



Board of Directors Meeting  
Wednesday, January 26, 2022

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

**Regular Agenda**

Watch the meeting live at <https://www.acrd.bc.ca/events/26-1-2022/>

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_IUCesdwkRoeaOPvq1xr9Zw](https://portalberni.zoom.us/webinar/register/WN_IUCesdwkRoeaOPvq1xr9Zw)

**PAGE #**

**1. CALL TO ORDER**

**Recognition of Territories.**

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

Introductions - Board Members and Staff present in the Boardroom.

**2. APPROVAL OF AGENDA**

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

**3. DECLARATIONS**

*(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)*

**4. ADOPTION OF MINUTES**

**(ALL/UNWEIGHTED)**

**a. Electoral Area Directors Committee Meeting – January 12, 2022**

**7-14**

*THAT the minutes of the Electoral Area Directors meeting held on January 12, 2022 be adopted.*

**b. Board of Directors Meeting – January 12, 2022**

**15-21**

*THAT the minutes of the Board of Directors meeting held on January 12, 2022 be adopted.*

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

- a. **Inspector Eric Rochette, Officer In Charge, Mike Thompson, Staff Sergeant, Operations Supervisor, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for October to December 2021.** **22-25**

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **26**  
2020 Poverty reduction Planning & Action Program Stream 1 – Building Regional Prosperity in the Alberni-Clayoquot Regional District (ACRD)
- b. **ISLAND COASTAL ECONOMIC TRUST** **27-30**  
Two New Strategies to Advance Internet Connectivity in Underserved Communities

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **31-42**  
2022 Standing/Select Committee Appointments & Appointments to Outside Organizations  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2022 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.*

- b. **REQUEST FOR DECISION** **43-48**  
Agricultural Development Committee - Updated Terms of Reference, 2022  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the updated terms of reference for the Agricultural Development Committee for 2022 as presented.*

- c. **REQUEST FOR DECISION** **49-50**  
Provincial Grant Threshold for Homeowner Grants  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors invite BC Assessment to be a delegation at an upcoming Board or Committee of the*

*Whole meeting to provide an overview of the assessment process and to address the difference between assessments and appraisals.*

- d.       **REQUEST FOR DECISION** **51-52**  
ICIP Grant Application – West Bamfield Submarine Transmission Line  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to submit an application for \$1,175,238 to fund the West Bamfield Submarine Transmission Line Replacement through the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality grant.*

- e.       **REQUEST FOR DECISION** **53-54**  
Award of West Coast Organic Processing Equipment Supply, Install and Support  
(ALL/WEIGHTED)

*THAT the Alberni Clayoquot Regional District (ACRD) Board of Directors award the Organic Processing Equipment, Installation and Support Services for Phase 2 of the Organics Diversion Project at the West Coast Landfill, to Transform Compost Systems, for the contract value of \$448,217.43 (excl. taxes); and further,*

*THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

- f.       **REQUEST FOR DECISION** **55-58**  
AVICC Inter-Governmental Earth Week Challenge – April 2022  
(ALL/UNWEIGHTED)

*THAT the ACRD Board of Directors authorize the participation of the ACRD in the Inter-Governmental Earth Week Challenge and continue the existing levels of support to the local community groups for illegal dumping clean-up during earth week and throughout 2022.*

## **9. PLANNING MATTERS**

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

- a.       **DVA21011, POOL & CORTESE, STRATA LOT 63, HAGGARD COVE** **59-63**  
**(BAMFIELD)**  
Development Variance Permit Application – Report

*THAT the Board of Directors consider issuing development variance permit DVA21011, subject to neighbour notification as per Local Government Act s.499.*

- b. **SA21005, 0924605 BC LTD., LOT 1, SOUTH BAMFIELD ROAD (BAMFIELD)** **64-67**  
Parcel Frontage Waiver Application – Memorandum

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots 6 and 7 as per subdivision plan of LOT 1 SECTION 18 TOWNSHIP 1 BARCLAY DISTRICT PLAN 38260 EXCEPT PART IN PLANS 45043, 46428, 47590 AND EPP63000.*

- c. **TUP21003, DONALDSON, 1360 SMITH-DALE ROAD, PORT ALBION (LONG BEACH)** **68-81**  
Temporary Use Permit Application – Memorandum and Permit

*THAT the Board of Directors consider issuing Temporary Use Permit TUP21003 subject to neighbour notification as per Local Government Act s.494.*

- d. **MISC21003, SPROAT LAKE MARINA, 10412 LAKESHORE ROAD (SPROAT LAKE)** **82-90**  
Covenant Amendment Application – Memorandum

*THAT the Board of Directors direct staff to hold a public meeting to gather input on the amendment of Restrictive Covenant FB194076 to allow for a maximum of sixteen (16) dwelling units north of Lakeshore Road on the property located at 10412 Lakeshore Road and that the public meeting be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.*

- e. **DVE21010, FRANCOEUR, 6081 & 6091 BEAVER CREEK ROAD (BEAVER CREEK)** **91-99**  
Development Variance Permit Application – Report

*THAT the Board of Directors consider issuing development variance permit DVE21010, subject to neighbour notification as per Local Government Act s.499.*

- f. **SE21003, FRANCOEUR, 6081 & 6091 BEAVER CREEK ROAD (BEAVER CREEK)** **100-103**  
Parcel Frontage Waiver Application – Memorandum

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 1 as per subdivision plan of LOT A, PLAN VIP77219 and part of LOT 5, PLAN 910, EXCEPT THE RIGHT OF WAY OF THE E & N RAILWAY COMPANY, AS SHOWN COLOURED RED ON PLAN 66 RW, ALL OF DISTRICT LOT 88, ALBERNI DISTRICT.*

- g. **SE21012, MONRUFET, 5598 KITSUKSIS ROAD (BEAVER CREEK)** **104-107**  
Parcel Frontage Waiver Application – Memorandum

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 1 as per subdivision plan of BLOCK 7, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 894.*

**10. REPORTS**

**10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

a.	<b>Meeting Schedule – February 2022</b>	<b>108</b>
b.	<b>Building Report- December 2021</b>	<b>109</b>
c.	<b>Monthly Agreement &amp; Grant Delegation Report– January 21, 2022</b>	<b>110</b>
d.	<b>West Coast Transit Service Implementation Delay</b>	<b>111</b>

*THAT the Board of Directors receives the Staff Reports a-d.*

**10.2 COMMITTEE REPORTS**

**10.3 MEMBER REPORTS**

(ALL/UNWEIGHTED)

a.	9-1-1 Corporation – J. McNabb	
b.	Vancouver Island Regional Library – P. Cote	
c.	Alberni Valley Chamber of Commerce – S. Minions	
d.	Air Quality Council, Port Alberni – D. Bodnar	
e.	West Coast Aquatic Board – T. Stere	
f.	Association of Vancouver Island & Coastal Communities – P. Cote	
g.	Beaver Creek Water Advisory Committee – J. McNabb	
h.	West Island Woodlands Advisory Group – J. Jack	
i.	Agricultural Development Committee – T. Shannon	
j.	Other Reports	
	• <b>Alberni Valley Museum and Heritage Commission Minutes – December 5, 2021</b>	<b>112-117</b>

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

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**  
(ALL/UNWEIGHTED)

**13. QUESTION PERIOD**

**Questions/Comments from the public:**

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

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

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

- 90 (2) (b) : the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;*
- 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;*
- 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

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

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

**Next Board of Directors Meeting: Wednesday, February 9, 2022, 1:30 pm  
Regional District Board Room & Zoom**



**MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE  
MEETING HELD ON WEDNESDAY, JANUARY 12, 2022, 10:00 AM**

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

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

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Alex Dyer, Planner Manager  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Heather Zenner, Protective Services Manager  
Charlie Starratt, Regional Fire Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
[www.acrd.bc.ca/events/12-1-2022/](http://www.acrd.bc.ca/events/12-1-2022/)

**1. CALL TO ORDER - CAO**

The CAO called the meeting to order at 10:03 am.

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

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

**2. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2022**

**ELECTION OF CHAIRPERSON**

The General Manager of Administrative Services (GMAS) conducted the election for Chairperson of the Electoral Area Directors Committee for 2022. The GMAS requested nominations three times.

The GMAS declared Director Cote Chairperson of the Electoral Area Directors Committee for 2022.

### **ELECTION OF VICE-CHAIRPERSON**

The GMAS conducted the election of Vice-Chairperson of the Electoral Area Directors Committee for 2022. The GMAS requested nominations three times.

The GMAS declared Director Beckett Vice-Chairperson of the Electoral Area Directors Committee for 2022.

Director Cote assumed the Chair.

### **3. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **4. MINUTES**

#### **a. Electoral Area Directors Committee Meeting – November 3, 2021.**

*MOVED: Director Shannon*

*SECONDED: Director Bodnar*

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

**CARRIED**

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

#### **a. Request for Decision regarding Annual Review – Electoral Area Directors Committee Terms of Reference, 2022**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2022 as presented.*

**CARRIED**

#### **b. Request for Decision regarding 2022-2026 Community Works Fund (CWF) Projects**

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

*THAT the Electoral Area Directors Committee remove the allocation of Community Works Funding to the following projects that were previously included in the 2021-2025 Alberni-Clayoquot Regional District Financial Plan as the projects have either secured alternative funding or are not going to proceed at this time:*

- a. Beaver Creek Community Park Bridge - \$25,000*
- b. Bell Rd/Stuart Ave Water System Development - \$414,000*
- c. Salmon Beach Water Well Development - \$50,000*
- d. Sproat Lake Community Park Trail Development - \$147,465*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan as follows:*

Year	Project	Risk Level	Category	Amount
2022	Bamfield Liquid Waste Management Plan	High	Long-Term Infrastructure Plans	\$150,000
2022	West Coast Multi Use Path	High	Local Road, Bridges & Active Transportation	\$550,000
2022	Millstream Water System Upgrade	High	Drinking Water	\$30,000
2022	Sproat Lake Volunteer Fire Department Firehall #3 Upgrade	High	Fire Halls & Fire Stations	\$500,000
2022	GIS Asset Management	High	Asset Management	\$100,000
2022	Parks & Trails Signage	High	Local Road, Bridges & Active Transportation	\$50,000
2022	Parks Management Plans	High	Integrated Community Sustainability Plans	\$25,000
2023	Bamfield Development Plan	High	Integrated Community Sustainability Plans	\$100,000
2023	Beaver Creek Volunteer Fire Department Firehall Upgrade	Medium	Fire Halls & Fire Stations	\$350,000
2023	Cherry Creek Maplehurst Parking Lot	Low	Local Road, Bridges & Active Transportation	\$250,000
2023	Broadband Connectivity Study	Low	Broadband Connectivity	\$20,000
2023	Parks Management Plans	High	Integrated Community	\$50,000

Year	Project	Risk Level	Category	Amount
			Sustainability Plans	
2023	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
2024	Bamfield Westside Transmission Line	High	Drinking Water	\$850,000
2024	Bamfield Westside Firehall	Medium	Fire Halls & Fire Stations	\$400,000
2024	Great Central Lake Boat Launch & Parking	Medium	Local Road, Bridges & Active Transportation	\$200,000
2024	Alberni Valley Electoral Area Flood Plain Bylaw	Medium	Integrated Community Sustainability Plans	\$100,000
2024	Parks Management Plans	Medium	Integrated Community Sustainability Plans	\$50,000
2024	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
2025	Bamfield Centennial Park Playground	Medium	Recreation & Sport Infrastructure	\$100,000
2025	Beaver Creek Nordstrom Park	Low	Recreation & Sport Infrastructure	\$100,000
2025	Electoral Area Official Community Plan Development	Medium	Capacity Building	\$50,000
<b>Total</b>				<b>\$4,125,000</b>

**DEFEATED**

*MOVED: Director Beckett*

*SECONDED: Director Roberts*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan as follows:*

*In the year 2022 for the Bamfield Liquid Waste Management Plan for Area A – Bamfield in the amount of \$150,000.*

*In the year 2022 for the West Coast Multi-Use Path Construction for Area C – Long Beach in the amount of \$550,000.*

*In the year 2022 for the Millstream Water System Upgrade for Area C – Long Beach in the amount of \$30,000.*

*In the year 2022 for the Sproat Lake Volunteer Fire Department Firehall #3 Upgrade for Area D – Sproat Lake in the amount of \$500,000.*

*In the year 2022 for the GIS Asset Management Capacity Building for all areas in the amount of \$100,000.*

*In the year 2022 for the Parks & Trails Signage Plan & Installation for all areas in the amount of \$50,000.*

*For the Parks Management Plans for all areas for a total of \$125,000 as follows:*

- a. \$25,000 in 2022*
- b. \$50,000 in 2023*
- c. \$50,000 in 2024*

**CARRIED**

*MOVED: Director Shannon*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Beaver Creek Community Club for washroom facility upgrades for Area "B" – Beaufort in the amount of \$50,000.*

**CARRIED**

*MOVED: Directors McNabb*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Beaver Creek Nordstrom Park Development for Area "E" – Beaver Creek in the amount of \$100,000.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Bamfield Development Plan for Area A – Bamfield in the amount of \$100,000.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Beaver Creek Volunteer Fire Department Firehall Upgrade for Area E – Beaver Creek in the amount of \$350,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2022 for the Cherry Creek Maplehurst Parking Lot for Area F – Cherry Creek in the amount of \$250,000 in order for staff to start this project.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2023 for the Broadband Connectivity Study for all areas in the amount of \$20,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan of \$50,000 in each of the years 2023, 2024 and 2025 for the Electoral Area Official Community Plan Development for all electoral areas for a total amount of \$150,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Bamfield Water System Westside Transmission Line for Area A - Bamfield in the amount of \$850,000.*

Director Shannon left the meeting at 11:38 am.

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

*THAT the main motion be amended reducing the allocation amount to \$500,000.*

**CARRIED**

*The main motion as amended was*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Bamfield Westside Firehall for Area A – Bamfield in the amount of \$400,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Great Central Lake Boat Launch and Parking for Area D – Sproat Lake in the amount of \$200,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2024 for the Alberni Valley Electoral Area Flood Plain Bylaw for the Alberni Valley areas in the amount of \$100,000.*

**CARRIED**

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the draft 2022-2026 Financial Plan in the year 2025 for the Bamfield Centennial Park Playground Upgrade for Area A – Bamfield in the amount of \$100,000.*

**CARRIED**

Director Beckett left the meeting at 11:45 am.

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

*THAT the Electoral Area Directors Committee approve the allocation of Community Works Funds in the year 2022 for the Cherry Creek Waterworks District for the Cherry Creek firehall replacement project in the amount of \$500,000 in the draft 2022-2026 Financial Plan and further, direct staff to draft a contribution agreement between the Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District for consideration by the Board of Directors.*

**DEFEATED**

**6. QUESTION PERIOD**

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

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

**7. ADJOURN**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

*THAT this meeting be adjourned 12:07 pm.*

**CARRIED**

Certified Correct:

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Penny Cote,  
Chairperson

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Wendy Thomson,  
General Manager of Administrative Services



**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD ON WEDNESDAY, JANUARY 12, 2022, 1:30 PM**  
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**DIRECTORS PRESENT:** John Jack, Chairperson, Councillor, Huu-ay-aht First Nation  
John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
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 Corbeil, Councillor, City of Port Alberni  
Rachelle Cole, Councillor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

**REGRETS:** Tanya Shannon, Director, Electoral Area "B" (Beaufort)

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Alex Dyer, Planning Manager  
Jenny Brunn, General Manager of Community Services  
Wendy Thomson, General Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
[www.acrd.bc.ca/events/12-1-2022/](http://www.acrd.bc.ca/events/12-1-2022/)

**1. CALL TO ORDER**

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

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

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

Introductions – The Chairperson welcomed Councilor Ron Corbeil, City of Port Alberni to the Board of Directors and introduced board members and staff present in the boardroom this afternoon.

**2. APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – December 8, 2021**

*MOVED: Director Roberts*

*SECONDED: Director McCarthy*

*THAT the minutes of the Board of Directors meeting held on December 8, 2021 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

**a. DISTRICT OF LILLOOET**

BC Wildfires Petition

**b. DISTRICT OF NORTH SAANICH**

Elected Officials – Parental Leave

**c. FOREST ENHANCEMENT SOCIETY OF BRITISH COLUMBIA**

Winter 2021 Accomplishments Report

**d. VANCOUVER ISLAND NORTH FILM COMMISSION**

Vancouver Island North Film Commission 2021 Year End Executive Summary Report

**e. SONBIRD REFUSE AND RECYCLING / OZZARD ENVIRONMENTAL INC.**

Joint Press Release

**f. ISLAND COASTAL ECONOMIC TRUST**

Community Builder – Jane Kilthei, Cowichan Estuary Nature Centre Board Member

- g. **ISLAND COASTAL ECONOMIC TRUST**  
New Cultural Corridor in Gibsons to Unite Commercial Areas Through Art

*MOVED: Director Corbeil*  
*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors allow the following for consideration of a late item under Section 12 of the agenda: Discussion on the poor condition and maintenance of the Bamfield Road.*

**CARRIED**

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

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

**CARRIED**

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

- a. **Request for Decision regarding Recording & Livestreaming Policy**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Recording & Livestreaming Policy as presented.*

**CARRIED**

- b. **Request for Decision regarding Bylaw 837-1, Bamfield Water System Local Service Conversion & Establishment Amendment**

*MOVED: Director Beckett*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw 837-1, Bamfield Water System Local Service Conversion and Establishment Amendment, 2021.*

**CARRIED**

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS ONLY**

- a. **DVC21002, HOWARD & MARTIN, 1145 FOURTH AVENUE, SALMON BEACH (LONG BEACH)**  
Development Variance Permit Application – Report

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

*THAT the Board of Directors consider issuing development variance permit DVC21002, subject to neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

- b. **DVC21005, SUBIN, 1185 SEVENTH AVENUE, SALMON BEACH (LONG BEACH)**  
Development Variance Permit Application – Report

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

*THAT the Board of Directors consider issuing development variance permit DVC21005, subject to neighbouring properties being notified as per Local Government Act s.499.*

**CARRIED**

- c. **RE21007, HAMELIN, 6420 LAMARQUE ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1428

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

*THAT Bylaw P1428, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

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

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

*THAT Bylaw P1438, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

- e. **DVF21006, CHERNOMAZ, 6585 CHERRY CREEK ROAD (CHERRY CREEK)**  
Development Variance Permit Application – Memorandum and Permit

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

*THAT the Board of Directors issue development variance permit DVF21006.*

**CARRIED**

## **9.2 ALL DIRECTORS**

### **a. MISC21006, REGIONAL DISTRICT OF NANAIMO REGIONAL GROWTH STRATEGY AMENDMENT REFERRAL**

Miscellaneous Referral - Request for Decision

*MOVED: Director Cote*  
*SECONDED: Director Johnsen*

*THAT the Board of Directors accept the proposed Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615.05, 2021 as presented.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

#### **a. 2022 BC Assessment Values**

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

*THAT the ACRD Board of Directors request staff to draft a resolution for consideration by the ACRD Board of Directors for submission the 2022 AVICC Convention regarding the provincial grant threshold for homeowner grants.*

**CARRIED**

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

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

#### **a. Electoral Area Directors Committee Meeting – January 12, 2022 – Verbal**

Director Cote provided a brief update on the Electoral Area Directors meeting held earlier today. The majority of discussion was respecting the allocation of Community Works funds.

### 10.3 OTHER REPORTS

a. **Alberni Valley Museum and Heritage Commission Minutes –  
December 1, 2021**

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

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

**CARRIED**

### 11. UNFINISHED BUSINESS

### 12. LATE BUSINESS

Discussion on the State of the Bamfield Road. Director Corbeil he was talking to a citizen of Port Alberni and was in Bamfield and the shape of the road. What if there was a need for an ambulance to go there in a hurry. It would be difficult to get up the Sarita access hill. We should be asking the Provincial government what kind of contract is in place to ensure that road is open especially in the winter-time when there is a lot of snow.

*MOVED: Director Beckett*

*SECONDED: Director Corbeil*

*THAT the Alberni-Clayoquot Regional District Board of Directors invite TFL44 LP, Provincial Government, Huu-ay-aht First Nation and Mainroad to meet with the ACRD Board of Directors to discuss the condition of Bamfield Road and the maintenance contract.*

**CARRIED**

### 13. QUESTION PERIOD

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

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

### 14. RECESS

*MOVED: Director Roberts*

*SECONDED: Director McNabb*

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

**CARRIED**

The meeting was recessed at 2:43 pm.

**15. RECONVENE**

The meeting was reconvened at 2:53 pm.

**16. IN-CAMERA**

*MOVED: Director Jack*

*SECONDED: Director Cole*

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

- i. 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- 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) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

**CARRIED**

The meeting was closed to the public at 2:54 pm.

The meeting was re-opened to the public at 3:11 pm.

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

**18. ADJOURN**

*MOVED: Director Roberts*

*SECONDED: Director Cole*

*THAT this meeting be adjourned at 3:11 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services



## PORT ALBERNI RCMP DETACHMENT QUARTERLY REPORT



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

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

- Officers received and responded to 2,703 calls for service; 370 calls were in the ACRD. It is a decreased of 16% for the quarter compared to 2020.
- The number of Domestic Violence reports are down by 43% for the quarter compared to 2020.
- Property Crime is up 7% for the quarter compared to 2020.
- The detachment is continuing to partner with other enforcement agencies; conducting joint patrols/enforcement in the ACRD (IRSU, Central Island Traffic, West Coast Marine Section and DFO).

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

#### **Priorities:**

- **Traffic- Road Safety:** Increased enforcement, both tickets and warnings. Reduction of Impaired drivers on the roads through criminal code charges and Immediate Roadside Prohibitions. Joint operations with Island District Traffic Units and Speedwatch. Results are altered due to reduction of volunteer activities and increased safety protocols regarding contact with offenders relative to COVID 19 concerns.
- **Family Violence:** Focus on education, awareness and community support to foster a “wrap around” approach of harm reduction. Creating a supportive environment for victims of family violence to come forward. Port Alberni Detachment Victim Services continues to coordinate with the Community based Victim Services Unit to ensure support is available to victims of crime that are unwilling/unable to engage with police related services.
- **Crime Reduction (Property Crimes and Drugs):** Identifying and managing prolific offenders through enhanced enforcement and partnerships with community agencies. The focus will be on drug and property crime offenders, detection, prevention and

supporting offenders to transition from criminal lifestyles.

- **Aboriginal Policing:** This includes traffic safety and enforcement on the First Nations, greater visibility at community events and meetings and a focus on First Nation Youth through prevention programs and involvement in schools and at youth events. Programs are provided to all schools however are reduced or suspended due to COVID -19.
- **Youth:** Positive interactions with youth through school and sporting events, increased, proactive engagement with the youth in our community. The Youth Officers continues to support youth and guide investigators in navigating the new legislation relative to youth.

Respectfully submitted,

Inspector Eric ROCHETTE  
Officer in Charge  
Port Alberni RCMP



## Alberni - Clayoquot Regional District Report

Port Alberni Rural

Q4 2021 (October to December)

<i>Calls for Service</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Total Calls for Service	353	413	682	438	370

<i>Occurrences by Crime Type</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Violent Crime	9	10	15	20	17
Property Crime	34	38	38	29	31
Other Criminal Code	10	6	9	12	10
Drug Offences	2	0	0	2	0
Total Criminal Code	55	54	62	63	58
Criminal Traffic	4	5	8	8	7

<i>Violent Crime</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Assaults	0	5	9	4	5
Assault weapon/bod harm	2	1	0	4	0
Harassment	3	0	2	4	5
Robbery	0	0	0	0	0
Sex Offences	2	0	2	1	2
Uttering Threats	2	2	2	7	9
Domestic Violence	2	3	2	7	4



<i>Property Crime</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Auto Theft	2	1	1	2	2
Bike Theft	0	1	0	0	0
Break and Enter - Business	3	3	1	0	0
Break and Enter - Residence	2	2	3	0	3
Break and Enter - Other	5	3	3	0	0
Mischief to Property	7	6	9	16	8
Theft	8	13	6	1	9
Possess Stolen Property	1	1	2	1	1
Shoplifting	0	0	0	0	1
Theft From Vehicle	4	4	5	2	4

<i>Other Criminal Code</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Cause Disturbance	1	2	1	4	5
Breach of Probation	1	0	4	1	3
Breach of Bail	5	0	0	4	3

<i>Provincial Statutes</i>	Q4 2017	Q4 2018	Q4 2019	Q4 2020	Q4 2021
Intoxicated in Public	2	1	1	0	0

## Statistics for 2021

<i>Calls for Service</i>	2017	2018	2019	2020	2021
Total Calls for Service	1780	1920	1813	1870	1826

<i>Occurrences by Crime Type</i>	2017	2018	2019	2020	2021
Violent Crime	49	43	63	81	86
Property Crime	156	172	184	130	140
Other Criminal Code	52	50	38	59	78
Drug Offences	17	10	5	7	2
Total Criminal Code	274	275	290	287	306
Criminal Traffic	31	37	40	38	29

January 13, 2022

Chair John Jack and Board  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
via email: [jjack@acrd.bc.ca](mailto:jjack@acrd.bc.ca)

**RE: 2020 Poverty Reduction Planning & Action Program Stream 1 - Building Regional Prosperity in the Alberni-Clayoquot Regional District (ACRD)**

Dear Chair Jack and Board,

Thank you for providing a final report and financial summary for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total actual project expenditure of \$25,000. Based on this, a payment in the amount of \$12,500 will follow shortly by electronic funds transfer. This transfer represents final payment of the grant and is based on 50% of the total reported expenditure (to a maximum of the approved grant of \$25,000) minus the initial payment of \$12,500 made in May 2020.

I would like to congratulate the Alberni-Clayoquot Regional District for undertaking this project and responding to the opportunity to reduce poverty at the local level and to support the Province's poverty reduction strategy.

If you have any questions, please contact Local Government Program Services at 250.952.9177 or [sprynn@ubcm.ca](mailto:sprynn@ubcm.ca).

