



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 14, 2012, 1:30 pm

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

REVISED AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items)</i>	
3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Special Board of Directors Meeting – October 10, 2012	1-2
<i>THAT the minutes of the Special Board of Directors meeting held on October 10, 2012 be adopted.</i>	
b. Board of Directors Meeting – October 24, 2012	3-13
<i>THAT the minutes of the Board of Directors meeting held on October 24, 2012 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. REQUEST FOR REVIEW	14-18
Ministry of Justice, October 31, 2012, Request to review the recent earthquake event and response with our Emergency Program Coordinator to identify opportunities for improvement.	
<i>THAT the Board of Directors refer the correspondence to the next meeting of the Alberni Valley Emergency Planning Committee and copy to Linda Myres, Bamfield Emergency Planning Coordinator.</i>	
b. REQUEST FOR ENDORSEMENT	19-20
Bamfield Community Hall Society Board of Directors, November 6, 2012, Request for the Alberni-Clayoquot Regional District Board of Directors to endorse the Bamfield Community Hall Society's proposal	

for a new Bamfield Community Hall.

THAT the Board of Directors refer the Bamfield Community Hall Society's request to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the Alberni-Clayoquot Regional District.

- c. **REQUEST FOR APPOINTMENT**
West Coast Aquatic, Request for the Alberni-Clayoquot Regional District Board of Directors to appoint Director Penny Cote to the Barkley Salmon Working Group as a Regional District liaison. **EX 1-2**

THAT the Board of Directors appoints Director Cote to the West Coast Aquatic Barkley Salmon Working Group.

7. CORRESPONDENCE FOR INFORMATION

- a. **ASSOCIATION OF VANCOUVER ISLAND MUNICIPALITIES**
Clean-up of Abandoned Tire Dump **21**
Request for Submissions and Call for Nomination for AVICC Executive **22-30**
- b. **LOCAL GOVERNMENT LEADERSHIP ACADEMY** **31**
Local Government Leadership Academy 2013 Leadership Forum – February 20-22, 2013.
- c. **BC METIS FEDERATION** **32-33**
Metis Day of Remembrance – Louis Riel Day, November 16, 2012.
- d. **SUPPORT FOR ISLAND CORRIDOR FOUNDATION**
Chemainus Theatre Festival **34**
Five Citizens of Port Alberni **35**
Energy Solutions for Vancouver Island **36-37**
- e. **TSESHAHT FIRST NATION** **38-39**
Letter to the Ministry of Justice regarding the October 27, 2012 Haida Gwaii Earthquake
- f. **CITY OF PORT ALBERNI** **40**
Letter to the Honourable Christy Clark, Premier of BC regarding request to increase Persons With Disabilities Benefit.
- g. **BC TREATY COMMISSION** **41**
Annual Report 2012
(Report Held in Office)
- h. **WATER FINANCE RESEARCH FOUNDATION** **42**
Water Main Break Rates in the USA and Canada: A Comprehensive Study
(Report Held in Office)
- i. **FOREST PRACTICES BOARD** **43-44**

2011/12 Annual Report
(Full Report Held in Office)

- | | | |
|----|---|--------------|
| j. | OMBUDSPERSON
Open Meetings: Best Practices Guide for Local Governments | 45 |
| k. | ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS
News Release regarding Provincial funding formula to local governments | 46-47 |
| l. | HEALTHY FORESTS HEALTHY COMMUNITIES
Healthy Forests – Health Communities: A conversation on BC forests | 48 |
| m. | NUU-CHAH-NULTH TRIBAL COUNCIL
Draft Record of Decisions – Motion #17 Float Homes | 49 |
| n. | MINISTRY OF ENVIRONMENT
Follow up to meeting at UBCM | 50 |
| o. | WESTERN ECONOMIC DIVERSIFICATION CANADA
Offer of Financial Assistance Under the Community Infrastructure Improvement Fund | 51-52 |
| p. | YUULU?I?ATH? GOVERNMENT
Yuulu?i?ath? Lands at the Junction of Highway 4 and the Tofino-Ucluelet Highway | 53 |

THAT the Board of Directors receives correspondence for information a-p.

