



Alberni-Clayoquot Regional District

ELECTORAL AREA DIRECTORS COMMITTEE MEETING WEDNESDAY, JANUARY 27, 2021, 10:00 AM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at www.acrd.bc.ca/events/27-1-2021

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

https://portalberni.zoom.us/webinar/register/WN_xKytf681RvC1IDTwzs6q6g

AGENDA

	PAGE #
1. <u>CALL TO ORDER - CAO</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2021</u>	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
4. <u>MINUTES</u>	
a. Electoral Area Directors Committee Meeting held November 4, 2020.	4-6
<i>THAT the minutes of the Electoral Area Committee meeting held on November 4, 2020 be received.</i>	
5. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Review – Electoral Area Directors Committee Terms of Reference, 2021	7-11
<i>THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised terms of reference for the Electoral Area Directors Committee for 2021.</i>	

- b. **REQUEST FOR DECISION**
Community Works Fund Projects **12-18**

THAT the Electoral Area Directors direct staff to include the following new projects in the 2021-2025 Draft Financial Plan for consideration by the Board of Directors:

- *Sproat Lake Community Association – Multi-Purpose Court Upgrade \$75,000*
- *Sproat Lake Community Association – Hall Upgrade Phase 3 \$70,000*
- *Sproat Lake Community Park – Trail Development \$140,000*
- *Beaver Creek Community Park – Bridge at Evergreen \$25,000*

- c. **REQUEST FOR DECISION**
Options for Applying 200-Year Flood Plain Maps in the Electoral Areas **19-21**

THAT the Electoral Area Directors Committee recommend to the Board of Directors that:

- *The zoning bylaw and the Beaver Creek, Beaufort, and Sproat Lake OCPs be updated based on the new flood plain mapping data; and*
- *Staff investigate grant options to develop a flood plain bylaw.*

7. REPORTS

- a. Proposed Amendments to the ACRD Building Bylaw PS1005-5 **22-23**
b. Zoning Bylaw Review and Housing Needs Report Projects Update **24-26**

THAT the Electoral Area Directors Committee receives reports a-b.

8. LATE BUSINESS

9. QUESTION PERIOD

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

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

10. IN-CAMERA

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

- i. 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

11. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**
12. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 4, 2020, 1:30 PM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC and via Zoom

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

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer (via zoom)
Teri Fong, Chief Financial Officer (via zoom)
Mike Irg, General Manager of Planning and Development
Wendy Thomson, General Manager of Administrative Services

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

<https://www.acrd.bc.ca/events/4-11-2020/>

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 provided notice that this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. **APPROVAL OF AGENDA**

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the agenda be approved as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

a. **Electoral Area Directors Committee Meeting - September 15, 2020.**

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the minutes of the Electoral Area Directors Committee Meeting held on September 15, 2020 be adopted.

CARRIED

4. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2021 Community Works Fund Projects.

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors roll forward any uncompleted Community Works Funding projects from the 2020-2024 Financial Plan as well as develop the 2021 proposed Community Works Funding projects for consideration during the 2021-2025 Financial Plan discussions and further that staff look for opportunities to fulfill the construction or implementation of the projects within the 2021 year.

CARRIED

MOVED: Director McNabb

SECONDED: Director Roberts

THAT Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to investigate options to move forward on the Beaver Creek Park project.

CARRIED

5. LATE BUSINESS

6. QUESTION PERIOD

The Corporate Officer reported there is no public in attendance at the meeting today via zoom webinar and no questions or comments were received via email at responses@acrd.bc.ca respecting any of the agenda items.

7. IN-CAMERA

MOVED: Director Beckett

SECONDED: Director McNabb

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

- i. 90 (1) (f): Law enforcement, if the committee considers that disclosure could*

reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED

The meeting was closed to the public at 2:06 pm.

The meeting was re-opened to the public at 2:30 pm.

8. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

9. ADJOURN

MOVED: Director McNabb

SECONDED: Director Bodnar

THAT this meeting be adjourned 2:30 pm.

