



**Alberni-Clayoquot Regional District**

**Regular Board of Directors Meeting  
Wednesday, November 23, 2011**

**Time: 1:30 p.m.**

**Place: Regional District Office  
Board Room  
3008 Fifth Avenue  
Port Alberni, BC**

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**AGENDA**

**Pages**

**1. CALL TO ORDER:**

**2. PETITIONS, DELEGATIONS & PRESENTATIONS:**

**3. ADOPTION OF MINUTES:**

a/ Regular Board of Directors Meeting – October 26, 2011 ..... 1-14

**4. COMMUNICATIONS/CORRESPONDENCE  
FOR ACTION:**

a/ Association of Vancouver Island and Coastal Communities  
Re: Resolutions Notice and Request for Submissions, Call for  
Nominations for AVICC Executive, Program Presentation  
Proposals or other Suggestions ..... 15-24

b/ The Nature Trust of British Columbia  
Re: Request for Funding Support ..... 25-26

c/ Alberni Valley Wrestling  
Re: Request for Funding Support ..... 27-28

d/ Ministry of Forests, Lands and Natural Resource Operations  
Re: Ahousaht First Nation Cemetery, Block A, District Lot  
1370, Clayoquot District, containing 2.00 hectares ..... 29-32

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<b>5. <u>COMMUNICATIONS/CORRESPONDENCE FOR INFORMATION:</u></b>	
a/ Union of British Columbia Municipalities	
Re: In the House .....	33-34
Re: CFIB's Fourth Municipal Spending Report .....	35-36
b/ Honourable Mary Polak, Minister of Aboriginal Relations and Reconciliation	
Re: Response from Meeting at UBCM Convention.....	37-38
c/ Island Trust	
Re: Salish Sea Shipping and Oil Spill Concerns.....	39-56
d/ Ministry of Health	
Re: Age-Friendly BC Community Resource Package .....	57-58
(Full package held in office)	
e/ Honourable Blair Lekstrom, Minister of Transportation and Infrastructure	
Re: UBCM Thank You.....	59-60
<b>6. <u>REPORTS:</u></b>	
a/ 9-1-1 Corporation – H. Chopra	
b/ Vancouver Island Regional Library - P. Cote	
c/ Central West Coast Forest Society - T. Bennett	
d/ Emergency Planning - K. McRae/P. Edwards/P. Cote	
e/ Alberni Valley Chamber of Commerce - G. Wong	
f/ Coastal Communities Network – T. Bennett	
g/ West Island Woodlands Advisory Group - K. McRae	

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	<b>Pages</b>
h/ Island Coastal Economic Trust – G. Wong	
i/ Air Quality Council, Port Alberni - P. Edwards	
j/ West Coast Aquatic Board - T. Bennett	
k/ Clayoquot Biosphere Trust – J. Fraser	
l/ Island Corridor Foundation – K. McRae	
m/ RCMP Update	
<b>7. <u>OTHER REPORTS:</u></b>	
a/ Alberni-Clayoquot Regional District C2C Forum Emergency Planning for the Region – October 13, 2011 Session Summary .....	61-70
b/ Log Train Trail Advisory Committee	
• November 10, 2011 Meeting Minutes .....	71-72
<b>8. <u>STAFF REPORTS:</u></b>	
a/ November 2011 CAO Report.....	73-74
b/ Planning & Development Report.....	75-76
• October Building Report.....	77-78
c/ Finance Department Staff Report.....	79-80
d/ Staff Action Items as of November 16, 2011.....	81-86
<b>9. <u>ADMINISTRATION:</u></b>	
a/ Administrative Memo Re: Custom Transit Ridership by Community .....	87-88

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	<b>Pages</b>
b/ Request for Decision Re: Rock Quarry Investigation at the Alberni Valley Airport.....	89-90
c/ Request for Decision Re: Special Board of Directors Meeting December 9, 2011 .....	91-92
e/ Request for Decision Re: Review of the ACRD Board Remuneration Expenses and Benefits Bylaw .....	93-100
Re: Bylaw A1073, Board Remuneration, Expenses and Benefits – 4 Readings .....	101-106

**10. FINANCES:**

a/ Financial Statements	
• January 1 – October 31, 2011 .....	107-108

**11. PLANNING MATTERS:**

**ELECTORAL AREA DIRECTORS ONLY**

a/ DVA11007 (Boyes) Lot 45 Haggard Cove	
• Memo .....	109-118
b/ DVC11009 (Hache) 1089 Sixth Avenue – Salmon Beach	
• Memo .....	119-124
c/ DVF11010 (Borovica) 1785 Alberni Highway	
• Memo .....	125-132
d/ SF11010 (Murray) 375 Franklin River Road	
• Memo .....	134-140

**ALL DIRECTORS**

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e/ LC11012 (Barkley Project Group Ltd.) North of Kennedy Lake	
• Memo .....	141-150
<b>12. <u>CHAIRPERSON'S REPORT:</u></b>	
<b>13. <u>UNFINISHED BUSINESS:</u></b>	
<b>14. <u>DIRECTOR'S DECLARATIONS:</u></b>	
<b>15. <u>NEW BUSINESS:</u></b>	
<i>[Section 15(3) - The Board must not consider any matters not listed on the Agenda unless it is first agree to by a vote of two-thirds of those Members present]</i>	
<b>16. <u>MEETING SCHEDULE:</u></b>	
a/ December 2011.....	151-152
<b>17. <u>QUESTION PERIOD:</u></b>	
<b>18. <u>RECESS TO IN-CAMERA:</u></b>	
a/ Motion to close the meeting to the public to discuss matters relating to:	
• Litigation or potential litigation affecting the Regional District	
• Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.	
<b>19. <u>RE-OPEN MEETING:</u></b>	
<b>20. <u>RECOMMENDATIONS FROM IN-CAMERA:</u></b>	
<b>21. <u>ADJOURNMENT:</u></b>	





**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

**BOARD OF DIRECTORS MEETING  
MINUTES**

**WEDNESDAY, OCTOBER 26, 2011**

**REGIONAL DISTRICT BOARD ROOM**

Present: Chairperson: Glenn Wong, Directors: Tony Bennett, Hira Chopra, Penny Cote, Patty Edwards, John Fraser, Mike Kokura, Stefan Ochman, Eric Russcher, Alternate Director: Cindy Solda.

Other: John Jack, Councillor, Huu-ay-aht First Nation

Regrets: Director: Ken McRae

Staff: Russell Dyson, Chief Administrative Officer, Mike Irg, Manager of Planning and Development, Teri Fong, Manager of Finance, Tracy Bond, Secretary.

1. The meeting was called to order at 1:30 p.m.

**PETITIONS, DELEGATIONS & PRESENTATIONS**

2. Chairperson Glenn Wong presented John Thomas with a five years of service vest and thanked Mr. Thomas for his service to the Alberni-Clayoquot Regional District.
3. *Moved by J. Fraser, seconded by M. Kokura, "That Mr. Dave Reid, HB Lanark be invited to address the Board."*

*"Carried"*

4. Mr. Reid conducted a power point presentation on the need for Regional Parks and Trail Master Plans for Regional Districts. A master plan looks at the value of regional parks and trails. A master plan identifies opportunities and supports acquisition of significant sites and environmentally sensitive areas. A plan sets priorities and creates a vision for communities. A master plan enables Regional Districts to identify potential funding opportunities and secure funds. Both the Cowichan Valley Regional District and the Nanaimo Regional District have a Regional Park and Trail Master Plan. Both Regional Districts have secured grant money and have increased their number of parks and trails. Work was completed by both volunteers and contractors. A complete plan would cost approximately \$70 thousand and the first part of the plan, a strategy, would cost approximately \$25 to \$30 thousand. Mr. Reid answered questions from Directors. R. Dyson, CAO, Alberni-Clayoquot Regional District indicated that this presentation was made for the Board to consider a Regional Parks Plan as a potential Gas Tax project. Further consideration will be given during the budget process.

5. The Chairperson thanked Mr. Reid for his presentation.

**ADOPTION OF MINUTES**

6. *Moved by M. Kokura, seconded by T. Bennett, "That the minutes from the regular Board of Directors meeting held on October 5, 2011 be adopted as circulated."*

"Carried"

**COMMUNICATION/CORRESPONDENCE – FOR ACTION**

7. Correspondence dated September 28, 2011 from the Federation of Canadian Municipalities regarding Membership Fee for 2012-2013.  
*Moved by M. Kokura, seconded by C. Solda, "That the Alberni-Clayoquot Regional District renew membership in the Federation of Canadian Municipalities for the year 2012-2013 in the amount of \$4,577.00 ."*

"Carried"

8. Correspondence dated July 27, 2011 from the B.C. Ferry Authority requesting nominations for appointment to the B.C. Ferry Authority Board of Directors. The Board of Directors requested that Chairperson Wong ask the Regional Districts Chairs group to submit one name for nomination for appointment to the B.C. Ferry Authority Board of Directors.

**COMMUNICATION/CORRESPONDENCE – FOR INFORMATION**

9. *Moved by P. Edwards, seconded by P. Cote, "That the following correspondence be received for information: BC Hydro, re: BC Government's Review of BC Hydro, Office of the Prime Minister, re: First Nations Treaty Process in BC, Vancouver Island Health Authority, re: News Release on New Mobile MRI Service to be Established on Vancouver Island, BC Hydro, re: Vancouver Island Community Relations 2011 Annual Report, Canada Environmental Assessment Agency and BC Environmental Assessment Office, re: Proposed Raven Underground Coal Mine Project, CUPE BC, re: Information on Bill 7, Local Government Elections Act, Municipal Finance Authority of BC, re: Fall Debenture Issue, BC Treaty Commission, re: Annual Report 2011, Kackaamin Family Development Centre, re: Grant-in-aid Thank you, Union of British Columbia Municipalities, re: UBCM Convention Thank you."*

"Carried"

## REPORTS

10. Director Cote provided an update on the Vancouver Island Regional Library Board. Director Cote advised that at the Vancouver Island Regional Library Board meeting she voted against a higher Vancouver Island Regional Library Board Budget.  
*Moved by P. Cote, seconded by C. Solda, "That the written and verbal report on the Vancouver Island Regional Library Board be received."*  
  
*"Carried"*
11. Director Bennett advised that the next meeting of the Central West Coast Forest Society will be held on Friday, October 28, 2011.
12. Director Cote reported on the Emergency Planning Committee. Director Cote participated in the Shake Out BC Drill on Thursday, October 20<sup>th</sup> at 10:20 am. Director Cote attended the Regional District and First Nations Community to Community Forum on Emergency Planning on October 13, 2011. This was a successful event.  
*Moved by P. Cote, seconded by P. Edwards, "That Minutes from the September 22, 2011 Emergency Planning Committee meeting and this verbal report be received."*  
  
*"Carried"*
13. Director Bennett advised that the next meeting of the Coastal Community Network meeting is scheduled for Thursday, November 3, 2011 in Nanaimo. Director Bennett will advise once the location is determined.
14. Director Ochman advised that he recently attended a visit of the APD and Somass Mills with the West Island Woodlands Advisory Group.  
*Moved by S. Ochman, seconded by M. Kokura, "That this verbal report be received."*  
  
*"Carried"*
15. Director Bennett advised that a tentative meeting of the West Coast Aquatic Board is scheduled for November 4, 2011.
16. Director Russcher reported on the Clayoquot Biosphere Trust. The fund now has \$12.9 Million up from the original \$12 Million. The Fund should have approximately \$15 Million but the downturn in the stock market has had a negative effect.

*Moved by E. Russcher, seconded by M. Kokura, "That this verbal report be received."*

*"Carried"*

### **OTHER REPORTS**

17. Director Cote advised that she attended the recent BC Transit Stakeholders meeting. Rural areas would like bus service. Director Cote also attended the recent BC Transit Open House where she discussed bus service in the rural areas. Director Cote advised that Province decides bus service on a point system. In order to receive points the Official Community Plans must specify residents are requesting bus service. Director Cote would like to invite BC Transit to make a presentation to the Regional District on bus service in rural areas.

*Moved by P. Cote, seconded by C. Solda, "That this verbal report be received and that BC Transit be invited to make a presentation regarding bus service in rural areas to the Alberni-Clayoquot Regional District Board of Directors."*

*"Carried"*

18. Director Cote reported on a recent tour with the Ministry of Transportation of the McCoy Lake Culvert. The Ministry is looking at replacing the culvert rather than the bridge. This would be one quarter of the cost. The tour also looked at the Lakeshore Bridge. This new bridge is extremely narrow with not enough access for vehicles in both directions and pedestrians. The Ministry will look into this.

*Moved by P. Cote, seconded by C. Solda, "That this verbal report be received."*

*"Carried"*

19. Director Cote reported that on Sunday, October 16, 2011 Sproat Lake residents conducted a 'Clean Water and Beaches Day'. The event took place between 10 am and 4 pm and volunteers worked and cleaned. The event was very successful. Many thanks to the Alberni-Clayoquot Regional District for waiving landfill fees for the day.

*Moved by P. Cote, seconded by C. Solda, "That this verbal report be received."*

*"Carried"*

### **STAFF REPORTS**

20. *Moved by M. Kokura, seconded by T. Bennett, "That the October 2011 CAO Report be received."*

*"Carried"*

21. *Moved by M. Kokura, seconded by T. Bennett, "That the Planning and Development Report dated October 19, 2011 be received."*

*"Carried"*

22. *Moved by M. Kokura, seconded by E. Russcher, "That the Building Report for September 2011 be received."*

*"Carried"*

23. *Moved by E. Russcher, seconded by M. Kokura, "That the Finance Department Report dated October 19, 2011 be received."*

*"Carried"*

24. *Moved by S. Ochman, seconded by P. Edwards, "That the Staff Action Items as of October 19, 2011 be received."*

*"Carried"*

#### **ADMINISTRATION**

25. Request for Decision regarding 2012 Long Beach Recreation Cooperative Tax Exemption.

*Moved by P. Cote, seconded by E. Russcher, "That this correspondence be received."*

*"Carried"*

26. *Moved by T. Bennett, seconded by E. Russcher, "That Bylaw F1098, 2012 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a first time."*

*"Carried"*

27. *Moved by E. Russcher, seconded by T. Bennett, "That Bylaw F1098, 2012 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a second time."*

*"Carried"*

28. *Moved by T. Bennett, seconded by J. Fraser, "That Bylaw F1098, 2012 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a third time."*

*"Carried"*

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29. *Moved by J. Fraser, seconded by E. Russcher, That Bylaw F1098, 2012 Long Beach Recreation Cooperative Tax Exemption Bylaw be adopted.*

*“Carried”*

30. Administrative Memo regarding Appointment of a Director for Electoral Area ‘A’ Bamfield.

*Moved by T. Bennett, seconded by M. Kokura, “That the Board of Directors of the Alberni-Clayoquot Regional District proceed with the appointment of a Director for Electoral Area ‘A’ pursuant to Section 78 LGA with nominations to be brought forward as detailed in the Chief Election Officers report of October 26, 2011.”*

*“Carried”*

31. Administrative Memo regarding 2011 Local Government Election.

*Moved by M. Kokura, seconded by T. Bennett, “That the Board of Directors receive the notice and declarations regarding the 2011 Local Government Election for the Alberni-Clayoquot Regional District and School District No. 70 (Alberni).*

*“Carried”*

32. Request for Decision regarding Selection Committee – Manager of Environmental Services.

*Moved by S. Ochman, seconded by P. Edwards, “That the Board of Directors appoint the following individuals to the Selection Committee for the Manager of Environmental Services position with the Alberni-Clayoquot Regional District:*

*Russell Dyson, Chief Administrative Officer*

*Wendy Thomson, Manager of Administrative Services*

*Glenn Wong, Chairperson*

*“Carried”*

33. Request for Decision regarding Bamfield Water System Leak Policy.

*Moved by S. Ochman, seconded by P. Edwards, “That the Board of Directors adopt the Bamfield Water System Leak Policy as recommended by the Bamfield Water Committee.”*

*“Carried”*

34. Request for Decision regarding Board Remuneration Review Committee.

*Moved by T. Bennett, seconded by C. Solda, “That the Board of Directors ask three former Board members to review Bylaw A1066, cited as ‘Board Remuneration, Expenses and Benefits Bylaw No. A1066, 2008’, and provide their advice on changes, if any, that should be made to the bylaw, and further*

*that the Chairperson select the three individuals to conduct this review and that an opportunity is provided for current Directors to speak to the Review Committee.”*

*“Carried”*

35. Request for Decision regarding Arvay Road Street Lighting Bylaw Amendment. *Moved by P. Edwards, seconded by P. Cote, “That this correspondence be received.”*

*“Carried”*

36. *Moved by P. Edwards, seconded by M. Kokura, “That Bylaw No. 766-1, Arvay Road Street Lighting Service Amendment be read a first time.”*

*“Carried”*

37. *Moved by P. Edwards, seconded by M. Kokura, “That Bylaw No. 766-1, Arvay Road Street Lighting Service Amendment be read a second time.”*

*“Carried”*

38. *Moved by P. Edwards, seconded by M. Kokura, “That Bylaw No. 766-1, Arvay Road Street Lighting Service Amendment be read a third time.”*

*“Carried”*

39. Request for Decision regarding Long Beach Airport Authority. *Moved by J. Fraser, seconded by T. Bennett, “That this correspondence be received.”*

*“Carried”*

40. *Moved by T. Bennett, seconded by J. Fraser, “That Bylaw No. A1071, Long Beach Airport Authority Bylaw 2011, be read a first time.”*

*“Carried”*

41. *Moved by T. Bennett, seconded by J. Fraser, “That Bylaw No. A1071, Long Beach Airport Authority Bylaw 2011, be read a second time.”*

*“Carried”*

42. *Moved by T. Bennett, seconded by J. Fraser, “That Bylaw No. A1071, Long Beach Airport Authority Bylaw 2011, be read a third time.”*

*“Carried”*

43. *Moved by T. Bennett, seconded by E. Russcher, “That Bylaw No. A1071, Long Beach Airport Authority Bylaw 2011, be adopted.”*

*“Carried”*

44. Administrative Memo regarding Water Service Agreement with Tseshah First Nations.

*Moved by P. Cote, seconded by M. Kokura, “That the Board of Directors of the Alberni-Clayoquot Regional District agree to the general terms of the water service agreement with Tseshah First Nations to provide a hydrant and water service connection for the Sproat Lake Volunteer Fire Department Hall #3 as outlined in the CAO report of October 26, 2011.*

*“Carried”*

45. Administrative Memo regarding Sproat Lake Fire Protection Service Area Amendment.

*Moved by P. Cote, seconded by E. Russcher, “That this correspondence be received.”*

*“Carried”*

46. *Moved by P. Cote, seconded by M. Kokura, “That Bylaw No. 856-7 Sproat Lake Fire Protection Service Area Amendment, 2011 be read a first time.”*

*“Carried”*

47. *Moved by P. Cote, seconded by M. Kokura, “That Bylaw No. 856-7 Sproat Lake Fire Protection Service Area Amendment, 2011 be read a second time.”*

*“Carried”*

48. *Moved by P. Cote, seconded by T. Bennett, “That Bylaw No. 856-7 Sproat Lake Fire Protection Service Area Amendment, 2011 be read a third time.”*

*“Carried”*

49. Request for Decision regarding Funding Opportunity – Community Recreation Program.

*Moved by T. Bennett, seconded by P. Cote, “That the Board of Directors submit an application to the Community Recreation Program for the construction of the China Creek Bridge.”*

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50. *Moved H. Chopra, seconded by P. Cote, "That the motion be amended to state that the 20% balance to be paid by applicant for the China Creek Bridge project come from the Alberni Valley budget."*

*The main motion, as amended, was*

*"Carried"*

51. *Moved by T. Bennett, seconded by P. Cote, "That the Board of Directors submit an application to the Community Recreation Program for the implementation of Log Train Trail Signage."*

*"Carried"*

52. *Moved by T. Bennett, seconded by P. Cote, "That the Board of Directors submit an application to the Community Recreation Program for the construction of the Faber Road Trail Continuation."*

*"Carried"*

### **FINANCES**

53. Administrative Memo regarding Alberni-Clayoquot Regional District Finance Warrant No. 509.

*Moved by M. Kokura, seconded by S. Ochman, "That the Board of Directors approves Finance Warrant Number 509 in the amount of \$1,232,159.40 dated September 30, 2011."*

*"Carried"*

54. *Moved by E. Russcher, seconded by T. Bennett, "That the Financial Statements dated January 1<sup>st</sup> to September 30, 2011 be received."*

*"Carried"*

### **PLANNING**

55. DVA11007, Development Variance Application, Boyes, Strata Lot 45, 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, Electoral Area "A" (Bamfield).

*Moved by S. Ochman, seconded by P. Edwards, "That the Regional District Board of Directors consider granting the request for a 10.9 foot variance of Section 200 – Schedule No. II – Bulk and Site Regulations to vary the required front yard setback on the conditions that:*

- 1) *All affected neighbours are consulted, and;*
- 2) *No work or alteration is permitted within the riparian zone (10 metres) of the creek without advice from a professional biologist, engineer or other qualified individual and permission from the Alberni-Clayoquot Regional District."*

*"Carried"*

56. RA11007, Rezoning, Jensen, Lot A, Section 19, Township 1, Barclay District, Plan 25010, 375 Cape Beale Trail, Electoral Area "A" (Bamfield).

*Moved by S. Ochman, seconded by P. Cote, "That the Alberni-Clayoquot Regional District Board of Directors:*

- 1) *Receive the staff report;*
- 2) *Proceed with first reading of Bylaw No. P1284 to rezone the property from Acreage Residential (RA2) to Acreage Residential (RA3) District, subject to the following:*
  - a. *The owner agreeing to a covenant to limit the number of lots created to two (2) and restrict further subdivision of the property;*
- 3) *And that the public hearing for Bylaw P1284 be delegated to the Director for Electoral Area "A" Bamfield, the alternate Director, or the Chairperson of the Regional Board."*

*"Carried"*

57. *Moved by S. Ochman, seconded by P. Edwards, "That Bylaw P1284, Official Zoning Atlas Amendment No. 654 be read a first time."*

*"Carried"*

58. SA11011, Subdivision Application, Cheeyah Island Property Owners, Lots 1-10, Clayoquot District, Plan VIP53507 – Cheeyah Island, Kildonan, Barclay Sound, Electoral Area "A" (Bamfield).

*Moved by S. Ochman, seconded by P. Cote, "That prior to making a decision whether to amend covenant R36083, which limits the number of dwellings within plan VIP53507, that the Regional District Board of Directors;*

- 1) *Instruct staff to arrange a public meeting, to be chaired by the Director for Electoral Area "A" (Bamfield), his alternate Director or the Chairperson of the Regional District to gather public input, and;*

- 2) *Refer the proposed covenant amendment to the Uchucklesaht First Nation, the Port Alberni Port Authority, and the Bamfield Advisory Planning Commission for input.*

*“Carried”*

59. DVC11008, Development Variance Application, McGregor, 1026 Sixth Avenue, Salmon Beach, Electoral Area “C” (Long Beach).  
*Moved by T. Bennett, seconded by M. Kokura, “That this correspondence be received.”*

*“Carried”*

60. *Moved by T. Bennett, seconded by M. Kokura, “That consideration of DVC11008 be tabled.”*

*“Carried”*

61. *Moved by T. Bennett, seconded by M. Kokura, “That consideration of DVC11008 be lifted from the table.”*

*“Carried”*

62. *Moved by M. Kokura, seconded by P. Edwards, “That Mrs. McGregor be invited to address the Alberni-Clayoquot Board of Directors.”*

*“Carried”*

63. Mrs. McGregor spoke briefly to the Board on the situation she and her husband find themselves in. Mr. Hans Heringa explained the circumstances of the construction on behalf Mrs. McGregor.

64. *Moved by M. Kokura, seconded by S. Ochman, “That the Regional District Board of Directors issue Development Variance Permit No. DVC11008.”*

*“Carried”*

65. LC11011, License of Occupation, BC Hydro, That part of DL 1509 & 1512, together with unsurveyed Crown Land, Clayoquot District, East of Ucluelet Inlet, Electoral Area “C” (Long Beach).  
*Moved by T. Bennett, seconded by M. Kokura, “That the Regional District Board of Directors notify the Ministry of Forests, Lands and Natural Resource Operations that the Alberni-Clayoquot Regional District interests are unaffected by this proposal, but ask that MoFLNR consider the noted South Long Beach Official Community Plan policies in this report.”*

*“Carried”*

66. PA11004, City of Port Alberni Proposed OCP and Zoning Bylaw Amendment Referral – Lot E, District Lot 48, Alberni District, Plan VIP68122, Burde Street/Redford Ponds.

*Moved by C. Solda, seconded by P. Cote, “That the Alberni-Clayoquot Regional District Board of Directors receive this correspondence and recommend approval of the proposed Bylaw.”*

*“Carried”*

67. Regional Growth Strategy Amendment – Regional District of Nanaimo.  
*Moved by H. Chopra, seconded by S. Ochman, “That the Alberni-Clayoquot Regional District Board of Directors accept the Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011.”*

*“Carried”*

#### **MEETING SCHEDULE**

68. *Moved by H. Chopra, seconded by C. Solda, “That the Alberni-Clayoquot Regional District meeting schedule for November 2011 be received.”*

*“Carried”*

#### **NEW BUSINESS**

69. *Moved by E. Russcher, seconded by C. Solda, “That the Board of Directors allow the following to be considered as a late item: allocation of funding for Beaver Creek Water System.”*

*“Carried”*

70. *Moved by P. Edwards, seconded by T. Bennett, “That in the event provision of water to Beaver Creek residents becomes a local service provided by the Alberni-Clayoquot Regional District, the Board of Directors approves the allocation of \$800,000 from the gas tax funds for upgrades to the Beaver Creek Water System.”*

*“Carried”*

71. *Moved by C. Solda, seconded by E. Russcher, “That Board of Directors allow the following to be considered as a late item: Resolutions at Association of Vancouver Island and Coastal Communities sent to the Union of British Columbia Municipalities Convention.”*

*“Carried”*

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72. C. Solda asked the Alberni-Clayoquot Regional District Board of Directors if they wished the Association of Vancouver Island and Coastal Communities to keep trying for transitional funding for Regional Districts with respect to First Nations joining. Directors requested AVICC's continued support.
73. *Moved by T. Bennett, seconded by E. Russcher, "That any Alberni-Clayoquot Regional District Board of Directors wishing to attend the Coastal Community Network meeting on November 3, 2011 be reimbursed for expenses."*

*"Carried"*

**RECESS TO IN-CAMERA**

74. *Moved by H. Chopra, seconded by E. Russcher, "That the meeting be closed to the public to discuss matters relating to information that is prohibited from disclosure under Section 21 of the 'Freedom of Information and Privacy Act,' and negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public."*

*"Carried"*

75. The meeting was closed to the public at 3:40 p.m.
76. The meeting was re-opened to the public at 4:10 p.m.
77. *Moved by S. Ochman, seconded by P. Cote, That this meeting now stand adjourned."*

*"Carried"*

78. The meeting adjourned at 4:10 p.m.

Certified Correct:

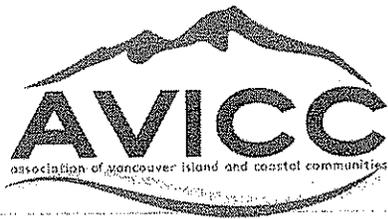
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Glenn Wong,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer





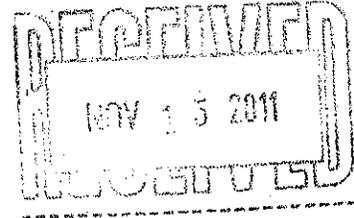
# MEMORANDUM

**TO:** Mayors, Chairs and Chief Administrative Officers

**FROM:** Iris Hesketh-Boles, AVICC Executive Coordinator

**DATE:** November 10, 2011

**RE:** **RESOLUTIONS NOTICE AND REQUEST FOR SUBMISSIONS  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE  
PROGRAM PRESENTATION PROPOSALS OR OTHER SUGGESTIONS**



It's time once again to begin preparing for the 2012 AVICC Annual General Meeting & Convention scheduled for **April 13-15, 2012** in **Ucluelet**. The local organizing committee, Executive and staff have already been working hard to plan a great experience for delegates and their partners.

### Resolutions Notice and Call for Nominations

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Friday, February 24, 2012**. Last year, there were quite a number of resolutions that were submitted after the deadline that did not meet the criteria to be considered by delegates during the Convention resulting in disappointment for those who submitted them. We hope that by sending this notice out extra early that this can be avoided.

### Request for Presentation Proposals and Program Suggestions

The AGM & Convention program provides a number of opportunities for shorter presentations and the Saturday afternoon allows for 1 - 1 ½ hour workshops. We would like to incorporate opportunities for members to share their best practices or unique experience for the benefit of their fellow members in building and fostering strong communities. If your local government is interested in submitting a proposal, please complete and forward the 2012 AVICC AGM & Convention Presentation Proposal Form available on the website or by contacting [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Friday, December 16**. If you have other program suggestions especially those related to resolutions you expect to submit, please forward via email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) ASAP. Program and registration information will be distributed shortly after the January 13, 2012 Executive Meeting.

### Accommodations

If accommodations have not yet been booked, an Accommodations List with Detailed Report is available online at [www.avicc.ca](http://www.avicc.ca).

