



**Alberni-Clayoquot Regional District**

**Regular Board of Directors Meeting  
Wednesday, March 28, 2012**

**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 – February 22, 2012 ..... 1-14
- b/ Special Board of Directors Meeting – Public Consultation  
Session – March 14, 2012 ..... 15-20

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

**5. COMMUNICATIONS/CORRESPONDENCE  
FOR INFORMATION:**

- a/ Ministry of Justice  
Re: Families First Agenda for Change ..... 21-22
- b/ Electrigaz  
Re: Anaerobic Digestion of the Organic Fraction of  
Municipal Solid Waste – Professional Services ..... 23-26
- c/ Healthy Forests-Healthy Communities:  
A Conversation on BC Forests  
Re: 2011 Activities Summary Report ..... 27-30

Alberni-Clayoquot Regional District Board Meeting  
 Wednesday, March 28, 2012

---

	<b>Pages</b>
d/ BC Hydro Regeneration Re: Earth Hour March 31, 2012 .....	31-32
<b>6. <u>REPORTS:</u></b>	
a/ 9-1-1 Corporation – J. Douglas	
b/ Vancouver Island Regional Library - P. Cote	
c/ Central West Coast Forest Society – T. Bennett	
d/ Emergency Planning – P. Cote/M. Kokura/C. Solda	
e/ Alberni Valley Chamber of Commerce – G. Wong	
f/ Coastal Communities Network – T. Bennett	
g/ West Island Woodlands Advisory Group – J. Jack	
h/ Island Coastal Economic Trust – G. Wong	
i/ Air Quality Council, Port Alberni – J. McNabb	
j/ West Coast Aquatic Board – T. Bennett	
k/ Clayoquot Biosphere Trust	
l/ Association of Vancouver Island & Coastal Communities – C. Solda	
m/ Beaver Creek Improvement District Conversion Committee – J. McNabb	
n/ RCMP Update	
o/ West Coast Committee – B. Irving	
• Minutes from the March 7, 2012 Meeting.....	33-38

Alberni-Clayoquot Regional District Board Meeting  
 Wednesday, March 28, 2012

---

	<b>Pages</b>
<b>7. <u>OTHER REPORTS:</u></b>	
a/    Barkley Alberni Salmon Initiative/ Barkley Wild Salmon Working Group – P. Cote.....	39-56
<b>8. <u>STAFF REPORTS:</u></b>	
a/    March 2012 CAO Report .....	57-58
b/    Planning & Development Report .....	Extra Agenda
• February 2012 Building Report .....	59-60
c/    Finance Department Staff Report.....	61-62
d/    Staff Action Items as of March 22, 2012 .....	63-68
<b>9. <u>ADMINISTRATION:</u></b>	
a/    Request for Decision Re: Noise Bylaw Amendments to Include the Regulation Of Noise Scare Devices .....	69-70
• Bylaw No. R1000-1, Sproat Lake Specified Area Noise Control Amendment Bylaw, 2012 – Adoption.....	71-74
• Bylaw No. R1001-1, Cherry Creek Noise Control Amendment Bylaw, 2012 – Adoption .....	75-78
• Bylaw No. R1002-1, Beaver Creek Noise Control Amendment Bylaw, 2012 – Adoption .....	79-82
b/    Request for Decision Re: Bylaw No. A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 • Bylaw No. A1075, 3 Readings & Adoption .....	83-108
c/    Request for Decision Re: Salmon Beach Proposal Recommendations .....	109-112

Alberni-Clayoquot Regional District Board Meeting  
 Wednesday, March 28, 2012

---

	<b>Pages</b>
d/ Administrative Memo Re: Benefits of Membership in the Coast Waste Management Association.....	113-114
<b>10. <u>FINANCES:</u></b>	
a/ Financial Statements	
• January 1 – February 29, 2012.....	115-116
b/ Request for Decision	
Re: Board Remuneration, Expenses and Benefits Amendment.....	117-118
• Bylaw No. A1066-1, Board Remuneration, Expenses and Benefits Bylaw Amendment 2012 – 4 Readings .....	119-120
c/ Administrative Memo	
Re: 2012-2016 Draft Regional District Financial Plan .....	121-122
• Bylaw No. F1100, 2012-2016 Financial Plan 3 <sup>rd</sup> Reading & Adoption..... (Financial Plan attached separately)	123-124
<b>11. <u>PLANNING MATTERS:</u></b>	
<b><u>ELECTORAL AREA DIRECTORS ONLY</u></b>	
a/ RT10008 (Greenhouse Gas Reduction) South Long Beach	
• Memo .....	125
• Bylaw P1255 – Adoption.....	126-128
b/ RT11002 (Temporary Use Permits) Sproat Lake	
• Memo .....	129
• Bylaw P1275 – Adoption.....	130-134
c/ RD11005 (Louie) 10700 Tilly Road	
• Memo & Recommendation.....	135-138

Alberni-Clayoquot Regional District Board Meeting  
 Wednesday, March 28, 2012

---

	<b>Pages</b>
d/ RF08003 (Alberni Valley Chamber of Commerce) 2533 Port Alberni Highway	
• Public Hearing Report.....	139
• Public Hearing Minutes .....	140-146
• Bylaw P1223 – 3 <sup>rd</sup> Reading .....	147-148
• Bylaw P1224 – 3 <sup>rd</sup> Reading .....	149-150
e/ RF11009 (ABC Boat Centre) 2945 Alberni Highway	
• Bylaw P1285 – 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading.....	151-152
• Bylaw P1286 – 2 <sup>nd</sup> & 3 <sup>rd</sup> Reading.....	153-154
<b>12. <u>CHAIRPERSON’S REPORT:</u></b>	
a/ March 2012.....	155-156
<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>QUESTION PERIOD:</u></b>	
<b>17. <u>MEETING SCHEDULE:</u></b>	
a/ April 2012.....	157-158
<b>18. <u>RECESS TO IN-CAMERA:</u></b>	
a/ Motion to close the meeting to public to discuss matter relating to:	
• Labour or Other Employee Relations	
<b>19. <u>QUESTION PERIOD:</u></b>	
<b>20. <u>ADJOURNMENT:</u></b>	





# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 22, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**DIRECTORS PRESENT:** Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)  
Cindy Solda, Vice-Chairperson, City of Port Alberni  
Eric Geall, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
John Douglas, Mayor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet

**REGRETS:** Tony Bennett, Electoral Area "C" (Long Beach)

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Mike Irg, Manager of Planning and Development  
Teri Fong, Manager of Finance  
Andy Daniel, Manager of Environmental Services  
Andrew McGifford, Assistant Accountant

1. The meeting was called to order at 1:30 pm

### PETITIONS, DELEGATIONS & PRESENTATIONS

2. *Moved by M. Kokura, seconded by P. Cote, "That Mr. Jim McManus be invited to address the Regional District Board."*

*"Carried"*

3. Mr. McManus advised he is speaking on behalf of Mr. Tom Boyes with regards to Development Variance Application DVA11007, Lot 45 Haggard Cove. Mr. McManus provided information to Directors and discussed reasons why Development Variance Application DVA11007 should be approved. The Chairperson thanked Mr. McManus for his presentation.

### ADOPTION OF MINUTES

4. *Moved by M. Kokura, seconded by C. Solda, "That the minutes from the regular Board of Directors meeting held on January 25, 2012 be adopted as circulated."*

*"Carried"*

**CORRESPONDENCE/COMMUNICATIONS FOR ACTION**

5. Memorandum dated February 7, 2012 from the Union of British Columbia Municipalities regarding the 2012 Resolution Process.  
*Moved by M. Kokura, seconded by C. Solda, "That the correspondence from the Union of British Columbia Municipalities regarding the 2012 Resolution Process be received and contents noted."*
- "Carried"*
6. Invitation from the City of Duncan regarding their City's 100<sup>th</sup> Anniversary Celebration.  
*Moved by J. McNabb, seconded by J. Douglas, "That the Chairperson be authorized to attend the City of Duncan's 100<sup>th</sup> Anniversary Celebration on March 4, 2012."*
- "Carried"*
7. Correspondence dated February 8, 2012 from the Thompson Okanagan Interface Society regarding the Wildland Urban Interface Symposium, March 31<sup>st</sup> – April 5, 2012 in Kamloops, BC.  
*Moved by E. Geall, seconded by C. Solda, "That the correspondence from Thompson Okanagan Interface Society be received and referred to the Regional District Volunteer Fire Departments."*
- "Carried"*
8. Letter dated February 12, 2012 from Ms. Jennifer Palmer regarding Recycling Program in Cherry Creek.  
*Moved by G. Wong, seconded by J. Douglas, "That the Regional District forward a response letter to Ms. Jennifer Palmer advising that a community meeting was held in Cherry Creek regarding recycling services and was turned down, further advise that there are private contractors in the area that provide residential recycling pick-up."*
- "Carried"*

**CORRESPONDENCE/COMMUNICATIONS FOR INFORMATION**

9. *Moved by B. Irving, seconded by M. Kokura, "That the following correspondence be received for information: Union of British Columbia Municipalities re: Province to Review Municipal Taxation and Local Government Revenue, Auditor General for Local Government – Audit Council Appointments, Fraser Basin Council re: Smart Planning for Communities, BC Government and Services Employees' Union/Hospital District Union/BC Div. of CUPE BC re: Community Social Services Awareness Month, Brendan Read re: E & N Railway and Order of British Columbia re: Call for Nominations."*
- "Carried"*

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012**

---

10. *Moved by B. Irving, seconded by C. Solda, "That the Regional District forward a letter to the Union of British Columbia Municipalities supporting their participation in the Local Government Revenue Resources Review being conducted by the Ministry of Community, Sport and Cultural Development."*

*"Carried"*

11. *Moved by J. McNabb, seconded by J. Douglas, "That the correspondence from the Order of British Columbia regarding Call for Nominations be referred to the in-camera portion of the meeting."*

*"Carried"*

12. *Moved by C. Solda, seconded by J. McNabb, "That the correspondence from Brendan Read regarding the E & N Railway be forwarded to the Regional District's representative on the Island Corridor Foundation, Mr. Ken McRae."*

*"Carried"*

**REPORTS**

13. Sergeant Dave Paddock, Port Alberni RCMP Detachment provided an update on the Port Alberni Detachment. He reported that Mr. Jim Martins from Spruce Grove, Alberta has been name the new Officer in Charge of the Port Alberni RCMP Detachment.

*Moved by C. Solda, seconded by J. Douglas, "That this verbal report be received."*

*"Carried"*

14. The CAO provided an update on the 911 Corporation. At the Board of Directors meeting held on February 17, 2012, Director John Ambler was elected as Chairperson and Director Joe Stanhope as Vice-Chairperson. The Board reviewed the 2012 budget. The budget is staying the same this year, but there are proposed increases in the future due to increased fees at the call centers.

*Moved by J. Douglas, seconded by J. McNabb, "That this verbal report be received."*

*"Carried"*

15. The Chairperson provided a brief update on the Alberni Valley Chamber of Commerce. The fantasy auction has been re-scheduled and the Awards of Excellence nominations are coming up in April.

*Moved by G. Wong, seconded by M. Kokura, "That this verbal report be received."*

*"Carried"*

16. Director Schmunk entered the meeting at 2:00 p.m.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012

---

17. The CAO reported on the Coastal Communities Network Business meeting coming up on March 27<sup>th</sup> and 28<sup>th</sup> in Victoria, BC.

*Moved by B. Irving, seconded by P. Cote, "That the Regional District representative on the Coastal Communities Network or the alternate be authorized to attend the Coastal Community Network Business meeting, March 27<sup>th</sup> and 28<sup>th</sup> in Victoria, BC."*

*"Carried"*

18. Director McNabb provided an update on the Beaver Creek Improvement District conversion Committee. The Committee has met a couple of times over the past month and things are moving forward with the conversion.

*Moved by J. McNabb, seconded by M. Kokura, "That the verbal report on the Beaver Creek Improvement District Conversion Committee be received."*

*"Carried"*

19. *Moved by G. Wong, seconded by J. McNabb, "That the minutes from the Electoral Area Directors Financial Planning Meeting held on February 1, 2012 be received."*

*"Carried"*

20. *Moved by G. Wong, seconded by J. McNabb, "That the minutes from the Alberni Valley and Bamfield Financial Planning meeting held on February 1, 2012 be received."*

*"Carried"*

21. *Moved by B. Irving, seconded by P. Cote, "That the minutes from the West Coast Committee Financial Planning meeting held on February 6, 2012 be received."*

*"Carried"*

22. *Moved by B. Irving, seconded by P. Cote, "That the Alberni-Clayoquot Regional District – Participation of First Nations in Regional District Services Report be received."*

*"Carried"*

**STAFF REPORTS**

23. *Moved by P. Cote, seconded by E. Geall, "That the February 2012 Chief Administrative Officer's Report be received."*

*"Carried"*

24. *Moved by M. Kokura, seconded by C. Solda, "That the Planning & Development Report dated February 15, 2012 be received."*

*"Carried"*

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012**

---

25. *Moved by P. Cote, seconded by M. Kokura, "That the Building Report for January 2012 be received."*

*"Carried"*

26. *Moved by M. Kokura, seconded by P. Cote, "That the Finance Department Staff report dated February 16, 2012 be received."*

*"Carried"*

27. *Moved by P. Cote, seconded by J. McNabb, "That the Staff Action Items as of February 15, 2012 be received."*

*"Carried"*

**ADMINISTRATION**

28. Administrative Memo regarding tabled resolution regarding Bylaw A1073, Board Remuneration, Expenses and Benefits, 2011.

*Moved by M. Kokura, seconded by B. Irving, "That the following resolution be lifted from the table of the regular Board of Directors meeting held on January 25, 2012:*

*Moved by T. Bennett, seconded by P. Cote, "That the ACRD Board give four readings to Bylaw A1073, Board Remuneration, Expenses and Benefits, 2011."*

The above motion, back on the table, was:

*"Defeated"*

Directors Kokura, Solda, McNabb, Schmunk voted in favour of the motion.  
Directors Wong, Irving, Douglas, Geall, Cote voted against the motion.

29. *Moved by C. Solda, seconded by B. Irving, "That Regional District staff be instructed to amend the current Board Remuneration, Expenses and Benefits Bylaw to include two Board meetings per month for consideration at the next Board of Directors meeting."*

*"Carried"*

30. Request for Decision regarding Recommendation Regarding Library Service.

*Moved by J. McNabb, seconded by P. Cote, "That the Alberni-Clayoquot Regional District:*  
i. *pursue discussions with the City of Port Alberni, District of Tofino, District of Ucluelet, North Island College and School District No. 70 regarding the future of library services in the Alberni-Clayoquot region; and,*

- ii. *that a letter be forwarded to the Vancouver Island Regional Library Board advising that the Regional District Board is extremely concerned with the continued increase in costs for the library service and request they do everything possible to ensure no further increases to the cost for this service.*

*“Carried”*

31. Administrative Memo regarding Increased Quota Levels to Support Regional Food Self-Sufficiency.

*Moved by E. Geall, seconded by J. McNabb, “That the Alberni-Clayoquot Regional District Board of Directors’ support the Agriculture Advisory Committee in petitioning the provincial government through the Association of Vancouver Island and Coastal Communities to amend the Natural Products Marketing (BC) Act or any other piece of legislation or provincial policy to increase quota and production levels on Vancouver Island to support regional food self-sufficiency, specifically, areas should be targeted that are producing less than regional consumption, which includes the Alberni Valley.”*

*“Carried”*

32. Request for Decision regarding Noise Bylaw Amendments to Include the Regulation of Noise Scare Devices.

*Moved by P. Cote, seconded by B. Irving, “That this correspondence be received and the Board concur with the recommendation of staff to amend the Noise Bylaws for Sproat Lake, Beaver Creek and Cherry Creek.”*

*“Carried”*

33. *Moved by P. Cote, seconded by M. Kokura, “That Bylaw No. R1000-1, Sproat Lake Specified Area Noise Control Amendment, 2012 be read a first time.”*

*“Carried”*

34. *Moved by P. Cote, seconded by B. Irving, “That Bylaw No. R1000-1, Sproat Lake Specified Area Noise Control Amendment, 2012 be read a second time.”*

*“Carried”*

35. *Moved by P. Cote, seconded by C. Solda, “That Bylaw No. R1000-1, Sproat Lake Specified Area Noise Control Amendment, 2012 be read a third time.”*

*“Carried”*

36. *Moved by G. Wong, seconded by P. Cote, “That Bylaw No. R1001-1, Cherry Creek Noise Control Amendment, 2012 be read a first time.”*

*“Carried”*

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012

---

37. *Moved by G. Wong, seconded by B. Irving, "That Bylaw No. R1001-1, Cherry Creek Noise Control Amendment, 2012 be read a second time."*

*"Carried"*

38. *Moved by G. Wong, seconded by C. Solda, "That Bylaw No. R1001-1, Cherry Creek Noise Control Amendment, 2012 be read a third time."*

*"Carried"*

39. *Moved by J. McNabb, seconded by J. Douglas, "That Bylaw R1002-1, Beaver Creek Noise Control Amendment, 2012 be read a first time."*

*"Carried"*

40. *Moved by J. McNabb, seconded by J. Douglas, "That Bylaw R1002-1, Beaver Creek Noise Control Amendment, 2012 be read a second time."*

*"Carried"*

41. *Moved by J. McNabb, seconded by P. Cote, "That Bylaw R1002-1, Beaver Creek Noise Control Amendment, 2012 be read a third time."*

*"Carried"*

**FINANCES**

42. *Moved by M. Kokura, seconded by J. McNabb, "That the Financial Statements dated January 1 to January 31, 2012 be received."*

*"Carried"*

43. Administrative Memo regarding 2012 Grant-in-Aid Applications.  
*Moved by P. Cote, seconded by C. Solda, "That this correspondence be received."*

*"Carried"*

44. Administrative Memo regarding 2012 – 2016 Draft Regional District Financial Plan.  
*Moved by B. Irving, seconded by P. Cote, "That the 2012 – 2016 draft Financial Plan be received as presented and the Board of Directors give first reading of Bylaw F1100, 2012 – 2016 Financial Plan."*

*"Carried"*

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012

---

45. *Moved by B. Irving, seconded by M. Kokura, "That Bylaw No. F1100, 2012 – 2016 Financial Plan be read a first time."*

*"Carried"*

46. *Moved by P. Cote, seconded by M. Kokura, "That the Alberni-Clayoquot Regional District Annual Requisition by Service and Participant be received."*

*"Carried"*

**PLANNING**

47. DVA11007 – Development Variance Application, Boyes, Lot 45, Haggard Cove, Electoral Area "A" (Bamfield).

*Moved by E. Geall, seconded by M. Kokura, "That the memorandum regarding Development Variance Application DVA11007 be received."*

*"Carried"*

48. *Moved by J. McNabb, seconded by P. Cote, "That Mr. Warren Horning be allowed to address the Board of Directors."*

*"Carried"*

49. Mr. Horning advised he is a property owner at Haggard's Cove and spoke against Development Variance Application DVA11007.

50. *Moved by M. Kokura, seconded by P. Cote, "That Mr. Jim McManus be allowed to re-address the Board of Directors."*

*"Carried"*

51. Mr. McManus spoke again in favour of Development Variance Application DVA11007 and requested Board approval of the application.

52. *Moved by E. Geall, seconded by J. McNabb, "That the Alberni-Clayoquot Regional District Board of Directors deny Development Variance No. DVA11007."*

*"Carried"*

53. RA11007 – Rezoning Application, Jensen, 375 Cape Beale Trail, Electoral Area "A" (Bamfield).

*Moved by E. Geall, seconded by M. Kokura, "That the Public Hearing Report for Rezoning Application RA11007 be received."*

*"Carried"*

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012

---

54. *Moved by E. Geall, seconded by P. Cote, "That the Public Hearing Minutes for Bylaw P1284, Rezoning Application RA11007 be received."*

*"Carried"*

55. *Moved by E. Geall, seconded by M. Kokura, "That Bylaw P1284, Regional District of Alberni-Clayoquot Zoning Amendment be read a second time."*

*"Carried"*

56. *Moved by E. Geall, seconded by M. Kokura, "That Bylaw P1284, Regional District of Alberni-Clayoquot Zoning Amendment be read a third time."*

*"Carried"*

57. Administrative Memo regarding Application RT11008, Bylaw P1255 – South Long Beach Climate Change/Greenhouse Gas.

*Moved by G. Wong, seconded by P. Cote, "That the memorandum for application RT11008 and Bylaw P1255 be deferred."*

*"Carried"*

58. RF08003 – Rezoning Application, Alberni Valley Chamber of Commerce, 2533 Port Alberni Highway, Electoral Area "F" (Cherry Creek).

*Moved by G. Wong, seconded by P. Cote, "That the memorandum regarding rezoning application RF08003 be received."*

*"Carried"*

59. *Moved by G. Wong, seconded by P. Cote, "That third reading of Bylaw P1223, Cherry Creek Official Community Plan Amendment be rescinded."*

*"Carried"*

60. *Moved by G. Wong, seconded by J. McNabb, "That third reading of Bylaw P1224, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be rescinded."*

*"Carried"*

61. *Moved by G. Wong, seconded by J. McNabb, "That the public hearing for Bylaws P1223 and P1224 be delegated to the Director for Electoral Area 'F' Cherry Creek, his Alternate Director or the Chairperson of the Regional District Board."*

*"Carried"*

62. RF09014, Rezoning Application, Borovica, 1785 Alberni Highway, Electoral Area "F" (Cherry Creek).

*Moved by G. Wong, seconded by M. Kokura, "That Bylaw P1259, Cherry Creek Official Community Plan Amendment be adopted."*

*"Carried"*

63. *Moved by G. Wong, seconded by E. Geall, "That Bylaw P1260, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be adopted."*

*"Carried"*

64. DVF11010 – Development Variance Application, Borovica, 1785 Alberni Highway, Electoral Area "F" (Cherry Creek).

*Moved by G. Wong, seconded by M. Kokura, "That the Board of Directors issue Development Variance Permit No. DVF11010."*

*"Carried"*

65. Administrative Memo regarding Cherry Creek Official Community Plan.

*Moved by G. Wong, seconded by E. Geall, "That the Administrative Memo regarding the Cherry Creek Official Community Plan be received."*

*"Carried"*

66. *Moved by G. Wong, seconded by P. Cote, "That Bylaw P1278, Regional District of Alberni-Clayoquot Cherry Creek Official Community Plan be read a first time."*

*"Carried"*

67. *Moved by G. Wong, seconded by P. Cote, "That the Cherry Creek Official Community Plan Bylaw P1278 has been considered in conjunction with the Alberni-Clayoquot Regional District's Financial Plan."*

*"Carried"*

68. *Moved by G. Wong, seconded by P. Cote, "That the Cherry Creek Official Community Plan Bylaw P1278 has been considered in conjunction with the Alberni-Clayoquot Regional District's Solid Waste Management Plan, November 2007, Bylaw R1020."*

*"Carried"*

69. *Moved by G. Wong, seconded by E. Geall, "That the public hearing for Bylaw P1278 be delegated to the Director for Electoral Area "F" (Cherry Creek), the Alternate Director or the Chairperson of the Regional District Board."*

*"Carried"*

70. WC12001 – Crown Referral Summary, (Isaak Forest Resources Ltd.), Sidney Inlet Area of Clayoquot Sound, Electoral Area "C" (Long Beach).

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012**

---

*Moved by B. Irving, seconded by P. Cote, "That this correspondence be received and the Board of Directors concur with the recommendation of Planning Staff and recommend that the permit be granted subject to:*

- i. Compliance with Helicopter Water Drop Zone Management Plan prepared for Iisaak Forest Resources Ltd.; and,*
- ii. Compliance with all technical referral agency requirements."*

*"Carried"*

71. WC12002 – Crown Referral Summary, Iisaak Forest Resources Ltd., Millar Channel Area of Clayoquot Sound, Electoral Area "C" (Long Beach).