CARRIED

Certified Correct:



Penny Cote,
Chairperson



Wendy Thomson,
General Manager of Administrative Services



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: January 27, 2021

Subject: **Review – Electoral Area Directors Committee Terms of Reference, 2021**

Recommendation:

THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised terms of reference for the Electoral Area Directors Committee for 2021.

Desired Outcome:

To review and re-confirm the terms of reference for the Electoral Area Directors Committee for 2021.

Background:

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

The Electoral Area Directors Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to electoral area services including Building Inspection, Management of Development – Rural Areas, Regional Library, Community Works Funding Allocation and Electoral Area Administration.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. Regional District staff recommend one change to the Electoral Area Directors Terms of Reference for 2021 to include under section 2.4 the Committee's consideration of the ACRD's Strategic Plan during all deliberations and recommendations respecting electoral area services. The amended Terms of Reference is attached for consideration by the Committee.

All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

Wendy Thomson

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

Douglas Holmes

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



Alberni-Clayoquot Regional District

Terms of Reference Electoral Area Directors Committee

1. Purpose

- 1.1 The Electoral Area Directors Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to services paid for by one or more of the following electoral areas within the region: Electoral Area “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

2. Duties/Mandate

- 2.1 The Electoral Area Directors Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Building Inspection
- Management of Development – Rural Areas
- Regional Library
- Community Works Funding Allocation
- Electoral Area Administration

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1.

- 2.4 Committee deliberations and recommendations to the ACRD Board of Directors will be guided by the ACRD’s Strategic Plan.

3. Membership

- 3.1 Membership on the Committee is as follows:

- Director - Electoral Area “A” (Bamfield)
- Director - Electoral Area “B” (Beaufort)
- Director - Electoral Area “C” (Long Beach)
- Director – Electoral Area “D” (Sproat Lake)

- Director – Electoral Area “E” (Beaver Creek)
- Director – Electoral Area “F” (Cherry Creek)

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Director’s term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

5. Committee Chair

- 5.1 The Committee will elect a Chair from amongst its Members at the first meeting of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the voting Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedure Bylaw.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.

Terms of Reference – Electoral Area Directors Committee - 2021

- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	November 12, 2015
Revised by the Board:	



REQUEST FOR DECISION

To: Electoral Area Directors

From: Teri Fong, CPA, CGA, Chief Financial Officer
Michael McGregor, Lands & Resources Coordinator

Meeting Date: January 27, 2021

Subject: 2021 Community Works Fund Projects

Recommendation:

That the Electoral Area Directors direct staff to include the following new projects in the 2021-2025 Draft Financial Plan for consideration by the Board of Directors:

- *Sproat Lake Community Association – Multi-Purpose Court Upgrade \$75,000*
- *Sproat Lake Community Association – Hall Upgrade Phase 3 \$70,000*
- *Sproat Lake Community Park – Trail Development \$140,000*
- *Beaver Creek Community Park – Bridge at Evergreen \$25,000*

Desired Outcome:

To determine projects for inclusion in the 2021-2025 Alberni-Clayoquot Regional District Financial Plan.

Summary:

At the November 4, 2020 Electoral Area Director's Committee meeting a Request for Decision was presented outlining existing Community Works Fund projects as well as any new proposals that were received prior to the October 31st deadline as set out in the ACRD's Community Works Fund Policy. At that meeting the following motions were passed:

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors roll forward any uncompleted Community Works Funding projects from the 2020-2024 Financial Plan as well as develop the 2021 proposed Community Works Funding projects for consideration during the 2021-2025 Financial Plan discussions and further that staff look for opportunities to fulfill the construction or implementation of the projects within the 2021 year.

THAT Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to investigate options to move forward on the Beaver Creek Park project.

Based on the November 4, 2020 motions the 2021-2025 Draft Financial Plan will include a rollover of all unspent funds from projects that were previously approved in 2020. The timeline for each of these projects has been indicated as a column in Appendix B to this report.