The AVICC website is a great place to keep up to date on the program details as they become known. We look forward to another very successful AVICC AGM & Convention and hope to see you and your Board/Council members there!

525 Government St, Victoria, BC V8V 0A8  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca) • Tel: 250-356-5122 • Fax: 250-356-5119 • [www.avicc.ca](http://www.avicc.ca)

Representing Local Government on Vancouver Island, Sunshine Coast, Powell River and Central Coast





## 2012 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

#### DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 24, 2012**

#### SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

- One copy of the resolution by regular mail and one copy by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca);
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2012**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

**AVICC**  
525 Government Street  
Victoria, BC V8V 0A8  
Telephone: 250-356-5122 Fax: 250-356-5119  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

#### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the provincial response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

**WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS** \_\_\_\_\_  
\_\_\_\_\_

**THEREFORE BE IT RESOLVED that** \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

**AND BE IT FURTHER RESOLVED that** \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
525 Government Street  
Victoria, BC V8V 0A8  
Telephone: 250-356-5122 Fax: 250-356-5119  
Email: avicc@ubcm.ca

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**AVICC AGM & Convention – April 13-15, 2012 - Ucluelet**



## 2012 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca).

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at [www.avicc.ca](http://www.avicc.ca)).

The Chair of the 2012 Nominating Committee will be named at the January 13, 2012 regular meeting of Executive.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 24, 2012**

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AVICC AGM & Convention – April 13-15, 2012 – Ucluelet

**4. FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

**5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at [www.avicc.ca](http://www.avicc.ca).

All other inquiries should be directed to:

**Chair, 2012 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122  
Fax: (250) 356-5119  
Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2012-13 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

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

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **February 24, 2012**.

- 2"x3" Photo
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required.

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

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

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

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

AVICC AGM & Convention – April 13-15, 2012 – Ucluelet





Honourary Patron  
The Honourable  
STEVEN L. POINT, *osc*  
Lieutenant Governor of British Columbia

Chair of the Board  
DOUG CHRISTOPHER

Directors of The Nature Trust  
DR. PETER ARCESE  
GREG BAY  
ROSS BEATY  
DR. ROB BUTLER  
DR. SUSAN HANNON  
DR. HEATHER HOLDEN  
DR. JUDITH DONALDSON HUGHES  
STEWART MUIR  
DANIEL NOCENTE  
CARMEN PURDY  
ROD SILVER  
JIM WALKER  
JOHN WEST  
ROBIN WILSON

Advisory Board  
DR. DARYLL HEBERT  
DON KROGSETH  
GEORGE REIFEL  
DICK RICHARDS  
PETER SPEER  
KIP WOODWARD

Chief Executive Officer  
DOUG WALKER

Leadership Giving  
PATRICK OSWALD

Development & Communications  
DEBORAH KENNEDY

Finance Manager  
LAURIE DESROSIERS, CMA

Habitat Ecologist  
MARIAN ADAIR

Conservation Land Managers  
Vancouver Island  
THOMAS REID

South Okanagan  
CARL MACNAUGHTON

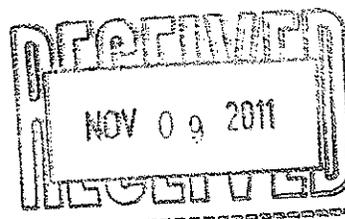
East Kootenay  
ROB NEIL

Crown Land Securement  
TIM CLERMONT

**The Nature Trust  
of British Columbia**  
#260 - 1000 Roosevelt Crescent  
North Vancouver, BC V7P 3R4  
Phone: 604-924-9771  
Fax: 604-924-9772  
Toll Free: 1-866-288-7878

Email: [info@naturetrust.bc.ca](mailto:info@naturetrust.bc.ca)  
Website: [www.naturetrust.bc.ca](http://www.naturetrust.bc.ca)

Conserving BC's Natural Beauty  
Charitable Organization Number  
10808 9863 RR0001



October 2011

Dear Alberni Clayquot Regional District,

As Chair of The Nature Trust of BC, I would like to thank you for your wonderful support and encouragement. Our 40<sup>th</sup> anniversary has been an exceptional year, so I hope that you enjoy reading your copy of *Natural Legacy*. Our Fall edition provides some exciting news about our initiatives in 2011 and an article called "Land Conservation Challenges Over the Next 40 Years". Please share it with your friends and family.

At this time of year, we must raise dollars for our operations. These funds are critical to sustaining The Nature Trust—an organization that we all care so much about. Many of you have generously supported our land acquisition projects during the past year: Twin Lakes in the Okanagan, Burgoyne Bay on Salt Spring Island and Moorecroft on Vancouver Island. As we create these legacies, so must we maintain them. I invite you to make a special donation to help us continue conserving land for plants, wildlife and people, too. Every dollar counts.

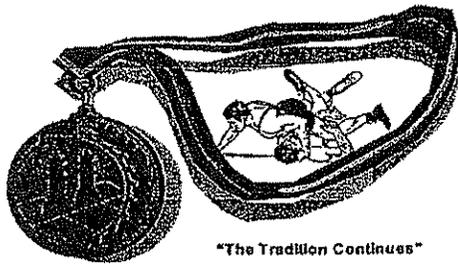
I feel very fortunate to live and work in this beautiful province. As someone who loves to fish and be outdoors, I have travelled extensively across British Columbia. I know firsthand how blessed we are with natural surroundings that are unmatched in the world. As I make my donation to The Nature Trust of BC for the annual campaign, I encourage you to join me. Together we can make a difference.

Sincerely,

Doug Christopher  
Chair of The Nature Trust of BC

*P.S. If you would like to learn more about how you can leave a lasting legacy to nature with a gift to The Nature Trust of BC in your will, please contact Patrick Oswald at cell 604-818-8542 or 604-924-9771 ext. 232.*





Port Alberni, BC

## Alberni Valley Wrestling

Tom McEvay, Director  
10288 Bishop Drive  
Port Alberni, BC V9Y 9A6  
Phone (250) 724-0577  
Fax (250) 724-0577  
E-mail: tmcevay@sd70.bc.ca

SD 70 (Alberni)  
202 - 4152 Redford Street  
Port Alberni, BC V9Y 3R5  
Phone (250) 723-3744  
Fax (250) 723-3711  
E-mail: tmcevay@sd70.b.ca.

Dear Regional District,

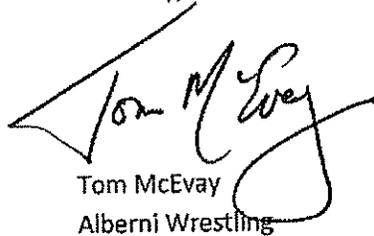
I am writing this letter on behalf of the Alberni Valley Wrestling Club in application for a Regional District Grant to assist us in the hosting of the 29<sup>th</sup> Annual Alberni Invitational Wrestling Tournament February 2-4, 2012. We were very pleased to receive a grant of \$1,000 last year and hope we can be considered for similar support this year.

The Alberni Invitational has become one of the top wrestling tournaments in Canada each year. It has also become the largest athletic event held in the Alberni Valley on an annual basis. Each year we welcome over 800 competitors from clubs and schools all over BC and the Pacific Northwest. In addition to these competitors we also attract dozens of coaches, parents and supporters. During these three days most hotels/motels in our community are full and restaurants and other businesses do well. We showcase our community to a wide spectrum of people while giving our local youth.

The costs of putting on this major event are significant and go far beyond the income we receive in entry fees. Our budget for the Invitational is now over \$20,000. These costs include the Multiplex facility, officials, awards, equipment, medical supplies, coaches and volunteer meals, officials rooms, security and much more. Without the support of the Regional District and the dozens of sponsors we have we could no longer host this event.

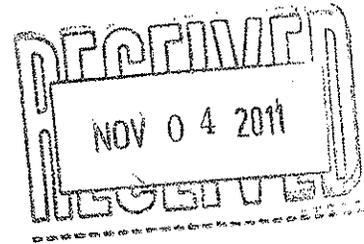
If you require further information please do not hesitate to ask. We hope you will consider us for support again this year.

Sincerely,



Tom McEvay  
Alberni Wrestling





File: 1412096

November 3, 2011

Russell Dyson, Chief Administrative Officer  
Alberni Clayoquot Regional District  
3008 - 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

Dear Russell Dyson:

**Re: Ahousaht First Nation cemetery, Block A, District Lot 1370 Clayoquot District, containing 2.00 hectares.**

In August I spoke with you about a procedural impasse in regard to the Ahousaht First Nation application over Crown land for a cemetery.

The application was approved in 2003 and a Licence of Occupation issued pending survey and offer of a Crown Grant. Survey was confirmed July 6, 2011.

Under current policy guidelines we are unable to complete the process to Crown Grant as a First Nation must be incorporated as a municipal government to hold title. Further, pursuant to the Cremation, Interment and Funeral Services Act land used for cemetery purposes must be registered in the Land Title Office.

It appears that the only option that is consistent with statute, policy and process is for a Sponsored Crown Grant for cemetery purposes to be provided to the local government Alberni Clayoquot Regional District (ACRD) which could then hold it on behalf of Ahousaht First Nation to manage as a First Nation cemetery.

It will be much appreciated if ACRD can give consideration to a possible resolution to this matter. Please contact me if you require further information or wish to discuss in more detail.

Yours truly,

Mark Harvey  
Land Officer

Enclosures: Survey Plan of Block A, District Lot 1370, Clayoquot District

Ministry of Forests, Lands and Natural Resource Operations West Coast Region

Location:  
142-2080 Labieux Road  
Nanaimo, BC  
V9T 6J9  
CANADA

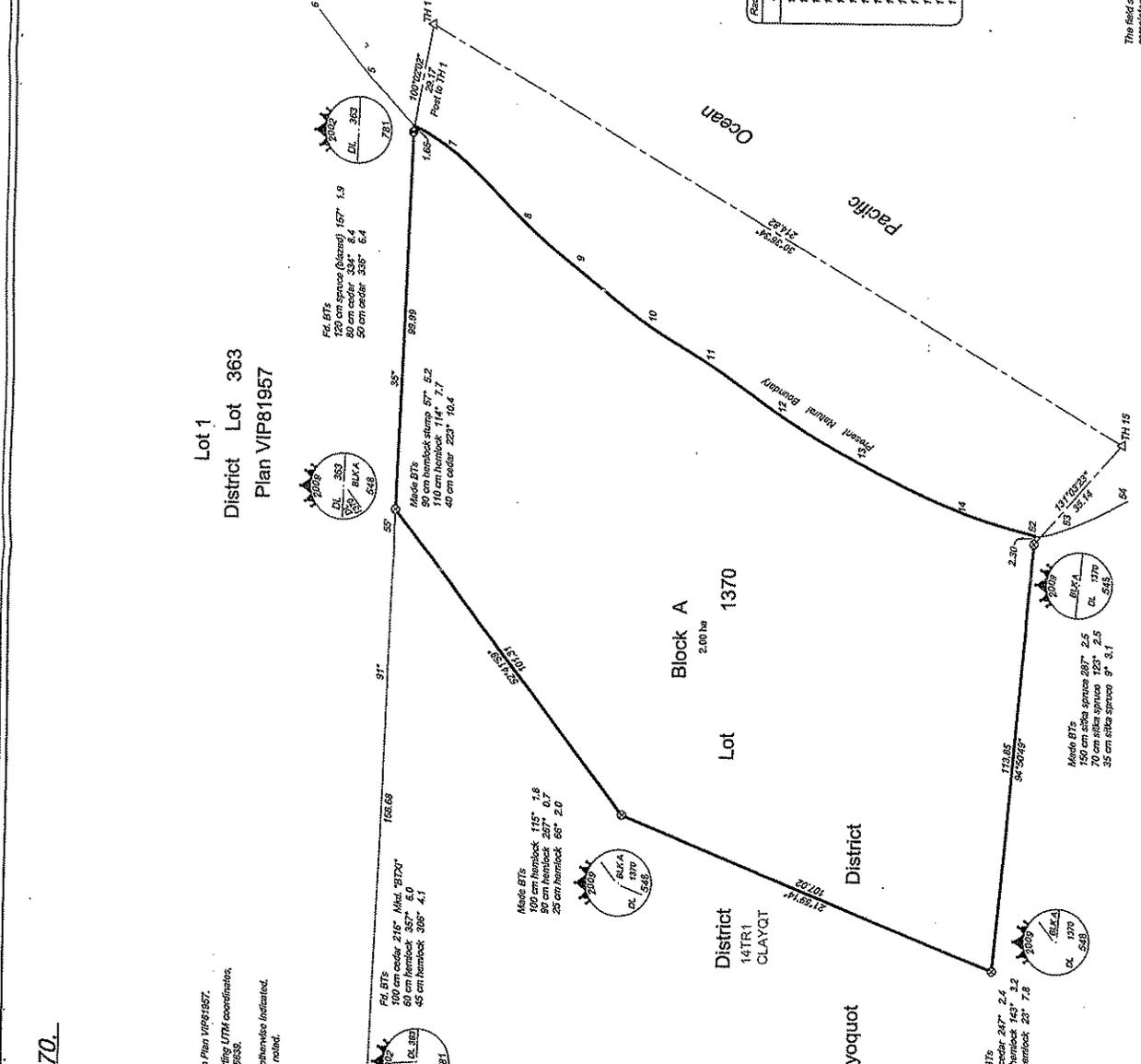
Mailing Address:  
142-2080 Labieux Road  
Nanaimo, BC V9T 6J9  
Tel: 250-751-7220  
Fax: 250-751-7224



**Survey Plan of  
Block A, District Lot 1370,  
Clayoquot District.**

BCGS 92E-030 File: 1412096  
Scale: 1:720  
10 5 0 10 20 30 metres

- Legend.**  
Bearings are NAD83 (CSRS) grid bearings, derived from Plan V1981957.  
This site shows original level elevations. Prior to computing UTM coordinates, multiply distances by a combined scale factor of 1.00016668.  
All distances are in metres and decimals, unless otherwise indicated.  
Bearings to bearing trees are magnetic unless otherwise noted.  
The intended plot size of this plan is 800 mm in width by 432 mm in height (C size) when plotted at a scale of 1:720.  
⊙ Denotes standard capped post found  
⊙ Denotes standard capped post set  
⊙ Denotes traverse hub



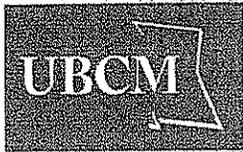
Station	Bearing	Distance
146.6	6° 22' 48"	30.7
146.5	319° 07' 35"	22.0
146.7	251° 01' 05"	33.7
146.8	244° 38' 10"	65.2
146.9	238° 37' 15"	73.5
146.10	233° 33' 10"	99.8
146.11	210° 20' 10"	112.0
1516.12	3° 55' 20"	50.5
1516.13	354° 47' 50"	69.0
1516.14	335° 34' 00"	45.3
1516.52	312° 09' 20"	32.9
1516.53	182° 02' 35"	25.5
1516.54	204° 02' 35"	74.8

**Michael Clawson  
Land Surveying Inc.**  
R.C. & Company Land Surveyors  
Unit 60A, 4223 Comoxes Circle  
Victoria, B.C. V8Z-6N6  
Phone: 250-479-2258 Fax: 250-479-3821  
Email: surveys@shaw.ca  
File: 183356 (Plan, Adj. Sept 17 2009), DWHS  
FR402

The field survey represented by this plan was completed by Michael E. Clavo on the 11th day of September, 2009  
ECP #123394

This plan file with the Abbots-Clayoquot Regional District.





## Legislative Updates

### PURPOSE

This communication is being forwarded to inform local governments about a number of provincial legislative changes that have been introduced that are of interest:

- Bill 8 – Community, Sport and Cultural Development Amendment Act
- Bill 13 – Metal Dealers and Recycling Act

### **BILL 8 - COMMUNITY, SPORT AND CULTURAL DEVELOPMENT AMENDMENT ACT**

The Act introduces amendments to the Assessment Act, Community Charter, Local Government Act, Vancouver Charter, School Act, Taxation (Rural Area) Act and the Municipal Finance Authority Act.

The Act implements a number of the recommendations outlined in the 2009 report of the Farm Assessment Review Panel (FARP). The legislation introduces the following measures:

- changes the Assessment Act so that a retired farmer and his or her spouse can retain farm status on the farm residence, where the land continues to be in active operation.
- increases the limit on the assessed value of farm improvements that is exempt from taxation – increases the exemption to the greater of 87.5 percent of assessed value or \$50,000 (Community Charter: Section 220; School Act: Section 131);
- exempts from taxation under the Act an owner's dwelling on land that is classified as a farm (Taxation (Rural Area) Act: Section 15);
- amends the Vancouver Charter (section 373) to provide a limited exemption from taxation for specified types of farm improvements and specified types of things located on farm land.

The Act also attempts to clarify regional district service review and withdrawal provisions to ensure timely and cost-effective reviews:

- authorizes the minister to specify a time period within which the parties must conclude the service review;
- authorizes the minister to provide direction on the services to be considered under the service review;
- adds to the list of possible actions that a minister must take after receiving notice of service withdrawal, such as direct the parties to engage in further negotiation respecting continued participation in the service and/or the terms and conditions for withdrawal from the service;
- authorizes the minister to tailor the withdrawal process to meet local circumstances – regulations may be

different for different regional districts and different circumstances (e.g. enable a service participant to withdraw from only part of a service).

In addition, the legislation:

- clarifies provincial regulatory authority under the Local Government Act and Community Charter;
- amends the Local Government Act to ensure Regional Districts have the same authority as municipalities to transfer money from one reserve fund for use in another such fund;
- amends the Municipal Finance Authority Act to allow the Municipal Finance Authority to locate its head office anywhere within the Capital Regional District. Currently the Act requires that the MFA head office be in the City of Victoria.

### **BILL 13 – METAL DEALERS AND RECYCLING ACT**

The new law is designed to help to deter and prosecute metal thieves, minimize regulatory costs for the recycling industry and protect the personal information of those who sell metal to scrap dealers. Under it:

- Those who deal in high-value metals like copper, which are targets for metal thieves, will be required to record details including the weight and type of metal purchased, any distinguishing marks on it, and where the seller says he or she got it.

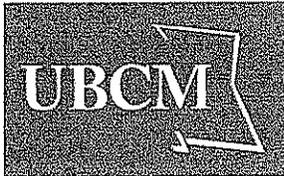
- Dealers will share these details with local police on a daily basis and must keep their records for a minimum of one year.
- Dealers will also record each seller's personal information, including their full name, current address, telephone number and date of birth, as well as vehicle or pick-up address details.
- To protect sellers' privacy, dealers will assign a unique code to each customer from whom they buy metal. This code will accompany purchase information supplied to the police. Dealers will only release a seller's personal information to police who present a court order for that information.
- The law will prohibit dealers from buying regulated scrap metal from any seller unable or unwilling to provide required information.

The proposed legislation avoids the financial and administrative burden of licensing, but will create a dealer registry and a system of compliance and enforcement by appointed inspectors. More specific details - including the types of metal to be regulated, and the penalties for failing to comply with the law - will follow when the Province develops complementary regulations.

### **UBCM CONTACT**

If your local government has any questions regarding this communication, please contact:

Ken Vance, Senior Policy Advisor  
 Email: [kvance@ubcm.ca](mailto:kvance@ubcm.ca);  
 Tel: 604-270-8226 ext. 114.



## MEMBER RELEASE

November 14, 2011

**TO:** Mayor and Council; Chair and Board; Senior Staff  
**FROM:** President Heath Slee  
**RE:** **CFIB's Fourth Municipal Spending Report**

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The Canadian Federation of Independent Business (CFIB) released its fourth *BC Municipal Spending Watch* earlier today ([www.cfib-fcei.ca](http://www.cfib-fcei.ca)). The report compares municipal operational spending increases during the period of 2000 – 2009 relative to the growth in population for the same period. The report also includes spending data for 153 BC municipalities.

Local governments in BC are familiar with the limitations of the analysis provided in the CFIB's Spending Watch reports. Municipal spending, to be properly understood, needs to be considered relative to several factors:

- Population growth;
- Rate of inflation;
- Increasing regulatory standards;
- Changes in local demand for services; and
- Downloading of costs from other levels of government.

By measuring spending against changes in population and inflation growth alone, the CFIB's reports generate data that are detached from actual circumstances of communities and the services provided by local government.

UBCM's report *Comment on Fiscal Management in British Columbia's Municipalities* (May 2011) showed that the overall change in municipal spending over the past twenty years were driven by increases in two areas: protective services (primarily fire suppression and policing) and parks, recreation and culture (including libraries and the performing arts). Increased spending in these areas largely reflects the demand of citizens for these services.

Local governments are also aware of the general impact of downloading and increasing regulatory standards. As the impacts of these factors vary considerably by community, these are best demonstrated through specific local examples, and are valuable to reference in your communications with residents or media.

The CFIB report concludes with the recommendation that municipalities limit spending increases to the rate of population and inflation growth without any consideration of how the implementation of this policy would impact the delivery of services.

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





Ref. 28708

NOV 03 2011

Glenn Wong  
Chairperson  
Alberni-Clayoquot Regional District  
6152 Cottam Road  
Port Alberni BC V9Y 8R9

Dear Glenn Wong:

It was a pleasure to meet with you, your District colleagues and staff at the Union of British Columbia Municipalities annual convention in Vancouver on September 27, 2011.

Although our meeting was brief, our discussion addressed a number of issues. You raised the need for clarity on issues such as regional health levies, the process around additions to treaty settlement lands as well as concerns related to land use and float homes on Great Central Lake.

You expressed that the District considers itself a model for treaty implementation. I share the view that treaty implementation is critical—it is how the treaty lives on the ground. I also commend you for the continued support that you have demonstrated for the Maa-nulth Treaty and the treaty process.

I note your proposal regarding a one-year First Nations liaison contract position. While there is no funding available for such an endeavour from the Ministry of Aboriginal Relations and Reconciliation (MARR) at this time, I support your efforts to enhance your relationships with local First Nations.

With respect to the Ucluelet First Nation's request to add the junction property to treaty lands, I want to assure you that a decision has not yet been made. Once information about the First Nation's intention for the property is clear, MARR staff will meet with you to further discuss the First Nation request.

.../2

As you identified, with two First Nations of the Maa-nulth Treaty immediately exercising their option of membership in the Alberni-Clayoquot Regional District, this is an important time for us all to work together. Capacity building related to implementation is also important in the context of the BC Jobs Plan as we promote job creation and open new markets across the province. MARR and Ministry of Community, Sport and Cultural Development staff will continue to work with the Regional District Board and staff on the process under which the Maa-nulth First Nations will join the Regional District.

I assure you that the Province will continue efforts to engage with you and your colleagues and provide assistance as your region's local government structure changes as a result of treaty.

Sincerely,

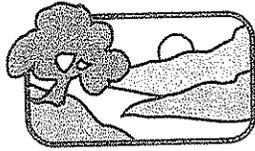


Mary Polak  
Minister

pc: Mark Lofthouse  
Chief Negotiator  
Ministry of Aboriginal Relations and Reconciliation

Lloyd Roberts  
Executive Director  
Ministry of Aboriginal Relations and Reconciliation

Grace Van den Brink  
Senior Program Analyst  
Ministry of Community, Sport and Cultural Development

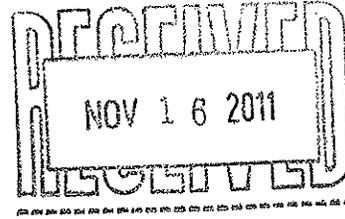


## Islands Trust

200-1627 Fort Street Victoria BC V8R 1H8  
Telephone **250.405.5151** Fax 250.405.5155  
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**  
Email [information@islandstrust.bc.ca](mailto:information@islandstrust.bc.ca)  
Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

November 10, 2011.

Mayor and Council  
Alberni-Clayoquot RD  
3008 - 5th Avenue  
Port Alberni BC V9Y 2E3



Dear Mayor and Council:

Please find enclosed copies of recent Islands Trust correspondence related to Salish Sea shipping and oil spill concerns. On behalf of the Islands Trust Executive Committee, I am sharing this correspondence with AVICC members and other coastal governments in order to encourage you to express your concerns about oil spill prevention and response issues.

The following letters are enclosed:

1. November 9, 2011, letter to the Port Metro Vancouver to request that studies into the Deltaport Terminal, Road and Rail Improvement Project address the potential impacts of increased container vessel traffic on the waterways and communities of the Salish Sea.
2. November 2, 2011, letter to the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities requesting information about the current state of oil spill response preparedness for unconventional oils in the Salish Sea.
3. June 30, 2011, letter to the Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities requesting geographic response plans for oil spills in the Islands Trust Area.
4. June 16, 2011, submission to the National Energy Board (NEB) regarding Trans Mountain Pipeline's Firm Service Application (RH-2-2011) expressing concern that NEB approval of more committed capacity to Westridge marine terminal will lay the foundation for increasing tanker traffic and about the lack of consultation with coastal communities.

If you are interested in reading responses we've received to these letters please visit <http://www.islandstrust.bc.ca/news/chaircorrespondence11.cfm>.

I hope you will consider writing letters of concern to articulate the need to prevent oil spills near your communities.

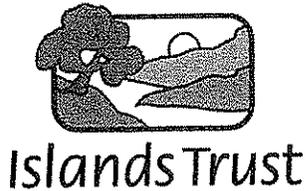
Sincerely,

Sheila Malcolmson  
Chair, Islands Trust Council

*Preserving island communities, culture and environment*

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis





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November 9, 2011

Via e-mail: [container.improvement@portmetrovancover.com](mailto:container.improvement@portmetrovancover.com)

Darrell Desjardin, Director, Sustainable Development  
Port Metro Vancouver  
100 The Point  
999 Canada Place  
Vancouver BC V6C 3T4

Dear Darrell Desjardin:

**Re: Comment on the Project Description for the Deltaport Terminal, Road and Rail Improvement Project, part of the Port of Metro Vancouver's Container Capacity Improvement Program**

I understand that the public and stakeholders have been invited to review and provide comment on the Port of Metro Vancouver's Project Description for the Deltaport Terminal, Road and Rail Improvement project. Islands Trust Council requests that the Project Description, which will inform the environmental assessment of this project under the *Canadian Environmental Assessment Act*, address the project's potential impacts on the Salish Sea.

As this project will create capacity for additional shipping traffic in the waterways of the Salish Sea, we are requesting that the scope of suggested environmental and socio-economic studies be broadened. The studies should consider the potential impacts of increased container vessel traffic on the waterways and communities of the Salish Sea and possible strategies to mitigate these impacts. These issues may not fall squarely within the Port of Metro Vancouver's jurisdiction but are responsibilities of the federal government that should be considered in environmental assessments of all Gateway Infrastructure projects that lead to increased shipping traffic. We are not experts in this field but suggest that the studies incorporate topics such as the following:

- Salish Sea vessel traffic risk assessment.
- Risk mitigation options such as a standby rescue tugboat.
- Noise and light impacts of increased use of Gulf Island anchorages.
- Socio-economic impacts of an oil spill resulting from increased container vessel traffic.

#### Overview of Islands Trust

The Islands Trust is a federation of independent local governments that represents 25,000 people living within the Islands Trust Area. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5,200 square kilometres. The Islands Trust has legislated responsibility, through the *Islands Trust Act*, to cooperate with others to preserve and protect the unique environment and amenities of the Islands Trust Area, for the benefit of all British Columbians.

.../2

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Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

Policy 3.1.9 of the Islands Trust Policy Statement, approved by the British Columbia Minister of Municipal Affairs in 1994, states:

*Trust Council encourages actions and programs of other government agencies which:*

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*
- *protect the diversity of native species and habitats in the Trust Area, and*
- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

Under our legislated mandate, the Islands Trust Council has had an interest in marine health and oil spill issues since 1979. The Islands Trust's concerns about marine protection naturally extend to oil spill prevention and preparedness.

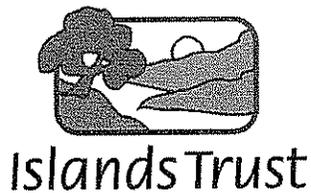
Thank you for your attention to this request. We look forward to your response.

Sincerely,



Sheila Malcolmson  
Chair, Islands Trust Council

cc: Islands Trust Council  
Islands Trust Area First Nations  
Local governments around the Salish Sea including San Juan County  
Islands Trust website



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Web [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca)

November 2, 2011

File No.: FG/04

Via email: [mintc@tc.gc.ca](mailto:mintc@tc.gc.ca)

The Honourable Denis Lebel  
Minister of Transport, Infrastructure and Communities  
Tower C - 330 Sparks St.  
Ottawa, Ontario, Canada K1A 0N5

Dear Minister Lebel:

**Re: Request for information about current state of oil spill response preparedness for unconventional oils in the Salish Sea**

On June 30, 2011, I wrote to you to express support for the establishment of a pilot project to undertake geographic response plans for oil spills for the Islands Trust Area on British Columbia's West Coast. Thank you for your August 31, 2011 response. We were pleased to learn that your department sees merit in the proposal. We continue to hope that a pilot project for the West Coast assigns priority to the Salish Sea, especially given your colleague Environment Minister Peter Kent's recent acknowledgement of the nationally important environmental values of this region.