*Moved by B. Irving, seconded by P. Cote, "That this correspondence be received and the Board of Directors concur with the recommendation of Planning Staff and recommend the permit be granted subject to:*

- i. Compliance with Helicopter Water Drop Zone Management Plan prepared for Iisaak Forest Resources Ltd; and,*
- ii. Compliance with all technical referral agency requirements."*

*"Carried"*

72. WC12003 – Crown Referral Summary, Iisaak Forest Products Ltd., Tofino Inlet Area of Clayoquot Sound.

*Moved by B. Irving, seconded by P. Cote, "That this correspondence be received and the Board of Directors concur with the recommendation of Planning Staff and recommend that the permit be granted subject to:*

- i. Compliance with Helicopter Water Drop Zone Management Plan prepared for Iisaak Forest Resources Ltd.; and,*
- ii. Compliance with all technical referral agency requirements."*

*"Carried"*

**CHAIRPERSON'S REPORT**

73. *Moved by P. Cote, seconded by E. Geall, "That the Chairperson's Report for February 2012 be received."*

*"Carried"*

**NEW BUSINESS**

74. *Moved by C. Solda, seconded by P. Cote, "That the following be allowed for consideration as a late item: Board approval for upcoming meeting with Vancouver Island Health Authority representatives."*

*"Carried"*

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012**

---

75. *Moved by P. Cote, seconded by E. Geall, "That Director Solda be authorized to attend a meeting with Vancouver Island Health Authority representatives on Wednesday, February 29<sup>th</sup> in Victoria, BC."*

*"Carried"*

76. *Moved by M. Kokura, seconded by P. Cote, "That the following be allowed for consideration as a late item: Auditor General's Report on Forestry."*

*"Carried"*

77. *Moved by M. Kokura, seconded by P. Cote, "That the Regional District write a letter to the Premier stating that the Alberni-Clayoquot Regional District supports the Auditor General's Report on Forestry."*

*"Carried"*

**MEETING SCHEDULE**

78. *Moved by M. Kokura, seconded by B. Irving, "That the meeting schedule for March 2012 be received."*

*"Carried"*

**CLOSE THE MEETING**

79. *Moved by B. Irving, seconded by C. Solda, "That the meeting be closed to the public to discuss matters relating to:*
- a. Litigation or potential litigation affecting the Regional District;*
  - b. 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"*

80. The meeting was closed to the public at 3:28 p.m.

81. The meeting was re-opened to the public at 4:20 p.m.

82. *Moved by J. McNabb, seconded by C. Solda, "That this meeting now stand adjourned."*

*"Carried"*

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING – WEDNESDAY, FEBRUARY 22, 2012

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83. The meeting adjourned at 4:20 p.m.

Certified Correct:

\_\_\_\_\_  
Glenn Wong,  
Chairperson

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





## Alberni-Clayoquot Regional District

### MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 14, 2012

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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**DIRECTORS PRESENT:** Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)  
Cindy Solda, Vice-Chairperson, City of Port Alberni  
Eric Geall, Electoral Area "A" (Bamfield) – Via Teleconference  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach) – Via Teleconference  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
John Douglas, Mayor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino – Via Teleconference  
Bill Irving, Mayor, District of Ucluelet

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Mike Irg, Manager of Planning and Development  
Teri Fong, Manager of Finance  
Andy Daniel, Manager of Environmental Services  
Andrew McGifford, Assistant Accountant

1. The meeting was called to order at 6:00 p.m.

#### **PUBLIC CONSULTATION - 2012 – 2016 FINANCIAL PLAN**

2. The Chief Administrative Officer (CAO) provided an overview of the Regional District's accomplishments in 2011 and upcoming projects for 2012.
3. The Manager of Finance provided an overview of the Alberni-Clayoquot Regional District and the 2012 – 2016 Financial Plan.
4. The Manager of Finance provided an overview of the Alberni-Clayoquot Regional Hospital District and the 2012 Budget.
5. Regional District staff answered questions from Directors with regards to the 2012 – 2016 Alberni-Clayoquot Regional District Financial Plan and 2012 Budget for the Regional Hospital District.

#### **ADMINISTRATION**

6. Request for Decision regarding Beaver Creek Improvement District Conversion to a Local Service of the Alberni-Clayoquot Regional District.

*Moved by J. McNabb, seconded by J. Douglas, "THAT the Alberni-Clayoquot Regional District Board of Directors approve the conversion of the Beaver Creek Improvement District to a local service area of the Alberni-Clayoquot Regional District;*

*AND FURTHER THAT the Board request the Ministry of Community, Sport and Cultural Development to initiate the conversion process with an Order in Council;*

*AND FURTHER THAT the Board request the Ministry of Community, Sport and Cultural Development to exempt the Alberni-Clayoquot Regional District from electorate approval process;*

*AND FURTHER THAT the Board set the transfer date for the service at June 1, 2012;*

*AND FURTHER THAT the Board request a Restructure Implementation Grant from the Ministry of Community Sport and Cultural Development to assist the Regional District with the administrative costs associated with the conversion."*

*"Carried"*

#### **2012 – 2016 REGIONAL DISTRICT FINANCIAL PLAN**

7. Administrative Memo regarding 2012 Grants-in-Aid Applications (Deferred).

*Moved by B. Irving, seconded by J. Douglas, "That this correspondence be received."*

*"Carried"*

8. *Moved by B. Irving, seconded by C. Solda, "That the Board of Directors deny the region wide grant-in-aid application from the Alberni Valley Chamber of Commerce in the amount of \$13,000.00."*

*"Carried"*

9. *Moved by J. McNabb, seconded by P. Cote, "That the Board of Directors award a grant-in-aid in 2012 to the Alberni Valley Chamber of Commerce in the amount of \$3,000.00 allocated as follows: \$1,000.00 each from electoral areas "D"(Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)."*

*"Carried"*

10. *Moved by T. Bennett, seconded by C. Solda, "That the Alberni-Clayoquot Regional District award a region wide grant-in-aid in the amount of \$5,015.00 in 2012 to the Canadian Red Cross Society."*

*"Carried"*

11. *Moved by T. Bennett, seconded by B. Irving, "That the Alberni-Clayoquot Regional District Board of Directors approve a grant-in-aid in 2012 to West Coast Aquatic for \$52,000.00 with the same apportionment as last year."*

*"Carried"*

12. Administrative Memo regarding Legal Fees.  
*Moved by B. Irving, seconded by P. Cote, "That this correspondence be received."*

*"Carried"*

13. The Chairperson left the meeting at 7:35 pm. The Vice-Chairperson assumed the Chair.

14. Administrative Memo regarding the West Coast Multiplex Referendum.  
*Moved by B. Irving, seconded by T. Bennett, "That this correspondence be received."*

*"Carried"*

15. Administrative Memo regarding 2011 Actual Carry Forward Amounts.  
*Moved by J. McNabb, seconded by P. Cote, "That this correspondence be received."*

*"Carried"*

16. Administrative Memo regarding 2012 – 2016 Financial Plan Backup Information.  
*Moved by B. Irving, seconded by M. Kokura, "That this correspondence be received and the Board of Directors concur with the recommended changes to the 2012 – 2016 Financial Plan as presented by staff."*

*"Carried"*

17. The Chairperson re-entered the meeting at 7:38 pm and re-assumed the Chair.

18. *Moved by M. Kokura, seconded by T. Bennett, "That Bylaw F1100, 2012 – 2016 Financial Plan be read a second time."*

19. *Moved by B. Irving, seconded by J. Douglas, "That the 2012 – 2016 Financial Plan be amended as follows: General Government Services, page 3.1, Line 51, Legal Fees be reduced to \$50,000.00 in 2012."*

*"Carried"*

20. *Moved by C. Solda, seconded by B. Irving, "That the 2012 – 2016 Financial Plan be amended as follows:*

- a. General Government Services, page 3, line 11, increase capital fund contribution by \$50,000 to a total of \$60,000.00; and,*

- b. *General Government Services, page 3.2, line 66, increase board room upgrades by \$85,000 to a total of \$85,000.00.*

*“Carried”*

21. *Moved by B. Irving, seconded by C. Solda, “That the 2012 – 2016 Financial Plan be amended as follows: Grants-in-Aid Region Wide, page 7, line 10, Aquatic Management Board be increased to a total of \$17,000.00.”*

*“Carried”*

22. *Moved by C. Solda, seconded by J. Douglas, “That the 2012 – 2016 Financial Plan be amended as follows: Grants-in-Aid Region Wide, page 7, new line, Canadian Red Cross Society in the amount of \$5,015.00.”*

*“Carried”*

23. *Moved by T. Bennett, seconded by B. Irving, “That the 2012 – 2016 Financial Plan be amended as follows: Management of Development – Rural Areas, Clayoquot Sound and Barclay Sound Coastal Plan, page 12.1, line 30, be increased to a total of \$35,000.00 in 2012.”*

*“Carried”*

24. *Moved by B. Irving, seconded by C. Solda, “That the 2012 – 2016 Financial Plan be amended as follows: Management of Development – Rural Areas, page 12.1, line 34 – increase OCP rewrites by \$5,000.00 for a total of \$30,000.00.”*

*“Carried”*

25. *Moved by B. Irving, seconded by P. Schmunk, “That the 2012 – 2016 Financial Plan be amended by creating a new section called West Coast Multiplex Referendum in the amount of \$7,500.00 allocated as follows: District of Ucluelet \$2,425.00, District of Tofino \$3,932.00 and Electoral Area “C” (Long Beach) \$1,143.00.”*

*“Carried”*

26. *Moved by B. Irving, seconded by C. Solda, “That the 2012 – 2016 Financial Plan be amended as follows: Long Beach Airport, page 22.2, line 62, decrease the runway sweeper by \$75,000.00 to a total of \$225,000.00.”*

*“Carried”*

27. Moved by B. Irving, seconded by M. Kokura, "That the 2012 – 2016 Financial Plan be amended as follows: West Coast Landfill, page 25.2, line 57, increase power line improvements by \$3,000.00 for a total of \$8,000.00."

"Carried"

28. Moved by C. Solda, seconded by P. Cote, "That the 2012 – 2016 Financial Plan be amended as follows:
- a. Port Alberni Arena Contribution, page 26, line 2, increase parcel tax by \$67.00 to a total of \$162,122;
  - b. Sproat Lake Arena Contribution, page 26, line 3 and page 47, line 6, decrease contribution to Port Alberni by \$16.00 to a total of \$31,508.00 and page 47, line 2, decrease parcel tax by \$16.00 to a total of \$33,379.00;
  - c. Beaver Creek Arena Contribution, page 26, line 4 and page 55, line 6, decrease contribution to Port Alberni by \$40.00 to a total of \$24,411 and page 55, line, 2 decrease parcel tax by \$40.00 to a total of \$27,145.00; and,
  - d. Cherry Creek Arena Contribution, page 26, line 5 and page 61, line 6, decrease contribution to Port Alberni by \$11.00 to a total of \$20,158.00 and page 61, line 2, decrease parcel tax by \$11.00 to a total of \$22,589.00."

"Carried"

29. Moved by E. Geall, seconded by J. McNabb, "That the 2012 – 2016 Financial Plan be amended as follows: Bamfield Volunteer Fire Department, page 29, line 3, decrease contracts with other governments by \$10,00.00 and page 29, line 10, decrease operating costs by \$10,000.00."

"Carried"

30. Moved by E. Geall, seconded by C. Solda, "That the 2012 – 2016 Financial Plan be amended as follows: Bamfield Water System, page 30, line 3, increase sales of service by \$5,000 to a total of \$105,00.00 and page 30, line 8, increase operating costs by \$5,000.00 to a total of \$101,650.00."

"Carried"

31. Moved by T. Bennett, seconded by P. Cote, "That the 2012 – 2016 Financial Plan be amended as follows: Millstream Water System, page 34, line 20, increase reservoir cleaning by \$33,000.00 to a total of \$53,000.00."

"Carried"

32. Moved by P. Cote, seconded by B. Irving, "That the 2012 – 2016 Financial Plan be amended as follows: Sproat Lake Grants-in-Aid, page 50, line 6 be increased to \$1,000.00."

"Carried"

33. *Moved by J. McNabb, seconded by C. Solda, "That the 2012 – 2016 Financial Plan be amended as follows: Beaver Creek Grants-in-Aid, page 56, transfer \$1,000.00 from line 8, unallocated, to line 6, Alberni Valley Chamber of Commerce grant-in-aid."*

*"Carried"*

34. *Moved by G. Wong, seconded by J. McNabb, "That the 2012 – 2016 Financial Plan be amended as follows: Cherry Creek Grants-in-Aid, page 62, line 7 increase to \$1,000.00."*

*"Carried"*

35. *The main motion of second reading as amended, was:*

*"Carried"*

36. 2012 Alberni-Clayoquot Regional District Draft Requisition Summary  
*Moved by T. Bennett, seconded by J. McNabb, "That the 2012 ACRD Draft Requisition Summary be received."*

*"Carried"*

37. *Moved by P. Cote, seconded by C. Solda, "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."*

*"Carried"*

38. The meeting was closed to the public at 9:02 p.m.

39. The meeting was re-opened to the public at 9:08 p.m.

40. *Moved by T. Bennett, seconded by J. McNabb, "That this meeting now stand adjourned."*

*"Carried"*

41. The meeting adjourned at 9:08 p.m.

Certified Correct:

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Glenn Wong,  
Chairperson




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Russell Dyson,  
Chief Administrative Officer



BRITISH  
COLUMBIA

MAR 01 2012

Mr. Heath Slee  
President  
Union of British Columbia Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond BC V6X 2W9  
E-mail: [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)

Dear Mr. Slee:

As you may be aware from the recent announcement concerning justice reform and commitments outlined in the Premier's *Families First Agenda for Change*, the Province will be working to develop a strategic plan for policing in British Columbia. I recognize that policing is a significant issue not only for the Province but for local governments as well. I am therefore writing to you early in this process to inform you of this initiative and to invite your input and involvement.

While planning is in the early stages, three broad strategies are envisioned:

1. A series of regional roundtables with key stakeholders including police representatives, local governments, community leaders and social services.
2. Citizen engagement processes including an interactive website.
3. A small number of working groups with key stakeholders to develop strategies and solutions.

As outlined in the Premier's *Families First Agenda for Change*, performance standards, police oversight and strategies to combat gangs and guns activity will be key areas of discussion.

Further information about the regional roundtables will be made available once the dates and locations have been determined. As noted above, local governments and the Union of British Columbia Municipalities are among the key stakeholders from whom we will be seeking representation. If you would like to provide input into the planning process, such as recommendations regarding other local community organizations or leaders that could be invited to participate in the roundtables or working groups, please contact [SGPSPB@gov.bc.ca](mailto:SGPSPB@gov.bc.ca). We will attempt to incorporate your feedback wherever possible.

.../2

Ministry of  
Justice

Office of the  
Minister of Justice  
and Attorney General

Mailing Address:  
PO Box 9044 Stn Prov Govt  
Victoria BC V8W 9E2  
e-mail: [JAG.Minister@gov.bc.ca](mailto:JAG.Minister@gov.bc.ca)  
website: [www.gov.bc.ca/justice](http://www.gov.bc.ca/justice)

Telephone: 250 387-1866  
Facsimile: 250 387-6411

Mr. Heath Slee  
Page 2

As an important partner in public safety in British Columbia, local government involvement in this process is valuable to us. We will strive to ensure that the end product, a strategic plan for policing in British Columbia, appropriately reflects the balance between Provincial and local issues and responsibilities while at the same time embracing opportunities to enhance and promote public safety.

Sincerely,

ORIGINAL SIGNED BY

Shirley Bond  
Minister of Justice  
and Attorney General

pc: Mr. Gary MacIsaac, Executive Director, Union of BC Municipalities  
Mr. Ken Vance, Senior Policy Advisor, Union of BC Municipalities

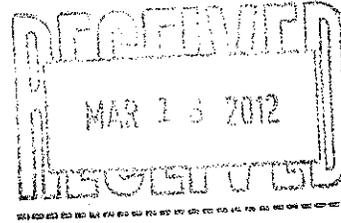
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C/477129



Electrigaz



March 5, 2012

**Mr Glenn Wong**

Chairperson of the Board, Alberni-Clayoquot Regional District  
3008 5th Ave  
Port Alberni, B.C. V9Y 2E3

Dear Mr Wong,

**Subject : Anaerobic digestion of the organic fraction of municipal solid waste (OMSW): Professional services**

Waste management policies and regulations are constantly evolving and forcing municipalities to minimize the quantity of organic waste being landfilled. Anaerobic digestion reduces the quantity of landfilled organic waste and its resulting GHG emissions; it also produces biogas, a renewable green energy. Biogas can be used to generate electricity, thermal energy, or renewable natural gas for injection into the natural gas grid or as a vehicular fuel. Moreover, the existing Standard Offer Program of BC Hydro and the BC Fortis biogas/biomethane purchase program propose conditions that enable economic viability of anaerobic digestion projects.

Despite available incentives, anaerobic digestion presents multiple challenges for decision makers. Several aspects should be carefully considered such as: collection of organic waste, feedstock treatment, digestate management, optimal use of biogas energy and selection of applicable digestion technology.

Electrigaz Technologies Inc., an engineering company founded in 2005, is specialized exclusively in anaerobic digestion and biogas utilization solutions. We are actively promoting this renewable energy while considering that economic viability is essential for the development and implementation of sustainable biogas projects. Our services cover all aspects of anaerobic digestion projects including: studies, technical and economic analyses, biogas plant design, requests for proposals, construction supervision and start up. We do not sell equipment; we offer independent biogas engineering expertise.

For more information, I am inviting you to contact me directly and I will be happy to guide you through your anaerobic digestion project.

Sincerely,

Eric Camirand, Eng.  
President  
819-840-3589 ext. 112  
[eric.camirand@electrigaz.com](mailto:eric.camirand@electrigaz.com)

enc. Document on anaerobic digestion – municipal projects

electronic cc: Mr. Andy Daniel, Manager of Environmental Services

**What is anaerobic digestion?**

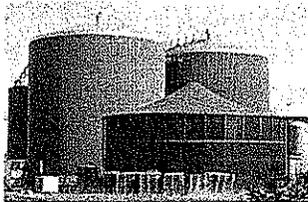
It is a biological process for degradation of organic matter by anaerobic bacteria. This process produces biogas, a renewable energy that can be used to generate electricity, thermal energy or renewable natural gas.

Biogas is composed of approximately 60% methane and 40% carbon dioxide (CO<sub>2</sub>). It is similar to natural gas which is composed of approximately 97% methane.

**What are the challenges of anaerobic digestion projects?**

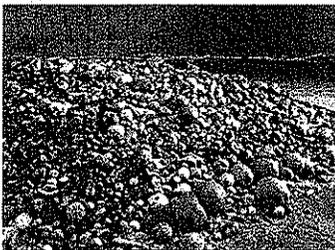
The success of anaerobic digestion projects depends on steady procurement of non-contaminated **feedstock**, a vibrant green energy market, effective **digestate** utilization or disposal options, proven **technologies** and careful project development and planning to ensure project's **economic viability**.

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**What anaerobic digestion technologies are currently available?**

Anaerobic digestion processes can be wet (CSTR or Continuous stirred tank reactor), high-solids (garage, horizontal plug flow reactor, vertical plug-flow reactor, digester mixed with biogas injection), or hybrid. Technological choices depend on:

- Feedstock characteristics (solid/liquid)
  - Biogas utilization income vs. technology costs
  - Digestate disposal options (utilization of solid/liquid digestate, landfill)
- 

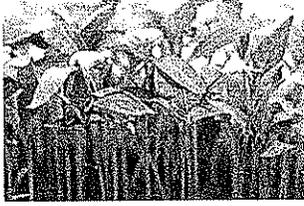
**What feedstock can be used for anaerobic digestion?**

- Source-separated organics (SSO)
- Biosolids generated by wastewater treatment plants
- Grease trap and septic tank materials
- Organic waste generated by Industrial, Commercial and Institutional sector (ICI)

Each feedstock presents particular challenges and requires specific solutions. Thus, appropriate analysis of feedstock is essential to develop a viable project.

**What are the challenges of feedstock management?**

- Collection type (food waste and/or green waste collected separately or mixed)
- Collection logistics (bin type, garbage truck type, road)
- Quantity and quality of feedstock
- Feedstock seasonality (quantity and quality)
- Contamination (sand, metal, glass, plastic)



### What is digestate?

Digestate is the material remaining after the anaerobic digestion process. The volume of digestate equals approximately 90% of the input feedstock volume. The solid part of the digestate can be composted, spread on agricultural lands or landfilled. The liquid part can be used as fertilizer in agriculture or treated as wastewater.

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### How to use the produced biogas?

Biogas can be used to generate electricity for the electrical grid. It can be upgraded and injected into the natural gas grid or compressed and used as a vehicular fuel. Finally, biogas can be directly burnt to produce thermal energy.

### What should be considered when selecting biogas utilization option?

- Existing rules & regulations for biogas energy resell
  - Proximity of anaerobic digester and to potential client(s) (electrical grid, gas compression station, thermal energy demands in surrounding area)
  - Necessary investments to meet energy specifications of the buyer
  - Fluctuations of the demand (weekends, seasonality, peak-hours)
  - Available program restrictions
- 



### What renewable energy incentives are applicable for anaerobic digestion projects in British Columbia?

- Standing Offer Program (SOP) of BC Hydro enables the purchase of electricity from renewable energy projects in BC
  - Fortis BC Program of biogas upgrading into renewable natural gas (biomethane) offers to purchase raw or upgraded biogas with the aim to inject it into natural gas distribution grid.
- 

## Electrigaz Technologies Inc.

Electrigaz Technologies Inc. offers a wide range of services to support municipal biogas projects. Founded in 2005, Electrigaz is the only engineering firm in Canada specialized exclusively in study, process design and project management of anaerobic digestion projects and biogas utilization solutions. Electrigaz is **independent** and does not represent any biogas equipment supplier. We sell **unbiased biogas engineering expertise**, not equipment.





## *HEALTHY FORESTS-HEALTHY COMMUNITIES: A CONVERSATION ON BC FORESTS*

### 2011 ACTIVITIES SUMMARY REPORT

W.W. (Bill) Bourgeois, PhD, RPF  
HFHC Coordinator  
January 2012

#### EXECUTIVE SUMMARY

BC Crown lands represent 94% of the Province. The public expects the Provincial Government to manage these lands in the public's best interest (i.e., management will be done in such a manner as to protect social, cultural and economic values over the long term and provide the BC residents with expected products and services). The demands can be summarized in the overall objective of achieving healthy and resilient communities (Aboriginal and non-Aboriginal), which depend on conservation and use of healthy forests. This is commonly reflected in the practice of Sustainable Forest Management (SFM). Concerns began in 2009 regarding the future of BC forest lands by groups with a wide range of perspectives. This generated the *Healthy Forests-Healthy Communities* initiative (HFHC).

The HFHC was initiated in January 2011 as a non-partisan, volunteer supported initiative to provide an opportunity for communities and concerned citizens to inform decision-makers of their views and concerns regarding management of BC forests. Over 150 volunteers across BC contributed to delivery of the HFHC through providing expert opinions based on experience and science and community views arising from local experiences. Twenty-seven (27) Background Briefs were provided by experts in various fields of forest lands management as information for use by participants in the 20 Community Dialogue Sessions held across all regions of the Province.

The results of the input from experts, communities and concerned citizens included:

- A forest lands vision to guide legislation, regulation, policies, practices and plans
- A framework brief for use in evaluating BC forest lands management
- Twelve (12) key challenges arising from the expert opinion Background Briefs
- Six (6) priority community issues arising from the Dialogue Sessions regarding the management of local-regional forest lands
- A number of suggested actions by decision-makers to address the priority issues



The 2011 HFHC activities generated six (6) conclusions:

- 1) The concern over the future of BC forest lands is shared by a wide range of BC residents (professional foresters and biologists, academics, First Nations, youth and communities), including a move away from a short-term forest industry economic focus to a long-term stewardship focus while addressing current economic challenges
- 2) There is a need for a Government approved vision for BC forest lands to guide legislation, regulation, policies and practices
- 3) Experts in the fields of forest management are of the view more needs to be done regarding forest management to achieve the draft BC forest lands vision and deliver on the needs of communities over the long-term
- 4) The concerns of communities are consistent throughout the Province with key issues related to communities needs
- 5) Decision-makers and communities are confronted with a number of challenges due to the current and foreseeable future provincial economic situation, thereby necessitating innovation and transformative change in the long-term management of BC forest lands
- 6) More specific suggested actions are required to give guidance to decision-makers

Recommendations are:

- 1) Political parties engage in dialogue with communities and concerned citizens regarding community and family long-term needs
- 2) Government review the legislation, regulation and policies to be consistent with the focus on long-term forest lands stewardship
- 3) Government adopt the requirement for a forest lands vision to guide legislation, regulation and policy
- 4) Decision-makers adopt the key messages and challenges identified though the HFHC
- 5) Decision-makers establish opportunities to bring together people to generate innovative ideas to address issues and challenges
- 6) Communities identify initiatives to assist in providing clarity regarding what is needed from local-regional forest lands and mechanisms to become more involved in forest management decisions
- 7) Professional associations and academia consider development of a program to provide assistance to communities

A 2012 activities plan is presented to build on the results from 2011.



## INITIAL COMMUNITY ACTIONS

March 2012

### PROBLEM

During the 2011 *Healthy Forests-Healthy Communities: A conversation on BC forests* (HFHC) dialogue sessions, a common theme evolved that “**Communities want more influence on decisions regarding management of local forests.**” Achieving this overall objective will require communities to establish respected consultative structures within the community to act as a primary source of community views on forest management decisions relative to local-regional forest lands.