This report is presented to continue the discussion with regard to the projects that were proposed for consideration in 2021. Many of the proposed projects were the development of new parks or trails in the electoral areas. Staff have been developing a project plan for each of these proposals, which can be seen in Appendix A below, but recommend that the Board undertake an informal service review of parks prior to developing these projects any further. This review will outline existing infrastructure and identify known deficiencies and risks associated with existing ACRD parks and

trails. Staff feel this information is essential before considering the new development of infrastructure. This report will be presented to a Committee of the Whole meeting for discussion on Wednesday, March 10, 2021 at 10am. Although it will be possible to add these projects into the 2021-2025 Financial Plan after that meeting, staff will likely recommend that these projects be further planned and are 'shovel ready' for consideration in 2022.

Time Requirements – Staff & Elected Officials:

An extensive amount of staff time will be required to finish the projects that were approved as part of the 2020 Financial Plan that have not yet been completed. Additionally, staff time will also be required to provide an informal service review of each of the Community Parks as well as the Regional Parks service in advance of making recommendations on the other proposed projects.

If the above staff recommendation is passed then staff time will be required to develop an amended agreement with the Sproat Lake Community Association for their funding. Also, staff time will be required for the planning, design, construction, tendering and contract administration work associated with the Sproat Lake trail development.

Financial:

The ACRD receives Community Works funds from the Federal Government with formula based on the populations of the electoral areas. The following table summarizes the allocation of funding to projects for each Electoral Area and compares this amount to the allocation to the amount calculated by the agreement. There is currently \$1.5 million of funding unallocated and funding has been presented by electoral area for discussion purposes only. There is no requirement in the funding agreement that the ACRD allocations be consistent with the population percentages.

Area	Population	% Population	Allocation based on Population	Total Allocation	% of total received	Allocation of Remaining Funding
Area A Bamfield	243	3%	\$ 178,717	\$ 464,828	7%	
Area B Beaufort	443	5%	\$ 325,810	\$ 96,111	1%	\$ 207,480
Area C Long Beach	1,592	17%	\$ 1,170,856	\$ 824,644	12%	\$ 270,668
Area D Sproat Lake	2,173	23%	\$ 1,598,160	\$ 703,000	10%	\$ 792,954
Area E Beaver Creek	2,873	31%	\$ 2,112,983	\$ 2,120,159	31%	
Area F Cherry Creek	1,945	21%	\$ 1,430,474	\$ 1,097,000	16%	\$ 240,156
Unallocated				\$ 1,511,258	22%	
Totals	9269	100%	\$ 6,817,000	\$ 6,817,000	100%	\$ 1,511,258

Strategic Plan Implications:

This report aligns with the ACRD’s Strategic Focus Area ‘The Economy and COVID-19 Recovery’. In particular the following strategies:

Strategies	Objectives
1.2 Leverage Community Works Funds and Other Grants	Strategic investment of CWF and targeted applications to grant programs for initiatives and projects that support economic recovery and development.
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.

The proposed plan includes the expenditure of approximately \$1 million dollars’ worth of Community Works Funding in 2021. The Parks & Trails Service Levels review discussion will be initiated at the March 10, 2021 Committee of the Whole meeting.

Policy or Legislation:

The ‘Administrative Agreement on the Federal Gas Tax Fund in British Columbia’ provides the framework for Community Works Funding including eligible project categories and expenditures.