Today, I am writing to you on behalf of Islands Trust Council to request information about the current state of oil spill response preparedness for the heavy unconventional oils (diluted bitumen and syncrude) currently being shipped in tankers from Westridge Marine Terminal in Burnaby, British Columbia.

We understand that unconventional oil products, if spilled, may pose extreme challenges for effective clean-up as they are much heavier and stickier than conventional types of oil from drilled wells. We understand that very little is known about how these products will behave in the marine environment.

Some questions our staff has suggested are important:

1. Is there enough known about the fate and effects of unconventional oil in estuarine (brackish and/or sediment-laden waters) and ocean saline waters to predict how diluted bitumen or unconventional oils will behave in the Salish Sea?
  - a. If so, is there a technical ability to track unconventional oil as it moves in the estuarine and ocean saline waters of the Salish Sea? How might this change given anticipated climate change impacts including increased storms?
  - b. Will the products stay near the surface, suspend in the water column, or sink to the seabed?
2. In the event that spilled unconventional oil sinks, what plans exist to find and remove it from the vibrant habitat on the seabed of the Salish Sea?

.../2

- a. If submerged oil cannot be removed from the seabed, what are the expected effects of the submerged oil on the health of marine wildlife and the people who depend on them and how long are these effects expected to last?
3. What will be the impacts of the condensate component of diluted bitumen?
    - a. What are the inhalation risks from the fumes of evaporating condensate to first responders, the public and wildlife?
    - b. Will the rapid evaporation of the condensate component of diluted bitumen delay on-water response for responder safety reasons (e.g. fire, explosion, inhalation risks)?
    - c. Will the condensate component of diluted bitumen promote penetration of the product into coarse shore sediments and, once evaporated, leave behind the difficult-to-remove bitumen?
  4. Will existing spill response technology be effective at booming, skimming, and recovering unconventional oil from the water and from shore sediments of the Salish Sea?
    - a. What research and development has been done to assess the usefulness of current response equipment to a spill of unconventional oil?
    - b. Has a spill response gap analysis been completed to show when and where existing spill response technologies will not be effective in containing unconventional oil products? If so, does this analysis include increased storm surge scenarios?
    - c. If effective technology exists, have response organizations invested in sufficient booms, skimmers, pumps, and beach flushing/deluge systems and waste storage suitable for handling a large spill of unconventional oil in the Salish Sea?
    - d. Has there been an assessment of how much beach cleaning chemical application would be required along shorelines to make the weathered unconventional oil less sticky and more recoverable? What effects could use of these chemicals have on ecosystems and human health?
  5. Are special protocols and practices in place to ensure effective treatment of wildlife oiled by unconventional oil?

Please provide us with information about Transport Canada's plans for assessing unconventional oil spill preparedness, and its plans to develop appropriate responses in collaboration with other federal departments, spill response organizations, the Canadian Coast Guard and industry.

### **Overview of Islands Trust**

The Islands Trust is a federation of independent local governments that represents 25,000 people living within the Islands Trust Area. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5,200 square kilometres. The Islands Trust has a legislated responsibility, through the *Islands Trust Act*, to cooperate with others to preserve and protect the unique environment and amenities of the Islands Trust Area, for the benefit of all British Columbians.

Policy 3.1.9 of the Islands Trust Policy Statement, approved by the British Columbia Minister of Municipal Affairs in 1994, states:

*Trust Council encourages actions and programs of other government agencies which:*

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*
- *protect the diversity of native species and habitats in the Trust Area, and*
- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

The Honourable Denis Lebel  
November 2, 2011  
Page 3

Under our legislated mandate, the Islands Trust Council has had an interest in marine health and oil spill issues since 1979. The Islands Trust's concerns about marine protection naturally extend to oil spill prevention and preparedness.

Thank you for your attention to this request. We look forward to your response.

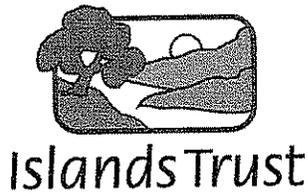
Sincerely,



Sheila Malcolmson  
Chair, Islands Trust Council

cc: Islands Trust Council  
The Honourable Peter Kent, Minister of the Environment  
The Honourable Keith Ashfield, Minister of Fisheries and Oceans  
The Honourable Terry Lake, BC Minister of the Environment  
Islands Trust Area MPs  
Islands Trust Area MLAs  
Islands Trust Area First Nations  
Local governments around the Salish Sea including San Juan County  
Marc Grégoire, Commissioner of the Canadian Coast Guard  
Kevin Gardner, President, Western Canada Marine Response Corporation  
Ian Anderson, President, Kinder Morgan  
Stephen Brown, President, Chamber of Shipping of British Columbia  
John Lewis, President, Regional Advisory Council on Oil Spill Response, Pacific Region  
Islands Trust website





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June 30, 2011

File No.: FG/04

Via Email: [mintc@tc.gc.ca](mailto:mintc@tc.gc.ca)

The Honourable Denis Lebel  
Minister of Transport, Infrastructure and Communities  
Tower C - 330 Sparks St.  
Ottawa Ontario K1A 0N5

Dear Minister Lebel:

**Re: Developing Geographic Response Plans for Oil Spills in the Islands Trust Area of the British Columbia Coast**

I am writing to you on behalf of the Islands Trust Executive Committee regarding the need to prepare geographic response plans for the Pacific West Coast of British Columbia and to make you aware of the oil spill risks facing the unique and sensitive environment of the Islands Trust Area.

In March 2011 the Regional Advisory Council (RAC) on Oil Spills for the Pacific Region recommended to the Honourable Chuck Strahl, former Minister of Transport, Infrastructure and Communities that Transport Canada establish a pilot project to determine a geographic response plan for oil spills, including management, content, structure and dissemination.

We fully support the Pacific Regional Advisory Council's recommendation and further suggest that the Islands Trust Area is an excellent candidate for such a pilot project. This remarkable area is home to an exceptional variety of species of birds, fish, intertidal life, wildlife and plants. There is public concern that an oil spill in this area could cause significant environmental, economic and social harm.

#### Overview of Islands Trust

The Islands Trust is a federation of independent local governments that represents 25,000 people living within the Islands Trust Area. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5,200 square kilometres. The Islands Trust has legislated responsibility, through the *Islands Trust Act*, for preserving and protecting the unique environment of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. BC's *Islands Trust Act* gives Trust Council a clear mandate to preserve and protect diverse island communities, for the benefit of all British Columbians. But we cannot achieve that provincial mandate alone.

The Islands Trust Policy Statement, approved by the Minister of Municipal Affairs in 1994, was developed in response to the need for preservation and protection of the Trust Area, the need for leadership in achieving this objective, and to meet the Islands Trust's legislated requirements under BC's *Islands Trust Act*. Policy 3.1.9 of the Policy Statement states:

*Trust Council encourages actions and programs of other government agencies which:*

- *place priority on the side of protection for Trust Area ecosystems when judgment must be exercised,*

.../2

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Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

- *protect the diversity of native species and habitats in the Trust Area, and*
- *prevent pollution of the air, land and fresh and marine waters of the Trust Area.*

Under our legislated mandate, the Islands Trust Council has had an interest in marine health and oil spill issues since 1979. The Islands Trust's concerns about marine protection naturally extend to oil spill prevention and preparedness. We are acutely aware that Canadian agencies and private-sector response organizations do not have the required resources to respond to a spill in the Islands Trust Area. Although Washington State has 19 geographic response plans for its coastal and inland waters, in contrast, I am told British Columbia has no geographic response plans.

#### Request

We are requesting that the Islands Trust Area be considered a priority for a pilot project to prepare geographic response plans for the following reasons:

- Petroleum products spilled in the Salish Sea will not readily flush out to sea and disperse. Instead, the circular tides and currents will result in the oil spill repeatedly washing up on local shorelines and needing repeated cleanup.
- The route travelled by tankers and oil barges in this area is close to shore, making it essential to have a rapid, effective on-water and near-shore response.
- At a marine shipping safety session hosted by the Islands Trust Council in June 2010, our elected officials heard that an oil spill response cleanup operation is considered successful with the recovery of just 10%-15% of the spilled oil. This low recovery rate, which may be even less given the weather conditions and geography of the Salish Sea, makes spill prevention paramount.

Please start by involving all coastal communities and first nations in oil spill preparedness planning. We require some certainty that you are safeguarding our communities and the coast we depend on.

We hope you share our goal to improve oil spill prevention and preparedness in the Salish Sea and we look forward to your response.

Sincerely,



Sheila Malcolmson  
Chair, Islands Trust Council

cc: Islands Trust Executive Committee  
Minister of the Environment (BC & Canada)  
Minister of Fisheries and Oceans  
Trust Area MPs  
Regional Advisory Council for the Pacific Region  
AVICC members  
Islands Trust website



Islands Trust

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June 16, 2011

National Energy Board  
444 Seventh Ave SW  
Calgary AB T2P 0X8

**Attention: Anne-Marie Erickson**

Dear Ms. Erickson:

**Re: Trans Mountain Pipeline ULC Firm Service Application (RH-2-2011)**

I am writing on behalf of the Islands Trust Council's Executive Committee to express two significant public interest concerns to the National Energy Board (NEB or Board) about the Trans Mountain Pipeline ULC Firm Service application.

As explained below, we are concerned that NEB approval of more committed capacity to Westridge marine terminal will lay the foundation for increasing tanker traffic. This concern is compounded by the fact that approval of long-term firm service contracts could significantly constrain the ability of other government regulators to achieve optimal and acceptable levels of social and environmental risk associated with future oil tanker traffic frequencies and product volumes within the southern Salish Sea.<sup>1</sup>

We are also concerned about the lack of consultation with coastal communities about this application and about the dramatic recent increases in tanker and oil barge traffic from Westridge marine terminal in Burnaby through the southern Salish Sea.

Overview of Islands Trust

The Islands Trust is a federation of independent local governments that represents 25,000 people living within the Islands Trust Area. The Islands Trust Area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands and covers 5200 square kilometres. The Islands Trust has a legislated mandate to preserve and protect the trust area and its unique amenities and environment for the benefit of the residents of the trust area and of the province generally, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations and the Government of British Columbia.

The *Islands Trust Policy Statement*, approved by the BC Minister of Municipal Affairs in 1994, was developed in response to the need for preservation and protection of the Trust Area, the need for leadership in achieving this objective, and to meet the Islands Trust's legislated requirements

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<sup>1</sup> The Salish Sea encompasses inland waterways stretching from the south end of Puget Sound in Washington State to Desolation Sound at the northern end of the Strait of Georgia in B.C., including the Juan de Fuca Strait. The Salish Sea was named in 2010 by the Province of British Columbia, Canada and Washington State. Similar to the Great Lakes, the Salish Sea umbrella-name for the larger body of water does not change names already in place.

*Preserving island communities, culture and environment*

Bowen Denman Hornby Gabriola Galiano Gambier Lasqueti Mayne North Pender Salt Spring Saturna South Pender Thetis

under BC's *Islands Trust Act*.<sup>2</sup> In the Roles and Responsibilities section the Policy Statement states:

"The Islands Trust Council cannot effectively implement the Policy Statement without the support of all stakeholders. Assistance, cooperation and collaboration are required from local trust committees, island municipalities, the Trust Fund Board, the Provincial Government, other government agencies, non-government organizations, communities, First Nations, property owners, residents and visitors."

Under our legislated mandate, the Islands Trust Council has had an ongoing interest in marine health and oil spill issues since 1979.

#### Our Concerns:

Through this application, Trans Mountain Pipeline is seeking to amend its Petroleum Tariff Rules and Regulations. The NEB website explains that a pipeline company's tariff contains the conditions under which transportation service is provided. The tariff includes conditions on accepting new shippers, on allocating capacity to shippers and on determining which position a prospective shipper will occupy on the waiting list for service.<sup>3</sup>

When this application came to our attention, we were surprised to learn that it appears there are currently no regulatory limits on how much petroleum Trans Mountain Pipeline can deliver to the Westridge marine terminal, and that the only limits on tanker or oil barge traffic are the pipeline's 300,000 barrel per day (bpd) capacity and the Port Metro Vancouver's operating limitations for Second Narrows. In 2010 Trans Mountain was already shipping an approximate average of 80,000 bpd to Westridge marine terminal, with shipments on some occasions increasing to an approximate average of 143,000 bpd day.<sup>4</sup>

Trans Mountain Pipeline is applying to reallocate 27,000 bpd of land capacity (currently allocated to refinery and terminal locations in BC and Washington State) to the Westridge marine terminal. As a result the amount of pipeline capacity formally allocated to Westridge marine terminal will rise from 52,000 bpd to 79,000 bpd. This Trans Mountain Pipeline request to change the allocation of pipeline capacity worries us as it will formalize the recent growth in oil exports from Westridge marine terminal and facilitate increases in tanker traffic.

By permitting Trans Mountain Pipeline to allocate more capacity to Westridge marine terminal, the National Energy Board would make it easier for companies wanting to move petroleum products by tanker or oil barge to get space on the pipeline. It seems likely to us that this change would soon lead to exported amounts well beyond the 79,000 bpd average, as we understand Trans Mountain Pipeline would also be able to continue to reallocate land capacity to Westridge marine terminal as needed.

We are also concerned that the contractual certainty the requested Firm Service transportation service agreements would offer to Canadian producers and their potential off-shore buyers, when combined with this reallocation of capacity, will also lead to a long-term increase in tanker traffic. The increased certainty offered by the Firm Service contracts seems likely to lead to higher prices for the sold oil, leading to more investment in seeking offshore markets and thus to more tankers through the Salish Sea.

Additionally, we are very concerned that approval of Firm Service contracts for oil shipments to Westridge marine terminal would result in Trans Mountain Pipeline being bound by contracts to ship minimum volumes of oil to the terminal. These contracts, once approved by the NEB, may well remove the ability of regulatory agencies to reduce the numbers of tankers or oil barges, or the amount or type of oil shipped in the vessels. This flexibility is needed for regulators to be able to respond to marine traffic risk assessments or oil spill response deficiencies or limitations.

<sup>2</sup> [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96239\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96239_01)

<sup>3</sup> <http://www.neb-one.gc.ca/cf-nsi/rthnb/whwrndrgvrnnc/rspnsb1t-eng.html>

<sup>4</sup> [http://www.kindermorgan.com/investor/presentations/2011\\_Analysts\\_Conf\\_05\\_KM\\_Canada.pdf](http://www.kindermorgan.com/investor/presentations/2011_Analysts_Conf_05_KM_Canada.pdf), slide 8 of 12.

We believe that regulating tanker and oil barge levels should remain flexible for the following three reasons:

1. The risks associated with increased shipping traffic in the already busy shipping lanes of the Salish Sea need to be assessed.
2. The Salish Sea's geography makes oil spill recovery difficult.
3. The environmental impacts of spilled unconventional oil products may pose extra challenges for spill response.

The rationale for these reasons is as follows:

- 1) The risks associated with increased shipping traffic in the already busy shipping lanes of the Salish Sea need to be assessed.

Increasing tanker and oil barge traffic in this remarkably special area heightens the risk of an oil spill that could cause significant environmental, economic and social harm. A full description of the human and marine environments of the southern Salish Sea is attached<sup>5</sup>.

We are concerned about the predicted increase in traffic as there have not been, to our knowledge, recent assessments by federal regulators on the oil spill and other environmental risks associated with current or projected marine traffic in the Salish Sea. Container traffic through B.C.'s West Coast is expected to double over the next 10 to 15 years, and nearly triple by 2030.<sup>6</sup> This is in addition to predicted increases in other vessel traffic.

A recent assessment of oil spill response preparedness by the Office of the Auditor General of Canada is documented in the *Report of the Commissioner of the Environment and Sustainable Development to the House of Commons, Chapter 1, Oil Spills from Ships*, released in Fall 2010.<sup>7</sup> The report identifies numerous deficiencies with regard to:

- Transport Canada's and the Canadian Coast Guard's risk assessments related to oil spills from ships;
- the process to provide assurances that the Canadian Coast Guard's oil spill response system is ready to respond effectively; and
- the Canadian Coast Guard's ability to determine how much oil spill response equipment it should have and whether it has appropriate capacity to address the risks.

The report recommends: "Building on the risk assessments conducted to date, Transport Canada and the Canadian Coast Guard should conduct a risk assessment related to ship-source oil spills covering Canada's three coasts."

Transport Canada, Environment Canada and the Canadian Coast Guard agreed with the above recommendation. In response to the recommendation, Transport Canada stated in the report: "Transport Canada has undertaken talks with the Canadian Coast Guard and Environment Canada with a view to reviewing Canada's national oil spill response regime. We will build on risk assessments of ship-source oil spill preparedness and response regimes of all Canadian waters, including the three coasts. Scoping of this risk assessment will commence this year and be completed by the end of 2011–12."<sup>8</sup>

In addition to risk assessments being planned by Canadian agencies regarding marine traffic and oil spill preparedness in the Salish Sea, the United States Army Corps of Engineers is planning to

<sup>5</sup> Appendix IV: Descriptions of the CANUSDIX and CANUSPAC Transboundary Areas, Final Project Report of the Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast, sponsored by the Pacific States/British Columbia Oil Spill Task Force, 233 – 243.

<sup>6</sup> [http://www.portmetrovanancouver.com/en/projects/ongoing\\_projects/CCIP.aspx](http://www.portmetrovanancouver.com/en/projects/ongoing_projects/CCIP.aspx)

<sup>7</sup> [http://publications.gc.ca/collections/collection\\_2011/bvg-oag/FA1-2-2010-1-eng.pdf](http://publications.gc.ca/collections/collection_2011/bvg-oag/FA1-2-2010-1-eng.pdf)

<sup>8</sup> [http://publications.gc.ca/collections/collection\\_2011/bvg-oag/FA1-2-2010-1-eng.pdf](http://publications.gc.ca/collections/collection_2011/bvg-oag/FA1-2-2010-1-eng.pdf)

release soon the *BP Cherry Point Refinery Marine Terminal North Wing Extension Environmental Impact Statement (EIS)*.<sup>9</sup> The EIS will incorporate the results of a Vessel Traffic Risk Assessment (VTRA) and an oil spill fate and effects analysis. The Marine Traffic Study Area proposed in the Scoping Summary Report for the EIS includes Canadian waters. The study incorporates all types of vessel traffic transiting the Salish Sea, including vessels bound for British Columbia.

These risk assessments must be considered before the NEB makes a decision to enable Firm Service contracts that bind a pipeline company to ship minimum volumes of oil destined for tankers and oil barges.

Enbridge's proposed Northern Gateway pipeline project, currently before the National Energy Board, was required to submit a myriad of reports and studies on tanker traffic and oil spill response plans. The recent incremental increases in petroleum exported from Westridge marine terminal have not resulted in a similar level of study by Trans Mountain Pipelines, or, if these studies have been completed, they have not been publicly released.

- 2) The Salish Sea's geography makes oil spill recovery difficult due to its high currents and the low energy environments of its passages and islands.

Much of the Salish Sea is a sheltered environment. Petroleum products spilled here will not readily flush out to deep sea and disperse. Instead, the tides and currents of this area will result in the oil spill moving in a circular gyre and washing up on local shorelines.<sup>10</sup> Compounding this issue is the fact that along most of the route travelled by tankers and oil barges that leave Westridge marine terminal, it is a very small distance from the vessel to the shore. At a marine shipping safety session hosted by Islands Trust Council in June 2010, our elected officials heard that an oil spill response cleanup operation is considered successful with the recovery of just 10%-15%<sup>11</sup> of the spilled oil. This low recovery rate, which may be even less given the weather conditions and geography of the Salish Sea, makes prevention paramount.

- 3) The environmental impacts of spilled unconventional oil products may pose extra challenges for spill response

We are concerned that this already low recovery rate could be even lower for the oil sands products (diluted bitumen and syncrude) that Trans Mountain Pipelines delivers to Westridge marine terminal, as these products may pose greater spill response challenges. Further, they have different environmental impacts than conventional crude oils. We understand that there is little experience in their fate, effect, containment and cleanup, and that more scientific study and response technology testing is needed.

Diluted bitumen, or DilBit, is one of the unconventional petroleum types shipped from Westridge marine terminal in tankers. Diluted bitumen is bitumen (a petroleum product from oil sands production with a consistency comparable to that of peanut butter) that has water, clay and sand removed and is diluted (usually with condensate, an unrefined product with qualities similar to diesel) so that it 'flows', enabling transportation via a pipeline. Bitumen is extremely heavy and sticky.<sup>12</sup>

Unconventional heavy petroleum products pose significant recovery challenges that may not have been sufficiently addressed by response agencies. There are lessons to be learned from the on-going response challenges associated with the July 26, 2010 spill of diluted bitumen into the

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<sup>9</sup> [http://www.nws.usace.army.mil/PublicMenu/documents/REG/BP\\_Dock\\_Scoping\\_Report\\_Final\\_\(10-25-2010\).pdf](http://www.nws.usace.army.mil/PublicMenu/documents/REG/BP_Dock_Scoping_Report_Final_(10-25-2010).pdf)

<sup>10</sup> For more information see page 234 of the April 2011 Final Project Report of the Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast, sponsored by the Pacific States/British Columbia Oil Spill Task Force.

<sup>11</sup> See <http://www.itopf.com/spill-response/clean-up-and-response/containment-and-recovery/>

<sup>12</sup> A chart showing the high adhesion rate of Cold-Lake bitumen condensate is available in a technical data report prepared by SL Ross for the Enbridge Northern Gateway Project. See page 3-16 and 3-17 of the report at: [http://www.northerngateway.ca/files/tdr/Risk%20Technical%20Data%20Reports/Properties%20and%20Fate%20from%20OSpills%20at%20CCAA\\_TDR.pdf](http://www.northerngateway.ca/files/tdr/Risk%20Technical%20Data%20Reports/Properties%20and%20Fate%20from%20OSpills%20at%20CCAA_TDR.pdf)

Kalamazoo River in Michigan, which resulted in first responder challenges due to air quality problems and difficulty tracking and recovering the submerged bitumen.<sup>13,14</sup>

Unfortunately the actual shipped amounts of diluted bitumen are confidential, for commercial reasons, making risk assessments and spill response capacity planning difficult.

An additional area of concern is that there has been insufficient notice to Salish Sea communities that the Trans Mountain Pipeline Firm Service Application (RH-2-2011) is before the National Energy Board.

There has also been a lack of consultation with community members by all regulators about issues and risks associated with the dramatic increase in tanker and oil barge traffic from Westridge marine terminals over the last five years. We are disappointed that the recent increase in tanker and barge traffic from Westridge marine terminal did not prompt Transport Canada and/or the National Energy Board to require the surveys, studies, risk assessments and contingency planning typically included in a Transport Canada's voluntary *TERMPOL* Review Process<sup>15</sup>, and the release of all resulting documents to the public.

### **Our Requests:**

**Request 1:** That the NEB not permit any more committed capacity to the Westridge marine terminal until a thorough assessment of marine risks from tanker and oil barge traffic is complete and regulatory agencies and companies meet all the requirements identified in that assessment, particularly with regard to risk reduction and oil spill response.

Any NEB decisions about assigning committed capacity to the Westridge marine terminal should be made in the context of marine safety. It is our position that the NEB should not make any decisions that could increase the number or size of tankers and oil barges until it has sufficient evidence, shared publicly, that the resulting committed levels of tanker traffic are safe, given projected shipping volume increases, and that the strongest available risk mitigation measures are in place to protect the Salish Sea.

**Request 2:** That, when making decisions about the Trans Mountain Pipeline Firm Service application, the NEB consider the consequence of its pipeline decisions beyond the dock terminal.

**Request 3:** That the NEB review of the Trans Mountain Pipeline application facilitate full and meaningful involvement by coastal communities and First Nations, by extending the deadlines for input, advertising in coastal newspapers, and holding accessible public information sessions in Salish Sea communities; require a rigorous assessment of the efficacy of tracking and spill response technology for unconventional oil, and the effects unconventional oil would have on representative ecosystems of the Salish Sea; and consider international implications and transboundary response issues as identified in the April 2011 Final Project Report of the Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast, sponsored by the Pacific States/British Columbia Oil Spill Task Force.<sup>16</sup>

The NEB describes its responsibilities as follows: "When required, the Board conducts studies or research into energy matters to meet its regulatory responsibilities. The Board may also hold inquiries on its own initiative, when appropriate. With this knowledge and expertise, the Board reports to and advises the Minister of Natural Resources on energy issues."<sup>17</sup> Given this statement and that the "Board is responsible for ensuring that energy supplies are connected to

<sup>13</sup> <http://www.enbridge.com/AboutEnbridge/CorporateSocialResponsibility/Environment/MichiganSpill.aspx>

<sup>14</sup> <http://www.epa.gov/enbridgespill/>

<sup>15</sup> <http://www.tc.gc.ca/eng/marinesafety/tp-tp743-menu-655.htm>

<sup>16</sup> [http://www.oilspilltaskforce.org/docs/notes\\_reports/Final\\_US\\_Canada\\_Transboundary\\_Project\\_Report.pdf](http://www.oilspilltaskforce.org/docs/notes_reports/Final_US_Canada_Transboundary_Project_Report.pdf)

<sup>17</sup> <http://www.neb-one.gc.ca/clf-nsi/rthnb/whwmdrgvrnnc/rrspnsblt-eng.html>

consumers in a safe and responsible way",<sup>18</sup> we request that, in the event that the Board chooses not to require the above studies by the applicant, the Board undertakes the needed research.

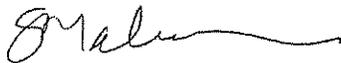
**Request 4:** That, should the NEB permit the requested committed capacity to Westridge marine terminal and permit implementation of Firm Service on the Trans Mountain pipeline system with respect to Westridge marine terminal deliveries, approval be conditional so that regulators can impose ceilings and/or reductions in the amount of petroleum product shipped and impose restrictions on the types of petroleum products shipped. These conditions are necessary to allow regulators the ability to respond to marine safety/oil spill preparedness concerns. The public interest in environmental safety must take precedence over the potential corporate profits created by guaranteed volumes and unconditional contracts.

**Request 5:** That, for any future applications affecting the amount and types of oil shipped in the Salish Sea, the National Energy Board add the Victoria Times Colonist, the Island Tides and the Bowen Island Undercurrent to its list of publications that applicants must use to provide public notice.

In conclusion, we would be deeply concerned about a decision of the NEB that would facilitate any increase in the volume of petroleum product shipped from Westridge marine terminal prior to full consultation with affected communities and consideration of current and comprehensive risk assessments of the decision.

Thank you for your attention to our concerns.

Sincerely,



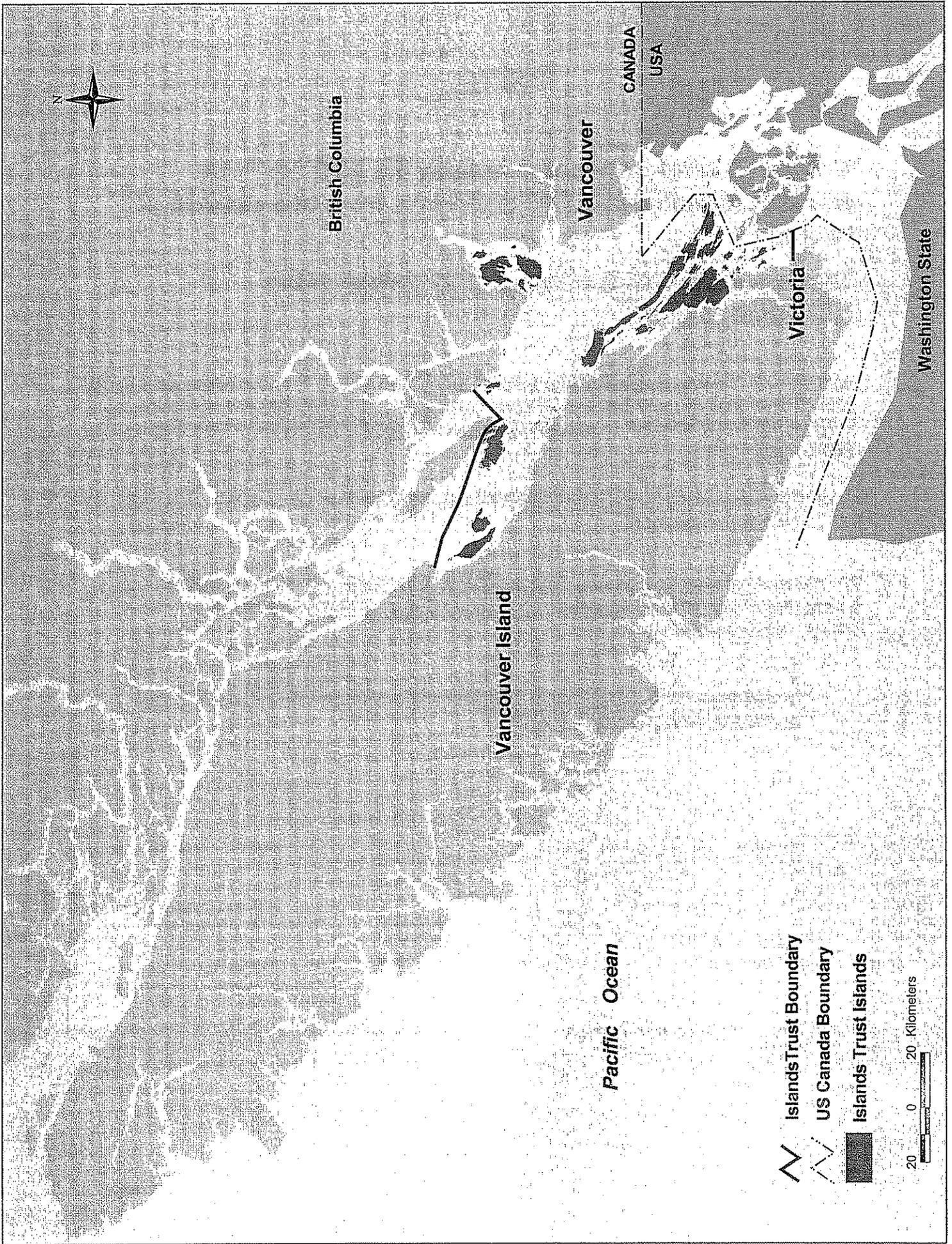
Sheila Malcolmson  
Chair, Islands Trust Council

cc: Islands Trust Council  
Minister of Transportation, Infrastructure and Communities  
Minister of Natural Resources Canada  
Minister of Environment  
Minister of Fisheries and Oceans  
BC Minister of Environment  
BC Minister of Attorney General  
Trans Mountain Pipeline ULC  
Islands Trust Area First Nations  
Association of Vancouver Island and Coastal Community members  
Port Cities Committee of Greater Vancouver Regional District  
Bowen Island Municipality  
San Juan County Council  
Islands Trust website

Attach: 1. Map of Islands Trust Area  
2. Appendix IV: Descriptions of the CANUSDIX and CANUSPAC Transboundary Areas, *The Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast Project Report*, April 2011, p 233 – 243.  
3. *BP Cherry Point Refinery Marine Terminal North Wing Extension Environmental Impact Statement (EIS)*, prepared for U.S. Army Corps of Engineers, Seattle District, November 2010.