Sincerely,



Sasha Prynn  
Program Officer

cc: *Wendy Thomson, General Manager of Administrative Services, Alberni-Clayoquot RD*

*The Poverty Reduction Planning & Action program is funded by the Province of BC*

**From:** Island Coastal Economic Trust <[info@islandcoastaltrust.ca](mailto:info@islandcoastaltrust.ca)>  
**Sent:** January 18, 2022 10:14 AM  
**To:** Wendy Thomson <[wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca)>  
**Subject:** VILLAGE OF GWA'YAS'DUMS & COWICHAN VALLEY REGIONAL DISTRICT EMBARK ON CONNECTIVITY STRATEGIES

**[CAUTION]** This email originated from outside of the ACRD

[View this email in your browser](#)



Building a diverse and sustainable economy.



## TWO NEW STRATEGIES TO ADVANCE INTERNET CONNECTIVITY IN UNDERSERVED COMMUNITIES

### ***The Village of Gwa'yas'dums and the Cowichan Valley Regional District to embark on broadband connectivity plans***

COURTENAY, 18 January 2022 – Two projects aimed at increasing rural and remote broadband speed will use funding from Island Coastal Economic Trust's (ICET) READY Program to develop community connectivity strategies.

The Kwikwasut'inuxw Haxwa'mis First Nation's (KHFN) Village of Gwa'yas'dums currently relies on outdated technology that provides slow, unreliable internet access. A connectivity strategy is a first step towards securing much-needed investments in broadband infrastructure upgrades.

The Cowichan Valley Regional District (CVRD) will complete a technology assessment of the region to identify the communities with inadequate broadband speeds. The CVRD's connectivity plan will explore options to improve access for households and businesses and enable the region to pursue last-mile infrastructure funding.

"These are valuable projects that will strengthen pathways to essential online resources, boosting the ability of communities to attract and retain employees, remote workers, and community members," says ICET Board Chair Aaron Stone. "Broadband infrastructure improvements are fundamental to narrowing the digital divide and ensuring all citizens can realize the full range of benefits that connectivity has to offer"

Both connectivity strategies will include a community consultation process to identify needs and wants, provide a current inventory of connectivity infrastructure, identify technology and network solutions and develop cost estimates. Once completed the strategies will provide roadmaps to guide the build-out of their unique digital landscapes.

"This project aligns with our economic development priorities and health and wellness goals," says KHFN Chief Rick Johnson. "Access to adequate, reliable internet will open up new revenue streams and career development opportunities, and bring vital services such as training, telehealth, and video conference medical appointments to our community."

"This process will enable underserved areas to develop their own vision and priorities for connectivity," says Lori Lannidinardo, Chair of the Cowichan Valley Regional District. "The pandemic has highlighted more than ever that

bandwidth and internet speed are crucial components of healthy, livable, and efficiently-serviced communities.”

These projects are timely as new opportunities in the Island/Coastal Region are imminent. By 2023, the Connected Coast project is expected to deliver fibre-optic cable to numerous underserved areas. However, Connected Coast does not include last-mile infrastructure. Also, both federal and provincial governments have prioritized improved last-mile connectivity for rural areas, and opportunities to obtain funding are expected to remain available over the next few years.

Work on both projects is expected to get underway shortly.

Both projects are supported through ICET’s [READY – Capacity Building Program](#) under the Broadband strategy funding stream. For more information about the READY Program, please see our guidelines and application form:

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

###

### **About the Island Coastal Economic Trust**

Created and capitalized by the Province of BC in 2006, the Island Coastal Economic Trust (ICET) mission is to create a more diverse and globally competitive Island and Coastal economy. In partnership with local and regional governments, non-profits and Indigenous communities, ICET serves over half a million residents. Funding and support for economic infrastructure and other economic diversification initiatives is delivered through a unique community centered decision-making process. Since inception, ICET has approved more

than \$55 million in funding for over 280 initiatives. These investments have leveraged over \$270 million in new investment into the region creating more than 2600 construction phase jobs and 2750 long-term permanent jobs.

**For further information:**

[Hilary Muth](#), Communications Coordinator

Island Coastal Economic Trust

Tel. 250-871-7797 (Ext. 228)



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**Our mailing address is:**

#108 - 501 4th Street  
Courtenay, BC V9N 1H3

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## REQUEST FOR DECISION

**To:** Board of Directors

**From:** John Jack, Chairperson/  
Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** January 26, 2022

**Subject:** **2022 Standing/Select Committee Appointments & Appointments to Outside Organizations**

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2022 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

### **Desired Outcome:**

To make appointments and/or re-confirm appointments to ACRD committees/commissions, outside boards, agencies and commissions for 2022.

### **Background:**

The *Local Government Act* enables Regional District's to establish and appoint members to Select Committees, Standing Committees and Commissions.

**Standing Committees:** The Chair of the Board may establish standing committees for matters the Chair considers would be better dealt with by a committee and may appoint persons to those committees. At least one member of each select and standing committee must be a Director of the ACRD Board.

**Select Committees:** Appointed by the Board to consider or inquire into any matter and report its findings and/or opinion the board. Once the findings are reported, the select committee is dissolved.

**Commissions:** The Board may, by bylaw, establish commissions and set conditions and delegate authorities. Commissions may be established by the Board to operate Regional District services or manage property or an interest in a property held by the Regional District.

**Outside Organizations:** The Board appoints a Director, and in some cases an alternate, to various outside boards, agencies and commissions such as the NI 911 Corporation, Municipal Finance Authority etc. Some of these appointments have varying terms. Directors appointed to outside organizations report back to the Board on a regular basis on their activities.

**Annual Review**

In January of each year the Chair reviews and updates appointments to committees/commissions and appointments to outside organization and makes recommendations to the Board for endorsement. The Chair and General Manager of Administrative Services have updated the appointment lists which are attached for consideration of approval by the ACRD Board of Directors. A report is attached which provides an overview of the mandate, membership and time commitments of ACRD standing and select committees.

**Election of Chair** - Election of chair and vice-chair for most ACRD’s standing and select committees is conducted by the Committee at their first meeting each year. Following these meetings, the 2022 ACRD Committee List will be updated to reflect the chair/vice-chair for 2022. Once updated the listing will be circulated to the ACRD Board and Staff and posted on the ACRD website.

**Committee Terms of Reference** – At the first meeting each year, all ACRD standing committees review their terms of reference. Any amendments to their terms of reference require ACRD Board approval.

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

Some staff time to review and update membership on ACRD Committees, review and update committee terms of references and advise outside organizations of ACRD 2022 appointments.

**Financial:**

Any associated costs are covered through General Government services.

**Strategic Plan Implications:**

n/a

**Policy or Legislation:**

Section 218, 263, 461 of the *Local Government Act* and ACRD Procedures Bylaw apply.

**Options for Consideration:**

Changes to the 2022 ACRD committee appointments as presented can be amended by resolution of the ACRD Board of Directors.

*Wendy Thomson*

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

*Daniel Sailland*

Approved by: \_\_\_\_\_  
Daniel Sailland, MBA, Chief Administrative Officer



## Alberni-Clayoquot Regional District 2022 Standing/Select Committee Appointments

### **STANDING COMMITTEES:**

#### **Alberni & Bamfield Services Committee**

- John McNabb
- Ron Corbeil
- Sharie Minions
- John Jack
- Dianne Bodnar
- Tanya Shannon
- Penny Cote
- Wilfred Cootes
- Bob Beckett

#### **Electoral Area Directors Committee**

- Penny Cote (Chair)
- Bob Beckett (Vice-Chair)
- Tanya Shannon
- John McNabb
- Dianne Bodnar
- Kel Roberts

#### **West Coast Committee**

- Kel Roberts
- Tom Stere
- Rachelle Cole
- Alan McCarthy
- Kirsten Johnsen
- Ex-Officio Members:
  - Tla-o-qui-aht First Nation Rep.
  - Ahousaht First Nation Rep.
  - Hesquiaht First Nation Rep.
  - Pacific Rim National Park Rep.

#### **Bamfield Parks Commission**

- Sheryl Ferguson (Chair-Treasurer)
- Bob Beckett
- Andrea Butler
- Louis Druehl
- Dane Dentoom
- Jane Morrison
- Katharine Jennings

#### **Salmon Beach Committee**

- Kel Roberts (Chair)
- Ellen Peete
- Jill Maibach
- Terry Graff
- Ron McKinley
- Ken Lunde

#### **Personnel Committee**

- John Jack, Chair
- Tom Stere
- Sharie Minions
- John McNabb, Vice-Chair
- Rachelle Cole

#### **AV Emergency Planning Policy Group**

- John McNabb
- Penny Cote
- Tanya Shannon
- Dianne Bodnar
- Sharie Minions, Mayor, City of Port Alberni
- Debbie Haggard, Councillor, City of Port Alberni
- Dan Washington, Councillor, City of Port Alberni
- Ron Corbeil, Councillor, City of Port Alberni
- Ron Paulson, Councillor, City of Port Alberni
- Helen Poon, Councillor, City of Port Alberni
- Cindy Solda, Councillor, City of Port Alberni
- Ex-Officio Members:
  - Tseshah First Nation
  - Hupacasath First Nation
  - Bob Beckett

#### **Agricultural Advisory Committee**

- Penny Cote
- Lisa Aylard
- Robert Haynes
- Ron Emblem
- Wayne Smith
- Larry McMahon

#### **Beaver Creek Water Advisory Committee**

- John McNabb (Chair)
- Harold Carlson
- Gord Blakey
- Pam Craig
- Mike Kobus
- Kevin Gaudet

**Sproat Lake Parks Commission**

- Joe Lamoreaux (Chair)
- Chris Law
- Elizabeth Mathew
- Sabrina Zimmerman
- Brian Callendar
- Rob Turner
- Bob Aston
- Penny Cote
- Joe Priestland

**Bamfield Water Committee**

- Bob Beckett (Chair)
- John Mass
- Brian McKay
- Lisa Herbig (2 year term to 2023)
- J.P. Hastey (3 year term to 2024)
- Ex-Officio Members:
  - Phil Lavoie, BVFD Fire Chief
  - Chuck Spooner, Marine Science Centre Rep.
  - James Willock, Community Affairs Chair

**Agricultural Development Committee**

- Tanya Shannon
- Ann Siddall
- Bob Collins
- Jeanette Sheehy
- Lisa Aylard
- Guy Langlois
- Rosemarie Buchanan
- Erika Goldt
- Cathy Burkosky
- Amy NeedhamHelen DufourMelody Francoeur
- Victoria Lake
- Kate Smith
- Teresa O’Neil
- Helene Dufour

**Fisheries Resource Committee**

- John Jack
- Rachelle Cole
- Bob Beckett
- Al McCarthy
- Kel Roberts
- Ex-Officio Members:
  - West Coast Aquatic Rep.
  - NTC Rep.
  - DFO Rep.
  - BC Rep., Min. Environment

**Alberni Valley Regional Airport Advisory Committee**

- Mike Ruttan, Member at Large
- Ron Paulson, City of Port Alberni
- Director Penny Cote, EA Area “D” (Sproat Lake)
- Director Wilfred Cootes, Uchucklesaht
- Vacant, Member at Large
- Michael Hoff, Member at Large
- Councillor Natasha Marshall, Tseshaht
- Councillor Brandy Lauder, Hupacasath
- Ms. Shelley Crest, Port Alberni Port Authority
- Mr. Dan Savard, AV Chamber of Commerce

**ADVISORY PLANNING COMMISSIONS (APC’s): (varying terms)****Bamfield APC**

- Max Salamon
- Jane Morrison
- Rae Hopkins
- J. P. Hastey
- John Mass
- Brian McKay
- Kevin McAughtrie
- Tavi Kristjan (Kildonan area advisor only)
- Peter Horton (Kildonan area advisor only)
- Sally Mole
- Glenn Ballman

**Long Beach APC**

- Jim Whitworth
- Petra Arnold
- Scott MacDonald
- Nick Haisch
- Rachael O’Callahan
- Ellen Peet
- Kristina Uher
- Debbie McKinlay

**Beaufort APC**

- George Haack
- Meagan Curtis
- Peter Dekens
- Claude Lessard
- Lisa Aylard
- Steve King
- Les Toth
- Ted McGill

**Beaver Creek APC**

- Gordon Blakey
- Dorothy Brooks
- Shelley Chrest
- Patty Edwards
- Nick Clarke
- Heather Persons

**Cherry Creek APC**

- John Versteeg Jr.
- Mike Jones
- Bob Vandermolten
- Denis Francoeur
- Carrie Smith
- Jamie McKinnon
- Keith Wyton

**Sproat Lake APC**

- Joe Lamoureaux
- Geo Monrufet
- Roger Loggin
- Roberta Jensen
- Walter Konkin
- Mark Marley
- Steve Gray
- Mark Molander
- Joann Bessler

**SELECT COMMITTEES:****Coastal Agricultural Roundtable Committee**

- Erika Goldt
- Helene Descoteaux
- Al Andersen
- Rachel Dickens
- Kel Roberts
- Bob Beckett
- Nicky Ling
- Stefan Ochman
- Jenny Touchie
- Lara Kemps
- Dan Price-Francis
- Louise Rodgers
- Marcie DeWitt
- Sarah Holden



## Alberni-Clayoquot Regional District & Regional Hospital District 2022 Appointments to Outside Boards, Agencies, Commissions

### **REQUIRED**

#### **Municipal Finance Authority**

(1 year term Jan – Dec.)

- John McNabb
- John Jack, Alternate

#### **E911 Corporation**

(1 year term – Jan. – Dec.)

- John McNabb
- Ron Corbeil

#### **Island Coastal Economic Trust**

North Island Sunshine Coast Regional Advisory  
(Chair of ACRD Board)

- John Jack

#### **Vancouver Island Regional Library Board**

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

#### **Municipal Insurance Association of BC**

(1 year term Jan. – Dec.)

- Penny Cote
- John Jack, Alternate

#### **Island Corridor Foundation**

- Ken McRae, Director  
(2 year term – April 2021 – March 2023)
- John Jack, Member Rep.

#### **Island Health Capital Planning Committee**

- John McNabb

### **ELECTIVE**

#### **Clayoquot Biosphere Trust**

(2020 – 2023)

- Nicky Ling
- Rachel O’Callahan, Alternate

#### **Barkley Salmon Working Group**

- Penny Cote

#### **Air Quality Council**

- Dianne Bodnar

#### **West Island Woodlands Advisory Group**

- John McNabb
- John Jack, Alternate

#### **Vancouver Island Film Commission**

- Ron Corbeil

#### **AV Museum & Heritage Board**

- Penny Cote
- Ron Corbeil, Alternate

#### **AV Chamber of Commerce**

- Sharie Minions
- John McNabb, Alternate

#### **West Coast Aquatic Board**

- Tom Stere
- Kel Roberts, Alternate

#### **Ditidaht BC Treaty Table**

- Bob Beckett

#### **Offshore Pacific Area Committee**

- Kel Roberts
- Bob Beckett, Alternate

#### **AVICC Special Committee on Solid Waste Management – Political Appointments**

- John McNabb
- Tom Stere, Alternate



## Alberni-Clayoquot Regional District & Regional Hospital District 2022 Appointments to Outside Boards, Agencies, Commissions

### ***ELECTIVE CONTINUED***

#### **AVICC Climate Leadership Plan Steering Committee**

- Sharie Minions
- John McNabb, Alternate

#### **Central West Coast Forest Society**

- Kel Roberts

#### **Coastal Community Social Procurement Steering Committee**

- John Jack

#### **Alberni Valley Municipal & Regional District Tax Governance Model Task Force**

- Penny Cote
- Bob Beckett

#### **PA Port Authority Dry Dock Committee**

- John McNabb

### ***REGIONAL HOSPITAL DISTRICT***

#### **Alberni-Clayoquot Health Network**

##### **Table of Partners**

- Penny Cote
- Rachelle Cole

#### **Alberni-Clayoquot Continuing Care Society**

- Dianne Bodnar

#### **West Coast Native Health Care Society**

- Penny Cote

Committee	Membership	Mandate	# of Meetings Annually (approx.)	Type of Committee
<b>Alberni &amp; Bamfield Services Committee</b>	Director for each: Bamfield, Beaufort, Sproat Lake, Beaver Creek, and Cherry Creek, City of Port Alberni (2 Directors), Huu-ay-aht First Nation, Uchucklesaht Tribe Government.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: Alberni Valley Emergency Planning, Alberni Valley Waste Management, Alberni Valley Regional Airport, Alberni Valley Regional Water (proposed), Bamfield Waste Management, Custom Transit, Sproat Lake Marine Patrol, Emergency Fire Services Coordinator.	4 - 6	Standing
<b>Electoral Area Directors Committee</b>	Directors for each: Bamfield, Beaufort, Long Beach, Sproat Lake, Beaver Creek, Cherry Creek.	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, Gas Tax Funding Allocation, Electoral Area Administration.	4 - 6	Standing
<b>West Coast Committee</b>	One (1) Director from each: Long Beach, Tofino, Ucluelet, Yuułuʔiłʔatḥ Government, Toquaht Nation; Non-voting ex-officio Members – One (1) each from Pacific Rim National Park, Tla-o-qui-aht First Nation, Ahousaht First Nation, Hesquiaht First Nation.	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services: West Coast Waste Management, Long Beach Airport, Long Beach Emergency Planning, Long Beach Bike Path, West Coast Multiplex, West Coast Health Services, West Coast Transit.	4 - 6	Standing
<b>Personnel Committee</b>	Five (5) Directors, Representation from: Electoral Areas, First Nations and Municipalities.	Reviews and makes recommendations to the Board on personnel related policy development and certain personnel matters.	1 - 3	Standing

<b>Committee</b>	<b>Membership</b>	<b>Mandate</b>	<b># of Meetings Annually (approx.)</b>	<b>Type of Committee</b>
<b>Agricultural Advisory Committee</b>	One (1) Director appointed by the Board, volunteers from all electoral areas.	Review ALR development applications.	2-4 (based on how many ALR applications received).	Standing
<b>Agricultural Development Committee</b>	Volunteers from all electoral areas and two (2) Directors appointed by the Board.	Implementation of the agricultural plan initiatives.	8 - 10	Standing
<b>Salmon Beach Committee</b>	Five (5) members at large from Salmon Beach, each of whom must own property at Salmon Beach, the Director for Area "C" (Long Beach)	Advises the Board on matters related to Salmon Beach Services, including not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.	3 – 4	Standing
<b>Sproat Lake Parks Commission</b>	(8) Members from the Sproat Lake area and the Director for Electoral "D" (Sproat Lake)	Advises the Board on matters relating Sproat Lake Parks and advises and works with staff to prioritize work plans and budgets	3 - 4	Standing
<b>AV Regional Airport Advisory Committee</b>	One (1) member from: Tseshah First Nation, Hupacasath First Nation, Alberni Valley Chamber of Commerce, Port Alberni Port Authority, City of Port Alberni and AV Electoral Areas, Two (2) Members at-large representing the business community, Director for Sproat Lake & Uchucklesaht Tribe Government	Facilitates participation from local government, First Nations, business and community interests within the Alberni Valley on matters associated with development of the Airport & advises the Board	3 – 4	Standing

Committee	Membership	Mandate	# of Meetings Annually (approx.)	Type of Committee
<b>AV Emergency Planning Policy Group</b>	Directors for : Sproat Lake, Beaver Creek, Beaufort, Cherry Creek, Mayor and Council for City of Port Alberni. Non-voting ex-officio Members – One (1) each representative the following organizations: 1. Tseshaht First Nation 2. Hupacasath First Nation 3. Director for Electoral Area “A” (Bamfield)	Assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the service.	2	Standing
<b>Bamfield Parks Commission</b>	Director for Bamfield, two members appointed by the Board, 2 residents of Bamfield.	Developing, operating and maintaining certain community parks within Electoral Area A - Bamfield.	2	Standing
<b>Bamfield Water Committee</b>	Director for Bamfield, Bamfield Advisory Planning Commission Chairperson, two members at large from Bamfield, one member from the Bamfield Business Community. Ex-Officio non-voting members: Bamfield Fire Chief, Bamfield Marine Science Centre Rep.	Deal with matters relating to the Bamfield Water Service.	3 - 4	Standing (Advisory)
<b>Beaver Creek Water Advisory Committee</b>	Director for Beaver Creek, Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for Beaver Creek.	Advises the Board on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.	4 - 6	Standing (Advisory)
<b>Advisory Planning Commissions</b>	Each electoral area has their own commission consisting of 5 to 11 volunteer members from their own area.	Review planning applications in their respective areas, as well as overall planning projects.	Monthly as necessary	Standing (Advisory)

Committee	Membership	Mandate	# of Meetings Annually (approx.)	Type of Committee
<b>Fisheries Resource Committee</b>	One (1) Member from each Nuu-chah-nulth Tribal Council and West Coast Aquatic. Five (5) Directors of the ACRD Board representing the various areas of the Alberni-Clayoquot Region. Ex-Officio Non-Voting Members: Province of BC appointed representative; Department of Fisheries and Oceans Canada appointed representative; ACRD Committee Consultant.	To support the socio economic and cultural efforts and concerns of regional communities in the commercial, sports and First Nation fishing and aquaculture industries. Note: This Committee has been inactive for the last few years	At the call of the Chair	Standing
<b>Alberni Valley Regional Airport Advisory Committee</b>	One member from: Tseshaht First Nation, Hupacasath First Nation, Alberni Valley Chamber of Commerce, Port Alberni Port Authority. Two (2) members at-large representing the business community in the Alberni Valley. One member from Sproat Lake, One ACRD Director from the City of Port Alberni, Beaufort, Sproat Lake, Beaver Creek, Cherry Creek.	Reviews, reports and advises the AVBSC on matters concerning the long-term development of the Airport.	4	Standing
<b>Long Beach Airport Advisory Committee</b>	Director from Long Beach, Ucluelet, Tofino, Yuułuʔiłʔatḥ Government, Toquaht Nation. One (1) member at-large nominated by the West Coast Directors representing the business community. Non-voting ex-officio Members – Regional District CAO, Airport Manager, Pacific Rim National Park, Tla-o-qui-aht First Nation, Tofino Chamber of Commerce, Ucluelet Chamber of Commerce, West Coast Business member nominated by West Coast Directors.	Reviews, reports and advises the Board of Directors on matters concerning the long-term development of the Long Beach Airport. Note: This committee has been put on hold and is currently inactive	4	Standing

Committee	Membership	Mandate	# of Meetings Annually (approx.)	Type of Committee
<b>Personnel Committee</b>	Five (5) Directors considering: Representation from the Electoral Areas, First Nations Government and Municipalities; Recognition of the importance of continuity of appointments to the Personnel Committee during the Board's four year term.	Review, comment and recommend approval of personnel and executive policies, excluding operational policies administered by the Chief Administrative Officer.	3 - 4, at the call of the Chair	Standing
<b>Salmon Beach Committee</b>	Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach; Director for Long Beach.	Advises the Board on matters relating to Salmon Beach Services, including but not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.	2 - 4	Standing (Advisory)
<b>Sproat Lake Parks Commission</b>	Director for Sproat Lake, two members appointed by the Board, 2 residents of Sproat Lake.	Developing, operating and maintaining certain community parks within Electoral Area D - Sproat Lake.	4 – 6	Standing
<b>Coastal Agricultural Round Table</b>	Co-hosted by the Clayoquot Biosphere Trust (CBT), Consists of up to 20 members – Multi-stakeholders including: ACRD, First Nations, Municipalities, CBT, Tofino Community Food Initiative, Ucluelet Local Food Society, Nuu-chah-nulth Employment and Training Program, ACRD Agricultural Development Committee etc.	Multi-stakeholder committee that guides the implementation of agricultural and food security initiatives in the ACRD's coastal communities. It aims to realize the vision and implementation of the Coastal Addendum to the Alberni Valley Agricultural Plan, which was adopted by the ACRD in 2018	2 - 3	Select



**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services/  
Heather Shobe, ACRD Agricultural Support Worker

**Meeting Date:** January 26, 2022

**Subject:** **Agricultural Development Committee - Updated Terms of Reference, 2022**

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**Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors approve the updated terms of reference for the Agricultural Development Committee for 2022 as presented.

**Desired Outcome:**

To review and approve the updated terms of reference for the Agricultural Development Committee for 2022.

**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 Agricultural Development Committee (ADC) is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that supports the implementation of the 2011 Alberni Agriculture Plan. The ADC provides recommendations to the Agricultural Advisory Committee, contracted agricultural support workers, and the ACRD Board of Directors regarding initiatives that support achievement of, or have impact upon, the goals listed in the 2011 Alberni Valley Agricultural plan and any related updates.

The terms of reference for this Committee had not been reviewed for several years and required updating. The ACRD's contracted agricultural support worker, with ACRD staff support, drafted updated terms of reference for the ADC. The ADC met on January 11, 2022 and approved their revised terms of reference.

All amendments to ACRD standing committee's terms of reference require ACRD Board approval.

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

Minimal

**Financial:**

All associated costs for operating this committee covered through Regional Planning.

**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

Approved by:

*Daniel Sailland*  
\_\_\_\_\_  
Daniel Sailland, MBA, Chief Administrative Officer



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Agricultural Development Committee**

#### **1. Introduction**

- 1.1 The Alberni-Clayoquot Regional District (ACRD) formed the Agricultural Development Committee (ADC) to support implementation of the 2011 Alberni Agriculture Plan.
- 1.2 The Agricultural Development Committee is a standing committee of the ACRD.

#### **2. Objectives**

- 2.1 The ADC advises ACRD staff, Board of Directors, and Agricultural Support Workers regarding initiatives that support achievement of, or have impact upon, the goals listed in the Alberni Valley Agricultural Plan, 2011 and any related updates;
- 2.2 The ADC fosters coordination and cooperation between the ACRD, its various committees, other agricultural groups, and interested parties in the Alberni Valley and beyond in order to achieve the goals of the Agricultural Plan;
- 2.3 The ADC provides an opportunity for group members to educate elected and government officials regarding agricultural issues and enlist their support in lobbying senior levels of government.

#### **3. Scope of Work**

- 3.1 To achieve these objectives, the Agricultural Development Committee will undertake the following activities:
  - Provide recommendations to the Agriculture Advisory Committee (AAC), contracted Agricultural Support Workers, and the ACRD Board of Directors regarding initiatives that support achievement of, or have impact upon, the goals listed in the Alberni Valley Agricultural Plan, 2011 and any related updates;
  - Share information regarding the work of the Agricultural Development Committee with member organizations;
  - Develop and share recommendations for policy and lobby actions that support implementation of the Alberni Agricultural Plan, 2011 and any related updates.

