



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 27, 2019, 1:30 pm

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

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires ALL VOTE 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Local Government Act)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
(ALL VOTE/UNWEIGHTED)	
a. <b>Board of Directors Meeting – February 13, 2019</b>	<b>8-16</b>
<i>THAT the minutes of the Board of Directors meeting held on February 13, 2019 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Alberni Community &amp; Woman’s Services Society, Ellen Froot, Co-Chair, Mark Lacroix, Coordinator, Community Action Team regarding Opioid Crisis.</b>	
b. <b>Sandy McRuer, regarding Attracting Film Productions to the Alberni Valley.</b>	<b>17-22</b>
c. <b>Carolyn Thibodeau, Property Owner, regarding Non-Farm Use Exemption - AE18001, SADEGHI, 7827 Beaver Creek Road (Beaver Creek).</b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	
(ALL VOTE/UNWEIGHTED)	
a. <b>REQUEST FOR FINANCIAL CONTRIBUTION</b>	<b>23-24</b>

Federation of Canadian Municipalities and Union of British Columbia Municipalities, February 1, 2019 regarding voluntary contribution to fund smaller communities to attend FCM.

*(Board Direction Requested)*

**7. CORRESPONDENCE FOR INFORMATION**

(ALL VOTE/UNWEIGHTED)

- |    |   |              |
|----|---|--------------|
| a. | <b>DISTRICT OF UCLUELET</b>   | <b>25-29</b> |
|    | Certified Resolution to 2018 UBCM Convention regarding Modernization of Utility Taxation.         |              |
| b. | <b>FOREST ENHANCEMENT SOCIETY OF BC</b>   | <b>30-36</b> |
|    | 2019 Accomplishments Report<br>(Full Report Distributed Separately)                               |              |
| c. | <b>AUDITOR GENERAL FOR LOCAL GOVERNMENT</b>   | <b>37-58</b> |
|    | Annual Service Plan 2019/20-2021/22   |              |
| d. | <b>CERMAQ</b>   | <b>59-60</b> |
|    | Cermaq Proud to Recognize two External Contractors for their Excellent Service – Photo Submission |              |

*THAT the Board of Directors receive items a-d for information.*

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |   |              |
|----|---|--------------|
| a. | <b>REQUEST FOR DECISION</b>                         | <b>61-62</b> |
|    | West Coast Transit Service<br>(ALL VOTE/UNWEIGHTED) |              |

*THAT the ACRD Board of Directors provide staff direction on whether to budget funds in 2019 for an alternative approval process or a referendum as part of the new bylaw establishment process for a West Coast transit service.*

- |    |   |              |
|----|---|--------------|
| b. | <b>REQUEST FOR DECISION</b>   | <b>63-78</b> |
|    | Appointment to the Coastal Communities Network for 2019.<br>(ALL VOTE/UNWEIGHTED) |              |

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint a Director to represent the Regional District on the Coastal Communities Network for 2019.*

- |    |  |              |
|----|--|--------------|
| c. | <b>REQUEST FOR DECISION</b>                        | <b>79-92</b> |
|    | Faber Park Security Patrols<br>(ALL VOTE/WEIGHTED) |              |

*THAT the ACRD Board of Directors direct staff to enter into a contract for security patrols at Faber Park with Footprints Security not exceeding \$5000, for a one year term with the possibility of two additional one year terms.*

- d.      **REQUEST FOR DECISION**      **93-101**  
          Cougar Smith Bike Park Maintenance  
          (ALL VOTE/WEIGHTED)

*THAT the ACRD Board of Directors direct staff to enter into a maintenance agreement for the Cougar Smith Bike Skills Park with Earthwave Landscapes not exceeding \$5600, inclusive of material and labour, for a one year term with the possibility of two additional one year terms.*

- e.      **ADMINISTRATIVE MEMORANDUM**      **102**  
          Development Application Notifications  
          (ALL VOTE/UNWEIGHTED)

*THAT the Board of Directors direct staff to review notification procedures for development applications and report back to the Board.*

- f.      **REQUEST FOR DECISION**      **103-107**  
          Regional Planning 2019-2023 Financial Plan  
          (PARTICIPANTS/WEIGHTED)

*THAT the Board of Directors recommend that the Regional Planning proposed budget be included in the first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan.*

- g.      **REQUEST FOR DECISION**      **108-111**  
          911 Emergency Telephone System  
          (PARTICIPANTS/WEIGHTED)

*THAT the Board of Directors recommend the E911 Emergency Telephone System proposed budget be included in the first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan.*

- h.      **REQUEST FOR DECISION**      **112-120**  
          Emergency Planning Budgets 2019-2023 Financial Plan  
          (ALL VOTE/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to include the following proposed budgets in first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan:*

- a. Alberni Valley Emergency Planning*
- b. Bamfield Emergency Planning*
- c. Long Beach Emergency Planning*

*d. West Coast Emergency Coordination (proposed service)*

- i. **REQUEST FOR DECISION** **121-138**  
Coastal Communities Social Procurement Initiative  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors support the Coastal Communities Social Procurement Initiative and join as a member for two years for a total cost of \$2,123.02 and appoint a Regional District Director to sit on the Coastal Communities Social Procurement Initiative Steering Committee.*

- j. **REQUEST FOR DECISION** **139-146**  
Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019  
Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019  
(ALL VOTE/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.*

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**  
(ALL PARTICIPANTS/UNWEIGHTED)

- a. **TUP18019, MACDONALD, 70 SUTTON ROAD (LONG BEACH)** **147-160**



Temporary Use Permit Application – Report

*THAT the Board of Directors consider issuing Temporary Use Permit TUP18019 subject to neighbouring properties being notified as per Local Government Act s.494.*

**9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

(ALL PARTICIPANTS/UNWEIGHTED)

- a. **RC18014, NESSMAN, VARGAS ISLAND (LONG BEACH)** **161-191**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1386

*THAT the Board of Directors receive the public hearing report.*

*THAT the Board of Directors receive the public hearing minutes.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1386 be read a second time.*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1386 be read a third time.*

**9.3 ALL DIRECTORS**

(ALL PARTICIPANTS/UNWEIGHTED)

- a. **AE18001, SADEGHI, 7827 BEAVER CREEK ROAD (BEAVER CREEK)** **192-325**  
ALR Non-Farm Use Application – Memorandum and Report

*THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting to the ALC that the building permit was applied for in February 2018 and was a permitted use under the ALC regulation until OIC 380 passed on July 13, 2018.*

- b. **AF19001, CAUDURO, 6441 RENTON ROAD N (CHERRY CREEK)** **326-335**  
ALR Subdivision Application – Memorandum and Report

*THAT the Board of Directors pass a resolution to forward the application to the Agricultural Land Commission noting that the application does not comply relevant ACRD Bylaws but subdivision is possible under Section 514 of the Local Government Act.*

**10. REPORTS**

**10.1 STAFF REPORTS**

(ALL VOTE/UNWEIGHTED)

- |    |   |                |
|----|---|----------------|
| a. | North Island 9-1-1 Report – February 2019             | <b>336-337</b> |
| b. | Alberni Valley Mattress Recycling – February 27, 2019 | <b>338</b>     |
| c. | Meeting Schedule – March 2019                         | <b>339</b>     |
| d. | Building Inspector’s Report – January 2019            | <b>340</b>     |

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

## **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

(ALL VOTE/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – Sharie Minions
- d. Island Coastal Economic Trust – J. Jack
- e. Air Quality Council, Port Alberni – J. McNabb
- f. West Coast Aquatic Board – J. Osborne
- g. Association of Vancouver Island & Coastal Communities – P. Cote
- h. Beaver Creek Water Advisory Committee – J. McNabb
- i. WIWAG – J. McNabb
- j. Other Reports

*THAT the Board of Directors receives the Member Reports.*

## **11. UNFINISHED BUSINESS**

### **12. LATE BUSINESS**

(ALL VOTE/UNWEIGHTED)

- a. **INVITATION TO NORTH ISLAND FILM COMMISSION TO UPDATE BOARD ON COMMISSION’S WORK – (Director Solda)**

*THAT the Board of Directors invite the North Island Film Commission to an upcoming Board of Directors meeting to provide an update on the Commission’s work on Vancouver Island.*

## **13. QUESTION PERIOD**

**14. IN CAMERA**  
(ALL VOTE/UNWEIGHTED)

*Motion to close the meeting to the public as per section:*

- i. 90 (1) (a) of the Community Charter: Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (j) of the Community Charter Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the 'Freedom of Information and Protection of Privacy Act';*
- iii. 90 (1) (f) of the Community Charter: Law enforcement, if the board considers that the disclosure could reasonably be expected to harm the interest of the regional district.*

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

**16. ADJOURN**  
(ALL VOTE/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, March 13, 1:30 pm**  
**Regional District Board Room**

**Special Board of Directors Meeting Wednesday, March 13, 6:00 pm**  
**(Public Consultation) Regional District Board Room**  
**2019-2023 Financial Plan**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 13, 2019, 1:30 PM.

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

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### **DIRECTORS**

Josie Osborne, Vice-Chair, Mayor, District of Tofino

### **PRESENT:**

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Kel Roberts, Director, Electoral Area "C" (Long Beach)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

John McNabb, Director, Electoral Area "E" (Beaver Creek)

Sharie Minions, Mayor, City of Port Alberni (via teleconference)

Mayco Noël, Mayor, District of Ucluelet

Kirsten Johnsen, Member of Council, Toquaht Nation

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government (via teleconference)

### **REGRETS:**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation

Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

Cindy Solda, Councillor, City of Port Alberni

### **STAFF PRESENT:**

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Rob Williams, General Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Janice Hill, Executive Assistant

## **1. CALL TO ORDER**

The Vice-Chair called the meeting to order at 1:30 pm.