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<sup>18</sup> <http://www.neb-one.gc.ca/clf-nsi/rsftyndthnvrnmnt/nvrnmnt/nvrnmnt-eng.html>



## NOTE:

In order to save paper and reduce file size we have removed attachments two and three from this version of the letter.

These documents can be viewed online at the addresses below:

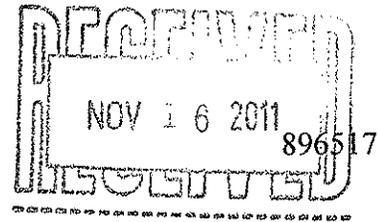
Appendix IV: Descriptions of the CANUSDIX and CANUSPAC Transboundary Areas, *The Stakeholder Workgroup Review of Planning and Response Capabilities for a Marine Oil Spill on the U.S./Canadian Transboundary Areas of the Pacific Coast Project Report*, April 2011, p 233 – 243.

- [http://www.oilspilltaskforce.org/docs/notes\\_reports/Final\\_US\\_Canada\\_Transboundary\\_Project\\_Report.pdf](http://www.oilspilltaskforce.org/docs/notes_reports/Final_US_Canada_Transboundary_Project_Report.pdf)

*BP Cherry Point Refinery Marine Terminal North Wing Extension Environmental Impact Statement (EIS)*, prepared for U.S. Army Corps of Engineers, Seattle District, November 2010.

- [http://www.nws.usace.army.mil/PublicMenu/documents/REG/BP\\_Dock\\_Scoping\\_Report\\_Final\\_\(10-25-2010\).pdf](http://www.nws.usace.army.mil/PublicMenu/documents/REG/BP_Dock_Scoping_Report_Final_(10-25-2010).pdf)

NOV 10 2011



Mr. Glenn Wong, Chair and Members of the Board  
3008 Fifth Ave  
Port Alberni BC V9Y 2E3

Dear Chair Wong and Board Members:

We are pleased to provide you with a new resource package to help your community become an Age-friendly British Columbia (AFBC) community.

British Columbia has been advancing the age-friendly agenda since the launch of the World Health Organization's age-friendly guide in October 2007. A renewed AFBC strategy was announced by Premier Christy Clark on September 29, 2011.

Starting in late fall 2011, local governments can apply to the Union of British Columbia Municipalities for a new round of age-friendly planning and project grants of up to \$20,000 to support policies, services, settings and structures that enable older people to age actively with good health and full participation in their communities.

A new AFBC Recognition Program is another component of the strategy. Local governments that complete four basic steps on community engagement, commitment, assessment and action can apply to be recognized as an AFBC community. Recognized communities will receive an AFBC award and a cash grant of \$1,000 to help create a legacy project or celebration, will be profiled on SeniorsBC.ca, and will be linked to a national and international network of age-friendly communities.

The enclosed package includes *Becoming an Age-friendly Community: Local Government Guide* and a suite of tools and information for your staff to use to complete the steps to become recognized. All materials are also available for download from [www.SeniorsBC.ca/agefriendly](http://www.SeniorsBC.ca/agefriendly). Finally, an Age-friendly BC Coordinator is in place within the Ministry of Health to assist your government with completing those steps and can be reached at [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca).

Becoming age-friendly is one of the most effective ways to meet the needs of the growing aging population in communities throughout BC. We look forward to continuing to work with you in creating age-friendly communities.

Yours truly,

A handwritten signature in black ink, appearing to read "Michael de Jong".

Michael de Jong, QC  
Minister

Enclosure

# Age-friendly British Columbia Orientation and Recognition Package

Enclosed you will find tools and information to help you make your community more age-friendly. For an overall orientation to the age-friendly initiative, begin with **Becoming an Age-friendly Community: Local Government Guide**.

When you have completed the steps leading to an age-friendly action plan, consider applying for Age-friendly British Columbia recognition by completing the enclosed **Age-friendly British Columbia Recognition Application Form**.

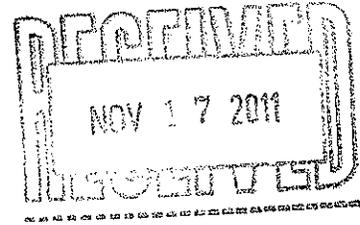
## Age-friendly British Columbia Resource Inserts

To support you at each stage, refer to the key resource inserts:

- ✓ Age-friendly Reading and Resources
- ✓ Age-friendly Committee Terms of Reference
- ✓ Age-friendly Council / District Board Resolutions
- ✓ How to Pass a Local Council or District Board Resolution: Guidelines for Community Members
- ✓ Planning for the Future: Age-friendly and Disability-friendly Official Community Plans
- ✓ Funding Opportunities
- ✓ Community Coordinator Guidelines
- ✓ Conducting a Focus Group Community Assessment
- ✓ Age-friendly Consultation Poster Template
- ✓ Sample Action Plan and Template
- ✓ Sample Age-friendly Community Action Summary (Sechelt)

If you have questions or need assistance, please contact [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca). You can also request additional resources electronically.





NOV 15 2011

Glenn Wong, Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni BC V9Y 2E3

Reference: 199493

Dear Chair Glen Wong:

**Re: UBCM Thank You**

I am writing to thank you for meeting with me and my staff at the 2011 Annual Convention of the Union of British Columbia Municipalities (UBCM). Please accept my apologies for the lateness of this reply.

The value of feedback from local officials representing communities across the province cannot be underestimated and I greatly appreciated the opportunity to meet with you at this year's UBCM Convention. Hearing firsthand about transportation priorities of importance to each community is vital in addressing the needs of local area residents, and ultimately helps ensure elected representatives can best serve the people of British Columbia.

I appreciated the positive and constructive tone of our meeting, and have asked ministry staff to follow-up with you directly about Bamfield Road, Hemmingsen Creek Road and plans to replace the McCoy Lake culvert.

.../2

Thank you for continuing to cultivate a strong working relationship with the ministry. I am confident that together we can lead our province towards a more prosperous future for all British Columbians.

Sincerely,



Blair Lekstrom  
Minister

Copy to:        Grant Main, Deputy Minister

                  Dave Byng, Chief Operating Officer

                  Doug Caul, Assistant Deputy Minister  
                  Partnerships Department

                  Dave Duncan, Assistant Deputy Minister  
                  Highways Operations

                  Kevin Richter, Assistant Deputy Minister  
                  Infrastructure Department

                  Nancy Bain, Assistant Deputy Minister  
                  Finance and Management Services Department

                  Jacquie Dawes, Assistant Deputy Minister  
                  Policy and Programming

# ALBERNI – CLAYOQUOT REGIONAL DISTRICT C2C FORUM

## *Emergency Planning for the Region*

October 13, 2011 – Session Summary

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### 1 Overview

The ACRD has hosted or participated in several Community-to-Community (C2C) forums over the past number of years. These have included:

- 2004 – Hupacasath and Tseshah
- 2007 – Hupacasath and Tseshah
- 2008 – Huu-ay-aht
- 2010 – Ucluelet
- 2010 – Nuuchahnulth First Nations within the Regional District boundaries

At the last C2C session, an interest was expressed by several of the First Nations and the ACRD in furthering discussions and planning for emergency preparedness. This C2C session focused solely on emergency planning, with the goals of:

- Defining “emergency planning”; providing information on the ACRD’s roles, responsibilities and structure; and summarizing community roles and responsibilities;
- Determining what concerns exist at the sub-regional level and what work is needed to address these concerns;
- Determining what opportunities exist for collaboration across the region;
- Providing information on the components of an emergency plan; and
- Providing information on the upcoming Shake Out Drill.

Invitations were sent to Ahousaht, Ditidaht, Hesquiaht, Hupacasath, Huu-ay-aht, Tla-o-qui-aht, Toquaht, Tseshah, Uchucklesaht and Ucluelet. The Ditidaht, Hupacasath, Tseshah and Ucluelet First Nations attended, along with key staff from the Regional District, District Board Members, representatives from the District of Tofino, District of Ucluelet and the City of Port Alberni. In total, the forum drew 27 participants.

### 2 District and Community Summaries

The session opened with each of the Districts and communities providing a summary of their emergency planning and the main concerns they would like to address.

#### a) ACRD

- Responsible for emergency planning for the City of Port Alberni, the Regional District Electoral Areas, Bamfield and Long Beach (via Ucluelet).
- The plan addresses large scale, extraordinary disasters by coordinating response and recovery.
- Each agency has its own plan; additionally people are required to be prepared at the family level for a period of 72 hours.
- Involved in awareness activities (e.g. planning and practicing for emergencies) and providing awareness of resources (e.g. ACRD website and, First Nations Emergency Society website, Provincial Emergency Program).

- To start developing an emergency plan you need to know what issues to deal with, who will do it and the number of people to plan for.
  - Do not hesitate to ask for assistance when developing your plan.
- b) Ditidaht First Nation
- They are continuously revamping their plan.
  - Connections have been made with the Cowichan Valley Regional District and FNES
  - They are readying for a full plan activation to test the plan and find any gaps.
  - They have partnered with the Rescue Squad for training.
  - Next steps include getting staff involved to help with plan implementation, and making connections with the NTC and Alberni Valley. Community volunteers are also needed.
- c) Hupacasath First Nation
- Their plan is fairly new and is based on the FNES template. A first draft is complete, but more work needs to be done.
  - The next step is to start an emergency committee, and to figure out how to work with the ACRD and City.
  - There is an upcoming meeting between the parties in mid November.
- d) Tsessaht First Nation
- An informal group has been in place for 15 years. They have gathered information (e.g. number of people and location of homes), undertaken planning, training and acquired some emergency equipment.
  - Staff and Council need access to the group's information and are looking to formalize the group as a committee.
  - The First Nation has contacted FNES for an emergency plan template.
  - Two main concerns are the need to inform members about hazards (e.g. living in the inundation zone), and planning for potential isolation if the orange bridge was compromised.
- e) Ucluelet First Nation
- Has a fire station and ambulance. Doing emergency practice runs.
  - Plan implementation will be by staff and volunteers.
  - Need training.
  - Need a database (e.g. of members' medications needs, elders, handicapped).
- f) City of Port Alberni
- The main concerns are being prepared for a tsunami, winter storms and forest fires.
  - The City has a merged plan with the ACRD.
  - Example of measure that would be taken in an emergency include: traffic control, using the warning system, directing creeks to prevent flooding, evacuations.
  - There is an emergency operations centre with roles for streets, waterworks and the sewer department.
  - Monthly meetings are held.
  - The City is unaware of First Nations' plans and sees an opportunity to share plans.

*Fire Department*

- There is a wildfire protection plan for the ACRD, as well as a wildfire strategic plan for coordination amongst all four fire departments.

- The fire department operates the tsunami system.
- They liaise with Catalyst, which has a hazardous material response system. There is no agreement for Catalyst to go off site, but they could be a possible resource.

g) Bamfield

- The community has a culture of caring and independence.
- Emergency training started in the mid 1990's, and planning was formalized in 2004.
- The community has limited infrastructure, so people are the priority.
- A tax requisition funds the plan.
- There are two tsunami warning systems: siren and loud speaker. An additional notification system is also needed since the siren and loud speaker are not heard everywhere.
- They are part of a mid-island group that have developed plans, therefore these communities are aware of Bamfield's plan. The plan needs to be communicated more broadly though.
- Hazard risk and vulnerability assessments have been conducted, and a human consequence management plan has been developed. An evacuation plan is in the works.
- The main concerns include earthquake, tsunami, interface fire, plane crashes and debris removal.
- More information is needed regarding Bamfield's role in regional planning (e.g. should they be communicating with local First Nations?).

h) District of Tofino

- Preparing for installation of a tsunami siren.
- Will revise emergency plan soon (last revision in '06).
- Have funds for emergency centre upgrade (communications equipment and generator).
- If tourists were in the area during an emergency, this would tax the system.
- Having difficulty keeping emergency personnel and keeping the program going.
- Has a training program.
- Need to strengthen the volunteer program.

i) District of Ucluelet

- Efficient staff.
- Working with the Regional District.
- Emergency centre is ready and has a generator.
- If tourists were in the area during an emergency, this would tax the system.
- Plans are in place, but need work operationally (e.g. communications network is needed).
- Have contacted the Ucluelet First Nation and given an invitation for joint planning.
- Will see how Tofino's warning system work. Right now, using police and ambulance to notify people.

j) Long Beach

- There is no defined community, but there are some smaller communities (First Nations) and lots of independence (rural situation).
- Need general fire protection.

k) Beaufort

- High independence of citizens.

- Main concerns are wildfire, hard winters and earthquakes.
  - Many citizens have large equipment that could be used as resources.
  - Beaver Creek Hall can be used as a resource.
- l) Beaver Creek
- The area has a high population.
  - The volunteer fire department is excellent, and the fire hall is the one public building in the area.
  - Concerns include extreme rains (floods cut off roads and hydro).
  - The water board call out system is used for communication.
  - The community hall needs a generator and could be used as the emergency centre.
  - Just starting to develop a plan.
- m) Cherry Creek
- There is a community hall across from the fire department.
  - Need to know what communication there would be with the ACRD and whether the hall is the designated disaster centre.
  - The hall is not equipped to house people for any length of time.
  - The area is not totally prepared.
  - Need more communication with the ACRD.
- n) Sproat Lake
- Policy and ambulance support provided via the City.
  - Main concern is if bridges are out (cut off from fuel, services).
  - Need to work with Tseshaht and Hupacasath.
  - People in transit from the West Coast also affected by what happens in area.
- o) In addition, the issue of marine transportation was raised. The Lady Rose, Mars Rustler, RCMP and Coast Guard have been designated as potential resources, but they have not been recently confirmed as such.

### 3 Sub-Regional Planning

The second part of the session was structured to identify concerns, set priorities and determine what work was needed at the sub-regional level in terms of plan develop and coordination. The participants worked within the following groups:

<i>Alberni Valley</i>	<i>Bamfield Area</i>	<i>West Coast Area</i>
<ul style="list-style-type: none"> <li>▪ ACRD staff</li> <li>▪ Electoral Area B (Beaufort)</li> <li>▪ Electoral Area D (Sproat)</li> <li>▪ Electoral Area F (Cherry Creek)</li> <li>▪ City of Port Alberni</li> <li>▪ Hupacasath</li> <li>▪ Tseshaht</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electoral Area A (Bamfield)</li> <li>▪ Ditidaht</li> <li>▪ ACRD staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ucluelet FN</li> <li>▪ District of Ucluelet</li> <li>▪ Electoral Area C (Long Beach)</li> <li>▪ District of Tofino</li> <li>▪ ACRD staff</li> </ul>

Groups were asked to:

- p) Record any and all of their concerns related to emergency planning;
- q) Categorize the concerns into common themes (e.g. training, plan development, infrastructure, access, ect.);
- r) Prioritize which concerns needed attention first;
- s) Separate out any regional levels for later discussions; and
- t) Develop action items related to the sub-regional issues (What needs to be done, who is going to do it, when will it be done by?).

### 3.1 Alberni Valley: Summary and Action Items

#### Concerns and Prioritiès

Concern	Theme	Priority	Regional Level
Radio communications	Communications	H <sup>1</sup>	•
Who contacts whom? How do they contact one another? Is there a "key" contact list?		H	•
Too much/too fast, not enough/too slow		H	•
Emergency rescue <ul style="list-style-type: none"> <li>• Building collapse</li> <li>• Evacuation</li> </ul>	Emergency Operations	H	
Post earthquake structural evaluation		H	
Need clear understanding of difference between operational decision-making and support (ie. Define role of EOC)	Roles and Responsibilities	M <sup>2</sup>	
Provision for governance when an incident involves more than one jurisdiction		M	
Limited access to Hwy 4 East/West, major closure of road around Cameron Lake or Cathedral Grove. Maybe open rail lines for emergencies	Transportation	H	•
Somass bridge, how will we work together if it is washed out?		H	
Limited road access on Tseshaht reserve		H	
Major earthquake – what will happen to the (word?) at Paper Mill dam	Utilities	H	
Food and water supply and restocking	Services	M	
Medical care for elderly and disabled		M	
Housing for transients to and from West Coast		M	
EOC – generator, durability, resources		H	
Limited resources on Tseshaht for major disaster	Resources	H	
Genset for Cherry Creek Hall		H	
Store supplies, food gas, propane		M	
Family plans (support if members	Planning	M	

<sup>1</sup> High

<sup>2</sup> Medium

separated, where do they go), individual home emergency plans			
Tsunami response coordination		M	
Pandemic Plan		H	
Snow		H	
Post-earthquake		H	
OCP Plan designation	Finance	M	
Cherry Creek Improvement District – part of ACRD plan. Fuller integration between FN and ACRD/City both operationally (staff) and governance (councils). Coordination of services and equipment.		H	
Fire protection and First Responder assistance (coordinate with FN)		H	

*Action Items*

<b>Communications</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
The Alberni Valley EOC is to investigate alternative communications including Texting, FaceBook, Shaw Cable. The results are to be shared with C2C members.	ACRD	6 months
A Local Directory is to be updated by the EOC and shared with C2C members	ACRD	6 months

<b>Transportation</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
Lobby MoT contact. Write a joint government letter. What is the contingency in an emergency (e.g. rail corridor, air)?	ACRD	2-3 months
Initiate a risk assessment for the Orange/Grey bridge. What are the options in an emergency? Approach MoF, ACRD, City and PEP for assessment funding. Report back.	City / ACRD	1 year

<b>Resources</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
EOC needs and resources for all agencies Genset for Cherry Creek Hall, supplies for TFN, ACRD EOC. Look at 2012 budget and seek funding (provincial?)	All agencies through their budget processes	3-4 months

<b>Finance</b>		
<b>What</b>	<b>Who</b>	<b>When</b>
Establish ongoing communications among C2C members and an annual C2C regarding emergency planning to achieve integration between electoral areas, ACRD, City and FN; and Coordinated disaster plans.	All	2-4 months

### 3.2 Bamfield Area: Summary and Action Items

#### Concerns and Priorities

Concern	Theme	Sub-Region Priority	Regional Level Issue
First responder access	Access		
Bamfield Road agreement			
Flooding / washouts		•	
Snow removal			
Access to Port Alberni (from Bamfield, Ditidaht and HUU-ay-aht)		•	•
Communications within area	Communications		
Communications outside the area			•
Radio Links			•
Support of fire department	Plan Development		
Interface fire		•	
Funding process (how, where)			

#### Action Items

Interface Fire		
What	Who	When
Provide a copy of the Top 10 tips to fireproof your community	Stefan	End of Oct.
Implement the recommendations in the Wildfire Protection Plan – check into budget	Teri	

Flooding		
What	Who	When
Get and circulate the Flood Protection Plan presentation	Stefan	End of Oct.

Access		
What	Who	When
Contact PEP <ul style="list-style-type: none"> <li>Start conversation on how PEP can help (e.g. ambulance, police)</li> </ul>	Linda	End of Oct.
Arrange meeting of all players <ul style="list-style-type: none"> <li>Ditidaht</li> <li>Huu-ay-aht</li> <li>Bamfield (road safety committee)</li> <li>Western Forest Products</li> <li>Ambulance Services</li> <li>RCMP</li> <li>PEP</li> </ul> CC: each on dialogue	<ul style="list-style-type: none"> <li>Terry</li> <li>Stefan</li> <li>Linda</li> <li>Terry</li> <li>Linda</li> <li>Terry</li> <li>Linda</li> </ul>	End of Oct.

### 3.3 West Coast Area: Summary and Action Items

Concerns and Priorities

Concern	Theme	Priority	Regional Level Issue
Registration / referral – First Responders training: Emerg. Man., ICS, EOC 1 & 2	Training	1a	
Training public to not panic and be prepared		1b	
Need for one common template	Plan Development	3	•
Fire fighting protocols			•
Do resorts have updated plans?			•
How will a small town deal with the stress of an extended disaster?			•
What is the plan if all (or a majority) of the trained EOC are out of town?			•
Isolation and food/ fuel delivery – how will supplies be delivered?			•
Do fish farms have a plan? Will they supply fish if food is needed?			•
Communication list protocol			Communication & Coordination
Coordination of people. Who's who?, Notification of citizens	2b		
Evacuee collection at Long Beach Golf Course / Airport?	2c		
Port Albion Fire protection	Fire	Short Term	
Joint YFN / Ucluelet Fire Dept.		Long Term	

Action Items

Training		
What	Who	When
Contact FNES re: training available to First Nations	Geraldine	End of Oct.
Determine all training needs <ul style="list-style-type: none"> <li>• Justice Institute website e.g. EOC</li> <li>• PEP website</li> </ul> Coordinate provision of training. Draft schedule of training needed prior to the EOC Level II (Spring 2012). Send to all.	Eric	End of Oct.

Plan Development		
What	Who	When
ACRD/Tofino/Ucluelet all use same template. - 1 template with First Nations included	Laurie, Iris, Geraldine, Bruce, Eric, Gary, Curtis, Cecil	
- Top 3 risks in community - Fire fighting protocols / service agreements	Iris	Nov. 15
Long term discussion on fire services	All communities	

## 4 Regional Planning

Participants regrouped and presented a summary of their concerns and actions. They also presented the issues that they identified for regional collaboration: road access to Port Alberni / transportation; and, communication.

As with the sub-regional planning the group developed action plans that included: what needs to be done, who is going to do it, and when it will be done by.

The Emergency Planning Committee will monitor progress on all tasks.

### 4.1 Road Access to Port Alberni

What	Who	When
Identification of alternate routes: <ul style="list-style-type: none"> <li>• Cowichan – compromised, low-lying</li> <li>• Horne Lake connector – need discussions with gate owners (Island Timberlands, Timberwest – part of the connector road committee, and Forest Service), get keys</li> </ul>	Russell	2 months
Talk with tree topping services (arborists) – they are already contacts in the emergency plan	Laurie	2 months
West Coast access to Port Alberni <ul style="list-style-type: none"> <li>• 2 bridges</li> </ul> Talk with: <ul style="list-style-type: none"> <li>• First Nations, Mars Rustler, Lady Rose, and other boats</li> <li>• Forest companies</li> <li>• Forest Service</li> <li>• Air Service</li> </ul>	Eric Russcher	2 months
Bamfield access to Port Alberni <ul style="list-style-type: none"> <li>• First Nations, Mars Rustler, Lady Rose, and other boats</li> <li>• Forest companies</li> <li>• Forest Service</li> <li>• Air Service</li> </ul>	Stefan	2 months
Bridges <ul style="list-style-type: none"> <li>• Get measurements of bridge needs</li> <li>• Talk with Provincial government about where bailey bridges are kept</li> <li>• Contact PEP</li> </ul>	Laurie	2 months

Disseminate information acquired through these actions to all groups.

## 4.2 Communication

What	Who	When
Get list of all political and staff representatives (First Nations and local government)	Janice	2 months
Conduct ham radio research (equipment, range, licencing). Also contact RCMP and search and rescue to learn what they use.	Linda	Mid Nov.
Review political responsibilities <ul style="list-style-type: none"><li>Eric will share Ucluelet's process</li></ul>	Russell	2 months
Include FNES as participants in future sessions like this one	Janice	Next C2C

## 5 Components of an Emergency Plan

The ACRD summarized the resources it has available to assist communities with planning. Copies of the following publications were distributed:

- Earthquake Preparedness
- 50 Weeks to Become Emergency Prepared
- Grab & Go Bag
- Tsunami Awareness

## 6 Shake Out Drill

On Oct. 20<sup>th</sup>, at 10:20 am, a province wide drill will be coordinated for earthquake preparedness. The drill will teach people how to react and provide a chance to practice Drop, Cover and Hold On. The drill will last for 60 seconds. There will be a broadcast on 93.3 The Peak. More information can be found at: [shakeoutbc.ca](http://shakeoutbc.ca)

## 7 Closing

Participants noted that the session was productive, and they appreciated the opportunity to collective meet to discuss emergency planning issues.



## Log Train Trail Advisory Committee

### Meeting Minutes

Thursday November 10, 2011

#### Alberni-Clayoquot Regional District Board Room

**Attendance:** Judy Carlson, Mike Kokura, Patty Edwards, Glenn Wong, Ken McRae, Linda Scobbie, Erica Blake, Brian Clozza, Deb Oakes

**Staff:** Russell Dyson, CAO

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1. The Chairperson, Glenn Wong, welcomed members and thanked them for their commitment, members of the committee provided introductions.
2. The Committee reviewed the terms of reference for the committee as outlined by the CAO. There was discussion about the need for a long term committee to provide ongoing oversight and advice. It was suggested, with the development of the Inlet Trail and future trail projects an ongoing committee providing broader oversight than just the Log Train Trail may be advantageous.
3. The lease agreement for the log Train Trail with the ACRD and the Ministry of Transportation was reviewed. It was noted that the ACRD jurisdiction commences at the 3 km mark in Cherry Creek. Tim Silbernagel will be copied the minutes of these meetings.
4. A legal opinion was reviewed regarding local governments obligations for trail maintenance and inspections. The opinion is relevant for developing trail maintenance policy and will be referenced in the Committees recommendations. The committee discussed the recreational trail designation, the requirements to post signage, how to avoid destruction of signs and the required locations as entry points. Mayor McRae expressed the importance of trails across Vancouver Island and the focus being given to trails by various funding organizations including the Island Coastal Economic Trust.
5. The Committee reviewed the state of the trail and identified problem areas and possible improvements:
  - a. The 9km mark is subject to a washout . Volunteers and possibly donated machine time from Island Timberlands can be applied to the fix. Erica Blake mentioned that she has the paper work prepared for the necessary approvals. The proposal will be provided to Russell Dyson to submit to the Board of Directors of the ACRD for endorsement and application to the Ministry of Transportation and DFO for approval. The work will have to be completed during the fisheries window from June 15 – September 15, 2012.
  - b. Grading of the trail in proximity to Mulcaster Creek is recommended to reduce ponding and erosion. Some brush work would be advantageous.

- c. Hal Creek was discussed, some members of the committee felt that an alternative crossing could be developed upstream of the trail. The Chair explained that the ACRD has consulted with various professionals and they have been advised that a Hal Creek crossing would be very expensive and complicated. It is not being considered by the Board at this time. An alternative for temporary dry season crossing was discussed.
  - d. There are a number of wooden culverts beyond Hal Creek that may need to be replaced.
6. The Committee reviewed the terms for the provinces Community Recreation Program - an opportunity to apply for a grant for signage for the Log Train Trail. It was agreed that the application should include the following:
  - a. Identification of every km on the trail, starting with 0 km at Foulcer Road – which is currently the start.
  - b. Include identification of key features as well as stream crossings
  - c. Trailhead markers with a location map at main entries.
  - d. Regulatory signage separate from locational signage to avoid vandalism.
  - e. New brochure to be developed along with signage.
  - f. Include a component of volunteer service to be provided by recreational users and letters of endorsement to be solicited from users by committee members in advance of December 9.
  - g. The Committee members will circulate ideas for the design and sign locations by email in advance of November 24.
7. It was agreed that the next meeting would be in January with a meeting date circulated by email in advance. Russell is to send out a copy of the Doug Moore report by email.