## **4. Membership**

4.1 In order to provide representation from the entire ACRD, membership on the Committee shall be between 14-16 members and where possible including representation from the following:

- Alberni-Clayoquot Regional District
- City of Port Alberni
- SD70
- Alberni Farmers' Institute
- Alberni District Fall Fair
- AVTTS Alberni Food Hub
- Eat West Coast
- Nuu-chah-nulth organizations or governments
- Dock+ Food Processing Hub
- Marine stakeholders
- Youth or 4H
- 4-6 primary agricultural producers
- Others, as deemed appropriate by the ACRD on recommendation of the ADC.

4.2 In order to ensure agricultural representation in various other Regional committees and initiatives, specific members may be designated as representatives for particular issues, such as for Emergency Planning or Water initiatives, as deemed appropriate by the Committee.

4.3 The ADC will nominate members to fill any vacancies to the ACRD Board of Directors for approval.

## **5. Appointment and Term**

- 5.1 Upon recommendation by the ADC, Members shall be appointed by the ACRD Board of Directors for a two (2) year term.
- 5.2 Members of the Committee may stand for re-appointment by the ACRD Board at the conclusion of their term.
- 5.3 Upon recommendation from the ADC, the ACRD Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- 5.4 The ACRD Board may dissolve the Committee following written notice being provided to all Members.
- 5.5 Committee Member appointments will be confirmed by the ACRD Board at the regular ACRD Board of Directors meeting in January of each year.
- 5.6 Non-ACRD members of the Committee shall serve without remuneration. Between June 2021 - June 2024, a participation honorarium will be available through the Alberni Farmers' Institute.

## **6. Committee Chairperson and Secretary**

- 6.1 The Committee will elect a Chairperson and Secretary at its first spring meeting annually.

## **7. Meeting Procedures**

- 7.1 Meetings of the Committee shall be held at the call of the Committee Chairperson, and shall generally be held monthly in the ACRD Boardroom or electronically, at a time agreed to by Committee members.
- 7.2 A majority of the Committee Members present shall represent a quorum.
- 7.3 Meetings are open to the public, and delegates who wish to present can be invited by ACRD staff or contracted Agricultural Support Workers.

**Terms of Reference – Agricultural Development Committee, 2022**

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- 7.4 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.
- 7.5 ACRD Staff or Agricultural Support Workers will prepare agendas and ensure minutes and agendas are distributed electronically to all members as well as to Members of the ACRD Agricultural Advisory Committee.

**8. Reporting to the Board**

- 8.1 ACRD staff or contracted Agricultural Support Workers will report to the ACRD Board annually on the activities of the Committee.
- 8.2 Recommendations from the Committee to the ACRD Board must be adopted by the Committee prior to presentation to the Board.

**9. Resources**

- 9.1 On behalf of the Committee, ACRD staff or contracted Agricultural Support Workers will provide advice and professional assistance to the Committee including writing letters, correspondence and preparing reports to the ACRD Board.
- 9.2 ACRD Staff or contracted Agricultural Support Workers will prepare agendas and ensure minutes and agendas are distributed electronically to all members.
- 9.3 ACRD staff and contracted support workers will report to ADC about ACRD Board of Director's recommendations or decisions that relate to agriculture.

Revised by the ACRD Board:
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## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** January 26, 2021

**Subject:** Provincial Grant Threshold for Homeowner Grants

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### Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors invite BC Assessment to be a delegation at an upcoming Board or Committee of the Whole meeting to provide an overview of the assessment process and to address the difference between assessments and appraisals.

### Desired Outcome:

To facilitate further discussion regarding the steep increases in assessed values in the Alberni-Clayoquot region and impacts to property owners.

### Summary:

The January 12, 2022 Board of Directors meeting included a Staff Report on the 2022 BC Assessment Values for the ACRD region. Significant discussion occurred during the meeting regarding the impact of the 38% increase in assessed values from 2021. The discussion ranged from the barriers to entering the market to the impact on homeowners who lose their Provincial Homeowner Grant as their assessments exceed the threshold. At that meeting the Directors passed the following motion:

*THAT the ACRD Board of Directors request staff to draft a resolution for consideration by the ACRD Board of Directors for submission the 2022 AVICC Convention regarding the provincial grant threshold for homeowner grants.*

Staff have done some further investigation on this matter and have discovered that the Province has increased the threshold in 2022. The grant threshold is the maximum value of an assessed property where homeowners are eligible to claim the full homeowner grant. In 2021 the grant threshold was \$1.525 million, and the Province has recently announced that the threshold for 2022 has been increased to \$1.975 million. As a result of this additional information, staff thought it may be beneficial to invite BC Assessment to appear as a delegation at a future board meeting rather than to draft a resolution for the AVICC for consideration in 2022.

### Time Requirements – Staff & Elected Officials:

Minimal staff time will be required to invite BC Assessment to a Board meeting.

**Strategic Plan Implications:**

Not applicable.

**Policy or Legislation:**

The assessment process is governed by the Assessment Act of BC. The Assessment Act is the legislation that provides the rules and processes for BC Assessment to follow when creating and delivering property assessments.

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

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** January 26, 2022  
**Subject:** ICIP Grant Application – West Bamfield Submarine Transmission Line

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to submit an application for \$1,175,238 to fund the West Bamfield Submarine Transmission Line Replacement through the Investing in Canada Infrastructure Program (ICIP) – Green Infrastructure – Environmental Quality grant.***

### Summary:

The West Bamfield Submarine Transmission Line replacement has been deemed a high priority item within the Asset Management Plan for the Bamfield Water System. The Electoral Area Directors Committee supported the allocation of \$500,000 of Community Works Funding in 2024 to this project which will be incorporated into the Financial Plan for Board review and approval. Staff will continue to seek external grant funding opportunities to complete this project.

### Background:

Following a failure of the waterline feeding West Bamfield in mid-2019, there were continuous leaks and repairs on the transmission line. A series of repairs to the joints of the transmission line that were made in March/April of 2021 have mitigated the situation. However, a vulnerability assessment by Koers Engineering has recommended replacement of the line due to the number of repairs, location of the breaks and the working pressure of the pipe, demonstrating that the pipeline has reached the end of its useful life. The Bamfield Water System Capital Reserve does not currently have the adequate funding available for this replacement project.

### Time Requirements – Staff & Elected Officials:

The grant application will require approx. 6-8 hours of staff time. If successful, more time will be required to coordinate the completion of the project.

### Financial:

Koers Engineering completed an updated Class C Cost Estimate for the project in January of 2022. Total grant eligible costs for this project were calculated at \$1,175, 238. These eligible costs include engineering, planning and construction costs, along with a 30% contingency as per the requirements of a Class C Cost Estimate.

**Strategic Plan Implications:**

This supports Strategy 1.2 “Leverage Community Works Funds and Other Grants.”

Submitted by: Eddie Kunderman  
Eddie Kunderman, Operations Manager

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board  
**From:** Jodie Frank, Organics Coordinator/Shane Koren, Procurement Coordinator  
**Meeting Date:** January 26<sup>th</sup>, 2022  
**Subject:** Award of West Coast Organic Processing Equipment Supply, Install and Support

**Recommendation:**

***THAT the Alberni Clayoquot Regional District (ACRD) Board of Directors award the Organic Processing Equipment, Installation and Support Services for Phase 2 of the Organics Diversion Project at the West Coast Landfill, to Transform Compost Systems, for the contract value of \$448,217.43 (excl. taxes); and further,***

***THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the contract on behalf of the Regional District.***

**Background:**

As part of the Strategic Priorities Grant funding for the Regional Organics Diversion project, the design and construction of a compost facility at the West Coast Landfill (WCL) was approved for eligible funding.

In December 2021, ACRD staff issued a Request for Proposal (RFP) from entities qualified and experienced in the supply of organic processing equipment, installation and support services that is required for the operation of a compost facility at the WCL.

Two submissions were received from Transform Compost Solutions and Sustainable Generation. Both bids were evaluated based on specific criteria, including experience, understanding of project scope, financial components and the approaches to fulfill the scope of work in the RFP. Both proposals meet the criteria outlined in the RFP and fulfill the goals of the Regional Organics Diversion project for the West Coast. The evaluation was completed by staff and the ACRD's consultant, Tetra Tech Inc.

Proponent	Contract Value	Mandatory Requirements Met	Evaluation Score (out of 100)
<b>Transform Compost Solutions</b>	\$448,217.43	Yes	89.00
<b>Sustainable Generation</b>	\$760,190.00	Yes	77.25

The contract for the Award of West Coast Organic Processing Equipment Supply, Install and Support includes the following:

- Equipment
  - Compost blowers
  - Temperature probes
  - Control systems
  - Pipe on grade aeration system
  - Timer and temperature feedback based aeration control





## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Paulo Eichelberger, Solid Waste Manager  
**Meeting Date:** January 26, 2022  
**Subject:** AVICC Inter-Governmental Earth Week Challenge – April 2022

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### **Recommendation:**

***THAT the ACRD Board of Directors authorize the participation of the ACRD in the Inter-Governmental Earth Week Challenge and continue the existing levels of support to the local community groups for illegal dumping clean-up during earth week and throughout 2022.***

### **Summary:**

The ACRD received a letter from the Association of Vancouver Island Coastal Communities (AVICC) on December 21, 2021, by way of the Comox Strathcona Waste Management Service (CSWMS - see attached letter). Per the letter, the CSWMS is challenging the ACRD to an AVICC intergovernmental Earth Week cleanup for 2022. The goal of the challenge is to conduct or sponsor the clean-up of illegal dump sites in efforts to raise awareness of this form of pollution and promote clean-up in multiple communities.

The ACRD supports clean-up of illegal dumping in the following manner:

- Contribution to organizations who coordinate clean-ups, such as Surfrider and Central Westcoast Forest Society (CWFS) for the large annual Kennedy Lake Clean-up event.
- Waiver of Tipping fees for independent clean-up projects year-round.

In 2021, these efforts resulted in 9 different groups in the region in cleaning up 19 tonnes of material, which were either recycled (where possible) or properly landfilled.

It is therefore recommended that the ACRD support this worthy goal and be authorized to participate in the AVICC Earth Week Challenge.

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

Some staff time will be required to register for the event and compile the summary report.

### **Financial:**

1. Registration fee is \$100, to be paid out of the Solid Waste Function.
2. The tonnage captured in 2021 represents approximately \$3,260 in waived tipping fees.

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)

*Paulo Eichelberger*

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

*Jenny Brunn*

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

*Wendy Thomson*

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

*Daniel Sailland*

Approved by: \_\_\_\_\_  
Daniel Sailland, MBA, Chief Administrative Officer

December 15, 2021

Sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) for distribution

Regional District Members  
Association of Vancouver Island Coastal Communities

**Re: AVICC Inter-Governmental Earth Week Challenge – April 2022**

You have been challenged to an Association of Vancouver Island Coastal Communities (AVICC) inter-governmental Earth Week cleanup!

AVICC has long served to secure united action among its membership to advocate for and align common solid waste management concerns, and identify shared cooperative effort opportunities. Through discussions across the AVICC network, it is evident we are all challenged with illegal dumping issues in our respective communities. To that end, we want to take this opportunity to create awareness of this problem and mobilize the community to clean up waste.

Each year during earth week, communities within the AVICC conduct community clean up events on roadsides, public lands and popular recreation sites. The Comox Strathcona Waste Management (CSWM) Service has been hosting annual earth week clean up events since 2018. The CSWM had great success during Earth Week 2021 working with local businesses and community groups. This annual event grows larger each year and has become an anticipated event in our service area that many member municipalities and residents look forward to. As our communities emerge from the pandemic and given the recent challenges we have faced, the CSWM service is hoping to build moral and support for our communities by initiating a cleanup challenge within the AVICC.

Volunteerism has a positive effect on communities. Encouraging volunteerism proves to boost self-esteem and self-confidence, provide a better sense of community and accomplishment for residents, and contribute to positive health benefits. As we discuss COVID recovery and the new normal, the CSWM service feels there's no better way to build stronger communities, bolster volunteerism and welcome back tourists, than cleaner environments.

The CSWM service will be collecting \$100 from each participating regional district to support a first prize and a "most material diverted" fund to be used in celebrating your area's success or towards the following year's event. To participate, all you need to do is:

- 1) register as a participant;
- 2) send in your registration fee of \$100; and
- 3) submit a brief summary of your event afterwards, including total volume of waste collected for disposal and volume of what was collected by recycled/diverted from landfill.

For more information or to register to participate in the 2022 AVICC Inter-Governmental Earth Week Challenge, please contact Stephanie Valdal, Services Coordinator – CSWM at [svaldal@comoxvalleyrd.ca](mailto:svaldal@comoxvalleyrd.ca) or by telephone at 250-898-3718.

Sincerely,

*A. Hamir*

Arzeena Hamir  
Co-Chair

*B. Unger*

Brad Unger  
Co-Chair

cc: Jenny Brunn, General Manager of Community Services, Alberni-Clayoquot Regional District  
Wendy Dunn, Program Coordinator, Capital Regional District  
Ilse Sarady, Environmental Technologist, Cowichan Valley Regional District  
Patrick Donaghy, Operations Manager, Mount Waddington Regional District  
Nikita Kitagawa, Special Projects Assistant, Regional District of Nanaimo  
Ken McIlwain, Operations Manager, Central Coast Regional District  
Tim Des Champ, Recycling Operations Manager, North Coast Regional District  
Caroline Visser, Operational Services Clerk, qathet Regional District  
Jesse Humphreys, Engineering Services Coordinator, Strathcona Regional District  
Robyn Cooper, Solid Waste Services Manager, Sunshine Coast Regional District



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

## Development Variance Application

**MEETING DATE:** January 26, 2022

**ACRD FILE NO.:** DVA21011

**APPLICANTS:** Joyce Pool and Amedeo Cortese

**AGENT:** Debbie O'Brien

**LEGAL DESCRIPTION:** STRATA LOT 63 DISTRICT LOT 1630 CLAYOQUOT DISTRICT STRATA PLAN 1238 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1 **PID:** 004-960-092

**LOCATION:** Strata Lot 63, Haggard Cove

**ELECTORAL AREA:** "A" Bamfield

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**APPLICANTS' INTENTION:** The applicants intend to subdivide the 0.163 ha (0.403 ac) subject property into two lots.

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**Recommendation:** THAT the Board of Directors consider issuing development variance permit DVA21011, subject to neighbouring properties being notified as per Local Government Act s.499.

**Development Variance DVA21011:**

- i. Development variance of the ACRD Zoning Bylaw, Schedule No. II: Bulk and Site Regulations, to reduce the required lot width in the Single Family Residential (R1) District from 18.288 m (60 ft) to 16 m (52.5 ft) and reduce the front yard setback from 7.62 m (25 ft) to 4.6 m (15.1 ft) to legalize the siting of the existing cabins.

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

**Bamfield Advisory Planning Commission (APC) Recommendation:** The Bamfield APC reviewed this application at their January 13, 2022 meeting and passed a motion to support the staff recommendation.

## DVA21011

**Observations:****i. Status of Property:**

The 0.163 ha (0.403 ac) subject property is located in Haggard Cove, Trevor Channel. The property is part of the Haggard Cove Strata Corporation, a 65-lot strata subdivision developed in the 1980's. The property is oriented south east, facing Haggard Bay, and includes two larger cabins, two smaller cabins and one shed. There are seasonal dwellings to the north and west, a public right-of-way and park beyond to the east, and common property parkland and marina to the south.

**ii. Services:**

- a. Sewage Disposal:** Communal strata system, each residence connected independently.
- b. Water Supply:** Communal strata system, each residence connected independently.
- c. Fire Protection:** None.
- d. Access:** Water access only.

**iii. Existing Planning Policies Affecting the Site:**

- a. Agricultural Land Reserve:** Not within the Agricultural Land Reserve.
- b. Official Community Plan:** Not within an OCP area.
- c. Zoning:** The property is zoned Single Family Residential (R1) District.

The property was rezoned to R1 District in June 2021 in preparation of this subdivision. As proposed, both lots do not meet the minimum lot width requirements of the R1 District.

The site plan shows a total of four cabins; two larger and two smaller. The R1 zone permits one single family dwelling and accessory buildings. Included in this variance is a front yard setback reduction. This reduction will legalize the siting of the two larger cabins. Confirmation that the two smaller cabins are not habitable is required as part of subdivision approval. If necessary, alteration to the structures may be required.

<b>R1 Requirements:</b>	<b>Required</b>	<b>Proposed</b>
Minimum Lot Area:	0.165 ac (0.067 ha)	-
Minimum Lot Width:	18.288 m (60 ft)	<b>16 m (52.5 ft)</b>
Lot Coverage:	33%	-
Minimum Setbacks		
Front:	7.62 m (25 ft)	<b>4.6 m (15.1 ft)</b>
Rear:	9.144 m (30 ft)	-
Side:	1.524 m (5 ft)	-

***The proposed subdivision does not meet the minimum lot width requirements or the front yard setback requirements of the R1 District. Issuance of this development variance permit would bring the proposal into compliance. Confirmation that the two smaller cabins are not habitable is required as part of subdivision approval.***

**DVA21011**

**Comments:**

The applicants have applied to the Ministry of Transportation and Infrastructure (MoTI) for a two-lot subdivision of the subject property. A referral report was prepared and submitted to MoTI in October 2021. During the review, it was identified that the proposed lots do not meet the minimum lot width requirements, and the two larger cabins do not meet the front yard setback requirements, for the R1 District. Issuance of this development variance permit is necessary prior to approval of the subdivision.

Planning staff is supportive of the subdivision, and feel the proposed variance is appropriate.

Submitted by: *Charity Hallberg Dodds*  
Charity Hallberg Dodds, Planning Technician

Reviewed by: *Michael Irg*  
Mike Irg, MCIP, RPP, GM of Planning and Development

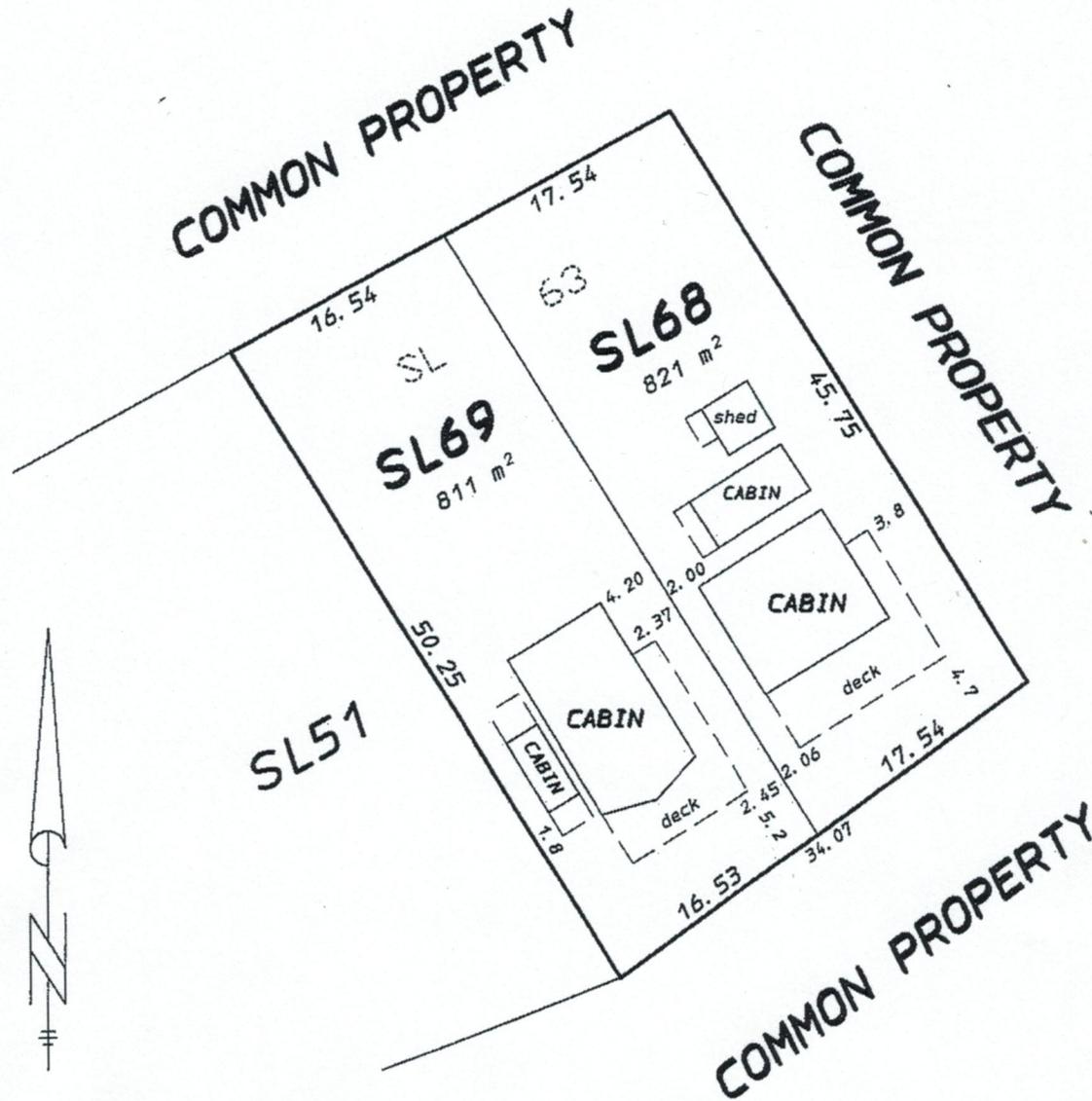
Reviewed by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

**DVA21011**

**PROPOSED SUBDIVISION OF STRATA LOT 63, STRATA  
PLAN 1238, DISTRICT LOT 1630, CLAYOQUOT DISTRICT**

SCALE = 1:500

All distances are in metres.



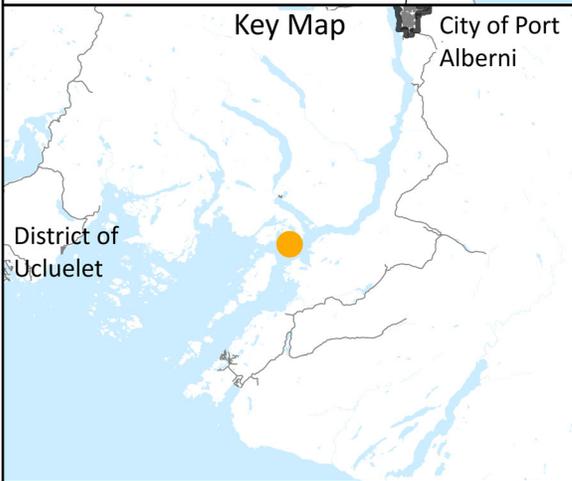
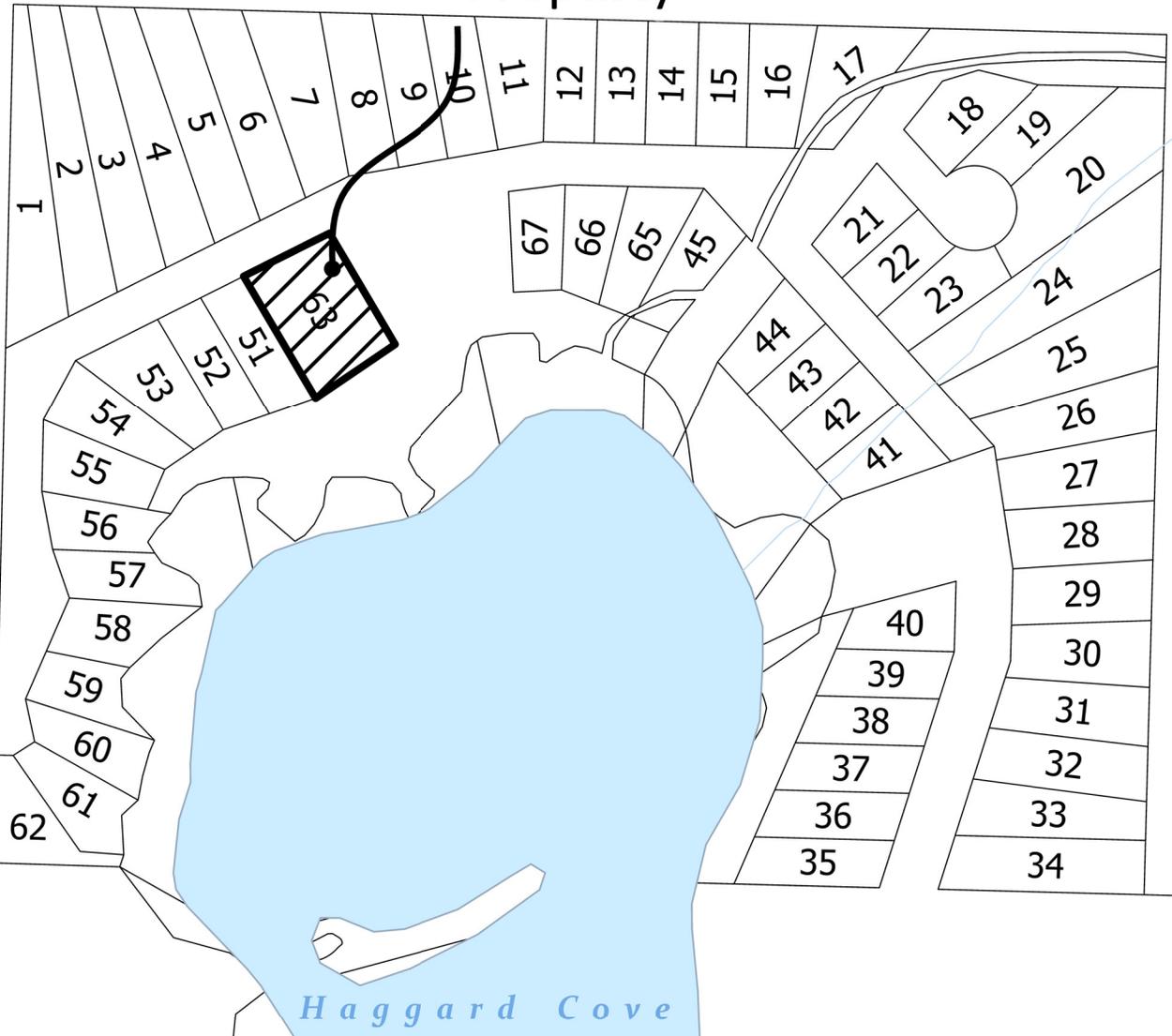
**Bennett Land Surveying Ltd. ©**

B. C. Land Surveyors & Planners  
Nanaimo, B. C.

Date: February 25, 2021.