Submitted by: _____
Teri Fong, CPA, CGA, Chief Financial Officer



Submitted by: _____
Michael McGregor, Lands & Resources Coordinator



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

Appendix A - Proposed Community Works Fund projects

Electoral Area	Project Name	Community Works Fund Request	Description	
1	Beaufort	Beaufort Trail Network Implementation	<p>Not recommended at this time</p> <p><u>Beaufort Trail on Batty Rd</u></p> <ul style="list-style-type: none"> - Proposal for 2 km of multi-use Type 1 trail constructed within MOTI road right of way. - Capital Budget: <ul style="list-style-type: none"> o \$7,500 Engineering and Surveying o \$5,000 Environmental o \$20,000 Construction o \$8,125 25% Contingency o Total: <u>\$40,625</u> - Annual Maintenance Budget <ul style="list-style-type: none"> o \$3,000 + routine upgrades - Building a short pathway that isn't connected to other trails or path infrastructure is not recommended at this time. If Beaufort would like to create a parks and trails function, staff recommend starting with a Beaufort Electoral Area parks and trails plan that would take a zoomed out view of the area, undertake community engagement then identify and prioritize potential locations for parks and trails to pursue. 	
2	Sproat Lake	Sproat Lake Community Association Multi-Purpose Court Upgrade	\$75,000	This project is proposed by the Sproat Lake Community Association and would be project managed by their Society.
3	Sproat Lake	Sproat Lake Community Hall Upgrade Phase 3	\$70,000	This phase of the project would be a continuation of the other upgrades that have been done by the Sproat Lake Community Association using Community Works Funds to the Sproat Lake Hall. The work would include some further exterior upgrades including a deck and the creation of office space within the hall. The Association would be happy to attend a future meeting to explain the details of their proposed project.
4	Sproat Lake	Sproat Lake Parks Trail Development	\$140,000	The Sproat Lake Parks Commission is continuing to extend their trail network in their area. The funds would support the next phase of trail development.
5	Sproat Lake	Cougar Smith Park Water Line	Not recommended at this time	Staff are continuing to investigate and develop this project in 2021 and will have the information ready for consideration for the 2022 intake of Community Works Fund allocation.
6	Sproat Lake	Great Central Lake Park Washroom	Not recommended at this time	Staff have reviewed the current infrastructure at the Great Central Lake Boat Launch and feel the asset is in poor condition and do not recommend investing in new infrastructure such as a washroom facility until the existing infrastructure is upgraded.

Electoral Area	Project Name	Community Works Fund Request	Description
7	Cherry Creek Cherry Creek Trail Network Expansion	Not recommended at this time	<p><u>Cherry Creek Trails at Moore/Strathcona St</u></p> <ul style="list-style-type: none"> - Proposal for the addition of a trail and bridge to connect Strathcona St to the current Maplehurst park trails. - Bridge Capital cost: <ul style="list-style-type: none"> o Depending on location and difficulty of installation these costs can vary greatly. o \$12,500 Engineering and Surveying o \$5,000 Environmental o \$40,000 Construction and Installation o \$11,562 - 25% Contingency o Total: <u>\$69,062</u> - Trail Capital Cost: <ul style="list-style-type: none"> o Single track trail can generally be professionally built for between \$4-10/ft. These costs generally fluctuate due to terrain and labour costs. The proposed trail would be a challenging build due to the steep bank so this estimate is based on \$10/ft of trail and 1000 feet constructed. o \$10,000 construction costs o \$2,500 - 25% contingency o Total: <u>\$12,500</u> - Annual Maintenance Budget <ul style="list-style-type: none"> o Currently Maplehurst park relies on volunteer maintenance. If volunteers are no longer able to provide maintenance services an estimate of \$6,500 + routine upgrades could be expected. - This would be a good asset for the park and region yet there are a number of other needs for this park such as parking upgrades, existing bridge and boardwalk upgrades, trail connections on crownland outside of the park etc. Staff recommend creating a Maplehurst parks masterplan to identify needs as well as prioritize levels of service and the addition of infrastructure.
8	Cherry Creek Cherry Creek Hall Upgrade	Not recommended at this time	ACRD staff have reached out to Cherry Creek Community Recreation Commission to discuss their eligibility under the program guidelines but no response has been received from the Commission to date.

