lieu of parkland. Staff do not recommend this option;
2. The Board also has the option to request less than 5% cash in lieu of parkland. Staff do not recommend this option;
3. Park land dedication equivalent to 5% of the total land area being subdivided, which in this case would be equivalent to 0.2 hectare (0.5 acre). Staff do not recommend this option.



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



Reviewed by: \_\_\_\_\_  
Mike Irg, MCIP, RPP, General Manager of Planning and Development

**SE20011**

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

**SE20011**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuṭi?i?atḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** ACRD Board of Directors  
**From:** Alex Dyer, Planning Manager  
**Meeting Date:** September 8, 2021  
**Subject:** Public Hearing Report for Bylaw P1432  
RE21004 – 6411 Beaver Creek Road (Hawkins Jurkic)

### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1432, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.

THAT Bylaw P1432, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.

### Background:

A public hearing for Bylaw P1432 was held electronically using Zoom on Thursday, August 26, 2021 at 7:00 pm. The hearing was chaired by John McNabb, Director for Electoral Area 'E' – Beaver Creek. ACRD staff Alex Dyer, Charity Hallberg Dodds and Cheryl Knapp participated in the hearing along with the applicants. There was no public correspondence received at the hearing. Included with the public hearing minutes are the referral agency comments (Appendix 'A').

The property owner is applying to rezone the 0.8 hectare (2 acre) property from Small Holdings (A1) District to Acreage Residential (RA2) District in order to facilitate a proposed two lot subdivision with a 1 acre minimum lot size. Planning staff recommend that the Board of Directors receive the public hearing report and proceed with second and third readings of Bylaw P1432.

Submitted by:   
Alex Dyer, MCIP, RPP  
Planning Manager

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

## RE21004



# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

## PUBLIC HEARING MINUTES

### August 26, 2021 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held electronically using Zoom, on Thursday, August 26 at 7:00 pm.

Present: John McNabb, Director for Electoral Area 'E' – Beaver Creek  
Staff: Alex Dyer, Charity Hallberg Dodds and Cheryl Knapp  
Applicants: Ken Hawkins & Mirijana Jurkic  
Members of the Public: There were no member of the public in attendance

1. The meeting was called to order at 7:00 pm. Chair McNabb recognizes and appreciates that the public hearing is being held within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair McNabb introduces himself and Planning staff. He explained that the hearing is being held electronically using Zoom, is live streaming and being recorded. He then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom and necessary hearing procedures, including muting and unmuting. He also confirms that the hearing is being recorded and live streamed on ACRD's website.
4. Chair McNabb explains that the subject of the hearing is Bylaw P1432 which is necessary to rezone property at 6411 Beaver Creek Road 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 A. Dyer as follows:

What: Public Hearing for Bylaw P1432  
6411 Beaver Creek Road – Ken Hawkins and Mirijana Jurkic, Property Owners  
When: August 26, 2021 at 7:00 pm  
Where: Electronic and call-in public attendance only - please see below for information.

What it is about: A Public Hearing for residents and property owners within Electoral Area 'E' – Beaver Creek, will be held to consider Bylaw P1432. This bylaw is a zoning atlas amendment to rezone LOT 13, DISTRICT LOT 40, ALBERNI LAND DISTRICT, PLAN VIP6559 from Small Holdings (A1) District to Acreage Residential (RA2) District in order to facilitate a subdivision proposal.

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 P1432 and relevant background documents, is available for review online at [www.acrd.bc.ca/events/26-8-2021/](http://www.acrd.bc.ca/events/26-8-2021/). Planning staff are available to answer questions through email and/or by phone during normal office hours from 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from August 11, 2021 to August 26, 2021.

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



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES August 26, 2021 – ELECTORAL AREA 'E'

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/26-8-2021/](http://www.acrd.bc.ca/events/26-8-2021/) or can be provided by contacting Planning staff by email at [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) or by phone at 250-720-2700. This public hearing will be recorded and livestreamed on our website. Written correspondence can be submitted to the ACRD by one of the following methods:

- Hard copy to the ACRD office drop slot or by mail to the Planning Department at the address below.
- Email sent to [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) before 4:00 pm, Aug 26, 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, August 26, 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 August 11, 2021 and no later than 4:00 pm on August 26, 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. The Regional District Board will receive full minutes of this Public Hearing prior to voting on the Bylaw at the next Board Meeting scheduled for September 8, 2021. He then asks staff to explain the proposal.
7. A. Dyer states:
  - Agency referral responses (Appendix A) the ACRD has received to date noted either they had no objections to the proposal or that their interests were not affected by the proposal. Copies of the referral responses are available for the public to view on the ACRD website and will form part of the Public Hearing Report considered by the Board.
  - There was no correspondence received by the Public ahead of the Public Hearing.
  - The property owners are applying to rezone their 2-acre property located at 6411 Beaver Creek Road from Small Holdings (A1) District to Acreage Residential (RA2) District in order to accommodate a 2-lot subdivision with a 1 acre minimum lot size.
  - The proposal complies with the policies and objectives of the Residential Use Designation of the Beaver Creek Official Community Plan, a document that supports a range of housing options in the area.
  - As a condition of rezoning, the ACRD Board has required that the applicants provide an on-site assessment from a registered Wastewater practitioner to confirm that the property can safely accommodate sewage disposal on the 1 acre minimum lot size. The applicants have already provided this confirmation to the Regional District and is included in the Development Proposal information available on the website.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**PUBLIC HEARING MINUTES**  
August 26, 2021 – ELECTORAL AREA 'E'

- Looking ahead to the future subdivision requirements that may be required if the rezoning proceeds, the proposed vacant lot would be accessed from the North East side of the property, off the existing Crown public road right-of-way that borders this property connecting with Fayette Road.
  - All road construction requirements to service the proposed lot would be determined at the subdivision stage by the Ministry of Transportation & Infrastructure and the costs of doing so would be borne by the developer.
  - If this rezoning is successful and the subdivision proceeds, Beaver Creek Water System requirements would be dealt with at the point of subdivision. This would include a Development Cost Charge payment of just over \$5,000 for the newly created lot, confirmation that the new lot can indeed be serviced by the Beaver Creek Water System and confirmation that the infrastructure required to connect the lots can be put in place.
  - A. Dyer passes the meeting back to Chair McNabb.
8. Chair McNabb invites the Public to provide comments. It is noted that no members of the Public have logged into the meeting.
  9. Chair McNabb invites the Applicants to speak.
  10. The Applicants state that they will work with ACRD, the Ministry of Transportation & Infrastructure and the Developer to undertake this proposal, ensuring all guidelines are followed.
  11. Chair McNabb asks staff whether any of the parkland in the area would be lost to road allowance requirements.
  12. A. Dyer responds that the road allowance for the Crown unbuilt road right-of-way between this property and Evergreen Park is a full width right-of-way and it is unlikely that any road dedication will be required on the backside. The road is already there, it just needs to be built. Any road building will not take any land away from Evergreen Park or impact it in any way, other than it will improve a portion of the road access that will bisect the Southern corner of the Park.
  13. Mirijana Jurkic states that it was explained to her that the road allowance for the road that they need to develop is 60' wide but they do not need to build the road to that width. In discussions they have had with both the road contractor and the Ministry of Transportation & Infrastructure, the road will most likely be constructed at a width of 18'-24' and that there is lots of room between their lot line and the parking lot at the Park. They should not impede any access to the parking lot.
  14. Chair McNabb asks staff whether Block 13 is part of the Park.
  15. A. Dyer responds that Block 13 is a part of the Park.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
August 26, 2021 – ELECTORAL AREA 'E'

16. 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 September 8<sup>th</sup>. If any Board member does so, the hearing would be invalidated and would have to be held again. He clarifies that the applicants and any members of the public are welcome to speak to ACRD staff, but not to Board members.
17. Chair McNabb calls three times for further representations and comments from the public.
18. Chair McNabb asks once more for further input. Hearing none, the hearing is terminated at 7:13 p.m.