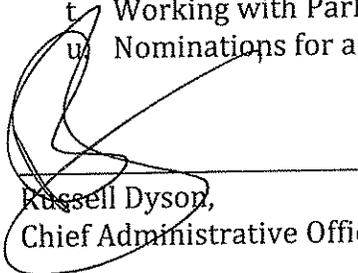
## Staff Report

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** November 16, 2011

**Re:** Update on Staff Activities

The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- a. Updating the Regional District's records management system;
- b. Long Beach Airport Water Study;
- c. 2011 Local Election Preparation;
- d. Organizing the development of the Alberni-Clayoquot Health Network and Administration Committee;
- e. Harold Bishop Fire Hall water service;
- f. Secure new contract service for Bamfield Water System;
- g. Preparations and attendance at the Community to Community Forum held on October 13, 2011;
- h. Long Beach Airport sewage expansion;
- i. Log Train Trail bridge and stream crossing construction;
- j. Review AV Landfill operations;
- k. Pursue approvals for AV Landfill gravel source;
- l. Treaty Liaison; First Nations Service Review; Pursue Provincial Funding assistance;
- m. Interviews/Recruitment Process – Manager of Environmental Services;
- n. Preparation for Council/Board Orientation Session – Dec. 13, 2011;
- o. Preparation for the ACRD Inaugural Meeting and Volunteer Appreciation Dinner – December 9, 2011;
- p. Support Board Remuneration Committee;
- q. Meet with Cherry Creek re: local service area and regional water supply;
- r. Log Train Trail Advisory Committee;
- s. Provincial Recreation Grant Proposal;
- t. Working with Parks Canada re: Long Beach Airport;
- u. Nominations for appointment for a Director for Area "A" (Bamfield).

  
\_\_\_\_\_  
Russell Dyson,  
Chief Administrative Officer

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)





**M E M O R A N D U M**

**TO:** Board of Directors, Regional District of Alberni-Clayoquot  
**FROM:** Mike Irg, Manager of Planning and Development  
**DATE:** November 16, 2011  
**RE:** Monthly Activity Report - - Planning and Development

2010 total	2011 YTD	CATEGORY OF APPLICATION
15	8	Rezoning
7	11	Development Permit and Development Variance Permit
12	13	Subdivisions
6	0	Agricultural Land Reserve
3	1	Board of Variance
12	13	Crown leases
22	18	Bylaw Enforcement
5	5	Miscellaneous
82	69	TOTAL APPLICATIONS RECEIVED

In addition to day to day planning applications staff have been involved in:  
 Alberni Valley OCP reviews. Work continues on the Alberni Valley OCPs.  
 Bamfield OCP review. A public open house was held November 3<sup>rd</sup> in Bamfield.  
 Staff presented at the Transition Towns Sustainability Forum on November 16<sup>th</sup>.

Mike Irg, MCIP  
 Manager of Planning and Development



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
OCTOBER, 2011

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS			
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE		
Single Family					1	150,000					1	250,000		2	400,000	
Mobile Homes														0	0	
Multi-Family														0	0	
Adds&Rens					1	15,000				2	18,000	1	9,500	4	42,500	
Commercial														0	0	
Institutional														0	0	
Industrial														0	0	
Miscellaneous							1	30,000		1	25,000		1	25,000	3	80,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>165,000</b>	<b>1</b>	<b>30,000</b>	<b>1</b>	<b>30,000</b>	<b>4</b>	<b>293,000</b>	<b>2</b>	<b>34,500</b>	<b>9</b>	<b>522,500</b>

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
OCTOBER, 2011 TO DATE

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	2	396,582	0	0	8	1,222,925	5	1,428,255	8	2,831,438	2	609,254	25	6,488,454
Mobile Homes	0	0	0	0	0	0	0	0	2	43,727	0	0	2	43,727
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	40,000	2	15,500	9	517,500	5	63,000	4	189,500	21	825,500
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	6	121,820	1	40,000	12	152,823	16	306,317	13	320,857	15	379,500	63	1,321,317
<b>Totals</b>	<b>8</b>	<b>518,402</b>	<b>2</b>	<b>80,000</b>	<b>22</b>	<b>1,391,248</b>	<b>30</b>	<b>2,252,072</b>	<b>28</b>	<b>3,259,022</b>	<b>21</b>	<b>1,178,254</b>	<b>111</b>	<b>8,678,998</b>

WOODSTOVE INSPECTIONS	BAMFIELD		BEAUFORT/BEAVER CREEK		LONG BEACH		SPROAT LAKE		CHERRY CREEK		TOTAL	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
	1		4		3		5				13	

YEAR TO DATE	TOTAL YEAR		YEAR TO DATE		TOTAL YEAR				
	#	VALUE	#	VALUE	#	VALUE			
2010	137	20,809,024	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900





## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** November 18, 2011  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following since the last Board of Directors meeting on October 26, 2011:

- Provided information to the consultant performing the service review for the Treaty Implementation process.
- Attended an Emergency Operations Centre course in Parksville.
- Prepared reminders notices for Garbage/Recycling bills.
- Compiled and submitted final report to ICET for Inlet Trail.
- Collected the West Coast Multiplex surveys and provided to Vancouver Island University to compile results, should be available at December 9<sup>th</sup> Board meeting.
- Met with Dan Holder to further discuss the budgeting and accounting of the Volunteer Fire Departments.
- Attended Salmon Beach sani-field meeting with Al McGill, Russell and representatives of Salmon Beach to discuss the current issues with the sani-field and the future improvements required.
- Attended training for November 19<sup>th</sup> election.
- Attended meeting and provided information to the Board Remuneration Committee.
- Provided information to Sproat Lake Parks Commission for their meeting on November 3<sup>rd</sup>.

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

  
Teri Fong, CGA, Manager of Finance



**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of November 16, 2011**

No.	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Nov. 24/10 BD	Apply for Infrastructure Planning Grants for Cherry Creek and Beaver Creek Water	Janice	Submitted December 2/10 – Awaiting decision – Fall 2011
2.	Dec. 10/10 BD	Apply for funding through the Gas Tax General Priority fund for Sugsaw Lake upgrade and Beaver Creek Water booster pump station	Janice	Submitted – April 29/11 Awaiting decision – Fall 2011 Discussed support with Minister at UBCM
3.	Jan. 12/11 COW	Submit application for funding for the Debris Deflection Berm (Woosley Road)	Janice	Submitted – Jan. 14/11 Awaiting decision
4.	Feb. 9/11 WC	Meet with Dave McVetty, Superintendent, PRNP to discuss water supply and outstanding lease issues at Long Beach Airport	Russell	Met with Mr. McVetty – Work in Progress– Keeping PRNP up to date on water supply
5.	June 22 <sup>nd</sup> BD	The Board approved retaining the services of VIU to conduct a survey on the West Coast – Proceed with survey	Russell/Teri	VIU analyzing
6.	June 22 <sup>nd</sup> BD	The Board approved the sewage works to collect and treat waste from the BC Parks lease space at the Long Beach Airport	Russell	Plan developed, work to commence
7.	Sept. 14 <sup>th</sup> COW	Directors approved proceeding with the evaluation of the Board Room at an expense of \$3,600.00 plus taxes – Proceed with evaluation	Russell	In Progress
8.	Sept. 14 <sup>th</sup> RHD	Invite VIHA representatives to meet with the Regional Hospital District to discuss First Nations Health Care	Wendy	Request forwarded to VIHA
9.	Oct. 5 <sup>th</sup> BD	Invite BC Hydro to meet to discuss Climate Action Program	Wendy	Invitation sent
10.	Oct. 26 <sup>th</sup> BD	Proceed with the process of nominations for appointment of Area “A” Director	Russell	Appointment to be made at a Special Board Meeting on December 9, 2011
11.	Oct. 26 <sup>th</sup> BD	The Board adopted Bylaw A1071, Long Beach Airport Authority – Proceed with developing the Authority	Wendy	Proceeding – January 2012

No.	Date	Action Item	Assigned to	Target Date/Update
	Oct. 26 <sup>th</sup> BD	The Board approved the general terms of the water service agreement with the Tseshah First Nations to provide a hydrant and water service connection for the SLVFD Hall #3 – Proceed with Agreement	Russell	Waiting TFN approval – All permits in place
12.	Nov. 9 <sup>th</sup> COW	Directors approved moving forward with Neilson-Weich on Phase 2 of the First Nations Service Participation Project in the amount of \$5,000.00 – Advise Consultants to proceed with Phase 2	Russell	Consultants met with staff HFN and UFN Nov. 17 <sup>th</sup>
13.	Nov. 9 <sup>th</sup> COW	Arrange a meeting between the new ACRD Board, Huu-ay-aht First Nation and Ucluelet First Nation to discuss the next steps in the transition process	Russell	In Progress
14.	Nov. 9 <sup>th</sup> COW	Forward a letter to the MLA requesting his assistance in lobbying the government for funding to assist the ACRD with the Maa-nulth FN transition process	Russell	Done
15.	Nov. 9 <sup>th</sup> COW	Forward a letter to ICBC and Ministry of Transportation outlining Directors concerns with decision making regarding Highway 4 (ie reader boards) and request consultation with Local Government	Wendy	Done
16.		<b>Finance Department</b>		
	Oct. 5 <sup>th</sup> BD	Provide Directors with a further breakdown on the BC Transit Annual Performance Summary 2010/11 for the ACRD	Teri	November Board Agenda Package
17.	Oct. 26 <sup>th</sup> BD	Proceed with the review of the Board Remuneration Bylaw – Form a Committee of 3 former Directors (Chair to appoint) – Provide Directors the opportunity to address the Committee	Teri	Meeting Nov. 9 <sup>th</sup> , Nov. 16 <sup>th</sup> – Recommendation to the Nov. Board Meeting
18.		<b>Environmental Services Department</b>		
	June 6/08	Bamfield Liquid Waste Management Infrastructure Planning Grant	Russell/ Lori	Find consultant to provide options - Map of outfalls into Bamfield and Grappler Inlets – Done
19.				

No.	Date	Action Item	Assigned to	Target Date/Update
20.	Sept. 16/09 AV	Work with City of PA Staff on Bell Road/Stuart Ave. Water and continue investigating infrastructure grants	New Manager	\$10,000 grant received – proceeding with draft design/cost – meeting with Engineer to follow
21.	Oct. 1/09	East Bamfield Waste Transfer Site Re-use shed at Waste Transfer Site	Rob	Bids being secured
22.	Apr. 6/10	West Bamfield Harbour Authority Dock Improvements (ICET)	New Man/ Janice	Work to be completed in 2011 – Report to follow
23.	Apr. 28/10 BD	Investigate and work with Dolan's on the proposed Rock Quarry Project on the AV Airport Property	Russell	Report Nov. Board Meeting
24.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
25.	May 13/10	Mapping of Bamfield Water System, Infrastructure Planning Grant	Mike/ Lori	Underwater system map completed by John Mass. Mapping of Meters and new infrastructure two thirds complete
26.	Sept. 8/10 WC	Investigate options for implementing passenger and airport improvement fees at the Long Beach Airport	New Manager	Investigate with the Long Beach Airport Authority (when formed)
27.	Sept. 8/10 WC	Investigate the possibility of leasing property at the long Beach Airport for TFN to drill a well for water to their reserve	Russell	Reviewing alternatives – ongoing
28.	Oct. 13/10 COW	Work with Tofino Air on details of their request for a new lease at the Long Beach Airport	New Manager	October 2011
29.	Apr. 27 <sup>th</sup> BD	Put forward to the COW the request from the Air Quality Council to: 1. Establish Alternatives to Burning & 2. Develop Guidelines for Best Burning Practices	Janice/ Rob	November 2011
30.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	Meeting forthcoming

No.	Date	Action Item	Assigned to	Target Date/Update
	July 27 <sup>th</sup> BD	The Board approved awarding the contract to GW Solutions to undertake the Hydrogeological Groundwater Evaluation at the Long Beach Airport for a maximum cost of \$65,216.00 including HST – Award Contract	Russell	Drilling complete – Report forthcoming
31.	Sept. 21 <sup>st</sup> WC Comm	Investigate options/implications on the future of the water landing strip at the Long Beach Airport and report back to the West Coast Committee	Russell/ Wendy	Report to January WC Committee Meeting
32.	October 26 <sup>th</sup> BD	Submit an application to the Community Recreation Program for the construction of the China Creek Bridge (20% balance to be paid through the Alberni Valley budget)	Janice	In Progress
33.	Oct. 26 <sup>th</sup> BD	Submit an application to the Community Recreation Program for the construction of the Faber Road Trail	Janice	In Progress
34.	Oct. 26 <sup>th</sup> BD	Submit application to the Community Recreation Program for the implementation of Long Train Trail signage	Janice	In Progress
35.				
<b>Planning Department</b>				
36.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2011
	June 1/09	Bamfield OCP Review	Mike	Working with VIU – Public Open House held November 3 <sup>rd</sup>
37.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course	Mike	Investigating
38.	n/a	Airport Zone Bylaw – AV Airport/Long Beach Airport	Mike	In progress
39.	n/a	Alberni Valley OCP Review	Mike	In progress
40.				

No.	Date	Action Item	Assigned to	Target Date/Update
41.	Apr. 27 <sup>th</sup> BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	Meeting held October 12 <sup>th</sup>
42.	Aug. 10 <sup>th</sup> COW	Added to Action List: Provide the Bamfield Community Hall Association with information (including regulations) on building a new hall at Bamfield Centennial Park	Mike	October – Working with Community Hall Association
43.	Nov. 9 <sup>th</sup> COW	Directors approved the staff recommended changes to the noise bylaws for Sprout Lake, Cherry Creek and Beaver Creek – Prepare amended bylaws for consideration by the ACRD Board	Mike	December Board

Issued: November 16, 2011





## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** November 15, 2011  
**Subject:** Custom Transit Ridership by Community

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At the October 5, 2011 Board of Directors meeting the Annual Performance summary from BC Transit for the Alberni-Clayoquot handyDART system was presented. The Board requested that BC Transit provide a further breakdown by area. Myrna Moore from BC Transit provided the attached breakdown for the six month period of October 2010 through March 2011 with comparison to the same period of the prior year. A comparison for the six month ending September 2011 will be available from BC Transit in early December.

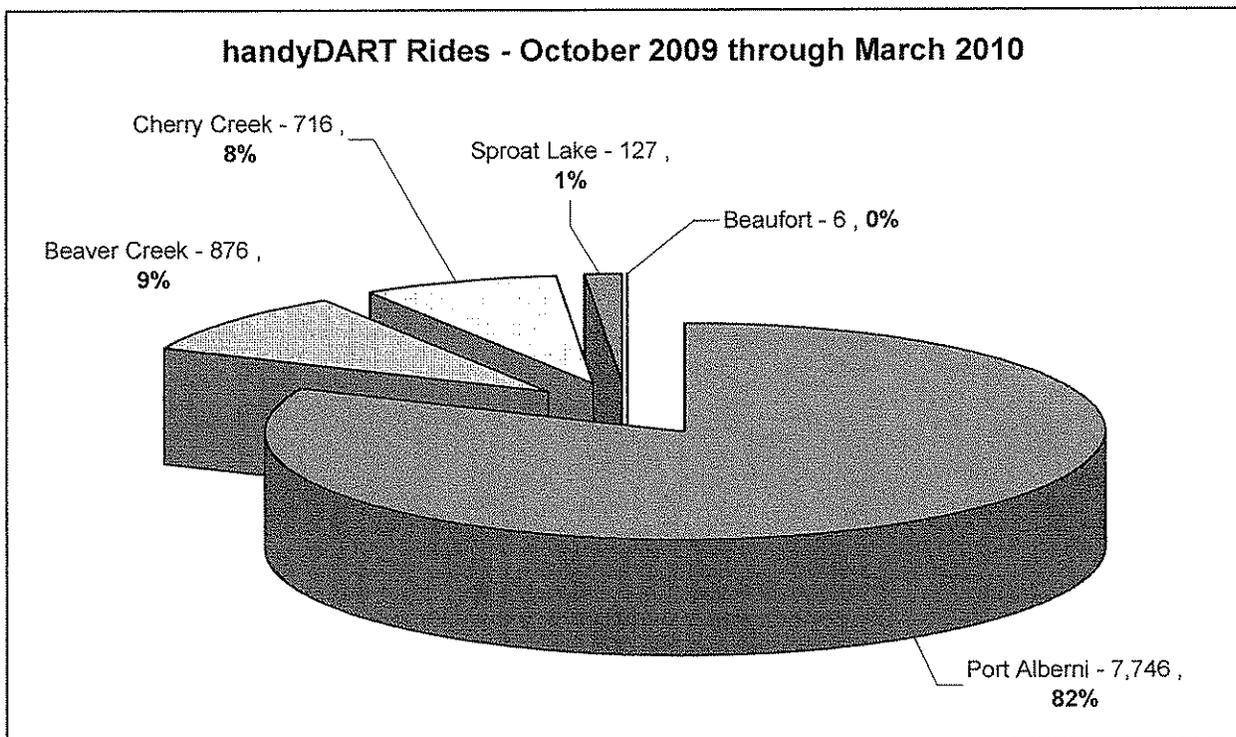
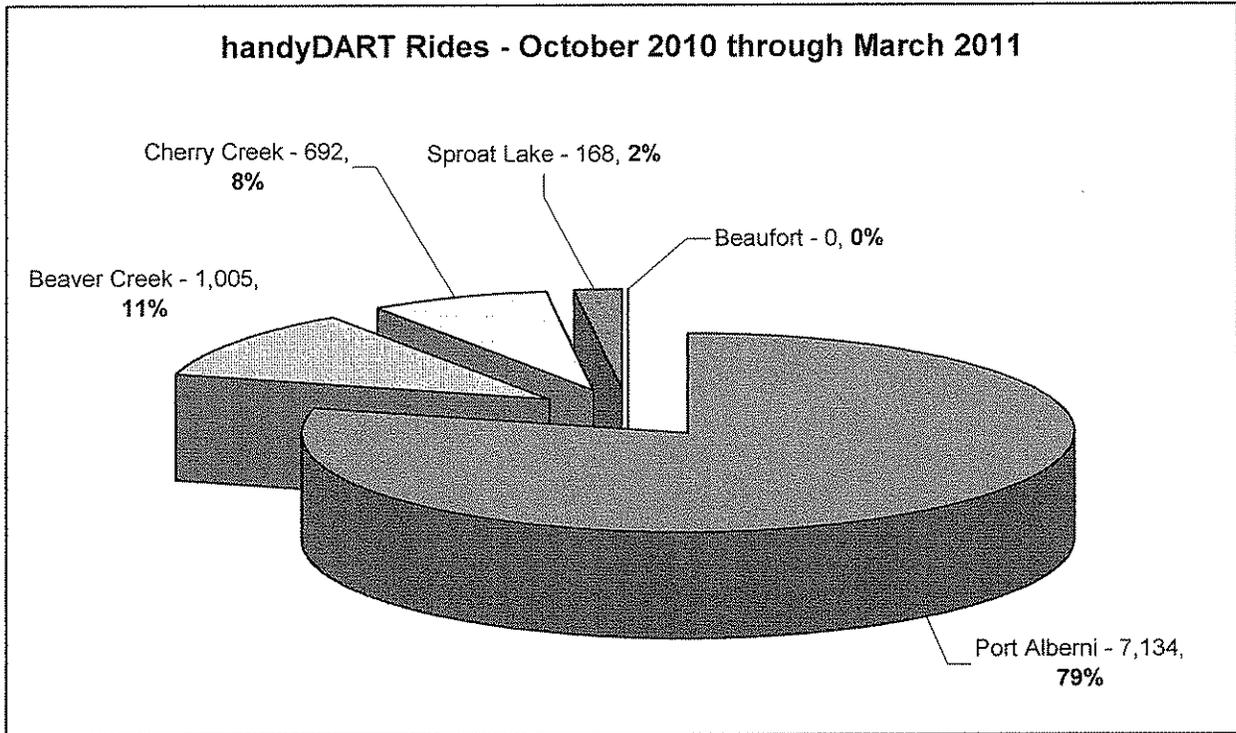
Submitted by: \_\_\_\_\_

  
Teri Fong, CGA, Manager of Finance

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

  
Russell Dyson, Chief Administrative Officer

## Alberni-Clayoquot handyDART Ridership by Community





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Russell Dyson, CAO  
**Meeting Date:** November 26, 2011  
**Subject:** Rock Quarry Investigation at the Alberni Valley Airport

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### Recommendation:

That the Regional District Board of Directors not proceed with further investigations of a rock quarry at the Alberni Valley Airport until the Regional District's own aggregate needs and a future for the subject lands are determined.

### Summary:

The Regional District Board of Directors requested staff to investigate removal of rock at the AV Airport on behalf of Dolan's who expressed an interest in marketing the rock. In order to receive approval, the ACRD required permission from the Integrated Land Management Bureau (ILMB). Staff met with the Bureau and they will require further information to approve a quarry. In the meantime, it has become apparent that the AV landfill will require new sources of gravel and cover material.

The ACRD has no immediate plans for the use of the land up on which the rock is located. With no pressing need to remove the rock and a possibility that the rock may be a valuable resource for the ACRD in the future (it could be exchanged for more suitable material for the landfill or may be a necessary resource for the development of airport lands) it is recommended that the ACRD not proceed with mining the rock at this time.

If the Regional District Board of Directors agrees with this recommendation, staff will advise Dolans.

Approved by:

Russell Dyson, Chief Administrative Officer





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** November 23, 2011

**Subject:** Special Board of Directors Meeting – December 9, 2011

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### Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors call a Special Board of Directors Meeting on Friday, December 9, 2011 immediately following the Inaugural Board of Directors Meeting in order to consider an appointment of Director for Electoral Area "A" (Bamfield).

### Desired Outcome:

To hold a Special Board of Directors meeting in order to appoint a Director to represent Electoral Area "A" (Bamfield) on the Alberni-Clayoquot Regional District (ACRD) Board for a 3 year term.

### Summary:

At the October 26, 2011 Board of Directors meeting a resolution was passed instructing staff to proceed with the *Notice of Nomination for Appointment* process as presented by the CAO in order to identify potential candidates to fill the vacant Bamfield Director position on the ACRD Board.

Notices were placed in the local media, Regional District Website and Bamfield Portal. The nomination period closed on Thursday, November 20, 2011. One nomination package was received from Mr. Eric Geall, Bamfield, BC.

The Local Government Act states that the appointment cannot be made until after the first meeting of the new Board of Directors on December 9, 2011. Therefore, staff propose a Special Board meeting be held immediately following the Regular Board of Directors meeting in order to consider the appointment of Mr. Geall to the ACRD Board of Directors.

### Time Requirements – Staff & Elected Officials:

Minimal

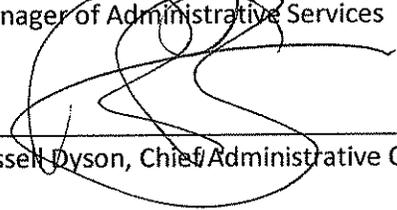
### Policy or Legislation:

Legislation – Local Government Act Section 739 – Calling of Special Board Meeting

**Request for Decision**

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Submitted by:   
Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Board Remuneration Review Committee: Donna Brett, Bob Cole, Lyle Price

**Meeting Date:** November 23, 2011

**Subject:** Review of the ACRD Board Remuneration, Expenses and Benefits Bylaw

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### Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors accept the recommendations of the ACRD Board Remuneration Review Committee as presented and adopt Bylaw A1073, Board Remuneration, Expenses and Benefits, 2011.

### Desired Outcome:

To adopt a new Board Remuneration, Expenses and Benefits Bylaw for the Alberni-Clayoquot Regional District Board of Directors.

### Background:

Every 3 years, prior to the local election, the Alberni-Clayoquot Regional District Board of Directors appoints 3 former Directors to sit on a Committee to review the Board Remuneration, Expenses and Benefits Bylaw.

Donna Brett, Lyle Price and Bob Cole were appointed to the 2011 Board Remuneration Review Committee. The Committee met on November 9<sup>th</sup> and November 16<sup>th</sup> to review Bylaw A1066, Board Remuneration, Expenses and Benefits. Notes from these meetings are attached. The following are recommendations coming out of the review:

1. Mileage increased to \$0.55 for pavement and \$0.75 for gravel;
2. Medical/Dental/Life Insurance Benefits – No change (paid for by the Director);
3. Meal Allowance – No change;
4. Remuneration and expenses – No increase;
5. The following ACRD meetings be built into the monthly remuneration: Regular Board, Committee-of-the-Whole, Alberni Valley Committee, West Coast Committee and Electoral Area Directors Committee and the monthly remuneration be increased to reflect the value of these meetings;
6. The per meeting rate of \$65.00 or \$145.00 will only be paid to Directors who are appointed to other committees/boards/commissions (internal and external) by the ACRD Board in January of every year;
7. All other meetings require Board approval in order to receive the per meeting rate above;
8. Reduce the number of appointments to internal/external committees, boards, commissions and spread out appointments among members to reduce costs and even the workload.

**Request for Decision**

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9. The Board Remuneration Review Committee appointed in 2014 start the review process earlier in the year and consider going to a “one fee” remuneration only model.

Bylaw A1073, Board Remuneration, Expenses and Benefits Bylaw, 2011 reflects the above recommendations 1. to 7. of the Committee and is attached for consideration by the ACRD Board of Directors.

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

The Committee kindly volunteered their time to sit on the Review Committee.

**Financial:**

Overall the increase is negligible.

**Policy or Legislation:**

Local Government Act

Approved by:

  
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

**Notes from the ACRD Board Remuneration Review Committee Meeting held on Wednesday, November 9, 2011, Echo Centre, Fir Room.**

**Present:**        **Committee:**  
Donna Brett  
Lyle Price  
Bob Cole

**Staff:**  
Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Teri Fong, Manager of Finance

**Directors:**  
Mike Kokura  
Penny Cote

1. The meeting was called to order at 10:30 am.
2. Donna Brett Chaired the meeting.

**Presentations**

3. ACRD Directors were given an opportunity to provide input to the Committee on the review of Bylaw No. A1066, Board Remuneration, Expenses & Benefits.
4. Director Kokura provided the following input:
  - a. The salary should stay the same, but consider cost of living adjustments;
  - b. The mileage should be adjusted, especially for gravel road, the Bamfield Road is very hard on vehicles;
  - c. Disagrees with the ACRD paying for Directors Health Benefits;
  - d. Requested the Committee look at compensation for Public Hearings – Some of the Electoral Areas have a lot of public hearings;
  - e. Meeting rates should stay the same.
5. Director Cote provided the following input:
  - a. Supports Directors Health Care Benefits being paid by the ACRD;
  - b. The mileage should be adjusted, especially for gravel road.
6. W. Thomson provided the Committee with a memo from Director Bennett with the following input:
  - a. Consider Directors Health Care Benefits paid for by the ACRD;
  - b. Consider small Life Insurance Plan paid for by the ACRD;
  - c. Consider small remittance for Directors who stay with family members or friends instead of staying in a hotel;

- d. Request a review the meal allowance rates and consider increases.
- 7. The Committee thanked the Directors for their input into the Bylaw review.

### **Issues for Consideration**

- 8. R. Dyson asked the Committee to consider compensation for the 4 First Nation representatives that currently sit as observers at the ACRD Board table. Two of the First Nations will be joining as voting members on the ACRD Board in 2012.
- 9. R. Dyson requested the Committee to review the wording in the current Bylaw with respect to 2 or 3 meetings in the same day. Example: currently if there is a Committee-of-the-Whole (COW) meeting and a Special Board meeting on the same day, Directors are paid \$65.00 for the COW meeting and \$160.00 for the Special Board Meeting.
- 10. R. Dyson advised the Committee that in 2012 he will be bringing forward a recommendation for consideration by the ACRD Board to go to two Board meetings each month and doing away with the Committee-of-the-Whole meeting. He asked the Committee to take this into consideration when reviewing the Bylaw. The CAO asked the Committee to consider remuneration versus per meeting rate.
- 11. Director M. Kokura and P. Cote left the meeting at 10:56 am.

### **Bylaw Review**

- 12. The Manager of Finance provided the Committee with the following documentation:
  - a. City of Port Alberni Council Remuneration Bylaw
  - b. District of Tofino Council Member Remuneration Bylaw
  - c. List of Regional District Committees (2011)
  - d. Regional District Remuneration Comparisons
- 13. The Committee reviewed Bylaw A1066 and agreed to the following:
  - a. Mileage - Increased to:
    - i. .55 cents km pavement
    - ii. .75 cents km gravel portion of road
  - b. Medical/Dental/Life Insurance Benefits
    - i. No change
  - c. Meal Allowance
    - i. No change

- d. Remuneration
  - i. Staff were requested to prepare options for consideration by the Committee at the next meeting as follows:
    - 1. Monthly Board and Committee-of-the-Whole meetings built into the remuneration
    - 2. Remuneration paid for all meetings (no separate meeting rates);
    - 3. The Manager of Finance will provide a breakdown of the number of meetings Directors attended in 2010 and Remuneration and Expenses paid in 2010.
- e. Other Items
  - i. Build wording into the Bylaw to address 2 or 3 meetings in one day - paid one rate;
  - ii. First Nations Observers – No Compensation
  - iii. Remittance for staying with family member or friend instead of a hotel – No compensation
  - iv. The Committee recommended that the next Bylaw review process be conducted earlier – July/August.

#### **Next Meeting**

- 14. The next meeting of the Board Remuneration Review Committee will be held on Wednesday, November 16, 2011, 10:30 am in the Regional District Office.



**Notes from the ACRD Board Remuneration Review Committee Meeting held on Wednesday, November 16, 2011 in the Regional District Board Room.**

**Present: Committee:**

Donna Brett  
Lyle Price  
Bob Cole

**Staff:**

Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services

1. The meeting was called to order at 10:35 a.m.

**Notes**

2. The Committee approved the notes from the ACRD Board Remuneration Committee meeting held on November 9, 2011.

**Review - Bylaw A1066, Board Remuneration, Expenses & Benefits**

3. The Committee reviewed the following documentation provided by ACRD Staff in response to their request :
  - a. Schedule of Remuneration & Expenses (2010)
  - b. 2010 Elected Officials Review
  - c. Proposed Remuneration
  - d. Impact on Remuneration
  - e. Consumer Price Index – September 2011
4. The Committee recommended the following amendments to Bylaw A1066:
  - a. The ACRD Board reduce the number of appointments to internal Committees and outside Committees, Boards, Agencies and spread out appointments among members to reduce costs and even the workload;
  - b. Build wording into the Bylaw whereby Directors require Board approval before attending any meetings outside of the internal/external Committee appointments which are made by the ACRD Board every January;
  - c. The following ACRD meetings be built into the monthly remuneration: Committee-of-the-Whole, Regional Hospital District, Alberni Valley Committee, West Coast Committee and Electoral Area Directors Committee and the monthly remuneration be increased to reflect the value of these meetings;
  - d. No increase to the remuneration for the 3 year term;

- e. The meeting rate for all other meetings (outside of the remuneration) stay at \$65.00 or \$145.00 per meeting;
- f. Next Bylaw Review - Start the Bylaw review process earlier in the year and recommend the ACRD Remuneration Review Committee consider a “one fee” (remuneration only) model;

**Next Steps**

- 5. Regional District Staff will draft a memo with the recommendations from the Board Remuneration Review Committee and forward with the proposed new Bylaw for consideration by the ACRD Board at their regular meeting next Wednesday, November 23, 2011.
- 6. The Board Remuneration Review Committee will attend the Regular Board meeting next Wednesday to answer any questions Directors may have.
- 7. The meeting adjourned at 11:25 a.m.



**Regional District of Alberni-Clayoquot**

**Bylaw No. A1073**

**A Bylaw to Provide for Board Member Remuneration, Expenses and Benefits**

**WHEREAS** the *Local Government Act* provides that a Regional District Board may provide for remuneration, expenses and benefits for Directors.

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

**Definitions**

1. In this Bylaw:
  - a. **“Director”** means a person elected or appointed to the Regional District of Alberni-Clayoquot Board;
  - b. **“Regional District”** means the Regional District of Alberni-Clayoquot.

**Remuneration**

2. The remuneration for Directors is set out in Schedule “A” of this bylaw.
3. One third (1/3) of the remuneration paid pursuant to Section 2 shall be paid as an allowance for expenses incidental to a Director’s discharge of the duties of office, other than those expenses provided for in Section 4 of this bylaw.

**Expenses**

4. In addition to the remuneration paid in Section 2, a Director is entitled to:
  - a. Be reimbursed for out of pocket costs or to otherwise have the Regional District pay the cost of the following:
    - i. Accommodation;
    - ii. Ferry fares for vehicle and driver and other passengers, if any, travelling on Regional District business;
    - iii. Taxi or shuttle bus;
    - iv. Parking;
    - v. Motor vehicle rental, including mileage and insurance costs;
    - vi. Air fare;

- b. Be paid an expense allowance:
- i. For each meal away from home:
    1. While in Greater Vancouver, Greater Victoria or Whistler:
 

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
    2. While in all other locations:
 

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
  - ii. of \$12.00 per night away from home for incidental costs;
  - iii. of \$0.55 per kilometer, or the provincial government mileage rate, whichever is higher, for travel on paved roads and an additional \$0.20 per kilometer for travel on gravel roads where the Director provides a vehicle;
- c. Be reimbursed for long distance telephone charges for calls on Regional District business.
5. No payment will be made, under Section 4 (a) or (b), to a Director for any costs incurred unless they were incurred in the conduct of the Regional District's affairs to attend:
- a. Regional District Board or Committee meetings;
  - b. Union of BC Municipalities Convention;
  - c. Association of Vancouver Island and Coastal Communities Convention;
  - d. Any other meeting, convention or seminar approved by the Regional District Board;
  - e. Administrative tribunal or court proceeding;
6. Notwithstanding Section 5, the Chairperson of the Board of Directors and any other Director the Chairperson appoints is entitled to payments under Section 4 without prior approval of the Board of Directors when travelling on purposes of urgent Regional District business. The Chairperson shall report the trip and purpose of it at the next Regional District Board meeting.

**No Double Dipping**

7. In no case will the Regional District reimburse or pay for any costs claimed by a Director where those costs have been or will be paid by any other organization.



**Schedule "A"**  
**Effective: January 1, 2012**

a. Remuneration includes the following meetings:

- i. Board of Directors
- ii. Committee of the Whole
- iii. Alberni Valley Committee
- iv. West Coast Committee
- v. Electoral Area Directors Committee

b. Remuneration amounts:

Director	Amount
Municipal Directors	\$5,996.00
West Coast Municipal Directors	\$8,400.00
Alberni Valley Electoral Area Directors (Areas B, D, E, F)	\$8,787.00
West Coast Electoral Area Directors (Areas A & C)	\$11,511.00
Chairperson – additional	\$6,328.00

c. Payments for other meetings:

- i. Meetings of internal committees or appointments to outside boards, agencies, and commissions (as approved in January of every year) receive the applicable meeting rates below.
- ii. Board of Directors approval is required in advance for any other meetings to receive the meeting rates below.
- iii. Multiple meetings that are held on the same day as a Regular Board meeting or Committee of the Whole meeting are included in the remuneration.

Other Meeting Rates	Amount
Committee meeting where travel to meeting is less than 60km	\$65.00
Committee meeting where travel to meeting is greater than 60km	\$145.00
Attendance at conferences or conventions	\$160.00

d. Alternate Directors:

Meeting	Amount
Attendance of meeting where travel to meeting is less than 60km	\$160.00
Attendance of meeting where travel to meeting is greater than 60km	\$180.00





	2011 YEAR TO DATE ACTUAL	2011 ANNUAL BUDGET	PERCENTAGE OF BUDGET
<b>REVENUE</b>			
Tax requisition	\$ 3,394,018	\$ 3,394,015	100.00%
Parcel and frontage taxes	797,960	797,960	100.00%
Parcel tax prepayment	392,000	-	0.00%
Value added taxes	68,993	80,000	86.24%
Grants in lieu of taxes	68,234	24,750	275.69%
Services provided to other governments	54,284	80,000	67.86%
Sale of services	2,552,334	2,765,212	92.30%
Other revenue from own sources	219,324	202,924	108.08%
<b>Transfers from other governments</b>			
Unconditional	261,472	120,000	217.89%
Conditional	777,909	757,352	102.71%
Surplus (deficit) from prior years	1,385,845	1,430,753	96.86%
Committed surplus from prior year	1,696,752	1,696,752	100.00%
<hr/>			
<b>SUBTOTAL</b>	11,669,125	11,349,718	102.81%
<b>Transfers from Municipalities for</b>			
Municipal Finance Authority	514,039	538,506	95.46%
<hr/>			
<b>TOTAL REVENUE</b>	<b>\$ 12,183,164</b>	<b>\$ 11,888,224</b>	<b>102.48%</b>



	2011 YEAR TO DATE ACTUAL	2011 ANNUAL BUDGET	PERCENTAGE OF BUDGET
<b>EXPENDITURES</b>			
Electoral Area Administration	\$ 72,433	\$ 2,254,539	3.21%
General Government Services	992,558	1,043,500	95.12%
Franklin Road Fire Protection	5,495	2,900	189.49%
Mountain Ranch Road Fire Protection	2,358	2,375	99.30%
Bamfield Fire Department	107,281	107,000	100.26%
Beaver Creek Fire Department	243,683	243,850	99.93%
South Long Beach Fire Protection	13,983	14,000	99.88%
Sproat Lake Fire Department	186,345	288,950	64.49%
Grandville Road Fire Protection	585	875	66.89%
E 9-1-1 Telephone System	262,682	264,252	99.41%
Port Alberni - Arena	59,150	238,348	24.82%
Building Inspection	184,755	217,000	85.14%
Noise Control-Beaver Creek	833	2,000	41.67%
Animal Control-Sproat Lake	780	3,000	25.99%
Emergency Planning-Alberni Valley	61,395	82,000	74.87%
Animal Control- Beaver Creek	122	3,000	4.06%
Emergency Planning-West Coast	9,898	12,657	78.20%
Beaver Creek Electoral Arena Contribution	26,758	27,717	96.54%
Cherry Creek Electoral Arena Contribution	22,677	23,635	95.94%
Sproat Lake Electoral Arena Contribution	34,114	35,072	97.27%
Noise Control- Cherry Creek	833	2,000	41.67%
Custom Transit	309,703	450,327	68.77%
Salmon Beach Sewage Disposal	58,599	62,300	94.06%
South Long Beach Street Lighting	566	750	75.47%
Arvay Road Street Lighting	887	1,100	80.63%
South Long Beach Bike Path	3,483	3,600	96.76%
Noise Control-Sproat Lake	860	2,000	42.99%
Alberni Valley Airport	151,823	156,500	97.01%
Tofino/Ucluelet Airport	539,938	522,000	103.44%
Alberni Valley Landfill and Bamfield	1,733,545	2,144,850	80.82%
West Coast Landfill	873,876	1,023,500	85.38%
Bamfield Community Park	111	6,100	1.82%
Sproat Lake Community Park	113,234	159,916	70.81%
South Long Beach Community Park	-	7,500	0.00%
Management of Development- Rural Area	329,682	427,700	77.08%
Regional Planning Services	95,470	115,300	82.80%
Regional Library	254,141	338,845	75.00%
Alberni Valley Tourism Marketing	71,826	80,000	89.78%
Regional Parks	1,683	10,830	15.54%
Salmon Beach Security	47,746	69,900	68.31%
Salmon Beach Garbage Collection	12,640	18,000	70.22%
Salmon Beach Recreation	22,309	29,800	74.86%
Salmon Beach Transportation	126,983	161,750	78.51%
Salmon Beach Water Supply	17,657	22,000	80.26%
Salmon Beach Power	518,344	145,507	356.23%
Alberni Valley Water Study	11,128	13,591	81.88%
Bamfield Water System	131,082	159,625	82.12%
Millstream Water System	22,959	31,216	73.55%
Grant-in-Aids - Combined	304,594	316,541	96.23%
<b>SUBTOTAL</b>	<b>8,043,589</b>	<b>11,349,718</b>	<b>70.87%</b>
Transfer to MFA on behalf of Municipalities	538,506	538,506	100.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,582,095</b>	<b>\$ 11,888,224</b>	<b>72.19%</b>



## MEMORANDUM

**TO:** Russell Dyson, Chief Administrative Officer and Regional Board

**FROM:** Carla Connolly, Planner

**DATE:** November 16, 2011

**SUBJECT:** DVA11007 (Boyes)

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### Background

On October 26, 2011 the Regional Board reviewed an application for a development variance permit relating to STRATA LOT 45, 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 (Lot 45 Haggard Cove).

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property. This has been completed. Attached are responses received to date. Additional objections or responses that are received prior to the November 23, 2011 Board meeting will be provided to the Board before the meeting.

Approval of this development variance permit would vary the required front yard setback from 25 feet to 14.1 feet. This variance would bring the recently constructed cabin into conformance with the Alberni-Clayoquot Regional District Zoning Bylaw requirements.

### History

The previous land owner applied to the Board of Variance (BOV) in 2006 requesting a 50ft creek setback variance and a 10ft front yard setback variance. The BOV received five (5) letters of objection to the proposed variance. Adjacent property owners opposed the reduction of the front yard setback stating it would negatively impact their views and they purchased their lots under the assumption that their neighbours would follow the required setbacks. Neighbours were also concerned that the creek would be negatively impacted by a setback reduction.

### DVA11007

Members: City of Port Alberni, District of Ucluelet, District of Tofino  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), and "F" (Cherry Creek)

A member of the BOV asked if the applicant could live with just the variance from the creek, not the front yard setback. No answer was given by the applicant. The BOV requested more information from the applicant including:

- a. A report from Federal Fisheries and Oceans
- b. Geotechnical report
- c. Proposed site plan
- d. Viewscape analysis
- e. Elevations.

The applicant supplied a report from a professional biologist, which was reviewed and endorsed by DFO staff. However, at that time, no variances were issued.

In 2009, this application came back to the BOV to vary the watercourse setback from 30.48 metres (100 ft.) to 10 metres (32.8 ft.). The applicant hired a Registered Professional Biologist to determine the safe, allowable setback distance from the creek. In conjunction with the Department of Fisheries and Oceans, it was determined that a 10 metre setback was suitable, subject to a house development plan including the following:

- a. A Riparian Assessment by an arborist and/or biologist to identify the management plan for the riparian area to address current and potential blow-down hazards. The riparian area should be flagged to identify reserve areas.
- b. House construction plans must include a sediment management and habitat protection plan for the riparian areas.

A site plan showing the buildable area was included in the BOV package, which the current property owner and applicant received. (Buildable area is the space within which a structure can be constructed and still meet all setback requirements.)

The current property owner and applicant applied for and received a building permit. However, when the building inspector went out to inspect the structure, it is actually built in the wrong location and is constructed within the front yard setback; contrary to the submitted site plan. When I spoke with the property owner about this he said that an engineer who was onsite advised him that the farther back from the creek the cottage is located, the better. The owner then took it upon himself to move the cottage as far back from the creek as possible, thus encroaching into the front yard setback.

Neither recommendation of the registered professional biologist was followed prior to the building permit being issued. However, after speaking with the biologist he said that his earlier recommendations are unnecessary since the construction has already taken

place.

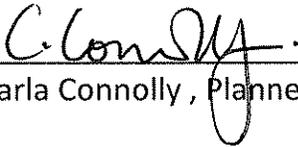
He did recommend that there be a statement in the ACRD decision that says "no work or alteration is permitted within the riparian zone (10 metres) of the creek without advice from a professional biologist, engineer or other qualified individual AND permission from the Alberni-Clayoquot Regional District."

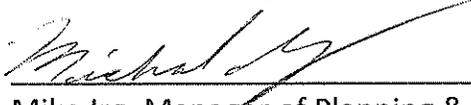
### **Recommendation**

Each development variance is reviewed on a case by case basis. In this instance, staff does not support the issuance of a development variance for a couple of reasons. One; because the applicant built the cottage within the required front yard setback, which he was made aware of during the building permitting process; and, Two; because there is significant neighbourhood opposition to the proposed development variance.

Staff recommends that the Regional Board consider denying this application. When considering denying a development variance, the Board's policy is to defer the application and invite the applicant to speak at the next Board meeting.

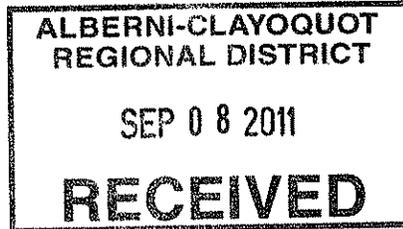
**Staff recommends the following motion: "The Regional Board is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicant(s) the opportunity to present their own case as to why this matter should not be denied".**

Submitted by:   
Carla Connolly, Planner

Reviewed by:   
Mike Irg, Manager of Planning & Development

  
Russell Dyson, Chief Administrative Officer

Mike Wilton  
Owner, Lot 31 Haggards Cove  
6234 Lower Chippewa Road  
Duncan B.C. V9L 5P8  
September 8<sup>th</sup>, 2011



Port Alberni Regional District

Re: Thomas BOYES  
Lot 45 Haggards Cove  
Variance to Property

I am of the understanding that Thomas Boyes has applied to have the location of his cabin approved by the Regional District. I am strongly opposed to this for several reasons.

I feel that it is important that you are aware of a conversation I had with Mr. Boyes the first time I met him on the dock at Haggards Cove even prior to him starting to build. The conversation was about the history of the lot and how most people that looked at the lot would not purchase it because it was not a buildable lot. The reasons were that the footprint available to build was so small it was not practical. I further advised Mr Boyes that with the fish-bearing stream going through his lot he needed to be careful in his dealings with Federal Fisheries as the Strata had a history with them. Mr. Boyes then stated to me, " I will do what I need to do and then tell them that I am old and did not understand."

During the stages of building Mr. Boyes has shown very little respect for the neighbours in the development. He has taken other people's firewood, stored his equipment and a large quantity of debris on other people's properties without asking permission, and set up camp on strata common property without seeking permission. Every time he is approached to discuss these issues he pleads ignorance or that he didn't know. My opinion of Mr. Boyes is he is dumb like a fox. His first statement shows his disregard for the building rules, his behaviour shows his disregard for others.

Mr. Boyes purchased the lot at a reduced price due to the issues of building and he was well aware of them. His lot along with three other undeveloped lots are the showcase lots to the development as they are located directly in front as one arrives in the Cove. As a result of building too close to the roadway he has created a very small passageway for vehicles when he parks his vehicles in the parking space he has created.

It would be a dangerous precedent to allow this variance to be approved knowing that the intent was in place even prior to building. Others in the development have applied for variances prior to building and operated within the guidelines. My concern is that there is about half of the development lots left to build on, of which most are the less

desirable building lots. Should you now approve this application, the message that would be sent out is that one can do what they wish, then get approval after the fact.

I am willing to attend in person should it be a requirement as I have a substantial investment in my property at Haggards Cove and believe the future of the development is critical by having builders following the rules and procedures in place for everyone's protection.

Again, I am strongly opposed to this application even being considered. Mr. Boyes showed his intent from the start and regardless of the expense to him now, it is a problem he created on his own by turning a blind eye to the rules.

Thank you in advance for your consideration.

Mike Wilton

## Carla Connolly

---

**From:** Ernie Holt [haggardscove@donobi.net]  
**Sent:** November 14, 2011 7:27 PM  
**To:** Carla Connolly  
**Subject:** Lot 45 Variance  
**Attachments:** 20111111094908504 (2).pdf

Dear Ms. Connolly-

I am sending this email in response to the Notice of Application of Development Variance Permit Application No. DVA11007. I am opposed to approval of this variance. My main concern is the issue of precedent being set of just do what you want, and ask for forgiveness later. Most of the remaining lots are less desirable building lots and it would be a mistake for the regional district to allow one to violate the codes and then approve after the fact.

Thanks for your consideration.

Ernie & Debbie Holt  
Lot #39, Haggards Cove.

Alberni-Clayoquot Regional District

3008 Fifth Avenue

Port Alberni, BC Canada V9Y 2E3

This letter is regarding Strata Lot 45 at Haggard's Cove owned by Thomas Lee Boyes. We feel that the permit he is requesting should not be issued for several reasons. First of all, Mr Boyes has made it clear from the beginning that he plans to do as he pleases – rules do not matter to him. Secondly, his property is on one of the narrowest places on the road, which makes it difficult when one is trying to use the road and his equipment is blocking it. We feel that if this permit is issued it will set a precedent for the other lots on this road. We are against this permit being issued. Thank you.

Warren and Kathy Horning

14095 Baseline Road W

Quincy, Washington USA 98848

Strata Lot 18 – Haggard's Cove

*Warren Horning*  
*Kathy Horning*

*Phone: 509-398-1851*

*Fax: 509-785-3022*

ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

NOV 14 2011

RECEIVED

## Carla Connolly

---

**From:** Frank Chambers [frank@northstarww.com]  
**Sent:** November 14, 2011 10:42 AM  
**To:** Carla Connolly  
**Cc:** Lorelei Chambers  
**Subject:** lot 45, Haggards Cove

Carla;

I should have noted that my wife is listed as the lot co-owner (with her mother) at Haggards Cove for lots # 1 and 2. Her name is Lorelei Chambers. This letter is from both of us. Should you need anything further please let us know.

Thank you,  
Frank Chambers  
Lorelei Chambers

To the Regional District Board;

It is my hope that an investigation be performed to determine whether the owner had prior knowledge as to where his building site should have been, and whether he purchased the property for a reduced price as a resulting knowledge of the limitation of the lot. If that were the case, and he then built where he pleased, it would seem to set a precedent for future purchasers to adhere to a similar policy.

Frank Chambers  
Northstar Woodworks  
360-384-0307 ext.202  
[www.northstarww.com](http://www.northstarww.com)

## Carla Connolly

---

**From:** ALEX & NANCY MERLICH [allday24@msn.com]  
**Sent:** November 13, 2011 11:29 AM  
**To:** Carla Connolly  
**Subject:** FW: lot 45 variance  
**Attachments:** 20111111094908504.pdf

Dear Ms. Connolly-

I am sending this email in response to the Notice of Application of Development Variance Permit Application No. DVA11007. I am opposed to approval of this variance. My main concern is the issue of precedent being set of just do what you want, and ask for forgiveness later. Most of the remaining lots are less desirable building lots and it would be a mistake for the regional district to allow one to violate the codes and then approve after the fact.

Thanks for your consideration.

Alex Merlich  
Lot #13, Haggards Cove.

## Carla Connolly

---

**From:** dlelly@aol.com  
**Sent:** November 13, 2011 6:54 PM  
**To:** Carla Connolly

DEAR MS. CONNOLLY, WE ARE PROPERTY OWNERS AT HAGGARD COVE AND OWN LOTS 4 AND 5. WE ARE WRITING TO STATE OUR CONCERNS THAT ALL VARIANCES SHOULD BE GRANTED BEFORE ANY CONSTRUCTION BEGINS. ANY DEVIATION FROM THIS POLICY LEADS TO INFRINGEMENTS ON PROPERTY RIGHTS AND CREATES AN ENVIRONMENT OF HOSTILE RELATIONSHIPS WITHIN THE COMMUNITY.  
SINCERELY, LEILANI AND DON ELLINGSEN



**Development Variance Application**

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**Date:** November 16, 2011

**Application:** DVC11009

**Applicants:** Joseph (Rene) Hache                      **Agent:** n/a

**Legal Description:** Lot 15, Block 43, Section 49, Clayoquot District, Plan 510

**Location:** 1089 Sixth Avenue, Salmon Beach

**Electoral Area:** Area "C" (Long Beach)

---

**Recommendation:** That the Regional Board:

- 1) Receive the staff report; and
  - 2) Pass a resolution to consider issuing the development variance of Section 143.3(7)(ii) of the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 to **vary the required side yard setback of the Marine Recreation (MR) District from 10 feet to 8.8 feet** to allow for the construction of a cabin within the footprint of the existing foundation on the property.
- 

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

**Applicant's Intention:** The applicant is requesting a variance to the side yard setback requirement of the Marine Recreation (MR) District to allow for a cabin to be built on an existing concrete foundation on the property located partially within the side yard setback.

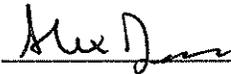
**DVC11009**

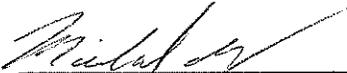
## Observations:

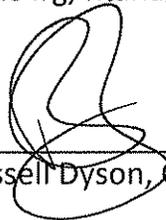
- i. **Property Description:** Building Permit LB07-17 was issued September 28, 2007 for the construction of a 26' x 22' cabin on the property. The foundation for the cabin was poured but a subsequent BCLS site survey on November 08, 2010 determined that the concrete foundation was located partially within the side yard setback. There are no other structures on the property.
- ii. **Services:**
  - a) **Sewage Disposal:** Community pump-and-haul sewage disposal system.
  - b) **Water Supply:** Individual water system.
  - c) **Fire Protection:** Not within a fire protection area.
  - d) **Access:** The property accesses from Sixth Avenue.
- iii. **Existing Planning Policies Affecting the Site**
  - A. **Agricultural Land Reserve:** Not within the ALR.
  - B. **Official Community Plan:** The South Long Beach Official Community Plan designates the property as "Salmon Beach Neighbourhood". The use of the property complies with the policies and objectives of the South Long Beach OCP.
  - C. **Zoning:** Marine Recreation (MR) District. The zoning permits one (1) cabin not exceeding 560 square feet in floor area and one (1) storage building not exceeding 160 square feet in floor area. All buildings or structures shall not be constructed within 20 feet of any front or rear lot line or within 10 feet of any side lot line.  
  
**A development variance is required to vary the side yard setback from 10 feet to 8.8 feet to allow for the construction of the proposed cabin within the existing footprint of the foundation on the property.**

**Comments:** The proposed construction is a permitted use with respect to the maximum floor area and height regulations of the Marine Recreation (MR) District but the siting of the foundation is non-conforming to the side yard setback requirements. Planning staff feels that this application is reasonable as it constitutes a minor variance of the setback. This application is the result of a minor error in siting the foundation and the intent was

to comply with the required setbacks. The development variance process provides an opportunity to rectify these types of situations.

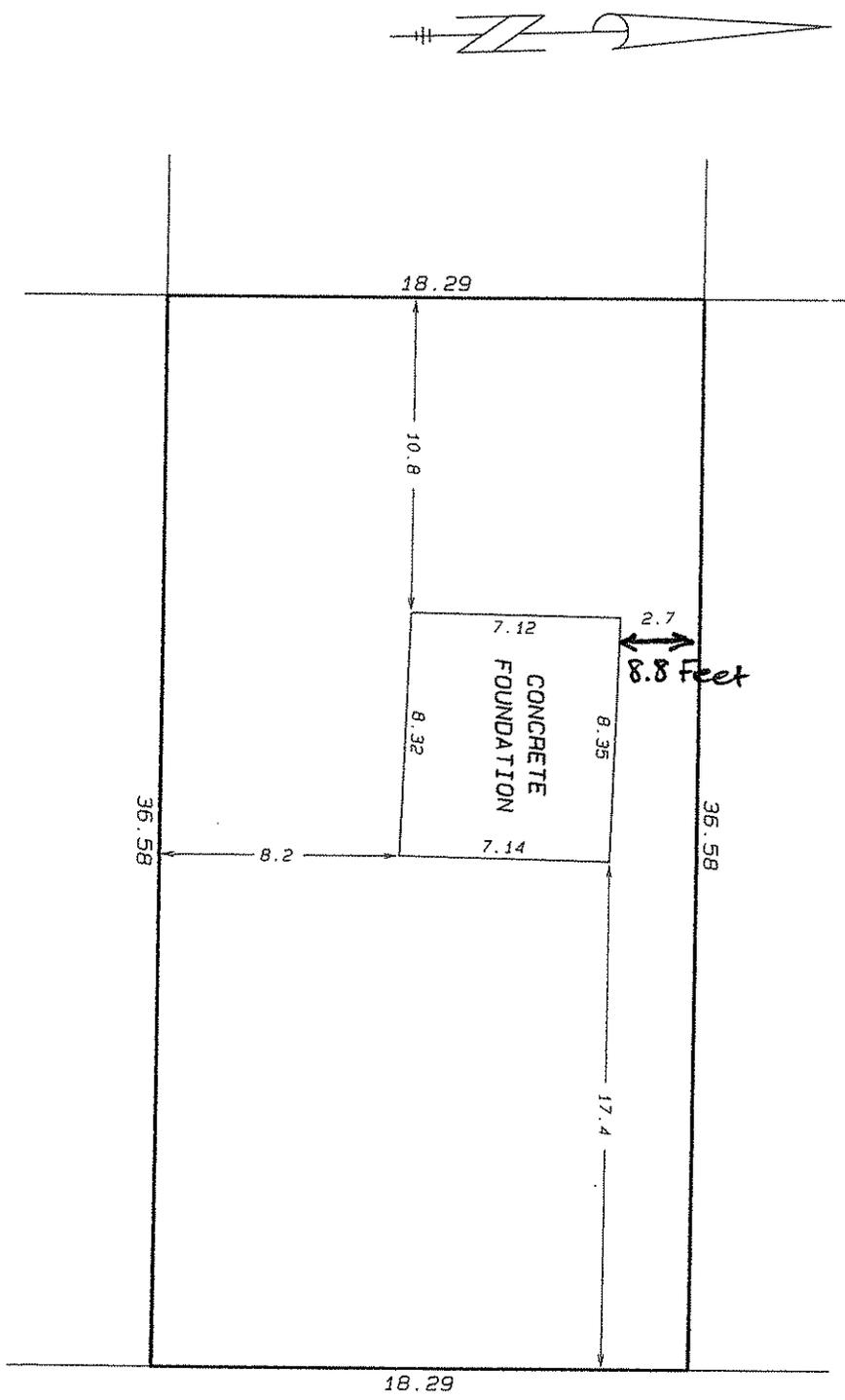
Prepared by:   
Alex Dyer, Junior Planner / Bylaw Enforcement Officer

Reviewed by:   
Mike Irg, Manager of Planning and Development

Reviewed by:   
Russell Dyson, Chief Administrative Officer

**B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION  
OF BUILDINGS ON LOT 15, BLOCK 43, PLAN 510,  
SECTION 49, CLAYOQUOT DISTRICT.**

SCALE = 1:250  
All distances are in metres.



SIXTH STREET

Charles O. Smythies & Associates ©  
B.C. Land Surveyors & Planners  
Nanaimo, B.C.  
Date: November 8, 2010.

File: CY-49-GEN

Certified Correct

*[Signature]*  
This document is not valid unless  
originally signed and sealed.

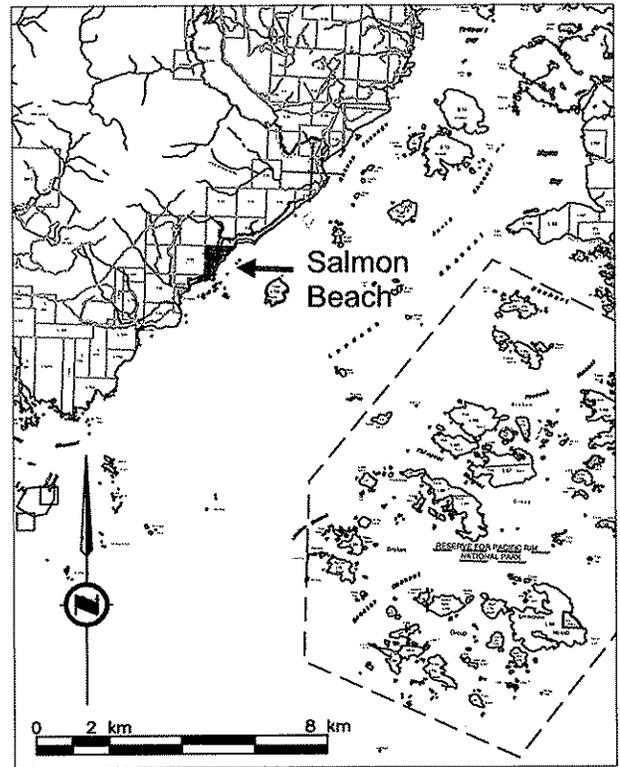
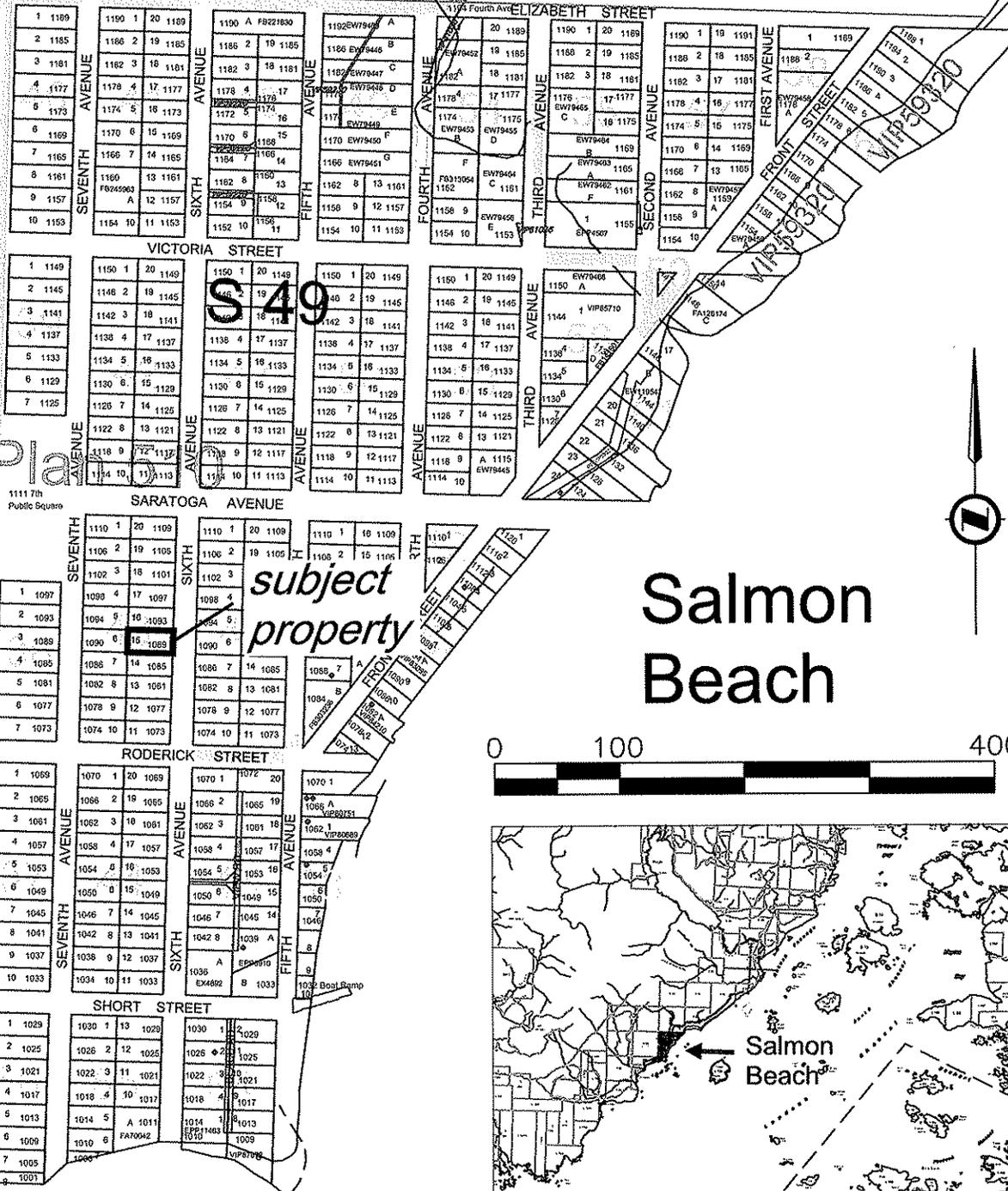
B.C.L.S.

S50

S49

# Salmon Beach

*subject property*







### Development Variance Application

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**Date:** November 15, 2011

**Application:** DVF11010

**Applicants:** Erwin & Lisa Borovica                      **Agent:** n/a

**Legal Description:** Lot B, Block 235, Alberni District, Plan 35194

**Location:** 1785 Alberni Highway

**Electoral Area:** Area "F" Cherry Creek

---

**Recommendation:** That the Regional Board:

- 1) Receive the staff report; and
  - 2) Pass a resolution to consider issuing the development variance of Section 200 – Schedule II – Bulk and Site Regulations of the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 to **vary the required front yard setback of the Multiple Family Residential (RM1) District from 25 feet to 10 feet** to allow for the completion of the additions to units 4 and 5 within their existing footprint (as shown on attached site plan).
- 

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

**Applicant's Intention:** The applicant is requesting a variance to the front yard setback requirement of the Multiple Family Residential (RM1) District as a condition of their rezoning application. This variance will allow the applicant to complete the additions

**DVF11010**

made to existing units 4 & 5.

**Observations:**

- i. **Property Description:** The property is 0.92 acres in size and lies adjacent to the Alberni Highway. The property currently has one three-unit dwelling and one two-unit dwelling for a total of five existing units. The units vary from approximately 500 ft<sup>2</sup> to 700 ft<sup>2</sup> in size.
  
- ii. **Services:**
  - a) **Sewage Disposal:** On-site sewage disposal. The system has been recently upgraded to meet the current health regulations for the number of units on the property.
  
  - b) **Water Supply:** There is an existing water license to draw water from Stokes Creek for one single family dwelling at a rate of no more than 1,500 gallons (6,819 litres) per day.  
  

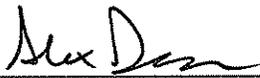
As a condition of the rezoning application, the water system is being upgraded to meet the current Vancouver Island Health Authority standards for a water supply system servicing 5 units under the *Drinking Water Protection Act*. This includes obtaining an operating permit and installing treatment and disinfection works. The owner is in the process of obtaining the permit from VIHA which is required prior to completion of the rezoning application and adoption of the bylaws.
  
  - c) **Fire Protection:** Cherry Creek Fire Protection Area.
  
  - d) **Access:** The owner has obtained an access permit from the Ministry of Transportation and Infrastructure to access the property from the Alberni Highway. There is also a driveway to access the property from Export Road.
  
- iii. **Existing Planning Policies Affecting the Site**
  - A. **Agricultural Land Reserve:** Not within the ALR.
  
  - B. **Official Community Plan:** The Cherry Creek Official Community Plan designates this property as “Low Density Residential”. As part of the rezoning application, the applicant has applied to redesignate the property as “Residential” which permits multiple family units.

- C. **Zoning:** The parcel is currently zoned Acreage Residential (RA1) District. The property is currently the subject of an application to rezone the property from Acreage Residential (RA1) District to Multiple Family Residential (RM1) District. Bylaws P1259 and P1260 received 2<sup>nd</sup> and 3<sup>rd</sup> readings on January 26, 2011. As a condition of rezoning, this development variance is required to vary the front yard setback for the RM1 District from 25 feet to 10 feet in order to allow for the completion of additions made to the existing units 4 and 5 which lie within the setback.

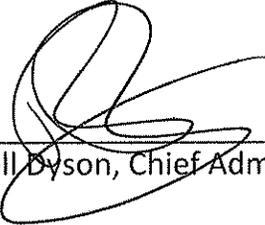
<b>RM1 District requires:</b>	
Minimum Lot Area:	12,000 ft <sup>2</sup>
Minimum Lot Width:	120 feet
Minimum Setbacks:	
Front:	25 feet
Rear:	35 feet
Side:	12 feet
Maximum Height:	30 feet

**Comments:**

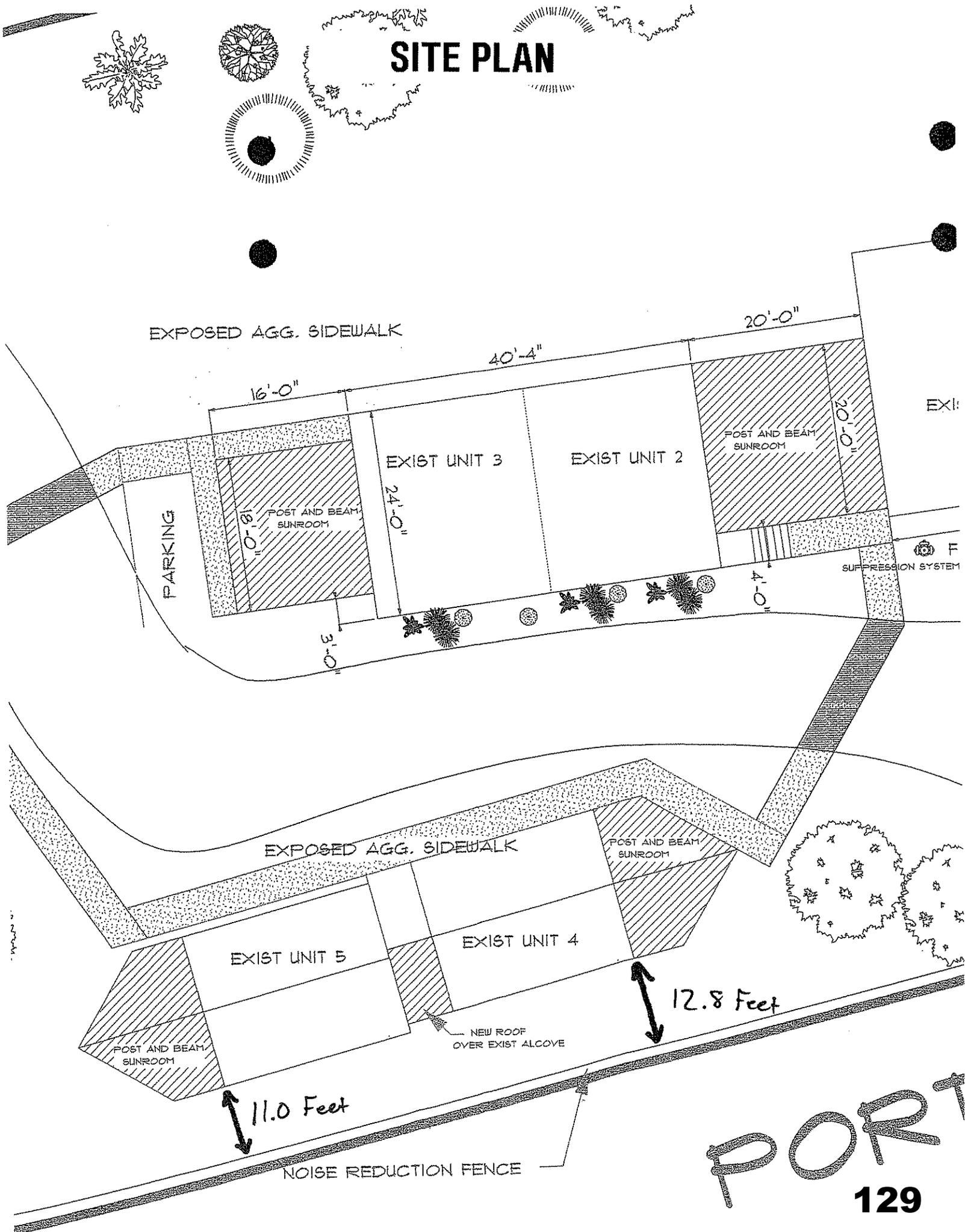
1. This variance is required to legalize additions made to the two-unit dwelling structure adjacent to the Alberni Highway. The structural post and beam sunroom additions and covered walkway were built without a valid building permit which resulted in Stop Work orders issued August 2009 and March 2010 by the ACRD Building Inspector. The owner has since applied to rezone the property to bring the 5-unit development into compliance with the Zoning Bylaw on the condition that the additions are removed or that the owner obtains the development variance.
2. The Ministry of Transportation and Infrastructure has issued a permit to reduce the required 4.5 metre (14.76 foot) building setback from a public highway under the *Transportation Act* to allow for the additions made to the structure adjacent to the Alberni Highway.
3. Planning staff feels that this application is reasonable and supports the issuance of the variance as the additions to the existing cabins do not encroach further upon the front yard setback than the cabins which have existed on the site since prior to the ACRD Zoning Bylaw coming into effect. The variance will allow the property owner to improve the units which are in poor condition and have not been well maintained over the years.

Prepared by:   
Alex Dyer, Junior Planner / Bylaw Enforcement Officer

Reviewed by:   
Mike Irg, Manager of Planning and Development

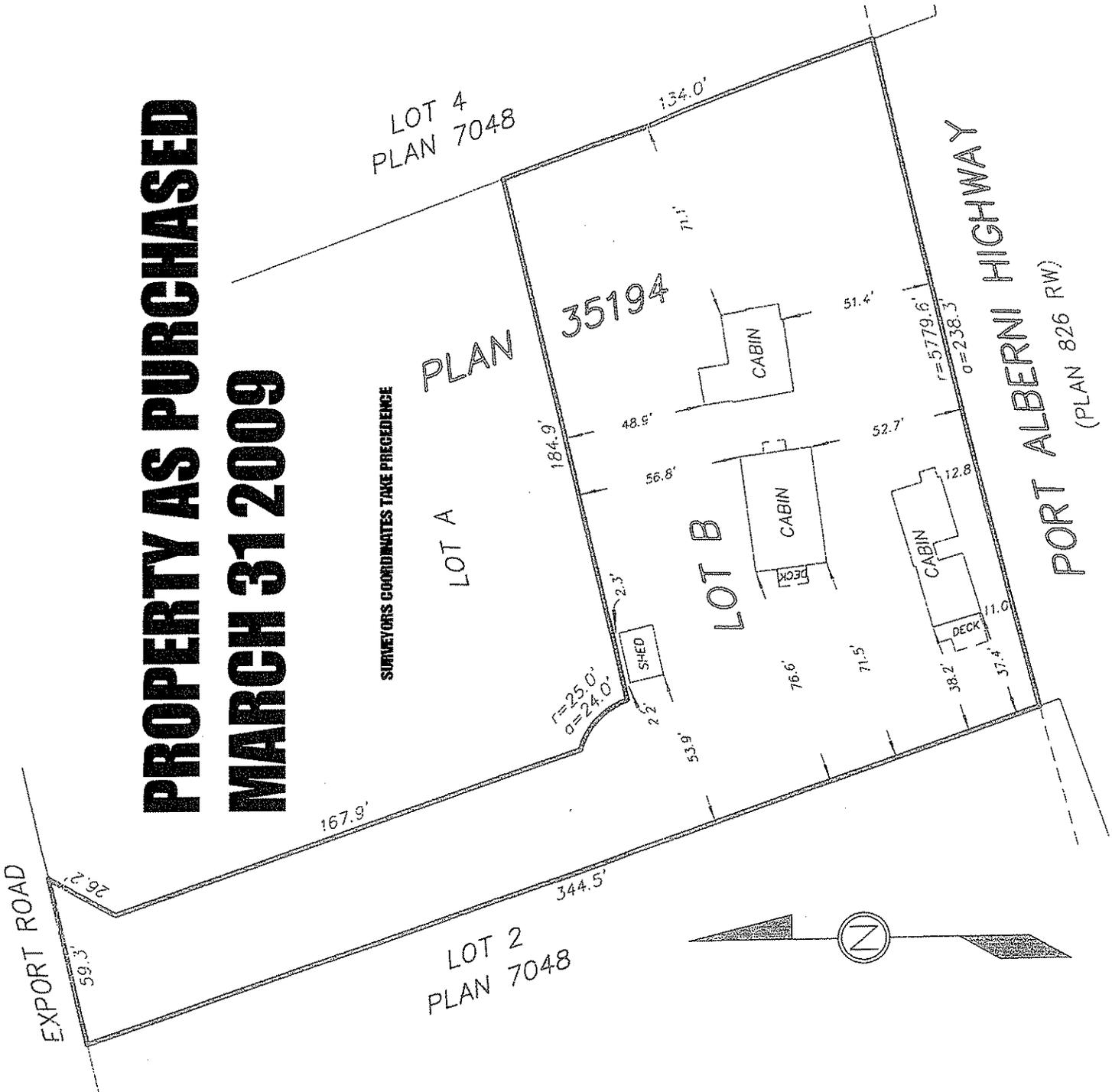
Reviewed by:   
Russell Dyson, Chief Administrative Officer

# SITE PLAN



PORT  
129

**PROPERTY AS PURCHASED  
MARCH 31 2009**









## MEMORANDUM

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**From:** Alex Dyer, Junior Planner / Bylaw Enforcement Officer

**Date:** November 16, 2011

**Subject:** Subdivision Application SF11010 – Murray – Parcel Frontage Waiver for  
Proposed Subdivision of Lot 3, District Lot 273, Alberni District, Plan  
VIP71739 (375 Franklin River Rd)

---

### Background

This property is the subject of a subdivision application to subdivide the portion of the property on the northerly side of Franklin River Road into two parcels. The submitted site plan proposed two parcels on the north side of the road that would be 16.08 acres (Lot A) and 10.03 acres (Lot B) in size with the remainder on the south side of the road being approximately 14 acres in size. Proposed Lot A would be accessed from Franklin River Road via a 20 metre wide road dedicated along the westerly boundary of the property.

Regional District staff responded to the Ministry of Transportation and Infrastructure subdivision referral on September 27, 2011 with the recommendation that the subdivision be approved subject to compliance with all applicable ACRD bylaws and meeting all technical referral agency requirements.

In discussion with the Ministry office, the applicants have since amended their proposal by eliminating the road dedication along the westerly boundary of the property and have instead proposed a panhandle fronting Franklin River Road to provide access to Lot A (see attached amended site plan).

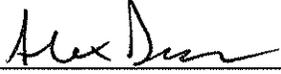
Proposed Lot A does not meet the ten percent (10%) road frontage as required by Section 944 of the *Local Government Act*. Section 944(2) of the *Act* allows a local government to exempt a parcel from the 10% road frontage requirement by Board resolution.

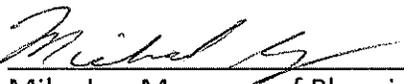
In this case, a panhandle lot is more suitable than road dedication as there does not appear to be a need for public road access through this property in the foreseeable

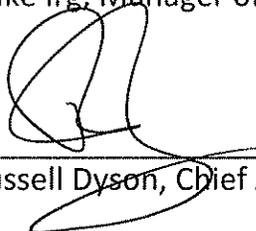
future and should the property owner wish to further subdivide the parcel in the future, the 20 metre wide panhandle can be dedicated as road at that time.

### Recommendation

Staff recommends that the Regional Board waive the 10% road frontage requirement for Lot A of the proposed subdivision.

Prepared by:   
Alex Dyer, Junior Planner / Bylaw Enforcement Officer

Reviewed by:   
Mike Irg, Manager of Planning and Development

Reviewed by:   
Russell Dyson, Chief Administrative Officer

# AMENDED SITE PLAN

ad

Block 82

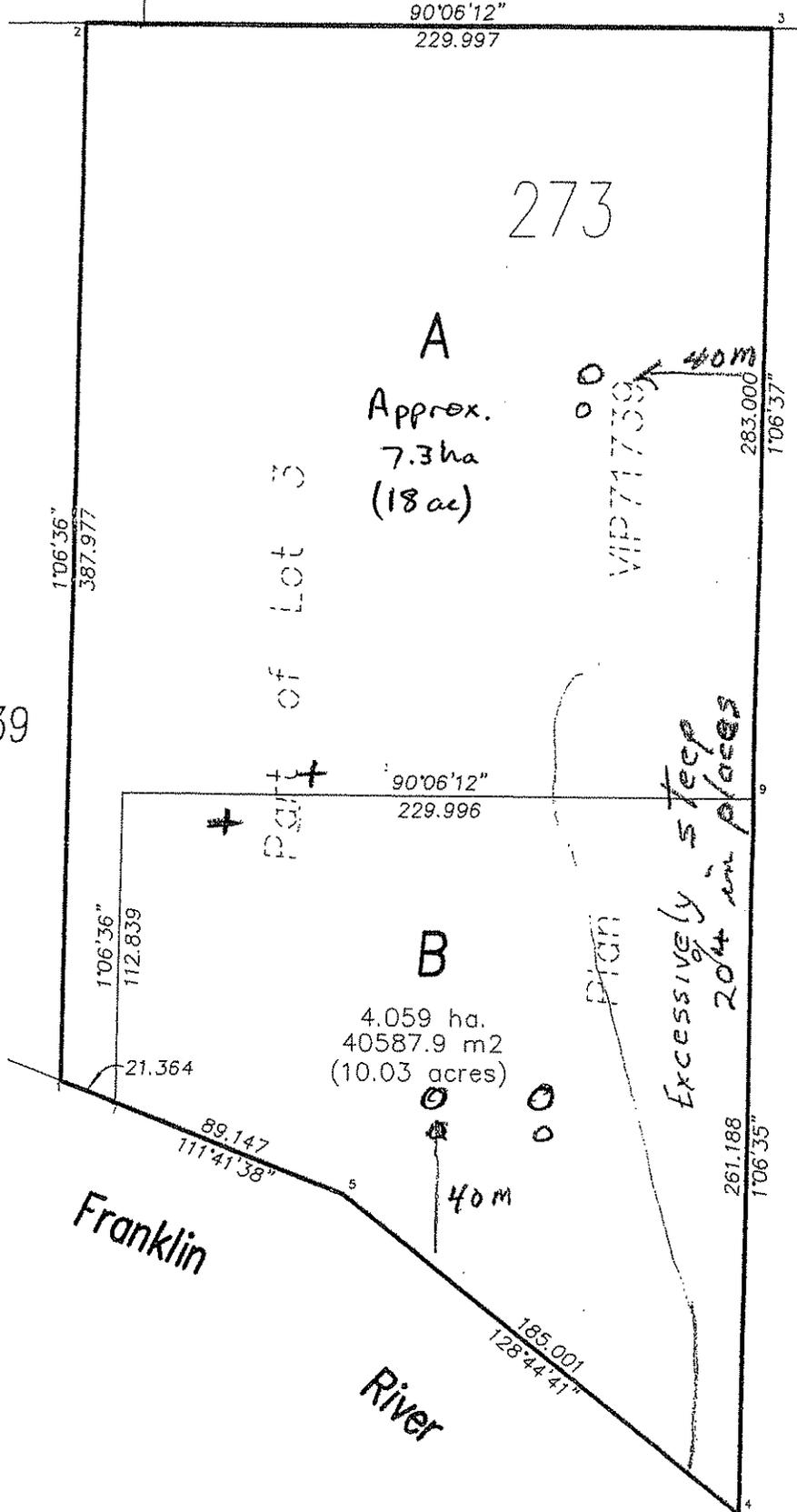
D.L.

274

D.L.

Rem  
2

Plan  
VIP71739



Block 1206

Block



## SUBDIVISION REFERRAL REPORT

Date: September 27, 2011

Regional District File No.: SF11010

Folio No.: 2102.300

Ministry of Transportation No.: 2011-03860

Applicants: Colin & Georgina Murray

Agent: n/a

Legal Description: Lot 3, District Lot 273, Alberni District, Plan VIP71739

Location: 375 Franklin River Road

Electoral Area: "F" Cherry Creek

**Applicant's Intention:** To subdivide the portion of their property on the northerly side of Franklin River Road into two parcels. The two parcels on the north side of the road would be 4.06 hectares (10.03 acres) and 6.51 hectares (16.08 acres) in size with the remainder on the south side of the road being approximately 5.67 hectares (14 acres) in size.

---

**Recommendation:** ACRD staff recommends approval, subject to:

- Compliance with all applicable Alberni-Clayoquot Regional District bylaws;
- Meeting all technical referral agency requirements.

---

**Observations:**

- 1. Property Description:** The property is dissected by Franklin River Road. The portion of the property lying to the north of the road is approximately 26 acres in size. It is heavily treed with no improvements. The land rises sharply from the road with the slope along the eastern boundary of the property in excess of 20% in some places. The portion of the property lying to the south of the road is approximately 14 acres in size and slopes away from the road towards Cox Lake. There is a driveway that curves down the hill to access an existing single family dwelling built in 2007 as well as a shop and storage shed.

**SF11010**

Page | 1

## 2. Services:

- (a) **Sewage Disposal:** On-site sewage disposal
- (b) **Water Supply:** Individual wells
- (c) **Fire Protection:** City of Port Alberni
- (d) **Access:** Franklin River Road. The subdivision plan provides for a 20 metre road dedication along the west boundary of the property coming off Franklin River Road which will provide access to both proposed lots. This portion of the property to be dedicated for road is the best option for access as it is much less steep than the opposite side of the property.

## 3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not in the ALR
- B. **Official Community Plan:** Not within an Official Community Planning area
- C. **Zoning:** Forest Rural (A3) District

A3 District requires: Minimum Lot Area: 10 acres Minimum Lot Width: 330 feet Minimum Setbacks: Front: 50 feet    Rear: 30 feet    Side: 15 feet
---

***The proposal complies with the minimum lot area and width requirements of the ACRD Zoning Bylaw.***

- D. **Parkland Dedication:** Not required as per Section 941(5)(b) of the *Local Government Act* which states that the provision of park land does not apply to a subdivision where the smallest lot being created is larger than 2 hectares (5 acres).
- E. **Highways Approval within 800 metres of an intersection on controlled access Highway:** n/a

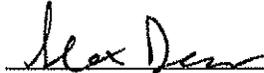
## Comments:

There are covenants registered on title that prohibit any building within 15 metres of the natural boundary of Cox Lake and prohibit vegetation removal within a covenant area adjacent to Cox Lake. As the two proposed parcels will be split from the property that adjoins the lake, it is recommended that these covenants not be registered on the new property titles.

**SF11010**

Page | 2

A geotechnical study may be required before any new construction on the steep portion of the two proposed parcels. This would be dealt with at the Building Permit stage; although staff feels that there is sufficient area on each parcel for a safe building site.

Prepared by:   
Alex Dyer, Junior Planner / Bylaw Enforcement Officer

Reviewed by:   
Mike Irg, Manager of Planning and Development

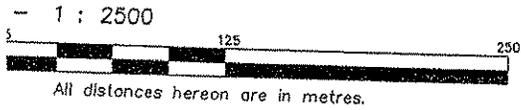
**SF11010**

Page | 3

Members: City of Port Alberni, District of Ucluelet, District of Tofino  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), and "F" (Cherry Creek)

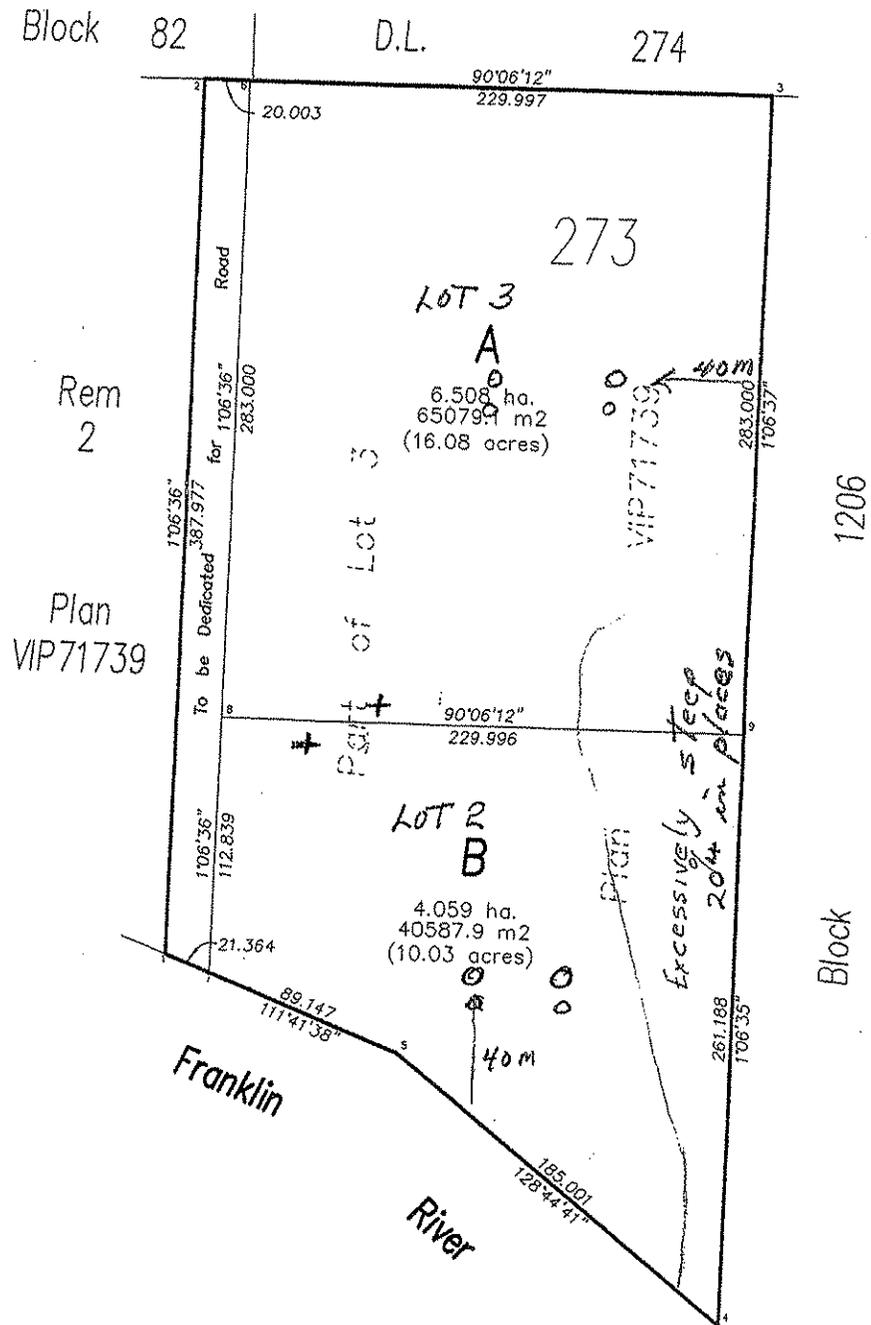
ART OF LOT 3, J.L. 273,  
 IERNI DISTRICT, PLAN VIP71739.

+ drilled wells  
 O perk tests



are astronomic and are derived from  
 71739

LOT 3 - above road







**CROWN REFERRAL SUMMARY**

**TO:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**DATE:** November 2, 2011

**FILE NO.:** LC11012

**BC LANDS FILE NO.:** 1413312

**APPLICANT:** Barkley Project Group Ltd. – John Ebell

**LEGAL DESCRIPTION:** That parcel or tract of unsurveyed Crown land in the vicinity of Kennedy River together with unsurveyed Crown foreshore or land covered by water being part of the bed of Kennedy River and unnamed creeks all within Clayoquot District.

**LOCATION:** Haa-ak-suuk Creek, west of Upper Kennedy River

**ELECTORAL AREA:** Electoral Area “C” (Long Beach)

**TYPE OF APPLICATION:** Investigative License: License to Cut for Water Power Investigation

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**Recommendation:** That the Regional Board notify the Ministry of Forests, Lands and Natural Resource Operations that ACRD interests are unaffected by this proposal.

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**Length of Tenure:** 2 to 5 years.

**Area Size:** approximately 0.2 hectares (estimated harvestable volume of 48.8 m<sup>3</sup>).

**Purpose:** Barkley Project Group is investigating the water power generation potential of Haa-ak-suuk Creek.

**LC11012**

As part of this, ground conditions are being investigated at the proposed powerhouse locations. Work will include:

- Geophysical work and/or test pits – proposed to be completed during the period of August to November 2011 or possibly pushed back to the summer of 2012.
- Site disturbance surrounding test holes will be minimized and drill holes/test pits will be back filled using parent material.
- An old forest resource road (Kennedy Branch 37) will provide access to within 100m of the investigation sites. It will be necessary to remove between 30 and 200 non-merchantable (small) trees to access the road.

**OCP:** Not within an OCP area.

**Zoning:** Area in question is zoned Forest Reserve (A4) District. Minor public uses and utilities, including but not limited to, pumping stations, pressure reducing stations, switching stations, radio repeater stations, microwave towers, weather stations and similar uses, up to a maximum area of 0.2 hectares (0.5 acres) are permitted in all zones.

**Comments:** All structures associated with the development are required to comply with the building setbacks in the Forest Reserve (A4) District and will require building permits. No buildings are proposed at this time.

Staff feels that ACRD interests will not be affected negatively by this proposal.

Prepared by: C. Connolly  
Carla Connolly, Planner

Reviewed by: Mike Irg  
Mike Irg, Manager of Planning & Development

Russell Dyson  
Russell Dyson, CAO



Province of  
British Columbia

Ministry  
of Forests



# APPLICATION FOR A LICENCE TO CUT

Pursuant to Section 47 of the Forest Act

Press hard for clear copies



FOR MINISTRY USE ONLY										
U.T.M. Grid	ZONE	EAST	NORTH	REG.	COMPT.	L	Reference Map	& Natural Resource Operations West Coast Service Centre		

MANAGEMENT UNIT	TIMBER SUPPLY AREA	PULPWOOD AGREEMENT	CASCADES
TYPE	NUMBER		EAST
NUMBER	BLOCK		WEST
BLOCK	SUB-BLOCK		

FOREST REGION \_\_\_\_\_ FOREST DISTRICT \_\_\_\_\_

APPLICATION FOR A LICENCE TO CUT

TO THE REGIONAL/DISTRICT MANAGER, FrontCounterBC, BRITISH COLUMBIA

DATE OF APPLICATION  
YYYY MM DD  
2011-08-26

I / WE HEREBY APPLY FOR A LICENCE TO CUT FROM THE FOLLOWING AREA:  
Haa-ak-suuk Creek area located West of the Upper Kennedy River within BC Timber Sales operating area that was formally in TFL44. See attached map for location.

Barclay LAND DISTRICT,

OCCUPIED UNDER THE FOLLOWING TENURE: (CHECK ONE)

<input type="checkbox"/> Agricultural lease	<input type="checkbox"/> Grazing lease	<input type="checkbox"/> Agreement to purchase	<input type="checkbox"/> Lake salvage
<input type="checkbox"/> Industrial lease	<input type="checkbox"/> Access road R.-of-W.	<input type="checkbox"/> Mineral claim	<input checked="" type="checkbox"/> Other (specify) <u>Water Power Investigation</u>
<input type="checkbox"/> Residential lease	<input type="checkbox"/> Easement	<input type="checkbox"/> Placer lease	

FILE NO. Land File 1413312, Water File 1002685 and/or LEASE NO. \_\_\_\_\_

COPY OF TENURE SHOULD BE ATTACHED.

ESTIMATED VOLUME OF TIMBER 48.8 cubic metres

HAS AREA BEEN SURVEYED?  Yes  No

IF AREA UNSURVEYED, ATTACH SKETCH.

APPLICANT'S NAME <u>Barkley Project Group Ltd; John Ebell</u>		APPLICANT'S ADDRESS <u>Unit B 6451 Portsmouth Rd, Nanaimo, BC</u>	
PHONE NO. <u>(250) 390-2627</u>	FAX NO. <u>(250) 390-3831</u>	POSTAL CODE <u>V9V1A3</u>	POSTAL CODE

APPLICANT'S SIGNATURE 	DATE SIGNED YYYY MM DD <u>2011-08-29</u>	APPLICANT'S SIGNATURE	DATE SIGNED YYYY MM DD
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PERSONAL IDENTIFICATION

S.I.N.	DATE OF BIRTH YYYY MM DD	B.C. DRIVER'S LICENCE	S.I.N.	DATE OF BIRTH YYYY MM DD	B.C. DRIVER'S LICENCE
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IF APPLICANT IS A REGISTERED CORPORATION, INDICATE CORPORATION REGISTRATION NO. \_\_\_\_\_

FOR MINISTRY USE ONLY

LICENCE TO CUT NO.	IS CRUISE REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No	VOLUME CRUISED _____ cubic metres
LOCATION	LAND MANAGER AT	
COMMENTS	CLIENT NO.	DATE SIGNED YYYY MM DD
	SIGNATURE	



Box 128 #15 1010 Shearmer Rd  
Qualicum, BC, Canada  
V9K-1S7  
PH: 250.586.0200  
FX: 250.586.0201  
[www.meridianforest.ca](http://www.meridianforest.ca)

August 29, 2011

Ministry of Forests, Lands and Natural Resources  
142 – 2080 Labieux Road  
Nanaimo, B.C.  
V9T 6J9

Attention: Front Counter BC



RE: Application for Occupant Licence to Cut – for facilitation of geotechnical test pits in Haa-ak-suuk Creek area.

John Ebell, project manager of the Barkley Project Group Ltd has requested that Meridian Forest Services Ltd. act on his behalf with regards to the attached Occupant Licence to Cut application. The Barkley Project Group is applying for an Occupant Licence to Cut to facilitate the removal of trees to allow for various feasibility tests that are required to determine the viability of this small hydro project. This application is submitted in conjunction with Investigative Tenure Licence File numbers 1413312 . The project is located approximately 45km West of Port Alberni on Highway 4 approximately 1km east of the Kennedy River.

The total area requiring clearing is approximately 0.2 hectares with a total estimated volume of approximately 48m<sup>3</sup>. The timber is comprised entirely of second growth with a stand composition of 90% Douglas Fir and 10% Western Red Cedar. Stems range in diameter from 20 to 30cm with an average height of approximately 20 meters. The stand is quit immature and is entirely composed of Fir and Cedar pulp. Included with the application are photos that were taken along the proposed access routes as well as a 1:5,000 scale map with 1:50,000 inset.

If you require any further information, please contact John Ebell at 250-741-6485 or myself at 250-586-0200.

Regards,

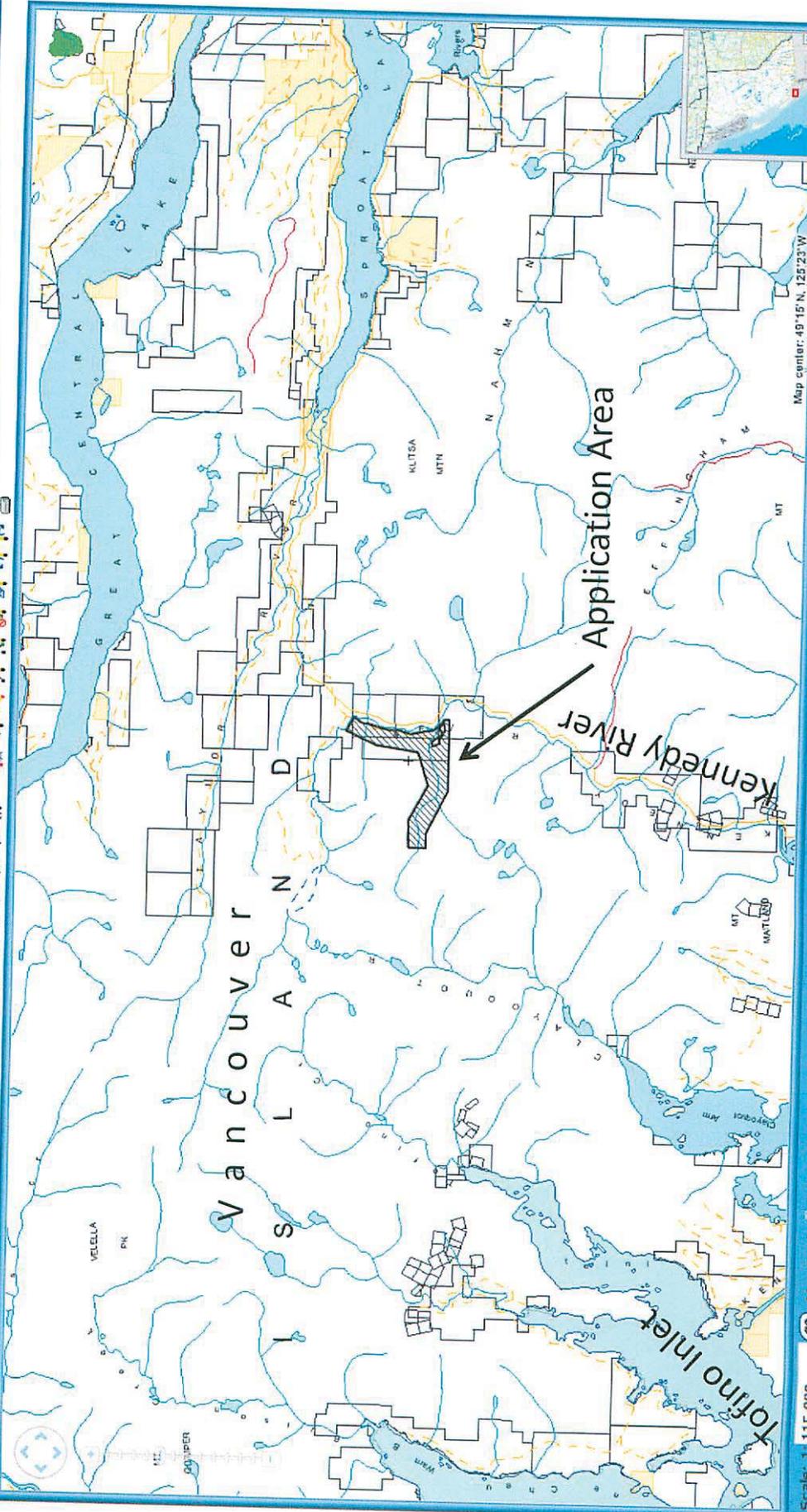


Darren Hiller, RFT  
2011.08.29  
12:00:14 -07'00'

Darren Hiller, RFT  
Meridian Forest Services Ltd  
Cell: 250-951-8419

Enclosure(s):

- 1:5,000 Ortho Map of proposed clearing for feasibility testing.
- 1:50,000 Inset Map of proposed Investigative Tenures
- Photographs of timber
- Application for a License to Cut.



Map center: 49°15' N, 125°23' W

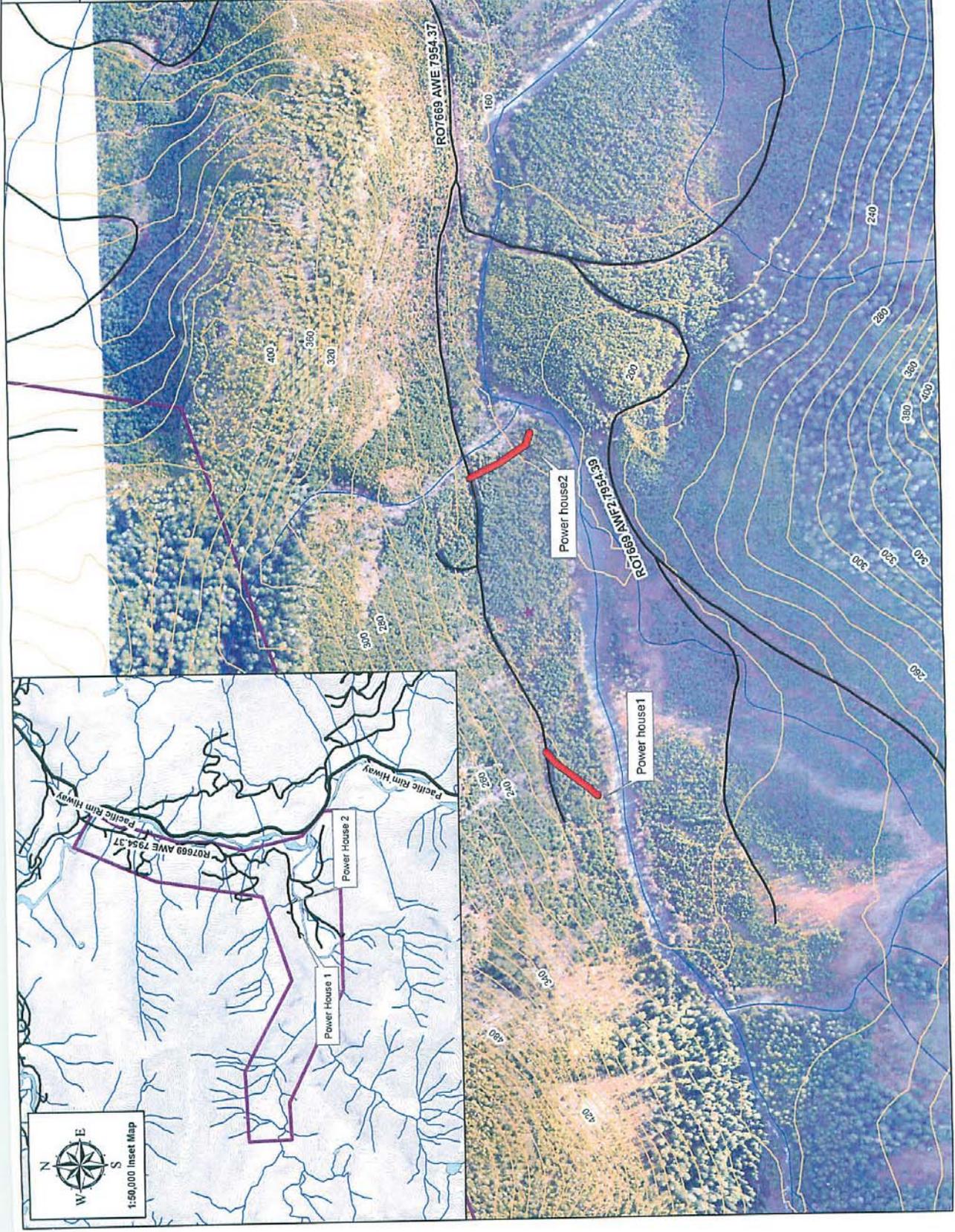
Scale: 1:115,000 Map Tool: Zoom Out

BC Albers: 1061060, 485446 -- UTM10: 343251, 5472175 -- Geographic: 125°9' W, 49°22' N

**MAP LEGEND:**

- Boundary Features:
  - Felling Boundary
  - Hel Skittle
  - Adjacent Block-Planned
  - Legal Boundary
  - Feathering
  - Road Features:
    - Dirt Road
    - Proposed Road
    - Backsplat Trail
    - Access Trail
    - Road Station
    - Existing Culvert
    - Culvert to be replaced
    - Natural Features:
      - Windthrow
      - Snag
      - Silt/Slump
      - Rock Bluff
      - Karst Feature
      - Hazard
      - Single Tree Retention
      - Monumental, Cathedral/CMT
      - Quarry/Gravel Pit
      - Beaver Den/Bird Nest
      - Intermediate Contour
      - Riparian Features:
        - Fresh Streams (S1-S3)
        - Unclassified Creek
        - Non-Classified Drainage
        - Stream ID
        - Stream
        - Reach Break/Fish Barrier
        - Lakes/Wetlands
        - Wildlife Class: 1, 2, 3, 4, 5
        - Sensitive and Designated Areas:
          - Wildlife Tree Patch
          - Timber Leave Area
          - Special Management Area
- Application Area:
  - Gross Area:
  - Crown Land Tenure
  - Application Area:
  - Geographic Center:

Total Area: 0.2 ha  
 Estimated Volume: 48.8m<sup>3</sup>  
 Species: F090Cv10  
 Volume per ha: 244m<sup>3</sup>/ha



Power House Option 1.

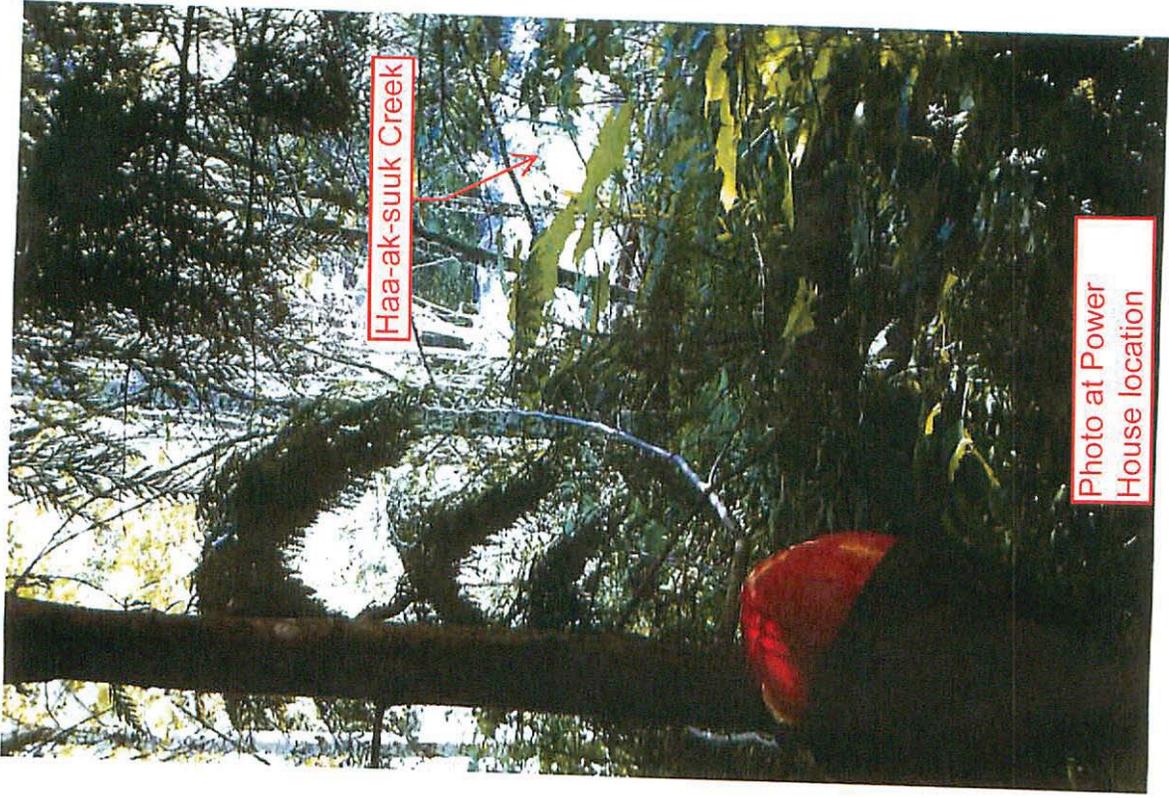


Power House Option 2.



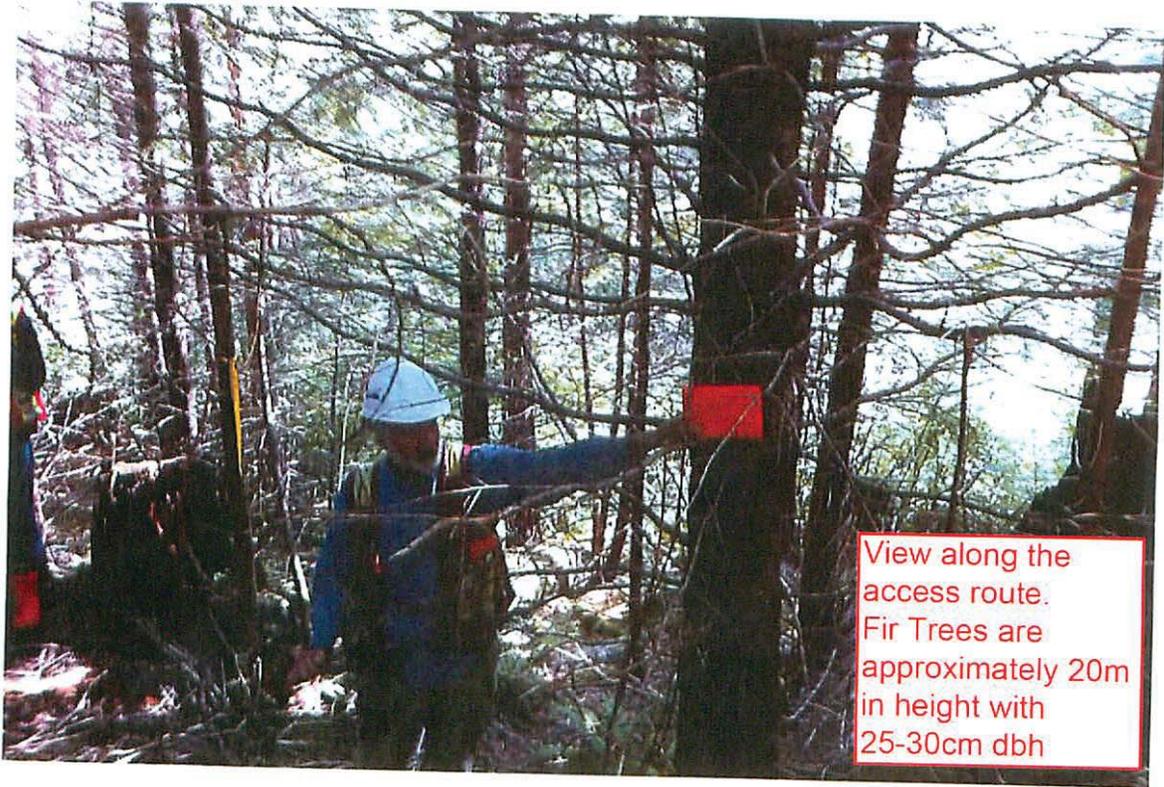


Stand consists of  
secondgrowth Douglas  
Fir with a minor  
component of Western  
Red Cedar (Fd90Cw10)

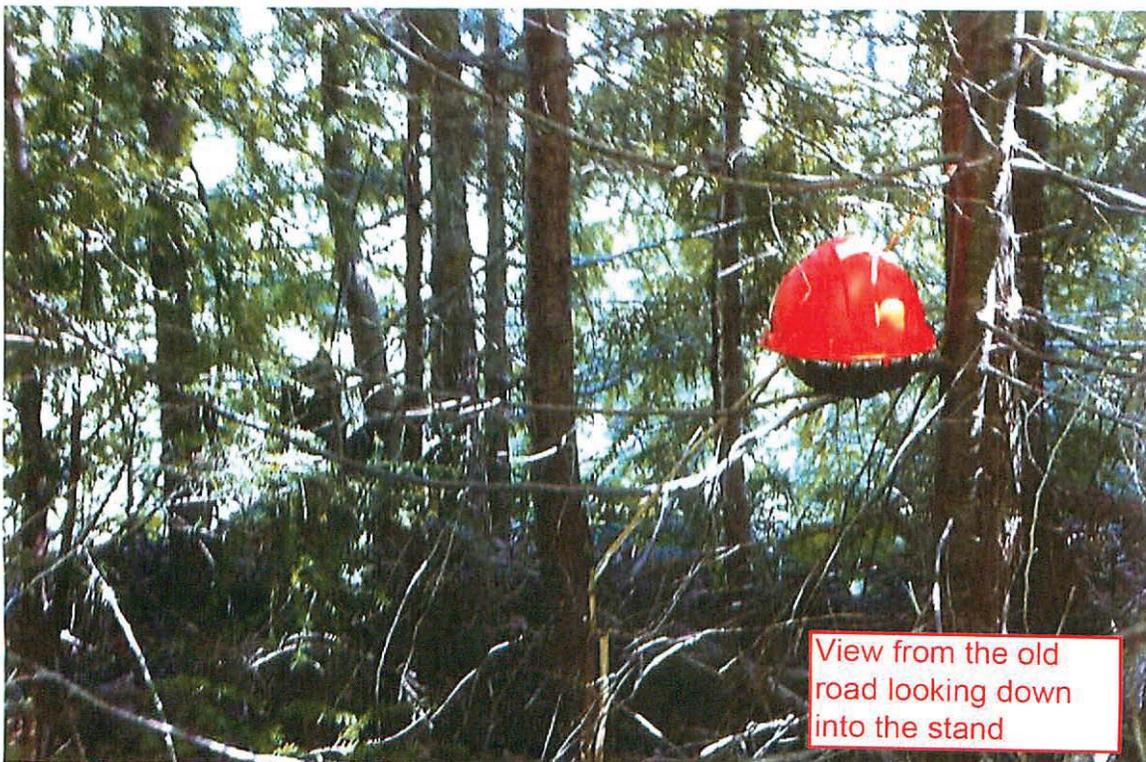


Haa-ak-suuk Creek

Photo at Power  
House location



View along the  
access route.  
Fir Trees are  
approximately 20m  
in height with  
25-30cm dbh



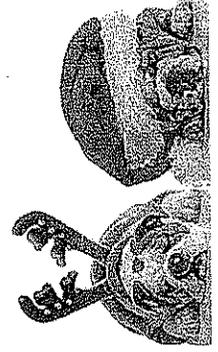
View from the old  
road looking down  
into the stand



**Alberni-Clayoquot Regional District  
Board of Directors Meeting Schedule  
December 2011**

Date	Meeting	Time & Location	Attendees
Friday, December 9 <sup>th</sup>	ACRD Inaugural Meeting  Regional Hospital District Meeting  Special Board of Directors Meeting  Volunteer Appreciation Dinner	1:30 pm – Regional District Board Room  Immediately Following Above  Immediately Following Above  6:30 pm Cocktails, 7:00 pm Dinner – Barclay Hotel	Directors, Staff  Directors, Staff  Directors, Staff  Directors, Staff, Volunteers
Tuesday, December 13 <sup>th</sup>	Council/Board Orientation Session	9:00 am – 4:00 pm – Location TBA (lunch provided)	Directors, Russell, Wendy

Issued: November 16, 2011



**Best Wishes for a Happy Holiday Season**