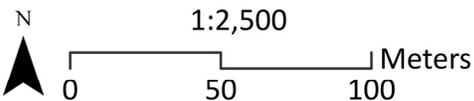
File: CY-1630-GEN (7110.005)

# Subject Property



Haggard Cove

Alberni Inlet



P1410 – (Cortese & Pool) Strata Lot 63, Haggard Cove  
Rezoning from Tourist Commercial (C6) District to  
Single Family Residential (R1) District.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

## MEMORANDUM

**To:** ACRD Board of Directors

**From:** Charity Hallberg Dodds, Planning Technician

**Meeting Date:** January 26, 2022

**Subject:** Subdivision Application SA21005 – 0924605 BC Ltd Parcel Frontage Waiver for Proposed Subdivision on South Bamfield Road, Bamfield BC

---

### Recommendation:

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots 6 and 7 as per subdivision plan of LOT 1 SECTION 18 TOWNSHIP 1 BARCLAY DISTRICT PLAN 38260 EXCEPT PART IN PLANS 45043, 46428, 47590 AND EPP63000.

### Bamfield Advisory Planning Commission (APC) Recommendation:

The Bamfield APC reviewed this application at their January 13, 2022 meeting and passed a motion to support the staff recommendation.

### Background:

The applicants intend to subdivide the 7.04 ha (17.396 ac) subject property into thirteen (13) lots that will be 0.404 ha (1 ac) or greater in size. The subject property was created by a subdivision of the parent parcel in 2016. Two parcels of parkland were dedicated at that time. One parcel is located across South Bamfield Road on the waterfront, and the other is located across Bamfield Inlet. Dedication of those parcels satisfies the requirements for this proposal, and further parkland is not required.

Proposed lots 6 and 7 do not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution. The proposed access is by panhandle driveways and will be reviewed and approved by the Ministry of Transportation and Infrastructure.

This subdivision proposal aligns with the policies and objectives of the Bamfield OCP and complies with ACRD zoning. Planning staff are supportive of the proposed subdivision and recommend that the 10% road frontage requirement be waived for proposed lots 6 and 7.

## SA21005

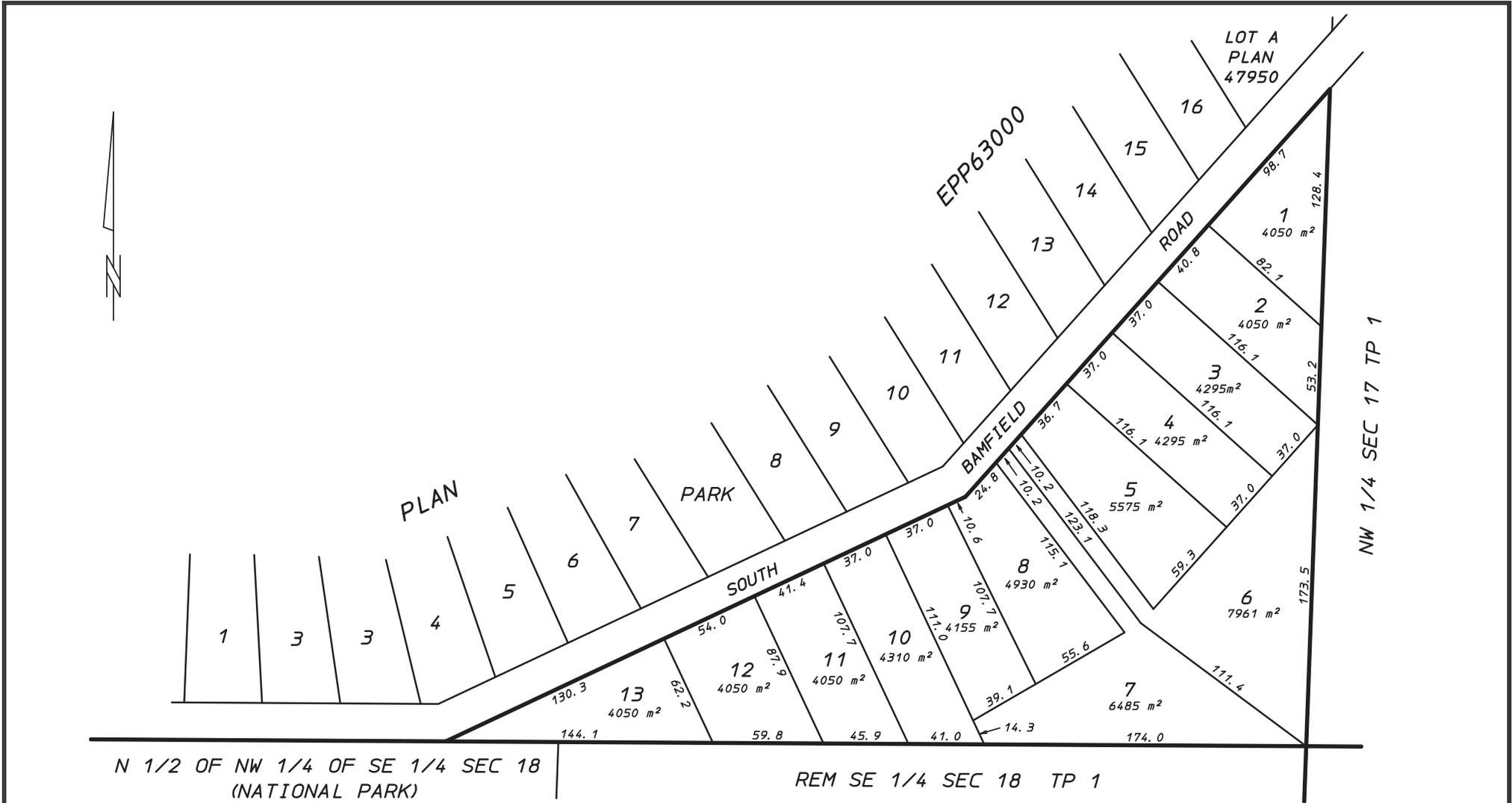
Submitted by: Charity Hallberg Dodds  
Charity Hallberg Dodds  
Planning Technician

Reviewed by: Michael Irg  
Mike Irg, MCIP, RPP  
GM of Planning and Development

Approved by: Daniel Sailland  
Daniel Sailland, MBA  
Chief Administrative Officer

**SA21005**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu'it̓at 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)

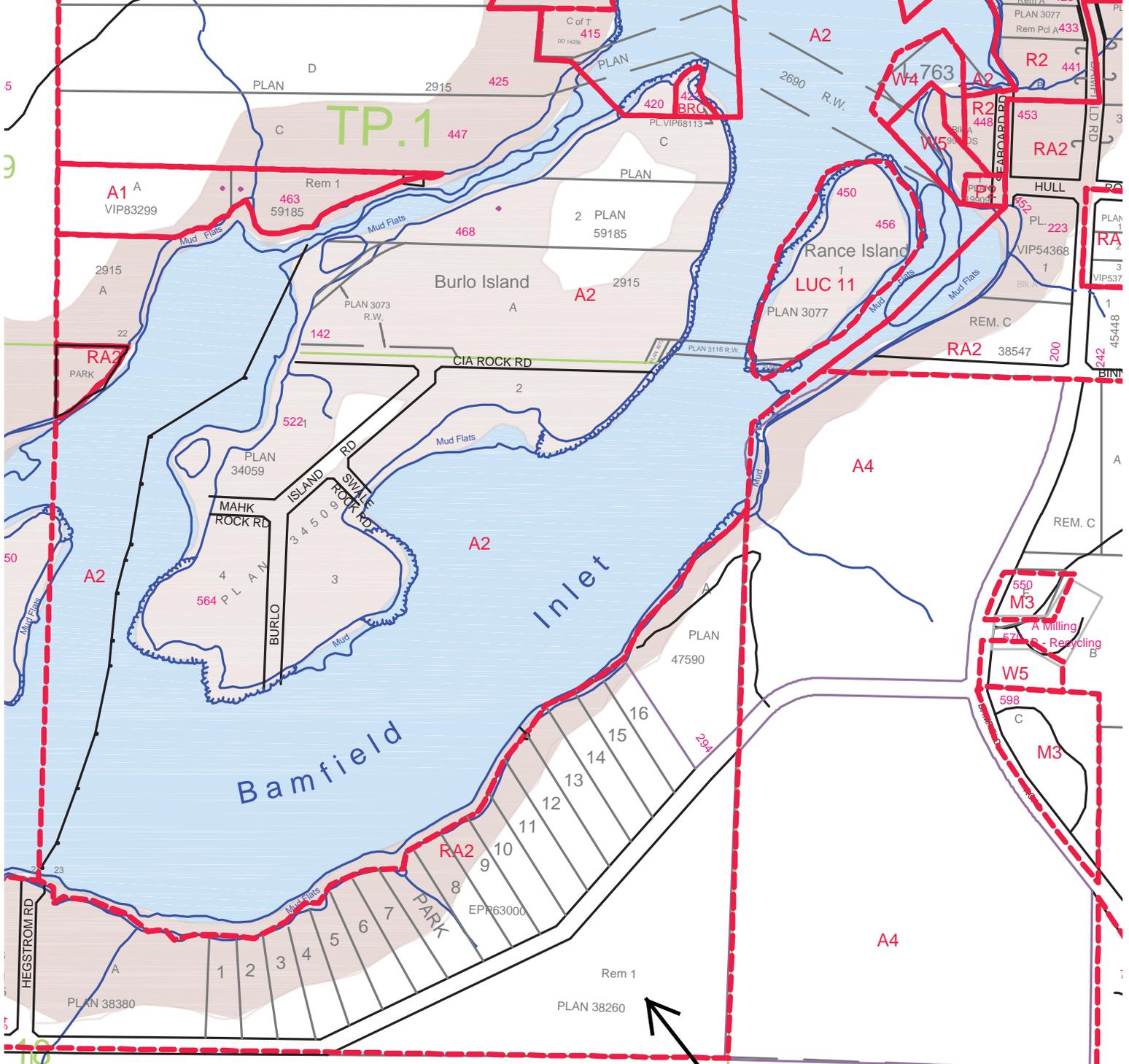


PROPOSED SUBDIVISION PLAN OF LOT 1, SECTION 18,  
TOWNSHIP 1, BARCLAY DISTRICT PLAN 38260, EXCEPT  
PART IN PLANS 45043, 46428, 47590 AND EPP63000.

**SCALE 1: 2000**  
 ALL DISTANCES ARE IN METRES.  
 ALL DIMENSIONS AND AREAS ARE  
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2021/01/20	
2	2021/01/25	
3	2021/01/25	
4	2021/03/25	

**SIMS ASSOCIATES**  
 LAND SURVEYING  
 222 FERRY ROAD WEST  
 QUALICUM BEACH, B.C.  
 V9K 1S4  
 PHONE: (250) 752-9121  
 FAX: (250) 752-9241  
 FILE: 21-020-S  
 COMP: 21-020\_P4



W1/2 OF N1/2  
OF N1/2 OF  
SE1/4 SEC 18

**SUBJECT PROPERTY**

**SA21005 - Lot 1, Plan VIP38260, South Bamfield Road (0924605 BC Ltd)**  
 Legal Description: LOT 1 SECTION 18 TOWNSHIP 1 BARCLAY DISTRICT PLAN 38260 EXCEPT PART IN PLANS 45043, 46428, 47590 AND EPP63000



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

## TEMPORARY USE PERMIT APPLICATION

**TO:** ACRD Board of Directors

**MEETING DATE:** January 26, 2022

**TUP APPLICATION:** TUP21003

**APPLICANT:** Pete Donaldson

### **LEGAL**

**DESCRIPTION:** PARCEL "C" (DD 2628N) OF DISTRICT LOT 1012, CLAYOQUOT DISTRICT

**LOCATION:** 1360 Smith-Dale Road, Port Albion

**ELECTORAL AREA:** "C" Long Beach

**Applicant's Intention:** The applicant intends to construct a 634 square foot Accessory Dwelling Unit cabin on the 0.66 ha (1.63 acre) property located at 1360 Smith-Dale Road and to utilize the cabin as a short-term vacation rental (STR).

---

**Recommendation:** *That the Board of Directors consider issuing Temporary Use Permit TUP21003 subject to neighbour notification as per Local Government Act s.494.*

---

**Advisory Planning Commission Recommendation:** At the December 7, 2021 Long Beach APC meeting, the APC passed a motion to support the planning staff recommendation.

**Procedure:** Prior to the issuance of a Temporary Use Permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants and publish a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At a subsequent meeting, the Board can issue or deny the Temporary Use Permit.

### **Observations:**

**1. Property Description:** The 0.66 ha (1.63 acre) property is located in the Port Albion area accessed off Smith-Dale Road and backing onto Ittatsoo Lake. The property is mostly treed apart from the area cleared for the existing improvements. There is a single family dwelling constructed in 2019-20 and an accessory building constructed in 2014 on the property.

### **TUP21003**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłıʔatł 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)

## 2. Services:

- (a) **Sewage Disposal:** On-site sewage disposal system. A new septic system was installed in 2020 to accommodate the sewage disposal capacity for the single family dwelling and future Accessory Dwelling Unit.
- (b) **Water Supply:** On-site water.
- (c) **Fire Protection:** Not within a fire protection area.
- (d) **Access:** The property is accessed off Smith-Dale Road which intersects with the east end of Sutton Road in the Port Albion area. The area where the cabin would be built is accessed by a separate driveway.

## 3. Existing Planning Documents Affecting the Site:

A. **Agricultural Land Reserve:** Not within the ALR.

B. **Official Community Plan:** The South Long Beach OCP designates the property as Rural Residential. The Rural Residential designation in the OCP supports a number of uses including single family residential and bed and breakfast accommodation.

Two Development Permit Areas impact development on the property: DPA I – Sensitive Ecosystems Protection, Ittatsoo Watershed Community Water Supply Area, and DPA II – Freshwater Riparian Areas Protection.

A development permit was issued in 2017 to facilitate the construction of the single family dwelling. The Professional Biologist report that accompanied the development permit application recommended locating all construction outside of the 15 metres streamside protection and enhancement area and the implementation of sediment and erosion control measures during construction in order to protect Ittatsoo Lake and associated riparian areas. An updated development permit may be required prior to the issuance of a building permit for any future cabin construction.

C. **Zoning:** The property is zoned Forest Rural (A3) District. The A3 zoning permits an Accessory Dwelling Unit (ADU) on a property with a minimum 1 ha (2.47 acre) lot size within the South Long Beach OCP area. The subject property does not meet the current minimum lot size requirements for an ADU in the South Long Beach OCP area. The A3 zoning also does not permit short-term vacation rentals.

***The Temporary Use Permit application would allow for the construction of the ADU and permit the use of the ADU for short-term vacation rental uses.***

D. **Temporary Use Permits:** Under Section 493 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official Community Plan. A TUP may do one or more of the following:

### TUP21003

- i. Allow a use not permitted under the Zoning Bylaw;
- ii. Specify conditions under which the temporary use may be carried out;
- iii. Allow and regulate the construction of buildings or structures with respect to the use for which the permit is issued.

Where a TUP is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper. For the subject property in the South Long Beach OCP area, a TUP can be issued for up to 2 years and renewed by the Regional District once. After this time has expired, the property owner may have to apply to rezone the property to allow for the continued use or discontinue the specified use.

The applicant intends to construct the cabin to align with the proposed Accessory Dwelling Unit amendments to the South Long Beach OCP and updated Zoning Bylaw that, if adopted as proposed, would allow for an ADU on the subject property. If the Board does not proceed with the proposed bylaw amendments that would allow for ADUs on properties with a minimum lot size of 0.4 hectare (1 acre) or greater in the South Long Beach OCP area, the applicant will be required to bring the property into compliance with the bylaws following the expiry of the TUP. This would involve either removing the cabin structure from the premises or converting the cabin into a non-habitable accessory building.

A Short Term Vacation Rentals Temporary Use Permit Policy was adopted by the Board on January 24, 2018. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and conditions that may apply to individual permits.

When issuing an STR TUP, the ACRD may specify conditions that restrict the permit including: the buildings to be used, area of use, form and character of the development, environmental protection, site-related restrictions, and any other relevant conditions determined by the ACRD.

**Temporary Use Permit:** Should the Board of Directors wish to support this application, the Temporary Use Permit for PARCEL "C" (DD 2628N) OF DISTRICT LOT 1012, CLAYOQUOT DISTRICT to construct an ADU and operate the dwelling as a STR may be subject to the following conditions, and any others, that the ACRD Board of Directors considers appropriate at the time of issuance:

1. This permit is issued to allow for the construction of an Accessory Dwelling Unit (ADU) on the subject property to be operated as a short term vacation rental (STR) unit.
2. The ADU shall be limited to a maximum of two (2) bedrooms.
3. A maximum of two (2) persons shall be permitted per bedroom when the ADU is being occupied as an STR.

### TUP21003

4. The short term rental use is limited to the ADU to be constructed on the property.
5. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
6. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
7. This permit is valid for two (2) years from the date of execution.
8. At the time this permit expires, the property owner may apply to the Regional District to re-issue the TUP or return the property to the original use permitted under the zoning.
9. The operation of the STR must be in compliance with all Provincial Health Officer orders.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

**Comments:** The applicant has discussed the possibility of building an Accessory Dwelling Unit on this property with staff since the construction of the single family dwelling. The Zoning Bylaw does not currently permit an ADU within the South Long Beach OCP area on any property less than 1 hectare (2.47 acres) in lot area. As part of the Zoning Bylaw Review project and associated minor amendments to the Official Community Plans, staff are recommending that the ACRD reduce the minimum lot size for an ADU in the South Long Beach OCP area to 0.4 ha (1 acre). Should the OCP and zoning amendments be implemented by the ACRD Board, the construction of an ADU would be permitted on the subject property.

The Temporary Use Permit application process allows the applicant to proceed with their construction plans in the short term while aligning with the intended future policy for Accessory Dwelling Units in the South Long Beach OCP area. It is anticipated that the Zoning Bylaw and OCP amendments will be considered by the Board in 2022. If the Zoning Bylaw and OCP amendments are not adopted by the Board, the applicant would be required to bring the property into compliance at the expiry of the TUP by way of demolishing the cabin or converting the cabin structure to a non-habitable accessory building.

The TUP application would also facilitate the vacation rental use of the ADU once constructed. The applicant resides on the property in the existing single family dwelling. The applicants' intention is to operate the STR over the short term and transition to long term rental of the ADU as a residence in the future. The applicant has provided building plans for a 634 square foot one-bedroom, one-storey cabin to be located on the south side of the property. It is noted that the proposed amendments to the Zoning Bylaw and South Long Beach OCP as part of the Zoning Bylaw Review project would allow for an ADU with a maximum floor area of 968 square feet on this property.

The cabin would share the existing sewage disposal system with the single family dwelling as the system was installed in 2020 with the increased capacity design required to accommodate the additional cabin. There is second driveway separated from the single family dwelling that would provide independent access to the cabin from Smith-Dale Road.

### TUP21003

Planning staff are supportive of proceeding with the neighbour notification process for this application to gather public input on the proposed Temporary Use Permit. The construction of the ADU aligns with the intended amendments to the Zoning Bylaw and South Long Beach OCP and the short-term vacation rental use would provide the applicant with the flexibility to operate the cabin as a vacation rental over the short term while transitioning to long-term residential rental tenure in the future.

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

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

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

### TUP21003

**General Notes:**

1. All drawings, models, and designs produced by Cascadian Sustainable and used in this project remain the property of Cascadian Sustainable. Cascadian Sustainable reserves the copyright in these designs and as such they shall not be used for any other work or project without the consent of Cascadian Sustainable.
2. It is the responsibility of the Contractor to verify all dimensions, elevations, surveys and site conditions on site prior to construction. The contractor shall notify Cascadian Sustainable of any omissions, corrections or discrepancies in the plans prior to commencement of work. Commencement of construction constitutes acceptance of the drawings, the existing site conditions and means dimensions, elevations and layouts have been considered, verified and are acceptable.
3. Dimensions take precedence over scale measurements.
4. Construction must comply with current British Columbia (BC) Electrical Code, BC Plumbing Code, BC Building Code and latest NFPA Codes and Standards.
5. Contractor must use a professional surveyor in locating footing walls and other structures noted on the easement and foundation location plan.
6. All footings must be constructed below frost level and on soil approved by a geotechnical engineer.
7. Contractor shall obtain manufacturer's certificate, installation certificates, shop drawings of engineered trusses, engineered beams, engineered glass railings and materials that will be used on the project for inspection.
8. These drawings constitute final construction drawings and do not account for construction site safety measures. The contractor is responsible for safety during construction of the project including but not limited to temporary erection of safety measures, shoring, formwork and any other elements not present in the final drawings.
9. No drawings shall be used for construction unless marked "Issued for Construction".

Civic Address:  
1360 Smithdale Road  
Alberni-Clayoquot Regional  
District, BC

Legal Address:  
Parcel 'C' (DD.2628-N)  
District Lot 1012, Clayoquot District  
PID: 003-170-284

**A3 - Zoning**

Regulation	Allowable	Proposed
Max. Lot Coverage	n/a (70,724.27 sq. ft.)	3.6% (2,542 sq. ft.)
Max. ADU Floor Area	70 sq. m. (783 sq. ft.)	638 sq. ft.
Max. ADU Height	3.7 m. (12.14')	12' 0"-1/16"
ADU Front Setback	50'	70'
ADU Rear Setback	3 m. (9.84')	93'-7"
ADU Side Setbacks	3 m. (9.84')	35' / 210' 2-1/2"

**AG SURVEYS**

Site Plan of:

Parcel 'C' (DD.2628-N)  
District Lot 1012, Clayoquot District

Parcel Identifier: 003-170-284

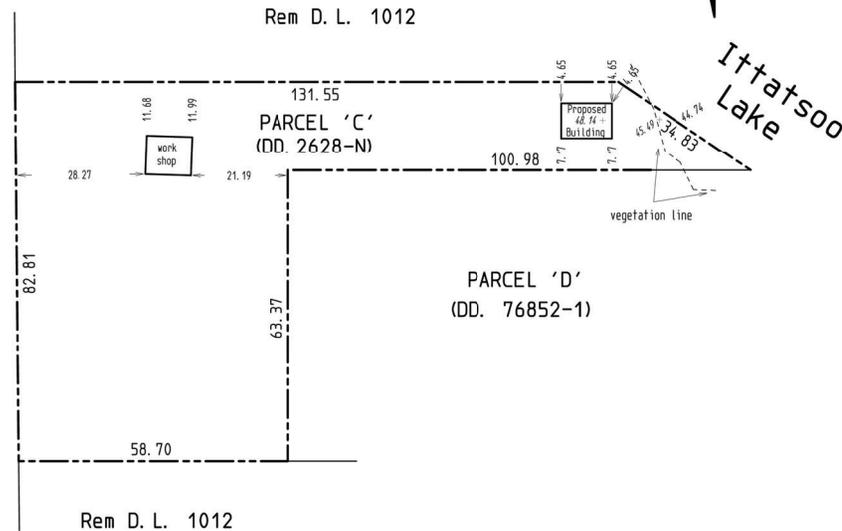
**SCALE - 1 : 1 0 0 0**



All distances are in metres & decimals thereof.

