



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 24, 2013, 1:30 pm

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

AGENDA

| | PAGE # |
|--|--------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i> | |
| 4. <u>ADOPTION OF MINUTES</u> | |
| a. Board of Directors Meeting – July 10, 2013 | 7-15 |
| <i>THAT the minutes of the Board of Directors meeting held on July 10, 2013 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u> | |
| a. Presentation – Mike Irg, Manager of Planning and Development 15 Years of Service. | |
| b. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for June 2013. | 16-17 |
| <i>THAT Inspector Mac Richards, Port Alberni Detachment, RCMP, be invited to address the Regional District Board.</i> | |
| c. Ms. Myrna Moore, Senior Regional Transit Manager, Vancouver Island Coastal Municipal Systems, BC Transit regarding the Custom Transit Budget. | |
| <i>THAT Ms. Myrna Moore, Senior Regional Transit Manager, Vancouver Island Coastal Municipal Systems, BC Transit be invited to address the Regional District Board.</i> | |
| d. Mr. Andy Callicum, Walk the Talk, regarding a request for support for the Walk the Talk Anti-Violence Fundraising Walk to take place in Port Alberni on August 9-11, 2013. | 18 |

THAT Mr. Andy Callicum, Walk the Talk be invited to address the Regional District Board.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **VANCOUVER ISLAND ECONOMIC ALLIANCE**
2013 State of the Island Economic Summit **19-20**
- b. **HONOURABLE CORALEE OAKES, MINISTER OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Strategic Community Investment Fund Program **21-23**
- c. **MINISTRY OF ABORIGINAL RELATIONS RECONCILIATION**
B.C. Treaty Guide Receives National Award
- d. **MARC-ANDRE MORIN, MP, LAURENTIDES-LABELLE** **24-26**
Vessel Operation Restriction Regulations
- e. **WATERSHED-FOREST ALLIANCE TO ISLAND TIMBERLANDS**
Request for Cessation of Logging of all Remaining High Conservation Areas **27-28**
- f. **ISLAND COASTAL ECONOMIC TRUST**
ICET Offers Conference Bursaries to Vancouver Island Economic Alliance State of the Island Economic Summit **29-30**
- g. **VILLAGE OF BELCARRA**
2013 UBCM Convention Late Resolution – Fairness and Balance in the BC Heritage Conservation Act **31-34**

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION**
Meetings with Ministers – 2013 UBCM Convention **35-36**

THAT the Alberni-Clayoquot Regional District Board of Directors request meetings with appropriate Ministers in conjunction with the 2013 UBCM Convention on the following topics:

- a. VIHA 4321 Regulations and impacts on small water systems*
- b. Logging in watersheds held by private companies*
- c. Transportation Issues – Rural and Remote First Nations Communities on the West Coast.*

- b. **REQUEST FOR DECISION & CORRESPONDENCE FROM PROPERTY OWNERS**
Placement of Notice of Bylaw Contravention **37-77**

- c. **DVF13002, HENSHALL/RIDINGER, 5238 ATHOL ROAD**
Development Variance Application – Memo and Permit **105-107**

THAT the Board of Directors pass a resolution to issue development variance DVF13002.

- d. **DVF13003, WILSON/GUNDERSON, 610 BAMFIELD ROAD**
Development Variance Application – Memo and Permit **108-110**

THAT the Board of Directors pass a resolution to issue development variance DVF13003.

- e. **RF13002, LANE/HANSON, 2970 ALBERNI HIGHWAY**
Rezoning Application – Memo and Bylaw No. P1313, P1314 **111-123**

THAT the Board of Directors receive the staff report and concur with staff recommendations.

THAT Bylaw P1313, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw, be read a first time.

THAT Bylaw P1314, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw, be read a first time.

THAT the public hearing for Bylaws P1313 and P1314 be delegated to the Director for Electoral Area "F", the Alternate Director, or the Chairperson of the Regional Board.

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – July 18, 2013 **124-129**
b. Financial Statements – June 2013 **130-131**
c. Building Inspectors Report – June 2013 **132**
d. Meeting Schedule – August 2013 **133**

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

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee – Proposed Route Tour – July 16, 2013 (J. McLeman) - Verbal**
b. **West Coast Committee Meeting – July 17, 2013 (T. Bennett) - Verbal**

THAT the Board of Directors receives the verbal reports a-b.

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – C. Solda
Financial Statements for Year Ended December 31, 2012 **135-148**
- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda
- e. Alberni Valley Chamber of Commerce – C. Solda
- f. Coastal Community Network – T. Bennett/B. Irving/C. Solda
- g. West Island Woodlands Advisory Group – J. Jack/L. Banton
- h. Island Coastal Economic Trust – C. Solda
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett
- k. Association of Vancouver Island & Coastal Communities – C. Solda
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to

- i. Labour or other employee relations;*
- ii. 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.*

15. **RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

16. **ADJOURN**

Next Board of Directors Meeting: Wednesday, August 14, 2013, 1:30 pm.



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 10, 2013

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

DIRECTORS PRESENT: Cindy Solda, Chairperson, City of Port Alberni
Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
Jack McLeman, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?iþ?ath Government

REGRETS: John Jack, Councillor, HUU-ay-aht First Nation

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Teri Fong, Manager of Finance
Alex Dyer, Planner
Tracy Bond, Administrative Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. **Board of Directors Meeting – June 26, 2013**

MOVED: Director Kokura

SECONDED: Director Geall

THAT the minutes of the Board of Directors meeting held on June 26, 2013 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Ms. Sheena Falconer, Special Project Coordinator, West Coast Aquatic, requesting letter of support for the Recreational Fisheries Conservation Partnership Program.**

MOVED: Director Kokura

SECONDED: Director Geall

THAT Ms. Sheena Falconer, West Coast Aquatic be invited to address the Regional District Board.

CARRIED

Ms. Falconer advised that she was here today to request a letter of support from the Regional District regarding West Coast Aquatic's application to the Recreational Fisheries Conservation Partnership Program. There is a very tight timeframe as this application is due by midnight, Friday, July 12, 2013. West Coast Aquatic will be applying for funding for urban stream revitalization in the Alberni Valley. The project would focus primarily on Kitsukis Creek and the McLean Mill hatchery in partnership with several local organizations. The application guidelines have restrictions. Only recreational fisheries or conservation are eligible to apply. In kind funding must be 50 per cent minimum and government cannot supply more than 50 per cent of the cash contribution. Ms. Falconer also requested that the Board of Directors consider providing assistance in the development of a fall stream proposal and in-kind support if appropriate.

MOVED: Director Cote

SECONDED: Director McLeman

THAT the Board of Directors send a letter of support to West Coast Aquatic regarding their application to the Recreational Fisheries Conservation Partnership Program for funding for urban stream revitalization in the Alberni Valley.

CARRIED

MOVED: Director Cote

SECONDED: Director McLeman

THAT the Board of Directors assist West Coast Aquatic with the development of a fall funding proposal and offer in kind assistance if appropriate.

CARRIED

- b. Mr. Arne Elias and Ms. Ann Taylor, Sproat Lake, regarding Development Variance application DVD12008, 9644 Lakeshore Road (Item # 9.1 a).**

MOVED: Director Cote

SECONDED: Director McNabb

THAT Mr. Arne Elias and Ms. Ann Taylor, Sproat Lake be invited to address the Regional District Board.

CARRIED

Ms. Taylor spoke to development variance application DVD12008, 9644 Lakeshore Road. Relocation of the pumphouse and waterlines would be onerous to the owners.

6. CORRESPONDENCE FOR ACTION

- a. MEETING WITH MINISTERS AT UBCM**

Christy Clark Premier, June 26, 2013, Requests for Meetings with Premier and Ministers at UBCM.

Directors discussed meetings with Ministers at the September UBCM Conference. Each Director to make a wish list for the July 24th Board meeting regarding the Ministers they would like to see and what issues they would like to discuss.

- b. INVITATION FROM MINISTER OAKES**

Honourable Coralee Oakes, Minister, Community, Sport and Cultural Development, Invitation to meet Minister at UBCM.

Directors discussed the invitation from Minister Oakes to meet at the UBCM Conference. Each Director to make a list of issues to be discussed with the Minister of Community, Sport and Cultural Development at the UBCM Conference and bring to the July 24th Board of Directors meeting.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Board of Directors receive this correspondence.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. ISLAND COASTAL ECONOMIC TRUST**

ICET Announces Funding for Elk Falls Suspension Bridge

- b. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**

Update to Members and Requests for Assistance
Islands Trust Submission to Tanker Safety Expert Panel
Tsunami Debris on BC's Coast - FAQ

- c. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
Electoral Area Directors' Forum 2013
- d. **HONOURABLE CORALEE OAKES, MINISTER, COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Message from the Minister

MOVED: Director Geall

SECONDED: Director Kokura

THAT the Board of Directors receives a – d correspondence for information.

CARRIED

Directors discussed the Association of Vancouver Island and Coastal Communities update to members and requests for assistance. Directors were requested to send Mr. Dyson any examples of conflict or questions regarding situations arising as a result of the Schlenker v. Torgimson conflict of interest ruling. AVICC has requested this information by July 15th. Also discussed was the potential impact to Vancouver Island Communities regarding the BC Utilities Commission's decision on rejection of standardized natural gas rates in British Columbia.

MOVED: Director Cote

SECONDED: Director Irving

THAT the Board of Directors refer the information from the Association of Vancouver Island and Coastal Communities regarding the potential impact to Vancouver Island Communities from the BC Utilities Commission rejection of standardized natural gas rates in British Columbia to the Vancouver Island Health Authority and School District No. 70.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

Salmon Beach Recreational Village Access Maintenance

MOVED: Director Bennett

SECONDED: Director Irving

THAT the ACRD Board of Directors request compensation for maintenance from both the Ministry of Transportation and Infrastructure for the internal roads and from the Ministry of Forests and Lands Natural Resource Operations for external forest service roads that access the Salmon Beach Recreational Village

subdivision from Highway 4 and that the Toquaht Nation, District of Tofino, and District of Ucluelet be copied and asked for a letter of support.

CARRIED

b. REQUEST FOR DECISION
Finance Warrant No. 530

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Board of Directors approve Finance Warrant Number 530 in the amount of \$978,262.38 dated June 30, 2013.

CARRIED

c. REQUEST FOR DECISION
Placement of Notice on Title

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Regional Board of Directors defer the RFD regarding Placement of Notice on Title, 1147 Front Street, Salmon Beach to the July 24, 2013 meeting and offer the owners of this property the opportunity to present their case as to why a Notice of Bylaw Contravention should not be placed on the subject property.

CARRIED

9. PLANNING MATTERS

a. DVD12008, TAYLOR/ELIAS/SEETON, 9644 LAKESHORE ROAD
i. Development Variance Application – Memorandum and Report

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors pass a resolution to consider issuing development variance DVD12008 to vary the watercourse setback from 100 feet to 55 feet to allow for the sitting of the house and deny a variance of the watercourse setback from 100 feet to 35 feet for the pumphouse.

DEFEATED

MOVED: Director Cote
SECONDED: Director Banton

THAT the Board of Directors pass a resolution to deny development variance DVD12008.

DEFEATED

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors pass a resolution to consider issuing development variance DVD12008 to vary the watercourse setback from 100 feet to 55 feet to allow for the sitting of the house and to vary the watercourse setback from 100 feet to 35 feet to allow for the sitting of the pumphouse.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the motion be amended to require a report from a registered professional biologist.

CARRIED

The main motion as amended was

CARRIED

- b. RE13001, STREICHSBIER, WILLOW ROAD**
- i. Rezoning Application – Bylaws P1307 & P1308

MOVED: Director McNabb
SECONDED: Director Kokura

THAT Bylaw P1307, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT Bylaw P1308, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

- c. REGIONAL PARKS PLAN STEERING COMMITTEE**
- i. Memorandum

MOVED: Director Geall
SECONDED: Director Bennett

THAT the Board of Directors receive the staff memorandum and appoints Anne Stewart to the Regional Parks Plan Steering Committee.

CARRIED

10.1 STAFF REPORTS

- a. **CAO Report – July 4, 2013**
- b. **Planning & Development Manager Report – July 4, 2013**
- c. **Financial Manager Report – June 28, 2013**
- d. **Environmental Services Department Report – July 5, 2013**
- e. **Staff Action Items Report – July 5, 2013**

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors receives the Staff Reports a-e.

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee**

R. Dyson reported that a letter from the Minister of Transportation was received today and that the Minister requested that the Committee contact his staff to schedule a meeting with the Minister. The July 9th meeting of the Transportation Committee has been postponed to the July 16th tour of the proposed Horne Lake Connector route.

- b. **Year of Reconciliation Gathering**

June 17, 2013 Summary

MOVED: Director Kokura

SECONDED: Director Bennett

THAT reports a-b be received.

CARRIED

MOVED: Director Bennett

SECONDED: Director Geall

THAT Regional District staff be directed to contact and work with the Nuu-chah-nulth Tribal Council, the Port Alberni Friendship Centre and Reconciliation Canada to develop short term response for Reconciliation Canada events scheduled for Vancouver September 18-22, 2013 at the same time as the UBCM Conference and to develop a long term plan.

CARRIED

11. UNFINISHED BUSINESS

a. Toquaht Nation's Water Treatment Facility Official Opening

MOVED: Director Kokura

SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Chair and Director for Area "C" (Long Beach) be authorized to attend the official opening of the Toquaht Nation's Water Treatment Facility on July 20, 2013.

CARRIED

b. West Coast Multiplex Facility Memorandum of Understanding

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the draft West Coast Multiplex Memorandum of Understanding considered at the June 26, 2013 Board of Directors meeting be referred to the next meeting of the West Coast Committee.

CARRIED

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director Banton

THAT the meeting be closed to the public to discuss matters relating to:

- i. 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

The meeting was closed to the public at 3:25 pm.

The meeting was re-opened to the public at 3:50 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned at 3:52 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during June 2013. An update on activities undertaken and progresses made during the first quarter on the policing priorities for 2013/14 is outlined.

During June the Detachment responded to 1110 calls for service. This represents a nine percent increase over calls for service in May. Calls for service in almost all areas saw an increase. A consistent factor was the increase in the number of complaints in which alcohol was a factor.

The General Investigation Unit continued working on the homicide and sexual assault files from May addressing court commitments and following up with investigative avenues.

The Crime Prevention Unit was active with a car seat clinic conducted in conjunction with the Fire Department, various activities were undertaken during senior's week and numerous officers attended Tim Hortons to serve coffee during camp day. The youth officer finalized activities with the conclusion of the School year.

The Aboriginal Policing Section (APS) continued to increase RCMP involvement within the communities. This has resulted in increased patrols and partnering on a number of different initiatives. APS members attend to the Friendship Centre, attended NTC graduation ceremonies, boat patrols, youth camp, DARE graduations, as well as various events during National Aboriginal Day.

Victim Services has continued to provide much needed assistance to people in need. During June the Victim Services Unit assisted 29 new clients and supported existing clients.

For 2013/14 the Port Alberni Detachment and the City of Port Alberni have identified a number of policing priorities. The results for the first quarter, March to June, are as follows:

Community Engagement:

- a. Detachment members attending events within the community - 7
- b. Bicycle and Boat patrols - 14

Crime Reduction:

- a. Compliance checks for court ordered release conditions - 437
- b. Reduction in mischief related complaints - 174

Controlled Drugs and Substances

- a. Increase detection of drug offences - 17

Violence in Relationship activities

- a. Decrease instances where violence in relationship exists – 64

Detailed Crime - 2013 Year Review

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|-------------------------|-----|-----|-------|-------|------|------|------|-----|------|-----|-----|-----|-------|
| Assault | 39 | 36 | 40 | 39 | 40 | 56 | | | | | | | 250 |
| Relationship Violence | 6 | 8 | 9 | 9 | 9 | 16 | | | | | | | 57 |
| Thefts | 51 | 44 | 70 | 79 | 105 | 99 | | | | | | | 448 |
| Break and enter | 15 | 25 | 18 | 27 | 16 | 31 | | | | | | | 132 |
| Mischief | 33 | 37 | 44 | 45 | 65 | 64 | | | | | | | 288 |
| Drugs | 14 | 21 | 32 | 15 | 18 | 36 | | | | | | | 136 |
| Provincial Traffic | 88 | 81 | 84 | 110 | 98 | 105 | | | | | | | 566 |
| Criminal Code Traffic | 28 | 18 | 26 | 29 | 29 | 35 | | | | | | | 165 |
| Motor Vehicle Incidents | 26 | 25 | 19 | 26 | 21 | 30 | | | | | | | 147 |
| Calls for Service | 832 | 774 | 864 | 877 | 1007 | 1110 | | | | | | | 5464 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

5 Year Average

| | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | Total |
|-------------------------|-------|-------|-------|-------|-------|------|------|------|-------|
| Assault | 766 | 728 | 628 | 616 | 622 | | | | 3360 |
| Relationship Violence | 222 | 175 | 158 | 112 | 140 | | | | 807 |
| Thefts | 1508 | 1288 | 1159 | 1077 | 1124 | | | | 6156 |
| Break and enter | 450 | 325 | 298 | 359 | 251 | | | | 1683 |
| Mischief | 738 | 679 | 538 | 555 | 582 | | | | 3092 |
| Drugs | 445 | 323 | 257 | 372 | 329 | | | | 1726 |
| Provincial Traffic | 1212 | 1199 | 1211 | 1150 | 1042 | | | | 5814 |
| Criminal Code Traffic | 373 | 359 | 398 | 374 | 354 | | | | 1858 |
| Motor Vehicle Incidents | 518 | 484 | 406 | 364 | 389 | | | | 2161 |
| Calls for Service | 14340 | 12848 | 12077 | 12429 | 11790 | | | | 63484 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

(M. Richards) Insp
 OIC Port Alberni Detachment



Walk the Talk

A Fundraiser for Violence & Abuse Prevention Initiatives

August 9th-11th
118 Kilometers, 3 days

1 cause

This ENDS Now

August 9th-11th

An Epic 118km Journey around Port Alberni to raise funds for violence & abuse prevention initiatives

100% of proceeds go to Canadian Red Cross Violence & Abuse Prevention Programs in Alberni-Clayoquot

FIVE WAYS YOU CAN BE INVOLVED:

1. Make a Donation at www.redcross.ca/walkthetalk

Visit our website, www.walkthetalkbc.ca to:

2. Sign our personal pledge to live Violence- Free

3. Spread the Word

4. Participate in the Walk:

Lap Departure times (from SteamPunk Cafe on 3rd Ave)

7am-10am (break from 10-11)

11am-2pm (break from 2-3)

3pm-6pm

5. Volunteer! Contact laurie.morphet@walkthetalkbc.ca

Your Money or Your Life! [Register](#) now for the 7th annual Economic Summit.

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Your Money or Your Life! – How will we protect our lifestyle ‘Golden Goose’ while growing our Island communities and economies?

How do we spell 'SUCCESS' - individually and collectively?

The Capital Regional District has been focusing on how to take advantage of opportunities and prepare for a prosperous future while recognizing that regional demographics are changing in ways that affect needs for housing, health care, transportation, education and employment for years to come.

In Nanaimo, the Chamber of Commerce, Vancouver Island University and the City of Nanaimo have been collaborating on a 'Successful Cities' initiative to engage the community in a long-range planning process focused on five key elements: environment, economy, culture, social fabrique, and built environment.

And in a rural context, Islands Trust, covering the islands and waters between the BC Mainland and southern Vancouver Island provides an ongoing perspective responsible for preserving and protecting the islands' unique amenities and environment.

Together, these panelists will explore the complexities defining success from diverse vantage points.

Marg Misek-Evans, Acting General Manager, [Capital Regional District](#) 'A New Leaf'

David Witty, Provost and VP Academic, VIU, [A Successful City Initiative](#)

Sheila Malcolmson, Chair, [Islands Trust](#) Council

The 7th annual 'State of the Island' [Economic Summit](#) is Tuesday and Wednesday, October 29 & 30 at the [Vancouver Island Conference Centre](#).

'[Early Bird](#)' registration discounts are now available until July 31st. Register before July 23rd for a chance to win your business portrait provided by [HA Photography](#) (value \$175).

2013 Summit Sponsors



BC Salmon Farmers Association | Citizenship and Immigration Canada Citoyenneté et Immigration Canada | Lewis & Sears Marketing & Event Management Inc. | MNP | ProReg | Quality Foods | TimberWest | Vancouver Island Real Estate Board | Wallpaper Sign Shop

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Our mailing address is:

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Ms. Cindy Solda, Chair
and Members of the Board
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Email: mailbox@acrd.bc.ca

cc: Teri.Fong@acrd.bc.ca

Dear Chair Solda and Board Members:

Strategic spending by British Columbia communities stimulates local economies, encourages growth, creates local jobs, and helps offset the effects of the ongoing, global economic downturn. Recognizing this, the Province of British Columbia developed the Strategic Community Investment Fund (SCIF) to provide accelerated grant funding to local governments. The current iteration of SCIF covers five payment installments over three calendar years (2012 through 2014).

To date, the current iteration of the SCIF program has provided local governments with \$174 million in accelerated grant funding. This has resulted in local communities receiving more provincial funding sooner, giving greater certainty and improved financial flexibility for the future.

The June 2013 payment installment will total \$53.5 million, consisting of \$28.4 million for the Traffic Fine Revenue Sharing Program to help municipalities enhance policing and community-based public safety programs, and \$25.1 million for Small Community and Regional District Grants supporting local governments to provide services in areas with smaller tax bases.

For your Regional District, this means \$89,917 was transferred to your account on or before **June 28, 2013**.

As with the previous Strategic Community Investment Fund program, we expect that local governments will continue to report publicly on the use of these funds through the annual reporting requirements.

Sincerely,

Coralee Oakes
Minister of Community, Sport and Cultural Development

VICTORIA - A treaty planning resource guide developed jointly by B.C., Huu-ay-aht First Nations, Yuulu?l?at? (Ucluelet First Nation) and the Alberni-Clayoquot Regional District (ACRD) has received a national planning award.

The guide, entitled A Path Forward, received an award for planning excellence from the Canadian Institute of Planners. The Planning Excellence category recognizes the contribution to the planning profession by research and policy publications.

The guide has its roots in the Maa-nulth Treaty, which came into effect in 2011. The treaty calls for the five Vancouver Island-based Maa-nulth First Nations to join the regional district where they are located within 10 years of the treaty effective date. On April 1, 2012, a year after the treaty took effect, two Maa-nulth nations, Huu-ay-aht and Yuulu?l?at?, officially joined the ACRD.

In order to help better integrate treaty First Nation representation at the local government level, the Province commissioned a tool to be used as a resource by the two governments as they go about making the necessary changes resulting from the new relationship.

The goal was to develop a resource that contains direction on protocols, treaties, terminology and other information that the parties believe will be useful for anyone with questions about the process and what it entails.

A Path Forward is a resource guide to support collaboration and planning among treaty First Nations, regional districts and local governments. The guide recognizes the evolution of the treaty process and the need for treaty settlements to be accepted and implemented at the community level in order to be successful. It also provides a practical framework for creating and strengthening collaborative, mutually beneficial relationships between First Nations, local governments and regional districts.

These collaborative relationships promote resilient communities throughout B.C. and help to close the gap between Aboriginal and non-Aboriginal British Columbians, which will in turn promote opportunities to engage with First Nations, create jobs and economic opportunities and help build a better future for communities throughout B.C.

The guide that was developed supports staff, residents and citizens in the region, but it will hopefully also serve as a tool for other regions, providing valuable guidance both for First Nations moving through the treaty process and for their respective local government partners.

B.C. remains committed to negotiating treaties with First Nations, and as B.C., Canada and First Nations finalize treaties, this tool will provide a very valuable resource for those tasked with managing First Nations' transitions into regional and local governments.

Quotes:

Aboriginal Relations and Reconciliation Minister John Rustad -

"This resource guide will be an essential tool as we work with B.C. First Nations to secure treaties that provide economic benefit and security for all British Columbians. This innovative, co-operative effort by the Alberni Clayoquot Regional District, Huu-ay-aht First Nations, Yuulu?l?at? and the Province will help create solutions to complex issues, resulting in greater efficiencies and smoother sailing for treaty implementation in B.C."

Yuulu?l?at? Government President Charles McCarthy -

"Having a voice and a vote on political, regional matters was entrenched in the Maa-nulth First Nations Final Agreement, and the Yuulu?l?at? values this opportunity. There is a requirement in the treaty that we join the regional district and although our participation may not have been welcome with open arms initially, we are now part of the decision-making, and as relationships are forged, the misunderstandings and mistrust between us wanes. Eventually, we will respect one another and work collaboratively, but that process isn't going to happen overnight. Treaty nations and the communities that we interact with are bound to experience growing pains; we will need to be patient with one another. Understanding that we are human first, and Aboriginal and non-Aboriginals second, will go a long way to creating harmonious relationships and ultimately better communities. We hope that our experience can help others, and if we can offer some personal insight, please pick up the phone."

Alberni Clayoquot Regional District chair Cindy Solda -

"The toolkit is a very valuable resource. It's a road map which guided the regional district for successful inclusion of First Nations as members of our board."

Learn More:

To learn more about A Path Forward, visit: <http://www.gov.bc.ca/arr/reports/default.html>

Media Contact:

Nina Chiarelli
Government Communications and Public Engagement
Ministry of Aboriginal Relations and Reconciliation
250 953-3211



CHAMBRE DES COMMUNES
HOUSE OF COMMONS
CANADA

Marc-André Morin
Laurentides-Labelle
marc-andré.morin@parl.gc.ca



Ottawa, July 5th 2013

**Motion M-441 – Motion to carry out a review of the
Vessel Operation Restriction Regulations**

Dear Sir/Madam:

It is with great pleasure that I am writing to you to ask for your support for the motion M-441 that I introduced in the House of Commons on April 19 to facilitate the management of vessels on our lakes and rivers. Together with New Democrat Transport, infrastructure and community critic, Olivia Chow, I strongly believe that this motion will better regulate the use of waters in your municipality.

Motion M-441 calls on the government to review the *Vessel Operation Restriction Regulations* (Regulations) to give a faster, more effective and more predictable tool to municipalities who want to better regulate the waters on their territory, whether to improve how waters are managed, public safety, or the protection of the environment.

The text of the motion is as follows:

That, in the opinion of this House, the government should, following consultations with provinces, territories, municipalities, and First Nations, carry out a review of the Vessel Operation Restriction Regulations with the objective of facilitating and accelerating the process allowing local administrations to request restrictions regarding the use of vessels on certain waters, in order to improve how waters are managed, public safety, and the protection of the environment.