	Electoral Area	Project Name	Community Works Fund Request	Description
9	Beaver Creek	Park Development	\$20,000	<p>In 2020 a failed culvert at a creek crossing was removed in Evergreen Park and is yet to be replaced. The current creek crossing represents a liability risk as the public is still crossing using steep banks and a fallen log to access the other side. Staff recommends replacing the bridge with an aluminum pedestrian walkway to open access to the other side of the park.</p> <ul style="list-style-type: none"> - Capital costs: <ul style="list-style-type: none"> o 50 ft aluminum walkway bridge-\$13,000 o Delivery and install -\$3,000 o Footings and hardware-\$1,000 o Engineering \$1,800 o Environmental monitoring \$3,000 o 15% Contingency \$3,200 o Total-<u>\$25,000</u> <p>Director McNabb has also requested the development of a playground structure at Nordstrom Park which the Board removed from the financial plan last year. Staff have not investigated detailed costing nor prepared an installation plan but will do so if directed by the Board. Consistent with Strategic Plan Strategy 3.1, staff will be presenting recommendations in relation to other Beaver Creek Parks service risks aimed at funding and addressing existing amenities that require attention in advance of investing in new infrastructure.</p>

Appendix B - Approved Community Works Fund projects not yet completed

	Electoral Area	Project Name	Community Works Fund Allocation	Timeline	Update
1	Bamfield	Bamfield Water System Upgrades	\$400,000	Started in 2020 with further work planned for 2021	Some work being done on the submarine line between East and West Bamfield. Koers Engineering also working on report that will identify next urgent priority for the system.
2	Beaufort	Beaver Creek Community Club Playground Upgrade	\$2,648	Completed in 2020	Minor expenditures by the Club still required to complete the project
3	Beaufort	Beaver Creek Community Club Hall Upgrade	\$26,000	Started in 2020 with further work planned for 2021	Hall upgrade underway by the Club.
4	Long Beach	Millstream Water System Upgrades	\$49,737	Project plan to be developed in 2021 for 2022	This project was budgeted for 2021 and staff are in the process of determining a project plan.
5	Long Beach	Salmon Beach Sewage	\$50,000	Started in 2021 with further work planned for 2021	Project is nearly ready to start. Just awaiting consultation and approval from Toquaht First Nation as they are the leaseholders of the septic field property.
6	Long Beach	Salmon Beach Water	\$50,000	Possible 2022 project	Project on hold as Salmon Beach Committee considers other options in providing water to the recreational community.
7	Long Beach	Long Beach Airport Water System	\$154,140	Possible 2022 project	Hoping for an ability to connect to Parks Canada in the future but Parks Canada is still determining the long term projections of their water demands before entering into an agreement to supply the airport water. Project on hold until Parks Canada ready for a discussion.
8	Long Beach	West Coast Multi Use Path	\$240,000	Started in 2020 with further work planned for 2021 if other grant funding is successful	Some of the funding to be spent on design work in late 2020 or early 2021. This project is actively looking for grant funding for the construction of the trail.
9	Sproat Lake	Sproat Lake Community Hall Upgrade	\$61,229	Started in 2020 with further work planned for 2021	Hall upgrade nearing completion by the Sproat Lake Community Association.
10	Sproat Lake	Sproat Lake Parks Trail Development	\$7,465	Planned for 2021, requesting additional funds to support construction	This is remaining funding from the 2018 project. The funds are to be used for the next phase of trail development that is awaiting engineering for a couple of more complicated sections of trail.
11	Sproat Lake	Bell & Stuart Road Water Service Installation	\$414,000	Possible 2023 project	Project not being actioned at this time. May have opportunity to partner with Hupacaseth First Nation in the future.
12	Beaver Creek	Beaver Creek Water System Upgrades	\$407,000	Completed in 2020	Upgrade on Fayette and Lamarque has been completed.

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)



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Mike Irg, GM of Planning and Development

Meeting Date: January 27, 2021

Subject: Options for Applying 200-Year Flood Plain Maps in the Electoral Areas

Recommendation:

That the Electoral Area Directors Committee recommend to the Board of Directors that:

- The zoning bylaw and the Beaver Creek, Beaufort and Sproat Lake OCPs be updated based on the new flood plain mapping data; and
- Staff investigate grant options to develop a flood plain bylaw.

Desired Outcome:

To update the Committee on options for implementing flood plain maps, and to provide information on building permit requirements and implications for construction in potential hazard areas as identified in the flood plain maps.