(plot on 8.5" x 11" sheet)

110-545 MARINE DRIVE  
UCLUELET, B. C.  
VOR 3A0  
Phone: 726-2755  
File: Smith Road  
June 17/ 2016



A  
Proposed  
New Home  
For:

Peter  
Donaldson

Ucluelet,  
British  
Columbia

**CASCADIAN  
SUSTAINABLE**  
Architectural Design &  
Energy Consulting



Project: Donaldson ADU  
Project #: 2020078  
Title: Cover Page  
Drawn By: P.S.  
Scale: 1:48  
Date: May 3, 2021

A-1

A  
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For:

Peter  
Donaldson

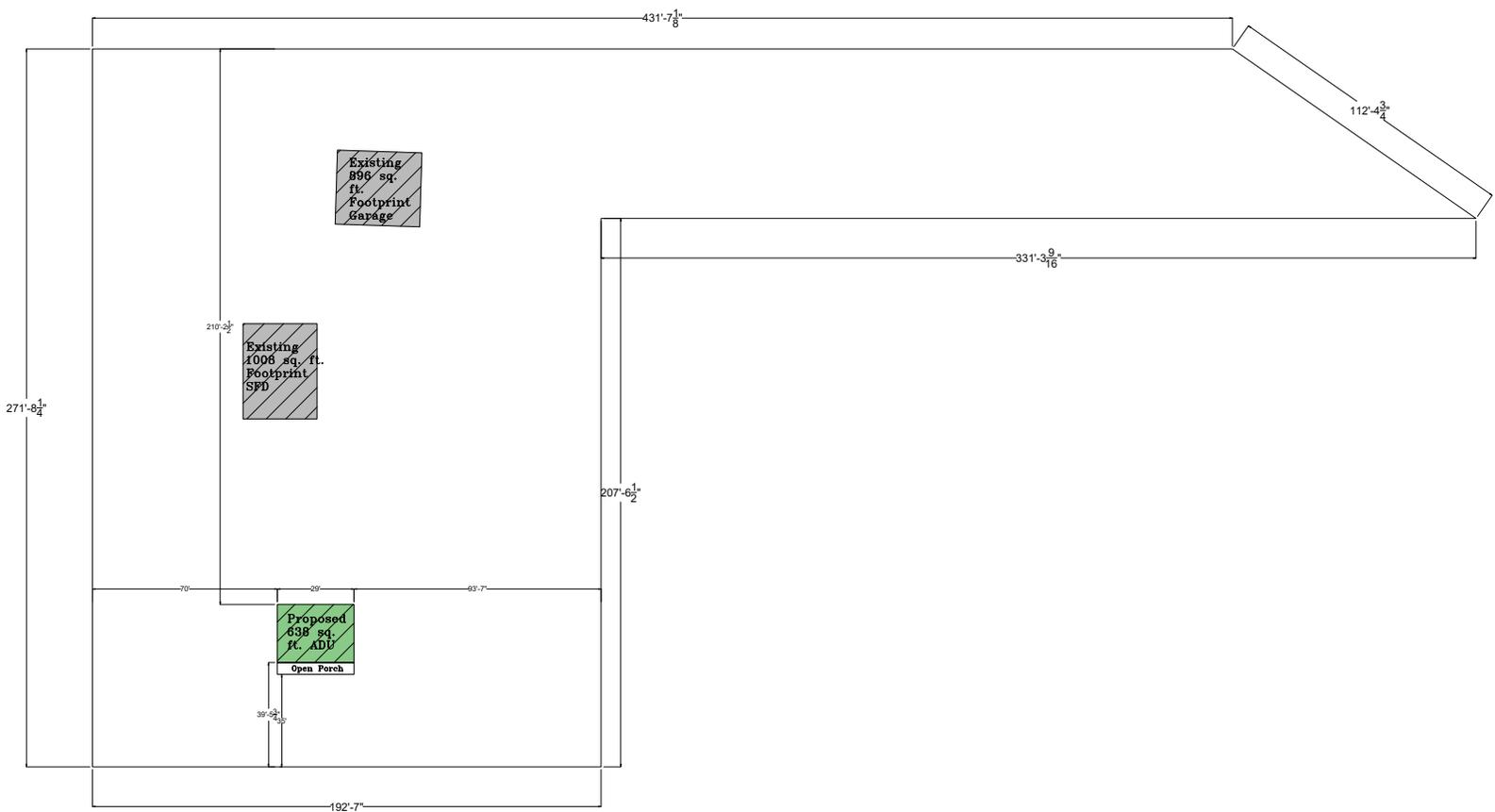
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British  
Columbia

CASCADIAN  
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Architectural Design &  
Energy Consulting

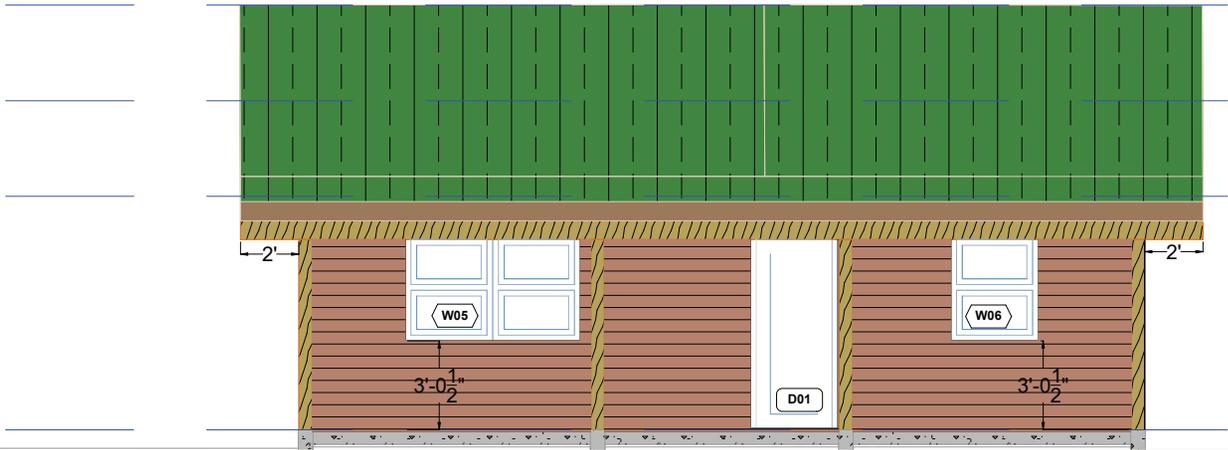


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Project #: *2020078*  
Title: *Site Plan*  
Drawn By: *P.S.*  
Scale: *1:250*  
Date: *May 3, 2021*

A-2



# South Elevation



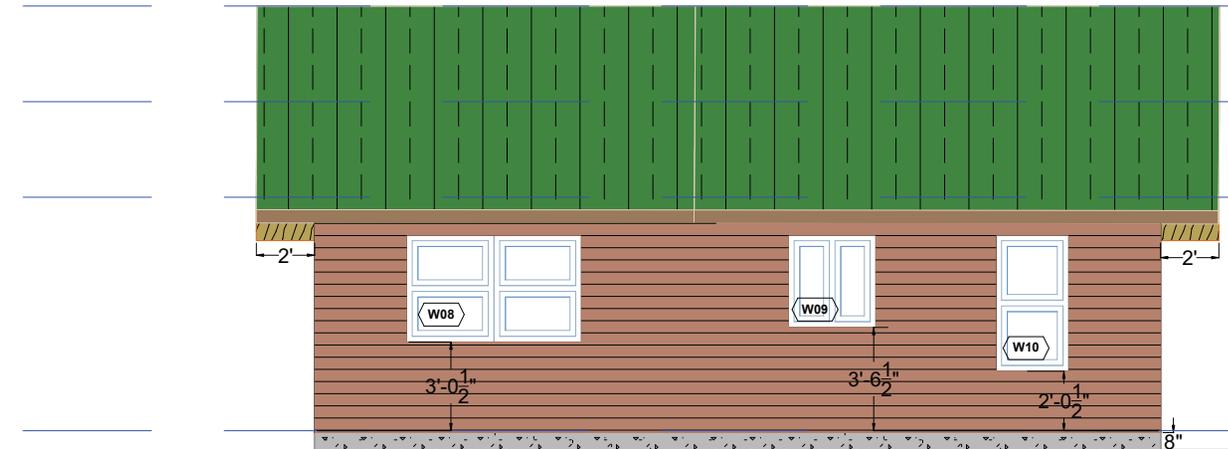
Roof Peak  $+15' 3\text{-}3/8''$

Building Height  $+12' 0\text{-}1/16''$

Eave Height  $+8' 8\text{-}3/4''$

Main Sub-Floor  $+0' 8\text{-}3/4''$   
 Finished Grade  $+0' 0''$

# North Elevation



Roof Peak  $+15' 3\text{-}3/8''$

Building Height  $+12' 0\text{-}1/16''$

Eave Height  $+8' 8\text{-}3/4''$

Main Sub-Floor  $+0' 8\text{-}3/4''$   
 Finished Grade  $+0' 0''$

A  
 Proposed  
 New Home  
 For:

Peter  
 Donaldson

Ucluelet,  
 British  
 Columbia

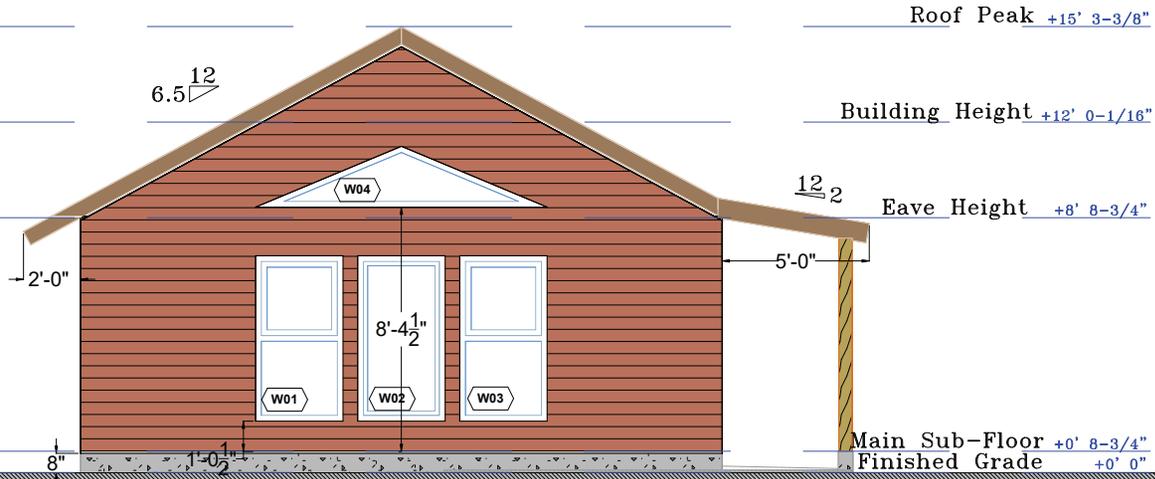
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 Architectural Design &  
 Energy Consulting



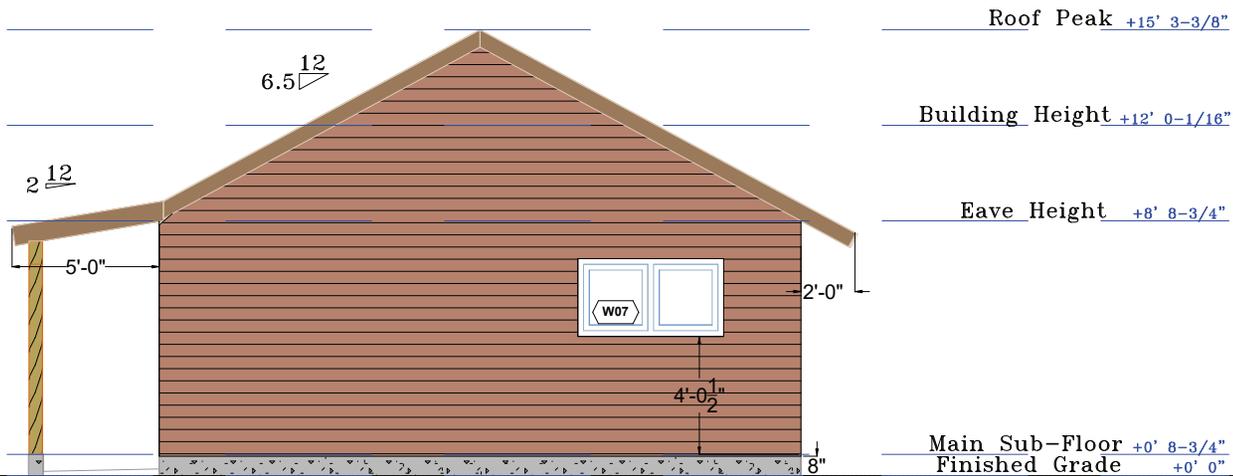
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 Project #: 2020078  
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 Drawn By: P.S.  
 Scale: 1:24  
 Date: May 3, 2021

A-3

# West Elevation



# East Elevation



A  
Proposed  
New Home  
For:

Peter  
Donaldson

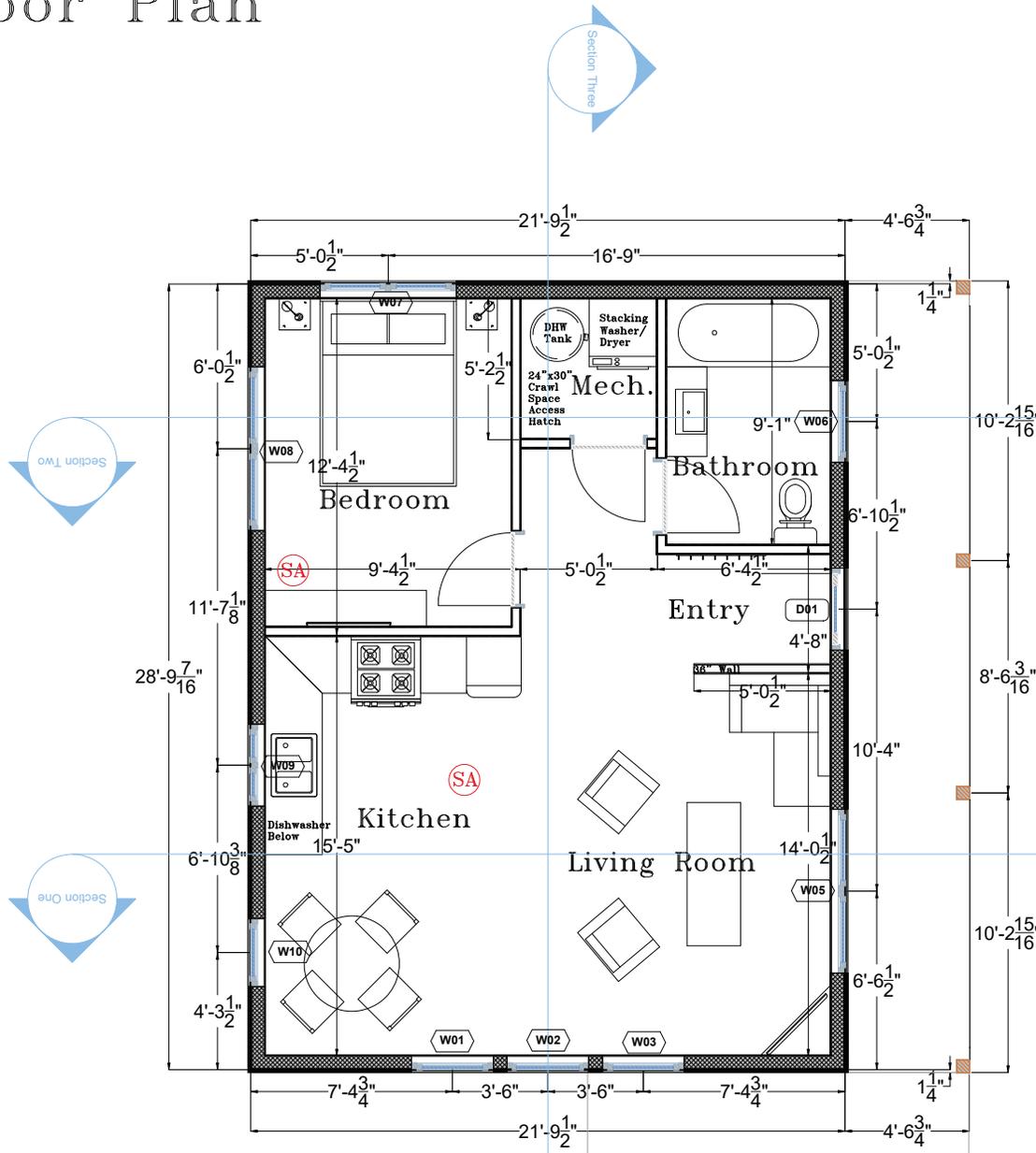
Ucluelet,  
British  
Columbia

CASCADIAN  
SUSTAINABLE  
Architectural Design &  
Energy Consulting

Project: Donaldson ADU  
Project #: 2020078  
Title: E/W Elevations  
Drawn By: P.S.  
Scale: 1:24  
Date: May 3, 2021

A-4

# Main Floor Plan



Note: Electric Baseboard Heat w/ Lunos e2 HRV per manufacturer

(SA) = Smoke Alarm

A  
Proposed  
New Home  
For:

Peter  
Donaldson

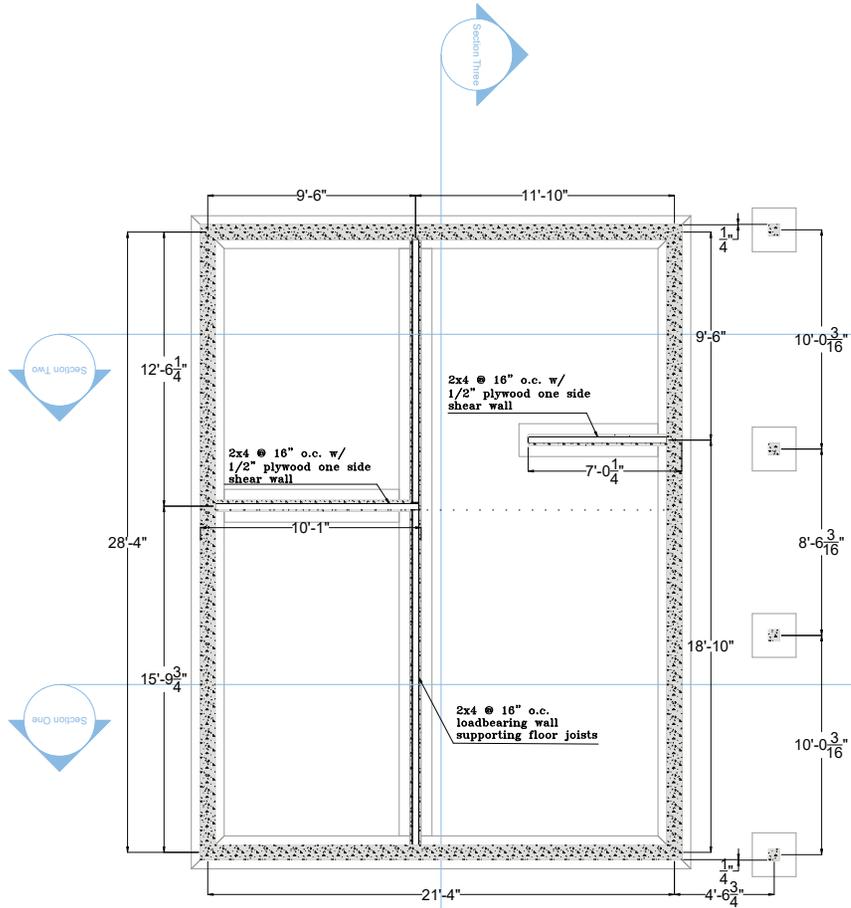
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CASCADIAN  
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Architectural Design &  
Energy Consulting

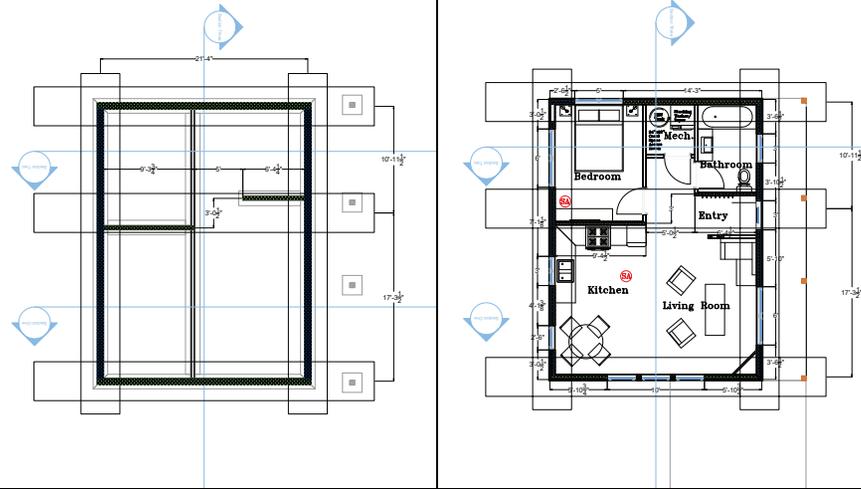
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Project #: 2020078  
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Date: May 3, 2021

A-5

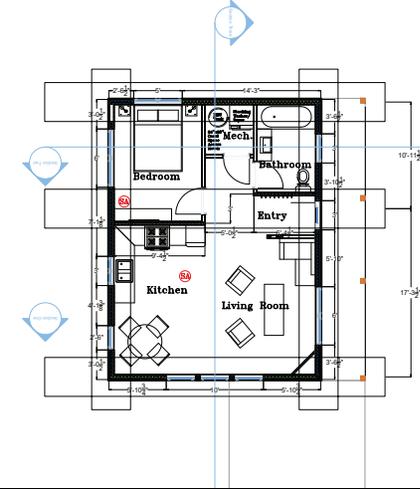
# Foundation Plan 1:32



# Lateral Load Plan 1:72



# Plan 1:72



A  
Proposed  
New Home  
For:

Peter  
Donaldson

Ucluelet,  
British  
Columbia

## WINDOW SCHEDULE

Window #	Width	Height	Operation	RO	Notes
W01	30"	5'6"	Awning Bottom	TBD	
W02	30"	5'8"	Picture	TBD	
W03	30"	5'8"	Awning Bottom	TBD	
W04	10'0"	2'1"	Picture	TBD	Triangle at 5:12 Slope
W05	6'0"	3'8"	Casement	TBD	
W06	3'0"	3'8"	Awning Top	TBD	Frosted Bathroom Window
W07	5'0"	2'8"	Casement	TBD	
W08	6'0"	3'8"	Casement	TBD	Bedroom Egress Window
W09	3'0"	3'2"	Casement	TBD	
W10	2'6"	4'8"	Awning Top	TBD	

## EXTERIOR DOOR SCHEDULE

Door #	Width	Height	Style	RO	Notes
D01	3'0"	6'8"	Entry	TBD	Exterior Glass Door

CASCADIAN  
SUSTAINABLE  
Architectural Design &  
Energy Consulting



Project: Donaldson ADU

Project #: 2020078

Title: Foundation & Seismic

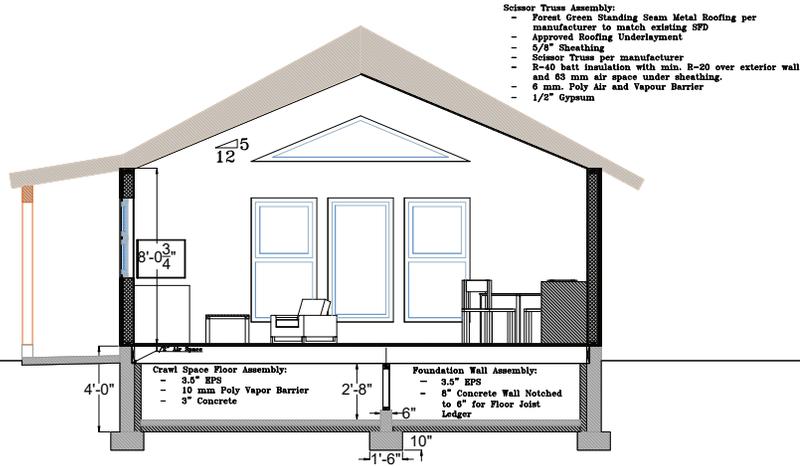
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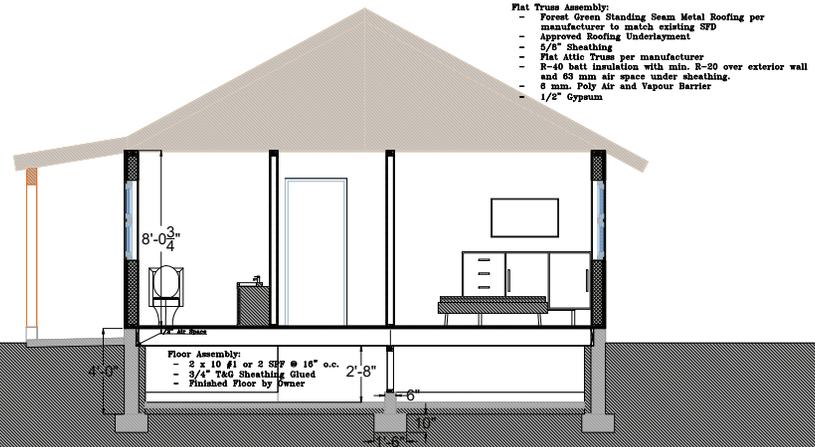
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A-6

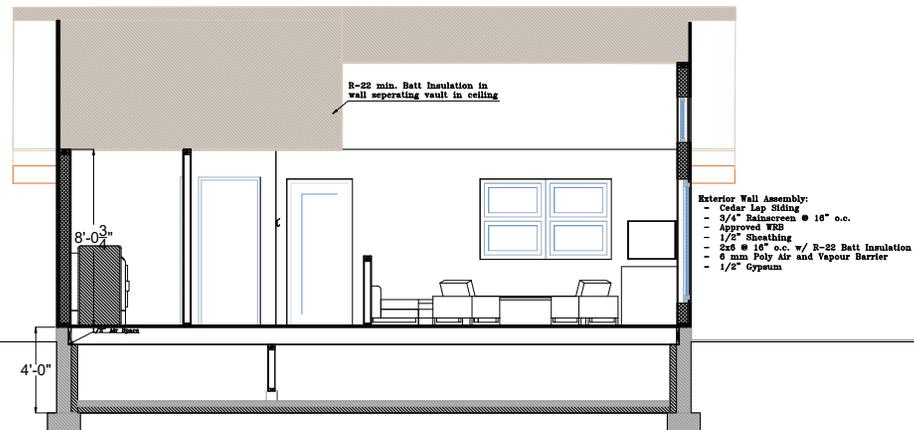
# Section One



# Section Two



# Section Three



A  
Proposed  
New Home  
For:

Peter  
Donaldson

Ucluelet,  
British  
Columbia

CASCADIAN  
SUSTAINABLE  
Architectural Design &  
Energy Consulting



Project: Donaldson ADU  
Project #: 2020078  
Title: Section Views  
Drawn By: P.S.  
Scale: 1:48  
Date: May 3, 2021

A-7

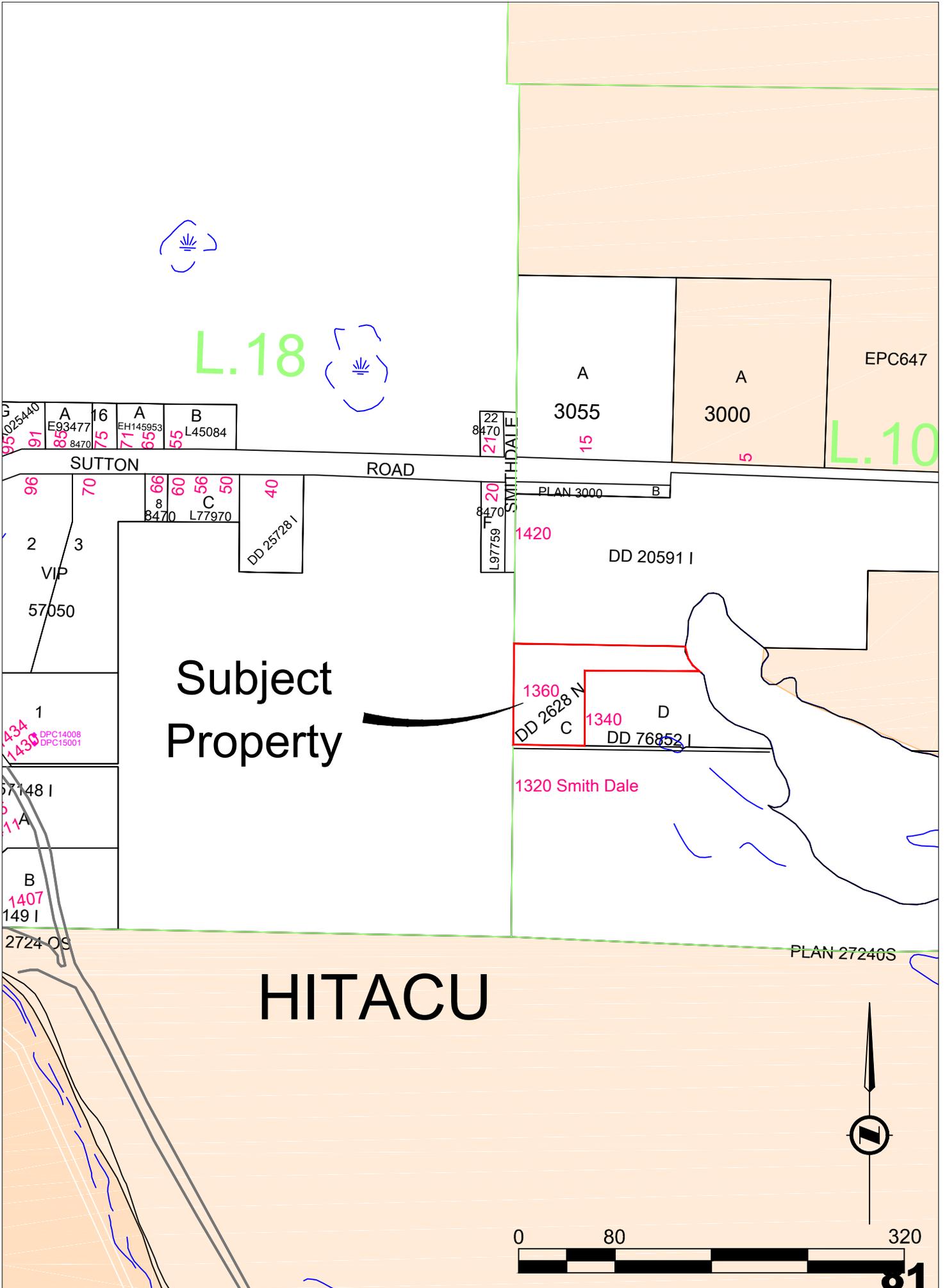


L.18

L.10

Subject Property

HITACU





# 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  
**Date:** January 26, 2022  
**Subject:** Amendment of Covenant FB194076 – 10412 Lakeshore Road (Sproat Lake Marina)

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**Recommendation:** THAT the Board of Directors direct staff to hold a public meeting to gather input on the amendment of Restrictive Covenant FB194076 to allow for a maximum of sixteen (16) dwelling units north of Lakeshore Road on the property located at 10412 Lakeshore Road and that the public meeting be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District.