Certified Correct:

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

Minutes Prepared By:

Cheryl Knapp, Administrative 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.: P1432      ACRD FILE NO.: RE21004**

**APPLICANT NAME: Kenneth Hawkins & Mirijana Jurkic**

**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

We have looked at the site plan and visited property and see no issues with application and looks good on Fire Department side.

Agency (please print):

Name (please print):

Mike Kobus

Title: Fire Chief

Signature:

Date: 7/8/21

**From:** [Hendy, Timothy TRAN:EX](#)  
**To:** [Planning Shared](#)  
**Subject:** RE: Bylaw P1432 Referral Response - RE21004  
**Date:** July 12, 2021 2:55:21 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image007.png](#)  
[image010.png](#)  
[image011.png](#)  
[image012.png](#)

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Good afternoon

MoTI has no objection to this rezoning application. Separate application must be made to MoTI to complete the subdivision. Applicant has been advised by MoTI that a driveway standard access road will suffice to connect the property to Fayette Road via Crown Road.

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



[APPLY FOR PERMIT](#)  
[APPLY FOR BCeID](#)  
[SUBDIVISION INFORMATION](#)

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**From:** Kathy McArthur <[kmcarthur@acrd.bc.ca](mailto:kmcarthur@acrd.bc.ca)> **On Behalf Of** Planning Shared  
**Sent:** July 2, 2021 2:19 PM  
**To:** Stephanie Bruvall <[stephanie.bruvall@viha.ca](mailto:stephanie.bruvall@viha.ca)>; Hendy, Timothy TRAN:EX <[Timothy.Hendy@gov.bc.ca](mailto:Timothy.Hendy@gov.bc.ca)>; Brandy Lauder <[brandy@hupacasath.ca](mailto:brandy@hupacasath.ca)>; Mike Kobus (Fire Dept) <[firechief@bcvfd.ca](mailto:firechief@bcvfd.ca)>; 'Darrell Ross' <[dross@tseshaht.com](mailto:dross@tseshaht.com)>; XT:Cheetham, Lindsay EDUC:IN <[lcheetham@sd70.bc.ca](mailto:lcheetham@sd70.bc.ca)>  
**Cc:** Alex Dyer <[adyer@acrd.bc.ca](mailto:adyer@acrd.bc.ca)>; Eddie Kunderman <[ekunderman@acrd.bc.ca](mailto:ekunderman@acrd.bc.ca)>; Charlie Starratt <[cstarratt@acrd.bc.ca](mailto:cstarratt@acrd.bc.ca)>; Brett Mortlock <[bmortlock@acrd.bc.ca](mailto:bmortlock@acrd.bc.ca)>  
**Subject:** Bylaw P1432 Referral Response - RE21004

**[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 RE21004.

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,



**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.: P1432      ACRD FILE NO.: RE21004**

**APPLICANT NAME: Kenneth Hawkins & Mirijana Jurkic**

**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

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

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

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

Agency (please print): Island Health

Name (please print): Stephanie Bruvall

Title: Environmental Health Officer

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

Date: 7/23/21

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1432**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 741**

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. P1432.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 13, DISTRICT LOT 40 ALBERNI DISTRICT, PLAN 6559 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 23<sup>rd</sup> day of June, 2021  
Public Hearing held this 26<sup>th</sup> day of August, 2021

Read a second time this    day of                    ,

Read a third time this    day of                    ,

Adopted this                    day of                    ,

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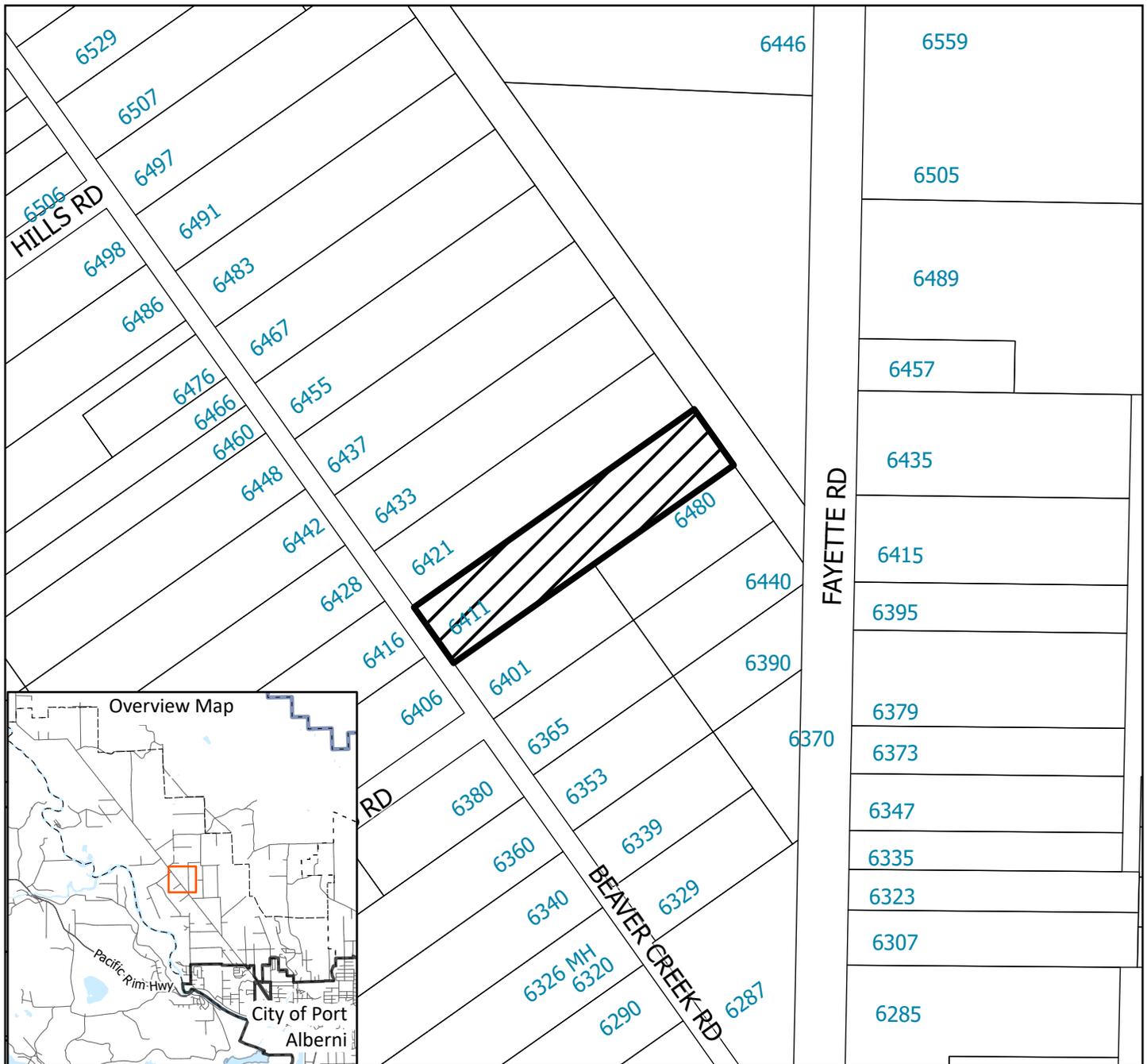
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

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Chair of the Regional Board

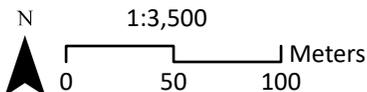
# Schedule 'A'

This schedule is attached to and forms part of  
Bylaw P1432



P1432 Hawkins Jurkic  
Legal Description: LOT 13, DISTRICT LOT 40 ALBERNI DISTRICT, PLAN 6559

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





## Information Report

**To:** ACRD Board of Directors  
**From:** Wendy Thomson, General Manager of Administrative Services  
**Meeting Date:** September 8, 2021  
**Subject:** West Coast Transit Service – Removal of Salmon Beach Impacts

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### Summary:

This information report is provided to update the Alberni-Clayoquot Regional District Board of Directors on a request for decision report considered by the West Coast Committee on August 24, 2021 regarding options and impacts of removing the Salmon Beach area from the West Coast Transit Service. The Committee also received public correspondence in support and against the removal of the area from the service. The request for decision and public correspondence are attached to this report.