Ottawa

Bureau 663, Édifice de la Confédération
Chambre des communes, Ottawa (Ontario) K1A 0A6



Marc-André Morin

Laurentides-Labelle

marc-andré.morin@parl.gc.ca

As you may know, article 4 of the Regulations, enacted under the *Canada Shipping Act*, imposes restrictions on boating on waters or parts of waters listed in its schedules. Municipalities are able to request, through the provincial government, that the federal government designate a body of water or impose additional restrictions. To do so, municipal authorities must follow the procedure established by Transport Canada in the *Local Authorities' Guide to Boating Restriction Regulations* (Guide).

Many stakeholders and municipalities in my constituency of Laurentides-Labelle are unhappy with the procedure, which they find long, complex and costly. A number of municipalities are discouraged and have given up. In some communities, the Guide's requirements have created conflict and tension.

We therefore believe that a review of the regulatory process and the resources allocated to its management could, in the short term, give municipalities more control over the use of motorboats on their waters and help social harmony in communities. The idea is not to prevent recreational boating but to allow the community to better regulate it.

I am asking you to support my motion by having your local council or board pass a resolution in favour of it. I have also enclosed a petition in support of Motion M-441. I invite you to sign it and distribute it in your network.

I would also be happy to hear your thoughts on this matter. What do you think about the process? Do not hesitate to contact me at my parliamentary office at 613-992-2289 regarding your experience on water management in you municipality.

Sincerely,

Marc-André Morin
MP, Laurentides-Labelle

Olivia Chow
MP, Trinity-Spadina
Transport, Infrastructure and Communities Critic

Ottawa

Bureau 663, Édifice de la Confédération
Chambre des communes, Ottawa (Ontario) K1A 0A6

Watershed-Forest Alliance
3668 Craig Road
Port Alberni, BC
V9Y 5Z1
watershedforestalliance@gmail.com

July 17, 2013

Mr. Darshan Sihota
Island Timberlands LP
65 Front Street, 4th Floor
Nanaimo, BC V9R 5H9

Dear Mr. Sihota,

In 2005, when Island Timberlands was established, 74,000 hectares of its holdings came from Tree Farm Licence 44, an area in mid-Vancouver Island that includes and surrounds the Alberni Valley. At the time of transfer, parts of this area had already been designated by BC government scientists to have the highest conservation value and were categorized as Wildlife Habitat Areas and Ungulate Winter Range. These areas are old growth (over 250 years), primarily Douglas-fir forest habitats. Island Timberlands, when acquiring this land, was fully aware that the intent was to protect these sensitive areas from logging indefinitely, as is done on publicly owned lands. To date, under Island Timberlands' management, approximately 60% of these designated areas have been logged.

We are asking for a cessation of logging of all the remaining high conservation areas, which may only amount to as little as 1.25% (930 hectares) of the 74,000 hectares.

Roughly half of the area that should be off-limits to logging is on the south side of McLaughlin Ridge in the China Creek watershed, which is the source of drinking water for the City of Port Alberni. Although already compromised by recent logging, the core area that remains is only about 400 hectares. Notably it is located on steep terrain and very thin soil. The area is also essential habitat for the endangered Queen Charlotte Goshawk and other wildlife species. Preserving the wildlife habitat will also protect the quality of drinking water for the citizens of Port Alberni.

Another area of high conservation and recreation value is known as the Cameron Firebreak, which stretches from the Cameron River to a ridge of Mt. Arrowsmith. This easily accessible forest includes an increasingly rare valley bottom old-growth habitat which provides a valuable winter refuge for Roosevelt Elk. A significant portion of the Cameron Firebreak has already been logged. Any future logging will jeopardize its value as wildlife habitat and its high potential for ecotourism.

The remaining portions are in smaller scattered areas, each with their own unique ecological and recreational values, including the south side of Mt. Horne above Cathedral Grove.

As logging continues, these irreplaceable old-growth forests previously identified by government biologists have become more important than ever. It is essential that they be removed from all harvesting plans so that the ecological and social values they embody can be preserved for future generations.

Sincerely,

Jane Morden, Coordinator,
Watershed-Forest Alliance

Cc: Morgan Kennah, RPF, Manager, Sustainable Timberlands and Community Affairs, Island Timberlands

Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
The Hon. Christy Clark, Premier
Chief Steve Tatoosh, Hupacasath First Nation
Chief Hugh Braker, Tseshaht First Nation
Mayor & Council, City of Port Alberni
Board of Directors, Alberni-Clayoquot Regional District

Endorsed by:

Alberni Valley Transition Town
Alberni Environmental Coalition
Alberni Fish and Game Club
Ancient Forest Alliance
Arrowsmith Parks and Land-Use Council
B.C. Wildlife Federation, Vancouver Island Region Association
Kim Brunt, MSc, RPBio
Phil Carson, Independent Video Producer
Citizens' Stewardship Coalition (Alberni Valley)
Council of Canadians, Port Alberni Chapter
Scott Fraser, MLA (Alberni-Pacific Rim)
Friends of the Stillwater Bluffs (Powell River)
Valerius Geist, Professor Emeritus of Environmental Science
Herb Hammond, Forest Ecologist & Professional Forester, Silva Forest Foundation
Island Stance: peaceful direct action / Cortes Island
Doug Janz, Wildlife Biologist, RPBIO (ret), RPF (ret), Chair of the Forestry Committee,
B.C. Wildlife Federation, Vancouver Island Region Association
Craig Orr, Ph.D., Watershed Watch Salmon Society
Dr. Briony Penn, Environmental Journalist
Port Alberni & District Labour Council
Save the Day (Roberts Creek)
Save Our Valley Alliance Public Education Committee (Alberni Valley)
Vancouver Island Water Watch Coalition
Western Canada Wilderness Committee

ICET Offers Conference Bursaries to Vancouver Island Economic Alliance State of the Island Economic Summit

The Island Coastal Economic Trust Board of Directors is pleased to offer ten (10) conference registration bursaries to the **Vancouver Island Economic Alliance (VIEA) State of the Island Economic Summit being held in Nanaimo on October 29 and 30th**. The ICET sponsored bursaries are intended to maximize community participation in the VIEA summit conference as well as encourage and permit smaller communities and First Nations with limited resources the opportunity to attend the conference.

The Vancouver Island State of the Island Economic Summit, now in its 7th year, provides a venue and a forum for businesses and stakeholders on Vancouver Island to understand the State of the Island Economy. More information about the summit conference can be found on the [VIEA website](#).

Each of the ten ICET sponsored bursaries cover the cost of the main conference registration, which includes all sessions and materials, but does *not* cover travel, accommodation, or other associated costs.

It should be noted that preference for the VIEA State of the Island Economic Summit conference bursaries will be given to:

- Employees or Elected Representatives who represent a community or First Nation in the ICET Region
- First Time Participants or Participants who would otherwise be unable to attend
- Participants representing communities or First Nations in a 1:1 matching area (To find more information about ICET matching levels, please refer to the attached link - <http://www.islandcoastaltrust.ca/matching-funding-guidelines>)

The registration bursaries will be awarded on a first-come, first-served basis. The deadline to apply for the registration bursaries is August 7th.

Interested parties are requested to submit an email before the August 7th deadline, clearly stating the participants contact information (name, address, phone number and email address), the community or First Nation being represented and a brief description why the bursary is needed. Please send your response by email to info@islandcoastaltrust.ca or by fax to 250-331-0962. Successful applicants will be notified in early August.

If you have further questions, please contact Denice Regnier, Project and Corporate Administrator at

info@islandcoastaltrust.ca or at 250-871-7797 ext. 230.

Visit us Online at www.IslandCoastalTrust.ca

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VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8

TELEPHONE 604-937-4100 FAX 604-939-5034

belcarra@belcarra.ca • www.belcarra.ca



File: 0510-20-UBCM2

Councillor Murry Krause, Chair
UBCM First Nations Relations Committee
Suite 60 10551 Shellbridge Way
Richmond, BC V6X 2W9

Dear Chair Krause and Committee Members:

2013 UBCM Convention Late Resolution – Fairness and Balance in the BC Heritage Conservation Act

The subject matter of a private property owner being required to undertake significant archaeological work prior to replacing an existing single family home on a property she purchased that was not designated as a heritage site, in Mackay v. British Columbia, has been considered and judged by the Courts, with subsequent appeals since 2010. The most recent BC Supreme Court judgment of May 30, 2013 in favour of Mackay, resulting in the Province's decision to withhold issuing new Heritage Inspection Permits while it appeals the Court's May 30 judgment and the impacts of these actions on both private and government projects, provides the rationale for this resolution. The timing of the Court decision precluded the ability to submit a UBCM resolution for consideration at the annual meeting of the LMLGA. As a consequence and after discussions with Chair Krause, a resolution was considered by the Village of Belcarra Council.

At its meeting of July 15, 2013, the Village of Belcarra Council passed the following resolution:

"That:

1. the following resolution be forwarded to the UBCM (Union of BC Municipalities) for consideration as a late resolution at the 2013 UBCM Convention:

"WHEREAS private property owners and local governments are involved in heritage conservation issues both as fee simple property owners and as part of local government building and development permit processes;

AND WHEREAS unregistered or undiscovered archaeological sites can result in significant heritage investigation and conservation costs as a prerequisite to

property development, as well as significant and costly delays due to additional permits and inspections;

THEREFORE BE IT RESOLVED THAT UBCM work with the Province of British Columbia to formulate amendments to the BC Heritage Conservation Act (1996) that provide fair, balanced and reasonable treatment of property owners who are impacted by unregistered or undiscovered archaeological sites on fee simple property.”

2. A copy of the July 15, 2013 report “2013 UBCM Convention Late Resolution - Fairness and Balance in the BC Heritage Conservation Act” be forwarded to the UBCM First Nations Relations Committee with the request that the Committee endorse the resolution; and
3. A copy of the July 15, 2013 report “2013 UBCM Convention Late Resolution - Fairness and Balance in the BC Heritage Conservation Act” be forwarded to UBCM members.”

Yours truly,

A handwritten signature in black ink, appearing to read 'R. Drew', with a long horizontal flourish extending to the right.

Mayor Ralph Drew

Enclosure (1): July 15, 2013 Council Report

cc: UBCM Member Municipalities



COUNCIL REPORT

File: 0510-20-UBCM2

Date: July 15, 2013

From: Mayor Drew

Subject: **2013 UBCM Convention Late Resolution - Fairness and Balance in the BC Heritage Conservation Act**

Recommendation for Consideration:

That:

1. the following resolution be forwarded to the UBCM (Union of BC Municipalities) for consideration as a late resolution at the 2013 UBCM Convention:
“WHEREAS private property owners and local governments are involved in heritage conservation issues both as fee simple property owners and as part of local government building and development permit processes;
AND WHEREAS unregistered or undiscovered archaeological sites can result in significant heritage investigation and conservation costs as a prerequisite to property development, as well as significant and costly delays due to additional permits and inspections;
THEREFORE BE IT RESOLVED THAT UBCM work with the Province of British Columbia to formulate amendments to the BC Heritage Conservation Act (1996) that provide fair, balanced and reasonable treatment of property owners who are impacted by unregistered or undiscovered archaeological sites on fee simple property.”
2. A copy of the July 15, 2013 report “2013 UBCM Convention Late Resolution - Fairness and Balance in the BC Heritage Conservation Act” be forwarded to the UBCM First Nations Relations Committee with the request that the Committee endorse the resolution; and
3. A copy of the July 15, 2013 report “2013 UBCM Convention Late Resolution - Fairness and Balance in the BC Heritage Conservation Act” be forwarded to UBCM members.

Purpose:

To present a proposed late resolution for consideration at the 2013 UBCM Convention.

Background:

Although the Provincial government is appealing the decision of a BC Supreme Court ruling that was critical of the BC Archaeology Branch for “improperly forcing” a Victoria-area homeowner to incur \$600,000 in costs for an archaeological impact assessment in order to preserve an undesignated heritage site located on her private property, the decision to appeal has not in any way affected the BC *Heritage Conservation Act*.

However, since the Province is appealing the Court’s decision, the BC Archaeology Branch is not currently issuing new Heritage Inspection Permits. Alteration permits can still be issued in situations where it is a previously-recorded site that is at issue. There are also specific projects

subject to environmental assessments that stipulate archaeological assessments are to be completed, so that work is continuing; but for many projects, archaeological permits are on hold until the legal limbo is resolved. This is a problem for both private property owners and local governments.

This means that archaeologists are still responsible for ensuring that archaeological sites are not subject to unpermitted alterations. This is what makes this situation strange: archaeological permits are not being issued, but the BC Archaeology Branch wants the archaeologists to continue to follow the BC *Heritage Conservation Act*. This is contradictory in that the latter is impossible without the former. It's not clear how the archaeologists are to identify the archaeological sites that are protected by law, and ensure that they are in compliance with the law, if they are not able to conduct the appropriate archaeological assessments.

Given the capital projects planned or are underway by Metro Vancouver and many other local governments, the foregoing potentially has significant implications that could delay the timeliness of infrastructure works.

Alternatives:

None provided.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: July 24, 2013

Subject: Meetings with Ministers – 2013 UBCM Convention

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors request meetings with appropriate Ministers in conjunction with the 2013 UBCM Convention on the following topics:

- a. **VIHA 4321 Regulations and impacts on small water systems**
- b. **Logging in watersheds held by private companies**
- c. **Transportation Issues – Rural and Remote First Nations Communities on the West Coast**

Desired Outcome:

To meet with Ministers' at the annual UBCM Convention to discuss issues and initiatives affecting communities in the Alberni-Clayoquot region.

Background:

The annual UBCM Convention is scheduled for September 16th to 20th at the Vancouver Convention Centre. At the regular Board of Directors meeting held on July 10th, Directors received the annual invitation from the Premier and Cabinet Ministers regarding meetings at the UBCM Convention.

Directors were requested to submit topics they wish to discuss with Ministers to ACRD staff. The above topics have been identified by Director Banton and Chairperson Solda.

The deadline to submit requests for meetings with the Premier or Cabinet Ministers is August 12, 2013. Staff require a resolution at the July 24th Board meeting with all meeting requests in order to meet this deadline.

Time Requirements – Staff & Elected Officials:

Some staff time required to request the meetings and arrange briefing notes.

Request for Decision – Meetings with Ministers’ – UBCM Convention

Financial:

n/a

Policy or Legislation:

Policy

Submitted by: _____
Wendy Thomson, Manager of Administrative Services

Approved by: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Russell Dyson, CAO and Regional Board of Directors

From: Charity Hallberg Dodds, Planning Assistant/Junior Planner

Date: July 18, 2013

Subject: 1147 Front Street, Salmon Beach – Amber Joss Notice of Bylaw
Contravention

On July 8, 2013, the Regional District received the following submission relating to the Notice of Contravention placement for 1147 Front Street, Salmon Beach.

Recommendation:

That the Board of Directors receive the submission from property owner Amber Joss.

DATE: July 8, 2013

TO: Russell Dyson, CAO, ACRD

FROM: Amber Joss, owner of 1147 Front Street, Salmon Beach

RE: Contravention of the Regional District Building bylaw observed at 1147 Front Street – Salmon Beach / block 59, Section 49, Clayoquot District, Plan 510

Dear Mr. Dyson,

In response to your letter dated June 14, 2013, we would like to bring to your attention the following (copies of various correspondence attached):

- 1) Email to Mike Irg (ACRD) dated June 18, 2012 from Gary Bingham on behalf of Amber Joss – stating that Tim Siebernagel of MOT did not see any problem for MOT to sell off the decommissioned inventory of 2nd Avenue and Front Street.
- 2) Email to Alex Dyer re: acquisition of decommissioned Front Street following discussions with Stuart Johnson from MOT.
- 3) Response from Alex Dyer on June 19, 2012. Mr. Dyer mentioned in his email that the Board of Variance deals with applications where there is a hardship involved, which is the case with the subject property.
- 4) Following an email sent from Gary Bingham (my representative) on July 19, 2012 to Stuart Johnson of MOT, Mr. Johnson viewed the subject property and said that as long as the retaining wall on the decommissioned Front Street was removed, that he was not concerned with any potential encroachment on Front Street.
- 5) Minutes of a meeting of the Board of Variance held on Thursday, September 27, 2012 at the Regional District board room: paragraph 11 states the following: " A. Dyer explains that according to the discussions between the applicant and the ACRD building inspector and planning staff regarding the construction of the proposed deck, that it would not meet the definition of a structure and that a permit

would not have been required". Also, paragraph 12, states: " G. Haggard asks at what point does something become a structure? It is a large deck and they want to build a storage shed on top of it." Mr. Haggard suggested that as an interim solution, a prefab 100 foot shed might be a solution.

- 6) Letter from Charity Hallberg Dodds to Gary Bingham, my representative, dated October 16, 2012. In this letter, Mrs. Hallberg requested information in order to aid the decision making process for the Board of Variance. At this point, the existing deck had already been constructed without a building permit due to the advice provided by Alex Dyer of ACRD. All of the information requested has been provided to this date.
- 7) A letter dated April 30 from Charity Hallberg to Mr. Bingham stated that an unauthorized construction of a new shed was observed. The sole purpose of this small shed of 100 sq. ft. was for hanging up wet clothes for my 5 children and collection of water which is necessary to survive at Salmon Beach given the size of my family and the fact that a roof is mandatory to collect rainwater, the only source of water.
- 8) Work Stop Order dated May 1, 2013. The information on this stop work states the following: NO PERMITS ISSUED AND DECK IS OVER HEIGHT AND INTO SETBACK. This contravenes the information as stated above from Alex Dyer regarding the requirement for a permit. There is no permit required at Salmon Beach for a shed less than 107 sq. ft. nor is there a permit required for a deck as long as it complies with the 1000 sq. ft. as per the Salmon Beach bylaws. Subsequent measurements of the deck is a total of 1049 sq. ft. minus the shed of 100 sq. ft., which amounts to 949 sq. ft. total for the deck.
- 9) Letter from Jordan Wagner, MOT, dated March 6, 2013, re: proposed road closure application for Second Avenue, file number 28128. This application is still active and I am requesting a positive response from ACRD in order that we can eliminate our hardship situation and increase the square footage of our land in order that we can build a small cabin and remove the trailer.

- 10) Email from Gary Bingham (my representative) to Charity Hallberg dated May 7, 2013 in response to her letter dated April 30, 2013. This email confirms the follow-up activities that have occurred or are in progress as per the ACRD request dated October 16, 2012.
- 11) Email from Charity Hallberg to Gary Bingham re: the shed / deck structure. As stated above, the deck is 949 sq. ft and the shed is 100 sq. ft., therefore not requiring a building permit.
- 12) Letter from Jordan Wagner (MOT) to Gary Bingham re: permit application – road encroachment. As stated above, with conversations with Tim Siebernagel, both the Front Street and 2nd Avenue were classified as decommissioned roads and eligible for purchase. The rest of the information is in fact irrelevant.
- 13) Report from EDI Environmental Dynamics Inc dated May 22, 2013 and signed by Adam Compton, R.P. Bio. Project Manager / Senior Biologist re: riparian assessment for 1147 Front Street. It is EDI opinion that it is not necessary to remove or relocate the structures. As per this report, there has been no disturbance to the riparian area and includes recommendations were provided to minimize future disturbance.
- 14) Request from EDI to Ministry of Environment, att: Margaret Henigman to comment on the report from EDI. As Adam Compton of EDI has stated: " In a nutshell, this is a classic case of "undue hardship": a deck and shed have been constructed on this tiny lot and all of the lot falls within the "riparian area" so a variance is required to approved the constructed structures. The lot was previously cleared and filled several years ago to create a building pad so there was no vegetation removed to construct the deck and shed."
- 15) Email dated June 18, 2013 from Maggie Henigman of Ministry of Forests, Lands and Natural Resource Operations. She states the

following to Adam Compton of EDI: "I have reviewed your report dated May 22, 2013 and supporting information provided by the proponents, regarding a proposed variance for a watercourse setback on Wendy Creek in Salmon Beach, ACRD. I have no further concerns with the proposal except that I recommend that the proponent be required to construct a fence on their property to prevent future encroachment of the riparian setback."

- 16) Email dated June 18, 2013 from Adam Compton to Gary Bingham re: Maggie Henigman's email. Mr. Compton states: "I suggest that you submit a plan to the ACRD to construct a simple wooden split rail fence along the toe of the slope within the subject property (1147 Front Street). The fence does not have to be high, just sturdy so that it provides a visual barrier that will prevent any future encroachment but will not block wildlife movement..."

SUMMARY

This has been a long road for myself and my family with multiple people not sharing the same information and we hope that there is going to be due consideration with regards to the request for variance, and support our application to MOT for the purchase of the decommissioned 2nd Avenue and allow us to proceed with building a small cabin for our future for myself and my family.

Yours truly,



Amber Joss

Owner, 1147 Front Street, Salmon Beach

EXHIBIT 1

From: France Champeau [mailto:champeau@xplornet.com]
Sent: Monday, June 18, 2012 10:00 AM
To: Mike Irg
Cc: 'Gary Bingham'
Subject: 1147 FRONT STREET, SALMON BEACH

Hi Mike,

In follow-up of our conversation of last Friday, we would like to confirm in writing our intention to purchase 2 sections of decommissioned roads (Second Avenue and Front Street) as per the attached diagrams. This would then be amalgamated to 1147 Front Street and Lot A, block 56 which would give the requisite square footage to build a small cabin.

We have talked with Tim Siebernagel of MOT and he sees no problem in selling off this decommissioned inventory as long as ACRD gives prior approval. The process might take multiple months to finalize and in the interim, we are planning to build a stand alone "shed" of 96 sq. ft. for storage plus a 5th wheel until we have successfully acquired the extra land and successfully amalgamated all of the pieces. Ultimately, one of the criteria is to have an offset / variance of 50 feet from the creek, which according to both of your building inspectors, seems to be reasonable under the hardship category. We would be most grateful if you could confirm your support in order that we can continue pursuing the acquisition with MOT, since they require \$3,000 for the 2 applications.

If you need further assistance from us, do not hesitate to contact us.

We look forward to hearing from you.

France Champeau and Gary Bingham
Cell: 250 522 2524

France Champeau

From: France Champeau [champeau@xplornet.com]
Sent: July 16, 2012 12:37 PM
To: 'Alex Dyer'
Subject: REQUEST FOR VARIANCE 1147 FRONT STREET, SALMON BEACH

FROM GARY BINGHAM

Hi Alex,

Further discussions with MOT, Stuart Johnson, have indicated that our neighbor, Mr. Phil Weaver, is not interested in purchasing part of Front Street. Stuart has advised us that it would be a real stretch to pursue this, so therefore, the owner, Amber Joss, is not going to pursue the acquisition of Front Street.

Regarding the acquisition of the proposed road closure, Second Avenue, which is a total area of 379.3 m², the purpose of this decommissioned road is to amalgamate lot A, block 56 (1150 Third Avenue) with block 59 (1147 Front Street). The requirement of a variance on the proposed acquisition is also not required. Therefore, the request for a 50 foot variance from the creek, which you have the application in hand, will only allow the erection of a small shed, which will honor the other setbacks required by ACRD by-laws.

Therefore, we would like to proceed with the variance application that we sent in as is, with no requirement for other variances.

Best regards,
Gary Bingham
Representative for Amber Joss
1147 Front Street
Salmon Beach

EXHIBIT 3

France Champeau

From: Alex Dyer [adyer@acrd.bc.ca]
Sent: June 19, 2012 11:05 AM
To: champeau@xplomet.com
Cc: Mike Irg; Rob Gaudreault; Robert Aston; 'Silbernagel, Tim TRAN:EX'
Subject: RE: 1147 FRONT STREET, SALMON BEACH
Attachments: ACRD Application for Development.pdf

Hi France and Gary,

I have reviewed your file again. The Regional District will not support the road closure application and subdivision without you first obtaining a variance to confirm that a buildable envelope is available on the property to allow for development. A variance will be required to vary the watercourse setback from 100 feet to 50 feet and the front yard setback from 20 feet to 5 feet (the required variance may change slightly based on whether your access will be coming off Victoria St or Front St).

Your options would be to:

1. Apply to the Regional District for a Development Variance. The application is reviewed by staff who will make a recommendation to the Board of Directors. It is dealt with at 2 separate Regional Board of Directors meetings and should take about 3 months from application to completion if there are no concerns. The fee is \$300.
2. Apply to the Board of Variance. The Board of Variance deals with applications where there is a hardship involved. The application is reviewed by the 3 member Board of Variance who will determine if development of the site is prevented by hardship and ultimately consider approving the variances. The application is made to our office, the processing time is about 2-3 months and the fee is also \$300.

I also want to note that while the proposed 96 square foot shed would not require a Building Permit, the siting of the shed would still need to comply with the building setbacks laid out in the Zoning Bylaw. This means that any construction on the property prior to the variances being issued would not be permitted.

I have attached the application for development. Please advise our office of your plans.

Thanks,

Alex Dyer

Junior Planner / Bylaw Enforcement Officer

Alberni-Clayoquot Regional District

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

250-720-2708 (direct)
250-720-2700 (front desk)
250-723-1327 (fax)
adyer@acrd.bc.ca

EXHIBIT 4

France Champeau

From: France Champeau [champeau@xplornet.com]
Sent: July 19, 2012 10:13 AM
To: stuart.johnson@gov.bc.ca
Cc: champeau@xplornet.com
Subject: SALMON BEACH - 2ND AVENUE
Attachments: Second Ave from Victoria St.jpg; end of Current 2nd Ave.jpg; Decommissioned 2nd Ave.jpg; 2nd Avenue turns to Victoria and Front.jpg; 2nd Avenue meeting Victoria.jpg; Variance Application - block 59 and lot 56A.pdf; June 29 - appointing Gary.docx

Hi Stuart,

Attached are photos of the decommissioned road (2nd Avenue), which is fully overgrown with a vertical drop to Wendy Creek.

Also attached is the proposal sent to ACRD for a 50 feet variance from the creek. As you can see on the attached diagram, it has been professionally surveyed and clearly indicates the piece of decommissioned 2nd Avenue which we (I represent the owner, Amber Joss, see attached letter authorizing me to represent the new owner). would like to acquire in order to amalgamate with Block 56, lot A and block 59.