---

**Applicant's Intention:** The applicants intend to amend Restrictive Covenant FB194076 registered to the 0.85 hectare (2.1 acre) subject property to allow for a maximum of sixteen (16) dwelling units and a commercial marina office on the property. The covenant currently limits the development of the property to a maximum of ten (10) sleeping units or dwelling units, each with a maximum floor area of 1,200 square feet excluding garages and carports.

**Advisory Planning Commission Recommendation:** The Sproat Lake APC first considered this application at a meeting held October 18, 2021. At the time, the property owners were applying to amend the covenant to allow for up to twenty (20) dwelling units on the property with an intention to construct one of the multi-family buildings on the south side of Lakeshore Road on the lower parking lot adjacent to the lake frontage. After discussion with the APC and a preliminary assessment by a Geotechnical Engineer, the applicants submitted updated plans to limit the number of dwellings to sixteen (16) units with all dwellings to be sited on the upland portion of the property located north of Lakeshore Road. The Sproat Lake APC considered the amended application at a meeting held January 10, 2022 where they passed a motion to support the staff recommendation to proceed with a public meeting to gather input on the covenant amendment.

**Applicants:** 1257819 BC LTD. (Sproat Lake Marina)

**Legal Description:** LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387

**Location:** 10412 Lakeshore Road

**Electoral Area:** "D" Sproat Lake

**Observations:**

i. **Status of Property:** The 0.85 hectare (2.1 acre) subject property is located approximately 600 metres east of

### MISC21003

the western intersection of Lakeshore Road and the Pacific Rim Highway. The property is split by Lakeshore Road. The northern portion of the property, comprising +/- 1.5 acres, is vacant with a gravel parking lot developed adjacent to the road. This portion of the property is cleared and increases in slope from south to north, away from the lake. The southern portion of the property, comprising +/- 0.5 acre, is developed into a two-tier graveled parking area to support the marina. Historically there was a general store and house located on this portion of the property with the buildings demolished in 2008.

There is a commercial marina operated from the lakefront portion of the property which includes three tiers of docks with +/- 60 boat slips, a raised walkway connecting the parking area to the docks, and a central floating structure that acts as the office and seasonal convenience store. A boat fuel facility is located on the docks connected to an upland fuel storage tank installed adjacent to the parking area.

The property to the north was subdivided into ten (10) bare land strata lots in 2012 with a communal sewer system and private water system. The water system would be expanded to service the proposed development on the subject property. Other neighbouring uses include the Tall Timbers campground and Sproat Lake Mobile Home Park to the east and residential properties to the west.

## ii. Services:

- a. **Sewage Disposal:** On-site sewage disposal. There is no existing sewage disposal system on the property. The applicants have engaged H2O Environmental Ltd. to assess the on-site septic capability at the site. H2O Environmental has provided a previous assessment from 2017 indicating that, given the soil conditions and slope of the property, the site will be able to safely disperse up to 19,000 litres per day with a type 3 effluent treatment system. The design of the sewage treatment system will be dependent on the final layout of the proposed development.
- b. **Water Supply:** The property is serviced by a private water system that currently services the bare land strata development to the north and will be scaled up to provide potable water to the proposed new development.
- c. **Fire Protection:** Sproat Lake Fire Department. As part of the agency referral process completed ahead of the public meeting, the SLFD would have an opportunity to review and comment on the proposed development.
- d. **Access:** Cleared and graveled access is provided along the full width of the property on both the north and south sides of Lakeshore Road. Aldan Road bisects the east boundary of the property. The applicants have provided a conceptual site plan for the full build-out of the development. On the north side of Lakeshore Road, the site plan provides a twenty-three (23) stall marina and resort parking area with a driveway entering/exiting onto Lakeshore Road. Additionally, there is a seventeen (17) stall upper resort parking area located adjacent to the proposed buildings on the north side of the property and entering/exiting onto Aldan Road.

## iii. Existing Planning Policies Affecting the Site:

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The Sproat Lake OCP designates the property as Commercial Use and the adjacent waterfront area as Marina Use. The Commercial Use designation supports a wide range of commercial uses including local, highway, service, recreation and campground commercial uses as specified by the Zoning Bylaw. This designation also supports short term vacation rental

### MISC21003

accommodation.

The Sproat Lake OCP designates two Development Permit Areas that impact development on the subject property: “DPA I – Riparian Areas Protection” and “DPA III – Objectives for Form and Character”.

#### DPA I – Riparian Areas Protection

DPA I includes all lands within 15 metres of the natural boundary of Sproat Lake. This designation is used to ensure that the ecological values of sensitive riparian habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems. An assessment by a Professional Biologist accompanying a development permit application would be required prior to any development within 15 metres of the natural boundary of the lake. The previous property owners worked with Fisheries and Oceans Canada in 2008 to install a rip rap shoreline replacement structure on the east side of the property to improve fish habitat at the developed site. DFO also recommended the 40 foot building setback from the existing shoreline in a letter dated July 7, 2008. The site plan provided by the applicants does not include any proposed development within the 15 metre riparian area.

#### DPA III – Objectives for Form and Character

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

- c. **Zoning:** The property is split-zoned Tourist Commercial (C6) District and Marina Two (MAR2) District. The C6 District covers the majority of the property and permits motels and motor hotels, accessory buildings and uses and one single family dwelling per lot. The MAR2 District encompasses the upland area used for marina parking and the marine fuel tank infrastructure.

<b>C6 District Bulk and Site Regulations</b>	
Minimum Lot Size:	15,000 ft <sup>2</sup>
Minimum Lot Width:	120 feet
Lot Coverage:	-
<b>Principal Building Setbacks</b>	
<i>Front yard:</i>	20 feet
<i>Rear yard:</i>	20 feet
<i>Side yard:</i>	15 feet

The applicants intend to construct up to sixteen (16) attached dwelling units divided between three separate multi-family buildings to be located on the north side of the property. The intention is for each unit to be individually strata-titled by building strata subdivision. Access roads and parking areas would be provided adjacent to the proposed buildings and the on-site sewage disposal system would be sited on the north west corner of the property. All of the units would be located outside of the designated 200-year flood area mapped within the Somass Watershed Flood Management Plan, which was published in May 2020.

#### **MISC21003**

***The proposed development complies with the requirements of the Tourist Commercial (C6) District zoning, subject to final layout, but will require an amendment to an existing restrictive covenant that further restricts development of the property.***

- d. **Covenant:** Restrictive Covenant FB194076 was registered to the property in 2008 as a condition of rezoning. The covenant, registered in favour of the ACRD, limits the development of the property into one hotel/motel with a maximum of ten (10) sleeping units or a maximum of ten (10) dwelling units and restricts the useable floor area of each sleeping/dwelling unit to 1,200 square feet of living area excluding any garage or carport. The covenant allows for one (1) non-residential unit limited to 1,200 square feet and intended to be used as an office or administration unit. The covenant also requires that the property not be subdivided into more than ten (10) lots and that any building must be located a minimum forty (40) feet from Sproat Lake.

The applicants acquired the property in 2020 with the intention to develop the upland portion of the property and continue operating the commercial marina. They initially applied to construct up to twenty (20) dwelling units on the property. After assessing the flood construction level requirements with a Geotechnical Engineer and receiving initial feedback from the Sproat Lake APC in October 2021, the applicants amended their application to construct up to sixteen (16) dwelling units on the property. The unit sizes would be limited to 1,200 square feet of habitable floor area. The units could be used as either residential units for permanent or seasonal occupancy or short term vacation rental units in compliance with the existing C6 zoning. A conceptual site plan has been provided by the applicants and is attached to this memorandum.

The previous owners of the property applied to rezone the foreshore area of the property to allow for an expansion of the marina and for a covenant amendment to build up to twenty (20) dwelling units in 2017. There was substantial public input received by the ACRD Board during the public engagement process of the rezoning application, both in favour and against the rezoning. The applicants at that time decided to pursue the covenant amendment as the first step prior to the marina expansion and a public meeting was held in February 2018. After a significant amount of public input was received, the covenant amendment application was denied by the Board on March 14, 2018 and the previous property owners subsequently decided to withdraw the commercial marina rezoning application. The new property owners acquired the site in July 2020 with the intention to develop the property.

***The applicants intend to develop up to sixteen (16) dwelling units, each with a maximum floor area of 1,200 square feet, and have applied to amend Restrictive Covenant FB194076 in order to facilitate the proposed development.***

**Comments:** A covenant is a private agreement between two parties, in this case the ACRD and the property owner. The process in which the Regional District follows to amend or discharge an existing covenant registered in favour of the ACRD is to hold a public meeting to allow for public input prior to the Board considering any changes to the covenant. The public meeting is not a public hearing but would follow similar procedures as a public hearing including neighbour notification, advertising and conduct of the meeting.

The property owners have applied to amend the covenant to allow for additional flexibility in developing the property. The applicants have provided a conceptual site plan laying out the proposed development of the site including three two-storey buildings located north of Lakeshore Road: one with six (6) attached dwelling units

### MISC21003

and an attached commercial marina office space, one with six (6) attached dwelling units and one with four (4) attached dwelling units. The C6 zoning would allow for the dwelling units to be subdivided by building strata and used as either permanent residences, seasonal residences or short term vacation rental units. The applicants have not proposed any development south of Lakeshore Road adjacent to the lake and all construction would be located outside of the designated 200-year flood area mapped within the Somass Watershed Flood Management Plan.

Planning staff are recommending that a public meeting be held to gather public input on the amendment of Restrictive Covenant FB194076 to allow for the increase in the number of units. The notification process for the public meeting would include a notice mailed to neighbouring property owners and residents within 100 metres of the property, advertisement in two editions of the Alberni Valley News, and signage placed on the property. The report and minutes from the public meeting would be provided for the Board to consider prior to making a final decision on the covenant amendment.

Planning staff recognize a need for a diversity of housing options at Sproat Lake, including attached dwellings, and are initially supportive of the Board proceeding with the public input process. The 2021 Sproat Lake Housing Needs Report included a recommendation to consider attached housing, universally accessible housing, and smaller dwellings as additional options for housing in the area.

If the Board resolves to amend the covenant following the public input process, the applicants will still be required to apply for a development permit to satisfy the requirements of "DPA III – Objective for Form and Character" prior to obtaining building permits. The development permit application, which would be considered by the Sproat Lake APC and the Board of Directors, would include building and site details such as form and character of the development, parking, screening, landscaping, lighting, and safe access/egress.

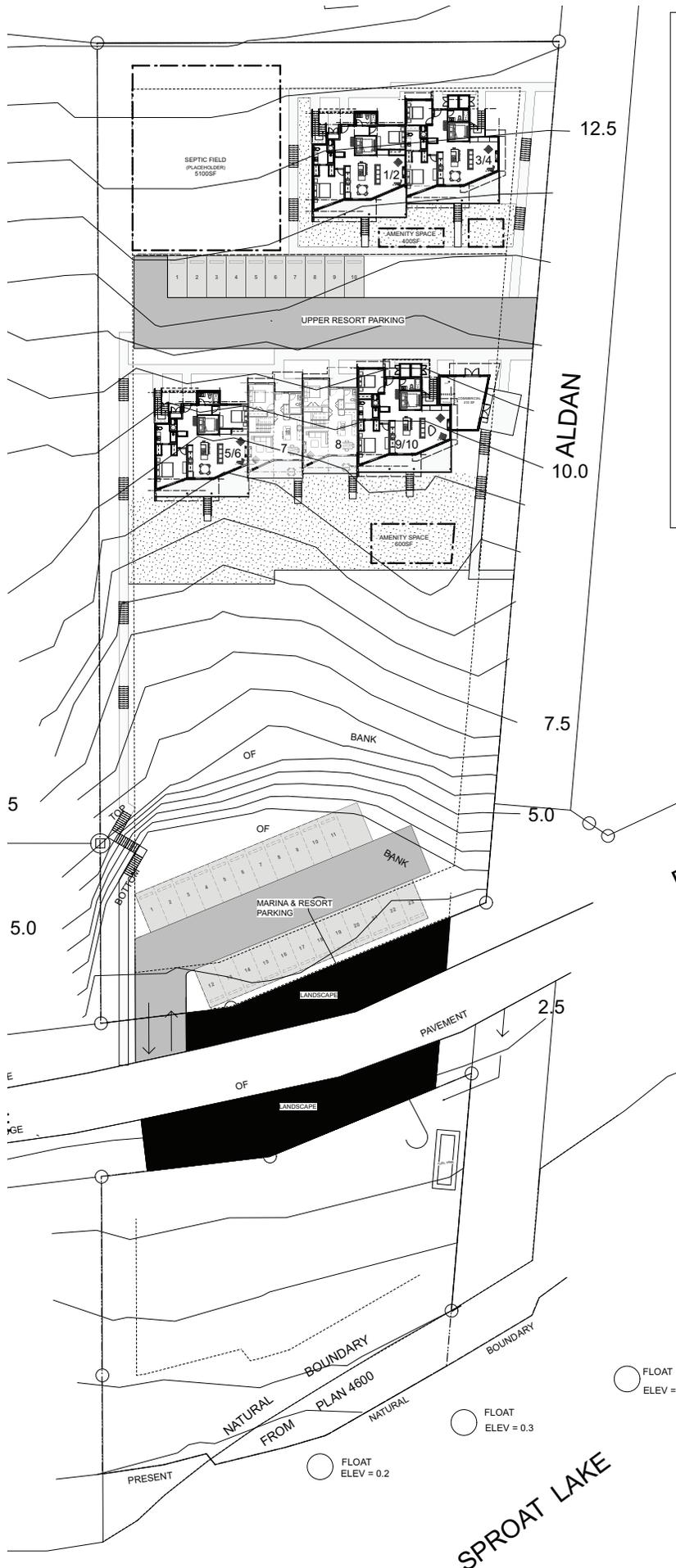
Submitted by: *Alex Dyer*  
Alex Dyer, MCIP, RPP, Planning Manager

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

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

### MISC21003

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)



**PHASE 1**

**PROJECT DATA:**

**PROPOSED:**

- 10 RESORT RENTAL UNITS
- 1 COMMERCIAL UNIT (MARINA OFFICE)
- 60 BERTH MARINA (EXISTING)

**AMENITY SPACE:**

- 100R<sup>2</sup> AMENITY SPACE PER RENTAL UNIT REQUIRED
- 1,000R<sup>2</sup> AMENITY SPACE PROPOSED

SETBACKS: 20' FRONT, 20' REAR, 15' SIDEYARD REQUIRED

HEIGHT: MAX. 40' OR 2 STOREYS

**PARKING REQUIREMENTS:**

- 1 STALL / 3 BERTHS OF MARINA PLUS 1 PER EMPLOYEE
- 1.1 STALL / HOTEL UNIT
- 1 STALL / 46.5M<sup>2</sup> OFFICE

**PHASE 1**

**PARKING CALCULATION:**

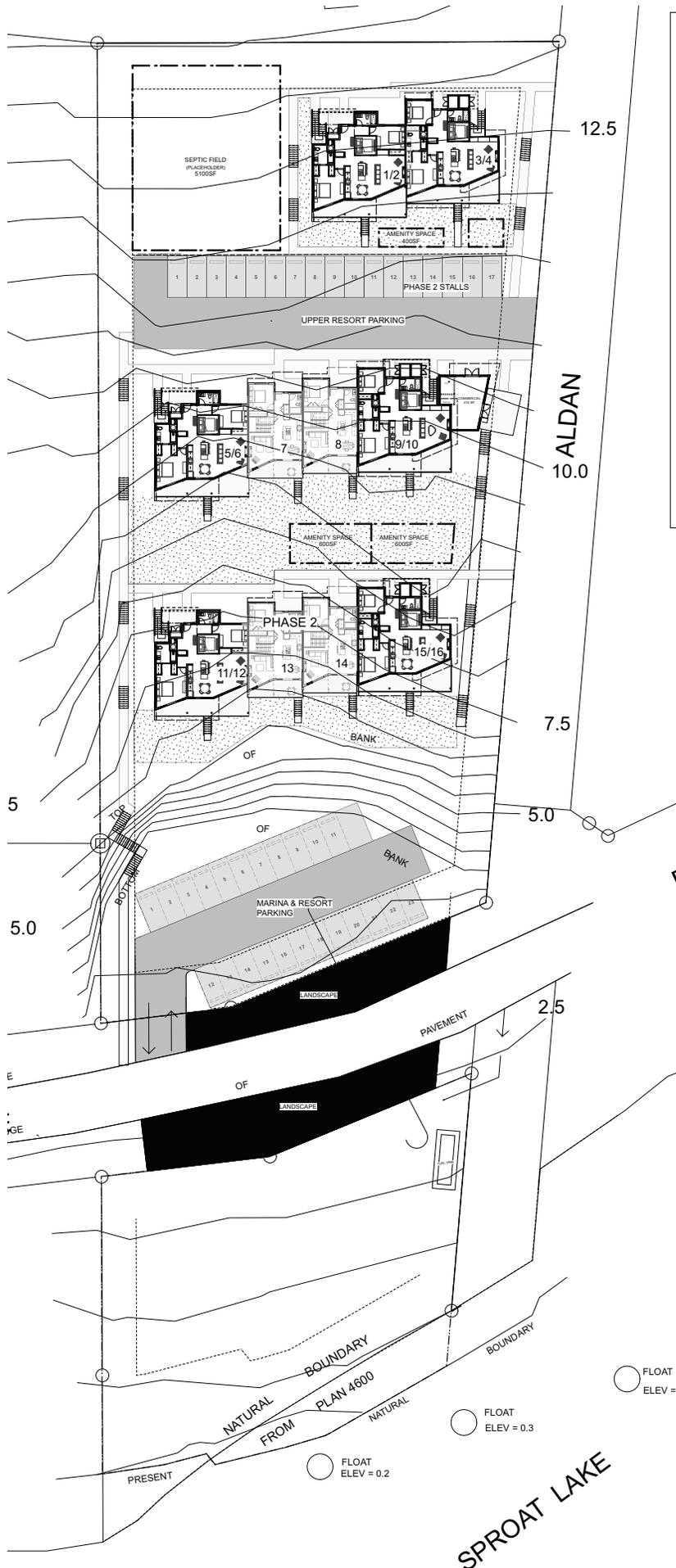
(60 BERTHS/ 3) + 1 = 21 STALLS

10 UNITS X 1.1 STALLS = 11 STALLS

38 M<sup>2</sup> OFFICE / 46.5 = (0.8) 1 STALLS

TOTAL PARKING STALLS REQUIRED 33 STALLS

TOTAL PARKING STALLS PROVIDED 33 STALLS



**PHASE 1 & 2**

**PROJECT DATA:**

**PROPOSED:**

- 16 RESORT RENTAL UNITS
- 1 COMMERCIAL UNIT (MARINA OFFICE)
- 60 BERTH MARINA (EXISTING)

**AMENITY SPACE:**

- 100R<sup>2</sup> AMENITY SPACE PER RENTAL UNIT REQUIRED
- 1,600R<sup>2</sup> AMENITY SPACE PROPOSED

SETBACKS: 20' FRONT, 20' REAR, 15' SIDEYARD REQUIRED

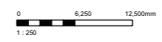
HEIGHT: MAX. 40' OR 2 STOREYS

**PARKING REQUIREMENTS:**

- 1 STALL / 3 BERTHS OF MARINA PLUS 1 PER EMPLOYEE
- 1.1 STALL / HOTEL UNIT
- 1 STALL / 46.5M<sup>2</sup> OFFICE

**PARKING CALCULATION:**

(60 BERTHS / 3) + 1 =	21 STALLS
16 UNITS X 1.1 STALLS =	(17.6) 18 STALLS
38 M <sup>2</sup> OFFICE / 46.5 =	(0.8) 1 STALLS
<b>TOTAL PARKING STALLS REQUIRED</b>	<b>40 STALLS</b>
<b>TOTAL PARKING STALLS PROVIDED</b>	<b>40 STALLS</b>





This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown here within.

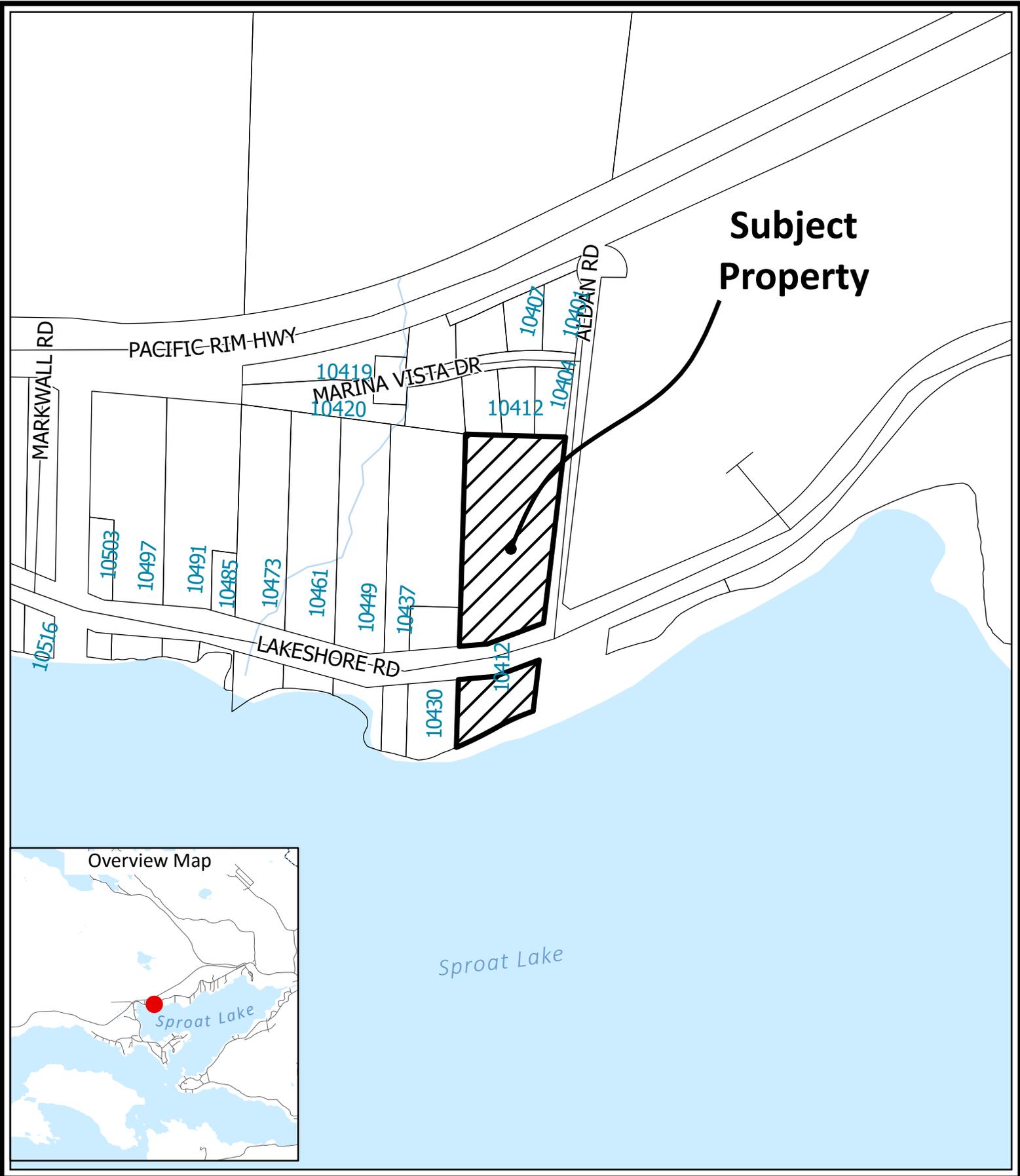
### MISC21003 – 10412 Lakeshore Road

Prepared 13 Oct. 2021, ACRD  
Ortho Mosaic, 2014/2018, ACRD

Scale: 1:1,200

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Meters

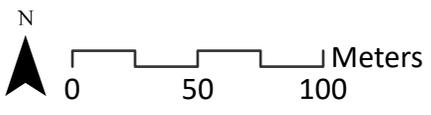
0 18 36  
Feet



**Subject  
Property**



Sproat Lake



Legal Description: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT,  
PLAN VIP8538



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

## Development Variance Application

**MEETING DATE:** January 26, 2022

**ACRD FILE NO.:** DVE21010

**APPLICANTS:** Roger and Glenda Francoeur

### ADDRESS AND LEGAL DESCRIPTIONS:

- 6081 Beaver Creek Road: LOT 5, DISTRICT LOT 88, ALBERNI DISTRICT, PLAN 910, EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY, AS SHOWN COLOURED RED ON PLAN 66 RW  
**PID:** 008-265-542 **Folio:** 01059.000
- 6091 Beaver Creek Road: LOT A DISTRICT LOT 88 ALBERNI DISTRICT PLAN VIP77219  
**PID:** 025-977-466 **Folio:** 01059.105

**ELECTORAL AREA:** "E" Beaver Creek

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**APPLICANT'S INTENTION:** The applicants have applied for a development variance permit to reduce the required lot width requirement in the Small Holdings (A1) District to facilitate a boundary adjustment and lot consolidation proposal.