The following resolution was passed by the Committee:

*THAT the West Coast Committee receive the report and resolve that no amendments be considered to Bylaw E1062, West Coast Transit Service Area Establishment, 2019 to change the service area boundaries.*

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

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



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Eddie Kunderman, Operations Manager  
Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** August 24, 2021

**Subject:** West Coast Transit Service – Removal of Salmon Beach Impacts

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**Recommendation:**

*THAT the West Coast Committee receive the report and resolve that no amendments be considered to Bylaw E1062, West Coast Transit Service Area Establishment, 2019 to change the service area boundaries.*

**Desired Outcome:**

To provide information on the financial implications of removing a portion of area "C" (Long Beach) from the West Coast Transit Service area.

**Summary:**

At the February 17, 2021 Committee of the Whole (COW) meeting a resolution was passed instructing staff to investigate options for portions of Area "C" (Long Beach) withdrawing from the West Coast Transit Service which was established by Bylaw E1062 in 2019. As directed by the COW, staff provided the attached information report to the West Coast Committee on March 3<sup>rd</sup> with background information on the service and the process to remove an area from the establishing bylaw. This report was received by the Committee.

At the March 10, 2021 Board of Directors meeting, Directors considered a report from Director Roberts respecting options to withdraw Salmon Beach from the West Coast Transit service and the following resolution was passed:

*THAT the ACRD Board of Directors instruct staff to investigate the financial impacts of removing the Salmon Beach portion of Electoral Area 'C' from the West Coast Transit Service.*

This report is provided as directed by the Board on March 10<sup>th</sup>.

**Background:**

**Population Statistic** - As part of the March 3<sup>rd</sup> report staff indicated they would reach out to Statistics Canada to determine if the population statistic, provided as part of the census, could be broken down by neighborhood for Area 'C'. Staff have confirmed that Statistics Canada is unable to provide this level of detail. This is relevant because 50% of the apportionment of the service is based on population and therefore the Salmon Beach portion of the population is unable to be removed from the apportionment calculation. However, the Salmon Beach portion of the population statistic for Area 'C' could be fairly low as it's a seasonal recreational community that limits use to less than 180 days in a calendar year.

**Maximum Requisition Clarification** - In the March 3<sup>rd</sup> report to the West Coast Committee it was identified that the Ministry had advised that the maximum requisition amount would require adjustment if the service area boundary was amended. Staff have had further discussions with Ministry staff and the Ministry has now retracted that initial statement and therefore no amendment to the maximum requisition section of the establishing bylaw is required.

**Financial Impacts** - Salmon Beach represents 28% of total assessed values of Electoral Area 'C' Long Beach and 3% of the total assessed values of the West Coast Transit Service Area. Due to the fact that the Salmon Beach percentage of the total assessed value is relatively low the financial impact to the other areas is minimal. The financial impacts by area for both the 2021 requisition of \$110,658 as well as the maximum requisition of \$550,000 have been included as attachments to this report.

**Public Correspondence** - Over the last month, the ACRD has received correspondence from the property owners within the service area respecting the removal of Salmon Beach from the service area (attached). The majority of correspondence is from property owners in Salmon Beach requesting to be removed from the service. There is also correspondence from property owners in the service area opposed to the removal of Salmon Beach.

**Recommendation** - Staff recommend that no amendments be made to the service area establishment bylaw to remove Salmon Beach from the West Coast Transit Service.

The West Coast Transit service will benefit all residents of the area, whether individuals will be directly using the service or not. Public Transit will improve mobility and provide other benefits to all members of the Region. The improved mobility for non-drivers will potentially expand the pool of available workers, as it increases the ability to live in one community and work in another. This option will also provide public health benefits to members of the Region, who will have access to healthcare they may not have had before. Non-drivers can currently resort to unsafe modes of transportation, such as hitchhiking, which decreases safety for all members of the Region.

The overall transportation network within the Region will also improve and will allow residents the ability to utilize the multi-modal travel network within the West Coast. Travelling to a destination could consist of driving, walking, cycling and utilizing the public transportation network – all within one trip, which has many benefits to all. Support for Public Transit should not be limited only to current users. Residents of an area, or Community, should support Transit as a means to improve mobility for others, reduce traffic on the roadways (thus reducing environmental impacts), and providing the base of a transportation network that they may one day use within their own transportation plans. The addition of this safe and affordable option will connect the residents of the Region to many essential services such as employment, healthcare and various recreational activities – this benefits all of those who live within the Region.

Staff are concerned that if the Salmon Beach area is removed on the basis they do not have easy access to utilize the service, it is quite possible that other areas within the service will also make requests for removal on the same principles.

Regional District staff have received input from several property owners within the service area expressing concerns that the removal of Salmon Beach from the service area changes the intent of the Alternative Approval Process which was used to gain consent of the electorate to establish the service in 2019.

**Next Steps** - BC Transit will provide an update to the West Coast Committee in October 2021 on next steps in implementing the West Coast Transit service.

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

Staff time has been required to investigate the process to remove a portion of the service area as well as the financial implications to the other areas of making such an amendment.

**Financial:**

Staff time to investigate these options allocated through the West Coast transit service.

**Strategic Plan Implications:**

Not applicable.

**Policy or Legislation:**

ACRD’s West Coast Transit Service Establishing Bylaw E1062 and the *Local Government Act* apply.

**Options Considered:**

If the West Coast Committee would like to proceed with the removal of Salmon Beach from the West Coast Transit service, then the following motion could be considered:

*That the West Coast Committee direct staff to draft an amendment to Bylaw E1062, West Coast Transit Service Area Establishment, 2019 to remove Salmon Beach from the service area and present to the Board of Directors for consideration.*

In order for this bylaw to be adopted, consent of 2/3’s of the participants of the service area will be required as well as approval by the Inspector of Municipalities.

Submitted by:   
\_\_\_\_\_  
Eddie Kunderman, Operations Manager

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

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



## INFORMATION REPORT

**To:** West Coast Committee

**From:** Wendy Thomson, General Manager of Administrative Services  
Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** March 3, 2021

**Subject:** West Coast Transit Service – Portions of Area “C” Withdraw Options

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### Summary:

At the February 17, 2021 Committee of the Whole Meeting, Regional District staff were instructed to bring back information to the West Coast Committee on options for portions of area “C” (Long Beach) to withdraw from the West Coast Transit Service. This report outlines the steps involved in amending the service area. Attached to this report is the West Coast Transit section of the Draft 2021-2025 Financial Plan for information.

### Background:

Bylaw E1062, West Coast Transit Service Area Establishment was adopted by the ACRD Board of Directors in December 2019 following a successful alternative approval process held in October 2019 (bylaw attached).