Summary:

The purpose of this report is to inform the Committee of the existing legislative tools available to regulate construction in recently identified flood hazard areas, and to recommend options for amending existing bylaws, or creating new bylaws, to regulate flood hazard areas.

The new 200-Year Flood Plain Maps set out flood construction levels and identify new areas of risk that are subject to potential flooding. Currently, Section 56 of the *Community Charter* provides a building inspector with the ability to require a report, completed by a qualified professional, when the land is identified for potential flooding and other natural hazards.

The building inspectors will be requiring reports under Section 56 of the *Community Charter* for construction in areas identified as potential hazard areas in the new flood maps. Requiring these types of reports and covenants does not involve any bylaw amendments, as the authority rests within provincial legislation.

The next step is to update bylaws that regulate construction in flood prone areas. Staff is recommending three bylaw changes:

1. Amend the zoning bylaw to reflect the new flood construction levels in the 200-Year Flood Plain Maps prepared by Northwest Hydraulic Consultants Ltd;
2. Amend the natural hazard development permit areas in the Beaver Creek, Beaufort and Sproat Lake OCPs to include the flood mapping data; and
3. Prepare a stand-alone flood plain bylaw. This would be subject to funding.

The zoning bylaw amendment and the development permit amendments in the OCPs can be incorporated into the 2021/22 work plan to be done by staff with supporting legal advice. The flood plain bylaw is a large undertaking and staff recommends using a consultant with expertise in this area, with the potential to cover the costs with grant funding.

Background:

The flood plain maps have been developed as part of the Somass Watershed Flood Management Plan and have identified new flood hazard areas in the rural areas of the Regional District, where the ACRD is responsible for building inspection and land use planning. On a case by case basis, the building inspector can request geotechnical reports to insure any construction is safe for the intended use. Members of the public are aware of the new flood mapping and staff have had a number of inquiries regarding construction at Sproat Lake.

Time Requirements – Staff & Elected Officials:

Significant staff time is required to implement Section 56 reports and covenants. Staff resources are required to draft zoning and OCP amendments and required public consultation.

Financial:

The recommended zoning and OCP amendments will require staff resources and can be incorporated into the work plan. Staff will research options for grant funding for development of a flood plain bylaw.

Strategic Plan Implications:

Core service.

Policy or Legislation:

The *Local Government Act* and *Community Charter* regulate how local governments manage flood hazard areas. Section 56 of the Community Charter is attached below as Appendix A.

The Board directed staff to provide options for applying the 200-year flood plain maps within the Electoral Areas of the ACRD at the November 12, 2020 Board meeting.

Options Considered:

The ACRD Board can choose not to proceed with bylaw changes.



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



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

APPENDIX A

Requirement for geotechnical report

56 (1) For the purposes of this section:

"construction" means

- (a) the new construction of a building or other structure, or
- (b) the structural alteration of or addition to an existing building or other structure, but does not include the repair of an existing building or other structure;

"qualified professional" mean:

- (a) a professional engineer, or
- (b) a professional geoscientist with experience or training in geotechnical study and geohazard assessments.

(2) If

- (a) a bylaw regulating the construction of buildings or other structures is in effect, and
- (b) a building inspector considers that construction would be on land that is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rockfalls, subsidence or avalanche,

the building inspector may require the owner of land to provide the building inspector with a report certified by a qualified professional that the land may be used safely for the use intended.

(3) If a qualified professional determines that the land may not be used safely for the use intended, a building inspector must not issue a building permit.

(4) A building inspector may issue a building permit in accordance with subsection (5) if a qualified professional certifies that the land may be used safely for the use intended if the land is used in accordance with the conditions specified in the professional's report.