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|-----------|
| a. | REQUEST FOR DECISION
Consulting Engineering Services for the Bamfield Water System | 54 |
|----|--|-----------|

THAT the Alberni-Clayoquot Regional District Board of Directors award the Consulting Engineering Services contract for the Bamfield Water System review to Koers & Associates Engineering Ltd., in the amount of \$10,000.00.

- | | | |
|----|---|-----------|
| b. | REQUEST FOR DECISION
West Bamfield Public Port Facility | 55 |
|----|---|-----------|

THAT the Board direct staff to investigate and explore options and implications related to taking over the West Bamfield public port facility from Transport Canada.

- | | | |
|----|---|--------------|
| c. | REQUEST FOR DECISION
Regional Transit Feasibility Study | 56-57 |
|----|---|--------------|

THAT the Alberni-Clayoquot Regional District Board of Directors explore the conduct of a Transit Feasibility Study for the region by BC Transit.

- d. **ADMINISTRATIVE MEMO**
Planning Department Application Procedures – Recommendations from the Electoral Area Directors Committee

58-67

THAT the Board of Directors endorses the following recommendations from the Electoral Area Directors Committee:

1. *Carefully consider and limit the use of covenants in the rezoning process.*
2. *Only refer ALR applications for subdivision and nonfarm use within the ALR to the Agricultural Advisory Committee. Current practice is to refer to both the Agricultural Advisory Committee and the area APC. The APC would review the application at the rezoning stage if required.*
3. *Only refer applications to APCs once, but provide the option for the ACRD Board to refer applications back to APCs.*
4. *Streamline and reduce the number of commercial zones when the zoning bylaw is updated.*
5. *Staff responds directly to Crown lease Referrals with consultation from area director.*
6. *Update the development application procedures and prepare a handout that is available at the front counter for applicants and the public.*
7. *Contact members of the development community and explain the application process. This can be done with the help of the Economic Development Officer.*

- e. **ADMINISTRATIVE MEMO**
Bylaw Enforcement Procedures – Recommendations from the Electoral Area Directors Committee

68-71

THAT the Board of Directors endorses the following recommendations from the Electoral Area Directors Committee:

1. *Amend the Bylaw Enforcement procedures to allow staff to make contact with the owner/resident of a property in person prior to issuing a letter*
2. *Proceed with updating the Zoning Bylaw.*
3. *Provide public information through a bylaw pamphlet*
4. *Provide public information through a bylaw pamphlet*

THAT Bylaw P1291, Regional District of Alberni-Clayoquot Beaver Creek (Electoral Area E) Official Community Plan Bylaw, 2012 be read a third time.

- c. **DVF12006, VAN VLIET, 6088 RENTON ROAD SOUTH** **160-165**
Development Variance Application – Report

THAT the Board of Directors pass a resolution to consider issuing the development variance DVF12006.

9.2 ALL DIRECTORS

- a. **COUGAR ANNIE HISTORIC PLACE** **166**
Staff Report

THAT the Board of Directors receives the staff report.

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – November 7, 2012 **167-172**
b. CAO Report – November 7, 2012 **173**
c. Finance Department Staff Report – November 7, 2012 **174**
d. Environmental Service Department Report – November 7, 2012 **175-178**

THAT the Board of Directors receives the Staff Reports.

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

- a. **Coastal Community Network** **179-187**
Minutes from a meeting held October 18, 2012

THAT the Board of Directors receives this report.

- b. **Other Reports**

11. UNFINISHED BUSINESS

12. LATE BUSINESS

(requires 2/3 majority vote)

13. QUESTION PERIOD

14. ADJOURN

**Next Board of Directors Meeting: Wednesday, November 28, 2012, 1:30 pm
Alberni-Clayoquot Regional District Board Room**

Regional District

Attention: Cindy Solda, Interim Chair

Dear Director Solda,

Re: Appointment to Barkley Salmon Working Group

The Barkley Salmon Working Group would like to respectfully request that Penny Cote be appointed to our group as a Regional District liaison.