The participants of the West Coast Transit Service Area are:

- Electoral Area “C” (Long Beach)
- District of Tofino
- District of Ucluelet
- Toquaht Nation
- Yuułuʔiłʔatḥ Tribe Government

### Maximum Requisition & Apportionment Method

The maximum amount that may be requisitioned annually for the cost of the service is \$550,000 or \$0.294 per \$1,000 of taxable value of land and improvements, whichever is greater. The net annual costs of providing the service are apportioned among the participants as follows:

- 50% on the basis of population as determined by Statistics Canada’s most recent census data;
- 50% on the basis of converted land and improvements.

### Required Steps to Amend the Boundaries of the Service Area

Amendments to the boundaries of service area establishment bylaws are governed by the *Local Government Act Section 349 and 350*.

The following are the required steps:

- At the direction of the ACRD Board of Directors, Regional District staff would draft an amendment to Bylaw E1062, amending Section 3 of the Bylaw – **Boundaries** to reduce the boundaries of the service area to remove sections of area “C” from the service area;
- The ACRD Board of Directors can consider 3 readings to the amending bylaw at a regular board of directors meeting
- Prior to adoption of the amending bylaw by the ACRD Board of Directors, the following is required:
  - Written consent of at least 2/3's of the participants of the service area
  - approval by the Inspector of Municipalities

### **Implications to the Service Area from the Boundary Reduction**

Reducing the service area size will increase the tax rate and cost for the remaining service area participants each year. The apportionment method of this service includes an allocation based on population. Staff do not believe that this type of statistical breakdown of information exists for only part of an electoral area which will make this portion of the allocation challenging. If directed to proceed with this review, staff will inquire with Statistics Canada as to whether more detailed statistical information within an electoral area is available.

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

Significant staff time would be required to undertake this amendment including:

- working with the mapping technician to determine the proposed revision to the service area boundaries
- drafting of the bylaw amendment
- Gaining written consent from the Electoral Area Directors, Municipal and First Nation Council's
- if approved, staff will then need to request that BC Assessment create the new service area code for the defined area in Long Beach

Due to the fact that this amendment would require the creation of a new service area code for BC Assessment it is not possible to complete the steps in time for the 2021-2025 Financial Plan.

### **Financial:**

Staff are unable to determine the financial impact to the other areas until we can clearly define the portion of the service area that is requesting removal. It is important to note that the Ministry has advised that the maximum tax rate per \$1,000 would need to be reduced to maintain equivalence based on the revised service area. Depending on the portion of the service area that is requested to be removed, this may make operating the service within the requisition limits challenging. Until the proposed service area is defined staff cannot comment on the whether the limit will be sufficient to support the service.

### **Strategic Plan Implications:**

Not applicable.

### **Options Considered:**

If the Directors would like to proceed with this project in 2021 then the following motion would be suggested:

**That the West Coast Committee recommend to the ACRD Board of Directors that staff investigate the financial impacts of removing a portion of Electoral Area 'C' Long Beach from the West Coast Transit Service based on the areas to be removed being provided by Director Roberts.**



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



Submitted by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Chief Financial Officer



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



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### BYLAW NO. E1062

**A bylaw to establish and operate a service for public transportation on the West Coast**

**WHEREAS** under the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

**AND WHEREAS** the Alberni-Clayoquot Regional District Board of Directors wishes to establish and operate a public transportation service within the District of Ucluelet, District of Tofino, Toquaht Nation, Yuułuꞵiꞵatꞵ Tribe Government and Long Beach Electoral Area.

**AND WHEREAS** the approval of the electors in the participating areas has been obtained by an alternative approval process in accordance with the *Local Government Act*;

**AND WHEREAS** the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act*.

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

**1. Citation**

This Bylaw may be cited as “Bylaw No. E1062, *West Coast Transit Service Area Establishment, 2019.*”

**2. Service**

The service established by this Bylaw is for the purpose of establishing and operating a public transportation system on the west coast.

**3. Boundaries**

The boundaries of the service area are as shown on Schedule “A” attached to and forming part of this bylaw.

**4. Participating Areas**

The participants of the service established under this bylaw are:  
Electoral Area “C” (Long Beach)  
District of Tofino  
District of Ucluelet

Toquaht Nation  
Yuułuʔiłʔatḥ Tribe Government

## 5. Cost Recovery

In accordance with section 378 of the *Local Government Act*, the annual cost of providing the service may be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- b. Parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- c. Fees and charges imposed under section 397 of the *Local Government Act*;
- d. Revenues raised by other means authorized under the *Local Government Act* or another act;
- e. Revenues received by way of agreement, enterprises, gift, grant or otherwise.

## 6. Maximum Requisition

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$550,000.00 or \$0.294 per \$1,000 of taxable value of land and improvements, whichever is greater.

## 7. Apportionment

The net annual costs of providing the service shall be apportioned among the participants in the following manner:

- a. 50% on the basis of population as determined by Statistics Canada's most recent census data;
- b. 50% on the basis of converted land and improvements.

Read a first time this 11<sup>th</sup> day of September, 2019.

Read a second time this 11<sup>th</sup> day of September, 2019.

Read a third time this 11<sup>th</sup> day of September, 2019.

I hereby certify this document to be  
a true copy of Bylaw E1062, *West Coast  
Transit Service Area Establishment, 2019*  
as read a third time on September 11, 2019.

Dated this 11<sup>th</sup> day of September, 2019.



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Wendy Thomson,  
Manager of Administrative Services

Approved by the Inspector of Municipalities this 3<sup>rd</sup> day of October , 2019.

Assented to by the Electors this 3<sup>rd</sup> day of December , 2019.

Adopted this 11<sup>th</sup> day of December , 2019.