Based on our recent conversation, if you do not see any red flags, we would like to proceed with submitting our application and fee of \$1500 when we are in Nanaimo tomorrow. We could come over to your office and drop all the relevant application and ensure that we have filled out the application in accordance with MOT regulations.

We look forward to hearing from you.

Best regards,
Gary Bingham

Cell: 250 522 2524

The message is ready to be sent with the following file or link attachments:

Second Ave from Victoria St
end of Current 2nd Ave
Decommissioned 2nd Ave
2nd Avenue turns to Victoria and Front
2nd Avenue meeting Victoria

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



Alberni-Clayoquot Regional District Board of Variance Meeting September 27, 2012

Minutes of a meeting of the Board of Variance held on Thursday, September 27, 2012 at 2:00 pm in the Regional District board room.

Present: B. Cole, Chair
B. Haynes
G. Haggard

Staff: A. Dyer, Planner
C. Hallberg Dodds, Planning Assistant/Board of Variance Secretary

Members of the Public: 3 (B. Serediak - property owner, A. Daniel - property owner, and B. Aston - ACRD Building Inspector)

Applicants: Gary Bingham, Agent

1. The meeting was called to order at 2:00 pm.
2. B. Cole, Chair of the Board of Variance, introduces the members of the Board as well as ACRD staff. He then asks the agent to explain the proposal.
3. G. Bingham presents the proposal. He discusses the applicant's intention to acquire the adjacent right-of-way from the Ministry of Transportation and Infrastructure (MoTI), the challenges due to the lot size and required creek setback, and the proposed accessory building. Mr. Bingham also provides an explanation of work and corrections that have already been completed as well as the owner's reasons for needing the setback reduction. He responds to concerns brought forward in written correspondence that was submitted to the Board prior to the meeting.
4. G. Haggard tells everyone that he made a site visit although he was not aware of other concerns that have been identified in the correspondence received. One concern being the negative impact on the subject Wendy Creek.
5. A. Dyer discusses the jurisdiction of different government agencies and how the MoTI would deal with road concerns and the Ministry of Environment (MoE) and Department of Fisheries and Oceans (DFO) would address impact to the creek and it's riparian area.
6. Discussion around the impacts to the creek, the stability of the lot, the state of the right-of-way takes place among the Board members, agent, and planning staff. B. Cole asks the members of the public if they would like to add anything or if they have questions.

7. B. Serediak, member of the public, discusses his concerns including the owners' apparent disregard for creek protection and neighbour impact. He explains the activity on the property that has taken place so far and how it has affected the neighbours. Mr. Serediak had to apply for a variance in the past prior to construction on his property. He feels that as many property owners have followed the rules, so should the owners of the subject property.
8. A. Dyer provides some details around zoning and permitted uses, previous applications, property history, and building permit requirements. He also explains that the owners will have to acquire a development permit and comply with the associated conditions and professional requirements. These requirements could include a survey and a creek assessment completed by a professional biologist.
9. G. Bingham says that a survey was completed in 2008 and the Vancouver Island Health Authority (VIHA) has reviewed the property. He says that they have addressed the concerns brought to the attention of the MoTI and that the material that has been deposited over the bank and into the Wendy Creek riparian area was not a result of the recent development but from the original development of the Salmon Beach neighbourhood. He continued to explain that the ground has not been changed, only the vegetation was removed from the surface. He said he was following direction provided by Bob Aston (ACRD Building Inspector) and is waiting for approval of the variance before proceeding with construction of the storage shed.
10. B. Haynes expresses his confusion as to why they are applying for the variance after the work has been significantly started. If they are using experienced contractors, they should have known to have the documentation in place first.
11. A. Dyer explains that according to the discussions between the applicant and the ACRD building inspector and planning staff regarding the construction of the proposed deck, that it wouldn't meet the definition of a structure and that a permit would not have been required. But as a result of the pictures of the finished product, it may require a review to make sure it hasn't exceeded the proposed specifications.
12. G. Haggard asks at what point does something become a structure? It is a large deck and they want to build a storage shed on top of it.
13. G. Bingham says that it has been designed to ensure that it doesn't exceed the specifications making it a structure but that it also has the ability to safely support the proposed storage structure on top of it.
14. Discussion about the definition of a structure and the specifications takes place between all present.

15. A. Daniel, member of the public, asks about how setback requirements apply to this type of deck construction. More discussion takes place.
16. G. Haggard states that he did see the property pegs and thought they appeared to be fairly close to the structure and the adjacent recreational trailer located on site.
17. B. Cole explains that all the details surrounding this application that have been brought to their attention through public input has certainly affected their ability to make a decision on the variance at this time. He discusses the hardship issues that are evident with the property and the impact that the completed works has had on the neighbours and potentially to the Wendy Creek system.
18. B. Serediak states that he feels the applicant should be required to have a survey of the subject property including the existing construction, trailer location, and septic location prior to approval of the variance and/or further development of the property.
19. B. Cole explains that some of the issues are matters beyond the scope of the Board of Variance but he feels that he requires more information prior to making a decision. He would like to see letters and/or reports from other affected agencies regarding the development so far.
20. G. Haggard suggests the applicant acquires a BCLS survey and letters from the MoTI, MoE, and DFO.
21. B. Serediak feels that development that has taken place on the property has been fundamentally wrong and that time is of the essence. He feels there is negative impact to the riparian area of Wendy Creek and it is evident that the overburden has been placed is a result of the recent development. He would like to see all issues addressed properly prior to approval of any further development.
22. B. Aston, ACRD building inspector, discusses the setback requirements and how they apply to the deck as it was proposed.
23. G. Bingham says that the application to purchase the right-of-way from the MoTI is relevant to the approval of this variance. He also says that the applicant would be willing to complete any required assessments and surveys.
24. B. Cole states that the Board of Variance will require the following prior to making a decision:
 - a BCLS survey of the subject property including current construction and trailer locations;
 - a report from a registered biologist regarding the current state of the affected area of Wendy Creek as a result of the development completed so far;
 - a letter from the MoTI confirming their position on the current development of the property; and

- a letter from the DFO and/or MoE confirming their position on the recent development of the property and the impact to Wendy Creek.

25. The motion to table the application until the requests have been met is made by G. Haggard.

26. The motion is seconded by B. Haynes.

27. A vote among the members of the Board of Variance is unanimous in favour of that motion, and the decision is tabled.

28. The meeting was adjourned at 2:47 pm.

Certified Correct:



Bob Cole, Chairperson



Charity Hallberg Dodds, Board of Variance Secretary



October 16, 2012

Gary Bingham
PO Box 401
Ucluelet, BC
VOR 3A0

Re: Board of Variance Application BVC12007 – 1147 Front Street, Salmon Beach (Joss)

Dear Mr. Bingham,

Please find enclosed a copy of the minutes of the Board of Variance meeting held on September 27, 2012. Please note that this copy has not yet been signed by Bob Cole, Chair to the Board of Variance as he is away on holidays. If you would like a signed copy sent to you, please let me know.

At this meeting, the Board motioned to table the application until the following information could be provided to aid in their decision making process:

- a BCLS survey of the subject property including current construction and trailer locations;
- a report from a registered biologist regarding the current state of the affected area of Wendy Creek as a result of the development completed so far;
- a letter from the Ministry of Transportation and Infrastructure confirming their position on the current development of the property; and
- a letter from the Department of Fisheries and Oceans and/or Ministry of Environment confirming their position on the recent development of the property and the impact to Wendy Creek.

We will be scheduling a meeting of the Board of Variance for November. If you are able to produce the required information in time for that meeting, please advise our office as soon as possible. Please be aware that at this time, the variance as requested is not approved and further development of the property is not permitted.

Please feel free to contact myself at (250) 720-2712 if you have any questions.

Sincerely,

Charity Hallberg Dodds
Planning Assistant/Secretary to the Board of Variance

Cc: Bob Cole, Chair of the Board of Variance
Amber Joss



April 30, 2013

Gary Bingham
PO Box 401
Ucluelet, BC
VOR 3A0

Dear Mr. Bingham:

RE: Board of Variance Application # BVC12007 (Joss) - 1147 Front Street, Salmon Beach/BLOCK 59, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510

Following the observation of unauthorized construction of a new shed on top of the deck structure on the above property, a site visit was conducted on April 24, 2013 by ACRD Building Inspector, Rob Gaudreault. During his inspection of the property, photos and measurements were taken of the deck and shed structures.

At the Board of Variance meeting held on September 27, 2012, provision of additional information was requested to assist the members in making their final decision. To date, no information has been received. In addition, construction of the shed took place contrary to the letter dated October 16, 2012 which mailed and emailed to you, as the agent, as well as mailed to the property owners.

This property is now the subject of building bylaw enforcement and related correspondence will be sent directly to the property owner, Amber Joss.

Sincerely,

Charity Hallberg Dodds
Planning Assistant/Secretary to the Board of Variance

cc: Russell Dyson, ACRD Chief Administrative Officer
Members of the Board of Variance
Rob Gaudreault, ACRD Building Inspector
Amber Joss, Property Owner

Owner: _____ Permit No. _____

Legal Description: _____

Joss

You are hereby ordered to

**STOP
WORK**

On this project until the following infraction(s)
is (are) corrected, and approval given to resume work:

NO permits Issued and
deck is over height + into
Setback

Please Contact office

MAY 1 / 2013

Date



Building Inspector
Phone: 250-720-2700

EXHIBIT 8

EXHIBIT 9



The Best Place on Earth

March 6, 2013

MOTI File: 28128

France Champeau
P.O. Box 401
Ucluelet, BC V0R 3A0

Proposed Road Closure Application for:

**Lot A, Block 56, Section 49, Clayoquot District, Plan 510
Block 59, section 49, Clayoquot District, Plan 510**

Second Avenue, Salmon Beach

We have reactivated your road closure application on March 6, 2013 with respect to the above noted properties.

We have contacted the Alberni Clayoquot Regional District for their comments.

Please quote file number 28128 when contacting this office.

If you have any questions, please contact me at 250-751-7090 or Jordan.Wagner@gov.bc.ca

Sincerely,

Jordan Wagner
District Development Technician
Vancouver Island District

**Ministry of
Transportation and
Infrastructure**

Vancouver Island District
South Coast Region

Mailing Address:
3rd flr, 2100 Labieux Road
Nanaimo BC V9T 6E9

www.gov.bc.ca/tran

Telephone: 250 751-3246
Fax: 250 751-3289

EXHIBIT 10

Subject: 1147 FRONT STREET, SALMON BEACH
From: France Champeau (france.champeau@yahoo.com)
To: charity.hallberg@acrd.bc.ca;
Cc: amberjoss@shaw.ca;
Date: Tuesday, May 7, 2013 4:19:04 PM

FROM: Gary Bingham

RE: Board of Variance Application # BVC12007 (Joss)

Hi Charity,

In response to your letter dated April 30, 2013 with regards to the above-mentioned, the following activities have occurred or are in progress as per the ACRD request dated October 16, 2012:

- A BCLS survey of the subject property including current construction and trailer location has been completed as of March 6th, 2013.
- A site visit from a registered biologist regarding the current state of the affected area of Wendy Creek as a result of the development completed so far, has been completed.
- A letter from the Ministry of Transportation has been requested confirming their position on the current development of the property. This includes all of the official MOT application forms which will confirm their position on the subject property.
- A letter from the Ministry of Environment confirming their position is being handled by the registered marine biologist who conducted the site visit.

As official documentation becomes available from the appropriate professionals and Ministry of Environment, it will be forwarded to ACRD as part of the request to pursue the application for variance.

Please forward this email to the appropriate individuals within ACRD as you deem necessary.

Best regards,
Gary Bingham
Representative of Amber Joss
for 1147 Front Street, Salmon Beach

EXHIBIT II

Subject: RE: 1147 FRONT STREET, SALMON BEACH
From: Charity Hallberg (charity.hallberg@acrd.bc.ca)
To: france.champeau@yahoo.com;
Cc: mirg@acrd.bc.ca;
Date: Wednesday, May 8, 2013 8:52:12 AM

Hi Gary,

Thank you for the correspondence below. I will be sure to include it in the Board of Variance application file.

Please be advised that building bylaw enforcement action is between the property owner and the ACRD. I would encourage you to have the property owner contact the ACRD directly.

As the shed/deck structure exceeds the allowable size to not require a building permit, and appears to be encroaching into more than one required setback (to be confirmed by a BCLS survey), the Board of Variance application may need to be revised to reflect this.

Charity Hallberg Dodds

Planning Assistant

Alberni-Clayoquot Regional District

From: France Champeau [mailto:france.champeau@yahoo.com]
Sent: May-07-13 4:19 PM
To: Charity Hallberg
Cc: amberjoss@shaw.ca
Subject: 1147 FRONT STREET, SALMON BEACH

FROM: Gary Bingham

RE: Board of Variance Application # BVC12007 (Joss)

EXHIBIT 11

Hi Charity,

In response to your letter dated April 30, 2013 with regards to the above-mentioned, the following activities have occurred or are in progress as per the ACRD request dated October 16, 2012:

- A BCLS survey of the subject property including current construction and trailer location has been completed as of March 6th, 2013.

- A site visit from a registered biologist regarding the current state of the affected area of Wendy Creek as a result of the development completed so far, has been completed.

- A letter from the Ministry of Transportation has been requested confirming their position on the current development of the property. This includes all of the official MOT application forms which will confirm their position on the subject property.

- A letter from the Ministry of Environment confirming their position is being handled by the registered marine biologist who conducted the site visit.

As official documentation becomes available from the appropriate professionals and Ministry of Environment, it will be forwarded to ACRD as part of the request to pursue the application for variance.

Please forward this email to the appropriate individuals within ACRD as you deem necessary.

Best regards,

Print

EXHIBIT 11

Page 3 of 3

Gary Bingham

Representative of Amber Joss

for 1147 Front Street, Salmon Beach

EXHIBIT 12



BRITISH
COLUMBIA

The Best Place on Earth

May 14, 2013

Mr. Gary Bingham
P.O. Box 401
Ucluelet, BC
V0R 3A0

Re: Permit Application – Road Encroachment

Your application for a Road Encroachment Permit has been reviewed. I have decided I cannot issue a permit to legalize this encroachment. Reasons are as follows:

According to section 62 of the Transportation Act a person must not use or occupy, including do anything to or cause anything to be constructed or deposited on, a provincial public highway or any land or improvement related to a provincial public highway. Front Street has not been decommissioned, it is actively used and maintained. This unauthorized intrusion onto the highway right of way has a detrimental effect on the Ministry's highway reserves.

In accordance with British Columbia Regulation 513/04 made pursuant to section 90 of the Transportation Act, an own, occupier or lessee of land must not, without consent of the minister, place or cause or allow to be placed any building, trailer, mobile home or other structure within 4.5 metres from the property line fronting on any highway/road in unorganized/rural territory. Relief from this regulation must be granted prior to construction and has not been obtained.

The Alberni Clayoquot Regional District has been consulted and they have several concerns:

- unresolved bylaw infraction issues
- unresolved lot coverage and zoning issues
- concerns over encroachment into the required watercourse setback
- concerns about encroachment into the front, side, and rear lot setbacks

If you have any questions, please contact me at 250-751-7090 or jordan.wagner@gov.bc.ca

Sincerely,

Jordan Wagner
District Development Technician
Ministry of Transportation and Infrastructure

Ministry of
Transportation and
Infrastructure

Vancouver Island District
South Coast Region

Mailing Address
3rd flr, 2100 Labieux Road
Nanaimo BC V9T 6E9

www.gov.bc.ca/tran

Telephone: 250 751-3246
Fax: 250 751-3289



208A - 2520 Bowen Road
Nanaimo, BC V9T 3L3
P: (250) 751-9070 • F: (250) 751-9068

May 22, 2013

EDI Job Number: 13-N-0221

Gary Bingham
PO Box 401
Ucluelet, BC V0R 3A0

Re: Riparian Assessment: 1147 Front Street, Salmon Beach

Introduction

EDI Environmental Dynamics Inc. (EDI) has been retained by Gary Bingham on behalf of the current owner (Amber Joss) of 1147 Front Street, Salmon Beach, BC to conduct an assessment of the riparian area of Wendy Creek adjacent to the subject property. The assessment was needed to review the potential impacts that recent development of the property may have had on Wendy Creek and its riparian area. The requirement for the assessment was identified by Alberni-Clayoquot Regional District (ACRD) in a letter to Mr. Bingham, dated October 16, 2012. The letter indicated that a report regarding the current state of the affected area of Wendy Creek was to be provided by a registered biologist. The letter also requires that Department of Fisheries and Oceans (DFO) and/or Ministry of Environment (MOE) provide a letter confirming their position on the recent development. I conducted an assessment of the property on April 30, 2013 and this letter has been prepared to summarize the results of that assessment for the purpose of agency reviews.

Background

Recent development on the subject property (see Site Plan in Attachment 2), is adjacent to Wendy Creek, and requires a variance to Development Permit Area (DPA) II – Freshwater Riparian Protection. Wendy Creek is a known fish bearing stream (I have observed unidentified juvenile salmonids in the stream during previous assessment work in the general area). The riparian area within 30 m of Wendy Creek is identified by the South Long Beach (Area C) Official Community Plan as DPA II – Freshwater Riparian Protection. The OCP indicates that no structures are to be located within the DPA unless a Riparian Areas Regulation (RAR) Assessment is conducted to determine an appropriate setback width.

Recent development of the lot includes construction of a shed and deck on an existing gravel pad on which a small trailer (fifth wheel) is parked. Based on discussions with Mr. Bingham, it is my understanding that recent development on the existing gravel pad did not result in the removal of any vegetation between the



pad and the creek. Available online air photos from 2007 appear to confirm this. The subject property was cleared and filled when the northern portion of Salmon Beach community was developed (Figure 1).



Figure 1. 2007 air photo of the cleared area adjacent to Wendy Creek. Red circle indicates approximate location of subject property.

Results

Given the limited narrow width of the lot and the orientation of the creek, the 30 m DPA overlaps with the entire lot and it would not be possible to develop the lot without seeking a reduced riparian setback. While the letter from ACRD did not indicate that an RAR Assessment was required, I collected the information needed to determine the minimum riparian setback distance following the 'detailed assessment' methodology (primarily channel widths and stream gradients). The average channel width adjacent to the subject property is 8.9 m, the average stream gradient is 4.3% and the stream morphology is riffle-pool. Under the RAR, the minimum riparian setback distance would be 26.7 m, which would be measured from the High Water Mark (HWM). The HWM is approximately 3.8 m further north (closer to the recent developments) than the natural boundary of the creek shown on the site plan (Attachment 2). As such, the entire lot would be within the minimum setback width under the RAR.

The attached site plan shows that the deck is 13.0 m from the natural boundary of the creek. I estimated that the closest portion of the deck is approximately 9 m from the HWM.

Between the existing gravel pad and Wendy Creek, the riparian area is densely vegetated forest that is typical of the general area. The riparian forest consists of medium-sized, second growth trees (western redcedar, western hemlock and red alder) with an understory primarily consisting of salal, salmonberry, twinberry and evergreen huckleberry.



The existing gravel pad is a relatively flat area that has been created by placement of fill within the low-lying area adjacent to the creek. Between the flat pad and the riparian area there is a slope of coarse, imported rock. Native vegetation such as red alder trees and salmonberry has begun to grow along this slope. The southern footings of the existing deck are at the top of this slope and the southern edge of the deck is partially cantilevered out over the slope. Some of the coarse rock material near the top of the slope is loose and it appears that some of the smaller gravels are eroding down the slope. This is a very minor erosion issue and there was no evidence that unraveling of some gravel would have caused any sediment laden runoff to enter the riparian area or the creek.

Conclusion

The required riparian setback width determined by conducting a detailed RAR Assessment is 26.7 m. This setback distance would not allow for any development of the lot for its intended use (recreational lot). As such, the application of the setback distance represents a case of undue hardship.

The existing deck, shed and RV parking area are entirely within the level portion of the existing gravel pad. A portion of the deck and parked RV are within the right-of-way of Front Street; however, this does not represent an environmental consideration and, therefore, is not further discussed herein.

The recent development of the lot was entirely within an area that was previously cleared and filled for the purpose of creating a useable area on the subject property. The recent development does not appear to have resulted in the loss of riparian vegetation. In addition, there was no evidence that any other adverse impacts, such as the introduction of sediment or sediment-laden runoff, to Wendy Creek resulted from recent development.

The remaining riparian vegetation between Wendy Creek and the subject property is dense, appears relatively healthy, and is comprised entirely of native vegetation; however, the width of this vegetated strip is relatively narrow and is much less than what is typically required to ensure the adequate protection of fish habitat. During winter flood events, the water levels in Wendy Creek can be very high and the high water mark is well above the natural boundary shown on the site plan. As such, the narrow width of the riparian area is a potential consideration in terms of erosion protection during severe flood events. While the existing riparian area adjacent to the subject lot is relatively narrow, the lot has already been created and developed several years ago and applying standard riparian buffer to the Wendy Creek would effectively sterilize the lot.

Recommendations

Given that the recent developments are within the previously created, flat, gravel pad within the subject property, and have not resulted in the removal of additional riparian vegetation outside of the pad, it is our opinion that it is not necessary to remove or relocate the structures. The following recommendations are provided to minimize future disturbance to the riparian area of Wendy Creek:

Re: [illegible]
May 22, 2003



- Place larger, coarse rock along the top of the slope as required to prevent the smaller, loose gravel from eroding down the bank. It appears that erosion is caused by rainfall. This work should be done by hand to minimize disturbance to the slope.
- Do not cut, remove or otherwise disturb any vegetation between the toe of the rock slope and the creek. Young vegetation is beginning to become established along and near the toe of slope and it is important that it be left intact as its growth will, over time, increase the effective riparian width adjacent to the creek.
- When repairing the top of the slope, do not disturb vegetation that is growing along the middle and lower portion of the slope. Some native shrubs are sprouting up along the slope and it is important that they are left undisturbed as much as possible.

Please let me know if you have any questions regarding this information.

Yours truly,

EDI ENVIRONMENTAL DYNAMICS INC.

Adam Compton, R.P. Bio.
Project Manager/Senior Biologist

Attachments:

- Site Photos
- Site Plan

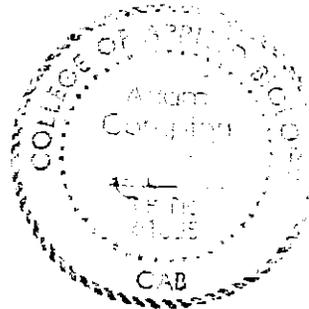


EXHIBIT 13

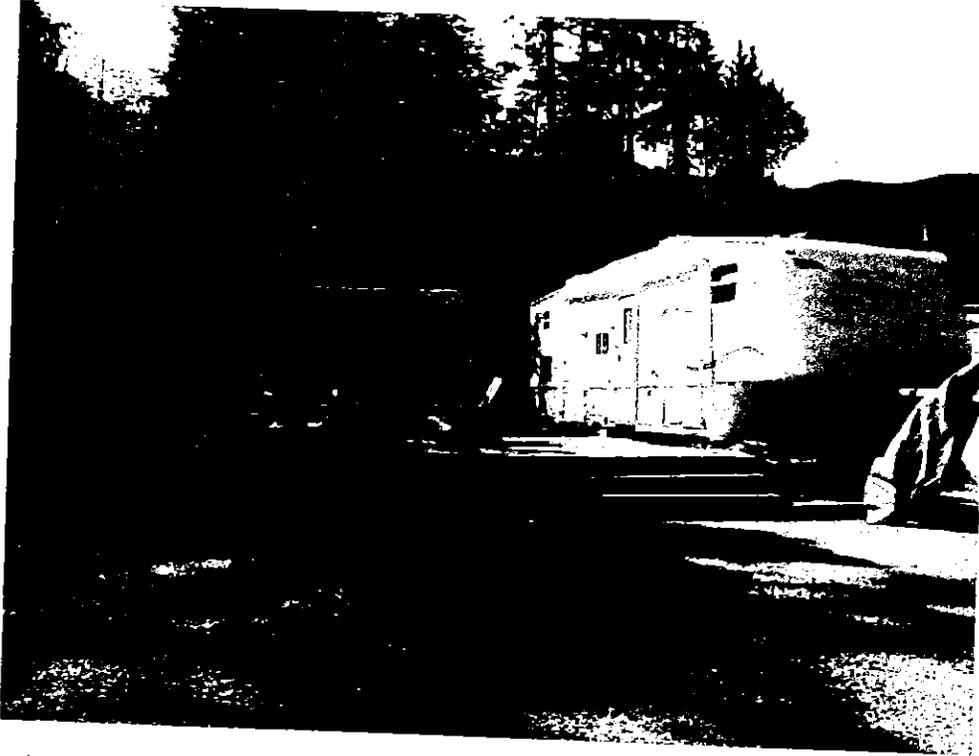


Photo 1. Looking west at deck, shed and trailer within existing level pad along Front Street.



Photo 2. Looking northwest at rock slope between Wendy Creek and level pad.

EXHIBIT 13

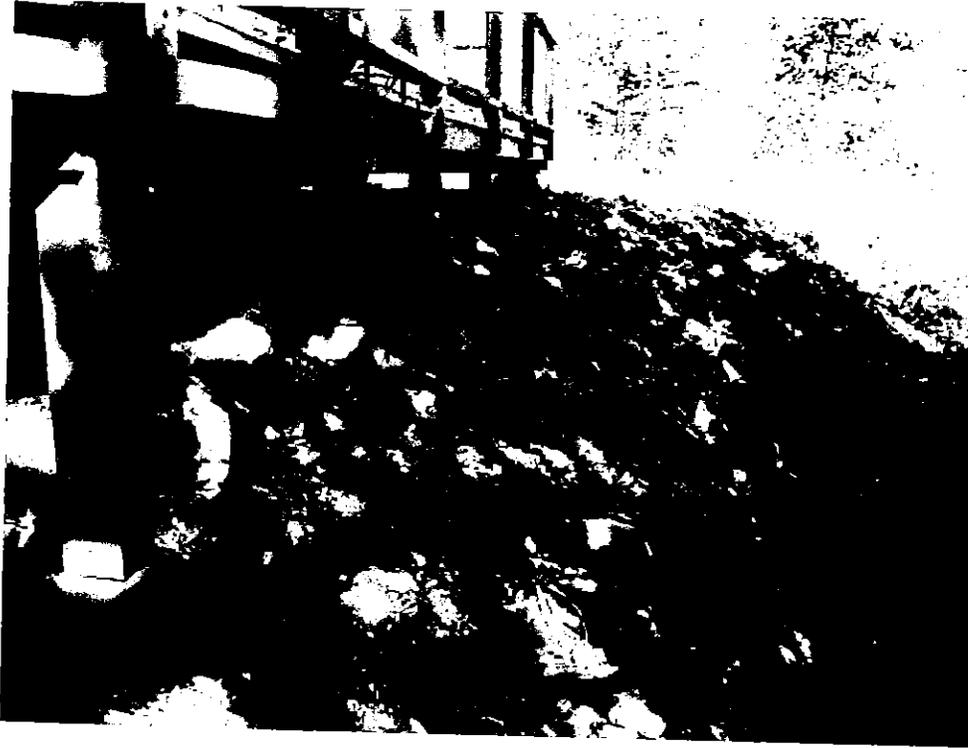


Photo 3. Looking east at deck footings along top of slope. Some erosion of coarse material beneath these footings has occurred.



Photo 4. Looking northwest at rock slope and riparian area between Wendy Creek and level pad.

EXHIBIT 13



Photo 5. Looking northwest at rock slope and riparian area between Wendy Creek and level pad.



Photo 6. Looking upstream at Wendy creek adjacent to subject property.

EXHIBIT 13



Photo 7. Looking downstream at Wendy creek adjacent to subject property.

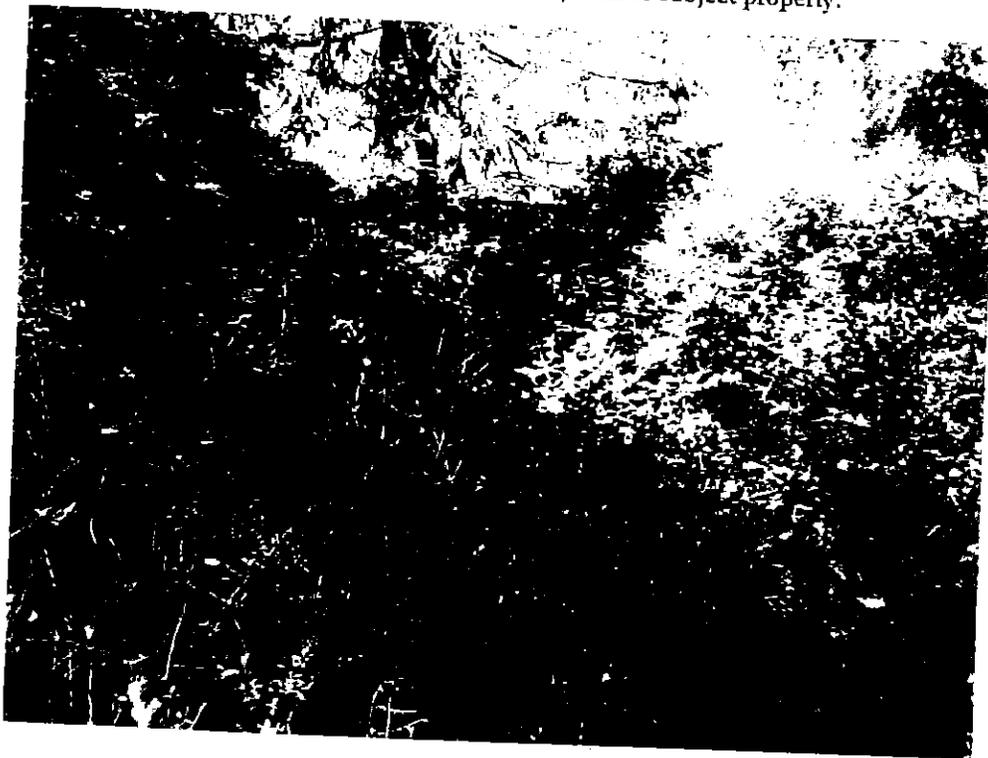
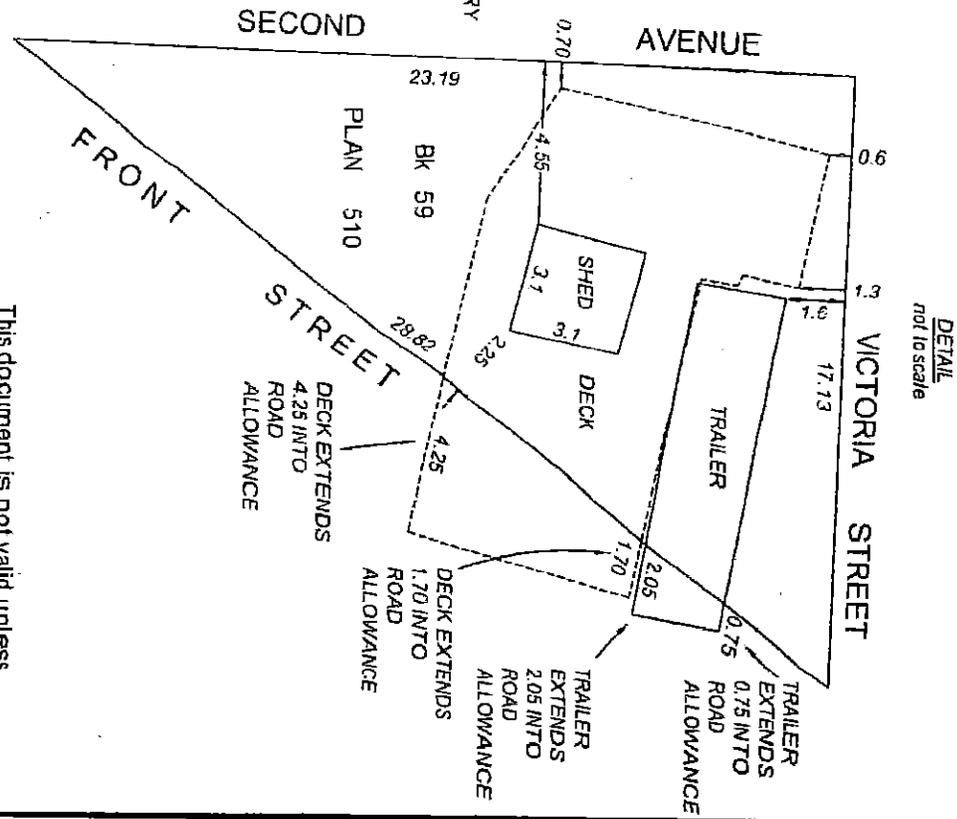
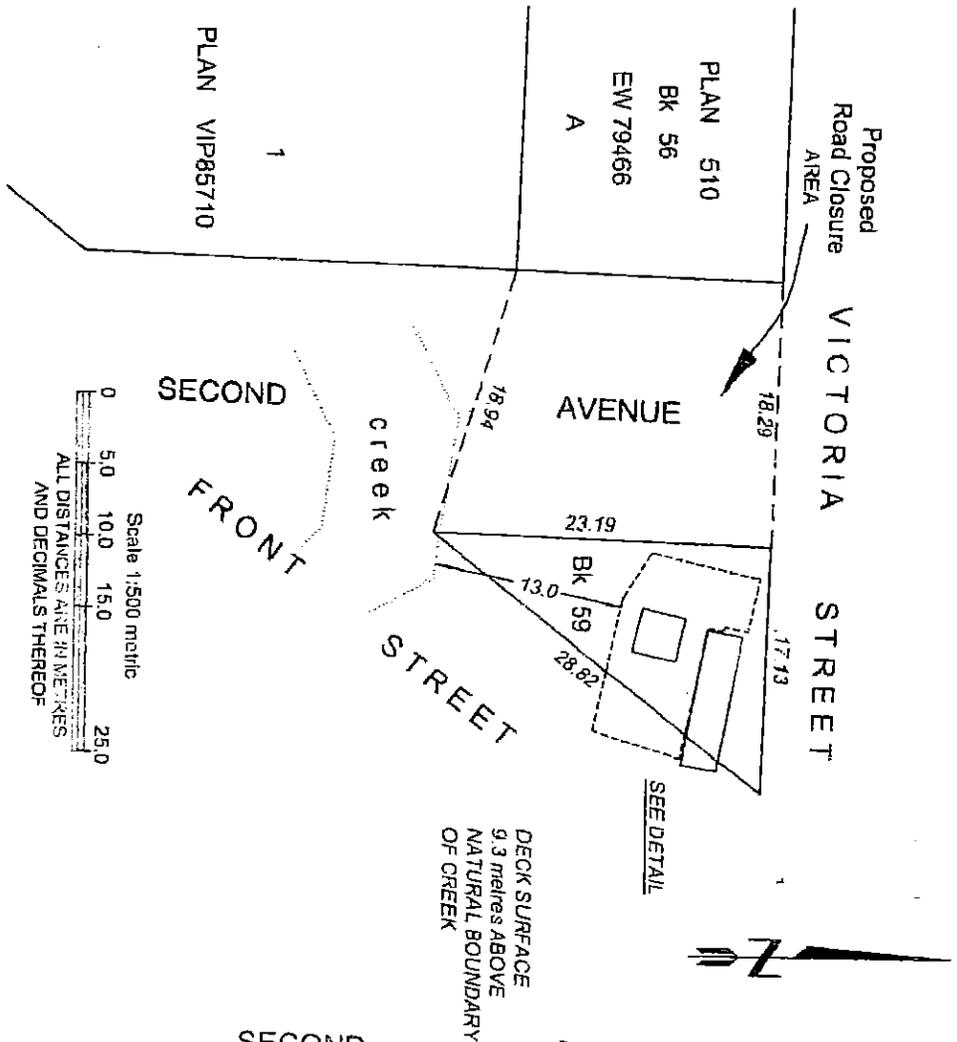


Photo 8. Looking north from Wendy Creek towards existing developments (roof peak of small shed is visible in upper centre).

EXHIBIT 13

B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE FOR:
BLOCK 59, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510
SALMON BEACH RECREATIONAL VILLAGE
 P.I.D.: 008-360-995
 Registered Owner: Amber Joss



CHICALO BURRIDGE LAND SURVEYING and GEOMATICS Ltd.
 1250 E CEDAR STREET, CAMPBELL RIVER, B.C. V9W 2Y5
 Phone: (250) 287-4865 Fax: (250) 287-9502
 File: LC13-015 Major Jobs: V9W13-015/LC 015

LOT DIMENSIONS HAVE BEEN DERIVED FROM LAND TITLE OFFICE RECORDS AND FIELD SURVEY. THIS DOCUMENT SHOWS THE RELATIVE LOCATION OF THE SURVEYED STRUCTURES AND FEATURES WITH RESPECT TO THE BOUNDARIES OF THE PARCEL DESCRIBED ABOVE. THIS DOCUMENT SHALL NOT BE USED TO DEFINE PROPERTY LINES OR CORNERS.

This document is not valid unless originally signed and sealed
 © All rights reserved
 Certified Correct,
 This 6th day of March, 2013.

B.C. Land Surveyor

EXHIBIT 14

Subject: Watercourse variance in ACRD
From: Adam Compton | EDI (acompton@edynamics.com)
To: Margaret.Henigman@gov.bc.ca;
Cc: france.champeau@yahoo.com;
Date: Friday, May 24, 2013 1:44:34 PM

Hi Maggie,

I have been hired to conduct an assessment for a small lot at Salmon Beach in ACRD that requires a watercourse setback variance. The attached letter from ACRD specifies the applicant's requirements. In a nutshell, this is a classic case of "undue hardship": a deck and shed have been constructed on this tiny lot and all of the lot falls within the "riparian area" so a variance is required to approve the constructed structures. The lot was previously cleared and filled several years ago to create a building pad so there was no vegetation removed to construct the deck and shed.

One of the requirements is for a biologist report and another requirement is for a letter from DFO and/or MOE. I have attached my assessment letter regarding the property. The letter includes site photos. Are you or someone else from your office able to review this and provide the required opinion letter? I won't be bothering with pursuing a DFO response to this given that they have indicated they won't respond to small, low risk issues like this.

Note that the RAR does not apply to this area but ACRD watercourse bylaws allow for use of RAR methods to determine setbacks for variances etc.

Let me know if you have any questions, comments or concerns.

Thanks,

Adam Compton, R.P.Bio.
Project Manager/Senior Biologist | Cell 250.714.2305

 **EDI** Environmental Dynamics Inc.
208A-2520 Bowen Rd. • Nanaimo, BC • V9T 3L3
www.edynamics.com | Ph: 250-751-9070 • Fax: 250-751-9068

2012
ENVIRONMENTAL
EMPLOYER
OF THE YEAR

EXHIBIT 14

The content of this email is the confidential property of EDI and should not be copied, modified, retransmitted, or used for any purpose except with EDI's written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.

♻️ Please consider the environment before printing this email.

EXHIBIT 15

Sent: June 18, 2013 4:11 PM

To: 'Adam Compton'

Subject: Watercourse Variance in ACRD

I have reviewed your report dated May 22, 2013 and supporting information provided by the proponents, regarding a proposed variance for a watercourse setback on Wendy Creek in Salmon Beach, ACRD. I have no further concerns with the proposal except that I recommend that the proponent be required to construct a fence on their property to prevent future encroachment of the riparian setback.

Maggie Henigman, MA
Ecosystems Biologist
Ministry of Forests, Lands and Natural Resource Operations
West Coast Region
250-751-3214
margaret.henigman@gov.bc.ca
Fax: 250-751-3208



EXHIBIT 16

Subject: Fw: Watercourse Variance in ACRD
From: France Champeau (france.champeau@yahoo.com)
To: amberjoss@shaw.ca; davidjoss@shaw.ca;
Bcc: charity.hallberg@acrd.bc.ca;
Date: Wednesday, June 26, 2013 10:54:11 AM

Hi Amber and Dave,

Below is correspondence from the marine biologist and the representative from the Ministry of Environment which are the last 2 documents requested by ACRD in order to comply with the request for your application for a variance at 1147 Front Street. I already sent you the report from the marine biologist, EDI, Adam Compton.

Hope all is well. We look forward to hearing from you.

Best regards,
Gary Bingham

----- Forwarded Message -----

From: Adam Compton <acompton@edynamics.com>
To: france.champeau@yahoo.com
Sent: Tuesday, June 18, 2013 4:52:30 PM
Subject: FW: Watercourse Variance in ACRD



Hi France and Gary,

Attached is Maggie's letter of support.

As per Maggie's recommendations, I suggest that you submit a plan to the ACRD to construct a simple wooden split rail fence along the toe of the slope within the subject property. The fence does not have to be high, just sturdy so that it provides a visual barrier that will prevent any future encroachment but will not block wildlife movement. I do not recommend constructing the fence out of metal products as this is more costly, looks unnatural and can impede wildlife movement.

Please let me know if you have any questions, comments or concerns. Also, let me know if you need anything else.

Thanks,

Adam Compton | EDI Environmental Dynamics Inc. | 250.751.9070

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♻ Please consider the environment before printing this email.

From: Henigman, Margaret FLNR:EX [mailto:Margaret.Henigman@gov.bc.ca]

<http://ca-mg6.mail.yahoo.com/neo/launch?.rand=c9vvovg853r8l>

06/07/2013 **71**



REQUEST FOR DECISION

To: Regional Board of Directors
From: Rob Gaudreault, Building Inspector
Meeting Date: July 10, 2013
Subject: Placement of Notice on Title

Background:

The following contraventions have been identified on property located at **1147 Front Street – Salmon Beach/BLOCK 59, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510:**

- **No building permit for deck and shed structure.**
- **Deck and shed structure constructed within the required natural watercourse setback.**
- **Deck and shed structure constructed within the required front yard, side yard, and/or rear yard setbacks.**
- **Construction of an accessory structure is not permitted on a property that does not contain a principal use.**

Attempts to contact the property owner were made by regular mail on April 30, 2013 and by registered mail on June 18, 2013 (letter dated June 14, 2013). The correspondence sent by registered mail was received and signed for on June 20, 2013.

This property is subject to Board of Variance application BVC12007. Numerous requests to the property owner's agent for the application, Gary Bingham, were made to have the property owner contact the Regional District directly to discuss the Notice of Bylaw Contravention. No contact has been made by the property owner.

As of this date, resolution to the above contraventions has not been reached. All steps have been taken as per the ACRD's Notice on Title Procedure.

Recommendation:

That the Regional Board of Directors direct staff to place a Notice of Bylaw Contravention on the subject property.

Submitted by:

Rob Gaudreault, Building Inspector

Approved by:

Russell Dyson, Chief Administrative Officer



June 14, 2013

Amber Joss
11385-136A Street
Surrey, BC
V3R 3C4

REGISTERED MAIL

Dear Ms. Joss:

RE: Contravention of the Regional District Building Bylaw observed at 1147 Front Street – Salmon Beach/BLOCK 59, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510

A letter dated April 30, 2013 was sent to you by regular mail on April 30, 2013 (copy enclosed). A description of the above contravention was outlined in that letter as well as a request that you contact the Building Department at the Alberni-Clayoquot Regional District to discuss the matter. As you have not made contact within the specified timeframe, the Regional District will commence with the placement of a Notice of Bylaw Contravention on title, as per Bylaw F1091.

Please be advised that this contravention will be brought before the Board of Directors on **July 10, 2013** with a request to place a Notice of Bylaw Contravention on title. It is recommended that you contact the Building Department to discuss this matter prior to this meeting. Our office is open from 8:00 am until 4:30 pm Monday through Friday except for statutory holidays. Alternatively, we can be reached by phone at (250) 720-2700.

Sincerely,

Russell Dyson, Chief Administrative Officer

cc: Regional Board of Directors

Enclosure



Lettermail
Poste-lettres

C120323030
Customer Client

2

Mailed By Customer Number Expédié par N° du client: 4526775

ALBERNI-CLAYOQUOT REG DIST
3008 5TH AVE
PORT ALBERNI BC V9Y 2E3

Charity Hallberg Dodds
(250) 720-2701

Mailed on behalf of Expédié au nom de: 4526775 ALBERNI-CLAYOQUOT REG DIST
CIF ACMA: No / Non

Customer Reference Référence du client: A Joss

Co-pkgd in PM pc Conditionnement commun de la Poste-publications: No / Non

DMC CVML: Address Accuracy Exactitude des adresses:

Paid By Customer No. N° du client/compte
4526775
Method of Payment Mode de paiement
Account / Porter au compte
Contract No. N° de la convention

Transmitted/Transmis: 2013/06/18 17:30 EDT

Deposit Summary / Sommaire du dépôt

Location Name / Nom du bureau: PORT ALBERNI STN A 6510
5262 ARGYLE ST, UNIT F
PORT ALBERNI BC V9Y 5M0



Deposit Date / Date du dépôt: 2013/06/18
(The Induction Date may be different. / La date de dépôt pourrait être différente.)

4065 10C12 03230 302P0 VR1AA 0618

| Service Description / Description du service | Pieces / Articles | Weight / Piece / Poids / article |
|--|-------------------|----------------------------------|
| Standard Letters / Lettres standard | 1 | 10.00 g |
| | 1 | 0.010 kg |

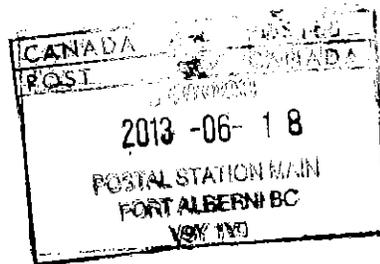
| Containers / Conteneurs (Customer estimate / Evaluation du client) |
|---|
| No data available Aucune donnée disponible |

Entire Mailing / Envoi complet

| Product / Produit | Cost Centre / Référence centre de coûts | Reference / | Mailing Id / N° Dépôt | Deposit Date / Date du dépôt | Pieces / Articles | Weight/Piece / Poids/article | \$ / Piece / \$ / article | Metered Rate / \$ / kg | Options Code \$ / Code d'options \$ | Total Cost (\$) / Total des frais (\$) |
|-------------------|---|-------------|-----------------------|------------------------------|-------------------|------------------------------|---------------------------|------------------------|-------------------------------------|--|
| 00020 | | | | 2013/06/18 | 1 | 10.00 g | \$0.63000 | | R | \$8.50 |
| TOTAL | | | | | | | | | | |
| | | | | | 1 | 0.01 kg | | | | \$9.13 |

Deposit Type / Type de dépôt
Full Mailing - One Deposit / Dépôt entier - Un seul dépôt

Sub-total Before Taxes Total partiel avant les taxes \$9.13
GST/TPS \$0.46 HST/TVH \$0.00 PST/TVP \$0.00 \$0.46
Total Amount Due to CPC Montant total dû à la SCP \$9.59



OCR LOC %: _____ FSM MTGOP %: _____ Apply Appliquer: [] Yes Oui [] No Non

The Customer warrants that this mailing does not contain dangerous goods and otherwise complies with the terms and conditions as agreed to.

Le client garantit que cet envoi ne contient pas de matières dangereuses et qu'il est conforme aux conditions acceptées.

Authorized Customer Signature / Signature autorisée du client:

X CH Dodds
CPC GST # N° SCP TPS 119321495

Accepted and verified by Initials / Employee No.: CH
Accepté et vérifié par Initiales / N° de l'employé: _____

Cheque No. N° du chèque: _____

Cheque Amount Montant du chèque: _____

This document must accompany your mailing to the Accepting Location.
Ce document doit accompagner votre envoi au bureau de dépôt.

ESTO/OÉEL v1306.0.15
SOM / DD 1/1 Page 1 of/de 1



Date: 2013/06/24

Dear Sir or Madam:

Madame, Monsieur,

Please find below the scanned delivery date and signature of the recipient of the item identified below:

Vous trouverez ci-dessous la date de la livraison et la signature de la personne qui a accepté l'envoi sous mentionné:

Item Number

Numéro d'article

RW248762165CA

Product Name

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Reference Number 1

Numéro de référence 1

Not Applicable/Sans objet

Reference Number 2

Numéro de référence 2

Not Applicable/Sans objet

Delivery Date (yyyy/mm/dd)

Date de livraison (aaaa/mm/jj)

2013/06/20

Signatory Name

Nom du signataire

V V

Signature

Signature

Yours sincerely,

Salutations distinguées,

Customer Relationship Network
1-888-550-6333

(from outside of Canada 1 416 979-8822)

Réseau des relations avec la clientèle
1 888 550-6333

(de l'extérieur du Canada 1 416 979-8822)

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Cette copie est conforme à la date de livraison et à l'image de signature de la personne qui a accepté les envois susmentionnés. Ces informations ont été extraites de la banque de données de Postes Canada.



April 30, 2013

Amber Joss
11385-136A Street
Surrey, BC
V3R 3C4

Dear Ms. Joss:

RE: Contraventions of Regional District Building Bylaw observed at 1147 Front Street – Salmon Beach/BLOCK 59, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510

Please be advised that multiple contraventions of the Regional District Building Bylaw have been observed on your property located at 1147 Front Street, Salmon Beach. Details of the contraventions are as follows:

- No building permit for deck and shed structure.
- Deck and shed structure constructed within the required natural watercourse setback.
- Deck and shed structure appears to be constructed within the required front yard, side yard, and/or rear yard setbacks (BCLS survey required to confirm actual distances).
- Construction of an accessory structure is not permitted on a property that does not contain a principal use.

As part of your application # BVC12007 made to the Board of Variance (BoV), a letter dated October 16, 2012 was sent to your agent, Gary Bingham as well as yourself (copy enclosed). In addition to the BoVs request for additional information, it was clearly stated within the letter that further development was not permitted. Since then, a shed has been constructed on the existing deck without authorization from the ACRD.

Please contact the Building Department at the Alberni-Clayoquot Regional District to discuss this matter. If no contact is made within 30 days of this letter, a request to the Regional District's Chief Administrative Officer to commence with the placement of a Notice of Bylaw Contravention on title, as per Bylaw F1091, will be made.

Sincerely,

Rob Gaudreault
ACRD Building Inspector

cc: Russell Dyson, Chief Administrative Officer

Enclosure



October 16, 2012

Gary Bingham
PO Box 401
Ucluelet, BC
V0R 3A0

Re: Board of Variance Application BVC12007 – 1147 Front Street, Salmon Beach (Joss)

Dear Mr. Bingham,

Please find enclosed a copy of the minutes of the Board of Variance meeting held on September 27, 2012. Please note that this copy has not yet been signed by Bob Cole, Chair to the Board of Variance as he is away on holidays. If you would like a signed copy sent to you, please let me know.

At this meeting, the Board motioned to table the application until the following information could be provided to aid in their decision making process:

- a BCLS survey of the subject property including current construction and trailer locations;
- a report from a registered biologist regarding the current state of the affected area of Wendy Creek as a result of the development completed so far;
- a letter from the Ministry of Transportation and Infrastructure confirming their position on the current development of the property; and
- a letter from the Department of Fisheries and Oceans and/or Ministry of Environment confirming their position on the recent development of the property and the impact to Wendy Creek.

We will be scheduling a meeting of the Board of Variance for November. If you are able to produce the required information in time for that meeting, please advise our office as soon as possible. Please be aware that at this time, the variance as requested is not approved and further development of the property is not permitted.

Please feel free to contact myself at (250) 720-2712 if you have any questions.

Sincerely,

Charity Hallberg Dodds
Planning Assistant/Secretary to the Board of Variance

Cc: Bob Cole, Chair of the Board of Variance
Amber Joss



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: July 24, 2013

Subject: Weather Station Lease - LBA

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into a two (2) year lease agreement with Boulton Brother's Construction to lease a portion of the Weather Station to operate a spice blending business in exchange for repairs and upgrades to the Weather Station building.

Summary:

ACRD Staff advertised a Request for Proposals of prospective tenants who would provide repairs and upgrading which meet the BC Building Code, for a combination of rent and occupancy for a two year period. One proposal was received which was from Boulton Brother's Construction. Their operation would not interfere with airport operations and will provide much needed upgrades to the weather station building and property.

Background:

The Weather Station building was built in the 1940's and requires internal and external renovations. Boulton Brother's Construction had been enquiring about a space at the Long Beach Airport to use for their spice blending business. The weather station building had vacant space which would be suitable for them.

Time Requirements – Staff & Elected Officials:

Staff time to prepare lease agreement.

Financial:

Material costs of approximately \$3,300.00 would be the responsibility of the ACRD. Labour costs will be provided in lieu of rent.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2013

Subject: **West Coast Multiplex Facility - Memorandum of Understanding – July 2013**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the renewed Memorandum of Understanding (MOU) supporting the West Coast Multiplex facility project as presented.

Desired Outcome:

To enter into a renewed Memorandum of Understanding (MOU) among all communities on the West Coast to achieve the goal of constructing a Multiplex facility.

Summary:

At the June 26th ACRD Board meeting, Directors referred the draft West Coast Multiplex MOU to a meeting of all West Coast communities and the West Coast Multiplex Society to review the draft MOU before sending out for community endorsements. The parties met on July 17th in Tofino and reviewed the draft MOU. Representation included the ACRD, District of Tofino, District of Ucluelet, Tla-o-qui-aht First Nation, Yuułuʔiłʔatḥ Government, Ahousaht First Nation and West Coast Multiplex Society. Attached please find the revised MOU for endorsement by the ACRD Board of Directors. The West Coast Multiplex Society will distribute the MOU to the other communities for endorsement.

Background:

In 2009 the ACRD, Local Governments and First Nations on the West Coast entered into a Memorandum of Understanding. The goal of the MOU was to have all parties come together and commit, in the spirit, to the West Coast Multiplex project.

The West Coast Multiplex facility project has moved forward to the next stage. A renewed MOU will assist in attaining capital funding for phase 1 of the West Coast Multiplex facility. The MOU does not imply any financial commitment by the parties, its' simply to demonstrate continued support for the project and will assist with third party funding applications.

A copy of the renewed MOU and draft invite letter is attached for consideration by the ACRD Board of Directors. Staff recommends the ACRD Board enter into the renewed MOU and invite other West Coast communities to consider entering into the MOU.

Request for Decision – West Coast Multiplex Facility Renewed MOU

The West Coast Committee has requested that a separate agreement be developed between the ACRD and the West Coast Multiplex Society regarding communication, responsibility and the coordination of fundraising activities. This will be drafted in the next months.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

n/a

Policy or Legislation:

n/a

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

Approved by: Russell Dyson
Russell Dyson, Chief Administrative Officer



Memorandum of Understanding July 2013



WEST COAST
· MULTIPLEX ·

The Memorandum of Understanding is agreed to by the following parties:

The Alberni-Clayoquot Regional District, Tla-o-qui-aht First Nation, Ahousaht First Nation, Yuułu?it̓paḥ Government, Hesquiaht First Nation, Toquaht First Nation, District of Tofino, and District of Ucluelet.

All parties have agreed to a renewed Memorandum of Understanding (MOU) regarding the West Coast Multiplex. The original MOU was agreed to in 2009.

The West Coast Multiplex will be located at the Long Beach Airport in the Alberni-Clayoquot Regional District. Phase one of the West Coast Multiplex consists of the following:

- NHL size ice surface
- Multipurpose area for fitness and community gathering, with connections to the outside for expanded use
- Informal gathering area with seating for the general public and facility users direct visibility from the lobby into the arena
- Administration/centralized reception and control station to accommodate staff and provide controlled entry
- An opportunity for expansion for future community needs, possibly an aquatic facility

The foregoing parties agree to the following:

- The Westcoast Multiplex Society will fundraise capital costs for Phase one of the Westcoast Multiplex and may, on specific grant applications, request assistance of local governments and First Nations.
- Individual local governments or First Nations may directly participate on committees of the West Coast Multiplex Society to assist with fundraising, programming, and other planning activities subject to their capacity and desire.

Together, with renewed commitment to move forward with capital fundraising, we can achieve the goal of having a Multiplex on the West Coast.

Thank you for your commitment.

Alberni-Clayoquot Regional District

Tla-o-qui-aht First Nation

Ahousaht First Nation

Yuułuʔiłʔatḥ Government

Hesquiaht First Nation

Toquaht First Nation

District of Tofino

District of Ucluelet



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services/
George Rose, IT Contractor

Meeting Date: July 24, 2013

Subject: **ACRD Website Re-Development**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors retain the services of Trinex Internet Solutions Inc. to re-develop the Regional District's website at a cost of \$13,700.00 plus taxes.

Desired Outcome:

To retain a qualified company to re-develop the ACRD website.

Background:

The current ACRD website was developed over seven years ago. The site is very outdated and requires a complete re-vamp. The ACRD put out a call for proposals for the website re-development and four proposals were received.

The ACRD's IT Contractor conducted an in-depth review of the proposal submissions. Attached is a summary of the review. Staff and the IT Contractor recommend retaining the services of Trinex Internet Solutions to re-develop the ACRD website.

Trinex Internet Solutions developed the current ACRD website. They are based out of Parksville, BC and have provided the ACRD with good support and services over the past seven years. Other local government clients include: Regional District of Nanaimo (12 years), City of Parksville (12 years), Town of Qualicum Beach (3 years), Oceanside Tourism Association (12 years) and the District of Peachland (6 years).

The new ACRD website will have an updated modern look and feel with improved appearance, usability and navigational structure. The goal is to provide as many services and as much information as possible on the site to the public. Regional District Directors will have an opportunity to provide input into the development of the new site.

Time Requirements – Staff & Elected Officials:

Substantial staff and IT contractor time will be required to work Trinex Internet Solutions on developing the new site.

Request for Decision – ACRD Website Re-Development

Financial:

\$15,000.00 was budgeted in 2013 for the website re-development.

Policy or Legislation:

ACRD Purchasing Policy applies.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer

ACRD Web Site Re-Development Proposal's Summary

The Alberni-Clayoquot Regional District received 4 responses to our Request for Proposal for the re-development of our web site. The following is the price quoted from each prospective supplier including 3 years of hosting as well as a summary evaluation of the each proposal.

Atomic Crayon – Victoria, BC - \$48,600.00 (\$37,800 initial + \$299.00/month hosting)

Summary – High-end site. Does most everything the ACRD requires at this time plus a lot we would probably never use. Very detailed proposal. Very expensive.

Trinex Internet Solutions, Parksville, BC (current provider) – \$15,400.00 (\$13,700 initial + \$75.00/month hosting)

Summary - With some billable customization, which is included in price, does everything the ACRD requires at this time. Although many changes and improvements from what we are currently using it is similar enough that we should have a relatively short learning curve. Somewhat detailed proposal. Reasonable cost.

ABC Communications – Price George, BC - \$9540.00 - \$11,340.00 (\$8100.00 - \$9900.00 initial + \$40.00/month hosting)

Summary - Basic web site with limited functionality as quoted. Would require a lot of customization that would make it more expensive and probably cumbersome to use. Somewhat limited details in proposal. Least expensive.

Port Alberni Online – Port Alberni, BC - \$27,800.00 - \$36,900.00 (\$12,900.00 initial + \$415.00 - \$665.00/month hosting)

Summary - Very limited details in proposal. Quite expensive.

Executive summary – My recommendation is to stay with Trinex. We have been happy with their service up to this point and although the current system can be quite cumbersome to manage, the new site is much improved in this area. Also, if required, we can have more custom programming done to get the site to do exactly what we want and still keep the cost far below the more expensive providers.

George Rose



DEVELOPMENT PERMIT APPLICATION

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

DATE: July 18, 2013

APPLICATION: DPC12002

APPLICANTS: John Rosene, Jason & Katherine Rosene

LEGAL DESCRIPTION: LOT 18, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692

ADDRESS: 2425 Tofino-Ucluelet Highway

ELECTORAL AREA: Area "C" (Long Beach)

Recommendation: That the Regional Board:

- 1) Receive the staff report; and
- 2) Issue Development Permit DPC12002.

Applicant's Intention: The applicants intend to build a two bedroom and two bathroom addition to the north side of the existing single family dwelling. The proposed addition will be located 51.25 feet from the boundary of a creek that dissects the property.

Zoning: The property is zoned Cottage Residential (RC) District. The RC zone permits one single family dwelling, home occupations, accessory buildings and uses and up to four cottages per property subject to size and setback restrictions. The applicants have stated that they are considering operating a bed and breakfast out of the proposed addition to the house which would be permitted under the home occupation regulations in the Zoning Bylaw.

Official Community Plan: The South Long Beach OCP designates "Development Permit Area II – Freshwater Riparian Areas Protection" as a 30 metre (100 foot) buffer around any creek identified on the OCP mapping. This Development Permit Area (DPA) is intended to minimize the impact of development on fish habitat, fish supportive watercourses and seasonal flooding.

DPC12002

The proposed addition will be located within DPA II at a distance of 15.62 metres (51.25 feet) from the creek at its closest point. Section 8.2.3 of the South Long Beach OCP states that development permit applications should include a report prepared by a qualified environmental professional and that in the absence of a report a minimum building setback of 30 metres would be required.

Comments: At the May 22, 2013 Board meeting the Board passed a resolution to consider issuing development variance DVC12005 to reduce the required building setback from the natural boundary of a watercourse from 30.48 metres (100 feet) to 15.24 metres (50 feet) to allow for the proposed addition to the house. The Board considered issuing the variance subject to confirmation from a qualified environmental professional that the proposed addition would not negatively impact the creek dissecting the property.

The applicants have since provided a report prepared by Dave Clough, R.P. Bio that concludes that there are no discernible impacts to the creek from the current property owners and that the 50 foot variance will accommodate the proposed addition to the house.

In addition to considering development permit DPC12002 at the July 24, 2013 meeting, the board will also be considering passing a resolution to issue development variance DVC12005 at the same meeting. Both permits need to be issued prior to the property owners proceeding with a building permit application for the proposed addition. The professional biologist report, site survey and site plan for the proposed addition are attached to the staff report for DVC12005.

Planning staff is supportive of this application and feels that the report submitted by the professional biologist satisfies the requirements of "Development Permit Area II – Freshwater Riparian Areas Protection".

Prepared by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg, Manager of Planning & Development

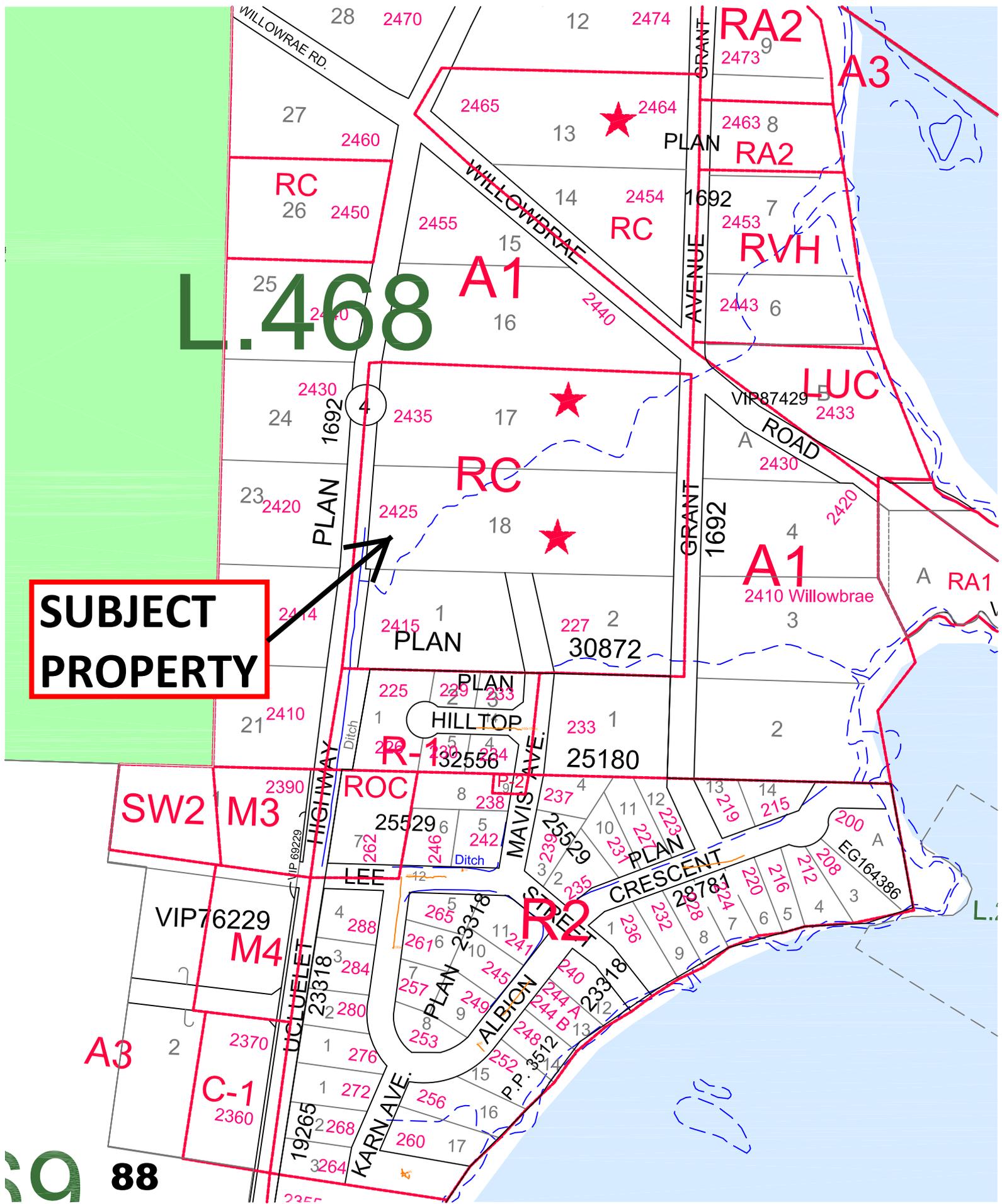


Russell Dyson, Chief Administrative Officer

DPC12002

L.468

**SUBJECT
PROPERTY**





DEVELOPMENT PERMIT NO. DPC12002

The Board of Directors of the Regional District of Alberni-Clayoquot, in accordance with Section 920 of the *Local Government Act*, at a regular meeting held on xxxxx has authorized this Development Permit in respect of the lands described hereunder.

A Development Permit is hereby issued to:

Name: John Rosene, Jason & Katherine Rosene
Address: 2425 Tofino-Ucluelet Highway

With respect to:

Legal Description: LOT 18, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692
PID: 000-325-872

1. This Permit is issued for lands designated under Section 919.1 of the *Local Government Act* and in the South Long Beach Official Community Plan. Bylaw No. P1166, in order to regulate development and building within lands designated for the protection of the natural environment and the protection of development from hazardous conditions;
2. This Permit is issued as satisfying the requirements of Section 8.2.3 "DPA II – Freshwater Riparian Areas Protection", Development Permit Guidelines Section 8.2.3 a) through e) of the South Long Beach Official Community Plan;
3. Site and Building specifics;
 - i) Appendix A attached to and forming part of this permit outlines the proposed addition to the single family dwelling hereby authorized and permitted to be located a minimum of 15.24 metres (50 feet) from the natural boundary of Willowbrae Creek. Any future construction proposed within the boundaries of DPA II other than the addition to the single family dwelling will require the issuance of another development permit.
4. It is the owner's responsibility to ensure that a building permit is applied for and in place prior to commencing construction.
5. All drawings may be adjusted by twenty percent (20%) upwards or downwards, inwards or outwards from any dimensions or lines contained in the Development Permit drawings provided that such adjustment does not conflict with Zoning Bylaw, and any other competent bylaw, administered by the Regional District.

This Permit is valid for two (2) years from the date of execution.

Executed this xx day of xxxxx, 2013

Russell Dyson, Chief Administrative Officer

DPC12002

2 BEDROOM ADDITION

2425 Telford Crescent Highway,
NORTH SIDE OF HOUSE
(AFTER CONSTRUCTION)

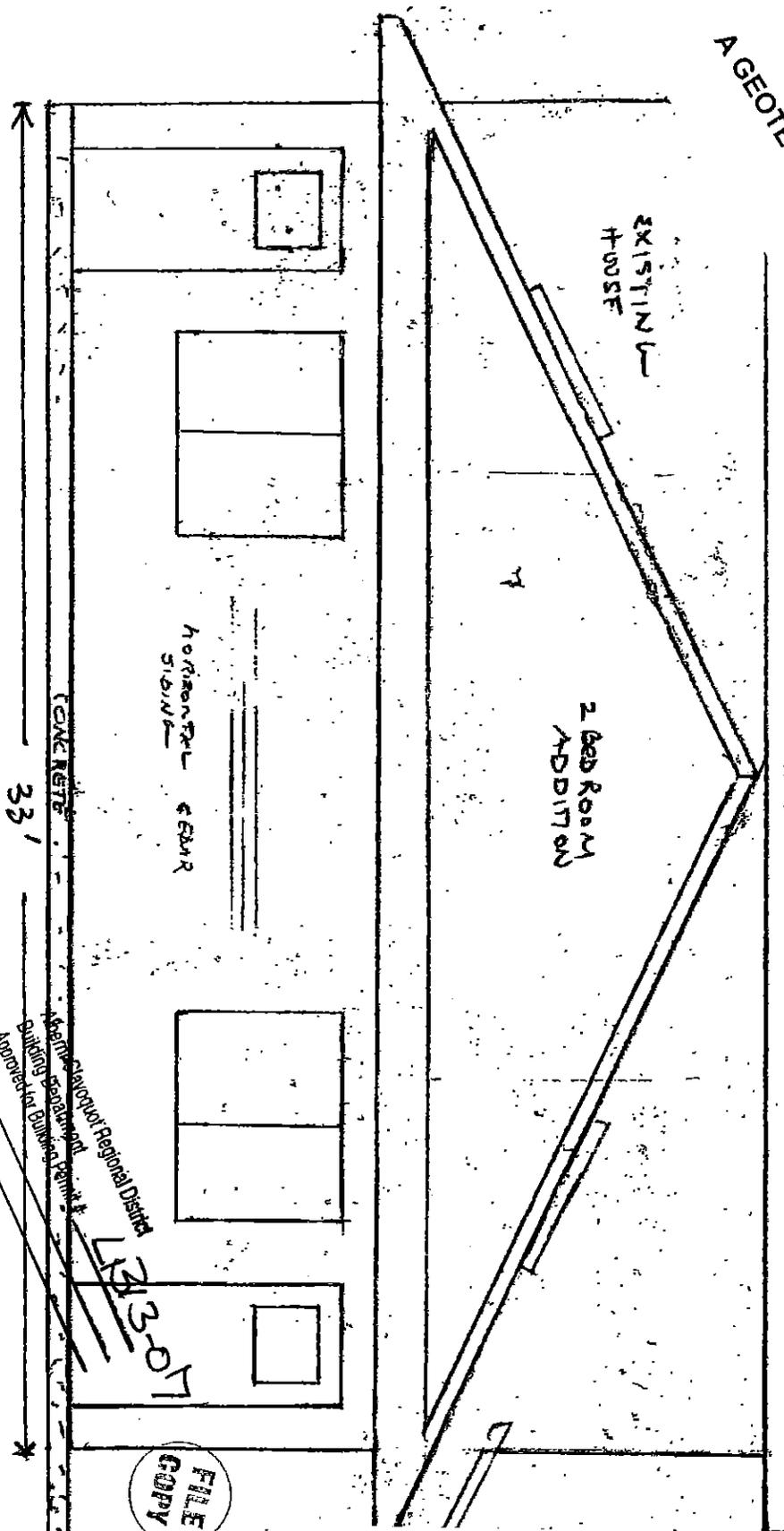
MAY REQUIRE
A GEOTECHNICAL FIELD REVIEW

ALL CONSTRUCTION TO BE IN ACCORDANCE
WITH THE 2012 BC BUILDING CODE

Roof

2 bed Room
ADDITION

EXISTING
HOUSE



CONCRETE

horizontal stair

North Okanagan Regional District
Building Department
Approved Building Permit #

7733-07

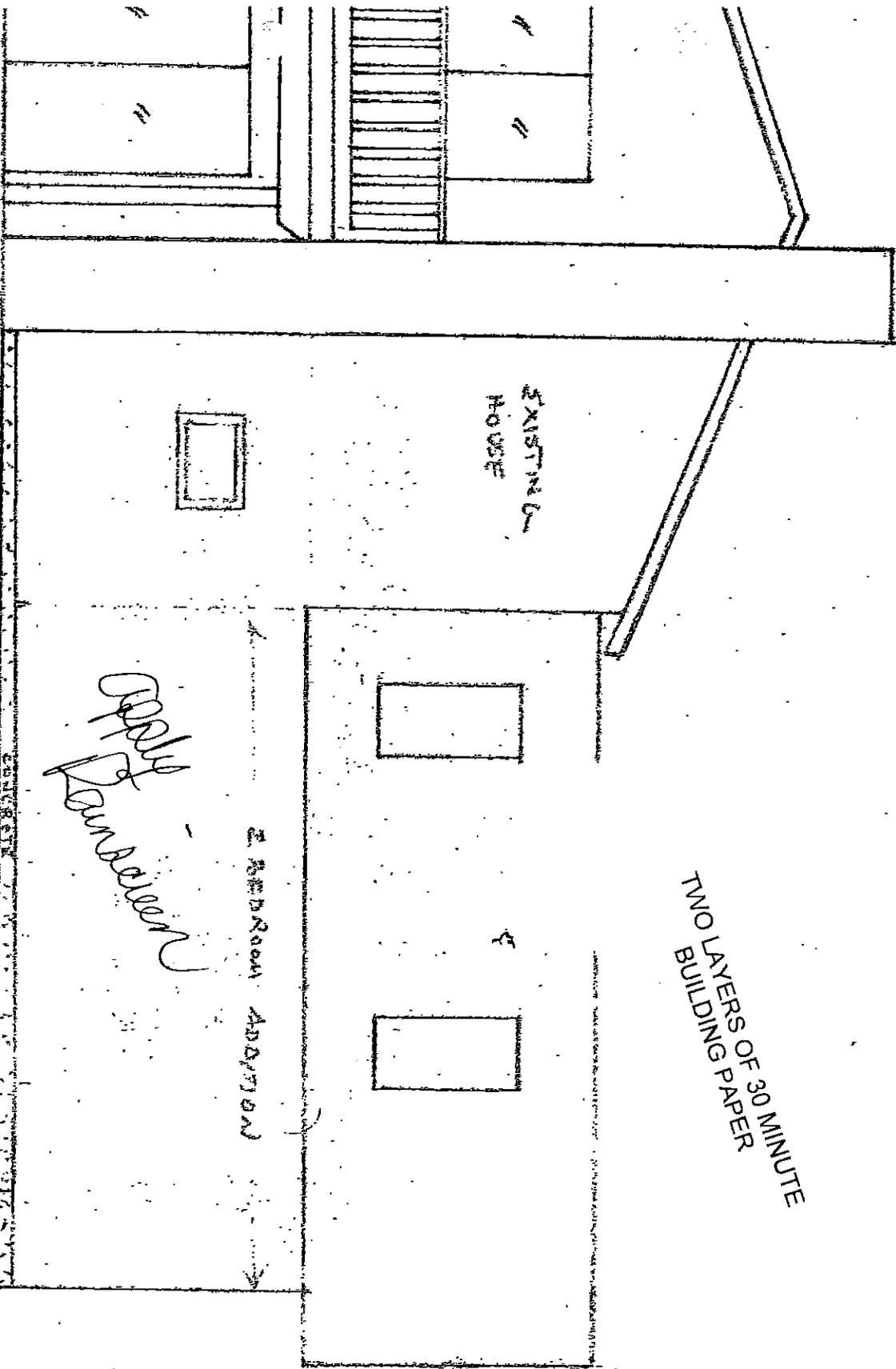
FILE COPY

Per: _____
Date: _____
Approved for Building Permit # _____

APPENDIX A

2 BED ROOM ADDITION
VIEW FROM THE EAST

TWO LAYERS OF PAPER
BUILDING PAPER



18'6" SCALE 1/4" = 1'-0"

2 BED ROOM ADDITION

2425 TOFINO-UCOLET HIGHWAY

PROXIMITY TO CREEK

LINE OF BUSHES

GRASS

105'

DENSE

LARGE BUSHES

TREES

NOT TOO STEEP

GRASS

70'

43'

33'

18'6"

PROPOSED ADDITION

EX: Hn

GRASS

51.25'

40' 5/8"

STEPPER

30' 5/4"

small trees.

1/4" = 1' VALLY LARKS

Small stream 1-2' wide & very shallow.



MEMORANDUM

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

FROM: Alex Dyer, Planner

DATE: July 18, 2013

SUBJECT: Development Variance DVC12005 (Rosene) – 2425 Tofino-Ucluelet Hwy

Background

On May 22, 2013 the Regional Board reviewed an application for a development variance permit relating to LOT 18, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692 (2425 Tofino-Ucluelet Highway).

The Board recommended that this application be furthered to the next stage of the variance process subject to the applicants obtaining a report from a qualified environmental professional assessing the impact of the proposed development on the adjacent creek. The applicants have since provided a report prepared by Dave Clough, R.P. Bio from D.R. Clough Consulting. The report concludes that there are no discernible impacts to the creek from the current property owners and that the 50 foot variance will accommodate the proposed addition to the house. The professional biologist report, a site survey prepared by J.E. Anderson and Associates and a site plan for the proposed addition prepared by the property owners are attached to this report.

The variance process involved notifying all property owners within 200 feet of the property. No correspondence was received after the neighbouring property owners were notified. If any objections or responses are received prior to the July 24, 2013 Board meeting staff will inform the Board.

This Development Variance Permit will reduce the required building setback from the natural boundary of a watercourse from 30.48 metres (100 feet) to 15.24 metres (50 feet) on the subject property.

DVC12005

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?if?ath Government and Huu-ay-aht First Nations
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), and "F" (Cherry Creek)

Recommendation

That the Regional Board pass a resolution to issue Development Variance Permit no. DVC12005.

Prepared By: 
Alex Dyer, Planner

Reviewed By: 
Mike Irg, Manager of Planning & Development


Russell Dyson, Chief Administrative Officer

DVC12005

D. R. Clough Consulting

Fisheries Resource Consultants

6966 Leland Road Lantzville B.C. V0R 2H0

Ph/fax: 1-250-390-2901, email: drclough@shaw.ca

June 19, 2013

Attn: Regional District Alberni Clayoquot, Planning Dept.

c/o John Rosene, Property Owner
2425 Tofino-Ucluelet Highway
Ucluelet B.C. V0R 3A0

RE: Stream Assessment for Variance of House Addition adjacent Willowbrae Creek.

Introduction: This report addresses the fish habitat characteristics and distance from residences adjacent Willowbrae Creek. The property is called The Outside Inn and is a residence (house) and rental property (cabins). The owner wishes to add a 16 foot wide addition to the main residence building. The ACRD has granted a variance from the standard 100 feet setback for construction to 50 feet from creek high water mark. The owners also wished to locate the remaining parts of the creek to determine if other buildings were outside the 100 foot setback from the creek.

Property Legal Description: Lot 18, District Lot 468, Clayoquot District, Plan VIP1692.

Methods: On May 31, 2013, D.R. Clough RPBio inspected the site aided by resident John Rosene. The building envelope was inspected at the proposed renovation site as well as other building locations. The site was inspected at cross sections established adjacent the property to determine its fish habitat characteristics and distance from the existing buildings.

Fish Presence: Willowbrae Creek is approximately 600m long from the ocean to the highway (where the property is located). There is further stream channel located upstream of the highway but it was not inspected. Willowbrae Creek is a perennial stream with year round populations of Coho Salmon and Cutthroat trout. Juvenile fish of these species were observed through the creek to the Highway Culvert during the survey. The coho fry indicate there are no barriers from the ocean. The creek crosses under Willowbrae Road downstream 300m through a culvert and empties into the head of Ucluelet Harbour.

Stream Description: The creek area adjacent the house is confined in a 3-5m deep draw with vegetated side slopes sitting on gradients of 20 to 90%. The entire area was historically logged and the riparian canopy is regenerating second growth primarily of Red Cedar, Douglas Fir and salmonberry. There was evidence of logging disturbance in the stream substrates with the marine clays exposed in many areas due to the washing out or burying of the shallow surface gravel deposits. The logging practices were further evidenced by the burnt chunks of cedar log debris plugging the channel or littered throughout. Large wood debris was lacking, the whole trees used by fish for cover had been cut up and dragged out decades ago.

Channel Habitat Summary Card: - Willowbrae Creek at House Property, Cherry Creek

| | | | |
|---------------------|-------------------------------------|----------------------|-----------|
| Avg. Channel Width: | 2.1 m | Gradient: | 3 % |
| Estimated Flow: | 60 lpm | Bankfull Flow Stage: | 15 % |
| Water Temperature: | 8 C | Survey Date: | May 31/13 |
| Instream Cover: | 20% LWD | Overhead Cover: | 85 % |
| Substrate: | 50% Gravel, 50% Clay. | | |
| Native Plants: | Red Cedar, Douglas Fir, Salmonberry | | |

A short non-fish accessible drainage cuts across the property between the house and the cabins. It is in a deep swale with treed cover. It had several head cut drops with a 1.3m drop at the entrance of Willowbrae. The flow is small and seasonal such that fish do not have access nor can resident fish survive above the barrier.

The current riparian area around the creek is healthy with 85% closure and a regenerating forest of native vegetation. There is a lawn surrounding the house but it ends 30 to 50 feet from the creek. There were no discernible impacts to the creek from the current owners. The stream could benefit from some restoration recovery from the historic logging as it lacks deep cover pools and spawning gravel.

Setback Distances:

The present house is located adjacent the south side of the creek. The distance from the proposed addition was measured at four locations (XS1, 4,5,6). The distance was measured from the proposed addition boundary at the top and bottom corners as well as in the middle to the creek edge of bank. Using a fiberglass tape, we measured each of the four sites to the creek and found the distance to vary from 60 feet at the closest to 103 feet at the farthest.

The property was inspected further downstream on the creek to confirm the setback of Cabins near the property line. A distance at cross section 7 was found to be 121ft.

Conclusion:

The setback distance along the proposed addition to the main residence was 60 feet or more, accommodating the 50 foot variance. Further downstream where the existing cabins were located, the distance to the closest cabin was over 100 feet. These setbacks both meet the 50and 100 foot setbacks that the Regional District identified.

Yours Truly,



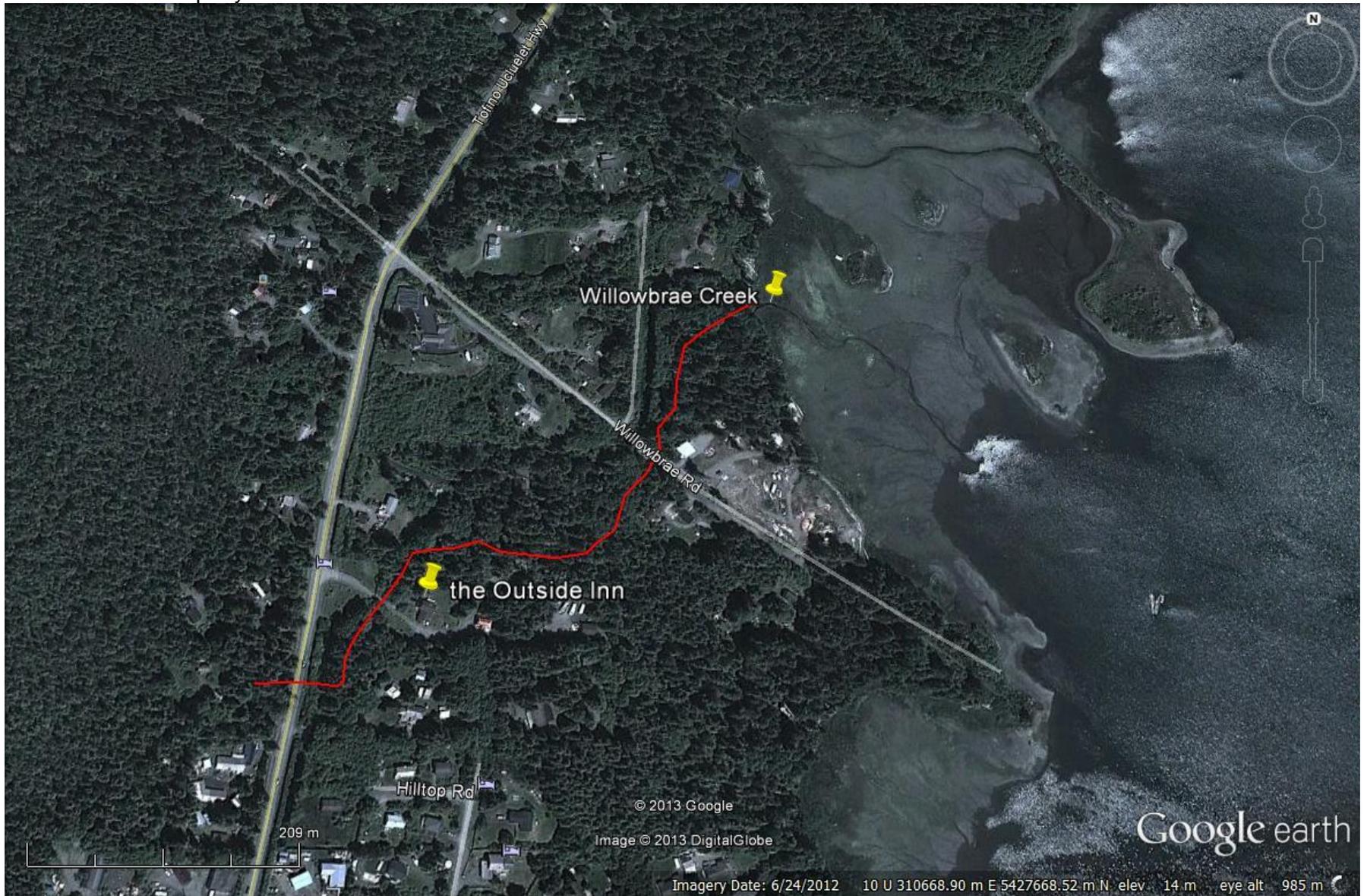
Dave Clough RpBio

Attachments – Appendix, site map and photos

Appendix 1– Data Table

| Site | CW | WW | Gradient | Distance ft | |
|------|------|------|----------|-------------|------------------------------------|
| XS1 | 2.2 | 1.05 | 2.5 | 60 | Top corner of proposed variance |
| XS2 | 2.1 | 1.4 | 3 | na | Creek Upstream xs1 (fish obs'd) |
| XS3 | 1.6 | 1.6 | 3 | na | Creek Upstream xs1 |
| XS4 | 2.7 | 1.4 | 3.5 | 103 | Lower corner of proposed |
| XS5 | 1.75 | 1.5 | 3.5 | 83 | Middle point of proposed |
| XS7 | 1.7 | 1.7 | 3 | 121 | Cabin distance to creek |
| Avg | 2.01 | 1.44 | 3.08 | | |
| XS6 | | | | 72 | 6 ft down from top corner proposed |
| | | | | | |

Willowbrae Creek/Property Location



Site Photos – Outside Inn/Willowbrae Creek



1.) House and addition line at bucket.



2.) XS1 at creek level (with fish obs'd)



3.) Cross section 4



4.) Cross section 5.

SKETCH PLAN

ROSENE

LOT 18, DISTRICT LOT 468,
CLAYOQUOT DISTRICT,
PLAN 1692

ADDRESS : 2425 Tofino-Ucluelet Highway

PROJECT SURVEYOR : K. Kyler

DRAWN BY : EA

DATE : June 26/13

OUR FILE : 60682

REVISION : 1st



1A - 3411 SHENTON ROAD, NANAIMO, B.C. V8T 2H1
TEL: 250-758-4631 FAX: 250-758-4660
EMAIL: nanaimo@jeanderson.com
NANAIMO - VICTORIA - PARKSVILLE

LEGEND

ALL DIMENSIONS ARE IN METRES

SUBJECT TO CHARGES SHOWN
ON TITLE NO. CA1746874
(P.I.D. 000-325-872)

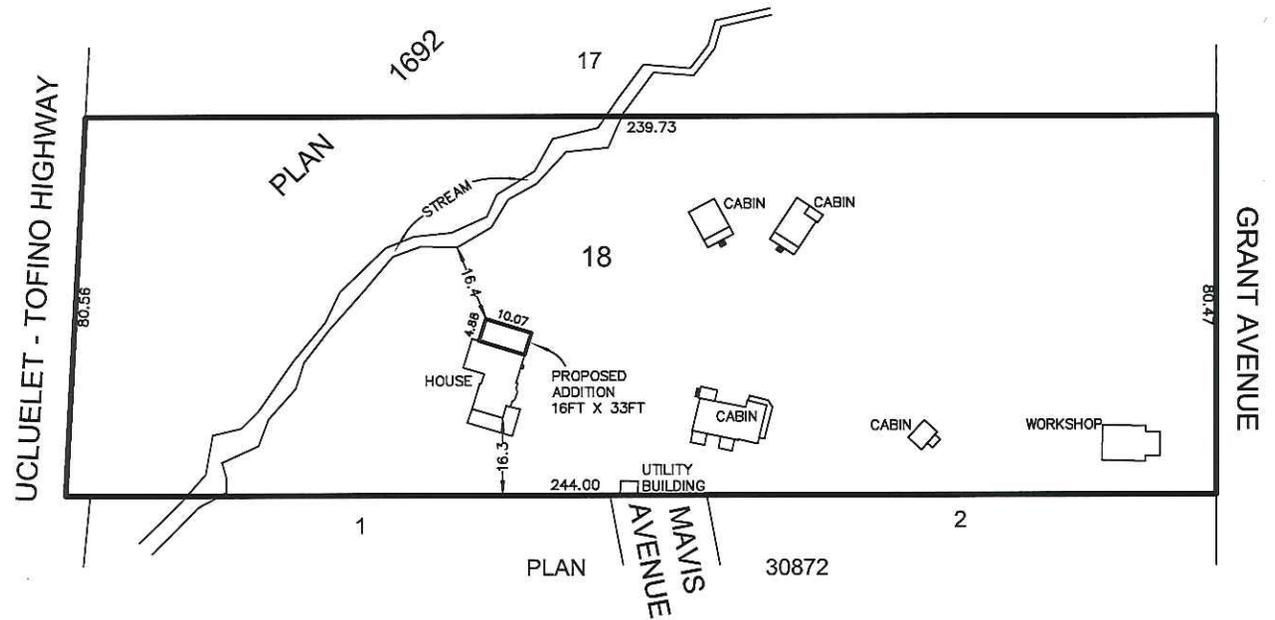
DIMENSIONS ARE DERIVED FROM
LAND TITLE OFFICE RECORDS

THIS PLAN HAS BEEN PREPARED IN
ACCORDANCE WITH THE PROFESSIONAL
REFERENCE MANUAL

SITE SURVEY INFORMATION FROM
AG SURVEYS

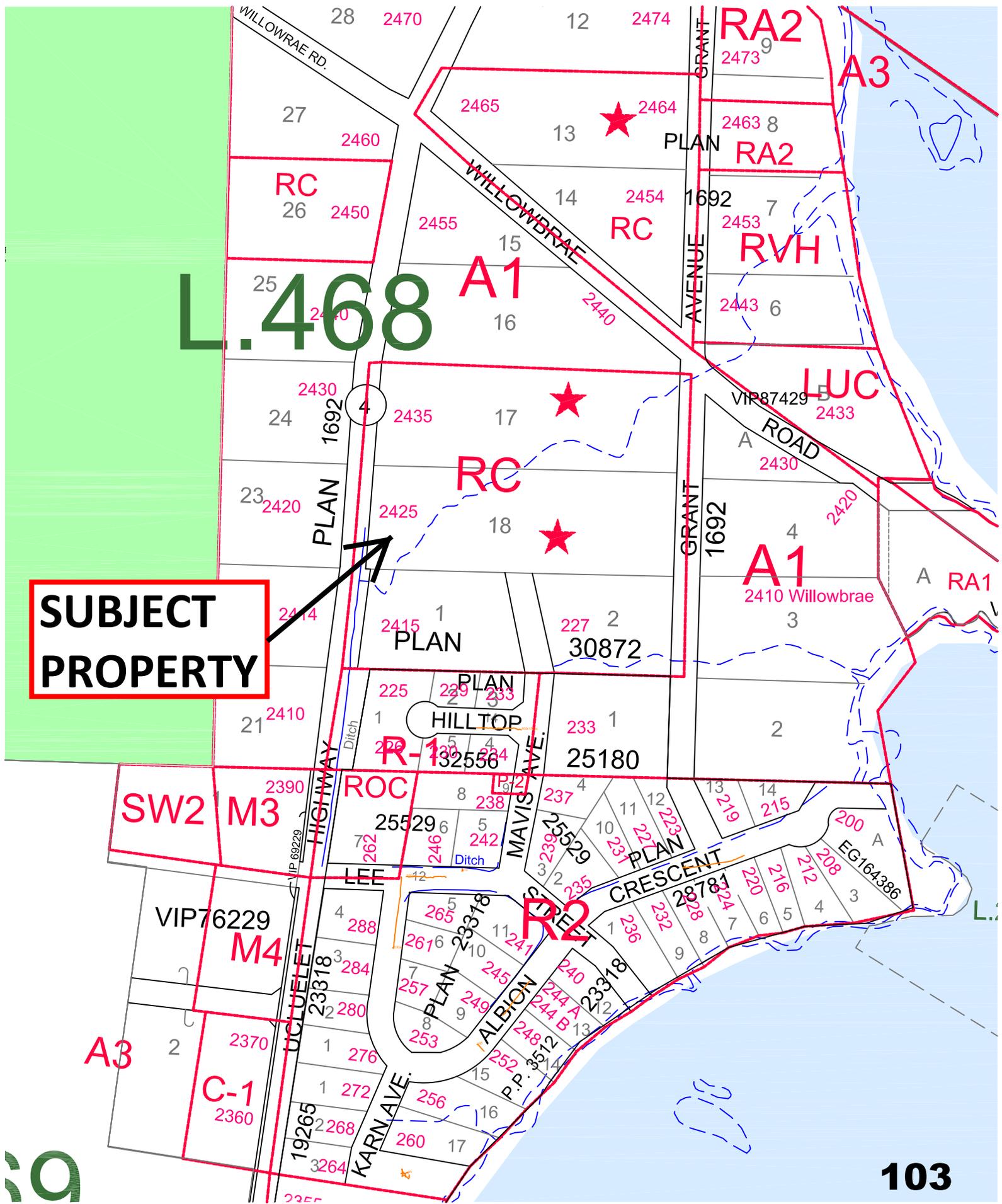


The intended plot size of this plan is 432mm in width by 280mm in height, B size, when plotted at a scale of 1:1000.



L.468

**SUBJECT
PROPERTY**





DEVELOPMENT VARIANCE PERMIT NO. DVC12005

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: John Rosene, Jason & Katherine Rosene

Address: 2425 Tofino-Ucluelet Highway

With respect to:

Legal Description: LOT 18, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692

PID: 000-325-872

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 6.2(4)(a), are hereby varied as follows:

- (i) Reduce the required building setback from the natural boundary of a watercourse from 30.48 metres (100 feet) to 15.24 metres (50 feet).

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on xxxxxx.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on xxxxxx.

Russell Dyson, CAO

Chair of the Board of Directors

DVC12005



MEMORANDUM

To: Russell Dyson, CAO and Regional Board of Directors
From: Charity Hallberg Dodds, Planning Assistant/Junior Planner
Date: July 18, 2013
Subject: DVF13002 – 5238 Athol Road

Background

On June 26, 2013 the Regional Board reviewed an application for a development variance permit relating to PARCEL A (DD 45426-W) OF LTO 6, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 7319.

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No letters have been received to date. If any objections or responses are received prior to the July 24, 2013 Board meeting, staff will inform the Board.

This development variance permit will reduce the required side yard setback in the Small Holdings (A1) District from 4.57 metres (15 feet) to 1.43 metres (4.7 feet) to allow for the construction of a second storey to the existing garage subject to:

- the maximum height for the garage being 13 feet, measured at mid-truss; and
- the roof overhang being limited to 24 inches with gutters installed.

Recommendation

That the Regional Board pass a resolution to issue Development Variance Permit DVF13002.

Submitted by:

Charity Hallberg Dodds
Planning Assistant/Junior Planner

DVF13002

Reviewed by:



Mike Irg
Manager of Planning & Development



For: Russell Dyson
CAO

DVF13002

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuᑦᑎᑦᑕᑦᑎᑦᑕᑦᑎᑦ Government, Huu-ay-aht First Nations
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



DEVELOPMENT VARIANCE PERMIT NO. DVF13002

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Sarah Henshall

Address: 5238 Athol Road

With respect to:

Legal Description: PARCEL A (DD 45426-W) OF LTO 6, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 7319

PID: 005-711-878

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- (i) As per Section 6.5 2 c ii), reduction of the required side yard setback in the Small Holdings (A1) District from 4.57 metres (15 feet) to 1.43 metres (4.7 feet) for an accessory building with a maximum height not to exceed thirteen (13) feet measured at mid-truss and the roof overhang being limited to 24 inches with gutters installed.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXX, 2013.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXX, 2013.

Russell Dyson, CAO

Chair of the Board of Directors

DVF13002



MEMORANDUM

To: Russell Dyson, CAO and Regional Board of Directors
From: Charity Hallberg Dodds, Planning Assistant/Junior Planner
Date: July 18, 2013
Subject: DVF13003 – 610 Franklin River Road (Bamfield Road)

Background

On June 26, 2013 the Regional Board reviewed an application for a development variance permit relating to LOT A, DISTRICT LOT 271, ALBERNI DISTRICT, PLAN VIP84862.

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No letters have been received to date. If any objections or responses are received prior to the July 24, 2013 Board meeting, staff will inform the Board.

This development variance permit will reduce the required lot width in the Rural (A2) District from 330 feet to 302 feet for Lot 1 as shown on the proposed subdivision plan.

Recommendation

That the Regional Board pass a resolution to issue Development Variance Permit DVF13003.

Submitted by:

Charity Hallberg Dodds
Planning Assistant/Junior Planner

DVF13003

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

Reviewed by:



For: Russell Dyson
CAO

DVF13003

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuᑦᑎᑦᑎᑦᑎᑦᑎᑦ Government, Huu-ay-aht First Nations
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



DEVELOPMENT VARIANCE PERMIT NO. DVF13003

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Ken Wilson & Trisha Gunderson

Address: 610 Franklin River Road (Bamfield Road)

With respect to:

Legal Description: LOT A, DISTRICT LOT 271, ALBERNI DISTRICT, PLAN VIP84862

PID: 027-519-937

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- (i) As per Section 200 – Schedule No. II – Bulk and Site Regulations, reduce the required lot width in the Rural (A2) District from 330 feet to 302 feet for Lot 1 as shown on proposed subdivision plan.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXX, 2013.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXX, 2013.

Russell Dyson, CAO

Chair of the Board of Directors

DVF13003



REZONING APPLICATION

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

DATE: July 19, 2013

FROM: Alex Dyer, Planner

ACRD FILE: RF13002

APPLICANT: Jim & Darlene Lane **AGENT:** Andrew Hanson

LEGAL

DESCRIPTION: LOT 4, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART
IN PLAN 10443

LOCATION: 2970 Alberni Highway

ELECTORAL AREA: "F" Cherry Creek

Recommendation: That the Regional Board:

- 1) Receive the staff report;
- 2) Proceed with first reading of Bylaw No. P1314 to rezone the property from Highway Commercial (C4) District to General Commercial (C2A) District subject to the following:
 - a. Approval from the Liquor Control and Licensing Branch;
 - b. Approval from the Ministry of Transportation regarding access/egress to the site and encroachment onto the Alberni Highway right-of-way;
 - c. Removal of the single family dwelling attached to the rear of the store or conversion into a storage building.
 - d. Meeting all technical referral agency requirements.

RF13002

- 3) Pass the following resolution: “That the public hearing for Bylaw P1314 be delegated to the Director for Electoral Area “F” Cherry Creek, the alternate director, or the Chairperson of the Regional Board.
-

Applicant’s Intention: The applicants intend to rezone in order to open a private liquor retail store in the existing building on the property.

Observations:

1. Property Description: The property is 0.5 acres in size and fronts directly on to the Alberni Highway. There is an existing building on the property that is currently vacant but has been used as a retail store in the recent past. Attached to the rear of the store is an old single family dwelling. There is a separate storage building lying to the west of the store and house structure. The property is accessed directly from the Alberni Highway with a 9 stall parking lot and landscaped area with a freestanding sign already developed on the property. A portion of the landscaped area, sign and parking area encroaches onto the road right-of-way.

2. Services:

- (a) **Sewage Disposal:** On-site sewage disposal.
- (b) **Water Supply:** Cherry Creek Waterworks District
- (c) **Fire Protection:** Cherry Creek Volunteer Fire Department
- (d) **Access:** There are two established accesses to the property. One of the accesses fronts onto a side road directly beside the highway to provide access to the neighbouring property and a collection of Canada Post rural route mailboxes and the other accesses the highway directly.

3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Official Community Plan designates this property as Commercial Use. One of the objectives of the Commercial Use designation is to facilitate the establishment and operation of small scale commercial development that is compatible with the rural character of Cherry Creek.

Relevant Commercial Policies include:

RF13002

Policy 7.2.1 Permit principal uses on lands designated Commercial to include local commercial, service commercial, highway commercial, tourist commercial, recreation commercial and campground commercial, as specified by the Zoning Bylaw.

Policy 7.2.4 Support the expansion and location of highway and tourist commercial uses in the vicinity of the junction of the Alberni and Port Alberni Highways.

The Cherry Creek OCP also designates a Development Permit Area, DPA III – Form and Character, that affects the property. The Form and Character DP requirement applies to all industrial, commercial and multi-family designations in the OCP and the objective is “to ensure that development, whether new or redevelopment of existing sites or lots, forms a positive impression to the greatest extent possible”. Development guidelines of commercial buildings within DPA III include recommending building to reflect a “West Coast” style, parking at the rear of a commercial building along the highway corridor, signage, landscaping and screening, and access/egress avoiding direct highway access where feasible.

The proposal complies with the policies and objectives of the Commercial Use designation in the Cherry Creek OCP. Any structural alterations or renovations requiring a building permit and signage/landscaping improvements will require a Development Permit to satisfy the requirements of DPA III – Form and Character.

- C. **Zoning:** The applicants are applying to rezone the property from Highway Commercial (C4) District to General Commercial (C2A) District in order to develop a private liquor retail store in the existing commercial store front on the property. The C2A District was drafted to provide consistency with the Cherry Creek Official Community Plan with respect to minimum lot size.

| C4 District Requires: | C2A District Requires: |
|--|--|
| Minimum Lot Area: 10,000 ft ² | Minimum Lot Area: 26,200 ft ² |
| Minimum Lot Width: 100 feet | Minimum Lot Width: 50 feet |
| Lot Coverage: 40 % | Lot Coverage: 60 % |
| Minimum Setbacks | Minimum Setbacks |
| Front: 30 feet | Front: 20 feet |
| Rear: 20 feet | Rear: 20 feet |
| Side: 20 feet | Side: 20 feet |

There is an old house that is attached to the rear of the store that was used as accommodation for previous owners of the property. The General Commercial (C2A) District only allows for dwelling units located above the first storey of a commercial building provided that they meet certain restrictions. As a condition of rezoning, the dwelling at the rear of the property must either be removed or made uninhabitable by way of removing any space designed for living, sleeping, eating or food preparation. This can include removing a kitchen and the closets from bedrooms. The structure would be permitted to remain as storage for the retail space or disconnected and used as an accessory building.

The proposal complies with the requirements of the General Commercial (C2A) District in the Zoning Bylaw provided the attached ground level dwelling is either removed or made uninhabitable.

Section 300 - Off-Street Parking Regulations

Section 300 of the Zoning Bylaw provides off-street parking regulations for different types of development. As per Section 300.4, only retail stores with commercial floor area exceeding 2,000 ft² require off-street parking spaces at a rate of one (1) space for each 300 ft² of floor area. As the existing retail building is less than 2,000 ft², there would be no required minimum number of parking spaces. Section 300.2 requires that where parking facilities are provided voluntarily, the location, design and operation of the facilities shall comply with the regulations.

There are currently seven (7) paved and lined parking stalls located on the property and an additional two (2) paved and lined stalls located either entirely within or partially within the road right-of-way. The number, location and design of the existing parking stalls will comply with the Off-Street Parking Regulations for a retail store.

Section 400 – Off-Street Loading Regulations

Section 400 of the Zoning Bylaw provides off-street loading regulations for commercial, industrial and institutional uses. Retail stores with less than 5,000 ft² of floor area require one (1) loading space.

There is a paved loading bay located immediately to the west of the store that will meet the Off-Street Loading Regulations.

RF13002

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- D. **Controlled Access Highway approval:** Approval from the Ministry of Transportation and Infrastructure will be required under Section 52 of the *Transportation Act* as the property lies within 800 metres of a controlled access highway.

History: Previous owners of the property applied for and received a controlled highway access permit in 1986 to access the property from the Alberni Highway. The permit allowed for one direct access from the highway for a retail store and single family dwelling.