Salmon are an integral part of the Barkley Sound. Many call them a keystone species. In our region, salmon provide not only sustenance, but contribute to economic development. In order to ensure that this valuable resource is managed sustainably for both ourselves and future generations, it is critical that we act now to restore, protect and conserve species and habitats. The Barkley Salmon Working Group has taken this task on, with the assistance of governments, NGO's, First Nations, commercial, sports, and recreational fisheries, and other interested parties.

The Barkley Salmon Working Group operates under the auspices of West Coast Aquatic, and receives technical support and other assistance from the Department of Fisheries and Oceans 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 is on all Pacific salmonids, with an emphasis on Chinook. Priority watersheds are Somass, Sarita, Henderson, Nahmint, Toquaht, and Effingham and other tributaries to the Alberni inlet. The Barkley Salmon Working Group is working diligently on compiling information and resources to further implementation strategies.

Penny Cote has been assigned to the group for the last six months. During our governance review, it was determined that having a regional district representative on the steering committee would be advantageous in order to maintain communication between the group and the regional district, as well as provide information

on this vital process. Penny has been instrumental in moving forward with various ideas and projects in her time with the group, and we hope that this will continue.

If there are further questions, comments, or thoughts, please contact Sheena Falconer at 250-724-3600 or sheena@westcoastaquatic.ca.

Yours truly,

Sheena Falconer
Barkley Salmon Working Group



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 14, 2012

Subject: Purchase of New Multi-Functioning Copier

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors purchase a new multi-functioning copier for the Regional District Office from AGS Business Systems Inc. at a cost of \$10,691.00 plus taxes.

Desired Outcome:

To purchase a new multi-functioning copier for the Regional District Office.

Background:

The current copier at the Regional District Office is over six years old and needs replacing. Staff put out a Request for Proposals for a new multi-functioning copier and four proposals were received.

The Regional District's IT Contractor conducted a thorough review of all four proposals (attached). Staff recommends purchasing the new unit (Ricoh MP6002) from AGS Business Solutions at a cost of \$10,691.00.

The Ricoh MP6002 is a heavy duty black and white copier/scanner/printer/ fax machine. Unit details: 60 pages per minute, copy, print, network scanning, scan to email, colour scanning, 1.5 GB RAM, 250 GB Hard Disk Drive, 3,100 sheet large capacity tray, 3,000 sheet finisher, 50 sheet multi-positions stapler, punch unit, 1.0 Ghz Intel Celeron Processor.

AGS Business Systems quoted the best service cost of 0.0055 per page (including toner, parts, and onsite service). AGS also quoted the best service response time of 2 hours. AGS Business Systems head office is located in Parksville. Services and supplies are only 3 minutes away. They have a 10 person service department that provides immediate response to service calls.

Time Requirements – Staff & Elected Officials:

Some Staff training will be required. The Regional District's IT Contractor will need to work with the technicians to install the unit.

Request for Decision – Purchase New Multi-Functioning Unit

Financial:

\$20,000 was budgeted in General Government Services in 2012 for the purchase of a new multi-functioning copier.

Policy or Legislation:

The ACRD Purchasing Policy was followed.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer

<u>Company</u>	<u>Make</u>	<u>Model</u>	<u>Weight</u>	<u>Unit Price</u>	<u>Cost/page</u>	<u>Service cost for 3 years @ 25,000 pages/month</u>	<u>total cost over 3 years</u>	<u>Service response time</u>
AGS	Ricoh	MP6002	472	10,691.00	0.0055	4,950.00	15,641.00	2 hours
Hartman	Ricoh	MP6002	472	14,895.00	0.0071	6,390.00	21,285.00	2-4 hour
Island Office Equipment	Kyocera	6500i	335	9,626.25	0.0080	7,200.00	16,826.25	4 hours
Island Business Solutions	Xerox	5765	273	8,922.60	0.0065	5,850.00	14,772.60	4 hours