The Vice-Chair recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Territories.

## **2. APPROVAL OF AGENDA**

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated with the following amendment:*

*Remove the following delegation, which will be rescheduled for April 2019.*

*5a. Mr. Kevin Daniel, Island Health – Island Health Overview and Minor Equipment Request List*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – January 23, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on January 23, 2019 be adopted.*

**CARRIED**

**b. West Coast Committee Meeting – January 17, 2019**

*MOVED: Director Johnsen*

*SECONDED: Director Noël*

*THAT the minutes of the West Coast Committee meeting held on January 17, 2019 be adopted.*

**CARRIED**

**c. West Coast Committee Financial Planning Meeting – February 4, 2019**

*MOVED: Director Noël*

*SECONDED: Director Johnsen*

*THAT the minutes of the West Coast Committee Financial Planning meeting held on February 4, 2019 be adopted.*

**CARRIED**

**d. Alberni Valley & Bamfield Services Committee Financial Planning Meeting – February 5, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee Financial Planning meeting held on February 5, 2019 be adopted.*

**CARRIED**

**e. Electoral Area Directors Committee Financial Planning Meeting – February 5, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Beckett*

*THAT the minutes of the Electoral Area Directors Committee Financial Planning meeting held on February 5, 2019 be adopted.*

**CARRIED**

**f. Beaver Creek Water Advisory Committee Meeting – January 24, 2019**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on January 24, 2019 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Ms. Marcie Dewitt, Alberni Clayoquot Health Network Coordinator – ACHN Annual Budget**

Ms. Dewitt provided a presentation and update on the ACHN activities, annual budget and history to the Board.

**b. Ms. Tricia Bryant, ACRD Asset Management Coordinator – ACRD’s Asset Management: A Guide to Proactive Lifecycle Care**

Ms. Bryant provided a presentation on the ACRD’s Asset Management Program.

**6. CORRESPONDENCE FOR ACTION**

**a. Correspondence dated February 1, 2019, from The Owls Path Tourism requesting a letter of support for their grant application.**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors write a letter of support to The Owls Path Tourism for their application to the Government of BC’s Community Workforce Response Grant for the H’ART Tourism Ambassador Program.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors invite representatives of Owls Path Tourism to be a delegation to a future ACRD Board meeting to provide further information on their plans for the Alberni Valley and West Coast.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **HUU-AY-AHT FIRST NATIONS**  
Thank you letter
- b. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**  
Acknowledgement Letter
- c. **ISLAND COASTAL ECONOMIC TRUST**  
Huu-ay-aht Bringing Enterprise Level Internet Speed to Bamfield
- d. **ISLAND COASTAL ECONOMIC TRUST**  
Investment Attraction? There's an App for That!
- e. **VANCOUVER ISLAND REGIONAL LIBRARY**  
From the Board Table Newsletter

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT the Board of Directors receive items a-e for information.*

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Beaver Creek Water System Asset Management Plan**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopts the Beaver Creek Water System Asset Management Plan Version 1.0.*

**CARRIED**

Director Minions left the meeting at 2:03 pm.

**b. Request for Decision regarding Parcel Tax Roll Review Panel**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Board of Directors set the date for the Parcel Tax Roll Review Panel sitting for Tuesday, February 26, 2019 at 1:30pm in the Regional District Board Room, located at 3008 Fifth Avenue, Port Alberni, BC;*

*THAT the Board of Directors appoint Director McNabb, Director Cote and Director Roberts to the Parcel Tax Roll Review Panel and Director Beckett as alternate to the Parcel Tax Roll Review Panel;*

*THAT the Board of Directors appoint Teri Fong, CPA, CGA, Manager of Finance for the ACRD as the Collector for 2019.*

**CARRIED**

**c. Request for Decision regarding Back-up IT Support Services Contract – West Coast Communication Services**

*MOVED: Director Noël*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a one year contract with West Coast Communication Services to provide information technology support services to the Alberni-Clayoquot Regional District as specified in the contract for services as presented.*

**CARRIED**

**d. Request for Decision regarding Coastal Community Network – Membership & Director Appointment**

*MOVED: Director Cote*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors renew membership in the Coastal Communities Network in the amount of \$500.00 annually for the next four years;*

*And appoint a Director to represent the Regional District on the Network for 2019 at the next Board Meeting.*

**CARRIED**



**e. Request for Decision regarding Long Beach Flying Club – LBA – Lease Renewal**

*MOVED: Director McNabb*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District approve the lease renewal with the Long Beach Flying Club at the Long Beach Airport for a 3 year term commencing April 1st, 2019 – March 31st, 2022 at a rate of \$679.80 annually.*

**CARRIED**

**f. Request for Decision regarding Beaver Creek Community Hall – Tire Stewardship of BC Community Grant Application**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the ACRD Board of Directors provide a letter of support to the Beaver Creek Community Club, supporting a grant application to resurface the Beaver Creek Community Hall basketball court through the Tire Stewardship of BC Community Grant.*

**CARRIED**

**g. Request for Decision regarding Updated Terms of Reference – Beaver Creek Water Advisory Committee**

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended Terms of Reference for the Beaver Creek Water Advisory Committee as presented.*

**CARRIED**

**h. Request for Decision regarding Bylaw Enforcement Notice Ticketing Options**

*MOVED: Director Cote*

*SECONDED: Director Noël*

*THAT the Board of Directors endorse the Electoral Area Directors Committee recommendation to instruct staff to develop a strategy for the adoption of a Bylaw Enforcement Notice ticketing system.*

**CARRIED**

## 9. PLANNING MATTERS

- a. **MISC18018, HANSON, 2970 ALBERNI HIGHWAY (CHERRY CREEK)**  
Cannabis Retail Store License Application - Request for Decision

*MOVED: Director McNabb*  
*SECONDED: Director Cootes*

*THAT the Board of Directors proceed with the application review and direct staff to hold a public meeting to consider the non-medical cannabis retail referral application for the property at 2970 Alberni Highway.*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Johnsen*

*THAT the public meeting be delegated to the Director for Electoral Area "D", the Director for Electoral Area "E" or the Chairperson of the Regional District.*

**CARRIED**

- b. **CANNABIS REGULATIONS**  
Memorandum and Letter

*MOVED: Director McNabb*  
*SECONDED: Director Beckett*

*THAT the Board of Directors receive the staff memorandum and attached letter from Health Canada and invite a representative to be a delegation at a future Board meeting to discuss the regulation of cannabis for medical purposes.*

**CARRIED**

## 10. REPORTS

### 10.1 STAFF REPORTS

- a. **Beaufort & Cherry Creek Public Meetings – 2019 – 2023 Financial Plan**

*MOVED: Director Cote*  
*SECONDED: Director Johnsen*

*THAT the Board receives this report.*

**CARRIED**

## 10.2 COMMITTEE REPORTS

### a. 2019 Advisory Planning Commission Appointment

*MOVED: Director Cote*

*SECONDED: Director McNabb*

*THAT Dean Sept be appointed to the Sproat Lake Advisory Planning Commission for a 16 month term.*

**CARRIED**

## 10.3 OTHER REPORTS

## 11. UNFINISHED BUSINESS

## 12. LATE BUSINESS

## 13. QUESTION PERIOD

## 14. RECESS

*MOVED: Director Noël*

*SECONDED: Director Johnsen*

*THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.*

**CARRIED**

## 15. RECONVENE

The meeting was recessed at 3:01 pm.

The meeting was reconvened at 3:12 pm.

## 16. IN-CAMERA

*MOVED: Director McNabb*

*SECONDED: Director Cote*

*THAT the meeting be closed to the public as per section:*

*90 (1) (j) of the Community Charter: information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

**CARRIED**

The meeting was closed to the public at 3:14 pm.

The meeting was re-opened to the public at 3:30 pm.

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

**18. ADJOURN**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT this meeting be adjourned at 3:31 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Vice-Chairperson

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Wendy Thomson,  
Manager of Administrative Services

## **Presentation to Regional District Board**

# **The Film Industry in the Alberni Valley**

### **Intro**

Hi, my name is Sandy McRuer. I live at 4728 Southgate Road in Port Alberni. I would like to talk to you about the film industry on Vancouver Island.

I'm interested in it for two reasons. I've worked as a location scout for Vancouver Island North Film Commission (INFilm) and for Chesapeake Shores. And I loved it. And second, I think the industry is low-hanging fruit in the community's efforts to diversify the economy.

Last year was a record-breaking year for the film industry on the island, and this year it is anticipated to grow even more. The first film studio on Vancouver Island opened last year in Parksville. And production staff training has built local capacity. INFilm considers the Lower Mainland saturated with productions. All lower mainland facilities are operating at close to capacity.

### **INFilm Administration**

I think you all are aware that INFilm is the key player in bringing feature film, TV shows, documentaries and even commercials to Vancouver Island. The commission is guided by the President, Stefanie Tipple and 5 other board members from communities around Vancouver Island. One of them, Geoff Lyons in Ucluelet represents the Alberni Clayoquot region. Until the last municipal election, it also listed the Mayor of Port Alberni as being a non-voting ex-officio member of INFilm's Board. The Chair of the ACRD was his alternate if he couldn't make it. Neither the mayor nor his alternate attended the eight board meetings during that term. Now, Ex-officio members change with each local election term. So we stood to lose any influence we might have at those meetings when the membership changes. Fortunately, Councillor Cindy Solda has recently been appointed for this next term. And I hear she intends to go. Thank you, Councillor Solda.

### **Funding INFilm**

Funding for INFilm's activities comes from the Provincial Government, and the communities around the North Island. They are funded through grants from the province, municipalities and regional districts within their mandated area. Their proposed budget was \$ 159K in 2017, of which almost two thirds went to its two employees.