(5) A building permit under subsection (4) may only be issued on the following conditions:

- (a) the owner of the land covenants with the municipality to use the land only in the manner certified by the qualified professional as enabling the safe use of the land for the use intended;
- (b) the covenant contains conditions respecting reimbursement by the owner for any expenses that may be incurred by the municipality as a result of a breach of a covenant under paragraph (a);
- (c) the covenant is registered under section 219 of the *Land Title Act*.
- (6) If a building inspector is authorized to issue a building permit under subsection (4) but refuses to do so, the council may, on application of the owner, direct the building inspector to issue the building permit subject to the requirements of subsection (5).



INFORMATION REPORT

To: Electoral Area Directors Committee
From: Mike Irg, GM of Planning and Development
Meeting Date: January 27, 2021
Subject: Proposed Amendments to the ACRD Building Bylaw PS1005-5

Recommendation:

That the Electoral Area Directors Committee receive this request for decision for information.

Desired Outcome:

To update the committee on the proposed changes to the building bylaw and provide an opportunity for the committee to discuss and consider options prior to the 2021 budgeting process.

Summary:

The Board has requested building permit fees be reviewed.

Additionally, staff recommend adding the following amendments/revisions to the building bylaw:

- an application deposit fee;
- a time limit for applicants to pick up and pay for new permits;
- doubling the building permit fee when an owner starts construction without a building permit; and
- when calculating the building permit fees, replace "average" quality with "very good" quality to more accurately reflect the current value and cost of construction, resulting in an increase in building permit revenue. The current method for calculating building permit fees underestimates construction value, and does not accurately reflect today's market value.

Additionally, the Agricultural Development Committee has recommended that certain low-occupancy farm building, on properties with farm status, be exempt from building permit requirements. Staff will investigate legal options available to the ACRD for consideration by the Electoral Area Directors.

Staff will also be commenting on building permit fees in the City of Port Alberni for context and comparison.

Time Requirements – Staff & Elected Officials:

Staff time is required to prepare the amendments and reports for the Board.

Financial:

If adopted, the amendments described would result in increased fees from permits and, after the magnitude of revenue

change is understood, the Board could discuss financial plan implications including reducing the tax requisition.

Strategic Plan Implications:

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

Policy or Legislation:

The Board has asked for a review of building permit fees. The other proposed changes will improve efficiencies and service delivery.

Options Considered:

- a. Do not update the building bylaw.
- b. Any other parameters resolved by the Committee for staff to investigate.



Submitted by:

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



Approved by:

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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MEMORANDUM

To: Board of Directors and Electoral Area Directors Committee

From: Amy Anaka, MURP, MCIP, RPP, Planner

Meeting Date: January 27, 2021

Subject: Zoning Bylaw Review and Housing Needs Report Projects Update

Recommendation:

THAT the memorandum be received.

Background:

This report has been prepared as an update on the Zoning Bylaw Review and Housing Needs Report projects, since the last written update was provided to the Regional Board and EA Directors Committee in September 2020. Next steps for both projects are included in the following tables, with a focus on modified methods of virtual community engagement during COVID-19.

Zoning Bylaw Review and OCP Updates Project

Planning staff received a variety of feedback on the July 31, 2020 draft Zoning Bylaw, Official Community Plans (OCPs), and corresponding maps in 2020 through the pre-referral process. This process also included an initial legal review, which outlined a number of recommendations for updates to the draft documents and maps. Staff have since been working to update the draft documents to incorporate the feedback received.

ZONING BYLAW REVIEW & OCP UPDATES PROJECT NEXT STEPS			
TIMELINE	JANUARY & FEBRUARY 2021	FEBRUARY & MARCH 2021	APRIL 2021+
ITEM	FINALIZE UPDATING DRAFT ZONING BYLAW, OCPs & MAPS	PRESENT UPDATED DRAFT ZONING BYLAW, OCPs & MAPS TO REGIONAL BOARD, APCs, PUBLIC & STAKEHOLDERS	INCORPORATE 2021 REVIEW FEEDBACK & UPDATE DOCUMENTS & MAPS
TASKS	<ul style="list-style-type: none"> • Finish incorporating agency, public & lawyer feedback • Develop materials to summarize updates to documents & maps 	<ul style="list-style-type: none"> • Update ACRD website: homepage & www.acrd.bc.ca/zbreview • Add project to www.letsconnectacrd.ca & publish series of online & print media ads • Direct stakeholders to review materials summarizing updates, before completing 	Complete additional next steps: <ul style="list-style-type: none"> • First reading of the bylaws • Official agency and First Nation referrals • Public Hearing: This will provide another opportunity for public input, as any individual or agency can provide comments until