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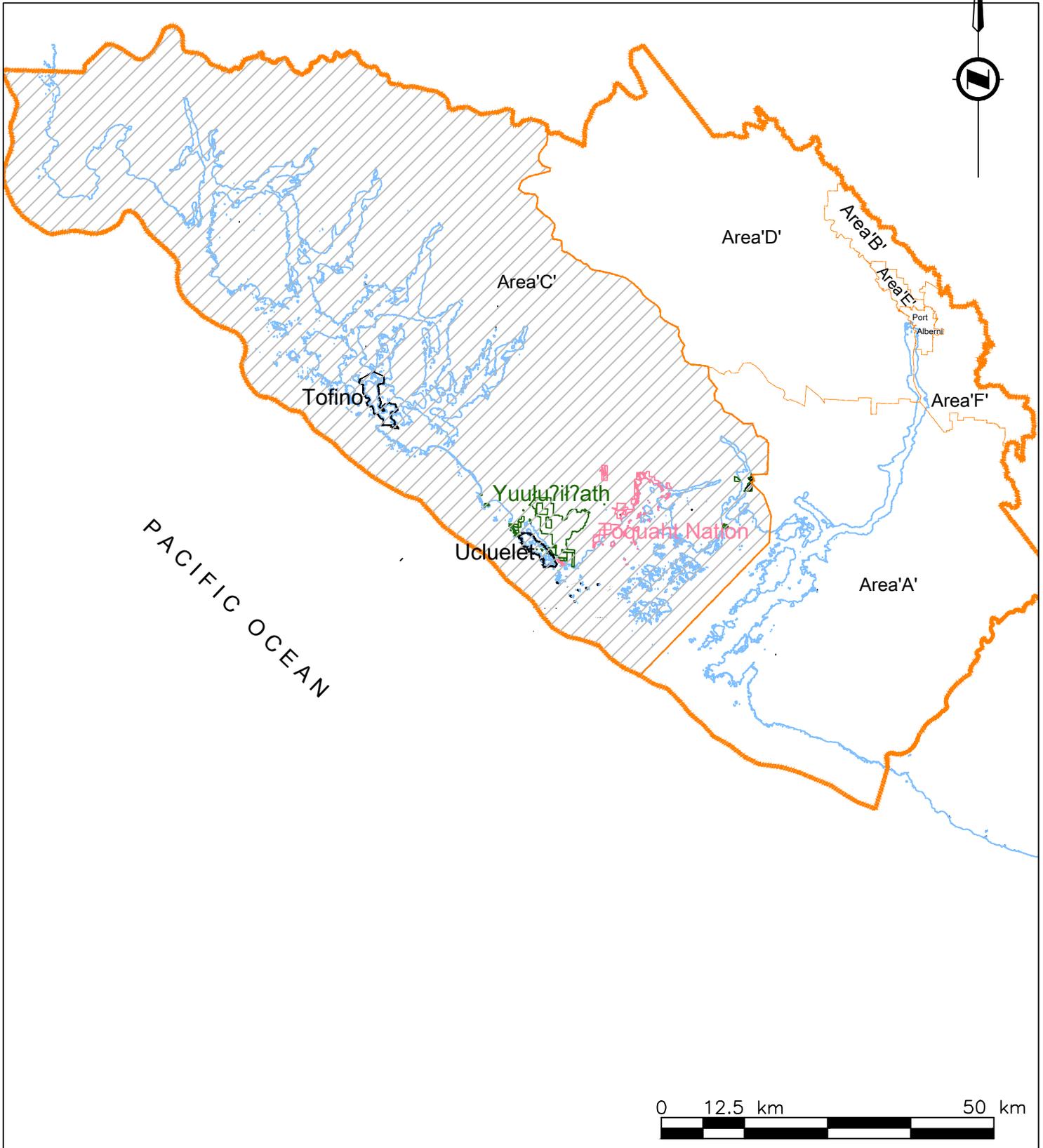
John Jack,  
Chairperson



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Wendy Thomson,  
General Manager of Administrative Services

# Bylaw E1062 Schedule 'A'



West Coast Public Transportation Service Area - Electoral Area 'C', District of Tofino, District of Ucluelet, Toquaht Nation and Yuułu?ił?ath Tribe Government.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



West Coast Transit

### Budget Highlights

This new transit service on the West Coast was planned to be implemented in 2021 and has been delayed to an estimated start of late spring or summer 2022. Key steps will be completed in 2021 to determine the size of buses to be used in the service, establishment of a local operator for the service, routes and schedules as well as develop the infrastructure plan including bus stops, benches and/or shelters. There was a significant surplus in this service in 2020, as a result of the pandemic, nevertheless staff recommend the development of a 'Rate Stabilization' or 'Operating' reserve instead of reducing the requisition in 2021 that would be followed by a sharp tax increase in 2022.

### Financial Summary

2020 Requisition	2021 Requisition	Change \$	Change %
\$111,000	\$111,000	\$0	0.00%

The requisition limit for this service is \$0.294 per \$1,000 of assessed value. The estimated requisition maximum for 2021 is \$621,297.

### Overview

This is a newly established fixed route transit service that will serve communities between Ucluelet and Tofino, including the community of Hitacu. The service is scheduled to start operation in 2021/22.

### Legislation

This service was established with Bylaw No. E1062 on December 11, 2019.

### Participants

District of Tofino, District of Ucluelet, Yuułuʔiłʔatḥ, Toquaht, and Electoral Area C



Service	Account Type	GL Category	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
136 - West Coast Transit	Revenues	103 - Conditional Grant	\$2,211			\$267,000	\$457,000	\$461,570	\$466,186
		124 - Fees & Charges				\$93,000	\$161,000	\$162,610	\$164,236
		126 - Surplus (Deficit) from Prior Years			\$106,461				
		127 - Tax Requisition	\$110,772	\$111,000	\$111,000	\$319,039	\$499,416	\$504,724	\$510,092
		130 - Unconditional Grant	\$354						
		135 - Transfer from Stabilization Reserve				\$84,761			
		<b>Total</b>	<b>\$113,337</b>	<b>\$111,000</b>	<b>\$217,461</b>	<b>\$763,800</b>	<b>\$1,117,416</b>	<b>\$1,128,904</b>	<b>\$1,140,514</b>
	Expenses	247 - Labour & Benefits	\$6,000	\$6,000	\$28,300	\$30,800	\$31,416	\$32,044	\$32,685
		257 - Operating Costs	\$876	\$5,000	\$5,000	\$633,000	\$1,086,000	\$1,096,860	\$1,107,829
		269 - Operational Planning		\$100,000	\$100,000	\$100,000			
		290 - Contribution to Stabilization Reserve			\$84,161				
		<b>Total</b>	<b>\$6,876</b>	<b>\$111,000</b>	<b>\$217,461</b>	<b>\$763,800</b>	<b>\$1,117,416</b>	<b>\$1,128,904</b>	<b>\$1,140,514</b>



WEST COAST TRANSIT	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>STABILIZATION RESERVE</b>							
Balance, beginning of year	\$ -	\$ -	\$ -	\$ 84,461	\$ -	\$ -	\$ -
Contribution from operating budget	-	-	84,161	-	-	-	-
Interest earnings	-	-	300	300	-	-	-
Transfer to operating budget	-	-	-	84,761	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,461</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**WEST COAST TRANSIT - Analysis of removing Salmon Beach from Service Area**

**BASED ON 2021 REQUISITION:**

**\$ 110,658**

BASIS OF APPORTIONMENT: 50% POPULATION & 50% LAND AND IMPROVEMENTS  
CONVERTED HOSPITAL VALUES

CURRENT PARTICIPANTS: TOFINO, UCLUELET, YUUFU?IH?ATH, TOQUAHT AND ELECTORAL AREA C

PARTICIPANT	2021 CONVERTED VALUES	%	50%		50%		NET REQUISITION
			REQUISITION BASED ON CONVERTED	POPULATION BASED ON 2016 CENSUS	REQUISITION BASED ON POPULATION	REQUISITION BASED ON POPULATION	
TOFINO	\$ 165,241,421	57.40%	\$ 31,756	1,932	41.83%	\$ 23,143	\$ 54,899
UCLUELET	\$ 88,100,347	30.60%	\$ 16,931	1,717	37.17%	\$ 20,567	\$ 37,498
AREA C	\$ 34,392,028	11.95%	\$ 6,610	677	14.66%	\$ 8,109	\$ 14,719
YUUFU?IH?ATH	\$165,240	0.06%	\$ 32	274	5.93%	\$ 3,282	\$ 3,314
TOQUAHT	\$ 0	0.00%	\$ 0	19	0.41%	\$ 228	\$ 228
	<b>\$ 287,899,036</b>	<b>100.00%</b>	<b>\$ 55,329</b>	<b>4,619</b>	<b>100.00%</b>	<b>\$ 55,329</b>	<b>\$ 110,658</b>