The biggest contributor to INFilm is the City of Campbell River who contributes \$50K plus office space every year. In 2019 the RD of Nanaimo will start funding INFILM for the same amount, \$50K annually. The next biggest is the Province of BC which provides \$30K annually. The Comox Valley Regional District contributes \$15,000. Clearly, this area is interested in the industry.

In comparison, the ACRD has contributed only \$7,500 every year for 5 or six years. It is time for us to start showing more financial interest in growing the industry in the Alberni Valley.

## **What is the Film Industry Presence on Vancouver Island?**

### Economically

What is this industry worth to the Island? In 2017 INFilm brought 30 productions of all kinds to the island, including 1 feature film, 8 TV series, 5 documentaries and 4 commercials. Chesapeake Shores alone spent \$7.3 M on Eligible BC Labour. They booked 10,000 room nights, the Locations Department spent \$430K, etc. for a total of \$2.1 M over three months.

### Geographically

Last year was the best year ever for Vancouver Island and the best year ever in BC as well. The last two years have seen extraordinary growth. There are now not enough facilities on the lower mainland to accommodate the demand. Thus, the first film studio on Vancouver Island has opened in Parksville, just over half an hour away from here. Yet if you look at a map of the film locations used, the Alberni Valley is conspicuously missing out.

### **View 1. Vancouver Island Film Map.jpg**

This map shows that for its population, the valley is poorly represented on Vancouver Island. The two productions filmed here were Insomnia in 2002. And, well before then, Harry Tracy, Desperado was filmed in 1982.

This was well before the creation of INFilm. The Commission was created in 2001 and in 2002 Insomnia was an early success.

Last year more than 30 productions used locations Vancouver Island. Not one, as far as I know was shot here.

## **The Current Location Database**

Film Commissions everywhere find that a key way to attract productions to an area is by showing them potential locations. INFilm does it with an online photo-

catalogue of potential locations. Creative BC also has a catalogue that is accessible only to professional Location Scouts. However, the INFilm one is public.

So I had a close look at it. I went through every location and assigned it to one of the Tourist Regions on Vancouver Island. It turns out that almost 40% of the locations in the catalogue are in the North Central Region including Campbell River, Courtenay and Comox. This is a reflection of the fact that for many years INFilm just didn't have the resources to hire people able to find and shoot potential locations for them. So they did it themselves. Since they are based in Campbell River, a lot of locations are found in that area.

The Nanaimo RDN must have recognised this. In 2014, they gave INFilm a grant to shoot locations in the Parksville/Qualicum area. I happened to end up doing the work. Luckily, I ended up shooting the home that is now used as the family home in Chesapeake Shores.

Anyway, from what I have seen, I believe the locations data for the Alberni Valley is outdated, and contains many errors. And some of the locations were shot on cloudy or even rainy days. It needs to be revamped and updated. I will give you a few examples of what I mean by showing you snips from the online database:

#### **View 2. Port Alberni.JPG**

1. This is what you get when you choose the community of Port Alberni. Note that the Clock Tower at Harbour Quay is labeled Victoria Quay in the database.

#### **View 3. Victoria Quay.JPG**

2. And when you click on the picture you get all the shots that were taken at a location, and you can see again that the photos are of Harbour Quay, but labeled Victoria Quay.

#### **View 3. Victoria Quay2.JPG**

3. If I enter Victoria Quay in the key word box you get the fake Victoria Quay, and the real one, plus Argyle Street for some reason.

#### **View 4. Harbour Quay.JPG**

4. So what happens if you key word Harbour Quay? Up comes fake Victoria Quay, and a steam engine too! I've suggested that INFilm fix this twice. Once in 2014 and again last fall. The change hasn't been made.

#### **View 5. Cabins lodges.JPG**

INFilm recommends using the categories box rather than key word tags. So here is what comes up for the ACCOMMODATIONS: Cabins/Lodges category. Neither of the two locations that come up, are suitable as accommodations. They are two of the cabins at the McLean Mill. What could be in this category is the

Riverside Lodge, the Cedarwood Lodge, Sproat Lake Landing, and the cabin at Arrowvale Campground. Only the Riverside Lodge is in the INFilm catalogue, listed under Spas and Resorts.

#### View 6. Stirling Field.JPG

5. In this snip, Stirling Field filed under the AGRICULTURE: Orchards/Groves category. Stirling Field was once a playing field I played soccer on when I was younger. It is now partly covered over Van Isle Ford. None of the photos show the field itself, but rather Kitsucksis Creek and the dyke (not dike). In the background of a couple of shots, you'll find the old Athletic Hall, which isn't in the database. This is an example of an outdated location.

#### View 7. Fall Fair.JPG

6. I searched under the AGRICULTURE: fairgrounds category and realized the Alberni District Fall Fair Grounds is not in the catalogue/database. On Vancouver Island, only the Comox Valley Exhibition Grounds shows up. This is an example of a missed opportunity. There are many other potential locations in the valley: the Capitol Theatre, the Athletic Hall, several of our city parks, the Alberni Golf Club, Sproat Lake Provincial Park, our boardwalks etc. And there are many potential private locations as well motels, stores, junk yards, impressive homes, restaurants.

#### View 8. Rainy Gill School.JPG

7. There are 12 elementary schools listed in the Vancouver Island Catalogue. Gill School is the only one in the Alberni Valley and the only one photographed in the rain. This is an example of creating a poor impression by photographing in poor lighting conditions.

Before I leave this subject, here is a quote from INFilm's 2014 Annual Report gleaned from an ACRD Board of Directors meeting on Wednesday, January 14, 2015.

"While the back end of INFilm's website is functioning well the front end is in dire need of a facelift. We leveraged grant funding many years ago to develop the site, it is now very outdated. Our website gives out clients an opportunity to find locations and information from which they could make a decision to call or not to call. In 2015 one of our priorities is to find the funding to update our front end. The location database is our most important asset. We will continue to scout and photograph new locations as well as updating existing files Joan Miller, Film Commissioner"

### **Solutions & Marketing**

So I have asked the ladies at INFilm, Joan Miller, the Commissioner, and Tanya Price, "Why are we missing out?"



I got three reasons. Here is what Joan Miller said:

1. There has been a challenge with Port Alberni re accommodation but only because the sporting events book out the rooms during the times we wanted to film but that did not prevent filming, it ended up being other factors. If we were to land a large studio production like Disney, with 200 cast and crew, we would need to look at Parksville for accommodation as they want to stay at places like Beach Club, Tigh-Na-Mara etc. Small lower budget would stay in PA motels. Budget also drives the decisions.
2. The location needs to match the creative content. *Insomnia*, for example wanted a more gritty, Alaskan look, which is why Port Alberni worked for them. Right now the scripts are looking for the Hallmark look the quaint main streets to cheat east coast towns looking a bit more Norman Rockwell which is why Qualicum / Ladysmith are doing well.
3. We also have projects that look at PA but have gone away for other reasons, some just did not have all the financing in place, and some found what they wanted elsewhere.

So how does one respond to them? I see four main initiatives. Others may occur to the Board members.

- **Show INFilm and film producers the range of other accommodations they might not be aware of.**
- Judging from the accommodations that exist in the Database and from what one can see on the main roads in the city one might not be aware of the possibilities for excellent accommodations here. I'm thinking of the Cedarwood Lodge, Sproat Lake Landing and Riverside Lodge.
- **Increase funding to INFilm in return for improving the database in the Alberni Valley.**

As I have mentioned, the database needs a renovation. And it has needed renovation for a number of years. However the growth of the industry means that there is less time for the two employees to turn their attention to it. They have known of the situation for some time. But they may need assistance in accomplishing this goal. This is a strategy of the regional districts have used to their advantage. It also communicates their interest in the industry, something the last council/ board, did not communicate well.

- **Broaden the range of possibilities the valley could be used for in INFilm's mind.** I believe that INFilm perceives the valley as that gritty Alaskan town we saw in *Insomnia*. I think we're typecast. To change this requires that we show them, in person, some of the other looks it is possible to have here. It requires us to look imaginatively at a given location and see something different from what it is. We also need to suggest to INFilm that if all things being equal; a forest scene can be shot here, rather than Campbell River. Encourage productions to spread

the wealth around. Discussion with INFilm about how the database is used, how it is populated, how much time is spent updating it. The manpower required etc.

- **Acquire buy-in from the business community.** Most of the business people know very little about the film industry, and the opportunities for them to benefit. The hotels need to be aware of what a film crew expects in accommodations. There are a variety of other services needed such as, catering, set decoration, painting, electrical, toilets, security etc. An invitation to INFilm from the Chamber of Commerce to speak at a dinner or luncheon would be a start on building relationships with them. In fact I envision an overnight stay at one of the accommodations, with a speaking engagement at the chamber and a tour of some featured locations they may not have seen themselves.

- **Create an ad hoc committee of locals in the industry to provide ideas for promoting more filming in the valley.**

Already there are a number of people who are actively working in the industry and would like nothing better than to work at home once in a while. Some have taken advantage of the skills training that INFilm has provided in the last couple of years. Others have found their way into it through acting, or by being production assistants. They have the most experience in the industry.

## **Conclusion**

At the turn of the century Alberni Valley missed a tourist boom on Vancouver Island. This boom resulted in thousands of people from the Prairies and eastern Canada first visiting, then renting long-term-stay suites, and then retiring to the east coast of the Island bringing their wealth with them and spending it on homes, services, and health care. That boom continues. The mainstay of the economy in Parksville and Qualicum now is the continuing retirement of these people. And this boom is felt right from Victoria to Campbell River but with a only little overflow trickling into the valley supporting a modest tourism sector, focused largely on fish and sports.

I would hate to see the Alberni Valley miss this opportunity. It is big. I think there is an enormous opportunity to diversify our economy, and a diverse economy is a strong one. It involves working with the Chamber of Commerce, with Alberni Valley Tourism, with the hospitality industry, with the Regional District, and with the City.