		<p>an online survey/comment form seeking additional feedback</p> <ul style="list-style-type: none"> • Get feedback from 6 Electoral Area Advisory Planning Commissions (APCs) (dates to be confirmed) • Host online community forum/information session(s) (date(s) to be confirmed) 	<p>termination of the Public Hearing</p> <ul style="list-style-type: none"> • Second and third readings of the bylaws • Adoption of the bylaws • Present updated bylaws through media (ACRD website, ACRD Let's Connect, etc.)
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Housing Needs Report Project

With the assistance of consultants, Planning staff have been working on the development of Housing Needs Reports (HNRs) for the Bamfield and Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek) Electoral Areas (EAs). The Long Beach HNR will be coordinated with Tofino and Ucluelet, pending the outcome of a grant application, and preliminary discussions with staff are underway.

Work on the Bamfield HNR has included the assistance of Vancouver Island University, and has involved a number of tasks including data collection and virtual community engagements activities, some of which include:

- Online Bamfield housing needs survey (December 2020 to January 2021): 111 responses
- Online Bamfield housing community forums (January 13 and 14, 2021): Approximately 25 community members in attendance

Work on the Alberni Valley HNR has included the assistance of a contractor, RFT Planning and GIS, and has involved a number of data collection and virtual community engagement activities, in coordination with the City of Port Alberni, some of which include:

- Online Alberni Valley housing needs survey (November 2020): 668 responses (74% City and 26% AV EA residents)
- Online stakeholder survey sent to approximately 50 community organizations and focus group meeting (January 12, 2021): Approximately 11 survey responses and 11 focus group participants

Community engagement activities have provided a wide variety of important feedback to be analyzed and incorporated into project next steps, and the HNRs. Additionally, Planning staff are waiting for approval from UBCM, and the Ministry of Municipal Affairs and Housing, on an application submitted in November 2020 to expand the ACRD HNR project scope to add the four member Treaty First Nations. Staff will provide a verbal update at the January 27 Regional Board and EA Directors Committee meeting if any new information becomes available by then.

HOUSING NEEDS REPORT PROJECT NEXT STEPS			
TIMELINE	JANUARY & FEBRUARY 2021	JANUARY & FEBRUARY 2021	FEBRUARY & MARCH 2021+
ITEM	ANALYZE DATA & COMMUNITY ENGAGEMENT INPUT	UNDERTAKE ADDITIONAL ENGAGEMENT ACTIVITIES	DEVELOP DRAFT & FINAL HNRs: BAMFIELD & AV
TASKS	<ul style="list-style-type: none"> • Continue to collect & analyze data 	<ul style="list-style-type: none"> • Add project to www.letsconnectacrd.ca 	<ul style="list-style-type: none"> • Once final EA specific HNRs are completed, develop overall ACRD HNR

	<ul style="list-style-type: none"> • Continue to analyze online public survey & stakeholder survey results 	<ul style="list-style-type: none"> • Get APC feedback: Bamfield APC meeting (January 28, 2021) & joint AV EAs APC meeting (date to be confirmed) • Host online Alberni Valley community forum (date to be confirmed) 	<ul style="list-style-type: none"> • Work with 4 TFNs to develop HNRs, as sub-reports to overall ACRD HNR (subject to UBCM/Ministry approval) • Once final HNRs are completed, make available to public & stakeholders & present through media (ACRD website, ACRD Let's Connect, etc.)
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Prepared by:

Amy Anaka, MURP, MCIP, RPP
Planner



Reviewed by:

Mike Irg, MCIP, RPP
General Manager of Planning and Development



Approved by:

Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer