



Salmon Beach Committee Meeting

Thursday, March 17, 2022

10:00 am

Via Zoom

Regular Agenda

Watch the meeting live at www.acrd.bc.ca/events/17-3-2022/

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_OFcAyJRZQ4S9f44_65sGhw

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>MINUTES</u>	
a. Salmon Beach Committee Meeting held February 8, 2021	3-6
<i>THAT the minutes of the Salmon Beach Committee meeting held on February 8, 2021, be received.</i>	
4. <u>REQUEST FOR DECISIONS</u>	
a. REQUEST FOR DECISION Annual Review – Salmon Beach Committee Terms of Reference, 2022	7-10
<i>THAT the Salmon Beach Committee re-confirm their Terms of Reference for 2022 as presented.</i>	
b. REQUEST FOR DECISION Salmon Beach Sewage Pump and Haul Rate Increase	11-12

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors amend Bylaw F1076, Salmon Beach Sewage Collection Fee, raising the Pump and Haul rate to \$150 from \$120, an increase of \$30 per Pump and Haul.

- c. **REQUEST FOR DECISION** **13-14**
 Front Gate Arm Replacement

THAT the Salmon Beach Committee support the staff recommendation to proceed with Option #2 for the replacement of the front gate arms.

5. **REPORTS**

- a. Interior Road Repair Project Update **15-16**
b. Short Term Vacation Rental Update – Verbal Report

THAT the Salmon Beach Committee receives these reports for information.

6. **LATE BUSINESS**
 (requires 2/3 majority vote)

7. **QUESTION PERIOD**

Questions/Comments from the public:

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

8. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON MONDAY, FEBRUARY 8, 2021, 10:00 AM

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

- MEMBERS** Mary Ellen Peet, Chair
- PRESENT:** Kel Roberts, Director, Electoral Area "C" (Long Beach)
Ron McKinlay
Jill Maibach
Terry Graff
- REGRETS:** Mike Shorthouse
- STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer
Jenny Brunn, General Manager of Community Services
Janice Hill, Executive Assistant
John Thomas, Environmental Services Technician

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

<https://www.acrd.bc.ca/events/8-2-2021/>

1. **CALL TO ORDER**

Director Roberts called the meeting to order at 10:02 am.

Director Roberts recognized the meeting is being held throughout the Nuu-chah-nulth territories.

Mary Ellen Peet assumed the Chair.

2. **APPROVAL OF AGENDA**

MOVED: T. Graff

SECONDED: R. McKinlay

THAT the agenda be approved as circulated.

CARRIED

3. **MINUTES**

- a. **Salmon Beach Committee Meeting Minutes – December 16, 2020**

MOVED: R. McKinlay

SECONDED: J. Maibach

THAT the minutes of the Salmon Beach Committee meeting held on December 16, 2020 be received.

CARRIED

4. REQUESTS FOR DECISIONS

a. Request for Decision regarding ACRD Draft Strategic Plan

MOVED: J. Maibach

SECONDED: T. Graff

THAT the Salmon Beach Committee receive the report for information.

CARRIED

b. Request for Decision regarding Review – Salmon Beach Committee Terms of Reference, 2021

MOVED: R. McKinlay

SECONDED: J. Maibach

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised terms of reference for the Salmon Beach Committee and consider an amendment to Bylaw A1077, Salmon Beach Committee, 2015 to reflect these changes.

CARRIED

c. Request for Decision regarding Salmon Beach Road Work and Repair - Scope of Work

MOVED: J. Maibach

SECONDED: T. Graff

THAT the Salmon Beach Committee recommend that the Board of Directors authorize the CAO to negotiate and execute a Roads Repair and Maintenance Contract with the highest scoring proponent of the Request for Proposal.

CARRIED

5. REPORTS

The CAO provided a verbal summary of some key points in the policies included in the agenda.

a. Conflict of Interest Policy

b. Rules Relating to In-Camera Committee Meetings

MOVED: J. Maibach
SECONDED: R. McKinlay

THAT reports a-b be received for information.

CARRIED

6. LATE BUSINESS

7. QUESTION PERIOD

Questions/Comments from the public attending the meeting via Zoom webinar. The Executive Assistant advised there were no questions from the public.

In order to provide the public with an opportunity to ask questions or provide input to the Salmon Beach Committee respecting a topic on the agenda, the Regional District set up an email address responses@acrd.bc.ca. The Executive Assistant reported there were no questions or comments received from the public with respect to the meeting today.

8. IN CAMERA

MOVED: J. Maibach
SECONDED: R. McKinlay

THAT the meeting be closed to the public as per the Community Charter, section:
i. 90 (1) (j) A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following: 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: The head of a public body must refuse to disclose to an applicant information; the disclosure of which could reasonably be expected; to 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 10:14 am.

The meeting was re-opened to the public at 11:08 am.

9. RECOMMENDATIONS FROM IN-CAMERA

10. ADJOURN

MOVED: R. McKinlay

SECONDED: T. Graff

THAT this meeting be adjourned 11:09 am.

CARRIED

Certified Correct:



Douglas Holmes
Chief Administrative Officer



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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

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

To: Salmon Beach Committee
From: Wendy Thomson, General Manager of Administrative Services
Meeting Date: March 17, 2022
Subject: Annual Review – Salmon Beach Committee Terms of Reference, 2022

Recommendation:

THAT the Salmon Beach Committee re-confirm their Terms of Reference for 2022 as presented.

Desired Outcome:

To review and re-confirm the terms of reference for the Salmon Beach 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 Salmon Beach Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that advises the ACRD Board of Directors on matters relating to Salmon Beach Services including security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Strategic Plan Implications:

n/a

Policy or Legislation:

Local Government Act and ACRD Procedures Policy applies.

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

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



Alberni-Clayoquot Regional District

Terms of Reference Salmon Beach Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has formed the Salmon Beach Committee to advise the ACRD Board (“the Board”) on matters relating to Salmon Beach Services (“the Services”).
- 1.2 The Salmon Beach Committee is a Standing (Advisory) Committee of the ACRD Board of Directors which was established by bylaw.

2. Objective

- 2.1 The Salmon Beach Committee 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.

3. Scope of Work

- 3.1 To achieve this objective, the Salmon Beach Committee will undertake the following activities:
 - In conjunction with contractors, the General Manager of Community Services or his/her designate, initiate, implement and oversee the provision of the Services;
 - Seek input from Salmon Beach lot owners on the annual budget and work plan;
 - Prepare and present an annual budget and work plan for approval by the Board no later than October 1st of each year of the year previous;
 - Operate within the budget approved by the Board;
 - Operate within the work plan approved by the Board;
 - Operate within all applicable policies including the purchasing policy of the ACRD;
 - Seek and obtain Board approval before embarking on an activity that is outside the scope of the work plan or the budget approved by the Board;
 - Committee deliberations and recommendations to the Board will be guided by the ACRD’s Strategic Plan;
 - Seek input from Salmon Beach property owners on the Services, consider recommended changes and bring forward for approval by the Board;
 - Provide input regarding matters relating to the service such as regulations and policy.

4. Membership

- 4.1 In order to provide representation from the Salmon Beach area, membership on the Committee is as follows:
- Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach;
 - The Director for Electoral Area “C” (Long Beach) or his/her alternate.

5. Appointment and Term

- 5.1 The Salmon Beach Committee will conduct an election of new Members-at-large with Salmon Beach Lot Owners at the Annual General Meeting. Following the election, the Committee will make recommendations on Member-at-large appointments to the Board.
- 5.2 Members-at-large of the Committee shall serve for a one (1) year term.
- 5.3 The 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. The Board may appoint a replacement upon recommendation from the Committee.
- 5.4 The Board may dissolve the Committee and rescind the bylaw, following written notice being provided to all Members.
- 5.5 Members of the Committee may stand for re-appointment by the Board at the conclusion of their term.
- 5.6 Members-at-large of the Committee shall serve without remuneration.

6. Committee Chair

- 6.1 The Committee Chair shall be the Director for Electoral Area “C” (Long Beach) or his/her alternate.

7. Meeting Procedures

- 7.1 Meetings of the Committee shall be held a minimum of two times per year. Additional meetings will be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- 7.2 A quorum for a meeting of the Committee shall be a majority of the Members of the Committee.

7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.

8. Reporting to the Board

8.1 The Committee will report to the Board on the activities of the Committee annually or as requested by the Board.

8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.

9. Resources

9.1 On behalf of the Committee, Regional District staff will provide advice and professional assistance to the Committee including arranging meetings, preparing and circulating agendas and minutes, writing letters, correspondence and preparing reports to the Board.



REQUEST FOR DECISION

To: Salmon Beach Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: March 17, 2022
Subject: Salmon Beach Sewage Pump and Haul Rate Increase

Recommendation:

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors amend Bylaw F1076, Salmon Beach Sewage Collection Fee, raising the Pump and Haul rate to \$150 from \$120, an increase of \$30 per Pump and Haul.

Desired Outcome:

To sufficiently increase revenues for covering projected costs and to maintain equitable costs to all users of the septic system within Salmon Beach.

Background:

The communal Salmon Beach sewage system has seen recent replacement of one septic field and addition of type 3 treatment which has expanded the capacity of the system. This addresses the short-term pump and haul capacity issues that the community was facing in 2020. However, as development and increased use of the 374 recreational properties continues, septic demands will exceed capacity at full-build-out.

Any changes to the rate structure would lead to the necessity of amending the "Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076-2, 2021" and also necessitate communications to the residents of Salmon Beach.

Financial:

The costs of this service has increased due to the newly installed Type 3 treatment system and increasing maintenance costs of the pumper truck. The septic pumper truck is scheduled for replacement in 2023 at an estimated cost of \$230,000. The capital reserve does not have adequate funds to cover the replacement and MFA borrowing will be used to fund the replacement of the truck. In 2021 there were a total of 273 pump-outs resulting in \$32,624 sales of service revenue. Although the number of pump-outs are expected to increase slightly in 2022, at the current rates of \$120 per pump-out, revenues will not be adequate to cover expenses. Parcel taxes for this service have been increased in the proposed 2022-2026 Financial Plan from a total of \$50,166 in 2021 to \$61,133 in 2022.

Staff are recommending that the Pump and Haul rate for the Salmon Beach service is increased by \$30, to a total of \$150, up from the current rate of \$120.

This would increase the annual revenue by approximately \$8,190 based on the number of pump outs in 2021. Operating costs are slated to increase by approximately \$6,500 in 2022 which would allow the remainder to be put towards the capital fund.

Time Requirements – Staff & Elected Officials:

There will be some staff time required to amend “Salmon Beach Sewage Collection Fee Amendment Bylaw No. F1076-2, 2021” and to prepare communications to the residents of Salmon Beach.

Strategic Plan Implications:

Strategy 3.1 of the Strategic Plan, “Appropriate Capital Reserves,” supports the rate increase.

Options Considered:

Another option could be to implement an increasing rate structure that would charge high volume users a higher rate. In December 2020, the Salmon Beach Committee received a reporting outlining that “detailed P&H records show that 2/3 of properties using the P&H system require 1 or 2 P&H’s per year. The remaining 27 properties required 3 or more P&Hs per year, producing 38% of the sewage in the community.” In 2021, there were a total of 274 pump outs done in Salmon Beach.

As detailed in that report, increasing rate systems are an equitable approach as it results in having those with a greater impact on the system paying more for their use. This type of rate structure has been proven effective for demand management. This will encourage property owners to reduce their generation of sewage and will generate revenues required to cover operational costs, invest in infrastructure renewal and pay for hauling off-site if capacity is met.

An example of rates for the increasing rate structure could be:

- 1st P&H = \$120
- 2nd P&H = \$150
- 3rd P&H = \$200
- 4th P&H onward = \$300

This option would increase the annual revenue by approximately \$7,900 based on the number of pump outs in 2021.