I hope you are able to see the possibilities I see for this industry.

REGU/RECEIVED  
01-02-2019



# A message from FCM and UBCM

**Dear elected officials and members of UBCM,**

The UBCM-FCM Small Communities Fund provides financial support to local government elected officials from BC attending the Federation of Canadian Municipalities (FCM) Board and Standing Committee meetings. This fund is intended to ensure that smaller communities are represented at FCM and have the financial means to participate.

The voluntary dues contribution is collected from BC local governments by FCM and is remitted annually to the Union of BC Municipalities. UBCM holds the fund in "trust" and administers the program to recipients.

In order to be eligible for reimbursement of travel expenses, recipients must meet the following criteria:

- A local government elected official;
- From a community with a population of 55,000 or less;
- From a community that contributes to the fund; and
- Elected to FCM's Board OR appointed to an FCM Standing Committee.

The long-term financial sustainability of the UBCM-FCM Small Communities Fund is reliant on the voluntary contributions from BC local governments and ensures that local governments of all sizes and locations in BC have an equal opportunity to be represented at FCM.

The UBCM Executive asks that each member give consideration to the voluntary contribution and the positive benefit that results from a united and inclusive voice from local governments large and small.

Thank you.

**ARJUN SINGH**  
UBCM President

**VICKI-MAY HAMM**  
FCM President



FEDERATION OF CANADIAN MUNICIPALITIES  
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

**Invoice / Facture**

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

Holmes, Douglas  
Regional District of Alberni-Clayoquot  
3008 - 5th Avenue  
Port Alberni, British Columbia /  
Colombie-Britannique V9Y 2E3

**Invoice / Facture:** ORD-25547-Z2Y9K9

**DATE:** 2019-01-10

**ACCOUNT/COMPTE:** 231

**DUE DATE/DATE LIMITE:** 2019-07-01

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	28,995	\$0.0100	\$14.50	\$304.45
			<b>GST/TPS (5%):</b>	\$14.50
			<b>TOTAL:</b>	\$304.45

**PAYMENT/PAIEMENT**

**By cheque** payable to:  
**Federation of Canadian Municipalities**  
**Par chèque** à l'ordre de:

**Fédération canadienne des municipalités**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

**By Electronic Funds Transfer/Par transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7

**Transit Number/Numéro de transit:** 00006

**Account Number/Numéro de compte:** 1006063

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Ref No. / No. de référence :** 231



## COUNCILLOR REPORT TO COUNCIL

Council Meeting: AUGUST 7, 2018

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** COUNCILLOR MAYCO NOEL

**FILE NO:** 0410-20

**SUBJECT:** MODERNIZATION OF UTILITY TAXATION

**REPORT NO:** 18-80

**ATTACHMENT(S):** SECTION 644 - LOCAL GOVERNMENT ACT

---

**MOTION:**

1. **THAT** Council submit the following late resolution for consideration at the 2018 UBCM Convention:

**WHEREAS** Section 644(2) of the Local Government Act is intended to define the requirements of a 1% annual tax on utilities carrying on business in a municipality;

**AND WHEREAS** utility company services have expanded beyond electrical light, electric power, telephone, water, gas or television services to include internet and cellular services:

**THEREFORE BE IT RESOLVED** that the Province initiates the modernization of Section 644(2) of the Local Government Act to include internet and cellular services;

2. **THAT** Council send a letter to the Minister of Municipal Affairs & Housing; and
3. **THAT** Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.

**PURPOSE:**

The purpose of this report is to seek Council's support in the District of Ucluelet advocating for the modernization of the 1% utility tax rate in the *Local Government Act* (LGA) to include internet and cellular services.

**BACKGROUND:**

Section 644 of the LGA provides for the taxation of utility companies (attached as Appendix A). Sub-section 2 requires municipalities to tax utility companies at a rate of 1% on telephone or television services.

Staff have confirmed with a Telus representative that the 1% utility tax applies only to telephone land lines. Many households have replaced their land line telephone with a cellular phone, so while the utility company continues to offer a calling service it is not required to forward 1% of their revenue to municipalities.

Like the telephone, television subscriptions have also decreased due to the internet and online tv streaming services. Internet services are delivered to households using cable and wire – both of which are included in the LGA's definition of a utility company's "specified improvements". However, the legislation is completely silent on the revenue from internet services which are still largely provided by "traditional" telephone and television service providers.

The updating of the LGA to reflect advancements in technology and changes to utility companies' revenue streams is overdue. I would like Council to support my motion to send a resolution for modernizing the 1% utility tax rate to the 2018 UBCM Convention as well as sending a letter to all BC municipalities. Local municipalities are always struggling to find new revenue streams and it appears this is one revenue stream that has been forgotten.

**Respectfully submitted:**      Mayco Noel, Councillor

## APPENDIX A - Local Government Act (Excerpt)

### Taxation of utility company property

**644** (1) In this section:

**"specified improvement"** means an improvement of a utility company that is

- (a) a pole line, cable, tower, pole, wire, transformer, equipment, machinery, exchange equipment, main, pipe line or structure, other than a building,
- (b) erected or placed in, on or affixed to
  - (i) land in a municipality, or
  - (ii) a building, fixture or other structure in or on land in a municipality, and
- (c) used solely in the municipality or a group of adjoining municipalities by the company for local generation, transmission, distribution, manufacture or transportation of electricity, telephonic communication, water, gas or closed circuit television;

**"utility company"** means an electric light, electric power, telephone, water, gas or closed circuit television company.

(2) A utility company that is carrying on business in a municipality in which it has specified improvements must be taxed annually by the municipality at the rate of 1% as follows:

- (a) for a telephone or closed circuit television company, on the gross rentals received in the 2nd preceding year from its subscribers for telephone or television service located in the municipality, including telephone interexchange tolls for calls between exchanges in the municipality;
- (b) for any other utility company, on the amount received in the 2nd preceding year by the company for electric light, electric power, water or gas consumed in the municipality, other than amounts received for
  - (i) light, power or water supplied for resale,
  - (ii) gas supplied for the operation of motor vehicles fuelled by natural gas, or

(iii) gas supplied to any gas utility company, other than a government corporation as defined in the *Financial Administration Act* or a subsidiary of a government corporation.

(3) Tax under subsection (2) is subject to the same remedies and penalties as taxes under Part 7 [*Municipal Revenue*] of the *Community Charter*.

(4) A utility company liable to tax under subsection (2) must

- (a) by October 31 in each year, for the purpose of determining the tax payable in the next year, file with the collector a return of the revenue referred to in that subsection that was received in the preceding year, and
- (b) pay the tax imposed under subsection (2) in accordance with Division 10 [*Property Tax Due Dates and Tax Notices*] of Part 7 of the *Community Charter*.

(5) As an exception to subsections (2) and (4), in the case of a company to which this section applies for the first time in the municipality,

- (a) the company must pay the tax imposed under subsection (2) in the 2nd year of its operation on the basis of revenue earned in the first year, and
- (b) the report of revenue earned in the first year must be filed before May 8 of the 2nd year of operation.

(6) Tax imposed on a utility company under subsection (2) is in place of tax that might otherwise be imposed on the specified improvements under section 197 (1)

(a) [*municipal property taxes*] of the *Community Charter*, and taxes may not be imposed under that provision on the specified improvements although they may be imposed on those improvements under section 197 (1) (b) [*property taxes for other bodies*] of the *Community Charter*.

(7) For certainty, all land and improvements of a utility company in a municipality, other than specified improvements, are subject to tax under section 197 [*annual property tax bylaw*] of the *Community Charter*.



At the August 7, 2018 Regular Meeting, District of Ucluelet Council passed the following resolution:

1. **THAT** Council submit the following late resolution for consideration at the 2018 UBCM Convention:

**WHEREAS** Section 644(2) of the Local Government Act is intended to define the requirements of a 1% annual tax on utilities carrying on business in a municipality;

**AND WHEREAS** utility company services have expanded beyond electrical light, electric power, telephone, water, gas or television services to include internet and cellular services:

**THEREFORE BE IT RESOLVED** that the Province initiates the modernization of Section 644(2) of the Local Government Act to include internet and cellular services;

2. **THAT** Council send a letter to the Minister of Municipal Affairs & Housing; and
3. **THAT** Council send a letter to all UBCM member municipalities encouraging them to write to the Minister of Municipal Affairs & Housing.



Marlene Lagoa  
Deputy Municipal Clerk  
District of Ucluelet



February 6, 2019

John Jack  
Alberni-Clayoquot (Regional District)  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3



**Re: Forest Enhancement Society of B.C. Jan 2019 Accomplishments Report**

Dear John Jack and Regional District Directors,

British Columbians are concerned about climate change along with other environmental, safety, and economic concerns. They want to know specifically what their governments are doing to protect communities from wildfire risk, improve wildlife habitat, fight climate change, expand the bio-economy, and enhance B.C.'s forests. The enclosed Forest Enhancement Society of B.C. (FESBC) Accomplishments Report shows the huge amount of work underway in a vast number of communities across rural British Columbia. Citizens and governments alike will be pleased to see real-life local projects that are happening close to where they live.

FESBC achieves this work by granting funds provided by the Province of British Columbia and the Government of Canada to third parties who implement projects and treatments on the land base. It is likely there have been projects in and around your community being delivered by people who live in your local area. When the opportunity arises, please thank these people and our governments for assisting B.C. and Canada in achieving our shared vision of enhanced forest resilience for the lasting benefit of British Columbia's environment, wildlife, forest health, and communities. If you are one of the local governments who are directly involved in delivering projects in your area, please accept our gratitude.