### SUGGESTIONS

Communities will have varying local situations, relationships, etc and may find different ways of achieving the overall objective. The following are presented as ideas-suggestions for consideration by community organizations, local government(s) and concerned citizens:

- **Forest Lands Vision**

A vision, with associated goals to measure performance, for the local-regional forest lands is **essential** and must be developed to guide forest operations and land use decisions, identify barriers and knowledge gaps, etc. It sets the stage for forest lands decisions. Without a clearly defined vision and goals that the majority of the community residents accept as reflective of local community needs, the community input will:

- Result in inefficiency in achieving acceptable community needs
- Send a message to decision-makers there is no general agreement so they can ignore the advice
- Create a situation where “trade-offs” are not understood or not considered

- **Community Forestry Advisory Group/Committee**

Community residents are clearly concerned about their local-regional forests, albeit frequently focused on issues other than forestry. Forestry and forest management is not simple and requires knowledge, both professional and community. An efficient way to bring the forestry issues to all community residents is to establish a group or committee that:

- Builds knowledge about their forest lands and addresses issues in an informed manner
- Communicates efficiently and effectively with local government, decision-makers and community residents
- Creates a draft forest lands vision and goals for review by local community members, First Nations, Ministry of Forests, Lands and Natural Resource Operations (MFLNRO), the forest industry and other local stakeholders

Communities need a means of bringing issues to the forefront, providing an opportunity to share their views as community input to decision-makers. An Advisory Group or Committee is one mechanism to do so. This Group or Committee can be a formal instrument of local



government or advisory to the MFLNRO District office. Regardless of the model, it does need to be respected by local government, MFLNRO and the forest industry.

- **Community Capacity Building Mechanism**

Communities, providing advice on forest lands issues and decisions, need to be informed about forestry, the forest sector, the state of local-regional forests, forest management and forest certification. Although there has been significant resources spent on this issue over the last few decades, a gap in knowledge was identified frequently during the 2011 HFHC Community Dialogue Sessions. There are a number of organizations (e.g., Government, forest industry, professional associations, forest extension organizations, academics) with the mandates to provide information on forestry. However, the funding allocated to this activity has been limited over the recent years and expected to continue through the near future. This suggests a new model is needed involving collaboration between these organizations and encouraging participation of academics and professionals. Partnership support, non-financial and financial, from forest dependent communities along with Government and the forest industry should be encouraged to deliver on the community capacity needs.

- **Provincial forest lands issues**

Communities currently have the opportunity to influence action in a number of local forest lands issues. However, these can be enhanced by changes to Provincial legislation, regulation and/or policies. Communities are best equipped to identify the priorities in these areas, once informed through advice from forest professionals. Communities should encourage these changes by bringing forward priorities and lobbying for UBCM AGM resolutions and following-up regarding assurance Government will take the necessary action(s).

Visit the HFHC website for examples of actual actions taken by BC communities.

Ted Olynyk  
Manager, Community Relations  
PO Box 1500  
400 Madsen Road  
Nanaimo, BC V9R 5M3

March 21, 2012

**Re: Earth Hour March 31, 2012**

I am writing to encourage you to join BC Hydro in supporting Earth Hour on March 31, 2012 from 8:30 – 9:30 pm.

Earth Hour is an annual, global event hosted by the World Wildlife Fund and supported provincially by BC Hydro. Earth Hour encourages individuals, businesses and communities to turn off the lights and unnecessary equipment to save energy and reduce the environmental footprint.

In 2011, millions of people in over 135 countries joined this symbolic event to show how easy it is to save energy every day. British Columbians turned off the equivalent of 7.8 million 15-Watt compact fluorescent light bulbs for the hour. If everyone in B.C. implemented the same conservation measures for just one hour every evening, the combined savings would be enough to power close to 4,000 homes for an entire year.

More information about Earth Hour and ways to conserve energy is available at [www.bchydro.com/earthhour](http://www.bchydro.com/earthhour).

Thank you for your interest in Earth Hour 2012.

Yours Sincerely,



Ted Olynyk  
Manager, Community Relations





**MINUTES OF THE WEST COAST COMMITTEE MEETING  
HELD ON WEDNESDAY, MARCH 7, 2012**

Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, BC

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**DIRECTORS PRESENT:** Bill Irving, Chairperson, Mayor, District of Ucluelet  
Perry Schmunk, Mayor, District of Tofino  
Tony Bennett, Director, Electoral Area "C" (Long Beach)

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Andy Daniel, Manager of Environmental Services

**OTHER:** Scott Stevens, Asset Manager, PRNP  
Mark Fortune, Long Beach Airport  
Representatives of the West Coast Multiplex Society  
Shawn McConnell, Millstream Water Operator

1. **Call to Order** the Chairperson called the meeting to order at 1:05 pm

2. **Delegation**

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT Mr. Gord Johns, West Coast Multi-plex Society be invited to address the West Coast Committee.*

*Carried*

Mr. Johns advised he is the past Chair of the West Coast Multiplex Society and was here today speaking on behalf of the Society. He introduced other members of the Society present this afternoon.

The CAO provided an update on the proposed site for the multiplex facility at the Long Beach Airport. He discussed the proposed location and implications to airport operations. The CAO reported that there are other possible locations on the airport lands for the proposed facility and the Regional District can work with the Society on securing a location.

Mr. Johns spoke to the findings of the survey conducted by Vancouver Island University. He reported that the West Coast Multiplex Society is proposing to move forward as follows:

- Phase 1 – Ice Arena and Fitness Centre
- Phase 2 - Pool

To date the Society has raised \$250,000.00. Phase 1 will cost approximately \$6 million dollars. Moving forward the Society needs to secure land for the facility and then go to referendum for Phase 1 of the project. Mr. Johns advised that the Society will raise \$6 million to build the facility, but they need to go to the people to see if they will support the operating costs of the facility of approximately \$100,000 per year. The Society is looking for support and direction from the Regional District and requests the Regional District to conduct a referendum in the fall

of 2012. Mr. Johns said the Society cannot go any further without support from the community. Discussions ensued and the CAO suggested steps on moving forward.

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the following steps moving forward with regards to the proposed multiplex on the West Coast:*

- a. Regional District staff consult with the Long Beach Recreation Cooperative to discuss developing the multiplex on the same site occupied by the Golf Course Clubhouse;*
- b. Regional District staff further explore the suitability of a number of possible sites at the Long Beach airport for the multiplex facility;*
- c. Regional District staff develop figures to hold a referendum in the fall of 2012;*
- d. The ACRD Board of Directors confirm the commitment of the donation of land for the multiplex;*
- e. Regional District staff confirm with the West Coast Multiplex Society present figures for capital and operating costs in terms of what would be appropriate to proceed to referendum to support an arena and fitness facility;*
- f. Recommend the West Coast Multiplex Society meet with the Tofino, Ucluelet and First Nations Councils on the West Coast to provide an update on progress, review the proposed plan and seek their support;*
- g. Regional District staff explore a suitable time and date of a referendum in the fall of 2012."*

*Carried*

The meeting recessed at 1:50 pm

The meeting re-convened at 2:00 pm

### **3. Minutes**

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the minutes from the West Coast Committee meeting held on February 6, 2012 be adopted as circulated.*

*Carried*

### **4. Correspondence**

- a. Letter dated February 6, 2012 from the West Coast Multiplex Society regarding Request for land for West Coast Multiplex.

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the correspondence from the West Coast Multiplex Society dated February 6, 2012 regarding Request for Land for the proposed West Coast multiplex be received."*

*Carried*

**5. Reports**

- a. The CAO circulated copies of the Hydrogeological Assessment conducted by GW Solutions at the Long Beach Airport and provided an overview of the results. Four wells were drilled at the Long Beach Airport to identify any potential water sources, none providing adequate supply to be a productive well. It would cost an additional \$100,000.00 further study of the potential of the aquifer to determine this. The CAO advised that the Regional District does not have the funds to conduct further assessments at this time. He recommends the Regional District not do any further exploration at this time and concentrate on maintaining the existing wells at the airport.

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the West Coast Committee receive the Long Beach Airport Hydrogeological Report conducted by GW Solutions and forward a copy to the Tla-o-qui-aht First Nation and Pacific Rim National Park advising that the Regional District will not be doing further testing at this time.*

*Carried*

**6. Finances**

- a. Administrative Memorandum regarding 2012 – 2016 Financial Plan – West Coast Landfill. Directors reviewed the information provided by the Manager of Finance and the draft 2012 – 2015 Financial Plan for the West Coast Landfill. The CAO answered questions from Directors.

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the administrative memorandum and draft 2012 – 2016 Financial Plan for the West Coast Landfill be received.*

*Carried*

- b. Administrative Memorandum regarding 2012 – 2016 Financial Plan – Long Beach Airport. Directors reviewed the information provided by the Manager of Finance and the draft 2012 – 2016 Financial Plan for the Long Beach Airport. The CAO answered questions.

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the administrative memorandum and draft 2012 – 2016 Financial Plan for the Long Beach Airport be received.*

*Carried*

**7. Administration**

Administrative Memo regarding Terms of Reference – Long Beach Airport

Moved by: Director Schmunk  
Seconded by: Director Bennett

*THAT the West Coast Committee approve the draft Terms of Reference for the Long Beach Airport Advisory Committee as presented and instruct staff to prepare a bylaw to create the Commission for consideration by the Board of Directors.*

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the main motion be amended changing representation on the Committee in the draft Terms of Reference for the Long Beach Airport Authority as follows:*

- a. 1 West Coast Director appointed by the Board*
- b. 1 Member nominated from the Tla-o-qui-aht First Nation*
- c. 1 Member nominated from the District of Ucluelet*
- d. 1 Member nominated from the District of Tofino*
- e. 1 Member nominated from the Ucluelet First Nation*
- f. 1 Member nominated from the Tofino Chamber of Commerce*
- g. 1 Member nominated from the Ucluelet Chamber of Commerce*
- h. 3 Members at-large nominated by the West Coast Directors representing the business community on the West Coast.*

*Carried*  
*The main motion as amended was*  
*Carried*

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT staff be instructed to forward a letter to Long Beach Recreation Cooperative requesting they move forward on their non-profit status.*

*Carried*

**8. Recess to In-Camera**

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the meeting be closed to the public to discuss labour or other employee relations.*

*Carried*

The meeting was closed to the public at 2:58 p.m.

**9. Re-Open the Meeting**

The meeting was re-opened to the public at 3:45 p.m.

**10. Adjourn**

Moved by: Director Bennett  
Seconded by: Director Schmunk

*THAT the meeting be adjourned at 3:45 p.m.*

*Carried*

Certified Correct:

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Bill Irving,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



BARKLEY ALBERNI SALMON INITIATIVE  
STEWARDSHIP AND PRODUCTION WORKING GROUP  
*DRAFT TERMS OF REFERENCE*  
MARCH 19, 2012

PURPOSE, SCOPE, AND PRIORITIES

The group's purpose is to advance the following elements of the Barkley Alberni Salmon Initiative related to production and stewardship of salmon and their habitat:

- gather and produce information and assessments,
- develop strategy and recommendations,
- provide leadership in implementing strategies, partnerships, projects, improved relationships, and processes.

The scope of activities includes assessment, protection, restoration, stewardship, education, and enhancement.

The focus will be on all Pacific salmonids.

Priority watersheds will be Somass, Sarita, Henderson, Nahmint, Toquaht, and Effingham and other tributaries to the Alberni inlet.

PRODUCTS, STEPS AND TIMELINE

Products, roles, and timelines are included in Appendix A.

The working group will meet monthly for six months (April-September 2012), at which time, the working group structure will be revisited and revised as appropriate.

PARTICIPATION AND LINKAGES

To fulfill this purpose, WCA will invite representatives from governments, business, and existing salmon and ecosystem initiatives, tables, and advisory bodies. WCA will provide regular opportunities for interested members of the public to understand and give input to issues, options, knowledge, and recommendations.

WCA will work with DFO and other participants to arrange technical support for Working Group products, such as: background information and assessments, analysis, models and tools to evaluate resource management options, and requests for information from participants on a cost effective basis.

Government-to-Government discussions with First Nations will be respected.

## PRINCIPLES AND PROCESS

The Initiative will operate based on the principles, process objectives, and decision-making procedures outlined in the Alberni-Barkley Salmon Initiative Terms of Reference, which reflects DFO's Wild Salmon Policy.

***Participants are expected to follow a decision making process to be determined at April 2012 meeting.***

Rules of Conduct and Conflict of Interest Guidelines (Appendix B).

## EXISTING AUTHORITIES, JURISDICTIONS, TITLE AND RIGHTS

This document and the establishment of the working group will not in any way define or limit any Treaty obligations and aboriginal title or rights of the participating First Nations, and will be without prejudice to the positions of the parties with respect to aboriginal title or rights.

Where applicable, the working group will be subject to the final decision making authority of the responsible ministers of the governments of Canada and British Columbia, as set out by law.

## APPENDIX A: PRODUCTS, ROLES AND TIMELINES

The following outlines priority products over the next six months.

### 1.0 Information, Direction, Assessment.

Products	Use and Description	Roles	Timelines
1.1 Stock and habitat background information	Provides knowledge legacy that can be added to over time. Chapters in Barkley Salmon background report. Available on-line.	<i>Lead Authors:</i> Isobel Pearsall (DFO) Diana Dobson (DFO)	Spring/Summer 2012 (need definite deadline for report – suggestion for June) )
		<i>Input and Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: BCCF, , MOE, Tsumas, DFO; Uu-a-thluk; Maa-nulth Joint Fisheries Committee</li> </ul>	Summer/ Fall 2012 (timelines with definite deadline August)
		<i>On-line:</i> WCA and DFO	Fall 2012
1.2 Vision, goals, objectives, benchmarks, targets, and indicators related to stock and habitat	Direction, monitoring, and decision rules.	<i>Lead Authors:</i> -Isobel Pearsall (DFO) (benchmarks, targets and indicators; link to WCA indicator work) -Sheena Falconer (WCA) (vision, goals, objectives; link to harvest group and to WCA coastal strategy)	Overarching + Somass sockeye: May 2012
		<i>Input and Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: Tsumas, MOE, BCCF, DFO; Uu-a-thluk; Maa-nulth Joint Fisheries Committee</li> <li>• Broader sectors and public</li> </ul>	Summer/ Fall 2012

1.3 Stock and habitat status reports	Knowledge base, monitoring and assessment, identification of risks and limiting factors in specific locations.	<i>Lead Authors:</i> Diana Dobson (DFO) Margaret Wright (DFO) Contractors	-Stock reports issued annually. -Habitat reports done for Somass and Sarita. -Future?
		<i>Input and Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: Tsumas, MOE, BCCF, DFO; Uu-a-thluk; Maa-nulth Joint Fisheries Committee</li> </ul>	

1.4 Barkley Sound scale risk assessment	Analysis of limiting factors, impacts, sensitivities, and issues related to stock and habitat. Basis for identifying priorities and associated strategies and actions.	<i>Lead:</i> Isobel Pearsall (DFO) connecting with WCA habitat/species risk assessment model. <i>Input and Review:</i> Stewardship WG Harvest WG Technical staff: Tsumas, MOE, BCCF, DFO, Uu-a-thluk, Maan-nulth Joint Fisheries Committee	Spring/Summer 2012
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1.6 Climate Change Report	Climate change information	<i>Lead:</i> Howard Stiff (DFO) Contractor	Spring/Summer 2012
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## 2.0 Plans (Options, Recommendations, Strategies)

Products	Use and Description	Roles	Timelines
2.1 'Barkley Salmon Production Strategy'	Outlines priority stock, habitat, and enhancement issues and opportunities, options to address them, approx. costs, relevant parties, and prescriptions or detailed proposals where available.	<i>Lead Authors:</i> Isobel Pearsall (DFO) with significant input from participants	Spring/Summer 2012
		<i>Input &amp; Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: Tsumas, BCCF, MOE, DFO habitat and SEP; Uu-a-thluk; Maa-nulth Joint Fisheries Committee</li> <li>• Other experts as appropriate</li> </ul>	Spring/Summer 2012
2.2 'Barkley Salmon Assessment Strategy'	Outlines priority assessment issues and opportunities, options to address them, approx. costs, relevant parties, and prescriptions or detailed proposals where available.	<i>Lead Authors:</i> Diana Dobson (DFO) Jim Lane (Uu-a-thluk)	
		<i>Input &amp; Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: BCCF, MOE, Tsumas, DFO assessment; Uu-a-thluk; Maa-nulth Joint Fisheries Committee</li> <li>• Other experts as appropriate</li> </ul>	
2.3 'Barkley Salmon Education Strategy'	Outlines priority education issues and opportunities, options to address them, approx. costs, relevant parties, and prescriptions or	<i>Lead Authors:</i> Sheena Falconer (WCA)	2012
		<i>Input &amp; Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• Technical staff: DFO; Uu-a-thluk; Maa-nulth</li> </ul>	2012

	detailed proposals where available.	Joint Fisheries Committee <ul style="list-style-type: none"> <li>• Other experts as appropriate</li> </ul>	
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### 3.0 Implementation, Partnerships, Projects

Products	Use and Description	Roles	Timelines
3.1 Interim Fundraising Proposals and record of proposals.	Raise money for priority projects; build partnerships.	<i>Identify opportunities and priorities and identify sources of funding:</i>	Spring 2012
		<ul style="list-style-type: none"> <li>• Stewardship WG</li> </ul>	
		<i>Lead Authors:</i>	On-going
		<ul style="list-style-type: none"> <li>• Interested parties</li> <li>• Support from Sheena Falconer (WCA)</li> </ul>	
		<i>Review + letters of support:</i>	On-going
		Interested parties	
3.1 Interim Recommendations on annual production or habitat related plans or decisions.	Provides recommendations to decision-makers on issues or plans affecting the Barkley Alberni Salmon Initiative goals.	<i>Identify opportunities and priorities:</i>	On-going
		<ul style="list-style-type: none"> <li>• Stewardship WG</li> </ul>	
		<i>Leads:</i>	On-going
		<ul style="list-style-type: none"> <li>• Interested parties</li> <li>• Sheena Falconer (WCA) to facilitate as needed.</li> </ul>	
		<i>Review + support:</i>	On-going
		Interested parties	

### 4.0 Resources & Administration

Products	Use and Description	Roles	Timelines
4.1 Report on options for self-sustainability	Outline examples and models for producing an initiative that can sustain itself over time.	<i>Lead Authors:</i>	Spring 2012
		Sheena Falconer (WCA)	
		<i>Review:</i>	Spring 2012
		<ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> </ul>	
4.2 Report on	Provides funders and	<i>Lead Authors:</i>	Spring 2012

administrative process for holding and distributing funds	project teams with clarity on how admin will happen and lines of accountability	Sheena Falconer (WCA)	
		<i>Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> </ul>	Spring 2012

## 5.0 Communications, Marketing, Fundraising

Products	Use and Description	Roles	Timelines
5.1 Website	Place to make information accessible	<i>Lead:</i> Sheena Falconer (WCA)	Spring 2012 set up On-going
		<i>Review, Use, Publicize:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• WCA board</li> </ul>	Spring 2012 On-going
5.2 Social Media	Communication and networking	<i>Lead:</i> Sheena Falconer (WCA)	Spring 2012 set up On-going
		<i>Use and Publicize:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> <li>• WCA board</li> <li>• Partners</li> </ul>	Spring 2012 On-going
5.3 News and Magazine Articles	Public information	<i>Lead:</i> Sheena Falconer (WCA) Lara Sloan (?), (DFO)	On-going
5.4 Marketing and Fundraising strategy	Provides strategy, program design, and materials to attract funding	<i>Lead:</i> Sheena Falconer (WCA) Consultant	Spring 2012
		<i>Input and Review:</i> <ul style="list-style-type: none"> <li>• Stewardship WG</li> <li>• Harvest WG</li> </ul>	Spring 2012
		<i>Champions / Fundraisers:</i> Participants; Partners.	On-going

## APPENDIX B: CODE OF CONDUCT

While acting as a member of the working group, individuals are expected to abide by the following conduct guidelines:

Integrity	Members are expected to act at all times in good faith and with honesty and due diligence, for the purpose and principles of the group.
Participation and Preparation	Members are expected to regularly attend meetings and to adequately prepare for the duties expected of them. Facilitator will provide agenda items a week unless of an urgent nature. Late items need to be approved by working group prior to presentation.
Behaviour	Members' conduct and language must be free from any discrimination or harassment prohibited by the <i>Human Rights Code</i> . Members' conduct should be, courteous, dignified and respectful towards other people's or species' basic needs and interests.
Confidentiality	Members must not reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of their duties. Confidential information must not be used for any purpose outside that of undertaking the work of the group.
Private Gain	Work within the group should not result in any direct personal or private financial or other substantive gain, other than that arising from being a member of a broader aquatic user group. That is, Board members may serve the interests of their broader communities, including financial gain for those communities, but should not serve solely individual purposes.

## REPRESENTATION AND ACCOUNTABILITY

Should concerns be raised regarding representation, accountability, or conflict of interest of members, the group may declare the member "interim" until such time as the matter has been resolved to the satisfaction of the full group. "Interim" representatives may attend meetings but will not participate in decisions.

The working group may expel an individual from the group if it is determined by all other members of the group that an individual has not met the terms of code of conduct.

# MINUTES

## Barkley Wild Salmon Working Group

March 20, 2012  
10:00 am – 2:00 pm

Working Group Members					
Tseshah	Andy Olsen	X	Hupacasath	Steven Tatoosh	
Huu-ay-aht	Stefan Ochman		Toquaht	Noah Plonka	
Ucluelet First Nation					
Uchucklesaht			Uu-a-thluk	Jim Lane	
City of Port Alberni	Pat Deakin		DFO	Isobel Pearsall	
City of Ucluelet	Bill Irving		Thornton Hatchery	Ritchie Smith	
ACRD	Penny Cote	X	AVEA	Jake Leyenaar	X
AVEA	Rick Avis	X	Somass Estuary	Phil Edgell	X
Sportsfishing	Bob Cole	X	Omega	Carol Schmidt	X
Shannon Hatchery	Dan Shannon	X	School District 70	Mike Ruttan	
Harvesting	Paul Kershaw		Watershed Watch	Craig Orr	

Time	Item
10:00 – 10:05	Welcome - Discussion regarding people to add to group to include BC Hydro, Mah-nulth, Port Authority
10:05 – 10:15	Update <ul style="list-style-type: none"> <li>- Department of Fisheries meeting               <ul style="list-style-type: none"> <li>o Status and risks report</li> <li>o Community to integrate into planning</li> </ul> </li> <li>▪ <i>Sheena Falconer reported on meeting with DFO Isobel and Wilf – notes are included March 20, 2012 update and triggered a discussion regarding role of working group, production definition and governance and funding. Discussed the necessity for creating a governance</i></li> </ul>

*structure that would be put in place following the six month time line for the working group. Role is to determine best structure to meet the needs of the group considering financial, taxation and decision making requirements. Several members expressed the concern that information would not be utilized by DFO, and that the process might be fruitless. Other members commented that the process and structure would provide legitimacy to requests and that a science based approach would likely be successful. Powell River Salmon Society, Campbell River Salmon Society, Nootka Watershed were all seen as successful. Questions were raised about the role of Robertson Creek hatchery and the problems created for Chinook in the area. Robertson creek hatchery seems to be working in a silo. Concern raised that the group would develop and implement programs that would not be approved by DFO – what would process be? Phil remarked that the Cowichan process seems very successful and that if the group embarked on a similar process, it would experience success. Bob Cole remarked that on a funding note, money could be received by the group and gave an example of Alaskan fishing money that could have been used for projects. He also mentioned that the seine harvesters would be interested in participating.*

- WIWAG meeting
  - o *Sheena Falconer reported on attendance at WIWAG meeting, with comments also provided by Rick Avis. WIWAG invited the Barkley Wild Salmon working group to sit in as an observer at meetings and has suggested that Barkley Salmon Working group might like to become a member. The WIWAG meeting was with Western Forest Products and they have met indicators for year. They are asking for support to propose that AAC be changed so that if targets are not met, tenure is not decreased, as they feel this would make them better stewards. Discussion around the table was supportive of being involved with the forestry groups, but the relationship needs to be entered into carefully. Forecast of 7 million cut will definitely have an effect on streams. Concerns were raised regarding logging in Franklin, Ash, China Creek as well as streams. If a process were in place, mitigation money could be used for stewardship/production activities.*
  
- Harvest Meeting
  - o *Sheena Falconer, Andy Olsen and Bob Cole attended the Harvest meeting. Sheena reported that the meeting concerned allocation and the upcoming season. Bob Cole commented that the meeting was very productive and successful.*
  
- Biology Bridging Dinner

	<ul style="list-style-type: none"> <li>○ <i>Sheena Falconer spoke about the recent biology bridging dinner with 26 people attending. Thank you to Bob Cole for taking SFU group to Bamfield. SFU group feels there is a good possibility of creating courses/programs in area that relate directly to environmental activities.</i></li> <li>○ <i>Website – group was shown the two logos for Barkley Salmon website. Suggested something with a fir tree in the centre and a circle of salmon around it with the salmon life cycle. Suggested a name such as Salmon Circle. Would like the website/logo to indicate an ecosystems approach. For top of website they suggested a mountain, with a lake and river going to the ocean surrounded by the egg/fry/plant/trees. Phil mentioned a name that includes – Healthy ecosystem/healthy salmon</i></li> </ul> <p><i>Discussion about impacts of forestry/governance model/funding and how the government is removing environment from legislative process. Question about how the province fits into this picture? Discussion about how DFO Wild Salmon Policy and discussion as to potential for workshop to further understand contents of the policy in order to ensure best practice.</i></p>
<p><b>10:15 – 11:30</b></p>	<p>Terms of Reference for Working group</p> <ul style="list-style-type: none"> <li>○ <i>Please see revised Terms of Reference that reflects the wishes of the group.</i></li> <li>○ <i>Report additions: Phil mentioned that the Water use Planning Process should be incorporated.</i></li> <li>○ <i>Education Additions: Jake reported on the work being done with School District 70 which includes VAST and the elementary schools. Discussion regarding education goals for local schools. Approach from all perspectives from preschool to graduate. Discussion about a program that would allow people to achieve a biology degree from home, using the local waters as the classroom. Phil suggested contacting Mackenzie Lane from Western Forest Products as an educational resource. Discussion regarding salmon education centre similar to those in other places. Discussion regarding inclusion of fisheries in grade 10 curriculum. Penny Cote mentioned that the Sproat Lake Marine Patrol gets grants from Transportation Canada and perhaps this project could be used through fisheries. Jake mentioned that it is run through Coast Guard. Bob mentioned that people could do a project involving Gracie Lake. Program could be subsidized by Parks Canada.</i></li> <li>○ <i>Funding Additions: Bridge Coastal Funding, FIA (Forest in Action), PSF, PSC, Climate change adaptation funds (Penny will find out more information about this), suggestion that the group provide funding leads for next meeting (Action item created). Resource royalties on salmon, regional district could levy a conservation tax or it could be done through fishing licenses. When farmers give up arable farmland, they should get decreased taxes. Coded wire tags could be used in prize giving. The wild salmon policy is a pilot project and may be eligible for funding.</i></li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>Communications additions: News/marketing can be done through regional district/streamkeepers magazine/PSF newsletter/ha-shilth-sa/AV Times/ Shaw.</i></li> <li>○ <i>Tourism/funding additions: vountourism/numbered pit tags, elder college visiting sites, hatchery tours for high end fishing customers, aquarium in tofino/ucluelet, Sidney.</i></li> </ul>
<b>11:30 – 12:00</b>	Lunch
<b>12:00 – 1:45</b>	<p>Goals and Objectives</p> <ul style="list-style-type: none"> <li>○ Issue</li> <li>○ Overview</li> <li>○ Pressure</li> <li>○ Options/Ideas</li> <li>○ Evaluation</li> </ul> <ul style="list-style-type: none"> <li>- Ritchie Smith (via S. Falconer)</li> <li>- Each member will have 5 minutes to talk about 2 – 3 specific objectives. Group will discuss objectives in small groups. Objectives will be recorded after the meeting and sent around to the group for comments. List will be given to harvesting group for commenting, as well as Department of Fisheries and Oceans. <ul style="list-style-type: none"> <li>○ <i>List of proposed projects can be found in Project Brainstorming. Action item to provide more detailed information regarding projects.</i></li> <li>○ <i>Additions to objectives worksheet to include Partners, potential funders and cost. Worksheet to be modified as per DFO worksheet when provided.</i></li> </ul> </li> </ul>
<b>1:45 – 2:00</b>	Action Items, Next meeting date, wrap up and adjournment. Next meeting date April 27, 2012 from 10 – 2 at West Coast Aquatic. Action Items Listed below

**Action Item 1**

What is current rule curve for Great Central Lake and how is BC Hydro integrated into process?  
Phil

**Action Item 2**

Slope stability study results and strategy? Steven Tatoosh/Bob Cole

**Action Item 3**

Climate change information – Penny

**Action item 4**

Potential funding – all

**Action item 5**

Fisheries levy – Bob/Penny/

Action item 6

Lunney to attend meeting – Bob

Action Item 7

OCP consultation – Sheena

Action item 8

Salmon Policy workshop – Sheena

Action item 9

Projects/objectives using objectives worksheet– all

Action item 10

Decision making model – all

Meeting adjourned at 2 pm.

## CONFLICT OF INTEREST

While recognizing and accepting that some members have specific expertise and knowledge arising from their direct participation in aquatic resource use, and that they may therefore have a financial stake in aquatic resource decisions, members should strive to ensure that:

- All personal financial interests, assets and holdings, other than those arising from being a member of or serving a broader aquatic user group, are distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the group.
- Activities undertaken as a private citizen are kept separate and distinct from any responsibilities held as a member of the group.
- Activities undertaken as a member of the group are kept separate and distinct from any activities undertaken as a private citizen.
- Members remain impartial at all times toward individuals who deal with their group and as a member avoid taking any action that may result in preferential treatment for any individual.
- Personal employment, other than that resulting from being a member of or serving a broader aquatic user group, is not dependent on any decision, information or other matter that may be heard by or acted upon by the group.
- Other memberships, directorships, voluntary or paid positions, status as elected official, or affiliations remain distinct from work undertaken in the course of performing duties as a member, unless performing in a capacity specifically appointed by the group.
- Actions taken in the course of performing duties as a member neither cause nor suggest the reality or perception that performing or exercising those duties has been or could be affected by individual private gain or interest, other than that arising from being a member of or serving a broader aquatic user group.

## Barkley Wild Salmon Production Working Group

March 20, 2012 Update

1. Meeting with DFO – Met with Wilf and Isobel.
  - a. Wilf stated that risk assessment was being undertaken with information from DFO and input from others regarding restoration, protection, education, assessment/monitoring and enhancement. Result will be book similar to that in Cowichan Valley with a number of projects and their associated price tags. Creation of one page report for community members to add to book.
  - b. Expressed concern for lower Somass/Estuary.
  - c. Didymo a problem.
  - d. Wild Chinook in the stamp.
  - e. Would like to see a “State of the Environment” report.
  - f. Suggested contacting Eddy Carmack – Citizen Science
  - g. Isobel will be contact for Production group
2. Meeting with WIWAG
  - a. Western Forest Products
  - b. Indicators
  - c. Asked for support regarding AAC – lose tenure if not met
3. Harvest Meeting
  - a. Allocations
  - b. Upcoming season
4. Biology Bridging Dinner – SFU Visit
  - a. 26 people attended dinner
  - b. Visits to school district/haahuupayak, Huu-ay-aht, Hupacasath, Tseshah, T
  - c. Very interested in creating a practical program for ocean biology – details need to be worked out.
5. Contact made with SkeenaWild, WildSalmon (Oregon), Cowichan Watershed, Quatse to discuss their programs. Site visits will be made in the near future.
6. Website is almost ready – needs a name and some formatting and it will be ready to go. Get feedback on two examples.

## Barkley Wild Salmon Objectives

Projects:
Overview:
Pressure:
Jurisdiction:
Options:
Ideal Situation:
Evaluation:
Partners:
Potential Funders:
Cost:





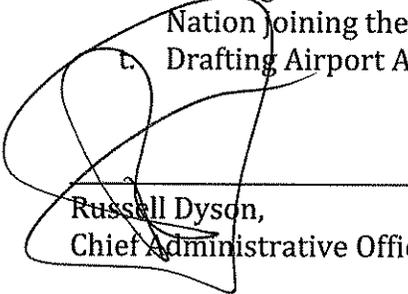
## Staff Report

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** March 22, 2012

**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. BCID conversion committee & developing plan for reservoir replacement;
- d. Developing the BCID Conversion Action Plan;
- e. Organizing the development of the Alberni-Clayoquot Health Network and Administration Committee;
- f. Alberni Valley Airport grounds maintenance – brush control;
- g. Harold Bishop Fire Hall water service;
- h. Long Beach Airport – maintenance and safety management system;
- i. Treaty Liaison and service review;
- j. 2012 – 2016 Financial Planning;
- k. Training – New Manager of Environmental Services;
- l. Preparations for the annual AVICC convention including drafting Resolutions for consideration at the Convention;
- m. Drafting amendments to the ACRD Procedures Bylaw moving to 2 Board meetings per month and changing agenda & minutes format;
- n. Commence development of Occupational Health and Safety Program;
- o. Working with the WC Multiplex society – site identification Long Beach Airport & referendum in fall of 2012;
- p. Agricultural Development Committee Strategic Session;
- q. Bamfield development and servicing review;
- r. Bamfield Water System water quality planning;
- s. Meetings with Ecoplan Consultants on the Huu-ay-aht First Nation and Ucluelet First Nation joining the ACRD Board on April 1, 2012;
- t. Drafting Airport Advisory Committee Bylaw for consideration by the ACRD Board.

  
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)



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
 FEBRUARY, 2012

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	200,000	1	240,000					2	440,000
Mobile Homes									1	5,000			1	5,000
Multi-Family													0	0
Adds&Rens							1	10,000			1	15,000	2	25,000
Commercial													0	0
Institutional													0	0
Industrial													1	1,000,000
Miscellaneous					1	1,000	1	35,000			1	1,000	3	37,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>201,000</b>	<b>3</b>	<b>285,000</b>	<b>1</b>	<b>5,000</b>	<b>3</b>	<b>1,016,000</b>	<b>9</b>	<b>1,507,000</b>

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
 FEBRUARY, 2012 TO DATE

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0		0		1	200,000	1	240,000	0		0		2	440,000
Mobile Homes	0		0		0		0		1	5,000	0		1	5,000
Multi-Family	0		0		0		0		0		0		0	0
Adds&Rens	0		0		0		2	117,000	0		3	69,500	5	186,500
Commercial	0		0		0		0		0		0		0	0
Institutional	0		0		0		0		0		0		0	0
Industrial	0		0		0		0		0		1	1,000,000	1	1,000,000
Miscellaneous	0		0		1	1,000	1	35,000	1	10,000	3	13,500	6	59,500
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>201,000</b>	<b>4</b>	<b>392,000</b>	<b>2</b>	<b>15,000</b>	<b>7</b>	<b>1,083,000</b>	<b>15</b>	<b>1,691,000</b>

WOODSTOVE INSPECTIONS	BAMFIELD		BEAUFORT/ BEAVER CREEK		LONG BEACH		SPROAT LAKE		CHERRY CREEK		TOTAL	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
			3						2			5





## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** March 20, 2012  
**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 Board of Directors meeting on February 22, 2012:

- Continued working on the 2012-2016 Financial Plan including the following meetings:
  - Prepared for public consultation presentation on March 14, 2012
  - Met with Directors from Sproat Lake, Beaver Creek, and Cherry Creek as well as City staff to discuss the rural contribution to the City of Port Alberni Parks and Recreation to remove non-City resident charges
  - Prepared the 2012 tax requisition
  - Provided 2011 Income Statement to Sproat Lake Parks commission to assist them in the preparation of their 2012 budget
- Attended the meeting with the Treaty Implementation consultants to discuss the work plan for a smooth transition with our two new Board members
- Streamlined billing procedures for Millstream Water to allow for online payments and automatic transfer to taxes
- Completed year end reconciliations for both the Regional District and the Regional Hospital District for the auditor
- Completed the transfer to taxes for 2011 outstanding utility amounts to the Surveyor of Taxes

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

*Fong*  
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 March 22, 2012**

No.	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Feb. 9/11 WC	Meet with John Aldag, Acting Superintendent, PRNP to discuss water supply and outstanding lease issues at Long Beach Airport	Russell	Scott Stevenson, Asset Manager, Parks Canada to get back to ACRD by end of March
2.	June 22/11 BD	The Board approved the sewage works to collect and treat waste from the BC Parks lease space at the Long Beach Airport	Russell	Substantial Completion – Concept plan completed
3.	Sept. 14/11 COW	Directors approved proceeding with the evaluation of the Board Room at an expense of \$3,600.00 plus taxes – Proceed with evaluation	Russell	Budget estimate submitted to Financial Plan
4.	Nov. 23/11 BD	Staff proceed with assisting the CCID in examining the potential impacts of converting to a local service area of the ACRD and apply for provincial funding (\$5,000) to conduct a conversion analysis	Russell	Application submitted – waiting on funding from the Ministry
5.	Jan. 11/12 COW	Add RD History to website (Incorporated date 1967) consult with AV Museum on content	Wendy/Lori	March 2012
6.	Jan. 25 <sup>th</sup> BD	Invite Island Timberlands to make a presentation to the ACRD Board regarding logging plans – McLaughlin Ridge	Wendy	Invitation sent – arranging presentation
7.	Feb. 1 <sup>st</sup> EA Directors	Investigate and make recommendation to the Board to amending the Vancouver Island Regional Library Service bylaw to change the apportionment structure to 50% based on population and 50% land and improvements	Wendy	Investigating – Report to March Electoral Area Directors Meeting – Requires Bylaw Adoption – Would not take effect until 2013
8.	Feb. 1 <sup>st</sup> EA Directors	Investigate and identify issues regarding licensing fees for businesses in the electoral areas	Russell	April 2012
9.	Feb. 6 <sup>th</sup> WC Comm	Contact ICET requesting a 1 year extension on the funding application for navigational aids at the Long Beach Airport	Russell	Submitted and discussed – Waiting for decision March 2012

No.	Date	Action Item	Assigned to	Target Date/Update
10.	Feb. 6 <sup>th</sup> WC Comm	Prepare a bylaw for consideration by the West Coast Committee and ACRD Board to form a Long Beach Airport Advisory body	Wendy	West Coast Committee endorsed – Bylaw for consideration at April 11 <sup>th</sup> Board Meeting
11.	Feb. 6 <sup>th</sup> WC Comm	Proceed with developing a plan to identify and implement efficient, cost effective corrective actions to the high risk hazards of the water landing strip at the LB Airport before bringing forward options for future use – Advise Atleo & Tofino Air	Russell	90 Days
12.	Feb. 8 <sup>th</sup> RHD	Invite Brendan Mather, VIHA to make a presentation to the ACRHD on their review of Local Health Area 70	Wendy	Presentation to Board – April 2012
13.	Feb. 22 <sup>nd</sup> BD	Prepare an amendment to the Board Remuneration and Expenses Bylaw to reflect 2 Board meetings per month	Wendy	To be presented for consideration at the March 28 <sup>th</sup> Board Meeting
14.	Feb. 22 <sup>nd</sup> BD	Forward a letter to the Vancouver Island Regional Library Board expressing the ACRD's concerns with continued increased costs for this service & stress the need for them to maintain costs	Wendy	Done
15.	Feb. 22 <sup>nd</sup> BD	Pursue discussions with the City of PA, District of Tofino, District of Ucluelet, School Dist. No. 70 and NIC regarding the future of library services in the Region	Russell	May 2012
16.	Feb. 22 <sup>nd</sup> BD	Refer the 3 Grant-in-Aid applications that were deferred for consideration at the March 14 <sup>th</sup> Special Board Meeting	Wendy	Done
17.	Feb. 22 <sup>nd</sup> BD	Forward a letter to the Premier stating that the ACRD supports the Auditor General's Report on Forestry	Wendy	Done
18.	March 7 <sup>th</sup> WC Comm	Forward the report from GW Solutions on the Long Beach Airport Hydrogeological Assessment and Options for Future Development to the Tla-o-qui-aht FN and PRNP advising that at this time the Regional District will not be conducting any further ground water work at the Airport	Russell	March

No.	Date	Action Item	Assigned to	Target Date/Update
19.	March 7 <sup>th</sup> WC Comm	Send a reminder letter to the Long Beach Golf Course regarding their "Society" status	Wendy	Done -- response forthcoming
20.	March 14 <sup>th</sup> COW	Forward a letter of support to the Island Corridor Foundations application to the Vancouver Foundation for the development of a comprehensive corridor plan	Wendy	Done
21.	March 14 <sup>th</sup> COW	Forward a letter to the Port Alberni Port Authority advising that Director Kokura has been appointed to their Regional Transportation Committee	Wendy	Done
22.	March 14 <sup>th</sup> COW	Forward a letter of support to the District of Tofino for their renewal of the Hotel Room Tax Agreement	Wendy	Done
23.	March 14 <sup>th</sup> COW	Sign up the ACRD for membership/subscription -- Alberni Valley Historical Society	Tracy	Done
24.	March 14 <sup>th</sup> COW	Forward the signed Strategic Community Investment Funds Agreement and certified resolution to enter into the Agreement to the Province in order to receive funding through the program	Wendy	Done
25.	March 14 <sup>th</sup> COW	Advise the BCID that the ACRD Board passed a resolution confirming the design and tender documents for the Kitsukis Reservoir based on a 250,000jg glass fused reservoir as originally planned	Russell	Done
26.	March 14 <sup>th</sup> Hosp. Dist.	Update the Regional Hospital District Committee List -- Director Wong replaces Director Douglas on the VIHA Capital Planning Committee	Wendy	Done
27.	March 14 <sup>th</sup> Spec. BD	The Board passed the resolution agreeing to convert the BCID into a local service area of the ACRD -- Advise the BCID & Request funding from the Province to assist in the conversion	Russell	Done
<b>Finance Department</b>				
28.	Nov. 23/11 BD	Investigate Bill 8 (as outlined in the UBCM report) & possibility of withdrawing from the BC Transit Service	Teri	Investigating
29.	Jan. 11/12 COW	Investigate other fuel providers for RD Fleet	Teri	Budget Process

No.	Date	Action Item	Assigned to	Target Date/Update
30.	March 14 <sup>th</sup> Hosp. Dist.	The Board gave second reading to Bylaw P112, ACRHD 2012 Annual Budget – Prepare for third and final adoption at the Special Hospital District Meeting on March 28 <sup>th</sup>	Teri	Prepared for consideration
31.	March 14 <sup>th</sup> Spec. BD	The Board approved recommended amendments to the 2012 – 2016 Financial Plan for the ACRD – Make amendments for presentation at the March 28 <sup>th</sup> Board Meeting	Teri	Done
32.	March 14 <sup>th</sup> Spec. BD	The Board made the following other amendments to the 2012 – 2016 Financial Plan: GIA – AV Chamber \$3,000.00, West Coast Aquatic - \$52,000, Canadian Red Cross Society - \$5,015.00, WC Multiplex Referendum - \$7,500. Legal Fees Reduced to \$50,000	Teri	Done
<b>Environmental Services Department</b>				
33.	June 6/08	Bamfield Liquid Waste Management Infrastructure Planning Grant	Russell/ Lori	Consultant secured but on hold pending approval of grant extension
34.	Sept. 16/09 AV	Work with City of PA Staff on Bell Road/Stuart Ave. Water and continue investigating infrastructure grants	Andy	Staff propose no further extensions to grant – have requested extension on behalf of area director
35.	Oct. 1/09	East Bamfield Waste Transfer Site Re-use shed at Waste Transfer Site	Rob	Bids being secured
36.	Apr. 6/10	West Bamfield Harbour Authority Dock Improvements (ICET)	Andy/ Janice	Work to be completed in 2012 – In Progress
37.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
38.	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

No.	Date	Action Item	Assigned to	Target Date/Update
39.	Sept. 8/10 WC	Investigate options for implementing passenger and airport improvement fees at the Long Beach Airport	Andy	Investigate with the Long Beach Airport Authority (when formed)
40.	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
41.	Oct. 13/10 COW	Work with Tofino Air on details of their request for a new lease at the Long Beach Airport	Andy	March 2012
42.	Apr. 27/11 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	March 2012
43.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	Meeting forthcoming
44.	Feb. 8 <sup>th</sup> COW	Forward a letter to MP James Lunney requesting his assistance in lobby Pacific Rim National Park to relocate the sign at the Long Beach Airport	Andy	Parks contacted directly and sign relocation not possible due to Parks sign age regulations
45.	March 14 <sup>th</sup> COW	Investigate and report back to the Board on the Vancouver Island Spine Trail's request for a joint ICET Application for proposed Vancouver Island Spine Trail (include input from First Nations)	Andy	Investigating
46.	March 14 <sup>th</sup> COW	The Board passed a resolution to nominate the Sproat Lake Marine Patrol Program for an award through UBCM Excellence Program – Prepare and submit nomination documents	Janice	August
47.	March 14 <sup>th</sup> COW	Provide information to the ACRD Board on benefits of members in the Coast Waste Management Assoc.	Andy	Board Agenda
<b>Planning Department</b>				
48.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2011
49.	June 1/09	Bamfield OCP Review	Mike	Working with VIU – Public Open House held January 28, 2012

No.	Date	Action Item	Assigned to	Target Date/Update
50.	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
51.	n/a	Airport Zone Bylaw -- AV Airport/Long Beach Airport	Mike	In progress
52.	n/a	Alberni Valley OCP Review	Mike	In progress
53.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan -- Develop report identifying ACRD actions and resources needed	Mike	Budget
54.	Aug. 10/11 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	Working with Community Hall Association
55.	Feb. 1 <sup>st</sup> EA Directors	Conduct a review of Building Permit Fees	Mike	April 2012
56.	Feb. 22 <sup>nd</sup> BD	The Board gave 3 readings to the Noise Bylaw Amendments for Sproat Lake, Beaver Creek, Cherry Creek -- Present for adoption	Alex	March 28 <sup>th</sup> Board Meeting
57.	March 14 <sup>th</sup> COW	Review the ACRD's procedures, timelines & bylaws for dealing with bylaw infractions and investigate possible changes for consideration by the Board	Mike/ Alex	Investigating
58.	March 14 <sup>th</sup> COW	Directors authorized staff and directors from Bamfield, Long Beach and Sproat Lake to participate in the initial meetings regarding float homes in Barclay Sound and Clayoquot Sound -- Advise of next meeting	Mike	Done

Issued: March 22, 2012



## REQUEST FOR DECISION

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

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

**Date:** March 20, 2012

**Subject:** Noise Bylaw Amendments to Include the Regulation of Noise Scare Devices

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### Background:

At the February 22, 2012 meeting, the Board gave 3 readings to bylaw amendments to the Sproat Lake, Cherry Creek and Beaver Creek Noise Bylaws to include the regulation of Noise Scare Devices. These bylaw amendments will provide the Regional District with better control over the use of Noise Scare Devices on agricultural properties both outside and within the Agricultural Land Reserve. The *Farm Practices Protection (Right to Farm) Act* protects normal farm practices related to the business of farming on land within the Agricultural Land Reserve.

### Recommendation:

That the Board of Directors gives fourth reading and adoption to:

- Bylaw R1000-1 cited as "Sproat Lake Specified Area Noise Control Amendment Bylaw No. R1000-1, 2012";
- Bylaw R1001-1 cited as "Cherry Creek Noise Control Amendment Bylaw No. R1001-1, 2012"; and
- Bylaw R1002-1 cited as "Beaver Creek Noise Control Amendment Bylaw No. R1002-1, 2012".

Submitted by:

Alex Dyer, Junior Planner / Bylaw Enforcement Officer



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. R1000-1**

A Bylaw to Amend Bylaw R1000  
Sproat Lake Specified Area Noise Control Bylaw No. R1000, 1998

**WHEREAS** The Regional Board is empowered under supplementary Letters Patent dated July 13, 1981 to exercise the powers contained in the *Local Government Act* to regulate or prohibit the making of noises or sounds;

**AND WHEREAS** it is deemed to be desirable to regulate or prohibit the making of noises that are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

**AND WHEREAS** it is not the intent of the Board to prevent or prohibit those sounds customarily emitted or usually associated with the normal conduct of reasonable daily activity at reasonable times;

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

**1. CITATION**

This bylaw may be cited as the "Sproat Lake Specified Area Noise Control Amendment Bylaw No. R1000-1, 2012"

**2. AMENDMENTS**

Bylaw No. R1000, Sproat Lake Specified Area Noise Control Bylaw, 1998 is amended by adding the following sections:

Section 2 – Definitions

"Noise Scare Devices" shall mean any device that uses sound as a means of bird or pest control.

Section 3 – Regulations

3.2 A Noise Scare Device may be used to protect berry crops within the specified area, subject to the following conditions:

- (a) the property on which the Noise Scare Device is used is zoned to permit agricultural uses;
- (b) the Noise Scare Device may only be operated between 06:30 hours to 12:00 hours and 15:00 hours to 20:00 hours or dawn to dusk (excluding 12:00 hours to 15:00 hours), whichever is of lesser duration;
- (c) no more than one Noise Scare Device per two hectares of crop shall be operated at any one time;
- (d) each Noise Scare Device being used shall be alternated or relocated at least once every four days;
- (e) each Noise Scare Device, including its timing mechanism, shall be maintained to ensure its proper operation and that the device does not operate outside the hours permitted under (b) above;
- (f) each Noise Scare Device shall only be used as part of a wildlife predation management plan and may not be operated on any lot prior to the onset of bird damage to the crop on the lot or after the crop on the lot is harvested;
- (g) each Noise Scare Device shall be registered with the Bylaw Enforcement Officer by the owner or occupier of the lot on which the device is to be operated, such registration to specify a telephone number at which the owner or occupiers of the lot can be immediately contacted on a 24 hours-a-day and 7 days-a-week basis;
- (h) an owner/operator of a propane cannon with a firing frequency of no more than one firing per five minute period in the case of a single shot propane cannon and not more than 11 activations or a maximum of 33 shots in any hour for each multiple shot propane cannon. Multiple shots from a noise scare device are considered as one activation if the shots occur within a period of less than 30 seconds; and
- (i) a Noise Scare Device shall not be located within 200 metres of a neighbouring residence. Where written permission from the owner of such neighbouring residence is obtained and submitted to the Regional District in relation to reducing or waiving the separation distance, the Bylaw Enforcement Officer may approve a reduction or waiver of the specified separation distance between a Noise Scare Device and that neighbouring residence.

Read a first time this 22<sup>nd</sup> day of February, 2012

Read a second time this 22<sup>nd</sup> day of February, 2012

Read a third time this 22<sup>nd</sup> day of February, 2012

Adopted this day of , 2012

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Chairperson

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Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1001-1

A Bylaw to Amend Bylaw R1001  
Cherry Creek Noise Control Bylaw No. R1001, 1998

WHEREAS The Regional Board is empowered under supplementary Letters Patent dated July 13, 1981 to exercise the powers contained in the *Local Government Act* to regulate or prohibit the making of noises or sounds;

AND WHEREAS it is deemed to be desirable to regulate or prohibit the making of noises that are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

AND WHEREAS it is not the intent of the Board to prevent or prohibit those sounds customarily emitted or usually associated with the normal conduct of reasonable daily activity at reasonable times;

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

1. CITATION

This bylaw may be cited as the "Cherry Creek Noise Control Amendment Bylaw No. R1001-1, 2012"

2. AMENDMENTS

Bylaw No. R1001, Cherry Creek Noise Control Bylaw No. R1001, 1998 is amended by adding the following sections:

Section 2 – Definitions

"Noise Scare Devices" shall mean any device that uses sound as a means of bird or pest control.

Section 3 – Regulations

3.2 A Noise Scare Device may be used to protect berry crops within the specified area, subject to the following conditions:

- (a) the property on which the Noise Scare Device is used is zoned to permit agricultural uses;
- (b) the Noise Scare Device may only be operated between 06:30 hours to 12:00 hours and 15:00 hours to 20:00 hours or dawn to dusk (excluding 12:00 hours to 15:00 hours), whichever is of lesser duration;
- (c) no more than one Noise Scare Device per two hectares of crop shall be operated at any one time;
- (d) each Noise Scare Device being used shall be alternated or relocated at least once every four days;
- (e) each Noise Scare Device, including its timing mechanism, shall be maintained to ensure its proper operation and that the device does not operate outside the hours permitted under (b) above;
- (f) each Noise Scare Device shall only be used as part of a wildlife predation management plan and may not be operated on any lot prior to the onset of bird damage to the crop on the lot or after the crop on the lot is harvested;
- (g) each Noise Scare Device shall be registered with the Bylaw Enforcement Officer by the owner or occupier of the lot on which the device is to be operated, such registration to specify a telephone number at which the owner or occupiers of the lot can be immediately contacted on a 24 hours-a-day and 7 days-a-week basis;
- (h) an owner/operator of a propane cannon with a firing frequency of no more than one firing per five minute period in the case of a single shot propane cannon and not more than 11 activations or a maximum of 33 shots in any hour for each multiple shot propane cannon. Multiple shots from a noise scare device are considered as one activation if the shots occur within a period of less than 30 seconds; and
- (i) a Noise Scare Device shall not be located within 200 metres of a neighbouring residence. Where written permission from the owner of such neighbouring residence is obtained and submitted to the Regional District in relation to reducing or waiving the separation distance, the Bylaw Enforcement Officer may approve a reduction or waiver of the specified separation distance between a Noise Scare Device and that neighbouring residence.

Read a first time this 22<sup>nd</sup> day of February, 2012

Read a second time this 22<sup>nd</sup> day of February, 2012

Read a third time this 22<sup>nd</sup> day of February, 2012

Adopted this day of , 2012

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Chairperson

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Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1002-1

A Bylaw to Amend Bylaw R1002  
Beaver Creek Noise Control Bylaw No. R1002, 1998

**WHEREAS** The Regional Board is empowered under supplementary Letters Patent dated July 13, 1981 to exercise the powers contained in the *Local Government Act* to regulate or prohibit the making of noises or sounds;

**AND WHEREAS** it is deemed to be desirable to regulate or prohibit the making of noises that are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

**AND WHEREAS** it is not the intent of the Board to prevent or prohibit those sounds customarily emitted or usually associated with the normal conduct of reasonable daily activity at reasonable times;

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

**1. CITATION**

This bylaw may be cited as the "Beaver Creek Noise Control Amendment Bylaw No. R1002-1, 2012"

**2. AMENDMENTS**

Bylaw No. R1002, Beaver Creek Noise Control Bylaw, 1998 is amended by adding the following sections:

Section 2 – Definitions

"Noise Scare Devices" shall mean any device that uses sound as a means of bird or pest control.

Section 3 – Regulations

3.2 A Noise Scare Device may be used to protect berry crops within the specified area, subject to the following conditions:

- (a) the property on which the Noise Scare Device is used is zoned to permit agricultural uses;
- (b) the Noise Scare Device may only be operated between 06:30 hours to 12:00 hours and 15:00 hours to 20:00 hours or dawn to dusk (excluding 12:00 hours to 15:00 hours), whichever is of lesser duration;
- (c) no more than one Noise Scare Device per two hectares of crop shall be operated at any one time;
- (d) each Noise Scare Device being used shall be alternated or relocated at least once every four days;
- (e) each Noise Scare Device, including its timing mechanism, shall be maintained to ensure its proper operation and that the device does not operate outside the hours permitted under (b) above;
- (f) each Noise Scare Device shall only be used as part of a wildlife predation management plan and may not be operated on any lot prior to the onset of bird damage to the crop on the lot or after the crop on the lot is harvested;
- (g) each Noise Scare Device shall be registered with the Bylaw Enforcement Officer by the owner or occupier of the lot on which the device is to be operated, such registration to specify a telephone number at which the owner or occupiers of the lot can be immediately contacted on a 24 hours-a-day and 7 days-a-week basis;
- (h) an owner/operator of a propane cannon with a firing frequency of no more than one firing per five minute period in the case of a single shot propane cannon and not more than 11 activations or a maximum of 33 shots in any hour for each multiple shot propane cannon. Multiple shots from a noise scare device are considered as one activation if the shots occur within a period of less than 30 seconds; and
- (i) a Noise Scare Device shall not be located within 200 metres of a neighbouring residence. Where written permission from the owner of such neighbouring residence is obtained and submitted to the Regional District in relation to reducing or waiving the separation distance, the Bylaw Enforcement Officer may approve a reduction or waiver of the specified separation distance between a Noise Scare Device and that neighbouring residence.

Read a first time this 22<sup>nd</sup> day of February, 2012

Read a second time this 22<sup>nd</sup> day of February, 2012

Read a third time this 22<sup>nd</sup> day of February, 2012

Adopted this day of , 2012

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Chairperson

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Chief Administrative Officer





## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** March 28, 2012

**Subject:** Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012

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### Recommendation:

**That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012.**

### Summary:

In order to deal with issues in a more timely fashion, the Regional District is moving to two Board meetings per month and discontinue the monthly Committee-of-the-Whole meetings. The Regional District's Procedures Bylaw must be amended in order to implement these changes.

### Background:

In January 2012, the CAO recommended changes to the Regional District's Procedures Bylaw. The proposed amendments include:

- a. Two Board meetings per month on the second and fourth Wednesday, enabling the Board of Directors to deal with issues such as bylaws, agreements etc. in a more timely manner.
- b. Amendments to agendas/minutes format for all Board and Committee meetings.

The Board of Directors has agreed to the above proposed amendments. The attached bylaw (No. A1075) reflects these changes as well as a few "house-keeping" changes and is submitted for consideration by the Board of Directors.

### Time Requirements – Staff & Elected Officials:

Some staff time to implement changes to agendas/minutes format.

### Financial:

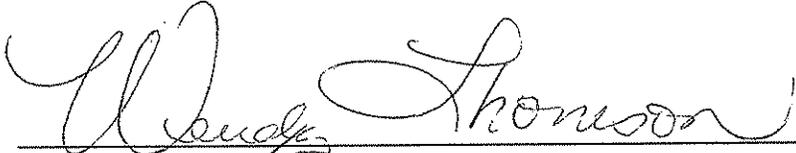
The Board Remuneration and Expenses Bylaw will also be amended to include in the monthly remuneration two board meetings per month, instead of submitting an indemnity request for the 2<sup>nd</sup> meeting each month.

**Request for Decision – Regional District Procedures Bylaw**

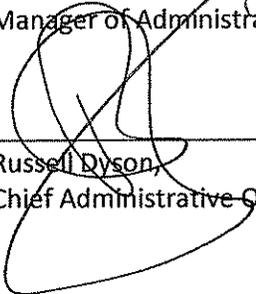
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**Policy or Legislation:**

Local Government Act & Community Charter applies to procedures bylaws. In order to give all four readings at the same board meeting, the Bylaw requires 2/3 majority vote in favour of adoption.

Submitted by: 

Wendy Thomson,  
Manager of Administrative Services

Approved by: 

Russell Dyson,  
Chief Administrative Officer



## Regional District of Alberni-Clayoquot

### Bylaw No. A1075

#### A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

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WHEREAS the Board of the Regional District of Alberni-Clayoquot, pursuant to section 794 of the *Local Government Act*, must establish the general procedures to be followed by the board and by board committees in conducting their business.

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

#### Part 1 – Introduction

##### 1. Citation

- a. This Bylaw may be cited as the “**Regional District of Alberni-Clayoquot Procedures Bylaw No. A1075, 2012.**”

##### 2. Definitions

- a. In this bylaw, unless the context otherwise requires, the following definitions shall apply:
  - i. **Board** means the governing and executive body of the Regional District of Alberni-Clayoquot;
  - ii. **Chair** means the chairperson or vice-chairperson elected pursuant to section 792 of the *Local Government Act* or other member presiding at a meeting of the board or committee, as the context requires;
  - iii. **Chief Administrative Officer (CAO)** means the senior administrative official pursuant to section 197 of the *Local Government Act* as identified in the Regional District Officers Bylaw;
  - iv. **Corporate Administrator** means the officer assigned the responsibilities of corporate administration pursuant to section

198 of the *Local Government Act* and as identified in the Regional District Officers Bylaw;

- v. **Committee** means a standing, select, or other committee or commission of the board;
- vi. **Member** means duly appointed or elected representative of the board or a board committee, including their alternate if acting in place of a member;
- vii. **Public Notice Posting Place** means the notice board located at the offices of the Regional District of Alberni-Clayoquot and the Regional District website;
- viii. **Regional District** means the Regional District of Alberni-Clayoquot;
- ix. **Regional District Offices** means the Regional District Administration Offices located at 3008 Fifth Avenue, Port Alberni, BC;
- x. **Vice-Chair** means the member elected as vice-chairperson pursuant to section 792 of the *Local Government Act*; and
- xi. **Website** means the information resource found at the Regional District's website located at [www.acrd.bc.ca](http://www.acrd.bc.ca).

### **3. Application of Rules of Procedure**

- a. The provisions of this Bylaw govern the proceedings of the Board and all standing, select and other Committees of the Board, as applicable.
- b. In cases not provided for under this Bylaw, Robert's Rules of Order Newly Revised Edition applies to the proceedings of the Board and Committees to the extent that those rules are:
  - i. Applicable in the circumstances; and
  - ii. Not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.

## Part 2 – Board Proceedings

### 4. Inaugural Meeting

- a. The inaugural meeting of the Board must be held each year at 1:30 pm on the first Friday after the first Monday in December.
- b. The inaugural meeting shall be chaired by the CAO until such time as the Chair has been elected. The CAO shall act as the Chair only for the purpose of conducting the election of the Chair. Prior to conducting the elections, the Corporate Administrator shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

### 5. Election of the Chair and Vice-Chair

- a. The Board shall elect a Chair and a Vice-Chair from amongst its Members pursuant to section 792 of the *Local Government Act* at the inaugural meeting. The Chair and Vice-Chair shall fulfill those obligations placed upon this position by legislation.
- b. The CAO shall call for nominations for the position of Chair of the Board and will do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3) minutes to outline why he/she should be chosen for the position. The election for Chair and Vice-Chair shall be conducted by secret ballot immediately thereafter.
- c. In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.
- d. Only those ballots that indicate an officially nominated candidate will be counted towards the election and be used to determine a clear majority.

**Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012**

- e. In the event of two tie votes, the election of the Chair or Vice-Chair will be determined by the drawing of lots.
- f. An election of Vice-Chair shall then be conducted pursuant to subsections (a) through (e) above.
- g. The Chair shall be the Vice-Chair of the Alberni-Clayoquot Regional Hospital District and the Vice-Chair shall be the Chairperson of the Alberni-Clayoquot Regional Hospital District.

**6. Time and Location of Meetings**

- a. All Board meetings must take place within the Regional District Offices, except when the Board resolves to hold meetings elsewhere.
- b. Regular Board meetings must:
  - i. Be held on the second and fourth Wednesday of each month, except in December when there will be one Board meeting held in accordance with section 4 (a);
  - ii. Begin at 1:30 pm;
  - iii. Be adjourned at 5:30 pm on the day scheduled for the meeting unless the Board resolves by 2/3 majority of Members present to proceed beyond that time in accordance with s. 28;
  - iv. When such meeting falls on a statutory holiday, be held on the next day Regional District Offices are open following which is not a statutory holiday;
  - v. Regular Board meetings may be cancelled by resolution of the Board, provided that two consecutive meetings are not cancelled; and
  - vi. Regular Board meetings may be postponed to a different day, time and place by resolution of the Board.
  - vii. Prior to January 15 of each year the Chair of the Board shall establish a schedule of Board meetings for the year

and the Corporate Officer will post in the Public Notice Posting Place.

## **7. Notice of Regular Board and Committee Meetings**

- a. At least forty-eight (48) hours before regular meetings of the Board and Committees, the Corporate Administrator must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- b. At least twenty-four (24) hours before a regular meeting of the Board or Committee, the Corporate Administrator must give further public notice of the meeting by:
  - i. Posting a copy of the agenda at the Public Notice Posting Place; and
  - ii. Leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.
- c. At least forty-eight (48) hours before a regular meeting of the Board or Committee, the Corporate Administrator must deliver a copy of the agenda to each Member at the place at which the Member has directed notices to be sent.

## **8. Notice of Special Meetings**

- a. Except where notice of a special meeting is waived by unanimous vote under section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must:
  - i. At least twenty-four (24) hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - ii. At least five (5) days before the date of the meeting, mail or delivery to each Member the notice of the general purpose, time, place and date of the meeting.

- b. Despite section 8 (a), in the case of an emergency, notice of a special meeting may be given in accordance with section 793(5) of the *Local Government Act*.

## **9. Electronic Meetings**

- a. Provided the conditions set out in Regional Districts Electronic Meeting Regulation, B.C. Reg. 271/2005 are met,
  - i. A special Board meeting may be conducted by means of audio, electronic or other communication facilities if the Chair requires; and
  - ii. A Member who is unable to attend at a Board or Committee meeting may participate in the meeting by means of audio, electronic or other communication facilities if the Member is unable to attend in person.
- b. If the communication facilities fail or malfunction during a meeting, the meeting may be continued without the Member who is participating in accordance with section 9(a), assuming there is still a quorum without that Member, or adjourned.
- c. Notice of a special Board meeting conducted under section 10(a) (i) must contain information of the way in which the meeting is to be conducted and place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- d. A Member participating by audio means only must indicate his/her vote verbally.

## **Part 3 – Board Proceedings**

### **10. Attendance of Public at Meetings**

- a. Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all meetings must be open to the public.
- b. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in public meeting in accordance with

**Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012**

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section 92 of the *Community Charter* [requirements before the Board meeting is closed].

- c. This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter* [application of rules to other bodies], including without limitation:
  - i. Committees;
  - ii. Parcel Tax Review Panel;
  - iii. Board of Variance;
  - iv. Advisory Planning Commission.
- d. Despite section 10(a), the Chair may expel or exclude from a Board meeting, or a meeting of a body referred to in section 10 (c), a person in accordance with section 21(h) and section 133 of the *Community Charter* [expulsion from meetings].

**11. Minutes of Meetings to be Maintained and Available to the Public**

- a. Minutes of the proceedings of the Board must be kept in accordance with section 236 of the *Local Government Act*. For the purposes of section 236(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- b. Subject to subsection 11(c), and in accordance with sections 97(1)(b) and (c) of the *Community Charter* [other records to which public access must be provided] minutes of the proceedings of the Board or a body referred to in section 10(c), must be open for public inspection at the Regional District Offices during their regular office hours.
- c. Subsection 11(b) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 10(c) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may be closed to the public].

**12. Calling Meeting to Order**

- a. A quorum for a meeting of the Board shall be the majority of the Members of the Board.
- b. As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call

the Board meeting to order, however, where the Chair is absent, the Vice-Chair must take the chair and call such meeting to order.

- c. If a quorum of the Board is present but the Chair or Vice-Chair do not attend within fifteen (15) minutes of the scheduled time for a Board meeting:
  - i. The Corporate Administrator must call to order the Members present; and
  - ii. The Members present must choose a Member to preside at the meeting.

### **13. Adjourning Meeting Where No Quorum**

- a. If there is no quorum of the Board present within thirty (30) minutes of the scheduled time for a Board meeting, the Corporate Administrator must:
  - i. Record the names of the Members present, and those absent; and
  - ii. Adjourn the meeting until the next scheduled meeting.

### **14. Agenda**

- a. Prior to each Board meeting, the Corporate Administrator must prepare an Agenda setting out all the items for consideration at that meeting, noting in short form a summary.
- b. The Corporate Administrator must make the agenda available to the Members of the Board at least forty-eight (48) hours prior to the meeting and for the public at least twenty-four (24) hours prior to the meeting.
- c. The Board must not consider any matters not listed on the Agenda unless it is first agreed to by a vote of two-thirds (2/3) of those Members present to allow the late business.

### **15. Order of Proceedings and Business**

- a. The agenda for all regular Board meetings contains the following matters and shall proceed in order in which they are listed below:

1. Approval of the Agenda (including late items);
  2. Declarations (Conflict of Interest or Gifts);
  3. Adoption of Minutes;
  4. Petitions, Delegations and Presentations;
  5. Correspondence – For Action;
  6. Correspondence – For Information;
  7. Request for Decisions & Bylaws;
  8. Planning Matters (including Planning Bylaws);
  9. Reports (including Staff, Committee, Chair and Member reports);
  10. Unfinished Business;
  11. Late Business; (requires 2/3 majority vote for consideration of late business)
  12. Question Period;
  13. In-Camera;
  14. Recommendations to the Board from In-Camera; and,
  15. Adjourn.
- b. Business at a Board meeting must in all cases be taken up in order in which it is listed on the agenda unless otherwise resolved by 2/3 majority of Members present at the Board meeting.

#### **16. Late Items**

- a. The Corporate Administrator, shall, if required prepare a late agenda before a meeting of the Board and distribute it to the Directors at the date and time of the meeting.

#### **17. Voting at Meetings**

- a. The following procedures apply to voting at Board meetings:
  - i. When debate on a matter is closed the Chair must put the matter to a vote of Members;
  - ii. When the Board is ready to vote, the Chair must put the matter to a vote;
  - iii. When the Chair is putting the matter to a vote under subsections (i) and (ii) a Member must not:

1. Cross or leave the room;
  2. Make a noise or other disturbance, or
  3. Interrupt the voting procedure under subsection (ii) unless the interrupting Member is raising a point of order.
- b. After the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it.
  - c. The Chair's decision about whether a question has been finally put in conclusive.
  - d. Subject to sections 5 and 9, whenever a vote of the Board on a matter is taken, each Member present shall signify their vote by raising their hand.
  - e. The presiding Member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.
  - f. Where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Corporate Administrator.
  - g. A call for a recorded vote on any question, must be made before the question is put forth.

#### **18. Chief Administrative Officer**

- a. The presiding Member shall, prior to asking for debate on a resolution, ask the CAO if he/she has any comments on the matter before the Board. The CAO may speak directly to the matter or may defer that opportunity to one of his/her staff members currently in the meeting room.
- b. Where the CAO has reason to believe that circumstances have changed since placing the matter on the agenda, the CAO may explain those circumstances and ask that the matter be withdrawn from consideration at this time. The presiding Member shall place

that recommendation before the Board and ask that the resolution be considered.

- c. All questions to staff shall be directed through the presiding Member to the CAO who will determine which member of his/her staff ought to respond.

## **19. Delegations**

- a. The Board may, by resolution, allow an individual or a delegation to address the Board at the meeting, provided written application has been received by the Corporate Administrator prior to the agenda being produced. Each address must be limited to ten (10) minutes unless a longer period is agreed to by a vote of 2/3 majority of Members present.
- b. Delegations are limited to 3 per Board or Committee meeting, unless resolved by 2/3 majority of Members present to allow for additional delegations.
- c. Where written application has not been received by the Corporate Administrator as prescribed in section 19(a), an individual or delegation may address the meeting if approved by a vote of 2/3 majority of Members present.
- d. The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- e. The Corporate Administrator may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation.
- f. The Corporate Administrator may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of the Board. If the delegation wishes to appeal the Corporate Administrator's decision, the information must be distributed under separate cover to the Board for their consideration.

- g. The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
  - i. Uses offensive words in referring to any Member, staff member or member of the public;
  - ii. Shouts, immoderately raises his/her voice, or uses profane, vulgar or offensive language, gestures or signs;
  - iii. Addresses issues not contained within the written application of the individual or delegation; or
  - iv. Exceeds the ten (10) minutes unless waived as per section 19 (a).

## **20. Points of Order**

- a. Without limiting the Chair's duty under section 218 of the *Local Government Act*, the Chair must apply the correct procedure to a motion:
  - i. If the motion is contrary to the rules of procedure in this bylaw; and
  - ii. Whether or not another Member has raised a point of order in connection with the motion.
- b. When the Chair is required to decide a point of order:
  - i. The Chair must cite the applicable rule or authority if requested by another Member;
  - ii. Another Member must not question or comment on the rule or authority cited by the presiding Member under subsection 20 (b)(i); and
  - iii. The Chair may reserve the decision until the next Board meeting.

**21. Conduct and Debate**

- a. A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- b. Members must address the presiding Member by that person's title of "Mister/Madam Chairperson", "Vice Chairperson" or "Director".
- c. Members must address other non-presiding Members by the title of "Director".
- d. No Member must interrupt a Member who is speaking except to raise a point of order.
- e. If more than one Member speaks the Chair must call on the Member who, in the Chair's opinion, first spoke.
- f. Members who are called to order by the Chair:
  - i. Must immediately stop speaking;
  - ii. May explain their position on the point of order; and
  - iii. May appeal to the Board of its decision on the point of order.
- g. Members speaking at a Board meeting:
  - i. Must use respectful language;
  - ii. Must not use offensive gestures or signs;
  - iii. Must speak only in connection with the matter being debated;
  - iv. May speak about a vote of the Board only for the purpose of making a motion that the vote be rescinded or reconsidered; and
  - v. Must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.

**Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012**

- h. If a Member does not adhere to subsection (g) or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
  - i. If the Member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat; and
  - ii. If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Member's seat.
- i. A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- j. The following rules apply to limit speech on a matter being considered at a Board meeting:
  - i. A Member may speak more than once in connection with the same questions only:
    - 1. With the permission of the Board; or
    - 2. If the Member is explaining a material part of a previous speech without introducing a new matter;
    - 3. A Member who has made a substantive motion to the Board may reply to the debate;
    - 4. A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
    - 5. A Member may speak to a question, or may speak in reply, for longer than a total time of fifteen (15) minutes only with the permission of the Board.
- k. If the Chair desires to leave the meeting, he/she shall call on the Vice-Chair to take his/her place until he/she returns to the meeting.

**22. Motions Generally**

- a. The Board may debate and vote on a motion only if it is first made by one Member and then seconded by another Member.
- b. A motion that deals with a matter that is not on the agenda of the Board meeting at which the motion is introduced may be introduced with the Board's permission.
- c. A Member may make only the following motions, when the Board is considering a question to:
  - i. Refer to Committee;
  - ii. Amend;
  - iii. Table;
  - iv. Postpone indefinitely;
  - v. Postpone to a certain time;
  - vi. Move the previous question; and
  - vii. Adjourn.
- d. The motions listed in subsection (c) have precedence in order in which they appear and a motion made under subsections (c)(iii) to (vii) is not amendable or debatable.
- e. The Board must vote separately on each distinct part of a question that is under consideration at a Board meeting if requested by a Member.

**23. Motion to Commit**

- a. Until it is decided, a motion made at a Board meeting to refer to Committee precludes an amendment of the main question.

**24. Motion for the Main Question**

- a. In this section, "main question", in relation to a matter, means the motion that first brings the matter before the Board.
- b. At a Board meeting, the following rules apply to a motion for the main question, or for the main question as amended:
  - i. If a Member moves to put the main question, or the main question as amended, to a vote, that motion must be

dealt with before any other amendments are made to the motion on the main question; and

- ii. If the motion for the main question, or for the main question as amended, is decided in the negative, the Board may again debate the question, or proceed to other business.

## **25. Amendments Generally**

- a. A Member may, without notice, move to amend a motion that is being considered at a Board meeting.
- b. An amendment may propose removing, substituting for, or adding to the words of an original motion.
- c. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.
- d. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- e. An amendment may be amended once only.
- f. An amendment that has been negatived by a vote of the Board cannot be proposed again.
- g. A Member may propose an amendment to an adopted amendment.
- h. The Chair must put the main question and its amendments in the following order for the vote of the Board:
  - i. A motion to amend a motion amending the main question;
  - ii. A motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (i) is positive; and
  - iii. The main question.

**26. Reconsideration by Member**

- a. Subject to subsection (e), a Member may:
  - i. Move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
  - ii. Move to reconsider an adopted bylaw.
- b. A Member who voted affirmatively for a resolution adopted by the Board may at any time move to rescind that resolution.
- c. The Board must not discuss the main matter referred to in subsection (a) unless a motion to reconsider that matter is adopted in the affirmative.
- d. A vote to reconsider must not be reconsidered.
- e. The Board may only reconsider a matter that has not:
  - i. Had the approval or assent of the electors and been adopted;
  - ii. Been reconsidered under subsection (a) or section 219 of the *Local Government Act*; or
  - iii. Been acted on by an officer, employee, or agent of the Regional District.
- f. The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.
- g. A bylaw, resolution or proceeding that is:
  - i. Reaffirmed under subsection (a) or section 219 of the *Local Government Act* is as valid and has the same effect as it had before reconsideration; and
  - ii. Rejected under subsection (a) is of no effect and is deemed to be repealed.

**27. Reports from Committees**

- a. The Board may take any of the following actions in connection with a resolution it receives from a Committee:
  - i. Agree or disagree with the resolution;
  - ii. Amend the resolution;
  - iii. Refer the resolution back to the Committee; or,
  - iv. Postpone its consideration of the resolution.

**28. Adjournment**

- a. A Board may continue a Board meeting after 5:30 pm only by an affirmative vote of 2/3 of the Members present;
- b. A motion to adjourn either a Board meeting or the debate at a Board meeting is always in order if that motion has not been immediately preceded at that meeting by the same motion.
- c. Subsection (a) does not apply to either of the following motions:
  - i. A motion to adjourn to a specific day; or
  - ii. A motion that adds an opinion or qualification to a preceding motion to adjourn.

**Part 4 – Bylaws****29. Copies of Proposed Bylaws to Members**

- a. A proposed bylaw may be introduced at a Board meeting only if a copy of it has been delivered to each Member at the Board meeting.

**30. Form of Bylaws**

- a. A bylaw introduced at a Board meeting must:
  - i. Be printed;
  - ii. Have a distinguished name;
  - iii. Have a distinguished number; and
  - iv. Be divided into sections.

**31. Readings and Adopting Bylaws**

- a. The readings of the bylaw may be given by stating its title and object.
- b. A proposed bylaw may be debated and amended at any time during the first three (3) readings unless prohibited by the *Local Government Act*.
- c. In accordance with section 135 of the *Community Charter [requirements for passing bylaws]*, the Board may give up to three (3) readings to a proposed bylaw at the same Board meeting.
- d. In accordance with section 890(9) of the *Local Government Act [public hearings]*, the Board may adopt a proposed official community plan or zoning bylaw at the same meeting which the plan or bylaw passed third reading.
- e. Subject to section 794(3) of the *Local Government Act*, the Board may adopt a proposed bylaw at the Board meeting at which it passed third reading, if the motion for adoption receives at least two thirds (2/3) of the votes cast and the bylaw does not require approval, consent or assent under any Act before it is adopted.

**32. Bylaws Must be Signed**

- a. After a bylaw is adopted, and signed by the Chair and the CAO at which it was adopted, the Corporate Administrator must have it placed in the Regional District's records for safekeeping and endorse upon it:
  - i. The dates of its readings and adoption;
  - ii. The corporate seal of the Regional District; and,
  - iii. The date of approval by the Minister, Lieutenant Governor in Council or Inspector or approval or assent of the electorate if applicable.

## **Part 5 - Resolutions**

### **33. Introducing Resolutions**

- a. A resolution may be introduced at a Board meeting by a Member either verbally or in writing.
- b. Resolutions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
- c. At the request of the Chair or any Member, the Corporate Administrator shall read the resolution.

## **Part 6 - Committees**

### **34. Committees**

- a. The Chair of the Board may establish Standing Committees for matters the Chair considers would be better dealt with by Committee and may appoint members to those standing Committees pursuant to section 795 of the *Local Government Act*.
- b. The Chair of the Board shall make appointments to standing Committees at the first Board meeting in January each year.
- c. The general duties of standing Committees shall be as per the terms of reference approved from time to time by the Board.
- d. In the event the Chair of the Board has not established standing Committees for the year, the standing Committees of the previous year shall continue to exist until otherwise directed by the Chair of the Board.
- e. The Board may appoint a select Committee to consider or inquire into any matter and report its findings and opinion to the Board. Select committees are established by resolution of the Board pursuant to section 795 of the *Local Government Act*.
- f. Unless specified by Committee establishing bylaws, voting on motions at all Committee meetings shall be in accordance with this bylaw and section 791 of the *Local Government Act*.

**35. Schedule of Committee Meetings**

- a. Meetings of standing and select Committees are at the call of the Chair.
- b. The Corporate Administrator must cause a notice of the day, time and place of a meeting called under section 7 to be given to all Members of the Committee and the public.

**36. Attendance at Committee Meeting**

- a. Members who are not Members of a Committee may attend the meetings of the Committee.

**37. Committee Meetings Minutes to be Maintained & Available to the Public**

- a. Minutes of the proceedings of a Committee must be:
  - i. Legibly recorded;
  - ii. Signed by the Member presiding at the Committee meeting; and
  - iii. Open for public inspection in accordance with section 794(5) of the *Local Government Act*.

**38. Quorum**

- a. The Quorum for a Committee is a majority of all of its Members.

**39. Conduct and Debate**

- a. The rules of the Board procedure must be observed during Committee meetings, so far as is possible and unless otherwise provided in this Bylaw.
- b. Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee members present.

**40. Voting at Meetings**

- a. Members attending a meeting of a Committee of which they are not a member must not vote on a question.

**41. Chair of Committees**

- a. The Chair may name the presiding member of a standing or select Committee, failing which the Committee shall elect its own Chair from the members of the Committee.

**42. Select Committee Dissolution**

- a. A select Committee shall, upon completion of its assignment, or upon submitting its report to the Board, be automatically dissolved.

**Part 7 - General****43. General**

- a. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- b. This bylaw may not be amended or repealed and substituted unless notice of proposed amendment or repeal is mailed to each Member at least five (5) days before the meeting at which the amendment or repeal is to be introduced in accordance with section 794(2) of the *Local Government Act*.

**44. Repealed**

- a. Bylaw No. A1061, Regional District of Alberni-Clayoquot Board Procedures, 2006 and all amendments thereto are hereby repealed.







## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andy Daniel, Manager of Environmental Services

**Meeting Date:** March 28, 2012

**Subject:** Salmon Beach Proposal Recommendations

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### Background:

The 2011 Salmon Beach works contracts expire on March 31, 2012. Requests for Proposals were accepted for the following individual projects at Salmon Beach Recreational Village:

- External and Internal Road Grading
- Road Brushing
- Solid Waste Hauling
- Equipment and Material Supply

Proposals were received for all four activities. This report will summarize the recommendations. Board approval is required on projects that have expenditures in excess of \$5,000.00 as per the Salmon Beach Committee Bylaw A1067.

### External and Internal Road Grading

This contract is for the grading of external roads leading into Salmon Beach (7 to 8 kms to be done 8 to 10 times per year); and internal roads (8 to 9 kms to be done 1 to 2 times per year). Bids are based on cost per occurrence, which includes all equipment, labour and transportation costs. One proposal was received from Deer Bay Contracting at a cost of \$1,722.56 for external road grading and \$1,255.00 for internal road grading. Price is per occurrence and includes HST.

Deer Bay held this contract during 2011 and completed the works to the satisfaction of the Salmon Beach Committee.

### Recommendation

***“That the Board of Directors of the ACRD award the Salmon Beach External and Internal Road Grading contract to Deer Bay Contracting for two years ending March 31, 2014.”***

### **Road Brushing**

This is a one-time contract for brushing approximately 3 km along Salmon Beach Road. Brushing is required to maintain road stability and visibility. All debris will be removed and disposed of by the contractor, including all brush, trees and stumps. Ditches will be cleaned and scraped, brushing 3 meters back from driving surface. Where culverts exist, trees are to be hand fallen for silt control and in ditch silt fences will be installed for protection. Three proposals were received:

- Coastal Bridge and Construction Ltd. at a cost of \$8040.00
- Denis Francoeur Backhoeing at a cost of \$11, 233.60
- Deer Bay Contracting Inc. at a cost of \$14,840.00

### **Recommendation**

***“That the Board of Directors of the ACRD award the Salmon Beach Road Brushing contract to Coastal Bridge and Construction Ltd. for the price of \$8040.00.”***

### **Equipment and Material Supply**

This contract is to supply equipment and material as required to Salmon Beach Village. All proposals include operator, transportation and labour costs. There were 3 proposals received listing costs per type of equipment per hour and costs per yard of material. Deer Bay Contracting came in with the lowest bids for equipment, material, mob and demob charges. Deer Bay held this contract during 2011 and completed all work to the satisfaction of the Salmon Beach Committee.

### **Recommendation**

***“That the Board of Directors of the ACRD award the Equipment and Material Supply contract to Deer Bay Contracting for two years ending March 31, 2014.”***

### **Solid Waste Hauling**

This contract is for the pickup and disposal of Solid Waste from Salmon Beach Recreational Village. Pickups are as requested by the Salmon Beach Manager. The contractor is required to replace the full bin with an empty bin at time of pickup. Solid Waste is transported to the WC Landfill. All tipping fees are paid by Salmon Beach Village. Two proposals were received:

- Ucluelet Rent-It Centre at a cost of \$345.00 per pickup
- Coastal Bridge and Construction Ltd. at a cost of \$640.00 per pick up.

Costs include all labour and equipment, storage and delivery of empty bin. Ucluelet Rent-It Center held the contract during 2011 and completed the works to the satisfaction of the Salmon Beach Committee. The Committee recommends that this contract be awarded to Ucluelet Rent-it Centre for two years ending March 31, 2014.

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

The Salmon Beach Committee and Contract Manager for Salmon Beach will implement the projects with oversight from the ACRD Manager of Environmental Services.

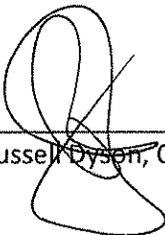
**Financial:**

The proposal amounts are within the amounts budgeted in the 2012-2016 Financial Plan, but there is little contingency. Proficient management of these projects will be necessary.

**Policy or Legislation:**

The selection of the contractors for the work at Salmon Beach followed a competitive process, as per ACRD's purchasing policy.

Submitted by:  \_\_\_\_\_  
Andy Daniel, Manager of Environmental Services

Approved by:  \_\_\_\_\_  
Russel Dyson, Chief Administrative Officer





## MEMORANDUM

**To:** Alberni-Clayoquot Regional District Board  
**From:** Andy Daniel, Manager of Environmental Services  
**Date:** March 21, 2012  
**Subject:** Benefits of Membership in the Coast Waste Management Association

The following are the benefits of Alberni-Clayoquot Regional District (ACRD) having a membership in the Coast Waste Management Association (CWMA).

CWMA was formed in 1996. Records indicate that ACRD have been members of CWMA since 1999. Membership costs for Regional District's (RD) have remained unchanged for the past 12 years. The annual membership rate for RD members is \$0.04 per capita based on population statistics provided by the Province of BC. The cost to ACRD for 2012 was \$1,266.56 plus HST.

CWMA has approximately 120 member organizations in BC and across North America. They represent solid waste management industry professionals and organizations in the private, government and non-profit sectors.

Unlike province-wide or national solid waste advocacy and professional associations (such as RCBC or SWANA), CWMA is Vancouver Island based and provides a focus and perspective tailored to our coastal communities and members.

Every Regional District on Vancouver Island, along with the Sunshine Coast, Central Coast and Powell River is a member of CWMA. It provides a forum for local government environmental staff to meet collectively face to face with Ministry of Environment at the RD roundtable events. More than 66 contacts at 10 regional districts receive weekly updates (611 items in 2011) and other membership benefits. In addition, 29 key Ministry of Environment staff, Aboriginal Affairs and Northern Development Canada staff and many coastal First Nations, are also members.

CWMA has been successful in developing collaboration between all participating RD's on some unique environmental/recycling/solid waste matters. Some of the initiatives that have been worked on include:

- Packaging and printed paper stewardship
- Handling and management of asbestos containing waste
- Disaster debris management for Coastal BC
- Contract and tender law
- Climate Action for Municipalities
- Curbside Organics Collection





	2012 YEAR TO DATE ACTUAL	2012 ANNUAL BUDGET (AMOUNTS AS PER 3RD READING DRAFT)	PERCENTAGE OF BUDGET
<b>REVENUE</b>			
Tax requisition	\$ -	\$ 3,570,324	0.00%
Parcel taxes	-	682,178	0.00%
Value added taxes	11,518	2,500	460.72%
Grants in lieu of taxes	-	31,900	0.00%
Services provided to other governments	-	167,677	0.00%
Sale of services	513,512	2,811,800	18.26%
Other revenue	38,381	158,000	24.29%
Grants from other sources	50,118	5,077,077	0.99%
Surplus (deficit) from prior years	1,103,148	1,103,148	100.00%
Committed surplus from prior year	2,137,538	2,137,538	100.00%
	<hr/>		
<b>SUBTOTAL</b>	3,854,215	15,742,142	24.48%
<i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ -	\$ 648,591	0.00%
	<hr/>		
<b>TOTAL REVENUE</b>	<b>\$ 3,854,215</b>	<b>\$ 16,390,733</b>	<b>23.51%</b>



EXPENDITURES	2012 YEAR TO DATE ACTUAL	2012 ANNUAL BUDGET (AMOUNTS AS PER 3RD READING DRAFT)	PERCENTAGE OF BUDGET
Electoral Area Administration	\$ 11,763	\$ 2,693,107	0.44%
General Government Services	170,546	1,067,750	15.97%
Franklin Road Fire Protection	17	6,900	0.24%
Mountain Ranch Road Fire Protection	17	2,715	0.61%
Bamfield Fire Department	5,074	92,000	5.52%
Beaver Creek Fire Department	167	236,550	0.07%
South Long Beach Fire Protection	17	14,000	0.12%
Sproat Lake Fire Department	167	566,700	0.03%
Grandville Road Fire Protection	17	1,105	1.51%
E 9-1-1 Telephone System	1,761	264,000	0.67%
Port Alberni - Arena	167	238,348	0.07%
Building Inspection	26,159	212,500	12.31%
Noise Control-Beaver Creek	167	2,000	8.33%
Animal Control-Sproat Lake	17	3,100	0.54%
Emergency Planning-Alberni Valley	5,183	84,000	6.17%
Animal Control- Beaver Creek	17	3,000	0.56%
Emergency Planning-West Coast	399	12,890	3.09%
Beaver Creek Electoral Arena Contribution	458	27,661	1.66%
Cherry Creek Electoral Arena Contribution	458	23,408	1.96%
Sproat Lake Electoral Arena Contribution	458	34,758	1.32%
Noise Control- Cherry Creek	167	2,000	8.33%
Custom Transit	75,324	439,000	17.16%
Salmon Beach Sewage Disposal	8,097	66,450	12.18%
South Long Beach Street Lighting	118	750	15.74%
Arvay Road Street Lighting	186	1,150	16.14%
South Long Beach Bike Path	17	3,600	0.46%
Noise Control-Sproat Lake	167	2,000	8.33%
Alberni Valley Airport	14,163	150,000	9.44%
Tofino/Ucluelet Airport	53,057	4,451,508	1.19%
Alberni Valley Landfill and Bamfield	210,822	2,244,200	9.39%
West Coast Landfill	186,485	801,500	23.27%
Bamfield Community Park	17	6,100	0.27%
Sproat Lake Community Park	1,224	142,355	0.86%
South Long Beach Community Park	-	7,500	0.00%
Management of Development- Rural Area	42,636	427,500	9.97%
Regional Planning Services	14,369	152,500	9.42%
Regional Library	89,024	357,100	24.93%
Alberni Valley Tourism Marketing	11,685	2,500	467.39%
Regional Parks	290	13,633	2.13%
Salmon Beach Security	8,386	64,900	12.92%
Salmon Beach Garbage Collection	1,041	22,500	4.63%
Salmon Beach Recreation	690	29,400	2.35%
Salmon Beach Transportation	3,669	130,350	2.82%
Salmon Beach Water Supply	1,374	30,400	4.52%
Salmon Beach Power	1,680	71,000	2.37%
Alberni Valley Water Study	363	11,306	3.21%
West Coast Multiplex - Proposed	-	7,500	0.00%
Bamfield Water System	16,389	172,911	9.48%
Millstream Water System	3,739	32,634	11.46%
Grant-in-Aids - Combined	1,579	311,403	0.51%
<b>SUBTOTAL</b>	<b>969,781</b>	<b>15,742,142</b>	<b>6.16%</b>
Transfer to MFA on behalf of Municipalities	-	648,591	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 969,781</b>	<b>\$ 16,390,733</b>	<b>5.92%</b>



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** March 28, 2012  
**Subject:** Board Remuneration, Expenses and Benefits Amendment

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**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors give four readings to the bylaw cited as "Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1066-1, 2012".

**Desired Outcome:**

To amend the bylaw to include remuneration for a second Board meeting each month.

**Summary:**

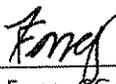
As a result of the Regional District moving to two Board meetings per month the Remuneration, Expenses and Benefits Bylaw needs to be amended to include in the remuneration an amount for this second meeting. The amount that was previously paid as an indemnity for the Committee of the Whole meetings, being \$65 for Alberni Valley Directors and \$145 for West Coast Directors, has been included in this new remuneration amount. This amendment was recommended by the Directors at the February 22<sup>nd</sup> Board meeting.

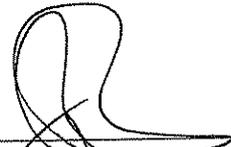
**Time Requirements – Staff & Elected Officials:**

There will be minimal staff time required to update the directors remuneration but it is anticipated that less time will be involved in staff processing Directors indemnity claims in the future as a result of this amendment.

**Financial:**

There is no financial implication to this bylaw amendment.

Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russell Dyson, Chief Administrative Officer





Regional District of Alberni-Clayoquot

**Bylaw A1066-1**

**A Bylaw to Amend the Board  
Remuneration, Expenses & Benefits**

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**WHEREAS** the Regional District may provide for remuneration, expenses and benefits for directors under provisions of the Local Government Act;

**AND WHEREAS** the Regional District Board wishes to amend the Board Remuneration, Expense and Benefits Bylaw to include a second Board meeting each month;

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

1. Bylaw A1066 cited as, "Board Remuneration, Expenses and Benefits Bylaw No. A1066, 2008" is hereby amended by replacing Schedule "A" with Schedule "A", attached to and forming part of this Bylaw.
2. This Bylaw may be cited as "**Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1066-1, 2012**".

Read a first time this                      day of                      ,                      2012.

Read a second time this                      day of                      ,                      2012.

Read a third time this                      day of                      ,                      2012.

ADOPTED this                      day of                      ,                      2012.

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Russell Dyson,  
Chief Administrative Officer

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Glenn Wong,  
Chairperson

**Schedule "A"**

	<i>Effective April 1, 2012</i>
Director's remuneration – includes 23 Board meetings per year	\$5,736 per year
Director's remuneration for attendance at additional Board meetings	\$160 per meeting
Electoral Areas – additional amount	\$2,531 per year
Chairperson – additional amount	\$6,328 per year
West Coast Directors (Electoral Areas A & C, Districts of Tofino & Ucluelet) – additional amount	\$2,084 per year
Committee meeting where travel to the meeting is less than 60km or where the committee meeting is held in conjunction with a Board meeting	\$65 per meeting
Committee meeting where travel to the meeting is 60km or greater	\$145 for first meeting in a day \$65 for each additional meetings in a day
Attendance at conferences, conventions, or other meetings	\$160 per day
Alternate Director – attendance at Board meetings where travel to the meeting is less than 60km	\$160 per meeting
Alternate Director – attendance at Board meeting where travel to the meeting is 60km or greater	\$180 per meeting



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** March 20, 2012  
**Subject:** 2012 to 2016 Financial Plan Bylaw No. F1100

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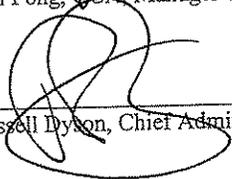
**Recommendation:**

1. That the Board of Directors give third reading to Bylaw F1100, cited as "2012 to 2016 Financial Plan Bylaw No. F1100, make any motions to amend and then vote on third reading as amended.
2. Then the Board of Directors pass a resolution to adopt Bylaw F1100, cited as "2012 to 2016 Financial Plan Bylaw No. F1100".

Submitted by:

  
\_\_\_\_\_  
Teri Fong, CGA, Manager of Finance

Approved by:

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





Alberni-Clayoquot Regional District

**Bylaw No. F1100**

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*A bylaw to adopt the 2012 to 2016 Financial Plan*

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“2012 to 2016 Financial Plan Bylaw No. F1100”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2012 to 2016 Financial Plan.

Read a first time this            22<sup>nd</sup> day of            February, 2012.

Read a second time this        14<sup>th</sup> day of            March, 2012.

Read a third time this            day of            , 2012.

Adopted this                        day of            , 2012.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer





## **MEMORANDUM**

**To:** Russell Dyson, CAO and Regional Board of Directors

**From:** Charity Hallberg Dodds

**Date:** March 21, 2012

**Subject:** Bylaw P1255 – South Long Beach Climate Change/Greenhouse Gas Reduction

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Bylaw P1255 is one of six bylaws that incorporate Climate Change objectives and policies into our Official Community Plans. The other five have been adopted and this one - for the South Long Beach Official Community Plan – was delayed due to legislative requirements which have now been fulfilled.

Bylaw P1255 is now ready for adoption.

**RT10008**

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)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1255

A BYLAW TO AMEND BYLAW NO. P1166,  
SOUTH LONG BEACH OFFICIAL COMMUNITY PLAN

WHEREAS by Section 884(2) of the Local Government Act, all bylaws enacted by the Regional Board must be consistent with an existing Official Community Plan;

AND WHEREAS the Regional Board may amend an existing Official Community Plan;

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

1. TITLE

This bylaw may be cited as the South Long Beach Official Community Plan Amendment Bylaw No. P1255.

2. Bylaw P1166, Schedule A, South Long Beach Official Community Plan is hereby amended by adding the following as section 3.9 Climate Change:

3.9 Climate Change

Climate Change is recognized by a vast majority of the global scientific community and the general public as a serious threat. The effects of climate change are evident today and will become even more pronounced in the future.

The British Columbia Government has made climate change a priority and is addressing its impacts through various mitigation and adaptation strategies.

As a joint means of tackling climate change, the B.C. Local Government Act was amended to require all Official Community Plans to set targets for the reduction of greenhouse gas (GHG) emissions, as well as policies and actions to achieve those targets. Bill 27, the Local Government (Green Communities) Statutes Amendment Act, 2008, provides numerous other mechanisms for reducing GHG emissions.

3.9.1 Climate Change Objectives

- a) To understand the likely impacts and vulnerabilities of regional climate change within the South Long Beach Official Community Plan area.
- b) Make climate protection a priority and measurably reduce GHG emissions in the South Long Beach Official Community Plan area.

**RT10008**

3.9.2 Climate Change Policies

- a) Set targets to reduce GHG emissions and measures to achieve them.
- b) Work towards reducing GHG emissions by 30% below 2007 levels by 2020, and 80% below 2007 levels by 2050 for the entire community, a goal which is supported in principle.
- c) Support GHG reduction initiatives in the ACRD Solid Waste Management Plan.
- d) Participate in Provincial and Federal initiatives that help reduce GHG emissions.
- e) Support new developments which incorporate sustainable building design and green infrastructure.
- f) Support public transportation, care share programs and parallel pathways in order to reduce automobile dependency and ultimately reduce GHG emissions.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26<sup>th</sup> day of May, 2010  
Read a second time this 27<sup>th</sup> day of April, 2011  
Read a third time this 27<sup>th</sup> day of April, 2011

I hereby certify this to be a true and correct copy of Bylaw P1255 as read a third time by the Board of the Regional District of Alberni-Clayoquot on this 27<sup>th</sup> day of April, 2011.

\_\_\_\_\_  
Chief Administrative Officer

Approved by the Minister of Community, Sport and Cultural Development this 2<sup>nd</sup> day of February, 2012.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer





## **MEMORANDUM**

**To:** Russell Dyson, CAO and Regional Board of Directors

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

**Date:** March 21, 2012

**Subject:** Bylaw P1275 – Temporary Use Permits – Sproat Lake

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Bylaw P1275 has been delayed due to legislative requirements. It has finally received approval from the Minister of Community, Sport and Cultural Development.

Bylaw P1275 is now ready for adoption.

**RT11002**

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)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1275

A BYLAW TO AMEND BYLAW NO. P1118  
SPROAT LAKE OFFICIAL COMMUNITY PLAN

WHEREAS by Section 884(2) of the Local Government Act, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE

This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1275.

2. Sproat Lake Official Community Plan text is hereby amended by adding the following section:

Chapter 21 Temporary Use Permits

1. Temporary use permit areas are properties designated as Rural, Rural Residential, Residential, and Agriculture within the Sproat Lake OCP **and** have a lot size of two (2) hectares (5 acres) or greater.
2. Light industrial home industry\* type uses will be considered for temporary use permits. These types of uses must:
  - a. take place within the main structure or a permitted accessory structure;
  - b. be setback 30 metres (100 ft.) or more from a water course or wetland;
  - c. not create additional traffic than would generally be produced by a residential dwelling; and
  - d. not have any onsite retail.

**RT11002**

\* **Light industrial home industry** means the use of land, buildings or structures for the purpose of storing, assembling, altering, repairing, manufacturing, fabricating, packing, preparing, breaking up, demolishing, or treating any article, commodity or substance that can be carried without hazard or intrusion and without detriment to the amenity of the surrounding area by reason of scale, noise, vibration, smell, fumes, smoke, grit, soot, ash, dust, glare or appearance, and does not use process waters and does not produce process waste waters. Uses include, but are not limited to; home daycare, the production of arts and crafts, winery, caterer's establishment, boarding stables, service shop, blacksmith, and storage building for vehicles, equipment and commodities.

3. Temporary use permits will be considered against the following criteria:
  - a. compatibility of the proposal with adjacent uses;
  - b. impact of the proposed use on the natural environment, including groundwater, wildlife, and all environmentally sensitive areas, and the proposed remedial measures to mitigate any damage to the natural environment as a result of the temporary use;
  - c. intensity of the proposed use;
  - d. inability to conduct the proposed use on land elsewhere in the community; and
  - e. must be reviewed and receive favorable feedback from the Ministry of Transportation and Infrastructure with respect to access to and effect on public roads.
  
4. The Regional District may specify conditions including, but not limited to:
  - a. number and/or type of buildings to be used;
  - b. setbacks from property boundaries;
  - c. area of use;
  - d. hours of operation;
  - e. duration of permitted use;
  - f. onsite storage, buffers and screening;
  - g. appearance;
  - h. post-use site restoration plan and implementation strategy;
  - i. environmental protection measures; and
  - j. groundwater protection.
  
5. All development will be subject to current building code, fire and safety codes, as well as environmental air quality requirements.

6. The posting of a bond or other applicable security (if deemed appropriate) may be required by the Regional District so as to ensure compliance with the conditions of the permit.
7. The intent of a temporary use permit is to do one or more of the following:
  - a. allow a use not permitted by a zoning bylaw;
  - b. specify conditions under which the temporary use may be carried on; and (Example: the applicant applying for and receiving a rezoning and/or OCP amendment; the completion of a site profile; mitigation of current impacts and prevention of further impacts; compliance with the ACRD building bylaw; a BCLS site survey; compliance with all other ACRD bylaws; etcetera.)
  - c. allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.
8. In order to receive a temporary permit, an owner must make an application to the ACRD, which will be presented to the Board for a resolution to grant the permit.

Prior to the Board making a resolution to issue a temporary use permit, a notice will be placed in the local newspaper; similar to that which is required for a public hearing.

At the appointed Board meeting, if the Board is considering granting the temporary use permit, public notice must be given as per Section 921 of the *Local Government Act*. At the subsequent meeting, the permit may be issued or denied.

However, if the Board is considering denying the issuance of the permit, the Board will defer the decision and invite the applicant to the next Board meeting to present their own case as to why this matter should not be denied.

9. Temporary use permits are valid for a maximum of three (3) years with the option of being renewed once for up to an additional three (3) years.
10. The ACRD may withdraw a temporary use permit if all the conditions established in the permit are not complied with by the permit holder.
11. Permits are use, site, and holder specific. Permits allow a specific use to occur and nothing else not otherwise permitted by the existing zone; they do not

transfer with a property when it is sold; nor do they transfer with the permit holder if they move.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 27<sup>th</sup> day of April, 2011

Read a second time this 24<sup>th</sup> day of August, 2011

Read a third time this 24<sup>th</sup> day of August, 2011

I hereby certify this to be a true and correct copy of Bylaw P1275 as read a third time by the Board of the Regional District of Alberni-Clayoquot on the 24<sup>th</sup> day of August, 2011.

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Chief Administrative Officer

Approved by the Minister of Community, Sport and Cultural Development this 14<sup>th</sup> day of May, 2012.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2012

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Chairperson

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Chief Administrative Officer





## MEMORANDUM

**To:** Russell Dyson, CAO and Regional Board of Directors

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

**Meeting Date:** March 28, 2012

**Subject:** Delegation of 2<sup>nd</sup> Public Hearing for RD11005 – Jack Louie, Tilly Road Rezoning and OCP Amendment

### Recommendation:

That the Board pass the following resolution: "That a second public hearing for Bylaws P1266 and P1277 be delegated to the Director for Area "D" Sproat Lake, the Alternate Director or the Chairperson of the Regional Board".

### Background:

Bylaws P1266 and P1277 were given first reading on May 25, 2011. The applicant is applying to rezone and amend the OCP for his currently vacant and forested property to allow for future residential subdivision and development.

A public hearing was held on August 16, 2011, however, the applicant chose to put the application on hold while he considered other options. The Board passed a resolution to defer the application at the August 2011 Board meeting.

Since that time, the applicant has met, or tried to meet, with neighbours and other members of the public to gather input regarding his proposal. Mr. Louie has also hired Jim McManus of McManus Development Planning and together they have come up with a new proposal and layout for the subject property.

Due to legislative requirements, an additional public hearing must be held prior to the application moving forward. Mr. Louie, along with Mr. McManus, has requested this public hearing be scheduled.

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

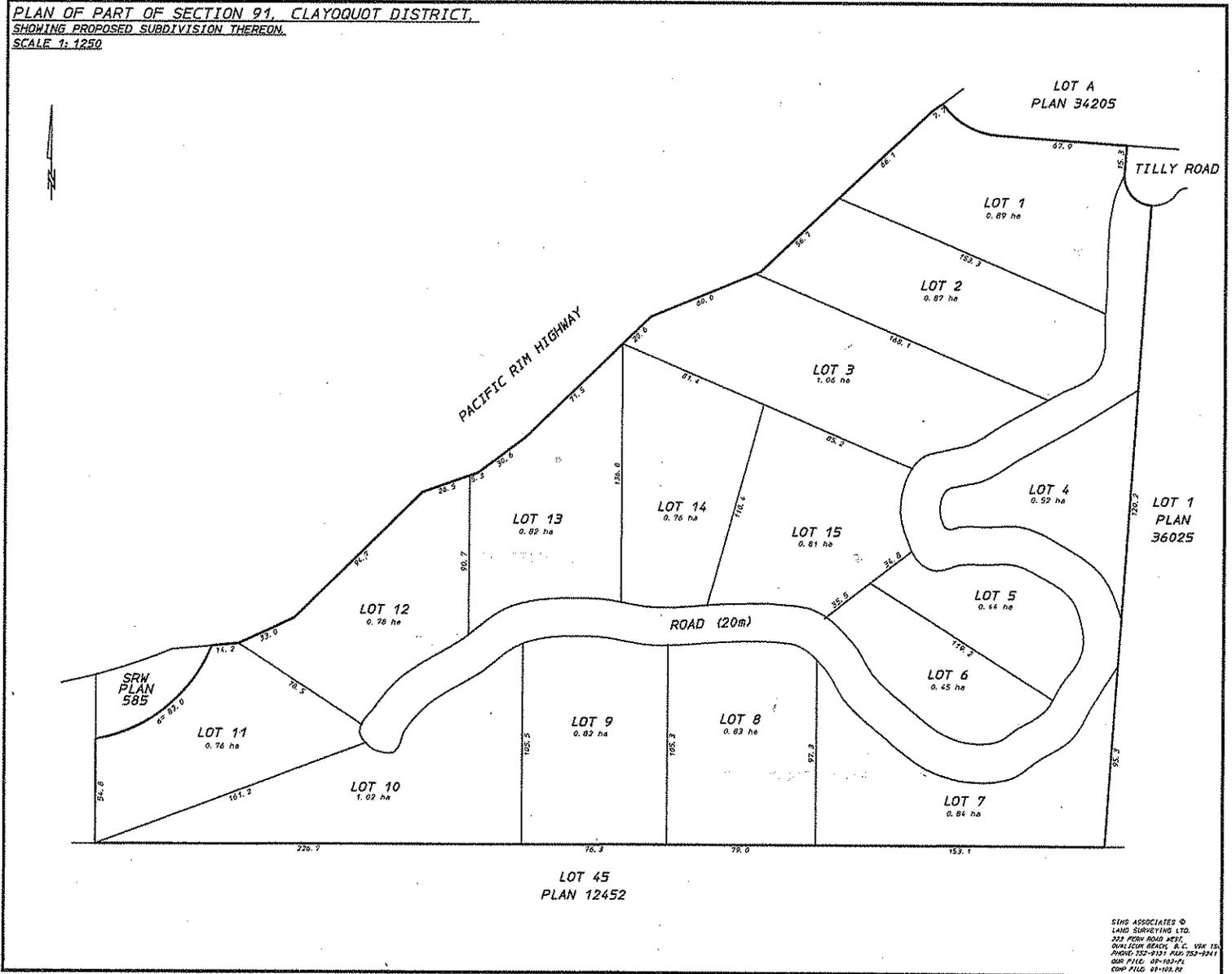
Charity Hallberg Dodds, Planning Assistant

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

Russell Dyson, Chief Administrative Officer

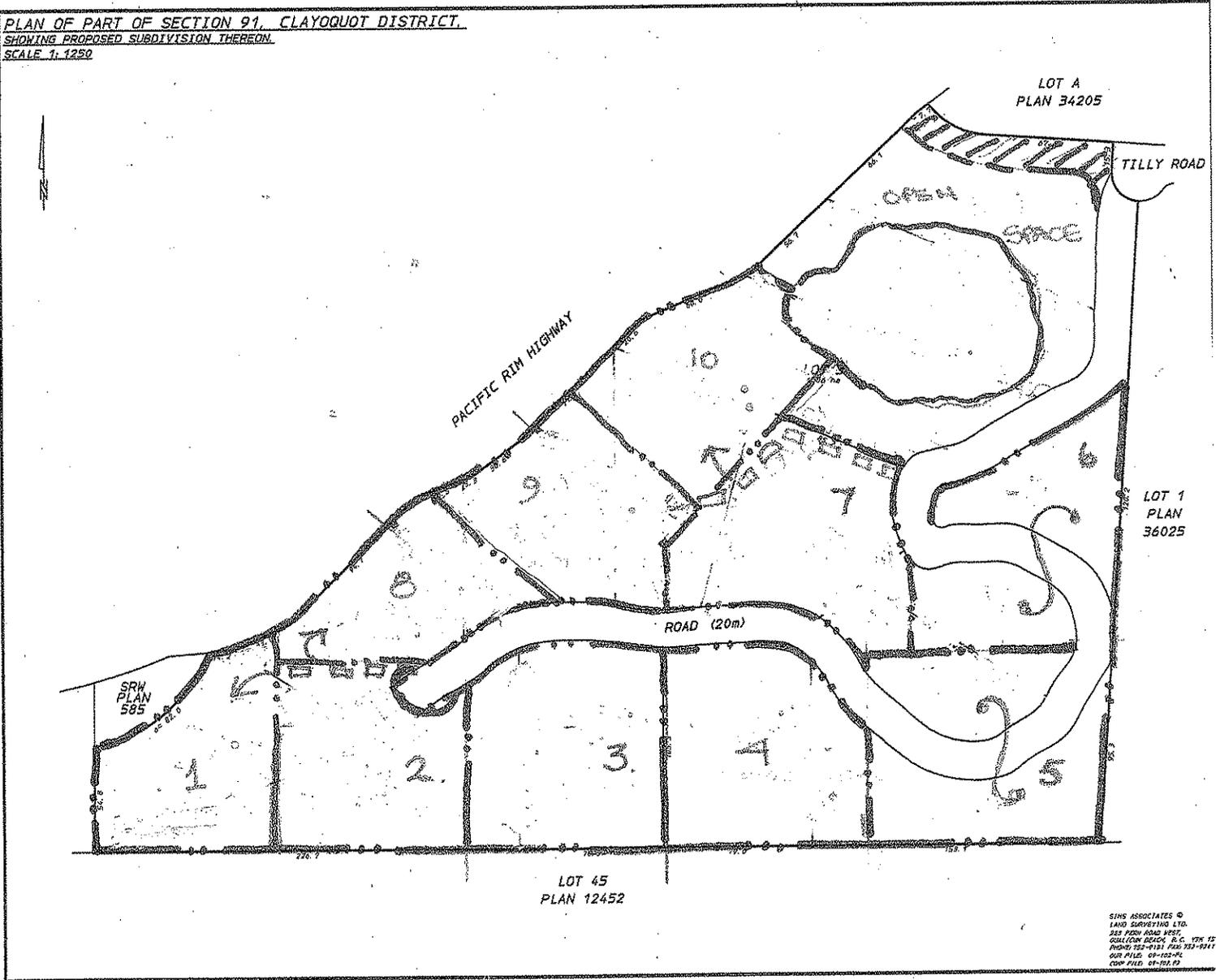
**RD11005**

PLAN OF PART OF SECTION 91, CLAYOQUOT DISTRICT,  
 SHOWING PROPOSED SUBDIVISION THEREON.  
 SCALE 1:1250



**ORIGINAL SUBMITTED**  
 layout:

PLAN OF PART OF SECTION 91, CLAYOQUOT DISTRICT,  
 SHOWING PROPOSED SUBDIVISION THEREON.  
 SCALE 1:1250



SINS ASSOCIATES ©  
 LAND SURVEYING LTD.  
 222 BROWN ROAD WEST,  
 GUELPH, ONT. CANADA, N1G 2Y9  
 PHONE: 765-9191 FAX: 765-9211  
 REG. FILE: 01-1250  
 COOP FILE: 01-1250

**Proposed Conceptual layout:**

March 12





## MEMORANDUM

**To:** Russell Dyson, CAO and Regional Board of Directors

**From:** Carla Connolly, Planner

**Date:** March 21, 2012

**Subject:** Public Hearing Report for Bylaws P1223 & P1224 (AV Chamber of Commerce) and Bylaws P1285 & P1286 (ABC Boat Centre)

The Public Hearing for the above noted bylaws was held on Tuesday, March 20, 2012 in the Board Room of the Alberni-Clayoquot Regional District office. The meeting was attended by Director Glenn Wong, staff person Carla Connolly, the applicants and members of the public.

No concerns were raised regarding the Chamber of Commerce application, only the ABC Boat Centre application. Members of the public were mainly concerned about fencing, drainage and lighting. Currently, the lighting is very obtrusive for the adjacent neighbours, which the applicant said they were not aware of, but indicated they would look at resolving. Neighbours were concerned about increased drainage and were curious to hear how the applicant was going to deal with it. The applicant is considering options including a reclamation pond. When neighbours asked about fencing, applicants explained that the entire property would be bound by either a fence or structures.

No other written submissions were received. Referral agency responses are supportive and/or interests are unaffected for both applications. A summary of agency comments are attached to the public hearing minutes.

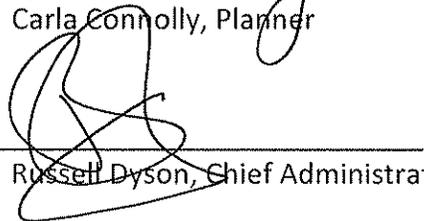
### Recommendation

That the Board of Directors proceed with 3<sup>rd</sup> reading of Bylaws P1223 & P1224 and 2<sup>nd</sup> and 3<sup>rd</sup> reading of Bylaws P1285 & P1286.

Submitted by:

  
Carla Connolly, Planner

Reviewed by:

  
Russell Dyson, Chief Administrative Officer

**RF08003 & RF11009**

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)

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Minutes of the Public Hearing for the Alberni Valley Chamber of Commerce Zoning Bylaw and Official Community Plan amendment AND the ABC Boat Centre Zoning Bylaw and Official Community Plan amendment was held on Tuesday, March 20, 2012 at 7:00pm in the Alberni-Clayoquot Regional District Board Room.

Present: G. Wong, Director Area "F" Cherry Creek  
Staff: C. Connolly  
Applicant: 3 (M. Carter for Chamber of Commerce and R. Langille and R. Granneman for ABC Boat Centre)  
Members of the Public: 8

1. Meeting called to order at 7:05 pm.
2. The Chairperson (Director G. Wong) introduced himself and staff representative C. Connolly and asked staff to read the ad for the Public Hearing.
3. C. Connolly read the Public Hearing ad as follows:

A Public Hearing for residents and property owners within Electoral Area "F" will be held in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni, BC, at 7:00 pm on March 20, 2012 to consider the following bylaws:

Bylaw P1223 to redesignate a portion of LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 12352, EXCEPT PART IN PLAN 2051 RW from "Civic or Institutional Use" to "Residential Use" to allow for subdivision.

(Alberni Valley Chamber of Commerce, Owner – 2533 Port Alberni Highway)

Bylaw P1224 to rezone a portion of LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 12352, EXCEPT PART IN PLAN 2051 RW from Small Holdings (A1) District to Acreage Residential (RA3) District to allow for subdivision.

(Alberni Valley Chamber of Commerce, Owner – 2533 Port Alberni Highway)

Bylaw P1285 to redesignate a portion of LOT 18, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW from "Low Density Residential" to "Commercial" to allow for covered storage of boats, trucks, trailers, campers and similar items.

(ABC Boat Centre, Owner – 2945 Alberni Highway)

Bylaw P1286 to rezone a portion of LOT 18, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW from Small Holdings (A1) District to Highway Commercial (C4) District to allow for covered storage of boats, trucks, trailers, campers and similar items.

(ABC Boat Centre, Owner – 2945 Alberni Highway)

All persons who consider their interest in property affected by the proposed bylaws will be given an opportunity to be heard in matters contained in the bylaws.

The Public Hearing for Bylaws P1223, P1224, P1285, and P1286 is to be held by Director Glenn Wong, his Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaws as set out in this notice.

Interested persons may inspect the bylaws and relevant background documents at the Regional District of Alberni-Clayoquot Office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from March 9, 2012 to March 20, 2012 both inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

Mike Irg, M.C.I.P

4. Director Wong explained that the purpose of the hearing is to hear representations, written and verbal, from any person who believes that their interest in property is affected by the proposals. Director Wong stated that the Regional Board will receive full minutes of the hearing before voting on the bylaws. If the hearing is contentious, it will be recorded and a verbatim transcript will be produced. If it is not, staff will take written minutes that summarize the issues raised.
5. Director Wong asked staff to read out any written submissions received prior to the hearing and any correspondence received ahead of time from the public.
6. C. Connolly stated that no other written submissions were received prior to the public hearing other than the referral agency comments. C. Connolly went on to read the comment summary for both of the applications (see attached) and added that the full submissions from each of the referral agencies could be read out if anyone would like to hear more detail.
7. Director Wong called on M. Carter to present his proposal.
8. M. Carter said that the Chamber of Commerce had purchased the property prior to the development of the highway. Now the highway cuts the property into two (2) pieces, but does not provide access to the small northern portion of the property. He explained they are planning on selling the northern parcel to raise funds to put toward their mortgage.
9. D. Cherwak asked about access from the highway.
10. M. Carter explained that there would be no access from the highway to the northern parcel.
11. Director Wong added that access is gained by a road located almost directly across from the Chamber of Commerce building.
12. Director Wong asked if there were any additional questions for the agent. None were received and M. Carter left the public hearing.
13. Director Wong asked ABC Boat Centre representatives to present their proposal.

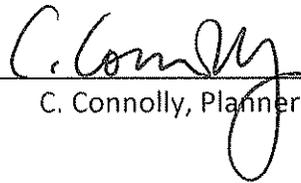
14. R. Langille talked about their property, the history and their proposed plans. He said that there will be no water or sewage provided to the rear portion of the property and that development will be low impact. Earth tone colours will be used and access to the rear portion of the property will be limited to working hours only – Monday to Friday 8 am – 5 pm.
15. S. Cherwak said that her property backs on to the boat centre property and asked about fencing.
16. R. Langille explained that their intention is to build storage units much like what is built on the front portion of the property and that where there is a gap between the storage units the space would be fenced, in effect, creating a barrier.
17. D. Bjorklund asked about noise levels. He said a past incident has been settled, but current lighting is an issue since it lights up the adjacent Jay-lee mobile home park where he lives.
18. R. Langille asked if it was the light on the shop that he is referring to.
19. D. Bjorklund responded yes and said it lights up his household and the trees like daylight.
20. R. Langille stated that they can change the orientation of the light and move it.
21. D. Bjorklund asked if they were planning on adding more lights.
22. R. Langille said yes, but they will focus the light into the storage area. He went on to say they were not aware that there was an issue with the existing lighting.
23. D. Bjorklund invited the applicants to take a drive through the mobile home park after hours.
24. R. Langille asked if they lowered the light if that would help.
25. D. Bjorklund responded probably and went on to say that about a dozen home owners are affected by the light.
26. R. Langille explained that the lights are there for security, but they could look at changing the wattage, lowering the light fixture, shielding it or other measures.
27. D. Bjorkland said good.
28. V. Hagstrom asked about rumours that the boat place is going to try and take half the trailer park for boats or condo development.
29. R. Langille said no, it's absolutely a rumour.
30. Director Wong went on to say that if that did ever happen there would be a public process much like this that would occur.
31. J. Witt said that he is also concerned about lighting, but also the derelict boats that are currently located on the rear portion of the property. He said that the boats are an eyesore. He asked if drainage would become an issue since the area is going to be paved and roofed. He said that his property cannot handle anymore water runoff.
32. R. Langille responded that drainage goes to the rear of the property and that they are unable to provide any more focused drainage via ditching or anything and said that they would not be paving the parcel.
33. J. Witt asked about colours.
34. R. Langille said they would probably be using grey with black trim, terra cotta red, Earth tones. He went on to say that if their lights are coming into Mr. Witt's property then the construction of new

boat storage structures will block it. He said the proposed structures will be about 20 feet at their peak with a straight slat roof, but they probably won't be built for the next 2-3 years. Construction won't happen all at once because of cash flow. He invited Mr. Witt over the property to talk, along with anyone else who may have an issue with anything that they are doing onsite. Regarding the derelict boats, he said that those boats are actually boats that haven't been picked up from their owners and ABC Boat Centre is actively trying to get rid of them.

35. M. Stini asked about the permitted uses in the A1 zone.
36. C. Connolly explained that permitted uses are residential and farming for the most part, along with home occupations, upland aquaculture, and accessory buildings.
37. M. Stini asked where the drainage will go.
38. R. Langille explained that the water should go toward the golf course at the rear of their property. He said they have made an effort to grade the property so that drainage is away from the adjacent residences.
39. M. Stini said that they shouldn't just let the water run off their property and flood the golf course. He suggested ditching.
40. R. Langille said they were considering a reclamation pond, which is basically a big hole to catch the water that would have plants in it to hold and disperse the water, but they have to investigate the logistics of such a pond.
41. M. Stini said that the Regional District must consider the increased runoff on the adjacent properties.
42. Director Wong stated that the golf course is outside of this discussion at that the golf course has always been flooded since its construction and that he is happy the applicant is open to working with neighbours to resolve the issue.
43. R. Langille said that they would investigate the options available to deal with runoff onsite.
44. C. Connolly also added that the property lies within a development permit area and that the applicants would be required to apply for such a permit at the time a building permit is applied for. This would include requirements for fencing, landscaping and lighting.
45. B. Cherwak told the applicants that Cherry Creek water actually runs to the back of the ABC Boat Centre property. He said the water line ends at the corner of the ABC Boat Centre property and that there isn't a hydrant in place, but that water line is there.
46. R. Langille thanked B. Cherwak for this information.
47. B. Cherwak also asked if they would be getting a guard dog for the property.
48. R. Langille responded no.
49. B. Cherwak said that if he heard noises he would call the police, but if there was a guard dog there he wouldn't bother.
50. R. Langille again confirmed that no, they do not intend to get a guard dog and that there haven't been any security issues up to this point.
51. B. Cherwak stated that they also have a drainage problem now that the trees are all removed.

52. R. Langille said that they would have a look at the perimeter of the property and take some elevations, but he thinks that the perimeter is peaked to force drainage into the center of the property. In which case, the pond would be best located at the rear of their property.
53. M. Stini asked about the 30 foot setback comment that C. Connolly had mentioned when she read out the referral comments.
54. C. Connolly explained that it was a comment received from a government agency who recommended that a 30 foot setback be maintained from the rear of the property to reduce runoff into a tributary that runs into a Coho stream. She went on to say that a 30 foot setback is already required since this property has two (2) front yards with it being bound by the Alberni Highway and Foulcer Avenue at the rear and the front yard setback is 30 feet.
55. Director Wong stressed that the Regional Board cannot receive any new information between the end of the hearing and making a decision on the bylaws. If any Board member does so, this invalidates the hearing and means that it will have to be held again.
56. Director Wong called for the first time for any further representations on the bylaws. Director Wong called for the second time for any further representations on the bylaws. Director Wong called for the third time for any further representations on the bylaws.
57. After hearing no further comments, Director Wong declared the hearing terminated at 7:52 pm.

Minutes taken by:

  
C. Connolly, Planner

Certified Correct: \_\_\_\_\_

G. Wong  
Director for Area "F" Cherry Creek



## MEMORANDUM

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

**From:** Carla Connolly, Planner

**Date:** March 20, 2012

**Subject:** RF08003 (Chamber of Commerce) Referral Responses Summary

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Referrals were sent to the agencies listed below and their responses follow.

- Vancouver Island Health Authority – Approval Recommended for Reasons Below:
  - That I see this proposal through the referral process by Ministry of Transportation for Subdivision, not sewage disposal.
- Ministry of Transportation – Approval Recommended subject to conditions:
  - Not to be construed as subdivision approval.
- Alberni-Clayoquot Regional District Building Inspection – Interests unaffected.
- Cherry Creek Waterworks District – Approval Recommended Subject to Conditions below:
  - The entire property is outside the District’s boundaries. Water service cannot be provided to the proposed lot unless application is made to include the property within the District’s boundaries.
- Cherry Creek Volunteer Fire Department – Approval Recommended subject to conditions:
  - Fire protection is provided on a contract basis. If this subdivision is successful I would ask that the owner of the property that is accessed by Highmoor Street put in place the correct paperwork to have this property join the Fire Protection District.
- School District 70 – Interests Unaffected.



## MEMORANDUM

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

**From:** Carla Connolly, Planner

**Date:** March 20, 2012

**Subject:** RF11009 (ABC Boat Centre) Referral Responses Summary

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Referrals were sent to the agencies listed below and their responses follow.

- Vancouver Island Health Authority – Interests unaffected.
- Ministry of Transportation – Approval Recommended subject to conditions:
  - Applicant to apply for commercial access permit.
- Alberni-Clayoquot Regional District Building Inspection – Approval Recommended subject to conditions below:
  - Fire protection and access for trucks and crews after hours and working hours with objects in the way – keep clear access to rear portion of lot.
- Cherry Creek Waterworks District – Interests unaffected.
- Cherry Creek Volunteer Fire Department – Approval Recommended subject to conditions:
  - Applicant consider hydrant locations to meet fire insurance needs and provide proper protection.
- Ministry of Forests, Lands & Natural Resource Operations – Interests unaffected, but had the following comment:
  - Keep the rear setback to 30 feet to protect a tributary of Cherry Creek a known Coho Stream just north of the property.
- School District 70 – Interests Unaffected
- Hupacasath First Nation – Interests unaffected.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BY-LAW NO. P1223

A BY-LAW TO AMEND BY-LAW NO. P626,  
CHERRY CREEK OFFICIAL COMMUNITY PLAN

WHEREAS by Section 884(2) of the Local Government Act, all by-laws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE

This by-law may be cited as the Cherry Creek Official Community Plan Amendment By-Law No. P1223.

2. Schedule B, the plan map, is hereby amended by redesignating Lot 2, District Lot 136, Alberni District, Plan 12352 except part in Plan 2051 RW from "Civic or Institutional Use" to "Residential Use" as shown on Schedule "A" which is attached to and forms part of this by-law.

3. This by-law shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of October , 2008  
Read a second time this 28<sup>th</sup> day of January , 2009  
Read a third time this day of , 2012

Adopted this day of , 2012.

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Chairperson

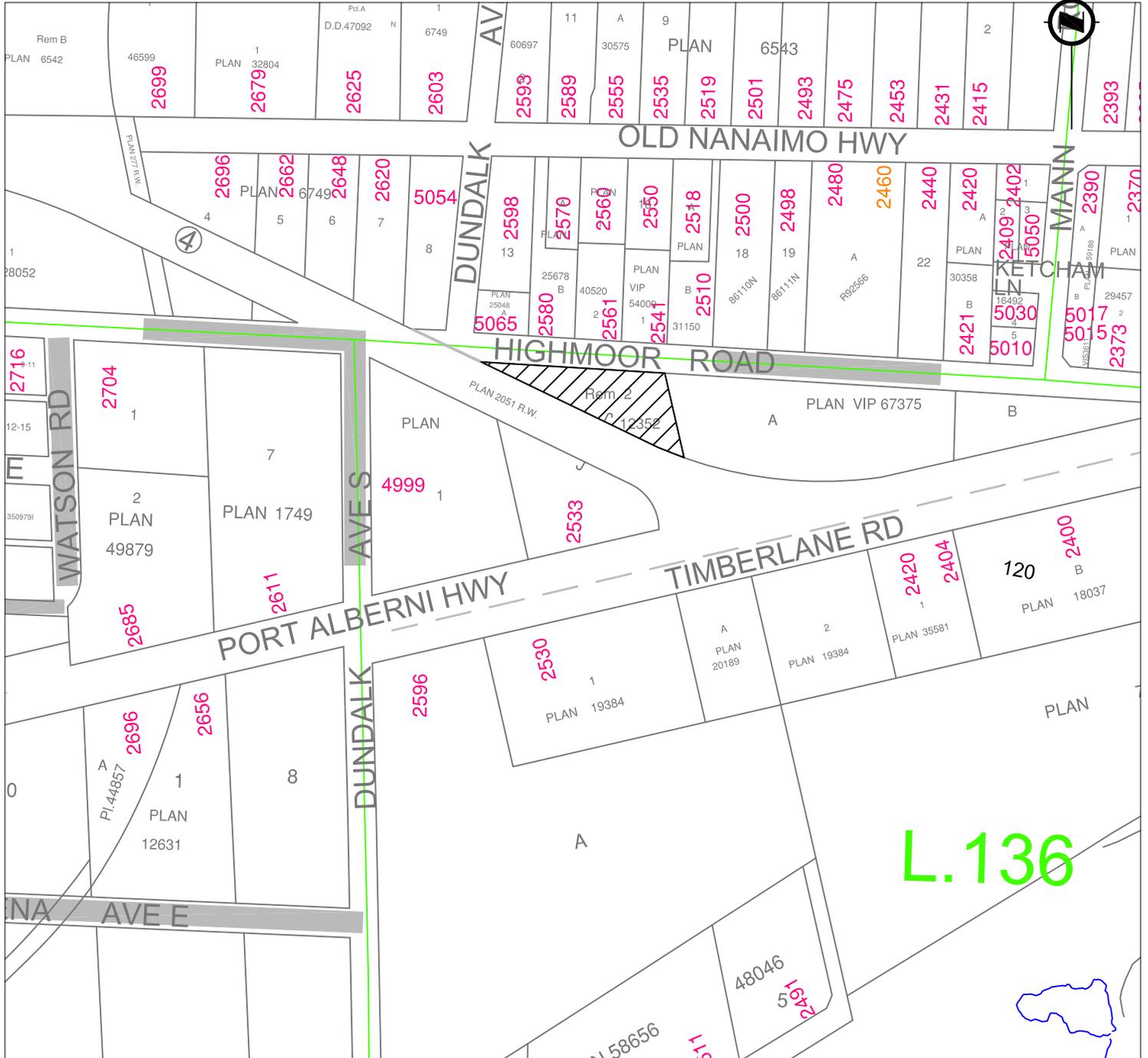
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Secretary

*Alberni Valley Chamber of Commerce - Cherry Creek*

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1223



Legal Description: Lot 2, District Lot 136, Alberni District, Plan 12352, except part in Plan 2051 R.W.



To be redesignated from Civic or Institutional Use to Residential Use.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BY-LAW NO. P1224

OFFICIAL ZONING ATLAS AMENDMENT NO. 622

A by-law of the Regional District of Alberni-Clayoquot to amend By-Law No. 15, being the "Regional District of Alberni-Clayoquot Zoning By-Law No. 15, 1971".

WHEREAS the Local Government Act authorises the Regional Board to amend a zoning by-law after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the Local Government Act;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-Law No. 15, 1971:

1. TITLE

This by-law may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment By-Law No. P1224.

2. By-Law No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning:

Lot 2, District Lot 136, Alberni District, Plan 12352 except part in Plan 2051 RW from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule 'A' which is attached to and forms part of this by-law.

3. This by-law shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of October , 2008

Read a second time this 28<sup>th</sup> day of January , 2009

Read a third time this day of , 2012

Adopted this day of , 2012.

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Chairman

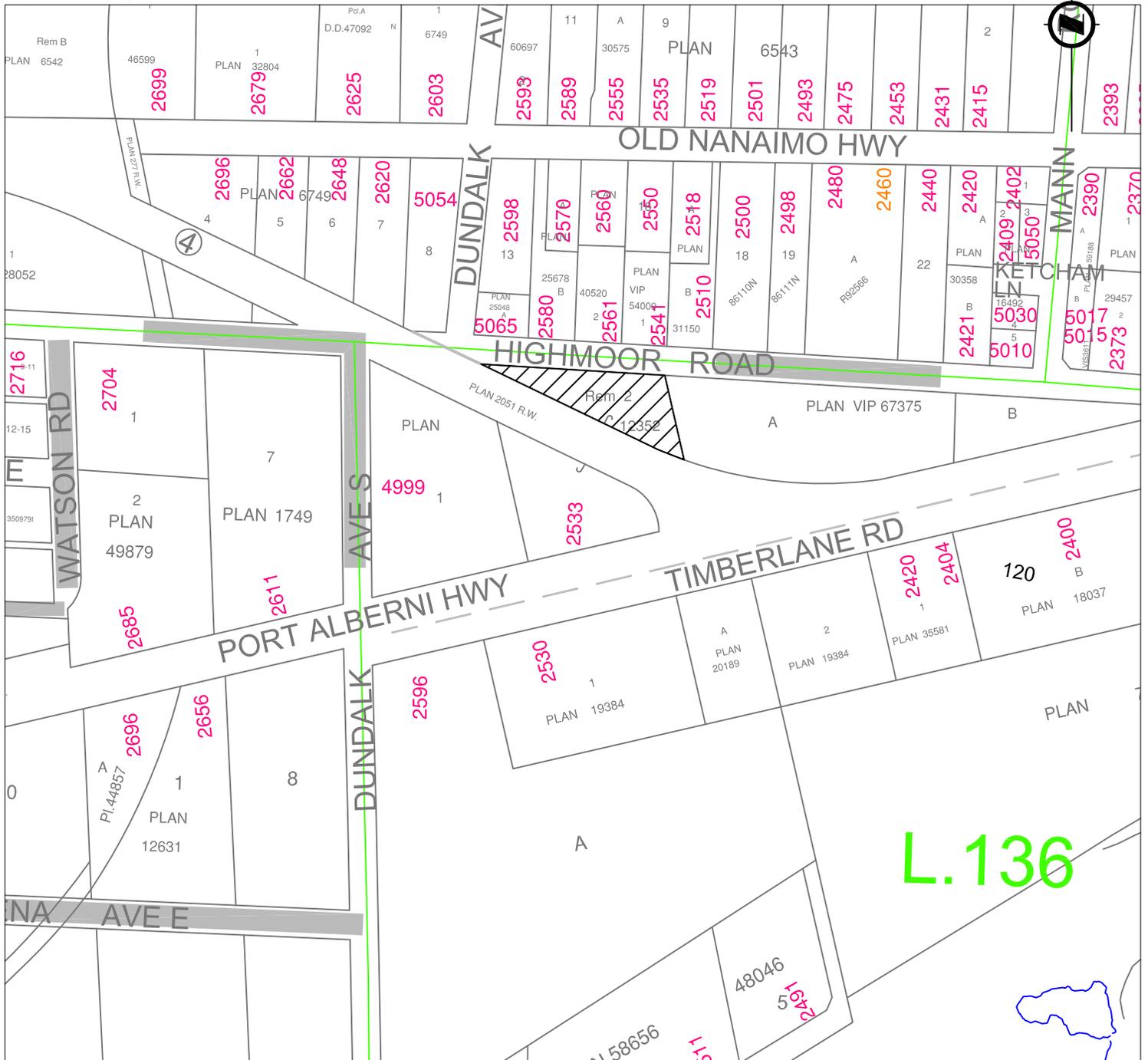
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Secretary-Treasurer

*Alberni Valley Chamber of Commerce - Cherry Creek*

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1224



Legal Description: Lot 2, District Lot 136, Alberni District, Plan 12352, except part in Plan 2051 R.W.



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

**150**



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1285

A BYLAW TO AMEND BYLAW NO. 626  
CHERRY CREEK OFFICIAL COMMUNITY PLAN

WHEREAS by Section 884(2) of the Local Government Act, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE

This bylaw may be cited as the Cherry Creek Official Community Plan Amendment Bylaw No. P1285.

2. Schedule B, the plan map, is hereby amended by re-designating LOT 18, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 2051 RW from "Low Density Residential" to "Commercial" as shown on Schedule 'A' which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 25<sup>th</sup> day of January, 2012

Read a second time this                    day of                    , 2012

Read a third time this                    day of                    , 2012

Adopted this                    day of                    , 2012

\_\_\_\_\_  
Chairperson

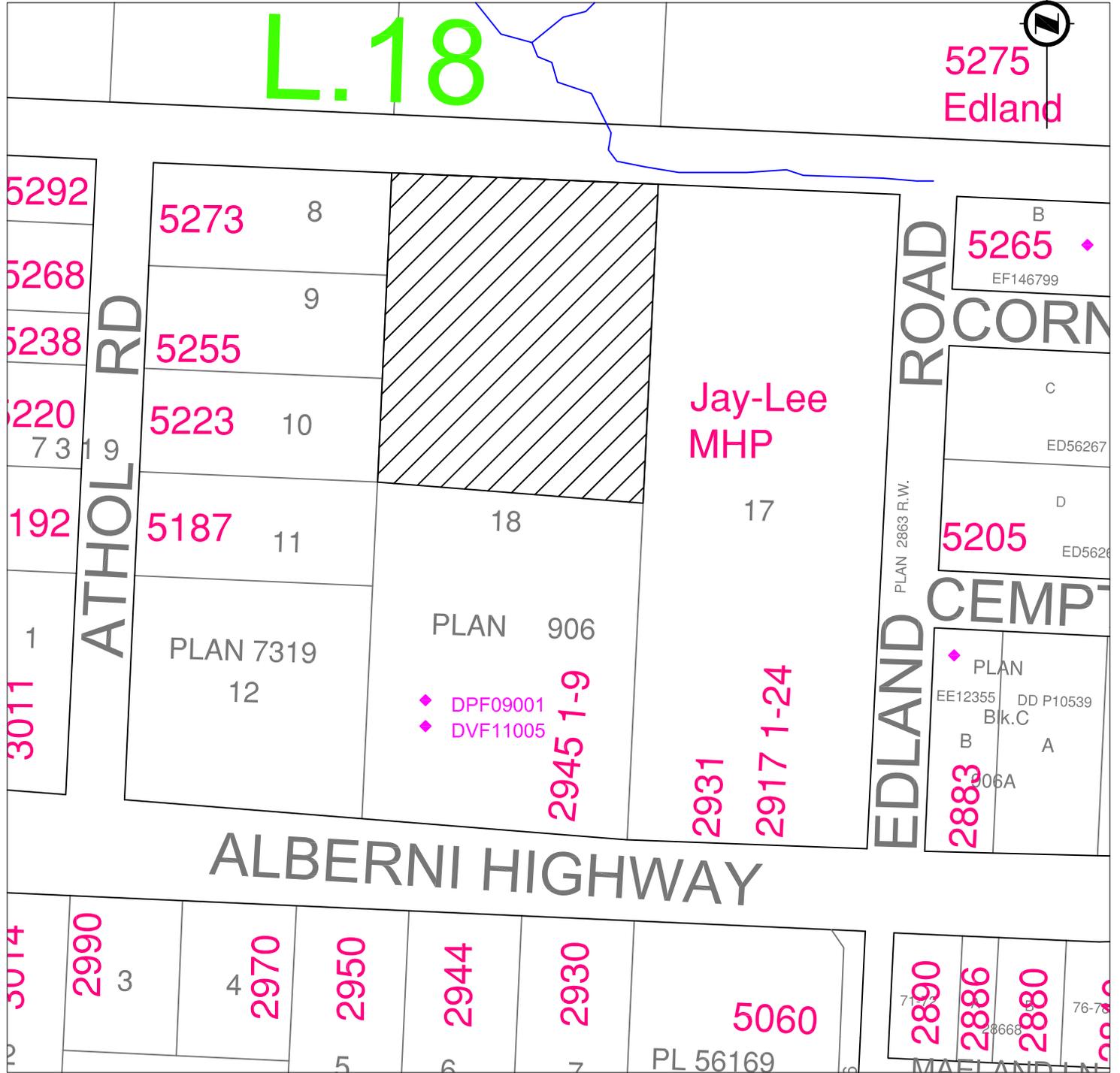
\_\_\_\_\_  
Chief Administrative Officer

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1285



**L.18**



Legal Description: Lot 18, District Lot 18, Alberni District, Plan 906 except part in Plan 2051RW.



To be redesignated from Low Density Residential to Commercial



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



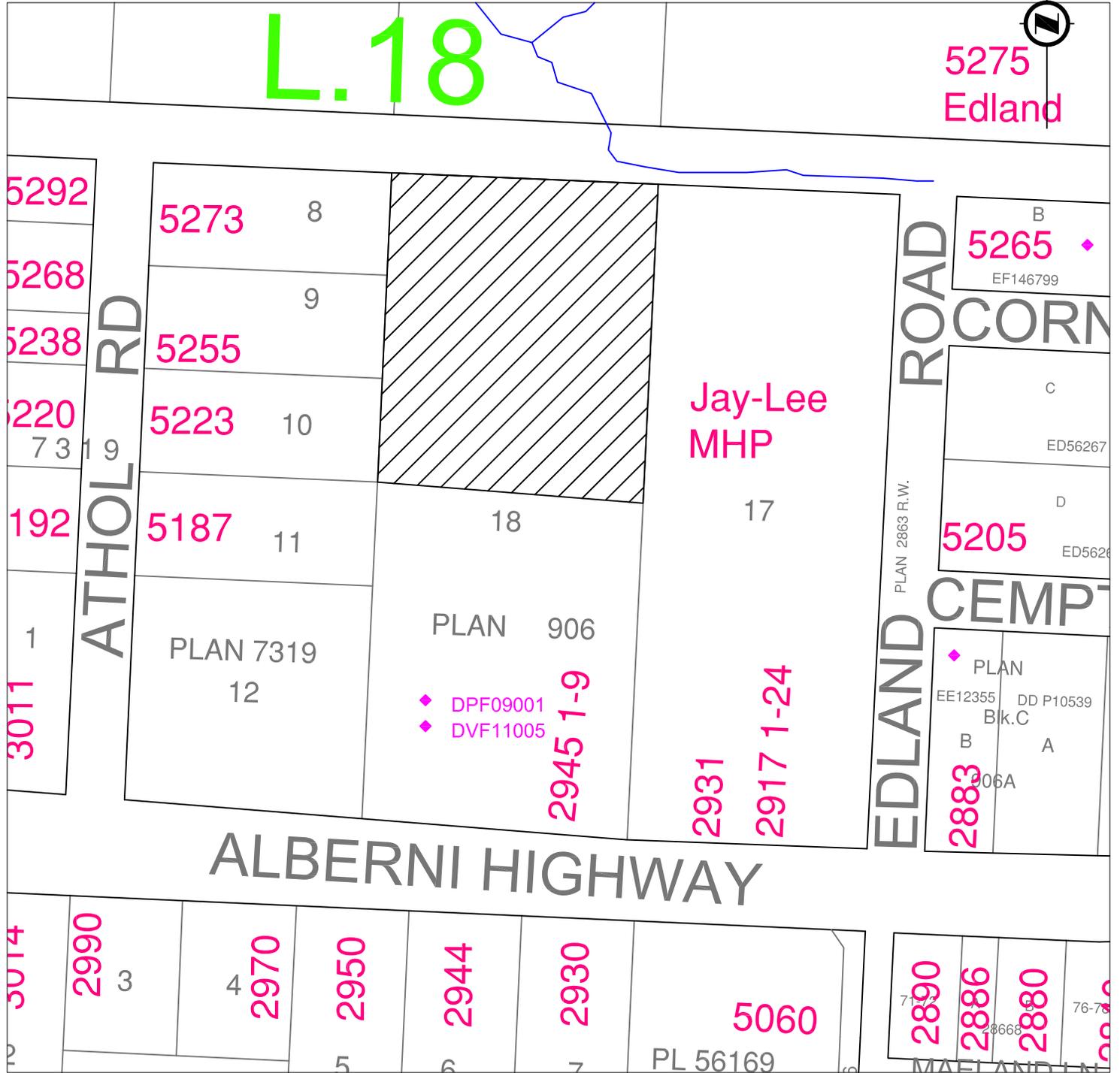


# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1286



**L.18**



Legal Description: Lot 18, District Lot 18, Alberni District, Plan 906 except part in Plan 2051RW.



To be rezoned from Small Holdings (A1) District to Highway Commercial (C4) District.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

1:2000



## **Chairperson's Report – March 2012**

The following is a list of my activities as Chairperson for the Alberni-Clayoquot Regional District for the month of March 2012.

On February 23, 2012, I met with the Chamber of Commerce where the Constitution and Bylaws were rewritten. The AGM will be held on April 24, 2012 also a Public Hearing regarding zoning for surplus land to be put on real estate market for sale.

On February 27, 2012, the Beaver Creek Improvement District Conversion Committee met with Island Timberlands where Island Timberlands revealed their harvest plans for Ash Valley. A to do list was prepared for the Beaver Creek Improvement District for a conversion date of June 2012.

On March 1, 2012, I attended the West Coast Aquatic Meeting where a summary was presented of what West Coast Aquatic has accomplished in the last three years.

On March 6, 2012, the Alberni Valley Directors and City of Port Alberni Parks and Recreation met and discussed the non-city resident fee pass. Electoral Area service fee is frozen at the 2011 level.

On March 9, 2012, I attended the ICET RAC meeting in Courtney where 4 of 6 applications moved forward to 2<sup>nd</sup> stage. Ucluelet and Tofino applications also moved to 2<sup>nd</sup> stage.

On March 12, 2012, I attended a meeting at City Hall with the Mayor and Island Timberlands to discuss harvest plans, watershed concerns, working together on alternate transportation corridors and Franklin and Bamfield Roads.

On March 12, 2012, I met with the Port Alberni City at the direction of the joint conversion-committee to discuss an alternate water supply during times of boil water advisories for the Beaver Creek Water System.

On March 13, 2012, I met with Alberni Clayoquot Hospital District Chair Cindy Solda, Wendy Thomson and VIHA via a teleconference call regarding Cindy's written report on her meeting with VIHA officials.

On March 14, 2012, Alberni-Clayoquot Regional District Committee-of-the-Whole received a presentation from Dr. Paul Hassleback , Medical Health Officer, Central Vancouver Island regarding the role of the Medical Health Officer and an overview of the local health area profile Alberni.

On March 14, 2012, The Alberni-Clayoquot Regional District Board attended a Special Budget Meeting. Second reading was given to the 2012-2016 Alberni-Clayoquot Regional District Financial Plan.

On March 19, 2012, Consultants met with the Alberni-Clayoquot Regional District Board of Directors and UFN/HFN First Nations to discuss and implement First Nations addition to the Board as of April 1, 2012.

On March 20, 2012, I attended a Small Business Roundtable discussion with Minister Kevin Krueger and small business owner's needs.

On March 20, 2012, I attended two public hearings in Cherry Creek – Chamber of Commerce and ABC Boat Center.

On March 20, 2012, I attended the Labour Council's AGM where they held their Elections. I sent congratulations to the new executive (status quo) on behalf of Regional District Board and gave a brief report on the Regional District's past year's business and activities.



**Alberni-Clayoquot Regional District  
Board of Directors Meeting Schedule  
April 2012**

<b>Date</b>	<b>Meeting</b>	<b>Time &amp; Location</b>	<b>Attendees</b>
Wednesday, April 11 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff
Friday – Sunday, April 13 <sup>th</sup> – 15 <sup>th</sup>	Regional Hospital District Meeting Association of Vancouver Island & Coastal Communities Convention	Immediately following above Ucluelet, BC	Directors, Staff Directors, Russell
Wednesday, April 25 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff

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