A building permit was issued in June 1986 to build the 1,800 ft² retail store building and another permit was issued in 1993 to add bathrooms to the store. A building permit was also issued in 1990 to build the 960 ft² garage storage building beside the store.

Comments:

1. The applicant has received preliminary approval from the Liquor Control and Licensing Branch to transfer an existing Licensee Retail Store currently located in the City of Port Alberni to the subject property. Final approval of the relocation from the Liquor Control Branch will be required as a condition of rezoning.
2. The free-standing sign, landscaping and part of the paved parking area is located on the Alberni Highway right-of-way. While these improvements do not appear to impede traffic or access/egress to the site, the Ministry of Transportation will be referred to ensure that an encroachment permit has been issued to allow the improvements to remain and the free-standing sign to be updated. The sign will also need to comply with the ACRD Sign Bylaw No. R1022.
3. A controlled highway access permit was issued in 1986 by the Ministry of Transportation that permitted one direct access from the highway for a retail store and single family dwelling. The Ministry will also be asked to review the access permit to ensure that commercial access/egress to a retail liquor store is permitted under the current permit and if not, that a new commercial access permit be applied for.

Prepared by:

Alex Dyer, Planner

RF13002

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Reviewed by:

Mike Irg, Manager of Planning and Development

Russell Dyson, Chief Administrative Officer

RF13002

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Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?i?ath Government and Huu-ay-aht First Nations
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), and "F" (Cherry Creek)

116

PO Box 10
Ucluelet
BC
VOR 3A0

21 May 2013

Dear Sir

I am writing in regards to the commercial property located at 2970 Alberni Highway, Port Alberni (legal description Lot 4, District Lots 18, Alberni District, Plan 906).

We have submitted an 'Application for Development – Zoning Map Amendment' with the ACRD on May 17 2013 asking that the lot be rezoned from C4 Highway Commercial to C2 General Commercial, thus allowing us to open a retail liquor store on the property.

The liquor store would be a private store, known as a LRS to the Liquor Control Licencing Branch. We have been running the only LRS in Ucluelet for the last 7 years and are very experienced in the liquor business having been involved for the last 20 years. For the Port Alberni store we would be hiring people for the new 4 or 5 full time jobs from the Port Alberni area.

As this property is one of the first sights you see as you approach the commercial shopping district of Port Alberni, we feel it is important to have an attractive building, with a modern west coast appearance. To this end, we have plans to upgrade the façade of the building, improve signage and the general appearance, using local businesses to help.

Relocating to this property is subject to LCLB approval. Our findings have shown that in other rezoning applications if the district supports the location, the LCLB will be amenable to approving the location for a liquor retail store. As you know, this property has been used as a retail location for many years and it is our hope to continue to use it as a liquor retail location.

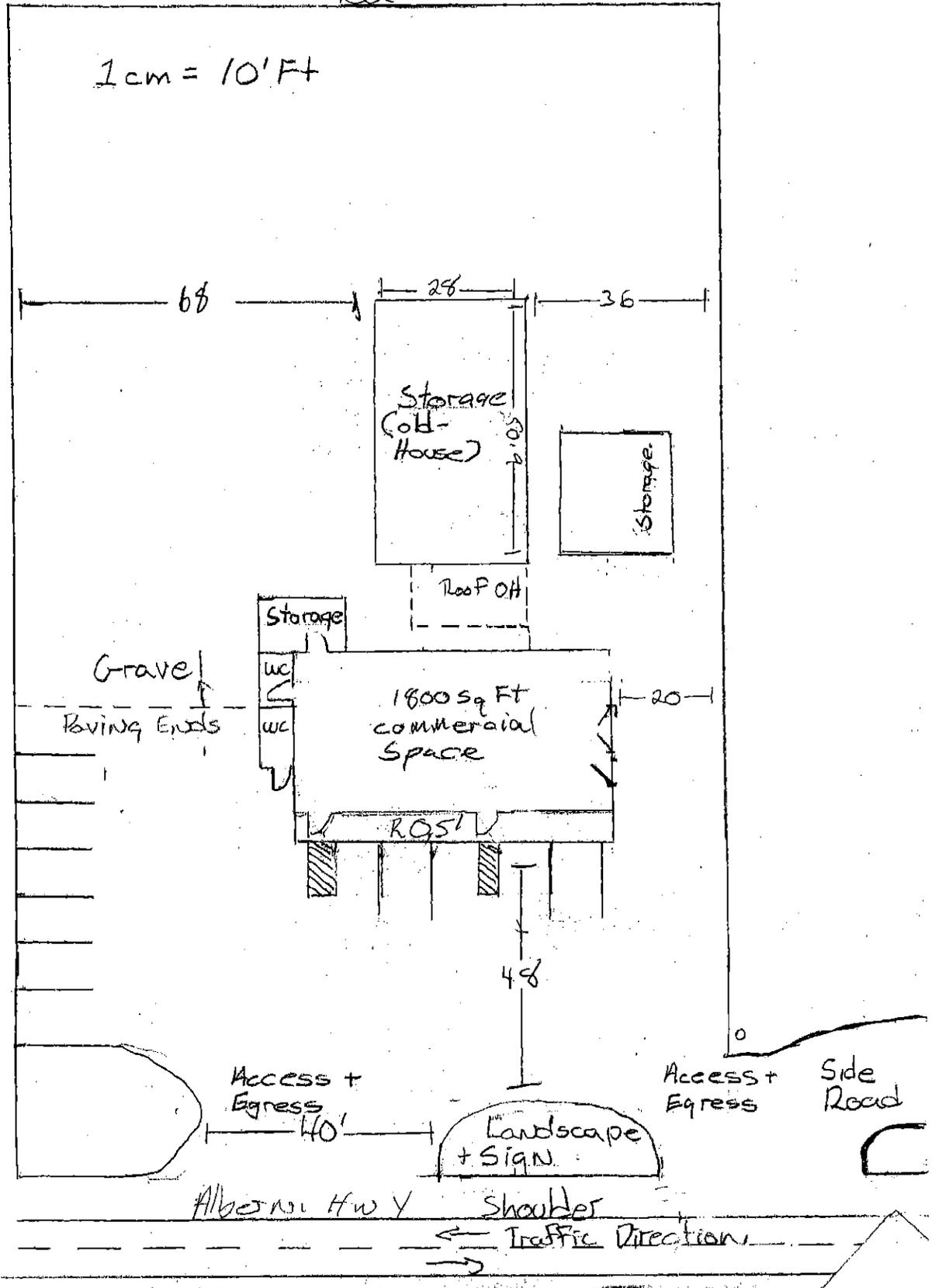
Please do not hesitate to contact me with any questions. Thank you for your attention to this matter.

Regards

Andrew Hanson
andrewhanson@email.com
250.725.8355

2970 Albany Hwy
Lot 4 D.L. 18 AD Plan 906
Except Part Plan 10443
132'

1 cm = 10' Ft



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1313

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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 bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1313.

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

a. Adding section “122A General Commercial (C2A) District” and subsections to read as follows:

122A General Commercial (C2A) District

This district is designated for pedestrian-oriented commercial, office and hotel development to serve the residents at the community level.

122A.1 Uses Permitted:

- (1) Uses permitted in the General Commercial (C2) District.
- (2) Accessory buildings and uses.

122A.1.2 Conditions of Use:

- (1) Every business or undertaking shall be conducted within a completely enclosed building except for parking, loading and display facilities.
- (2) Dwelling units located above the first story of a commercial building shall comply with the following requirements:
 - (a) The ground floor of the building shall be used only for commercial purposes.
 - (b) A completely separate public entrance to the apartment accommodation shall be provided from a ground floor entrance opening directly onto the public street.

(c) All suites shall be entirely self-contained and all floor areas shall be in accordance with Section 6.11 except that there shall not be more than one suite having more than one bedroom.

(d) Each suite shall be provided with a private balcony of minimum floor area of 4.645 square meters [50 square feet] and minimum width of 1.524 meters [5 feet] opening off the living room.

(e) One off-street parking space shall be provided for each suite, located so as not to impair access to the commercial premises or the use of off-street loading facilities.

- b. By amending Section 200, Schedule II – Bulk and Site Regulations, to include the following line item:

| Zoning District or Use | Minimum Lot Width (feet) | Minimum Lot Area (Sq. ft.) | Maximum Lot Coverage | Minimum Setbacks (Feet) | | | Maximum Height (feet) |
|------------------------|--------------------------|----------------------------|----------------------|-------------------------|-----------|-----------|-----------------------|
| | | | | Front | Rear | Side | |
| C2A | 50 | 26200 | 60% | 20 | 20 | 20 | 30 |

- c. By amending Section 4.3, Interpretation, to include “C2A” on the line that references “C districts”.

- d. By amending Section 5.1, Designation of Districts, to include “122A General Commercial (C2A) District” in the Commercial Section.

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

Read a first time this day of , 2013
 Read a second time this day of , 2013
 Read a third time this day of , 2013

Adopted this day of , 2013

 Russell Dyson, CAO

 Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1314

OFFICIAL ZONING ATLAS AMENDMENT NO. 670

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw 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 Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1314.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 4, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 10443 from Highway Commercial (C4) District to General Commercial (C2A) District 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 day of , 2013
Public Hearing held this day of , 2013
Read a second time this day of , 2013
Read a third time this day of , 2013

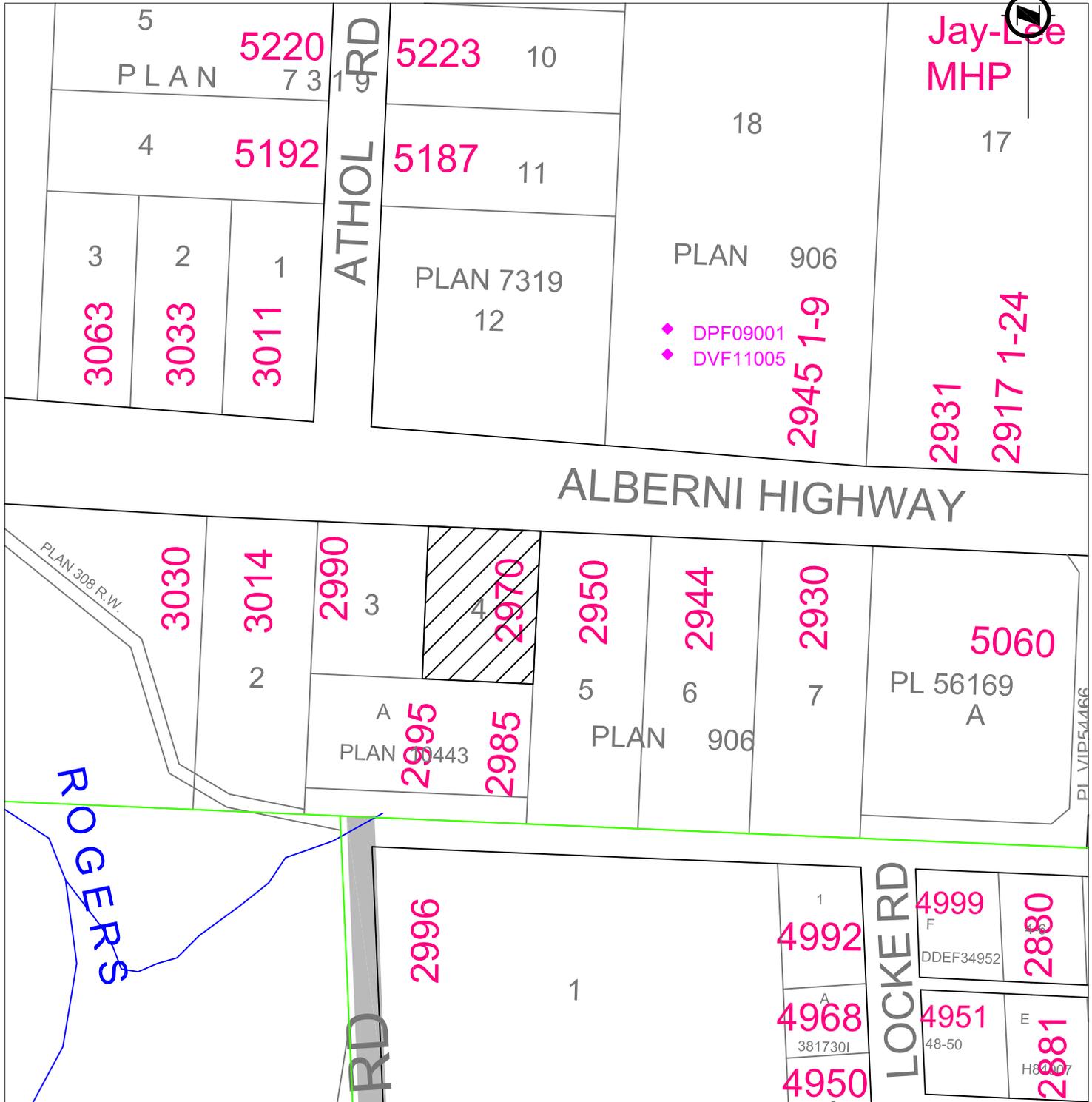
Adopted this day of , 2013

Russell Dyson, CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1314



Legal Description: LOT 4, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 10443

 To be rezoned from Highway Commercial (C4) District to General Commercial (C2A) District.

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of July 18, 2013

| # | Date | Action Item | Assigned to | Target Date/Update |
|----------------------------------|---|---|------------------|--|
| Administration Department | | | | |
| 1. | Jan. 23/13 WC Comm | Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future | Russell | Condition of Junction property – letter sent |
| 2. | Feb. 6/13 AV & Bamfield | Invite BC Transit to meet with the ACRD Board to provide an update on ridership and increase in the Custom Transit budget | Wendy | July 24 th Board Meeting |
| 3. | Feb. 27 th Board | Proceed immediately to prepare the required engineered drawings for the completion of the Strick Road water main replacement and booster pump, conduct discussions with the City of Port Alberni regarding a regional approach to Alberni Valley water supply and consult with residents of Beaver Creek regarding options and plans for the water system | Andy/ Russell | Water main tendered – water agreement discussions ongoing |
| 4. | April 10 WC Committee | Arrange a meeting with Chris Bird, President and representatives of the Long Beach Recreation Cooperative | Russell | Waiting for their AGM in June |
| 5. | May 13 th WC Comm | Invite land clearing contractors on the West Coast including Gibson Brothers, Action and Crow to the next WC Comm meeting to discuss options for disposing of land clearing waste on the WC | Wendy | Arranging for next West Coast Committee meeting |
| 6. | May 21 st Transp. Comm | Request a meeting with the new Minister of Transportation as soon as the new Minister is appointed by the Province regarding the new highway 4 connector | Russell | Response received – meeting being arranged with Minister Stone |
| 7. | June 12 th Board | Through the ACRD Chair gather more information from the Province regarding the Tsunami Debris Plan to share with First Nations, local government, AVICC and UBCM | Russell | Further information requested |
| 8. | June 12 th Board | Request a meeting with the appropriate Minister to discuss the Province's Tsunami Debris Plan | Russell | Meeting requested |
| 9. | June 26 th Board | Invite Ken McRae to provide an update to the Board on the Island Corridor Foundation | Wendy | Arranging for August |
| 10. | June 26 th Board | Draft a letter to the Ministry of Forests renewing support for the allocation of the annual allowable cut to the Alberni Valley Community Forest in order to help fund School District No. 70's Project Based Learning Program | Russell | Done |

| # | Date | Action Item | Assigned to | Target Date/Update |
|---------------------------|--------------------------------|--|-------------|---|
| 11. | June 26 th Board | The following Directors be appointed to the Personnel Committee: Chairperson Solda, Director Kokura and Director Osborne – Arrange a meeting date with CUPE | Wendy | Arranging – Tent. Set for July 25 th |
| 12. | June 26 th Board | Forward the draft West Coast Multiplex MOU to all West Coast communities and request the West Coast Multiplex Society to hold a meeting between all parties to review the draft MOU before sending out for community endorsements | Wendy | Meeting held July 17 th |
| 13. | July 10 th Board | Forward a letter of support to West Coast Aquatic regarding their application to the Recreational Fisheries Conservation Partnership Program for funding for urban stream revitalization in the Alberni Valley | Tracy | Done |
| 14. | July 10 th Board | Advise West Coast Aquatic that the Board of Directors passed a resolution to assist West Coast Aquatic with the development of a fall funding proposal and offer in kind assistance if appropriate | Tracy | Done |
| 15. | July 10 th Board | Refer the information from the Association of Vancouver Island and Coastal Communities regarding the potential impact to Vancouver Island Communities from the BC Utilities Commission regarding rejection of standardized natural gas rates in British Columbia to the Vancouver Island Health Authority and School District No. 70 | Tracy | Done |
| 16. | July 10 th Board | Contact and work with the Nuu-chah-nulth Tribal Council, the Port Alberni Friendship Centre and Reconciliation Canada to develop short term response for Reconciliation Canada events scheduled for Vancouver September 18-22, 2013 at the same time as the UBCM Conference and to develop a long term plan | Russell | Arranging |
| 17. | July 10 th Board | Regional District Chair and Director for Area "C" (Long Beach) were authorized to attend the official opening of the Toquaht Nation's Water Treatment Facility on July 20, 2013 – Advise of their attendance | Tracy | Done |
| Finance Department | | | | |
| 18. | July 25/12 Board | Review the ACRD's Purchasing/Tendering Policy and investigate options for flexibility in awarding tenders to local contractors/ bidders | Teri | In progress |
| 19. | June 12 th Board | The Board awarded the construction and installation of the China Creek Foot Bridge crossing to Coastal Bridge & Construction Ltd in the amount of \$25,953.00 plus GST – Award | Teri | Done |

| # | Date | Action Item | Assigned to | Target Date/Update |
|--|-------------------------------|---|------------------|---|
| Environmental Services Department | | | | |
| 20. | Apr. 8/10 WC | Work with Parks Canada on the landfill road agreement | Russell | In Progress |
| 21. | 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 |
| 22. | May 11/11 AV Comm | Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill | Andy/ Russell | In Progress |
| 23. | April 11/12 BD | Investigate options for dumping land clearing debris on the West Coast | Andy | In Progress |
| 24. | June 13/12 BD | Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners | Andy | Increased signage requested – to be discussed next Log Train Trail Adv. Mtg |
| 25. | Oct. 10/12 Board | Work with the Air Quality council in the development of a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal | Andy | In progress |
| 26. | Oct. 10/12 Board | The Board allocated \$36,500.00 of Gas Tax funding for the Bamfield Water Chlorination project | Andy | Projects being constructed |
| 27. | Feb. 6/13 AV & Bamfield | ACRD's Engineer to prepare a report on the Landfill Gas Management Program and feasibility of the program within the AV Landfill | Andy | Preparing |
| 28. | May 22 Board | The Board of Directors agree to purchase a 2013 Diamond 3-Point Hitch Boom Mower from Prairie Coast Equipment for \$38,700.00 plus taxes – Proceed with purchase | Andy | Delivered – being installed |
| 29. | May 22 Board | The Board of Directors agreed to hire Simpson Geotechnical Ltd. to conduct a geotechnical assessment on the proposed site of the West Coast Multiplex for an estimated fee of \$13,970 plus GST, which includes the estimated disbursements for the drill rig and skid road construction – Award and proceed with project | Andy | Completed |
| 30. | May 22 nd Board | Obtain quotes for a GPS for the AV Airport and confer with the Port Authority to participate and contribute | Andy | In progress once LBA Supervisor retained |

| # | Date | Action Item | Assigned to | Target Date/Update |
|----------------------------|--------------------------------|---|-----------------|-------------------------------------|
| 31. | May 22 nd Board | The Board of Directors passed a resolution to request an extension to September 30, 2013 from the Vancouver Island Health Authority (VIHA) to submit an implementation strategy for the Beaver Creek Water System outlining how the ACRD intends to meet the Drinking Water Treatment Objects (Microbiological) for Surface Water Supplies in BC – Proceed with request | Andy | Submitted |
| 32. | June 12 th Board | The Board of Directors awarded the Beaver Creek Firehall Seismic Upgrade tender to J. Robbins Construction in the amount of \$235,785 excluding GST – Award contract and proceed with project | Andy | Project proceeding |
| 33. | June 26 th Board | The ACRD Board of Directors authorized the purchase of a Hydrostatic Towed Runway Sweeper from Team Eagle Ltd. for the price of \$259,564.00 which includes shipping and taxes – Proceed with purchase | Andy | Awarded Proceeding |
| 34. | June 26 th Board | The ACRD Board endorsed entering into a three (3) year lease agreement with All Sports Lands Ltd. to operate the water landing strip at the Long Beach Airport commencing July 1, 2013 for the annual lease amount of \$3,887.52 plus applicable taxes with CPI adjustments for year two and three – Enter into lease agreement | Andy/ Janice | In Progress |
| 35. | June 26 th Board | The ACRD Board awarded the Strick Road Watermain Replacement tender to David Stalker Excavating Ltd. for the tender price of \$288,750.00 including GST – Award contract | Andy | Awarded Expected start date July 22 |
| 36. | July 10 th Board | Forward a letter requesting compensation for maintenance from both the Ministry of Transportation and Infrastructure for the internal roads and from the Ministry of Forests and Lands Natural Resource Operations for external forest service roads that access the Salmon Beach Recreational Village subdivision from Highway 4 and that the Toquaht Nation, District of Tofino, and District of Ucluelet be copied and asked for a letter of support | Andy | In Progress |
| Planning Department | | | | |
| 37. | June 1/09 | East Bamfield Parking Plan | Mike | Part of OCP review in 2013 |

| # | Date | Action Item | Assigned to | Target Date/Update |
|-----|---------------------------------|--|-------------|--|
| 38. | June 1/09 | Bamfield OCP Review | Mike | Out to agencies for review |
| 39. | 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 |
| 40. | n/a | Airport Zone Bylaw – Long Beach Airport | Mike | Ongoing |
| 41. | n/a | Sproat Lake OCP Review | Mike | Sent to Referral Agencies, Public Hearing in August |
| 42. | Apr. 27/11 BD | The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed | Mike | Working with Agricultural Development Committee |
| 43. | April 11/12 BD | Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure | Mike | Application sent to Ministry of Transportation and Ministry of Forests |
| 44. | April 10 WC Committee | Arrange a meeting with TFN regarding outstanding issues with regards to water and zoning of airport lands | Mike | Organizing |
| 45. | July 11/12 Board | The Board passed a resolution instructing staff to investigate grant opportunities for trail construction in Bamfield and explore partnership with the Huu-ay-aht First Nation – Investigate | Mike | Investigating Grants |
| 46. | Nov. 14/12 Board | The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD | Mike | Working with Hall Society |
| 47. | Nov. 14/12 Board | Investigate and explore options and implications related to taking over the West Bamfield public port facility from Transport Canada | Mike | Investigating |
| 48. | March 13 th Board | Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuułuᑭᑦᑎᑦᑎᑦ First Nation to discuss access, safety and broader land use policies applying to the junction property | Mike | Arranging Meeting |
| 49. | May 15 th AV Comm | Refer the agricultural priorities raised by the City Economic Development Manager to the Agricultural Development Comm. to identify recomm. the Alberni Valley | Mike | Next ADC Meeting |

| # | Date | Action Item | Assigned to | Target Date/Update |
|-----|--------------------------------|---|-------------|-----------------------------|
| 50. | June 26 th Board | Refer the correspondence on Mason bees for input from the Agricultural Development Committee | Mike | Next ADC Meeting |
| 51. | June 26 th Board | Forward a letter to the Ministry of Forests supporting the position of local government with regards to control and management of watersheds | Mike | Organizing |
| 52. | June 26 th Board | Forward a letter to the City of North Vancouver supporting their resolution submission to UBCM regarding a Genetically Engineered Free Zone and refer to the Agricultural Development Comm. for input | Mike | Next ADC Meeting |
| 53. | July 10 th Board | The Board of Directors deferred the RFD regarding Placement of Notice on Title, 1147 Front Street, Salmon Beach to the July 24, 2013 meeting and offer the owners of this property the opportunity to present their case as to why a Notice of Bylaw Contravention should not be placed on the subject property | Mike | July 24 th Board |
| 54. | July 10 th Board | The Board of Directors appointed Anne Stewart to the Regional Parks Plan Steering Committee – Advise Ms. Stewart and update the Committee List | Mike | Done |