There is a wide diversity in project proponents, from community forests to municipalities to government agencies, and others. The largest group funded is the 30% of the projects that have First Nations participation (49 projects valued at \$44 million). In many cases, it is a First Nation who is the lead agency that envisions, plans, and delivers these projects. When the opportunity arises, please help us to express our gratitude to these First Nations along with the other delivery organizations actively at work in your area.

If you or your fellow Directors are interested in further information, please visit our website [www.fesbc.ca](http://www.fesbc.ca), send me an email, or give me a call.

Steven F Kozuki, RPF  
Executive Director, FESBC  
Office Phone: 1.778.765.0938  
Email: [skozuki@fesbc.ca](mailto:skozuki@fesbc.ca)

(16) RD - 16



# Accomplishments Report



January **2019**



Forest Enhancement  
Society of British Columbia



# Message from the Chair



"Over the past 3 years, the Forest Enhancement Society has become a valued asset of the B.C. government, delivering services that are important to British Columbians."

*Wayne Clogg, FESBC Board Chair*

A handwritten signature in black ink, which appears to be "Wayne Clogg", written over a white background.

We are pleased to provide this Accomplishments Report to share the work accomplished through the Forest Enhancement Society of B.C. (FESBC).

The work we do is made possible through the collaborative work of our Society, with proponents who gain access to funding and do the hard work, and through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, who set the priorities for which we align our purposes for the health of our forests.

Together, we are all working to contribute to the achievement of B.C. government priorities including:

- Increasing participation of First Nations in the forest economy
- Assisting with wildfire recovery efforts and risk reduction
- Contributing to the achievement of climate change targets
- Improving habitat for wildlife
- Improving the recovery of fibre
- Adding to the environmental sustainability of B.C.'s natural resources

Given our modest beginnings in 2016, I am very proud of FESBC's achievements to 2018. Throughout this Report, you'll learn about the many projects province-wide contributing to the advancement of environmental and resource stewardship of B.C.'s forests.

I want to personally express my sincere thanks to our Board Directors and the staff at FESBC. Together, they have advanced the Society a long way forward and this would not have been possible without their hard work and commitment.



# Message from the Minister

"The Forest Enhancement Society of B.C. has collaborated with its partners and the government to fund numerous projects that benefit communities, the forestry sector and First Nations. Together, we're helping to build a strong and sustainable economy that supports jobs throughout British Columbia."

*The Honourable Doug Donaldson, Minister of Forests,  
Lands, Natural Resource Operations and Rural Development*



A handwritten signature in black ink, appearing to read 'Doug Donaldson', written over a horizontal line.

A strong and viable forest industry is a key component of the province's economy. The B.C. government provides ongoing support through investments in forest enhancement, forest health and reforestation. Our steadfast commitment also includes assistance to develop high-quality wood products and technologies, and expand international markets.

The Forest Enhancement Society of British Columbia plays a crucial role in our efforts to maintain a sustainable and resilient forest sector, especially in light of the extremely active wildfire seasons that we experienced in 2017 and 2018.

The B.C. government has invested \$235 million in the society since 2016. In 2018 alone, the society awarded \$134 million for 71 projects to support wildfire risk reduction, reforestation, forest rehabilitation and wildlife habitat restoration, and to raise public awareness of the FireSmart program.

The economic benefits generated by the society's programs greatly exceed the cost of running them. The work that's been funded so far has created over \$230 million in economic activity and over 1,400 full-time-equivalent jobs in British Columbia. To date, about 30% of the projects supported by the society have been led by First Nations proponents or have had significant First Nations participation, with 49 projects valued at \$44 million.

The work done by the Forest Enhancement Society of British Columbia has helped restore damaged forests and ecosystems, and is supporting forestry workers, communities and First Nations throughout the province.



# About FESBC

## HISTORY OF FESBC

On February 26, 2016, the B.C. Government announced the formation of FESBC with initial funding of \$85 million and a five-member Board of Directors to oversee the establishment of the Society and the delivery of its purposes. The B.C. Government announced additional funding of \$150 million for the Society in early 2017 focussed on advancing environmental stewardship through achieving carbon benefits and contributing to meeting climate change targets.

## FESBC VALUES

The core values FESBC speak to who we are, as opposed to what we do. They are enduring, never changing over time and are independent of historic, current or future events.

**Safety.** We believe in safe, responsible and productive work environments.

**Stewardship.** We believe in a strategic approach to stewardship that balances environmental, economic, social, cultural and First Nations values while helping to ensure responsible and sustainable use of B.C.'s forests for the lasting benefit of British Columbians.

**Working Collaboratively.** We believe that working collaboratively with our partners in a transparent manner will substantially extend our ability to enhance B.C.'s forests.

**Open and Proactive Communication.** We believe open, proactive communication is critical to our success.

**Science-Informed Decision Making.** We believe that the management of B.C.'s forests relies on sound science and the guidance of professionals, while at the same time we also respect the value of traditional knowledge.

**Accountability.** We believe in managing with integrity and fiscal prudence in a manner that ensures accountability to the public, our funders and our partners.

**Excellence.** We believe that a culture of organizational excellence, continuous improvement and professionalism is essential in maintaining the trust of the public and our partners.

## GOOD GOVERNANCE

The FESBC Board of Directors play a key role and are responsible for ensuring FESBC is successful and achieves its mandate. Under the BC Societies Act, FESBC Directors must "manage, or supervise the management of, the activities and internal



affairs of the Society.” In carrying out their responsibilities, Directors must adhere to two legal duties.

- 1) Fiduciary Duty: the duty of directors to act in the best interests of the Society.
- 2) Duty of Care: requires Directors to exercise the care, diligence and skill that a reasonably prudent person would exercise in making decisions. Sound governance ensures that Directors can meet the standards required under the duty of care.

#### **FESBC BOARD**

The Board is led by Wayne Clogg, Chair of the Board and fellow Directors: Brian Banfill (Financial Chair), Jim Snetsinger (Vice-Chair and Secretary), Dave Peterson (ADM), and Keith Atkinson (Member-at-Large), pictured below.

#### **FESBC STAFF**

The staff team is led by Steve Kozuki, Executive Director, and fellow team members: Gord Pratt (Operations Manager), Dave Conly (Operations Manager), Ray Raatz (Operations Manager), Kathy Dupuis (Office Manager), and Aleece Laird (Communications Liaison).





# About the Report

This Accomplishments Report describes the Forest Enhancement Society of B.C.'s (FESBC) initiatives and expenditures and reports on its approved projects and activities.

In its second full year, the Society continued to develop and build on its accomplishments, governance, administrative systems and communications to help deliver its mandate in both an efficient and effective manner.

## **FIFTH INTAKE OF PROJECT APPLICATIONS GENERATES INCREDIBLE RESPONSE**

A new and comprehensive Application Guide was developed in 2018 to assist potential project proponents in developing their funding applications. The Society conducted a fifth intake in late 2018 with \$63 million of potential funding available for deployment. A total of 130 applications were received requesting a combined \$119 million for projects throughout the province. Of the 130 applications, 45 were received from First Nations organizations who requested a combined \$38 million.

In 2017, FESBC received and reviewed 219 proposals submitted during two separate intake opportunities that year. Projects were evaluated against the Society's selection criteria for wildfire risk reduction, wildlife habitat restoration, forest rehabilitation and creating carbon benefits. Of the proposals received in 2017, FESBC allocated over \$153 million to 112 projects across all regions of the province, with \$99 million allocated to projects in the Cariboo Region, a region severely impacted by wildfires.

## **ENHANCING COMMUNICATION AND ENGAGEMENT**

Staff oversaw the expansion of the FESBC website [www.fesbc.ca](http://www.fesbc.ca) and the development of an electronic application intake portal for project applications called Forest Enhancement Society Information System (FESIMS). FESIMS supports application submissions and provides a more robust and responsive project management and reporting tool allowing for deeper and more meaningful communication between FESBC, proponents and project partners.

The FESBC staff continue to improve processes for project proposal review, work with proponents to help deliver previously approved projects, and continue to expand communication regarding the purposes of the society and opportunities for eligible applicants. Frequent media coverage of FESBC-funded projects has resulted in a significant increase of awareness of FESBC by the forest community, stakeholders and the public.



**AGLG**



# ANNUAL SERVICE PLAN

2019/20-2021/22

Auditor General for Local Government of British Columbia



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE



## MESSAGE FROM THE AUDITOR GENERAL FOR LOCAL GOVERNMENT

I am pleased to present the 2019/20-2021/22 Annual Service Plan for the office of the Auditor General for Local Government (AGLG), as required by section 22 of the *Auditor General for Local Government Act*.

This service plan sets out our plans for 2019/20 and the following two years. It outlines how we will deliver on our mandate through our local government performance audits and the related work that we do.

In presenting a service plan this year, it is important to note that our *Act* required a five-year review by government of the Act and our office. An external review was completed in late 2018, with the results and recommendations communicated shortly after we had written this service plan. We prepared this plan knowing that we may need to make some amendments to our work plans during the year, depending on the results of the review. Because of this, we continue with the directions set out in our recent service plans, carrying out performance audits and our related activities to assist local governments in the work that they do and will make any changes required as we fully consider the recommendations presented.

While our audit work is built on and driven by professional standards, it is the skills and efforts of our people that enable our continued success. As a relatively young and small office, we remain committed to developing and maintaining an effective team in a supportive work environment.

We also commit to supporting reconciliation by working with Indigenous peoples in a spirit of respect and collaboration.

One constant for us over the last several years has been positive feedback on the engagement work we do. Surveys confirm that local governments make changes as a result of our work and the sharing of our audits and related information continues to be well received by local governments and other interested stakeholders. We believe that the broader we can share our learnings, the greater the positive impact we will see in all communities. For this reason, we will expand these efforts this year. The recent municipal elections provide us with the challenge and opportunity to help build capacity and enhance awareness of our work with newly elected officials.

2019/20 may bring changes to our office; we believe that change brings with it opportunity.

A handwritten signature in black ink, which appears to read "Gordon Ruth". The signature is fluid and cursive, written over a light grey rectangular background.

**Gordon Ruth, FCPA, FCGA**  
*Auditor General for Local Government*  
 Surrey, B.C.

## MESSAGE FROM THE CHAIR OF THE AUDIT COUNCIL

The Audit Council is responsible for reviewing and monitoring the performance of the office of the Auditor General for Local Government (AGLG). The Audit Council carries out this responsibility as stated in Section 19 (1) of the *Auditor General for Local Government Act* by commenting on the extent to which the AGLG's Annual Service Plan supports the AGLG's role in assisting local governments with their accountability to their communities by improving the effectiveness of their operations.

The Audit Council recognizes that the timing of this year's Annual Service Plan coincides with a five-year review undertaken by government and that the results of this review have only recently been communicated prior to the publication of this service plan. As a result, the Audit Council agrees with the AGLG strategy to continue with a focus on performance audits and related activities as stated in recent service plans. However, it is worth noting that we may make changes based on the recommendations contained in the review.

As in past service plans, the Audit Council recognizes the importance of the AGLG's strategy to consult with local governments and other stakeholders in the development of audit plans and the identification of emerging issues. The Audit Council supports the AGLG's decision to increase the number of stakeholder engagement sessions and especially supports the AGLG's commitments to Indigenous peoples and the sharing of any learning with First Nations. We are proud to note that our office is located on the lands of the Coast Salish peoples.

The AGLG has continued to focus on the six previously stated audit themes. On review, the existing audit themes capture the breadth, complexity and interrelatedness of issues facing local governments. It is worth to note that feedback from the UBCM was consistent with this view.

The Audit Council remains committed to providing the AGLG quality expertise and advice to assist the AGLG in bringing value to local governments, taxpayers and other stakeholders. The Audit Council fully supports the office of the AGLG's direction as outlined in the service plan.

On behalf of the Audit Council,



**Anthony Ariganello, FCPA, FCGA**  
*Chair, Audit Council*

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The office of the Auditor General for Local Government acknowledges that our office is in the territories of the Coast Salish peoples.

## INTRODUCTION

The office of the Auditor General for Local Government (AGLG) was established to strengthen British Columbians' confidence in their local governments' stewardship of public assets and the achievement of value for money in their operations.

We are committed to being a valued resource for local governments and others with an interest in local governments delivering value for tax dollars. Our work reflects our independence and our ability to produce reliable, fact-based information on the performance of local governments.

Service plans and annual reports combine to play a key role in ensuring our accountability to the Province of B.C., taxpayers and local governments. This document also fulfills one of our requirements under Section 22 of the *Auditor General for Local Government Act*.

This plan provides an overview of the work we will undertake over the next three years, with particular attention to 2019/20, during which we will move forward with work on new performance audit topics as well as enhanced efforts at engagement with local governments and others with an interest in our work.

It outlines how we will approach our work, including performance audits, additional AGLG Perspectives booklets and other initiatives aimed at sharing the good practices of local governments that we identify through our audit work.

### WHAT IS A PERFORMANCE AUDIT?

A performance audit—sometimes called a ‘value for money’ audit—is an unbiased examination, carried out following professional auditing standards, to assess whether a service, program or project is being carried out with due regard to economy, efficiency and effectiveness (see the Key Performance Audit Terms below for definitions of these terms).

A performance audit uses specific criteria that are determined in advance to measure how the service being audited is performing. In cases where an audit identifies good practices that could benefit others, our audit report highlights these so other local governments can benefit.

Likewise, when we identify an area where there is room for improvement, we identify this too, in order to help the local government improve the economy, efficiency and effectiveness of the service.

Performance audits are different from the financial audits all B.C. local governments have completed each year. Financial audits focus on compliance and ensuring that financial statements are fairly and reliably stated.

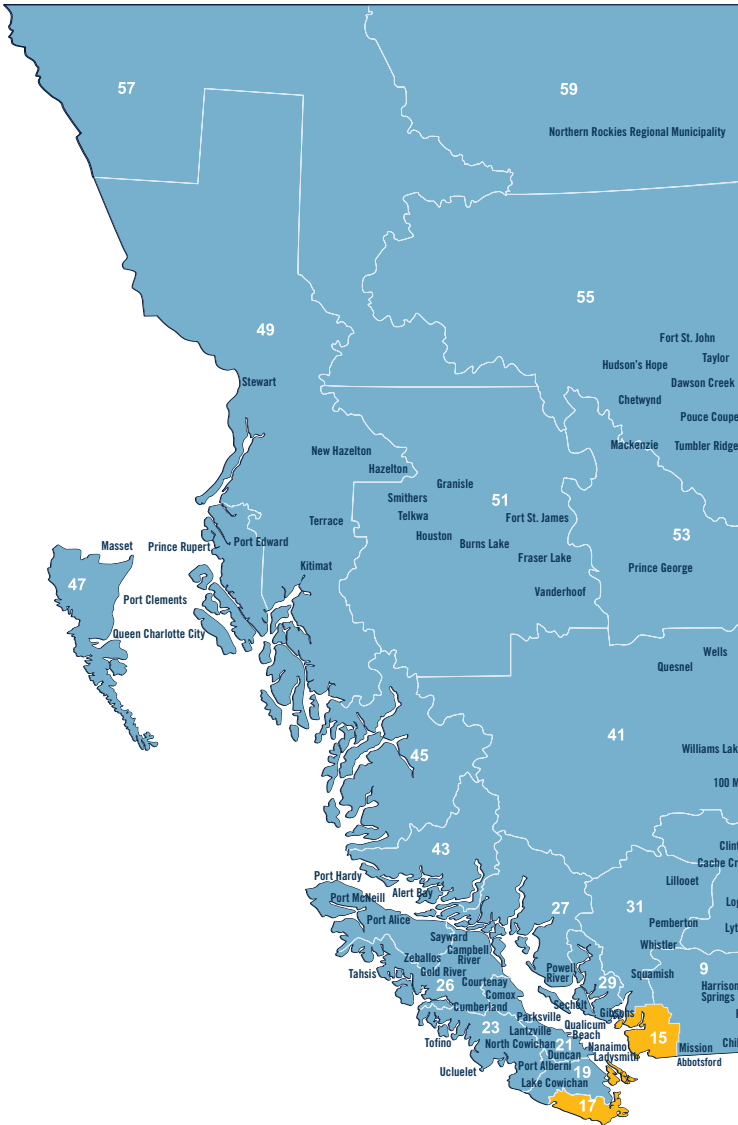
### KEY PERFORMANCE AUDIT TERMS

**ECONOMY** refers to the acquisition of the appropriate quality and quantity of financial, human and physical resources at the appropriate times and at the lowest cost.

**EFFICIENCY** refers to the use of financial, human and physical resources such that output is maximized for any given set of resource inputs, or input is minimized for any given quantity and quality of output provided.

**EFFECTIVENESS** refers to the achievement of the objectives or other intended effects of programs, operations or activities.

# MAP OF BRITISH COLUMBIA'S LOCAL GOVERNMENTS



This map shows the locations of British Columbia municipalities and regional districts falling under the purview of the AGLG. The map does not include the Greater Vancouver Water District, the Greater Vancouver Sewerage and Drainage District or any of the other local government-controlled entities that also fall under the purview of the AGLG.



**MVRD**  
Metro Vancouver  
Regional District



**CRD**  
Capital Regional District

British Columbia's 27 regional districts are indicated on the map by numbers corresponding to Statistics Canada's numbering under the Standard Geographical Classification.

59 Northern Rockies *	29 Sunshine Coast
57 Stikine **	27 Powell River
55 Peace River	26 Strathcona
53 Fraser-Fort George	25 Comox Valley
51 Bulkley-Nechako	23 Alberni-Clayoquot
49 Kitimat-Stikine	21 Nanaimo
47 Skeena-Queen Charlotte	19 Cowichan Valley
45 Central Coast	17 Capital
43 Mount Waddington	15 Metro Vancouver
41 Cariboo	9 Fraser Valley
39 Columbia-Shuswap	7 Okanagan-Similkameen
37 North Okanagan	5 Kootenay Boundary
35 Central Okanagan	3 Central Kootenay
33 Thompson-Nicola	1 East Kootenay
31 Squamish-Lillooet	

\* Northern Rockies is not a regional district. It is incorporated as a regional municipality.

\*\* Stikine is not a regional district. It is an unincorporated region administered by the Province of British Columbia.

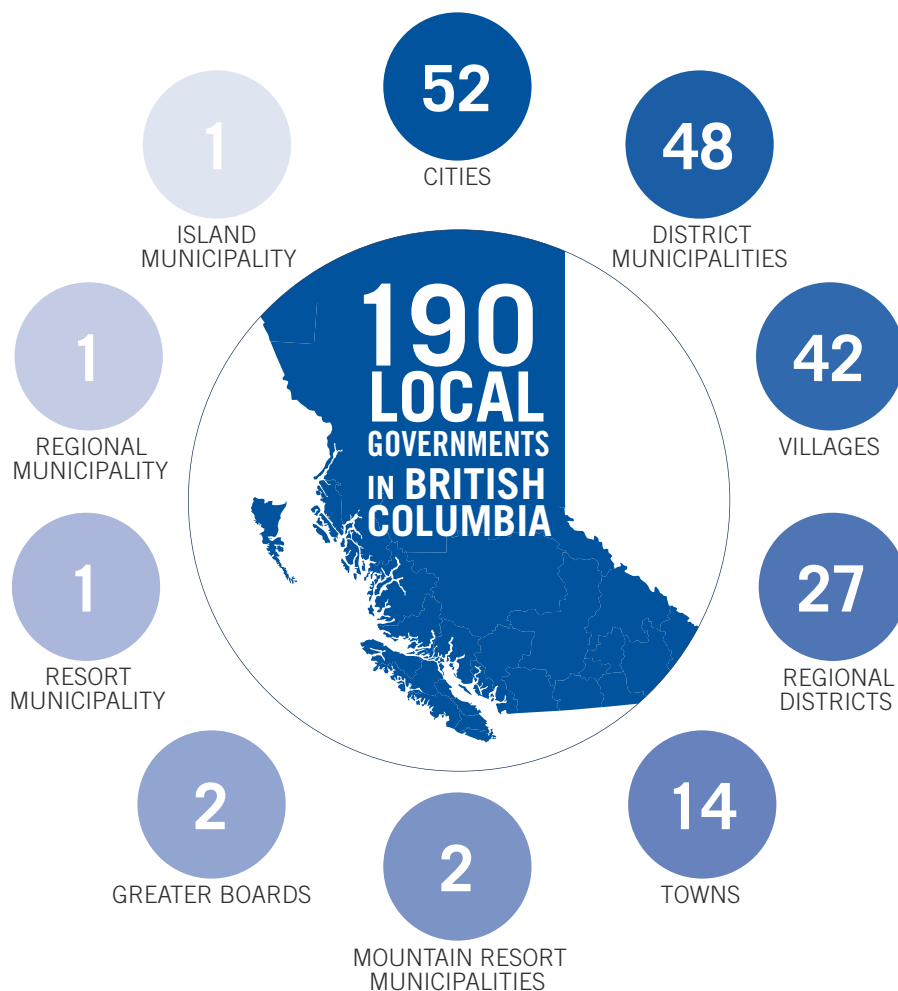
## BRITISH COLUMBIA'S LOCAL GOVERNMENTS

Local governments provide services based on local needs, interests, priorities and available resources. These can vary significantly from one community and region to another.

Even in areas of operation that are common to all local governments, there may be a wide range of approaches and levels of complexity from one local government to another.

In our work, we recognize that the local governments we audit are unique entities of varying sizes and complexity, with very different capacities in addressing the needs of their citizens.

Our work reflects this diversity, examining issues relevant to many local governments and acknowledging that there are no one-size-fits-all solutions for local governments.



Source: Ministry of Municipal Affairs and Housing, Local Government Division statistics.



**LOCAL GOVERNMENT SERVICES**

Local governments have broad service authority and may provide a variety of services that reflect their communities’ needs and desires. The specific services offered by local governments vary widely from one community to the next. Many of these services fall into eight general categories:

**TRANSPORTATION**—road networks, transit and local airports

**PROTECTION**—police, fire prevention and suppression and emergency response services

**ENVIRONMENT**—water supply, treatment and distribution, storm and waste water collection, treatment and disposal, refuse collection and disposal

**RECREATION AND CULTURE**—arts and cultural facilities, recreation centres, playing fields, parks, trails and libraries

**INFRASTRUCTURE MAINTENANCE**—maintenance, operations and contract management of existing infrastructure assets

**LAND-USE PLANNING AND DEVELOPMENT SERVICES**—real estate-related planning and development, bylaw enforcement, licensing and inspections, zoning and permitting

**ECONOMIC DEVELOPMENT**—encouraging local economic activity and health, including enhancing employment and local governments’ revenue generation and diversification

**OTHER REGULATION**—such as animal control, public health and business licensing

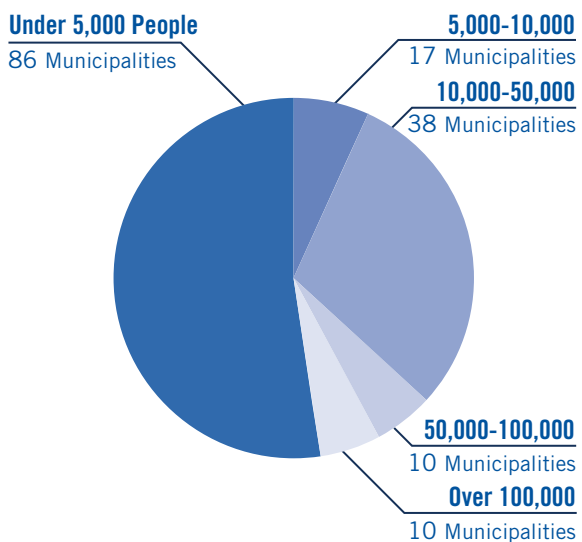
Regional districts provide the services that their member municipalities, unincorporated electoral areas and residents want or need and are prepared to pay for, including many of the services listed above. These may include regional parks and recreation, emergency services (for example, 9-1-1 service), land-use planning and the extension of utilities and fire protection to unincorporated areas within their boundaries.

**POPULATION SIZE AND GEOGRAPHY**

The physical size of a community, its population, its proximity to other communities and the nature of its regional district—or in the case of two regions in B.C., the absence of one—influence the services a local government may offer.

**POPULATION DENSITY OF B.C. MUNICIPALITIES**

*Approximately 89 per cent of British Columbia’s population lives in one of 161 different municipalities. The remaining 11 per cent live in unincorporated areas within Regional Districts, except for Stikine, which is administered by the Province of B.C.*



*Source: Number of municipalities by population size based on Ministry of Municipal Affairs and Housing, Local Government Division statistics.*



Municipalities in British Columbia range in population from small villages of fewer than 100 persons to large cities exceeding 650,000 in population, with a median of about 4,500 people. There is similarly a wide range in the geographic size of municipalities, from 62 hectares to 8,500,000 hectares.

With this kind of diversity—which is also reflected in differences among regional districts, greater boards, local government-controlled organizations and other bodies—it is not surprising that local governments have a wide range of strengths, challenges and priorities.

#### HISTORY AND RESIDENT EXPECTATIONS

Another factor contributing to the diversity of local government services is the history and culture of each local government. Some local governments may choose to offer a consistent set of services to meet the long-standing expectations of residents. Others may be more inclined to change their services more frequently in response to residents' evolving needs and demands. Again, there are many differences and few generalities that can be consistently applied across local governments.

#### REVENUE GENERATION

Local governments generate revenue in a variety of ways. Property taxes have traditionally been the primary source of local government revenues, supplemented by other tax levies and user fees. Population size, the rate of change in population, the extent and nature of local economic activity and a community's current socio-economic circumstances may influence the ability of a local government to generate revenue.

#### EMERGING TRENDS

As society changes and new issues emerge in our communities, the selection of services a local government offers may also evolve; emerging issues may compel some local governments to adjust their priorities and service offerings.

Aging local government infrastructure is another issue affecting the services B.C. local governments offer. The magnitude of this issue varies depending on the age and state of a particular local government's infrastructure such as water and sewer systems, road networks and buildings. Weather effects related to the changing climate may also affect infrastructure and planning in local governments to varying degrees.

#### WHAT THIS MEANS TO THE AGLG

The differences between local governments make it clear that our work must be sensitive to each local government's uniqueness. While there may be common themes across local governments, as well as consistent strengths and weaknesses in particular areas of operation, our work must take into account key differences that may affect a local government's performance.

The diversity of local governments means that each should consider the context of its particular situation when considering the recommendations and lessons learned that we highlight in our reports. This is equally true of our performance audit reports and our AGLG Perspectives booklets.

Smaller local governments will necessarily need to prioritize and scale their approaches based on their needs, capacities and circumstances. This does not mean that lessons from one local government do not apply to others, but rather that the application of those lessons in other places will often vary.

## FUNDAMENTALS OF THE AGLG

### MANDATE

Our mandate, set out in the *Auditor General for Local Government Act*, is:

To conduct performance audits of the operations of local governments in order to provide local governments with objective information and relevant advice that will assist them in their accountability to their communities for the stewardship of public assets and the achievement of value for money in their operations.

The *Act* defines local governments as municipalities, regional districts, greater boards, boards, commissions, corporations or other organizations that are financially controlled by one or more municipalities, regional districts or greater boards and any other local body that may be prescribed by regulation.

Currently, there are 190 municipalities, regional districts and greater boards in B.C. that fall within this definition, as well as many additional local government-controlled organizations and bodies that also fall within the purview of the AGLG.

### FOUNDATIONAL PRINCIPLES

In all that we do, we are committed to furthering our four foundational principles, doing so with respect and teamwork:

#### INDEPENDENCE

Our credibility depends on our independence. In addition to the professional objectivity we bring to the job, the AGLG's independence is furthered by the *Auditor General for Local Government Act*, which enables us to carry out our day-to-day functions independently from local governments and with substantive autonomy from the provincial government.

#### PERFORMANCE

The performance audits and related studies we carry out are intended to confirm and strengthen public confidence in the economy, efficiency and effectiveness of local government operations. We provide helpful and pragmatic recommendations on where improvements can be made and draw attention to good practices when we identify them, so all local governments and taxpayers can benefit from them.

#### TRANSPARENCY

We are committed to transparency both in our processes and in the outcomes of our performance audits. This includes sharing audit recommendations with each audited local government before our report is released and including a summary of the local government's comments in our final report. We make our reports publicly available on our website, ensuring transparency to all British Columbians.

#### ACCESSIBILITY

Our commitment to accessibility starts with collecting information in an inclusive manner. We reach out to all local governments, meeting face-to-face with as many of them as possible and making every effort to respond promptly to enquiries. We also involve local governments and other interested groups directly in our audit planning. Another aspect of being accessible is ensuring that our work is relevant and meaningful to local governments. It is important to us that our performance audits and other work deal with issues local governments and taxpayers care about.

While these principles form the foundation for the work we do, we cannot achieve success working alone. Collaboration with local governments, their staff and their elected representatives is critical; the same is true of working with other stakeholders. Ensuring we have their input on our priorities is part of being accessible and fundamental to our office providing value.