**REVISED REQUISITION CALCULATION BASED ON REMOVAL OF SALMON BEACH**

PROPOSED PARTICIPANTS: TOFINO, UCLUELET, YUUFU?IH?ATH, TOQUAHT AND  
ELECTORAL AREA C WITH EXCEPTION OF SALMON BEACH

PARTICIPANT	2021 CONVERTED VALUES	%	50%		50%		NET REQUISITION
			REQUISITION BASED ON CONVERTED	POPULATION BASED ON 2016 CENSUS	REQUISITION BASED ON POPULATION	REQUISITION BASED ON POPULATION	
TOFINO	\$ 165,241,421	58.80%	\$ 32,534	1,932	41.83%	\$ 23,143	\$ 55,677
UCLUELET	\$ 88,100,347	31.35%	\$ 17,346	1,717	37.17%	\$ 20,567	\$ 37,913
AREA C	\$ 27,511,703	9.79%	\$ 5,417	677	14.66%	\$ 8,109	\$ 13,526
YUUFU?IH?ATH	\$165,240	0.06%	\$ 33	274	5.93%	\$ 3,282	\$ 3,315
TOQUAHT	\$ 0	0.00%	\$ 0	19	0.41%	\$ 228	\$ 228
	<b>\$ 281,018,711</b>	<b>100.00%</b>	<b>\$ 55,329</b>	<b>4,619</b>	<b>100.00%</b>	<b>\$ 55,329</b>	<b>\$ 110,658</b>

**IMPACT OF REMOVING SALMON BEACH FROM SERVICE AREA**

PARTICIPANT	REQUISITION BASED ON CURRENT MODEL	REQUISITION BASED ON REVISED MODEL	IMPACT
TOFINO	\$ 54,899	\$ 55,677	\$ 778
UCLUELET	\$ 37,498	\$ 37,913	\$ 415
AREA C	\$ 14,719	\$ 13,526	-\$ 1,193
YUUFU?IH?ATH	\$ 3,314	\$ 3,315	\$ 1
TOQUAHT	\$ 228	\$ 228	\$ 0
	<b>\$ 110,658</b>	<b>\$ 110,658</b>	<b>\$ 0</b>

**WEST COAST TRANSIT - Analysis of removing Salmon Beach from Service Area**

**BASED ON MAXIMUM REQUISITION: \$ 550,000**

BASIS OF APPORTIONMENT: 50% POPULATION & 50% LAND AND IMPROVEMENTS  
CONVERTED HOSPITAL VALUES

CURRENT PARTICIPANTS: TOFINO, UCLUELET, YUUFU?IH?ATH, TOQUAHT AND ELECTORAL AREA C

PARTICIPANT	2021 CONVERTED VALUES	%	50%		50%		NET REQUISITION
			REQUISITION BASED ON CONVERTED	POPULATION BASED ON 2016 CENSUS	% SHARE	REQUISITION BASED ON POPULATION	
TOFINO	\$ 165,241,421	57.40%	\$ 157,838	1,932	41.83%	\$ 115,025	\$ 272,863
UCLUELET	\$ 88,100,347	30.60%	\$ 84,153	1,717	37.17%	\$ 102,225	\$ 186,378
AREA C	\$ 34,392,028	11.95%	\$ 32,851	677	14.66%	\$ 40,306	\$ 73,157
YUUFU?IH?ATH	\$165,240	0.06%	\$ 158	274	5.93%	\$ 16,313	\$ 16,471
TOQUAHT	\$ 0	0.00%	\$ 0	19	0.41%	\$ 1,131	\$ 1,131
	<u>\$ 287,899,036</u>	<u>100.00%</u>	<u>\$ 275,000</u>	<u>4,619</u>	<u>100.00%</u>	<u>\$ 275,000</u>	<u>\$ 550,000</u>

**REVISED REQUISITION CALCULATION BASED ON REMOVAL OF SALMON BEACH**

PROPOSED PARTICIPANTS: TOFINO, UCLUELET, YUUFU?IH?ATH, TOQUAHT AND  
ELECTORAL AREA C WITH EXCEPTION OF SALMON BEACH

PARTICIPANT	2021 CONVERTED VALUES	%	50%		50%		NET REQUISITION
			REQUISITION BASED ON CONVERTED	POPULATION BASED ON 2016 CENSUS	% SHARE	REQUISITION BASED ON POPULATION	
TOFINO	\$ 165,241,421	58.80%	\$ 161,702	1,932	41.83%	\$ 115,025	\$ 276,727
UCLUELET	\$ 88,100,347	31.35%	\$ 86,213	1,717	37.17%	\$ 102,225	\$ 188,438
AREA C	\$ 27,511,703	9.79%	\$ 26,922	677	14.66%	\$ 40,306	\$ 67,229
YUUFU?IH?ATH	\$165,240	0.06%	\$ 162	274	5.93%	\$ 16,313	\$ 16,475
TOQUAHT	\$ 0	0.00%	\$ 0	19	0.41%	\$ 1,131	\$ 1,131
	<u>\$ 281,018,711</u>	<u>100.00%</u>	<u>\$ 275,000</u>	<u>4,619</u>	<u>100.00%</u>	<u>\$ 275,000</u>	<u>\$ 550,000</u>

**IMPACT OF REMOVING SALMON BEACH FROM SERVICE AREA**

PARTICIPANT	REQUISITION BASED ON CURRENT MODEL	REQUISITION BASED ON REVISED MODEL	IMPACT
TOFINO	\$ 272,863	\$ 276,727	\$ 3,864
UCLUELET	\$ 186,378	\$ 188,438	\$ 2,060
AREA C	\$ 73,157	\$ 67,229	-\$ 5,929
YUUFU?IH?ATH	\$ 16,471	\$ 16,475	\$ 4
TOQUAHT	\$ 1,131	\$ 1,131	\$ 0
	<u>\$ 550,000</u>	<u>\$ 550,000</u>	<u>\$ 0</u>

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-----Original Message-----

From: Bea Jacobs

Sent: July 10, 2021 9:00 AM

To: Teri Fong <tfong@acrd.bc.ca>; Wendy Thomson <wthomson@acrd.bc.ca>

Subject: No on transit tax for Salmon Beach

Hello,

We love salmon Beach and spend as much time there as we can , mostly summers. We do Not think that it is fair or equitable to include Salmon Beach in the transit tax as we will never use the service.

Respectful,

Beatrice and Donald Jacobs

1137 th Ave

[www.photosbybeatrice.com](http://www.photosbybeatrice.com)

Sent from my iPad

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**From:** Cade and Char  
**Sent:** July 19, 2021 2:35 PM  
**To:** Wendy Thomson  
**Subject:** Salmon Beach

Good After noon Wendy,

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Charlene Morris ,  
1039 View Rd, Salmon Beach.

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-----Original Message-----

From: dale Conley

Sent: July 8, 2021 6:24 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Salmon Beach Transit Tax

Wendy Thomson

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank You

Dale Conley

1036 - 6 Ave

Salmon Beach

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**From:** Dean Bieber

**Sent:** July 10, 2021 11:10 AM

**To:** Kel Roberts <[kroberts@acrd.bc.ca](mailto:kroberts@acrd.bc.ca)>

**Cc:** Planning Shared <[planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)>; Mayco Noël <[mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)>

**Subject:** Removal of Area C From Transit

Hello Kal,

I wanted to extend my gratitude to you for your proposal to remove Salmon Beach taxpayers from the transit plan on the West Coast.

I am in full support of removing this burden to Salmon Beach taxpayers for the following reasons:

- This is another tourist service that should NOT be funded by local taxpayers in any area
- Salmon Beach tax funds can be better used to improve infrastructure within the community
- Salmon Beach taxpayers already contribute to ACRD services that are not available to the area (which I am in support of)
- The adoption of including Salmon Beach in the transit service was not fairly presented to owners in the area

As I have not seen an actual presentation of the proposed route this transit service would take, I can only assume the busses will only travel between Tofino and Ucluelet. Please advise if this is incorrect.

I feel it is time for responsible management of the West Coast, and primary focus on tourist services should no longer take precedent. There are important infrastructure improvements needed on the West Coast, Tofino, and Ucluelet that have taken a back seat to tourist services for too long, and the area is now paying the price for this neglect.