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**Recommendation:** THAT the Board of Directors consider issuing development variance permit DVE21010, subject to neighbouring properties being notified as per Local Government Act s.499.

### Development Variance DVE21010:

- i. Development variance of the ACRD Zoning Bylaw, Schedule No. II: Bulk and Site Regulations, to reduce the required lot width from 50.3 m (165 ft) to 42 m (137.8 ft) in the Small Holdings (A1) District, for proposed Lot 1, to facilitate a boundary adjustment and lot consolidation proposal.

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

**Beaver Creek Advisory Planning Commission (APC) Recommendation:** The Beaver Creek APC reviewed this application at their January 18<sup>th</sup> meeting and passed a motion to support the application.

## DVE21010

**Observations:****i. Status of Property:**

The property located at 6081 Beaver Creek Road is 1.441 ha (3.56 ac) in size. The property located at 6091 Beaver Creek Road splits 6081 into two portions. The property located at 6091 Beaver Creek Road is 0.919 ha (2.27 ac) in size. The two properties are developed as one with the main single family dwelling and a shop located on 6091 Beaver Creek Road. There is an older home and barn located on 6081 Beaver Creek Road. Much of the two properties is treed, with area around the homes cleared for lawn and landscaping.

**ii. Services:**

- a. Sewage Disposal:** Onsite sewage disposal.
- b. Water Supply:** Beaver Creek Water System.
- c. Fire Protection:** Beaver Creek Fire Protection.
- d. Access:** Beaver Creek Road.

**iii. Existing Planning Policies Affecting the Site:**

- a. Agricultural Land Reserve:** Within the Agricultural Land Reserve.
- b. Official Community Plan:** The Beaver Creek Official Community Plan (OCP) designates the property as "Residential Use".

The property is impacted by Development Permit Area I – Riparian Areas Protection (DPA I). Issuance of a development permit, including a report completed by a qualified environmental professional, will be required prior to final approval of the boundary adjustment and lot consolidation.

***The proposal complies with the policies and objectives of the Beaver Creek OCP. Issuance of a development permit will be required prior to final approval of the boundary adjustment and lot consolidation.***

- c. Zoning:** Lot A, 6091 Beaver Creek Road, is zoned Small Holdings (A1) District. Lot 5, 6081 Beaver Creek Road, is also zoned A1 with a 0.404 ha (1 ac) portion near the road zoned Acreage Residential (RA2) District. The property was rezoned by Bylaw P1207 in June 2008 to facilitate a subdivision proposal that was never completed.

A1 Requirements		RA2 Requirements	
Min Lot Area	0.809 ha (2 ac)	Min Lot Area	0.404 ha (1 ac)
Min Lot Width	50.29 m (165 ft)	Min Lot Width	36.57 m (120 ft)
Lot Coverage	-	Lot Coverage	25%

***The proposed boundary adjustment and lot consolidation layout complies with the minimum lot area requirements. Proposed Lot 1, which is within the A1 District portion, does not meet the minimum lot width requirements. Issuance of this development variance permit would bring the proposal into compliance.***

**DVE21010**

**Comments:**

The applicants have applied to the Ministry of Transportation and Infrastructure (MoTI) for a boundary adjustment in order to consolidate a portion of Lot 5 into Lot A. A referral report was prepared and submitted to MoTI in June 2021. During the review, it was identified that the proposed Lot 1 would not meet the minimum lot width requirements for the A1 District. Issuance of this development variance permit is necessary prior to approval of the boundary adjustment and lot consolidation. The Regional District is also currently considering a parcel frontage waiver application and a development permit application to support the approval of the subdivision.

Planning staff support the boundary adjustment and lot consolidation and feel the proposed variance is appropriate as it supports a more functional layout of the two parcels. It is recommended that the Board of Directors consider issuing development variance permit DVE21010 following notification to neighbours.

Submitted by: *Charity Hallberg Dodds*  
Charity Hallberg Dodds, Planning Technician

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

Reviewed by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

**DVE21010**

Single Family Dwelling at  
6091 Beaver Creek Road

General location of 0.331 ha  
portion of 6081 Beaver Creek  
Road (Lot 5)



Shop building on 6091  
Beaver Creek Road

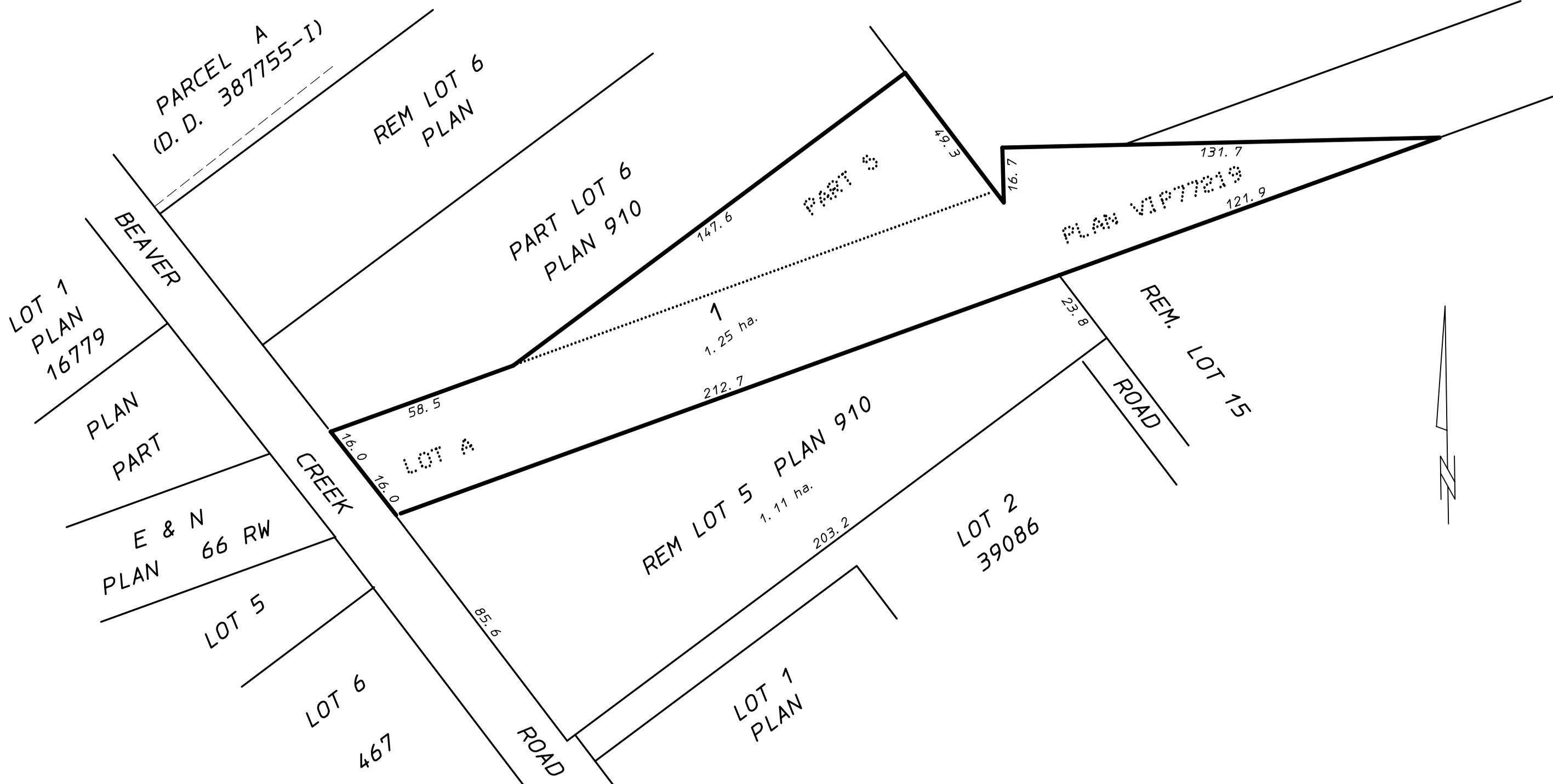
Sewage disposal system  
area for 6091 Beaver  
Creek Road



Barn structure on 6081  
Beaver Creek Road



Uninhabited home on  
6081 Beaver Creek Road



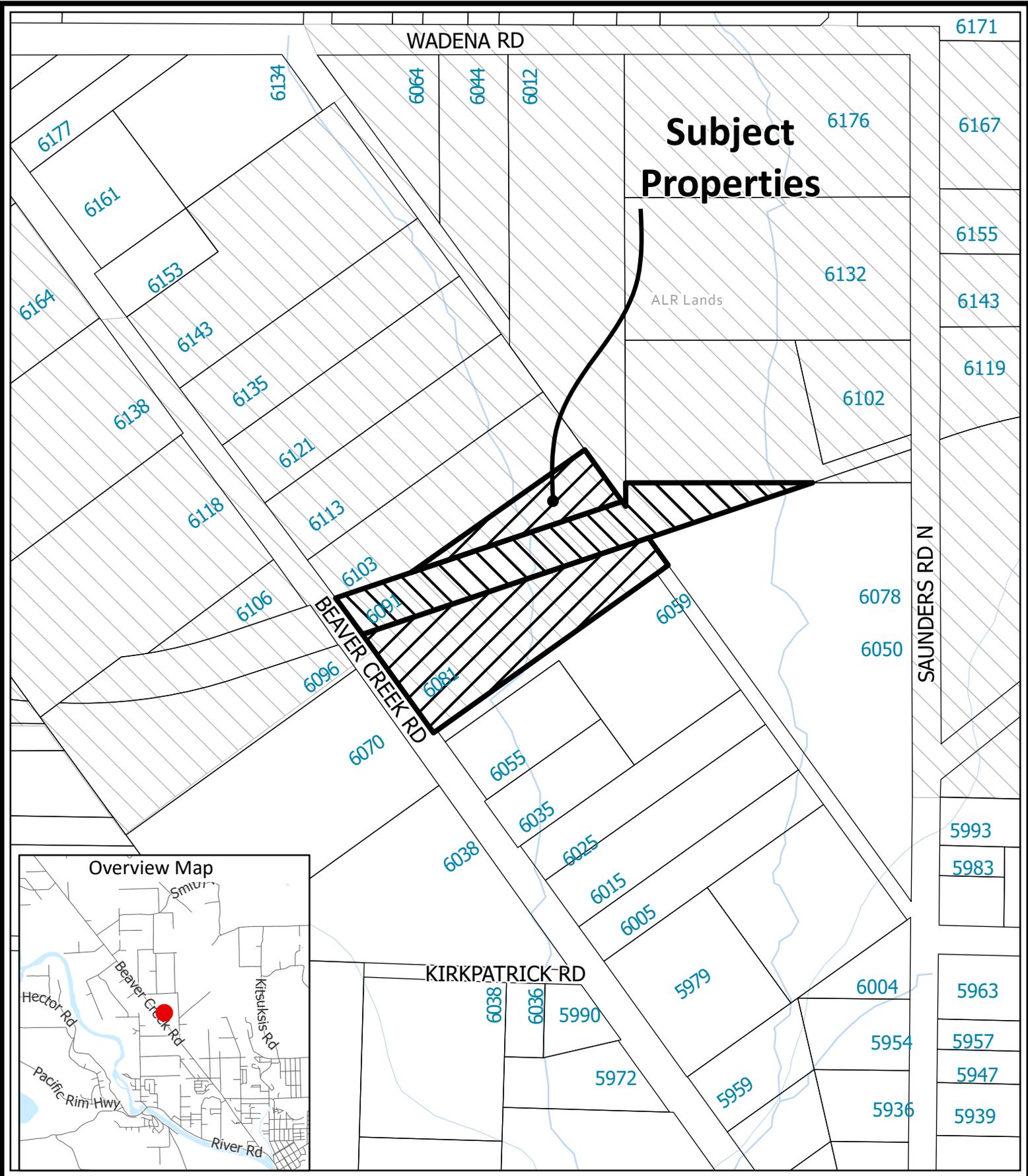
**NOTE**  
 THIS SUBDIVISION IS BEING APPLIED FOR  
 UNDER SECTION 10 OF THE ALR REGULATIONS

PLAN OF PROPOSED SUBDIVISION OF LOT A, PLAN VIP77219  
 AND PART OF LOT 5, PLAN 910 EXCEPT THE RIGHT OF WAY  
 OF THE E & N RAILWAY COMPANY, AS SHOWN COLOURED RED  
 ON PLAN 66RW, ALL OF DISTRICT LOT 88, ALBERNI DISTRICT.

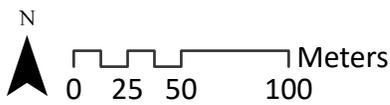
**SCALE 1: 1250**  
 ALL DISTANCES ARE IN METRES.  
 ALL DIMENSIONS AND AREAS ARE  
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2017/08/29	

**SIMS ASSOCIATES**  
 LAND SURVEYING  
 223 FERN ROAD WEST,  
 QUALICUM BEACH, B.C.  
 V9K 1S4  
 PHONE: (250) 752-9121  
 FAX: (250) 752-9241  
 FILE: 17-286-S  
 COMP: 17-286.P1



# Subject Properties



Legal Description: LOT 5, DISTRICT LOT 88, ALBERNI DISTRICT, PLAN 910, EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY, AS SHOWN COLOURED RED ON PLAN 66 RW



Legal Description: LOT A DISTRICT LOT 88 ALBERNI DISTRICT PLAN VIP77219



# 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:** Charity Hallberg Dodds, Planning Technician

### Meeting

**Date:** January 26, 2022

**Subject:** Subdivision Application SE21003 – (Francoeur) Parcel Frontage Waiver for Proposed Subdivision/Boundary Adjustment & Lot Consolidation at 6081 and 6091 Beaver Creek Road, Port Alberni BC

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### Recommendation:

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 1 as per subdivision plan of LOT A, PLAN VIP77219 and part of LOT 5, PLAN 910, EXCEPT THE RIGHT OF WAY OF THE E & N RAILWAY COMPANY, AS SHOWN COLOURED RED ON PLAN 66 RW, ALL OF DISTRICT LOT 88, ALBERNI DISTRICT.

### Beaver Creek Advisory Planning Commission (APC) Recommendation:

The Beaver Creek APC reviewed this request for a waiver at their January 18<sup>th</sup> meeting and passed a motion to support the waiver.

### Background:

The applicants have applied for a boundary adjustment in order to consolidate a portion of 6081 Beaver Creek Road (Lot 5) into 6091 Beaver Creek Road (Lot A).

Due to the irregular shape, proposed Lot 1 does not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution. The proposed access is 32 m (105 ft) wide and will be reviewed and approved by the Ministry of Transportation and Infrastructure.

This subdivision proposal aligns with the policies and objectives of the Beaver Creek OCP and, with approval of the active development variance permit application for lot width, would comply with ACRD zoning. Planning staff are supportive of the proposed boundary adjustment and lot consolidation, and recommend that the 10% road frontage requirement be waived for proposed Lot 1.

## SE21003

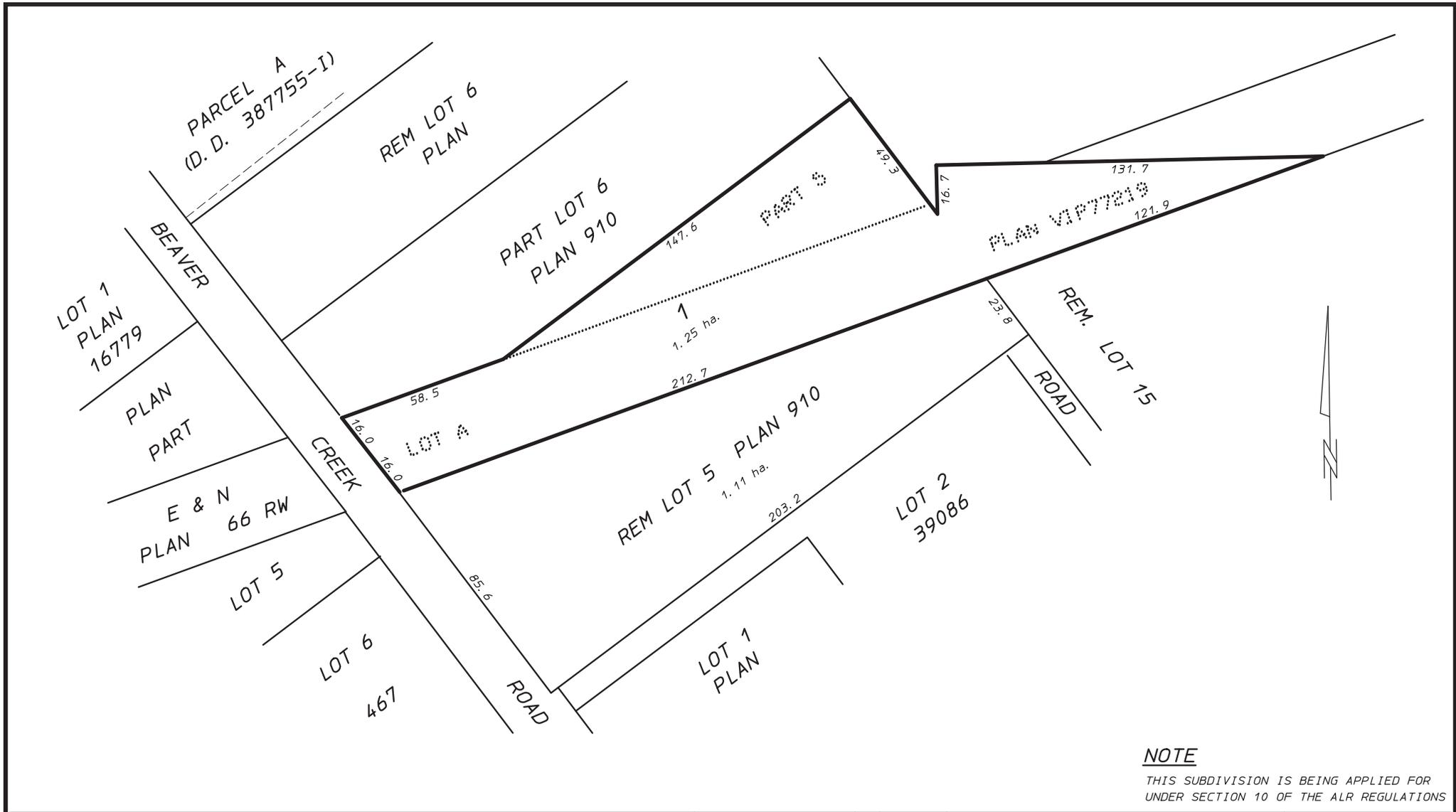
Submitted by: Charity Hallberg Dodds  
Charity Hallberg Dodds  
Planning Technician

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA  
Chief Administrative Officer

**SE21003**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatᐢ 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)



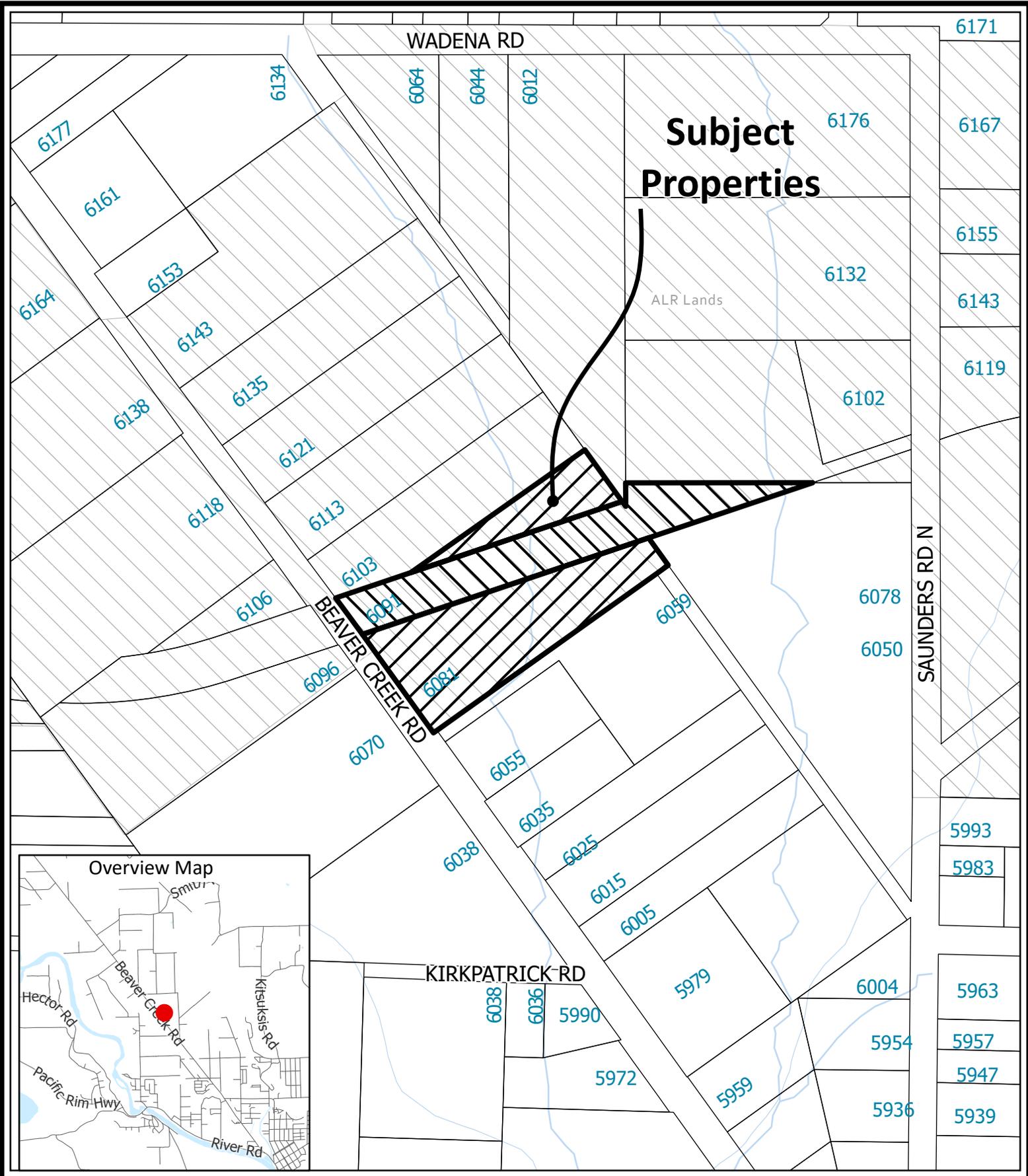
**NOTE**  
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PLAN OF PROPOSED SUBDIVISION OF LOT A, PLAN VIP77219  
 AND PART OF LOT 5, PLAN 910 EXCEPT THE RIGHT OF WAY  
 OF THE E & N RAILWAY COMPANY, AS SHOWN COLOURED RED  
 ON PLAN 66RW, ALL OF DISTRICT LOT 88, ALBERNI DISTRICT.

**SCALE 1: 1250**  
 ALL DISTANCES ARE IN METRES.  
 ALL DIMENSIONS AND AREAS ARE  
 SUBJECT TO FINAL SURVEY.

No.	DATE	REVISION
1	2017/08/29	

**SIMS ASSOCIATES**  
 LAND SURVEYING  
 223 FERN ROAD WEST,  
 QUALICUM BEACH, B.C.  
 V9X 1S4  
 PHONE: (250) 752-9121  
 FAX: (250) 752-9241  
 FILE: 17-286-S  
 COMP: 17-286-P1



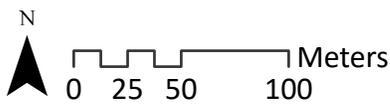
# Subject Properties



Legal Description: LOT 5, DISTRICT LOT 88, ALBERNI DISTRICT, PLAN 910, EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY, AS SHOWN COLOURED RED ON PLAN 66 RW



Legal Description: LOT A DISTRICT LOT 88 ALBERNI DISTRICT PLAN VIP77219





# 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:** Charity Hallberg Dodds, Planning Technician

### Meeting

**Date:** January 26, 2022

**Subject:** Subdivision Application SE21012 – (Monrufet) Parcel Frontage Waiver for Proposed Subdivision at 5598 Kitsuksis Road, Port Alberni BC

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### Recommendation:

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot 1 as per subdivision plan of BLOCK 7, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 894.

### Beaver Creek Advisory Planning Commission (APC) Recommendation:

The Beaver Creek APC reviewed this request for a waiver at their January 18<sup>th</sup> meeting and passed a motion to support the waiver.

### Background:

The applicants have applied to subdivide the property into two (2) parcels, each of which will be 0.96 ha (2.4 ac) in size. Proposed Lot 1 will be accessed by a panhandle driveway, and does not meet the ten percent (10%) road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution. The proposed panhandle is 6 m (19.7 ft) wide and will be reviewed and approved by the Ministry of Transportation and Infrastructure.

This subdivision proposal aligns with the policies and objectives of the Beaver Creek OCP and complies with ACRD zoning. Planning staff are supportive of the subdivision and recommend that the 10% road frontage requirement be waived for proposed Lot 1.