Either of these options will result in generating the required revenue for covering the annual costs of the service.

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: Salmon Beach Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: March 17, 2022
Subject: Front Gate Arm Replacement

Recommendation:

THAT the Salmon Beach Committee support the staff recommendation to proceed with Option #2 for the replacement of the front gate arms.

Summary:

Staff have compiled the quotes received for the replacement of the front gate arms, and recommend proceeding with Option #2 from the spreadsheet below. This option has clear value as compared to the other options compiled. This option will provide the sturdiness, and performance that is needed for the Community. The gate opening speeds, maximum gate weight and length are all similar to the other options and the provided quote includes all installation costs, while the quotes for options 3-5 communicate that extra electrician costs would be necessary. This option will meet the Committee's objective of a reliable, sturdy gate with reduced maintenance costs moving forward.

Salmon Beach Gate - Arm Replacement Quotes							
Company	Product	Hp	Openers (X2)	Travel/Labour	Misc	Safety (Sensors)	Total- plus tax
Option #1	FAAC 422 max gate weight 900lbs max gate length 10 feet time to open ? sec Designed for private residences	220 Volt	3398	1140	0		4538.00
Option #2	FAAC 400 max gate weight 900lbs max gate length 10 feet time to open 12 sec Designed for commercial/industrial	220 Volt	3798	1330	100		5228.00
Option #3	Linear Dual 4000xls Electrician Cost extra max gate weight 1000lbs max gate length 20 feet time to open 18-20 sec	12 volt	8600	2400	0	778	11778.00
Option #4	Linear Nortek SWD-211 Electrician Cost extra 24 volt battery back up max gate weight 700lbs max gate length 18 feet time to open 11-14 sec	1/2 Hp	9200	3400	0	820	13420.00
Option #5	Linear Nortek SWG-411 Internet connection 5700 Electrician Cost extra no battery back up max gate weight 900lbs max gate length 22 feet time to open 15 sec	3/4 Hp	10432	3800	5700	820	20752.00

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



REPORT FOR INFORMATION

To: Salmon Beach Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: March 17, 2022
Subject: Interior Road Repair Project Update

Recommendation:

THAT the Salmon Beach Committee receive this report for information.

Summary:

At the February 8th, 2021, Salmon Beach Committee meeting, staff presented a draft "Scope of Work" for the repair and maintenance of the interior roads of Salmon Beach, based on the Road Maintenance Report completed by McGill Engineering in 2020. The goal of this project is to repair or rebuild all roads, ditches and culverts within the Salmon Beach community to the Ministry of Transportation and Infrastructure (MOTI) minimum standards. By meeting the MOTI minimum standard, it is hoped that MOTI will take over the maintenance of the roads. The improvements will also allow for a smoother driving surface and ensure that the improved drainage runoff from the road surface will help alleviate the loss of gravel and rutting that is occurring along the road edge. Within the scope of work, it was proposed that the roadwork would take place over a five-year period, with 20% of the work occurring each year.

Staff are continuing to work with McGill Engineering and MOTI to clarify the exact level of work necessary to meet the MOTI minimum standards for this situation. Staff are also working with MOTI on whether this would lead to MOTI recognition of the internal roads as a MOTI asset. The possibility remains that MOTI won't take ownership of the roads, even if they are upgraded to their minimum standards. In this instance, the scope of work could be adjusted and the ACRD will continue to be responsible for the maintenance of the roads.

When staff are confident that the scope of work is updated to a point that will adequately address the work needing to be completed, a Request for Proposal (RFP) will be issued for the project. While the original scope of work proposed that the roadwork would take place over a five-year period, the delay in starting the project will lead to increased work in the first two years of the project. There is currently \$214,000 in the Salmon Beach Transportation capital budget, with another ~\$100,000 being contributed from the operating fund in 2022.

In the interim, staff have continued to ensure that roads are graded and pot holes are fixed within the community as necessary. Some ditching work, and rehabilitation work has also occurred in areas where it was needed the most. Problem ditches will continue to be identified and worked on as staff continues to work on the larger scope of work.

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