This being said, I believe the removal of Salmon Beach from the transit tax will be a step in the right direction, and the board should source other tourism-based monies to support this program.

Please feel free to contact me if I can provide further support to remove Salmon Beach from the transit plan.

Sincerely,

Dean Bieber

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**From:** Dawn Sanders  
**Sent:** July 7, 2021 5:51 PM  
**To:** Wendy Thomson  
**Subject:** West Coast Transit Services

To Wendy Thompson - General Manager of Administrative Services

We would like to register our opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location. It is also my understanding that this service has never been commenced and is unlikely to be a viable service to the residents.

Thank you,

Dean and Dawn Sanders  
1073 Seventh Ave.  
Salmon Beach, B.C.

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-----Original Message-----

From: Lyle Johnson

Sent: July 9, 2021 10:03 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Re: In support of Salmon Beach Transit Tax

Good morning Wendy,

Sure you may include my email in the meeting agenda. Many that live(yes there's probably about a dozen or more that live there year round, in violation of the bylaw) and vacation in Salmon Beach need to realize they are not an self sustaining island unto themselves and they rely heavily on the surrounding communities and should contribute as well.  
Eboni Johnson

Sent from my iPhone

> On Jul 8, 2021, at 8:09 AM, Wendy Thomson <wthomson@acrd.bc.ca> wrote:

>

> Good morning Lyle,

>

> Thank you for forwarding your support for the West Coast Transit Service. Regional District staff have been instructed to investigate options for the Salmon Beach area to withdraw from this service. A report on this issue will be going to the West Coast Committee this fall.

>

> Would you like your correspondence included on this meeting agenda? I should note that this is a public meeting and your email would be posted publicly on our website.

>

> I can advise you when this issue will be considered by the West Coast Committee.

>

> Sincerely,

>

>

> Wendy Thomson

> General Manager of Administrative Services

>

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

> O 250.720.2700 M 250.720.2706 W acrd.bc.ca

>

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> -----Original Message-----

> From: Lyle Johnson

> Sent: July 7, 2021 5:36 PM

> To: Wendy Thomson <wthomson@acrd.bc.ca>

> Subject: In support of Salmon Beach Transit Tax

Hello,

> I am writing in support of the proposed Salmon Beach transit tax. I am a property owner at Salmon Beach. I know you are probably receiving many emails in opposition to this tax as they claim they will not be able to use the service.

However I think these ones are a bunch of self entitled people that need to realize the surrounding communities of Tofino and Ucluelets' working population will greatly benefit from services supported by these taxes. These are the working people that work at the grocery stores, gas stations, and restaurants and other businesses those at Salmon Beach rely on. So in this way They do benefit from the services this tax will support.

> Salmon Beachers need to stop being so entitled and learn to contribute to these communities in a meaningful way.

> Thank you

> Eboni Johnson

Sent from my iPhone

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**From:** Rhonda Butler  
**Sent:** July 11, 2021 11:23 PM  
**To:** Teri Fong  
**Subject:** West Coast Transit Tax

To Teri Fong – Chief Financial Officer

We would like to register our opposition to the inclusion of Salmon Beach in the By Law E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon beach tax payers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you  
John & Rhonda Butler  
1029 Seventh Ave.  
Ucluelet B.C.

Sent from [Mail](#) for Windows 10

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**From:** José lommen  
**Sent:** July 10, 2021 9:55 PM  
**To:** Wendy Thomson  
**Subject:** Transit Tax

Wendy Thomson - General Manager of Administrative Services,

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Josephina Lommen  
1034 7th Ave  
Salmon Beach

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-----Original Message-----

From: dale Conley

Sent: July 8, 2021 6:14 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Salmon Beach Transit Tax

Wendy Thomson

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank You

Karen Conley

1036 - 6 Abe

Salmon Beach

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**From:** Ken M

**Sent:** July 8, 2021 7:30 AM

**To:** Wendy Thomson

**Subject:** Bylaw E1062

To Wendy Thompson - General Manager of Administrative Services

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thanks fpr your time,

Ken Mutch owner of 1145-7th Ave Salmon Beach

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**From:** lawrence conley  
**Sent:** July 8, 2021 11:52 AM  
**To:** Wendy Thomson  
**Cc:** Teri Fong  
**Subject:** : Transit Tax

DEAR Wendy Thomson and Teri Fong

As a property owner at Salmon Beach I will not support the transit tax that the ACRD wants to burden Salmon Beach owners with.

We are in a remote location and this bus service would never extend to our community.

We are limited to 182 days of usage of our property's per year.

We already pay taxes on so many things we can never benefit from or use like people in Ucluelet and Tofino.

This is not a fair or reasonable tax to expect the Salmon Beach community to absorb.

We pay for our own sewage, garbage, road maintenance etc, we have no fire protection.

Enough putting hands into our back pockets to support another useless service for us.

Regards Laurence Conley  
1045 View Road  
Salmon Beach.

Sent from my Galaxy

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**From:** Skip Triplett  
**Sent:** July 7, 2021 4:17 PM  
**To:** Teri Fong  
**Subject:** SALmon Beach Transit Tax

I am a 30 year Salmon Beach owner and I I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.  
Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Leslie Triplett  
1066 Fifth Avenue  
Salmon Beach

Leslie "Skip" Triplett  
Colwood, BC, Canada

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**From:** Malcolm Collingwood  
**Sent:** July 12, 2021 10:50 AM  
**To:** Wendy Thomson ; Teri Fong  
**Subject:** West Coast Transit Tax

To Wendy Thomson - General Manager of Administrative Services

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Malcolm and Jane Collingwood  
1186 Front Street  
Salmon Beach

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**From:**

**Sent:** July 8, 2021 11:42 AM

**To:** Wendy Thomson ; Teri Fong

**Subject:** Transit Tax

Dear Wendy Thomson

Teri Fong

As a property owner at Salmon Beach I will not support the transit tax that the ACRD wants to burden Salmon Beach owners with.

We are in a remote location and this bus service would never extend to our community.

We are limited to 182 days of usage of our property's per year.

We already pay taxes on so many things we can never benefit from or use like people in Ucluelet and Tofino.

This is not a fair or reasonable tax to expect the Salmon Beach community to absorb.

We pay for our own sewage, garbage, road maintenance etc, we have no fire protection.

Enough putting hands into our back pockets to support another useless service for us.

Thank you for reviewing this.

Regards Patience Conley.

1045 View Road

Salmon Beach.

Sent from my Galaxy

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-----Original Message-----

From: Rick Pedersen

Sent: July 8, 2021 9:19 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Transit Tax

- > To Wendy Thompson - General Manager of Administrative Services I
- > would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.
- > Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.
- >>
- > Thank you,
  
- > Rick Pedersen
- > Salmon Beach
- > 1045 Sixth Avenue
- > Ucluelet, BC

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-----Original Message-----

From: Sandra Pedersen

Sent: July 8, 2021 8:51 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Cc: Teri Fong <tfong@acrd.bc.ca>

Subject: Re: Transit Tax

Good morning Wendy,

Thank you for your reply.

I would also like to mention that this service has not been commenced and are now questioning whether the service would be viable for us, the residents. Being in a remote area, there is no way for us to access this service.

I have no problem having my email be published.

Thank you for your attention to this matter.