Issued: July 18, 2013



| | 2013 YEAR TO DATE ACTUAL | 2013 ANNUAL BUDGET | PERCENTAGE OF BUDGET |
|--|-----------------------------|-----------------------|-------------------------|
| REVENUE | | | |
| Tax requisition | \$ - | \$ 3,678,025 | 0.00% |
| Parcel taxes | - | 881,655 | 0.00% |
| Grants in lieu of taxes | 30,099 | 30,400 | 99.01% |
| Services provided to other governments | 10,572 | 292,493 | 3.61% |
| Sale of services | 1,385,128 | 3,398,800 | 40.75% |
| Other revenue | 95,390 | 142,600 | 66.89% |
| Grants from other sources | 179,769 | 2,205,483 | 8.15% |
| Surplus (deficit) from prior years | 1,778,369 | 1,776,271 | 100.12% |
| Committed surplus from prior year | 2,493,083 | 2,494,032 | 99.96% |
| Transfers between services | 312,523 | 1,719,810 | 18.17% |
| | <hr/> | | |
| SUBTOTAL | 6,284,933 | 16,619,569 | 37.82% |
| | | | |
| <i>Transfers from Municipalities for</i> | | | |
| Municipal Finance Authority | \$ 396,722 | \$ 648,591 | 61.17% |
| | <hr/> | | |
| TOTAL REVENUE | \$ 6,681,655 | \$ 17,268,160 | 38.69% |

| EXPENDITURES | 2013 YEAR TO DATE ACTUAL | 2013 ANNUAL BUDGET | PERCENTAGE OF BUDGET |
|---|-------------------------------------|-------------------------------|---------------------------------|
| All Members | | | |
| E911 Telephone System | 261,183 | 266,000 | 98.19% |
| General Government Services | 524,919 | 1,112,100 | 47.20% |
| Health Network | 79,883 | 294,500 | 27.12% |
| Regional Parks | 6,391 | 50,315 | 12.70% |
| Regional Planning | 49,036 | 156,000 | 31.43% |
| Electoral Area's | | | |
| Building Inspection | 173,634 | 260,000 | 66.78% |
| Electoral Area Administration | 362,907 | 1,983,951 | 18.29% |
| Mgmt of Development - Rural Areas | 115,938 | 372,000 | 31.17% |
| Vancouver Island Regional Library | 188,560 | 378,000 | 49.88% |
| Alberni Valley | | | |
| Alberni Valley Emergency Planning | 32,245 | 112,200 | 28.74% |
| Alberni Valley & Bamfield Waste Mgmt | 715,539 | 2,482,200 | 28.83% |
| Alberni Valley Regional Airport | 46,093 | 155,000 | 29.74% |
| Alberni Valley Water Study | - | 10,750 | 0.00% |
| Custom Transit | 196,911 | 443,000 | 44.45% |
| West Coast | | | |
| Long Beach Airport | 104,014 | 1,861,234 | 5.59% |
| West Coast Emergency Planning | 7,366 | 14,771 | 49.87% |
| West Coast Waste Mgmt | 382,772 | 908,200 | 42.15% |
| City of Port Alberni | | | |
| Port Alberni Arena | 58,248 | 237,550 | 24.52% |
| Bamfield | | | |
| Bamfield Community Park | 1,126 | 6,100 | 18.46% |
| Bamfield Volunteer Fire Dept | 19,945 | 118,293 | 16.86% |
| Bamfield Water System | 63,523 | 675,512 | 9.40% |
| Beaufort | | | |
| Mountain Ranch Rd Fire Protection | 42 | 2,617 | 1.60% |
| Long Beach | | | |
| Millstream Water System | 20,658 | 151,860 | 13.60% |
| Salmon Beach Garbage | 4,199 | 25,150 | 16.70% |
| Salmon Beach Power Distribution | 15,313 | 74,496 | 20.56% |
| Salmon Beach Recreation | 15,108 | 35,450 | 42.62% |
| Salmon Beach Security | 16,894 | 53,750 | 31.43% |
| Salmon Beach Sewage | 28,305 | 62,850 | 45.04% |
| Salmon Beach Transportation | 55,771 | 154,600 | 36.07% |
| Salmon Beach Water | 6,236 | 14,050 | 44.38% |
| South Long Beach Bike Path | 42 | 7,200 | 0.58% |
| South Long Beach Community Park | - | 7,500 | 0.00% |
| South Long Beach Fire Protection | 83 | 14,000 | 0.59% |
| South Long Beach Street Lighting | 319 | 810 | 39.38% |
| Sproat Lake | | | |
| Sproat Lake Animal Control | 192 | 3,100 | 6.19% |
| Sproat Lake Arena | 42 | 32,136 | 0.13% |
| Sproat Lake Community Park | 15,715 | 166,863 | 9.42% |
| Sproat Lake Noise Control | 20,491 | 33,000 | 62.09% |
| Sproat Lake Volunteer Fire Department | 7,129 | 427,466 | 1.67% |
| Beaver Creek | | | |
| Arvay Rd Street Lighting | 503 | 1,300 | 38.69% |
| Beaver Creek Animal Control | 192 | 3,000 | 6.40% |
| Beaver Creek Community Park | 1,353 | 10,100 | 13.40% |
| Beaver Creek Arena | 42 | 24,735 | 0.17% |
| Beaver Creek Noise Control | 192 | 2,100 | 9.14% |
| Beaver Creek Volunteer Fire Department | 90,672 | 247,800 | 36.59% |
| Beaver Creek Water System | 583,865 | 2,016,974 | 28.95% |
| Granville Rd Fire Protection | 42 | 1,241 | 3.38% |
| Cherry Creek | | | |
| Cherry Creek Arena | 42 | 20,654 | 0.20% |
| Cherry Creek Noise Control | 191 | 2,100 | 9.10% |
| Franklin River Rd Fire Protection | 4,651 | 11,100 | 41.90% |
| Grants-in-Aid | 11,927 | 330,742 | 3.61% |
| | 3,195,398 | 15,836,420 | 20.18% |
| Transfers to Municipal Finance Authority on behalf of the Municipalities | 396,722 | 648,591 | 61.17% |
| | \$ 3,592,120 | \$ 16,485,011 | 21.79% |

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2013**

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------|----------|----------|------------|----------|-------------|---------------|--------------|---------------|--------------|----------|----------|----------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | | | | | | | | | | | | | 0 | 0 |
| Mobile Homes | | | | | | | | | | | | | 0 | 0 |
| Multi-Family | | | | | | | | | | | | | 0 | 0 |
| Adds&Rens | | | | | | | 1 | 30,000 | 1 | 35,000 | | | 2 | 65,000 |
| Commercial | | | | | | | | | | | | | 0 | 0 |
| Institutional | | | | | | | | | | | | | 0 | 0 |
| Industrial | | | | | | | | | | | | | 0 | 0 |
| Miscellenaous | | | | | | | 3 | 32,000 | 2 | 44,000 | | | 5 | 76,000 |
| Totals | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 62,000 | 3 | 79,000 | 0 | 0 | 7 | 141,000 |

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JUNE, 2013 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 | 0 | 0 | 2 | 192,527 | 4 | 1,125,318 | 2 | 800,000 | 1 | 278,264 | 9 | 2,396,109 |
| Mobile Homes | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2,500 | 1 | 10,000 | 1 | 10,000 | 3 | 22,500 |
| Multi-Family | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Adds&Rens | 0 | 0 | 0 | 0 | 1 | 4,000 | 3 | 533,000 | 2 | 138,000 | 2 | 11,500 | 8 | 686,500 |
| Commercial | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1,600,000 | 0 | 0 | 0 | 0 | 2 | 1,600,000 |
| Institutional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Industrial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellenaous | 0 | 0 | 0 | 0 | 1 | 5,000 | 4 | 36,000 | 9 | 367,332 | 2 | 60,000 | 16 | 468,332 |
| Totals | 0 | 0 | 0 | 0 | 4 | 201,527 | 14 | 3,296,818 | 14 | 1,315,332 | 6 | 359,764 | 38 | 5,173,441 |

| | BAMFIELD | BEAUFORT/ BEAVER CREEK | LONG BEACH | SPROAT LAKE | CHERRY CREEK | TOTAL | YTD TOTAL |
|------------------------------|----------|---------------------------|------------|-------------|--------------|----------|-----------|
| WOODSTOVE INSPECTIONS | 1 | 1 | | | | 2 | 34 |

| | YEAR TO DATE | | TOTAL YEAR | | | YEAR TO DATE | | TOTAL YEAR | |
|------|--------------|------------|------------|------------|------|--------------|-----------|------------|------------|
| 2012 | 46 | 4,321,800 | 92 | 9,011,700 | | | | | |
| 2011 | 81 | 6,169,377 | 120 | 9,221,498 | | | | | |
| 2010 | 82 | 13,809,078 | 149 | 21,524,170 | | | | | |
| 2009 | 63 | 6,581,912 | 123 | 11,302,380 | 1999 | 37 | 1,805,788 | 80 | 3,348,092 |
| 2008 | 73 | 9,556,826 | 147 | 22,682,130 | 1998 | 41 | 1,650,426 | 75 | 3,320,890 |
| 2007 | 73 | 7,016,424 | 163 | 15,007,877 | 1997 | 48 | 2,779,466 | 104 | 10,025,166 |
| 2006 | 84 | 7,663,595 | 161 | 15,909,705 | 1996 | 69 | 5,542,700 | 128 | 9,050,554 |
| 2005 | 74 | 8,278,645 | 138 | 12,962,379 | 1995 | 61 | 5,910,000 | 116 | 9,641,300 |
| 2004 | 77 | 6,842,554 | 133 | 11,036,854 | 1994 | 92 | 6,327,000 | 151 | 7,915,500 |
| 2003 | 37 | 3,671,688 | 97 | 6,925,356 | 1993 | 82 | 5,774,000 | 167 | 10,864,000 |
| 2002 | 42 | 1,754,970 | 76 | 2,986,134 | 1992 | 87 | 5,660,000 | 173 | 11,192,500 |
| 2001 | 40 | 3,734,396 | 89 | 5,790,126 | 1991 | 57 | 3,115,520 | 126 | 7,155,120 |
| 2000 | 43 | 2,009,157 | 88 | 4,095,339 | 1990 | 53 | 5,240,500 | 118 | 6,323,900 |



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
August 2013**

| DATE | MEETING | TIME & LOCATION | ATTENDEES |
|---------------------------------------|---------------------------------------|---|------------------|
| Wednesday, August 14 th | Board of Directors Meeting | 1:30 pm – Regional District Board Room | Directors, Staff |
| | Regional Hospital District Meeting | Immediately following above | Directors, Staff |
| Wednesday, August 28 th | Board of Directors Meeting | 1:30 pm – Regional District Board Room | Directors, Staff |

Issued: July 18, 2013



***North Island 9-1-1 Corporation
Financial Statements
Year Ended December 31, 2012***

North Island 9-1-1 Corporation

Incorporated 1995

2012

Board of Directors

| | |
|-----------------------|---------------------------------------|
| J. Ambler (President) | Comox Valley Regional District |
| J. Douglas | Alberni-Clayoquot Regional District |
| C. Palmer/M. Hathaway | Powell River Regional District |
| P. Wainwright | Regional District of Mount Waddington |
| J. Stanhope | Regional District of Nanaimo |
| N. Anderson | Strathcona Regional District |

North Island 9-1-1 Corporation
Financial Statements
Year ended December 31, 2012

Statement of Management Responsibility
Independent Auditor's Report
Statement of Financial Position
Statement of Operations
Statement of Change in Net Financial Assets
Statement of Cash Flows
Notes to the Financial Statements

Schedules

- A Schedule of Tangible Capital Assets
- B Conditional Transfers from Local Governments
- C General Government Services Expenses
- D Protective Services Expenses



North Island 9-1-1 Corporation

Management's Responsibility for Financial Reporting

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and are outlined under Significant Accounting Policies in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary schedules.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

The board of directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

BDO Canada LLP, Chartered Accountants, the corporation's independent auditor, have conducted an examination of the financial statements in accordance with Canadian generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

A handwritten signature in black ink, appearing to read 'E.J. Dunlop', written over a light grey rectangular background.

E.J. Dunlop, CGA
Officer responsible for Financial Administration,
pursuant to Section 199 of the Local Government Act



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Independent Auditor's Report

To the Shareholders
North Island 9-1-1 Corporation

We have audited the accompanying financial statements of the North Island 9-1-1 Corporation, which comprise the Statement of Financial Position as at December 31, 2012, and the Statements of Operations, Change in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies, and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted the audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

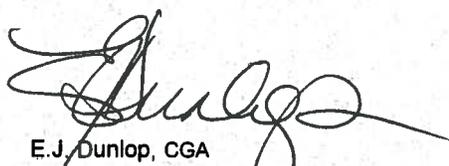
In our opinion, the financial statements present fairly, in all material respects, the financial position of the North Island 9-1-1 Corporation as at December 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

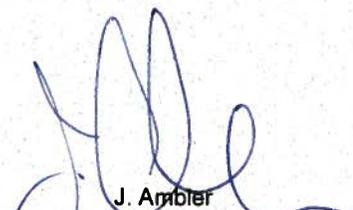
Chartered Accountants

Vancouver, British Columbia
June 21, 2013

North Island 9-1-1 Corporation
Statement of Financial Position
December 31, 2012

| | 2012 | 2011 |
|--|---------------------|---------------------|
| Financial Assets | | |
| Cash (Note 3) | \$ 1,543,921 | \$ 1,430,697 |
| Security deposits | 1,000 | 2,000 |
| Receivables -Federal government | 25,675 | 32,107 |
| -Provincial government | - | 838 |
| -Local government | 20,706 | 34,201 |
| -Other | 4,420 | 56,413 |
| Total Financial Assets | 1,595,722 | 1,556,256 |
| Liabilities | | |
| Payables -Federal government | 88,234 | 85,968 |
| -Provincial government | 1,231 | 1,397 |
| -Local government | 12,928 | 22,432 |
| Trade accounts and accrued liabilities | 56,660 | 78,484 |
| Deferred revenue | 17,105 | 2,438 |
| Total Liabilities | 176,158 | 190,719 |
| Net Financial Assets | 1,419,564 | 1,365,537 |
| Non-Financial Assets | | |
| Prepaid expenses | 10,231 | 8,395 |
| Tangible capital assets (Schedule A) | 1,036,736 | 1,053,349 |
| Total Non-Financial Assets | 1,046,967 | 1,061,744 |
| Accumulated Surplus (Note 4) | \$ 2,466,531 | \$ 2,427,281 |


E.J. Dunlop, CGA
Corporate Financial Officer


J. Ambler
President

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Operations
Year ended December 31, 2012

| | 2012 | 2012 | 2011 |
|---|---------------------------|----------------------------|---------------------|
| | <u>Budget</u> (Note 7) | <u>Actual</u> | <u>Actual</u> |
| Revenue | | | |
| Conditional transfers from local governments (Schedule B) | \$ 1,915,514 | \$ 1,915,514 | \$ 1,915,514 |
| Sales of service - other local governments | 2,233 | 2,058 | 2,233 |
| Sub-licence revenue | 45,457 | 48,234 | 38,790 |
| Interest | 5,000 | 17,706 | 16,581 |
| Other revenue | 6,000 | 22,501 | 18,675 |
| Gain on foreign exchange currency transactions | - | - | 12,177 |
| Gain on disposal of tangible capital assets | - | - | 10,045 |
| Total Revenue | <u>1,974,204</u> | <u>2,006,013</u> | <u>2,014,015</u> |
| Expenses | | | |
| General government services (Schedule C) | 202,177 | 200,728 | 201,735 |
| Protective services (Schedule D) | <u>1,796,437</u> | <u>1,766,035</u> | <u>1,628,599</u> |
| Total Expenses | <u>1,998,614</u> | <u>1,966,763</u> | <u>1,830,334</u> |
| Annual Surplus | (24,410) | 39,250 | 183,681 |
| Accumulated Surplus, beginning of year | <u>2,427,281</u> | <u>2,427,281</u> | <u>2,243,600</u> |
| Accumulated Surplus, end of year | <u>\$ 2,402,871</u> | <u>\$ 2,466,531</u> | <u>\$ 2,427,281</u> |

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Change in Net Financial Assets
Year ended December 31, 2012

| | 2012 | 2012 | 2011 |
|--|---------------------------|----------------------------|---------------------|
| | <u>Budget</u> (Note 7) | <u>Actual</u> | <u>Actual</u> |
| Annual Surplus | \$ (24,410) | \$ 39,250 | \$ 183,681 |
| Acquisition of tangible capital assets | (181,852) | (136,765) | (399,068) |
| Amortization of tangible capital assets | - | 144,449 | 105,802 |
| Change in prepaid expenses | - | (1,836) | 15,321 |
| Proceeds from disposal of tangible capital assets | - | 10 | 71,121 |
| Gain (loss) on disposal of tangible capital assets | <u>-</u> | <u>8,919</u> | <u>(10,045)</u> |
| Increase (Decrease) in Net Financial Assets | (206,262) | 54,027 | (33,188) |
| Net Financial Assets, beginning of year | <u>1,365,537</u> | <u>1,365,537</u> | <u>1,398,725</u> |
| Net Financial Assets, end of year | <u>\$ 1,159,275</u> | <u>\$ 1,419,564</u> | <u>\$ 1,365,537</u> |

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Statement of Cash Flows
Year ended December 31, 2012

| | 2012 | 2011 |
|--|---------------------|---------------------|
| Operating Transactions | | |
| Annual Surplus | \$ 39,250 | \$ 183,681 |
| Changes in non-cash operating balances | | |
| Receivables | 73,758 | (37,700) |
| Payables and accrued liabilities | (29,228) | 41,224 |
| Prepaid expenses | (1,836) | 15,321 |
| Deferred revenue | 14,667 | (6,667) |
| Items not utilizing cash | | |
| Amortization of tangible capital assets | 144,449 | 105,802 |
| Gain (loss) on disposal of tangible capital assets | 8,919 | (10,045) |
| Cash Provided by Operating Transactions | 249,979 | 291,616 |
| Capital Transactions | | |
| Proceeds from disposal of tangible capital assets | 10 | 71,121 |
| Acquisition of tangible capital assets | (136,765) | (399,068) |
| Cash Applied to Capital Transactions | (136,755) | (327,947) |
| Net change in Cash | 113,224 | (36,331) |
| Cash, beginning of year | 1,430,697 | 1,467,028 |
| Cash, end of year | \$ 1,543,921 | \$ 1,430,697 |

The accompanying notes and schedules are an integral part of these financial statements.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2012

1. Purpose

The North Island 9-1-1 Corporation (the corporation) was incorporated in 1995 for the purpose of providing emergency 9-1-1 telephone service to Vancouver Island and the surrounding coastal area from Nanaimo north. The corporation is exempt from taxation.

2. Significant Accounting Policies

a) General

As the North Island 9-1-1 Corporation shares are 100% owned by British Columbia regional districts (Note 5), the corporation follows recommendations and guidance with respect to matters of accounting and auditing in the public sector as issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants.

b) Financial Instruments

The corporation's financial instruments consist of cash in Canadian and United States dollars, receivables, payables and trade accounts and accrued liabilities. Unless otherwise noted, it is management's opinion that the corporation is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

c) Tangible Capital Assets

Tangible capital assets are recorded at cost, net of tangible capital asset disposals, write-downs and amortization. The cost of the tangible capital assets, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset, are amortized on a straight line basis over their estimated useful lives as follows:

| | |
|---|-------------|
| Office furniture and equipment | 5-10 years |
| Vehicles | 6 years |
| Information technology infrastructure | 5 years |
| Communication infrastructure | |
| Radio and satellite systems and components | 7-10 years |
| Communication towers and equipment shelters | 30-40 years |

d) Revenue Recognition

The corporation recognizes revenue based on assessments issued to the regional districts in its service area. These assessments are issued on an annual basis to meet the expenditures of the corporation. Interest revenue is recorded when earned. Deferred revenue consists of sub-license revenue received during the year that relates to future periods. Sub-licence revenue is recorded when earned.

e) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2012

Significant areas requiring management estimates are the determination of amortization of tangible capital assets, the useful lives of these assets and provisions for contingencies. Actual results may vary from the estimates and any adjustments will be reported and reflected in operations as they become known.

3. Cash

Cash includes \$4,463 in US funds which has been translated to \$4,440 Canadian at the December 31, 2012 exchange rate (2011 - \$135,161 USD translated to \$137,459 CAD). Transactions in US foreign currency during the year resulted in a loss on foreign currency transactions of \$1,575 (2011 - gain of \$12,177).

4. Accumulated Surplus

| | <u>2012</u> | <u>2011</u> |
|---------------------------------------|---------------------------|--------------------|
| Equity in tangible capital assets | \$1,036,736 | \$1,053,349 |
| Operating surplus | 280,970 | 242,382 |
| General operating contingency reserve | 97,969 | 80,694 |
| Future expenditure reserve | 1,000,468 | 1,000,468 |
| Insurance reserve | 50,367 | 50,367 |
| Share capital (Note 5) | 21 | 21 |
| | <u>\$2,466,531</u> | <u>\$2,427,281</u> |

The reserve for future expenditures was established to provide for expenditure for capital works, machinery and equipment and the replacement of equipment and communication infrastructure made inefficient through amortization and obsolescence.

The insurance reserve represents self-insurance to assist with any deductible arising from insurance claims.

5. Share Capital

Authorized: 10,000 Class "A" common voting shares without par value

Issued: 21 Class "A" shares, as follows:

| | <u>2012</u> | <u>2011</u> |
|---------------------------------------|---------------------|--------------|
| Comox Valley Regional District | \$ 6 | \$6 |
| Regional District of Nanaimo | 5 | 5 |
| Alberni-Clayoquot Regional District | 3 | 3 |
| Regional District of Mount Waddington | 1 | 1 |
| Powell River Regional District | 2 | 2 |
| Strathcona Regional District | 4 | 4 |
| | <u>\$ 21</u> | <u>\$ 21</u> |

6. Related Party Transactions

During the year, one of the shareholders, the Comox Valley Regional District, provided support services, including the services of a mapping coordinator, in the amount of \$200,728 (2011 - \$201,735) to the corporation as detailed on Schedule C.

North Island 9-1-1 Corporation
Notes to the Financial Statements
Year ended December 31, 2012

Payables to local governments at year end include \$11,591 (2011 - \$22,014) due to the Comox Valley Regional District.

7. Restatement of 2012 Budget

The budget amounts presented throughout these financial statements represent the budget approved by the corporation's board on March 23, 2012.

The budget anticipated use of surpluses and reserves accumulated in previous years to balance against current year expenditures in excess of current year revenues. Another significant variance is that the budget anticipated capital expenditures rather than amortization expense.

The summary below reconciles the 2012 approved budget to the Statement of Operations.

| | |
|--|---------------------------|
| Budgeted surplus, as approved March 23, 2012 | \$ - |
| Add: | |
| Capital acquisitions | 181,852 |
| Transfer to reserves | 68,000 |
| Less: | |
| Transfers from reserves | (31,880) |
| Transfers from previous year surpluses | <u>(242,382)</u> |
| Budgeted Annual Deficit, as restated | <u>\$ (24,410)</u> |

North Island 9-1-1 Corporation
Schedule of Tangible Capital Assets
Year ended December 31, 2012

Schedule A

| | Office Furniture & Equipment | Vehicles | IT Infrastructure | Communication Infrastructure | Work in Progress | December 31, 2012 | December 31, 2011 |
|--|------------------------------------|------------------|----------------------|---------------------------------|---------------------|----------------------|----------------------|
| Cost | | | | | | | |
| Balance, beginning of year | \$ 58,233 | \$ 53,534 | \$ 79,254 | \$ 1,456,892 | \$ 231,148 | \$ 1,879,061 | \$ 1,585,757 |
| Add: | | | | | | | |
| Additions | - | - | 336,750 | - | (199,985) | 136,765 | 399,068 |
| Less: | | | | | | | |
| Disposals | - | - | - | (15,530) | - | (15,530) | (105,764) |
| | - | | | | | | |
| Balance, end of year | 58,233 | 53,534 | 416,004 | 1,441,362 | 31,163 | 2,000,296 | 1,879,061 |
| Accumulated Amortization | | | | | | | |
| Balance, beginning of year | 32,689 | 4,461 | 54,378 | 734,184 | - | 825,712 | 764,598 |
| Add: | | | | | | | |
| Amortization | 5,823 | 8,923 | 42,830 | 86,873 | - | 144,449 | 105,802 |
| Less: | | | | | | | |
| Accumulated amortization on disposals | - | - | - | (6,601) | - | (6,601) | (44,688) |
| Balance, end of year | 38,512 | 13,384 | 97,208 | 814,456 | - | 963,560 | 825,712 |
| Net Book Value of Tangible Capital Assets | \$ 19,721 | \$ 40,150 | \$ 318,796 | \$ 626,906 | \$ 31,163 | \$ 1,036,736 | \$ 1,053,349 |

North Island 9-1-1 Corporation
Schedule of Conditional Transfers from Local Governments
Year ended December 31, 2012

Schedule B

| | 2012 | | 2011 | |
|---------------------------------------|----------------|---------------------|---------|--------------|
| Regional District Participants | | | | |
| Comox Valley | 30.82% | \$ 590,398 | 30.58% | \$ 585,855 |
| Nanaimo | 26.91% | 515,536 | 26.69% | 511,259 |
| Strathcona | 17.42% | 333,665 | 17.67% | 338,535 |
| Alberni-Clayoquot | 13.07% | 250,328 | 13.21% | 253,052 |
| Powell River | 8.59% | 164,613 | 8.53% | 163,483 |
| Mount Waddington | 3.18% | 60,974 | 3.31% | 63,330 |
| | 100.00% | \$ 1,915,514 | 100.00% | \$ 1,915,514 |

Shareholders' Contribution Percentage

Section 4.4 of Schedule A, Bylaw 1711, cited as "Comox-Strathcona North Island 9-1-1 Corporation By-law, 1994" reads as follows:

"Each Shareholders' respective contribution percentage of funds required from time to time by the Company shall be reassessed by the Company annually, on the basis of net taxable value of land and improvements assessed for hospital purposes, within the Shareholders' jurisdiction, commencing from the date of this Agreement, and upon the withdrawal or addition of a Shareholder, any such change to be determined as if a Major Decision of the Board."

North Island 9-1-1 Corporation
Schedule of General Government Services Expenses
Year ended December 31, 2012

Schedule C

| | 2012 Budget (Note 7) | 2012 Actual | 2011 Actual |
|--|----------------------------|-------------------|-------------------|
| Comox Valley Regional District Support Services | | | |
| Administrative support services | \$ 126,195 | \$ 126,195 | \$ 128,927 |
| Mapping co-ordinator support services | 75,982 | 74,533 | 72,808 |
| | <u>\$ 202,177</u> | <u>\$ 200,728</u> | <u>\$ 201,735</u> |

Schedule of Protective Services Expenses
Year ended December 31, 2012

Schedule D

| | 2012 Budget (Note 7) | 2012 Actual | 2011 Actual |
|--|----------------------------|---------------------|---------------------|
| Advertising | \$ 8,000 | \$ - | \$ 256 |
| Amortization of tangible capital assets (Schedule A) | - | 144,449 | 105,802 |
| Bank charges and interest | 5,000 | 1,934 | - |
| Contract services - City of Campbell River fire dispatch | 885,113 | 848,771 | 822,657 |
| Contract services - RCMP | 400,000 | 303,506 | 323,962 |
| Insurance | 29,300 | 28,546 | 26,886 |
| Licences and permits | 17,420 | 11,813 | 21,380 |
| Loss on disposal of tangible capital asset (Schedule A) | - | 8,919 | - |
| Minor capital assets | 60,500 | 66,480 | 18,881 |
| Office supplies and other | 6,500 | 5,559 | 4,099 |
| Professional fees | 45,500 | 51,899 | 19,611 |
| Rental/lease - land/machine and equipment | 34,600 | 23,633 | 26,032 |
| Repairs and maintenance | 75,000 | 63,277 | 66,753 |
| Telephone | 119,088 | 103,763 | 96,632 |
| Training and development | 7,000 | 1,202 | - |
| Travel | 7,000 | 3,069 | 4,557 |
| Vehicle insurance | 2,000 | 1,815 | 1,563 |
| Wages and employee benefits | 93,636 | 96,734 | 88,754 |
| Workers' Compensation Board | 780 | 666 | 774 |
| | <u>\$ 1,796,437</u> | <u>\$ 1,766,035</u> | <u>\$ 1,628,599</u> |