Submitted by:

*Charity Hallberg Dodds*

Charity Hallberg Dodds  
Planning Technician

## SE21012

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

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA  
Chief Administrative Officer

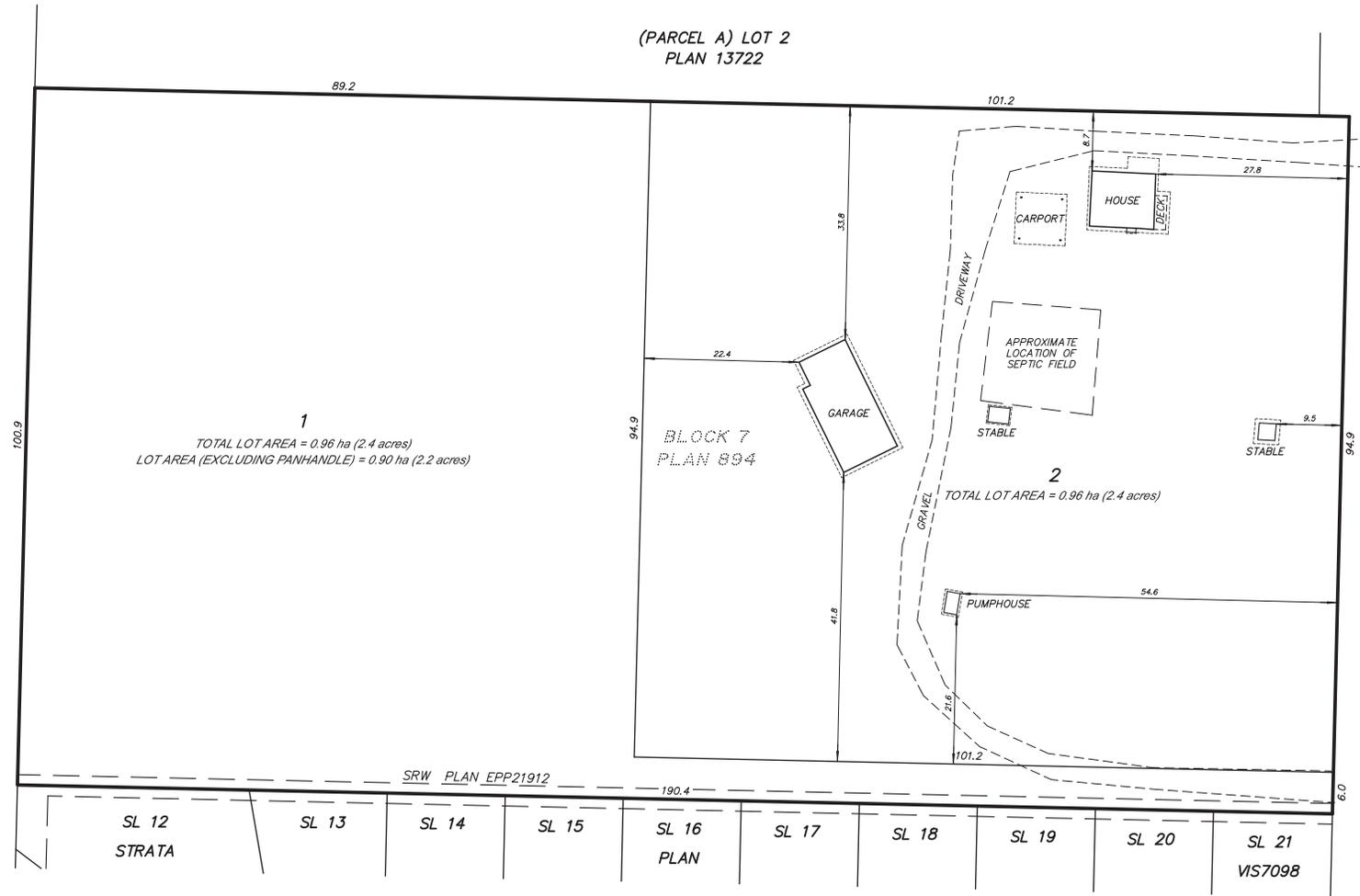
**SE21012**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatʼ 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)



(PARCEL A) LOT 2  
PLAN 13722

LOT A  
PLAN 1568



1  
TOTAL LOT AREA = 0.96 ha (2.4 acres)  
LOT AREA (EXCLUDING PANHANDLE) = 0.90 ha (2.2 acres)

BLOCK 7  
PLAN 894

2  
TOTAL LOT AREA = 0.96 ha (2.4 acres)

SL 12	SL 13	SL 14	SL 15	SL 16	SL 17	SL 18	SL 19	SL 20	SL 21
STRATA				PLAN					VS7098

PROPOSED SUBDIVISION PLAN OF  
BLOCK 7, DISTRICT LOT 20,  
ALBERNI DISTRICT, PLAN 894.  
SCALE 1:500

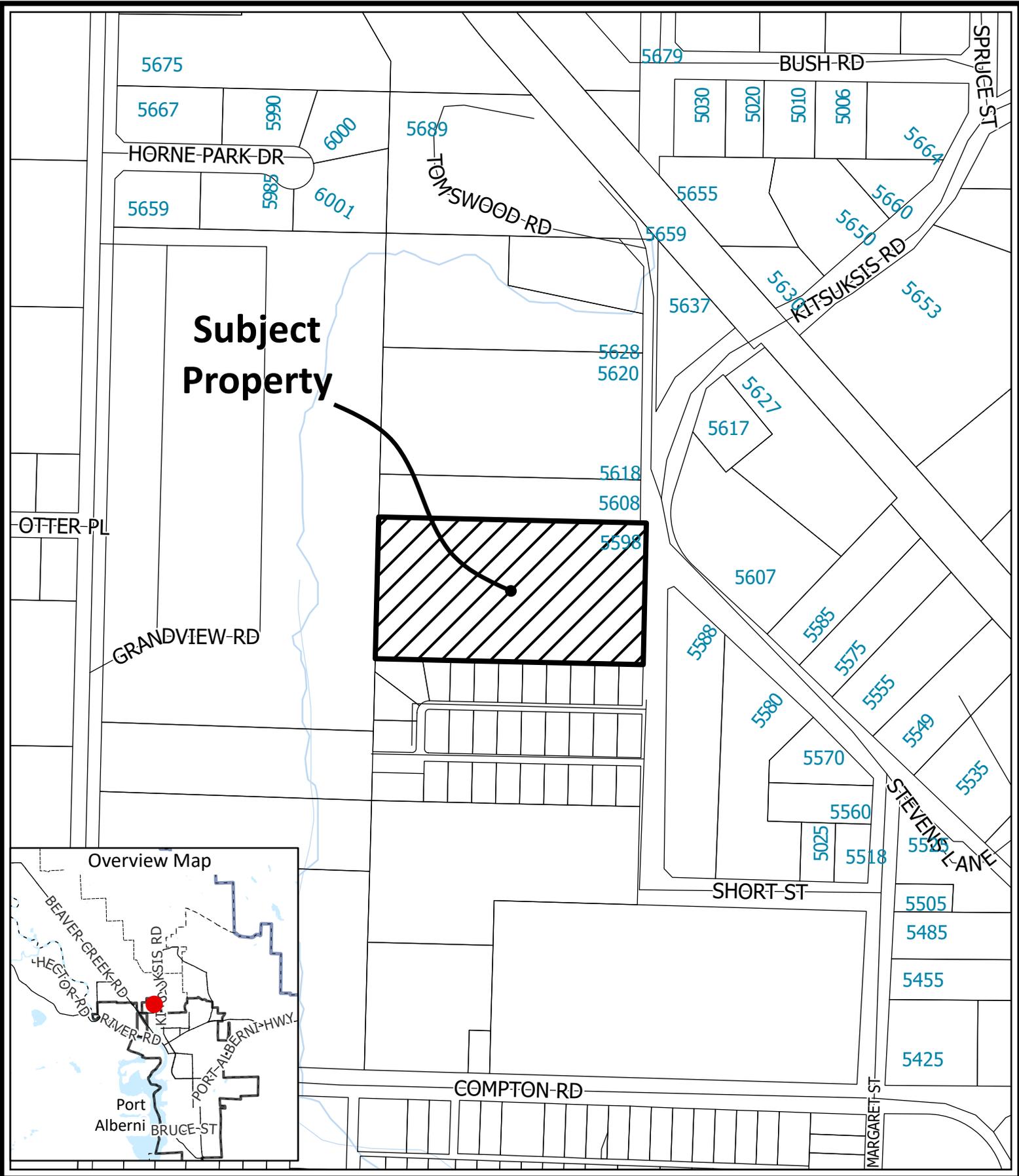


**LEGEND**  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
ALL DISTANCES ALONG CURVES ARE ARC DISTANCES.  
ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.

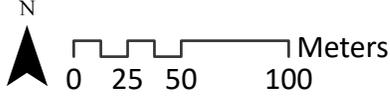
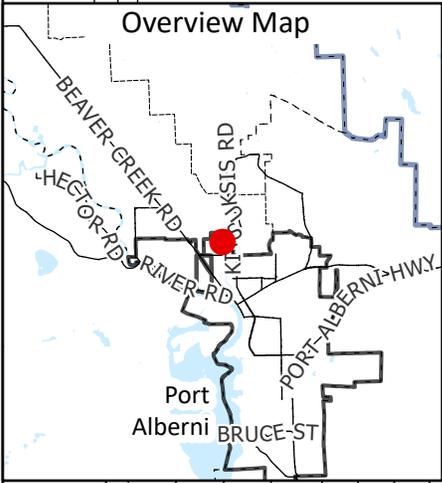
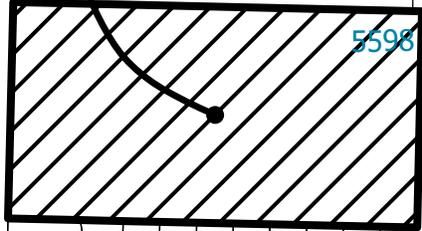
DL DENOTES DISTRICT LOT  
REM DENOTES REMAINDER  
ha DENOTES HECTARES  
----- DENOTES ROOF OVERHANG

No.	DATE	REVISION
1	2021/05/26	2 LOT SUBDIVISION PROPOSAL
2	2021/06/22	AMENDED LOTS TO BE EQUAL AREAS

**PRISM**  
LAND SURVEYING LTD.  
223 FERN ROAD W.  
QUALICUM BEACH, B.C. V9K 1S4  
PHONE: 250-752-9121  
FAX: 250-752-9241  
FILE NUMBER: 21-065-S  
DRAWING NUMBER: 21-065 P2.DWG  
DATE: 2021/06/22



**Subject  
Property**



Legal Description: BLOCK 7, DISTRICT LOT 20, ALBERNI DISTRICT,  
PLAN 894



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule  
FEBRUARY 2022**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, February 1 <sup>st</sup>	Bamfield Public Hearing	7:00 pm – Zoom	Bamfield Director, Staff, Public
Wednesday, February 9 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff
	Regional Hospital District Meeting	Immediately Following Board of Directors Meeting	Directors, Staff
Thursday, February 10 <sup>th</sup>	Committee-of-the-Whole Financial Planning Meeting	10:00 am – approx.. 4:00 pm - Zoom/Board Room (Hybrid)	Directors, Staff
	Cherry Creek Advisory Planning Commission Meeting	7:00 pm – Zoom	Cherry Creek Director, APC Members, Staff
Tuesday, February 15 <sup>th</sup>	Beaver Creek Advisory Planning Commission Meeting	7:00 pm – Board Room	Beaver Creek Director, APC Members, Staff
Wednesday, February 16 <sup>th</sup>	Committee-of-the-Whole Grant-In-Aid Meeting	1:30 pm - Zoom/Board Room (Hybrid)	Directors, Staff
Wednesday February 23 <sup>rd</sup>	Budget Deliberations Meeting (tentative)	10:00 am - Zoom/Board Room (Hybrid)	Directors, Staff
	Board of Directors Meeting	1:30 pm – Zoom/Board Room (Hybrid)	Directors, Staff
Thursday, February 24 <sup>th</sup>	Alberni Valley & Bamfield Services Committee Meeting (Financial Planning)	10:00 am - Zoom/Board Room (Hybrid)	Committee, Staff
	Electoral Area Directors Meeting (Financial Planning)	1:30 pm - Zoom/Board Room (Hybrid)	Committee, Staff
	Cherry Creek Public Meeting	7:00 pm – Board Room	Cherry Creek Director, Staff, Public

January 21, 2022

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	827,871	1	138,796			2	
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens							1	20,000					1	20,000
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							2	2,000	2	87,801			4	89,801
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>849,871</b>	<b>3</b>	<b>226,597</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1,076,468</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>						<b>0</b>	<b>6</b>

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	631,210	1	128,445	11	4,159,199	11	2,006,365	2	1,089,126	26	8,014,345
Mobile Homes	0	0	0	0	0	0	4	354,576	2	88,443	1	83,558	7	526,576
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	56,182	0	0	7	232,035	5	128,312	0	0	13	416,529
Commercial	1	1,100,000	0	0	0	0	1	177,128	0	0	0	0	2	1,277,128
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	3	1,275,858	2	860,669	0	0	5	2,136,527
Miscellenaous	0	0	1	568,111	5	968,203	24	759,279	13	827,129	13	452,133	56	3,574,855
<b>Totals</b>	<b>1</b>	<b>1,100,000</b>	<b>3</b>	<b>1,255,503</b>	<b>6</b>	<b>1,096,649</b>	<b>50</b>	<b>6,958,074</b>	<b>33</b>	<b>3,910,918</b>	<b>16</b>	<b>1,624,816</b>	<b>109</b>	<b>15,945,961</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2020	121	16,119,274	121	16,119,274					
2019	109	14,925,682	109	14,925,682					
2018	104	12,305,797	104	12,305,797					
2017	103	12,826,449	103	12,826,449					
2016	82	10,545,063	82	10,545,063					
2015	89	8,577,170	89	8,577,170					
2014	73	7,121,200	73	7,121,200					
2013	81	8,208,948	81	8,208,948					
2012	92	9,011,700	92	9,011,700					
2011	120	9,221,498	120	9,221,498					
2010	149	21,524,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	80	3,348,092	80	3,348,092
2008	147	22,682,130	147	22,682,130	1998	75	3,320,890	75	3,320,890
2007	163	15,007,877	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	161	15,909,705	161	15,909,705	1996	128	9,050,554	128	9,050,554
2005	138	12,962,379	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	133	11,036,854	133	11,036,854	1994	151	7,915,500	151	7,915,500
2003	97	6,925,356	97	6,925,356	1993	167	10,864,000	167	10,864,000
2002	76	2,986,134	76	2,986,134	1992	173	11,192,500	173	11,192,500
2001	89	5,790,126	89	5,790,126	1991	126	7,155,120	126	7,155,120
2000	88	4,095,339	88	4,095,339	1990	118	6,323,900	118	6,323,900



### Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and/or GMs for the period of November 22, 2021 to January 21, 2022:

<b>Parties</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Term/Status</b>	<b>Fees</b>
City of PA/ACRD	Agreement Amendment – Beaver Creek Water	To include properties on Georgia Road	Jan. 7, 2022 (indefinite term)	As per the water consumption rates for 'outside City residential'.

<b>Grantor</b>	<b>Project</b>	<b>Purpose</b>	<b>Funding Term</b>	<b>Grant Amount</b>
FCM	Infrastructure Assessment and Valuation	To hire a consultant to assess & value ACRD's numerous buildings and critical assets	Jan. 4, 2021 to Dec. 31, 2021	\$50,000
BC Lung Foundation	Provincial Woodstove Exchange Program	To provide funds for the 2022 woodstove exchange program	Jan. 1, 2022 to Dec. 31, 2022	\$18,700
Tamarack Institute	Community Building Youth Futures	ACHN receiving funding to develop Collective Impact, system-wide solutions for youth (aged 15 to 30) as they build an act upon plans for their future.	Dec. 1, 2021 to January 31, 2022	\$20,000



## INFORMATION REPORT

**To:** ACRD Board of Directors  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** January 26, 2022  
**Subject:** West Coast Transit Service Implementation Delay

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### Background:

At the June 2<sup>nd</sup>, 2021 West Coast Committee meeting, ACRD staff provided an updated next steps and implementation schedule for the West Coast Transit Service. This schedule communicated September 2022 as the potential date the service would commence. This date was contingent on funding approval from the Provincial government and the ability to have new light-duty buses delivered.

B.C. Transit has recently communicated that the delivery of the five new light-duty buses for the system will be delayed until the Winter of 2022, due to supply chain issues. There are no other service cuts taking place in any locations that are currently serviced by light-duty buses, which would be needed to support sending some of the existing fleet to the West Coast for a September 2022 implementation.

Due to this delay, the implementation of the West Coast Transit service will be moved to January of 2023.

This date is still contingent on the funding approval from the Provincial government, which is expected to be announced by the end of February 2022. Once that announcement takes place, the implementation schedule and next steps will be updated and provided to the Board, as well as to the public in the form of a news release.

Submitted by: Eddie Kunderman  
Eddie Kunderman, Operations Manager

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

Attending:

Bert Simpson  
Claudia Romanuk (Community Arts Council)  
Colin Schult  
Dan Washington  
Ed Ross  
Gareth Flostrand  
Ken Watson  
Nancy Blair  
Pam Craig  
Penny Cote  
Willa Thorpe (staff)

Regrets:

Bill Collette

Called to order: 7:00pm

1. Moved by Nancy, seconded by Penny, that the agenda of the January 5, 2022 meeting be approved as circulated.
2. Moved by Pam, that the minutes of the December 1, 2021 meeting be approved as circulated.
3. Old Business
  - a. Train Station
    - i. Site visit with the Construction Manager and Architect on December 9 to review project specifics
    - ii. RFP for prospective tenants is being finalized; distribution date has not been finalized
  - b. Meeting Locations
    - i. Commission member organizations will confirm if they are available to host meetings in 2022
4. Correspondence – none
5. New Business – none
6. Reports
  - a. Regional District
    - i. First Board meeting of 2022 is next week
    - ii. New CAO has started



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

- iii. Great Central Lake (Little Germany) exploring becoming a heritage service within the Regional District
  - iv. Grant in Aids applications due shortly
- b. Chamber of Commerce
- i. The Chamber/Visitor Centre is closed for the season through to Monday, January 10th. One extra week to cover for staff overtime that has built up. We're not busy with clients at the door. Bill is working as is Elliot. All others are off for another week.
  - ii. The Chamber's Shop Local program has been excellent. Very good feedback and close to 800 submissions for the prizing. So far we've awarded 10 people with \$500.00 gift card packages. We start again on the 6th and will continue through to the end of the month – Mon – Fri at 9:10am on The Peak giving out a \$500.00 gift card package.
  - iii. This month we defer to a 'Dine-Out West Coast' theme however we admit to being unsure how that will unfold due to the ongoing restrictions.
  - iv. We are working with Tim Horton's on their annual Gift Card program for their staff. Purchasing \$5000.00 worth of gift cards for them through this program.
  - v. The Chamber is starting its Strategic Plan next Wednesday with Theresa Kingston.
- c. McLean Mill
- i. The Heritage Christmas Village went very well. Unfortunately, we only completed 7 of the 9 scheduled nights. The last two were cancelled due to inclement weather (snow/ice). Nonetheless the results of the program were exceptional. We averaged a near sell-out (400 people) each of the 7 nights we completed. The Festival of Trees component also exceeded expectations. We expect to be writing a cheque to the BC Children's Hospital Foundation of ~ \$14,000.00. We thank all who attended, all who continue to support the McLean Mill National Historic Site. We closed operations as of December 20th and have not scheduled staff to return until the 10th of January. At that point our focus will be Xmas teardown, full inventory count, general clean-up, preparation for a couple of events in February when we plan to re-open on weekends.
- d. Maritime Heritage Society
- i. AGM – Annual General Meeting was held Tuesday, November 30, 2021.
    - 1. President - Ken Watson
    - 2. Vice-President - David Cox



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

3. Treasurer - Don Jones
  4. Secretary – Gareth Flostrand
  5. Director - Lawrence Charnell
  6. Director – Peter Geddes
  7. Director - Jean McIntosh
  8. Director - Ken McKinnon
  9. Director - Geo Monrufet
- ii. Annual Memberships – Our membership numbers have dipped somewhat during the COVID years likely due to lack of face-to-face Maritime Heritage events. We are now receiving memberships for 2022 and would like to get our numbers back up so if you would like to renew yours, please email our Treasurer Gareth Flostrand at [gflor@telus.net](mailto:gflor@telus.net). The membership fee remains at \$20/yr.
  - iii. Facility Hours – The Gallery and Lighthouse are currently closed due to frozen pipes under the causeway. We are working with the Port Authority to get this fixed and get back to normal. Once this is achieved, we will be open Thursday – Sunday, 11 am – 4 pm. Vaccination passport protocol & masks are mandatory.
- e. Community Arts Council
- i. Rollin Art Centre hours are Tuesday through Saturday 11 a.m. to 4 p.m.
  - ii. We are currently closed to the public until February 1, 2022.
  - iii. NEXT EXHIBIT  
February 1 – 26, 2021, Sarah Williams. Watercolours, mixed media, and acrylic paintings.
  - iv. CELTIC CHAOS  
Sunday, March 13, 2022, 2pm, Capitol Theatre  
We welcome back this popular group for an enjoyable family event. Tickets are \$25, available from Rollin Art Centre. They make a nice Valentine’s gift.
  - v. AGM  
Thursday, February 24, 2022, via Zoom.
  - vi. CAC REPRESENTATIVE  
Nancy Blair has represented the Arts Council on the Heritage Commission for some six years. She is now passing the baton to CAC director Claudia Romaniuk as of March 2, 2022.
- f. School District
- i. Senior Administration and school administrators have been meeting and working since the announcement by the Provincial Health Authority to implement the Winter Break Extension Order:



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

1. Trustees met with the Superintendent and Secretary Treasurer on Mon Jan 3 to discuss the Health Order and the impact of the order on SD70 schools.
  2. Schools are essentially closed till Jan 10. There will be an exception to 'schools are closed' to accommodate elementary-aged children of Essential Services Workers and students with special needs for the week of Jan 4 to 7. ESW parents and parents of special needs students are asked to confirm with their schools the attendance of their children.
  3. Onsite Childcare operators and parents have been directed to continue with offering childcare through this time but it is their responsibility to arrange for this so parents are asked to confer with the childcare operators.
  4. All sporting events and practices are on hold at this time.
- g. City Council
- i. CAO Tim Pley officially retired December 31 2021, Scott Smith, Director of Development Services/Deputy CAO has assumed the role as Acting CAO.
  - ii. The Mayor presented the City Council 2021 Annual Address.
  - iii. Council directed staff to construct two segments of the Connect the Quays Pathway in 2022 including approximately 1100 metres of path between Harbour Quay and Tye Landing complete with a view point into the Somass lands and approximately 850 metres of path from Gertrude Street through Roger Creek Park to the bridge across Roger Creek Council further authorized staff to award the associated detailed design work to PWL Partnership Landscape Architects Inc.
  - iv. Ellen Frod | Alberni Community and Women's Services Society invited Council to register as a team for the Coldest Night of the Year fundraiser taking place February 26, 2022.
  - v. REPORT FROM IN-CAMERA: Supportive Housing Task Force Verbal report from the Director of Corporate Services regarding the establishment of a Task Force for the purpose of determining short and long-term supportive housing options in the Alberni Valley with the highest priority being relocation of citizens currently living in the trailers at 4th Avenue.
  - vi. The Director of Development Services/Deputy CAO provided Council with information regarding a preliminary development application by Pacific Mayfair Estates for properties on Burde Street, noting that the developers have indicated that they intend to make substantial changes to the application. Once those changes have been made, staff will review the



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

revised submission and determine the appropriate process to move the application forward.

- vii. Starting Monday, December 20, 2021, Recycle BC has resumed the collection of non-deposit glass bottles and jars at all ACRD Recycle BC depots, including the 3rd Ave. Depot in Port Alberni.
  - 1. Collection had been temporarily suspended due to reduced transportation resulting from BC floods.
  - 2. Collection of foam packaging remains suspended at this time.
  
- h. Historical Society
  - i. The Archives closed from Dec. 17, 2021 to Jan. 4, 2022 for a Christmas Break.
  - ii. Hopefully we will be able to welcome researchers in the coming months.
  - iii. Volunteers are in the Archives Tues – Thurs, 10 am – 3 pm. Only phone or email inquiries are being accepted at this time.
  
- i. Industrial Heritage Society
  - i. Due to COVID and weather IHS has been very quiet
  - ii. The lowbed trailer is being reworked for annual inspection
  - iii. Work continues on the safety plan for the IHS Centre
  - iv. The Farquhar steam tractor had a preliminary inspection by BC Safety Authority
  - v. Les Stevens would like permission from the City to fire the steam tractor for further inspection
  - vi. Held a Directors meeting instead of regular December meeting
  
- j. Community at Large
  - i. Until February 25th: Heart of Winter Art Exhibit at Draw Gallery
    - 1. Artist Judith Rackham
    - 2. Each week Tues-Fri 12 to 5
  - ii. Totem 66 has been cancelled
  - iii. Jan 17 - Snowed in Comedy tour at Capitol Theatre
  - iv. Jan 28-30 Tim Hortons Ladies Bonspiel at the AV Curling Club
  - v. Arrowsmith Rotary banner painting (same format as last year):  
arrowsmithrotaryclub@gmail.com
  
- k. Museum
  - i. The Snapshots exhibit runs Jan. 12 until early April
  - ii. Two grant applications will be submitted before end of January:
    - 1. Young Canada Works (summer students at Museum)



**Wednesday, January 5, 2022**

**7:00pm → Zoom**

**Minutes**

- 2. Parks Canada (Green Chain project at McLean Mill)
  - iii. Planning for spring programming (March – June) is underway
  - iv. Heritage Fair (via Zoom) will move forward in May, if we can confirm four classes participating
- I. Hupacasath First Nation – no report
- m. Tseshaht First Nation
- i. Ed is the cultural lead for Tseshaht
  - ii. Tseshaht is very excited and open to bringing strong identities out
7. Next Meeting
- a. Wednesday, February 2 → 7pm (Industrial Heritage Centre)
8. Adjourn
- a. Moved by Colin to adjourn the meeting at 7:50pm.