Regards,

Sandra Pedersen

-----Original Message-----

> From: Sandra Pedersen  
> Sent: July 7, 2021 8:35 PM  
> To: Wendy Thomson <wthomson@acrd.bc.ca>

> Subject: Transit Tax

To Wendy Thompson - General Manager of Administrative Services

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

> Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Sandra Pedersen

> Salmon Beach  
> 1045 Sixth Avenue  
Ucluelet, BC

my beach address

Sent from my iPhone

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**From:** scott kehl  
**Sent:** July 12, 2021 11:26 AM  
**To:** Wendy Thomson  
**Subject:** West Coast Transit Tax

To Ms. Thomson

We would like to register our opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Scott and Simone  
1192 5<sup>th</sup> Ave.  
Salmon Beach

Sent from [Mail](#) for Windows 10

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**From:** TG

**Sent:** July 7, 2021 10:45 PM

**To:** Wendy Thomson

**Subject:** No Transit Tax for Salmon Beach

To Wendy Thompson - General Manager of Administrative Services

I would like to register my opposition to the inclusion of Salmon Beach in the Bylaw E1062 - The West Coast Transit Service Area Establishment 2019.

Salmon Beach taxpayers should not have to pay this transit tax as we will never be able to use this service due to our remote location.

Thank you,

Terry and Merle Graff

1124 Front. St.

Salmon Beach, BC



**August 4, 2021**

## **Tofino Ratepayers Association Newsletter**

I am pleased to be able to report on the most recent meeting of the directors of the Tofino RPA. In attendance Directors: Kevin Midgely, Steven Thicke, Harold Sadler, Tammy Shymko and Jack Gillie.

Subjects for discussion:

### **ITEM ONE Regional Bus Service**

Later in August, the Regional District of Alberni Clayoquot, will entertain a motion to exclude Salmon Beach from the areas subject to taxation in support of the bus initiative. A 2/3 vote of the directors is required. You may recall we opposed this initiative at the time of approval for the borrowing bylaw. This new motion is troubling on many levels.

The motion, if passed, would put increased burden on others still required to pay the tax, your taxes would likely go up. Tofino taxpayers will share more of the burden as the rate of taxation is set against assessment. So, one of the initial problems for Tofino taxpayers, an unfair distribution of the burdens of taxation. will be exacerbated. Taxation that is based not on use or ability to pay but a system of assessment that is widely disparate from one community to another. Tofino assessments generally running double the regional.

It also opens the door for other parts of Area C that do not have direct access to the bus, to ask to be excluded as well. For example, property on Vargas Island, Catface and Cypre River areas, Recreational properties at Hesquiat, and in Barkley Sound, to name a few. This could turn into a disaster for those left holding the bag. Even those supporting the busing scheme should have second thoughts

This new motion calls into question the legitimacy of the original process where we were required to participate on the basis of a system of sharing that will no longer exist and a petition process that will end up based on false premises.

We continue to oppose and will oppose the bus proposal because 1) the projected needs and use were not adequately substantiated, 2) costs were disproportionately distributed, 3) local business providing service at no cost to the taxpayer would inevitably be eliminated 4) Local residents subject to the tax were not given adequate say in developing the proposal or approving the funding bylaw.

WE encourage the Regional Board to take this opportunity for a fresh start and a redraw of this entire proposal.

To the West Coast Committee and the Board of Directors

A recent motion by Director Roberts Area C requesting Staff to report the impact of withdrawing Salmon Beach from the recently adopted West Coast Transit Bylaw is very concerning. The Director's stated intent is to withdraw SB from the newly created service. The WC Committee and Board has been put in a very tough position by this motion. On one hand there is a legitimate concern being raised by the folks at Salmon Beach. The issue is one of having access to a service that they are being asked to pay for. I believe that this is a valid concern, that being said, there are dozens upon dozens of other properties in both Clayoquot and Barkley Sounds. From Hot Spring Cove through Catface, Wickaninnish Island and Barkley that have exactly the same concern. Many of these other properties have even greater issues accessing the service than SB does.

The establishment of a bylaw should not be taken lightly. The Board decided to use the Alternate Approval Process to adopt this very significant Servicing Bylaw. It will have a huge impact on the Coast both in future costs and expectations. The information to the voters as presented had gone through months of public consultation and in fact the Alternate Approval Process was legitimized by this public consultation and the report that followed. Ultimately it was Director Robert's decision to include all of Area C within the assessment area for the financial obligations within the bylaw. That is the choice of the Director. Unfortunately now just months after the Bylaw has been adopted and received the Province's blessing the Committee and Board are being asked to make radical amendments that will substantially change the original Bylaw as presented to the public. The removal of 420 properties or more from the already small assessment area will have significant financial impact to the remaining participants.

It would seem to me that the Committee and Board have a couple of options before them. If the Board rejects the motion and the removal of Salmon Beach from the Newly created Service then the status quo remains. If the Board accepts the intent of the motion and allows Salmon Beach to withdraw then the Board must consider the many other Properties in Area C that have the exact same issue as SB. The Board must also consider the substantial change to the Bylaw as originally presented and the damage done to the confidence of the elector when these types of actions are undertaken just months after the approval of the Bylaw. I would suggest that if this is the case that the process reverts back and Electors have a chance to vote on the dramatically changed Bylaw. Further I cannot stress the incredible waste of Staff resources and time that is being spent on this issue having already gone through the process it did. I also include my original email on the issue of WC Transit and the use of the alternate approval Process

Sincerely

Tony Bennett

Port Albion

## Forwarded Conversation

Subject: Re: West Coast Directors meeting July 17/2019

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From:

Date: Mon, Jul 15, 2019 at 12:52 PM

To: Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>

Cc: Tracy Bond <[tbond@acrd.bc.ca](mailto:tbond@acrd.bc.ca)>, Douglas Holmes <[dholmes@acrd.bc.ca](mailto:dholmes@acrd.bc.ca)>

To the West Coast Directors Alberni Clayoquot Regional District

On today's agenda (July 17/2019) you have a recommendation to approve an Alternate Approval Process to provide Transit Service on the West Coast. This is based on an overwhelming approval of the proposal through public outreach through open houses and online and phone surveys. Based on the ACRD report these numbers are 75 attendees at open houses, 128 phone surveys and 212 online surveys for a total of 415 respondents. With a 2016 Census population of 5534 that includes Ucl., Tof, Area C, Toquaht and UFN I do not believe that a total of 415 respondents can be considered overwhelming. It can not be ruled out that some of the 415 responses could all so have been some folks answering all three surveys that being said 415 responses are far less than the requirement of 10% or 554 peoples to write and submit to the ACRD their disagreement to disqualify the Alternate Approval Process. The survey quotes agreement to pay through taxes of up to \$190 for Tofino and \$135 for Ucluelet. The bylaw as proposed allows for far greater tax to be collected at \$1.47 per \$1000 of assessed value. For a very modest \$300k home the tax for the service will be a maximum of just over \$442 per year. It has been my experience that when a maximum tax requisition is set then that is what is collected if not right away then within a few years. I recognize that on page 37 of your agenda quotes of between 0.162 and 0.281 per \$1000 value as being the cost of providing the service but that is not what the bylaw as presented is allowing.

The Transit Service maybe be a valuable asset for the WC but I urge you to reconsider the use of the Alternative Approval Process to legitimize the Service. We complain about the lack of involvement of our citizens in the political arena but when we have an obligation and opportunity for that engagement the choice is being made to take the easy way and not allow a referendum. This is a completely new service, there are no immediate reasons to approve the alternate approval process. I urge you to also consider the fallout that has ocured because of the AAP being used to approve the Alberni Valley Airport tax requisition, decisions at the airport are met with a cloud of distrust. Please reconsider the recommendation of using AAP and allow your citizens a vote through referendum on the creation of a WC Transit Service.

Sincerely

Tony Bennett

1407 Port Albion Road