## THE AUDIT COUNCIL AND AGLG ACCOUNTABILITY

The Audit Council is provided for under the *Auditor General for Local Government Act* and was first appointed by the Government of British Columbia in 2012. The Audit Council plays a pivotal role in ensuring the accountability of the office of the AGLG.

The *Act* says that the Lieutenant Governor in Council may appoint at least five individuals to the Audit Council (Council) with knowledge, skills, education or experience in fields such as accounting, auditing, governance of the province, local and regional governance or another area set out in regulation. The Council plays a key role in monitoring the effectiveness of our office and supports us by providing independent guidance and advice.

The Council currently includes five members with diverse backgrounds, two in the business/ not-

for-profit sectors and three with local government experience either at the elected level or as a chief administrative officer.

The Council provides comments on our draft service plan, annual report, performance audit reports and AGLG Perspectives booklets, thereby contributing to the AGLG's effectiveness in helping bring the greatest possible value to local governments and taxpayers.

The Council also recommends to the Minister of Municipal Affairs and Housing the appointment of the AGLG and monitors and reviews the AGLG's performance. The Council assists the AGLG in being accountable to all British Columbians.

We work closely with the Council, taking advantage of its members' experience, skills and expertise. They are valued advisors in the work we do.

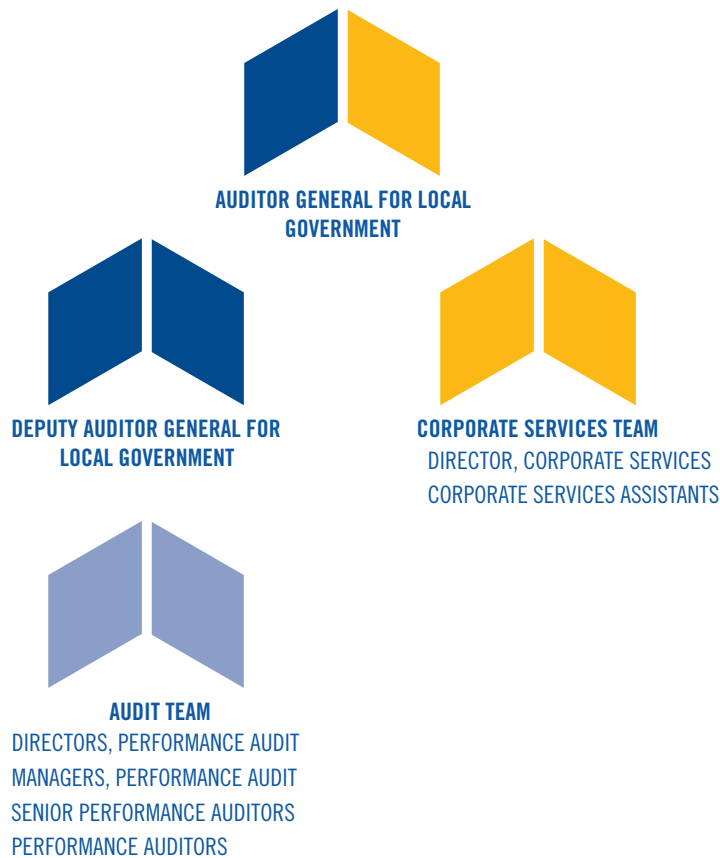


## THE AGLG TEAM

The office of the Auditor General for Local Government depends on a team of highly-skilled, professional, dedicated staff for our success. We have varied backgrounds and skill sets, all of which contribute to an effective team.

Together, the members of our team are our greatest asset, dedicated to making sure the office plays a constructive role in helping B.C. local governments deliver value for tax dollars and be accountable to taxpayers.

The chart below represents the office’s anticipated organizational structure for 2019/20; however, we review this annually.



# PERFORMANCE AUDITING

## PERFORMANCE AUDIT THEMES

Section 22 of the *AGLG Act* requires that our office's annual service plan include themes on which some or all of our performance audits may be based. We consult with the Union of B.C. Municipalities (UBCM) on our audit themes each year.

Our decisions on audit themes are closely tied to our mandate, foundational principles, goals and objectives. The process we follow in selecting audit themes is informed, unbiased, in line with professional practices and reflects input from local governments and other stakeholders.

### CRITERIA IN SELECTING AUDIT THEMES

We use three key criteria in developing and reviewing performance audit themes: relevance, significance and risk.

### THEME DEVELOPMENT AND REVIEW

During the initial audit planning carried out when the office opened in 2013, the AGLG identified six major themes related to local government operations. The complexity and interrelated nature of these broad themes speaks to the breadth of issues facing local governments of various sizes and complexities across the province.

Each year, we review these themes to ensure they consider and reflect any significant changes in the issues B.C.'s local governments face. As part of this review, we consider emerging issues we have encountered in our interactions with local governments, media reports and developments elsewhere.

In our judgement, these themes continue to remain relevant to the work we do and reasonably represent the breadth of services provided by local governments.

## CONSIDERATIONS

**RELEVANCE:** Includes the applicability of the theme to local governments of various sizes, geographic areas and population densities. In addition, we take into account the likelihood that good practices might be identified that may benefit other local governments.

**SIGNIFICANCE:** Includes the size of expenditures, the number of people affected by the program or service, the potential size of economic, social or environmental impacts, the number of stakeholders affected and the extent of their interest and potential impact.

**RISK:** An assessment of the extent of risk related to the program or service after considering the checks and balances that could reduce the risk, including the program or service's complexity, maturity and the pace of change.

### 2019/20–2021/22 AUDIT THEMES

We list these themes here in alphabetical order, not according to priority or any other ranking. They represent a long-term view of our audit focus. We will select topics from within these themes for performance audits during the period covered by this service plan. Our website also lists our audit themes as well as the topics associated with each.

It is important to note that the *AGLG Act* requires that, in carrying out performance audits, we must not call into question the merits of a local government's objectives or policy decisions.

#### A. ECONOMIC DEVELOPMENT, LAND-USE AND TRANSPORTATION PLANNING AND MANAGEMENT

This theme includes economic development, revenue generation and business initiatives and partnerships. It also includes land-use planning and development, bylaws, transportation planning and management, cultural services and parks and recreation.

Local governments' stewardship of local and regional economic development, together with their commercial and industrial regulatory frameworks can have a big impact on the economic health of communities and their local governments.

The extent to which local government revenue sources are diversified can influence the well-being of a community.

Land-use and transportation planning and management also have major long-term social, economic and environmental effects on local governments. Growth pressures, financial challenges, competing interests, planning and coordination issues and links between land-use and transportation planning can affect local governments' achievement of their objectives. Likewise, parks and recreation is a significant area of responsibility for many local governments.

#### **B. EMERGENCY MANAGEMENT AND PROTECTIVE SERVICES**

This includes fire services, police services and the various aspects of emergency management (a current audit topic). Issues may include financial pressures and other resource constraints and governance and accountability challenges.

#### **C. ENVIRONMENTAL PROGRAMS AND SERVICES**

This includes local government operations related to environmental management such as drinking-water management (a current audit topic), wastewater and sewer services, solid waste services and environmental management operations. Sound environmental management is of interest to all local governments and the public. How local governments use and manage resources for this is a growing area of challenge that has an impact on public health and safety.

#### **D. FISCAL SUSTAINABILITY PLANNING, CAPACITY AND INTERNAL OPERATIONS**

This includes the management of fiscal sustainability in areas such as budgeting and forecasting, long-term financial planning, reserve planning and management, taxation and expenditure planning, debt level and structure. This theme also involves shared services and the effectiveness of service delivery arrangements and other interactions between municipalities and regional districts.

Additionally, this theme includes organizational capacity, capability and resources, particularly for smaller and more remote local governments where skill sets may not be as readily available.

It also includes other elements of local government finance, accounting and risk management operations that are foundational to the stewardship of public assets and the support of achieving value for money in a wide range of local government operations.

Internal operations include procurement, workforce planning, compensation and benefits planning and management. In addition, internal operations covers information technology and operational technology governance as well as management, information and records management, information security and privacy risk management and aspects of online government such as self-service, information and data sharing.

#### **E. INFRASTRUCTURE SUSTAINABILITY AND INFRASTRUCTURE ASSET MANAGEMENT**

This includes the management of the full life-cycle of major physical assets such as roads, bridges, buildings and utility plants for which local governments are responsible. Infrastructure assets may involve major capital and operational costs and liabilities to most local governments and are critical to achieving local government objectives.

#### **F. OTHER (EMERGING ISSUES)**

This theme provides us with flexibility during our three-year planning time frame to respond to issues that may emerge in the complex and ever-changing world of local government. This is particularly important should circumstances and issues change significantly during the period covered by this plan. For example, some local governments are actively working with partners to address homelessness. Others are finding their existing services impacted by evolving challenges such as the opioid crisis.



## PERFORMANCE AUDIT TOPICS

In our audit planning, we take the identified audit themes and develop specific audit topics through a planning, risk assessment and prioritization process. This includes additional consultation with local governments and local government-related organizations as well as other key stakeholders.

Once we identify audit topics, we select local governments to participate in audits based on several factors:

- The importance of the audit topic to the local government's operations
- Ensuring that the range of our audits, over time, includes local governments of varying natures, sizes, and locations
- Potential sources of good practices that may be identified and may be of value to other local governments
- Other factors, such as the resources available to us

Similar to how we determine audit themes, we review our planned audit topics annually. Through this process, we may change our planned audit topics as priorities shift and new issues emerge.

### OTHER REPORTS

In addition to performance audit reports, we also produce AGLG Perspectives booklets. These reports present information related to the topics on which we have conducted performance audits, with a view to providing tools and advice that may be useful to a wide range of local governments.

### KEY STAKEHOLDERS

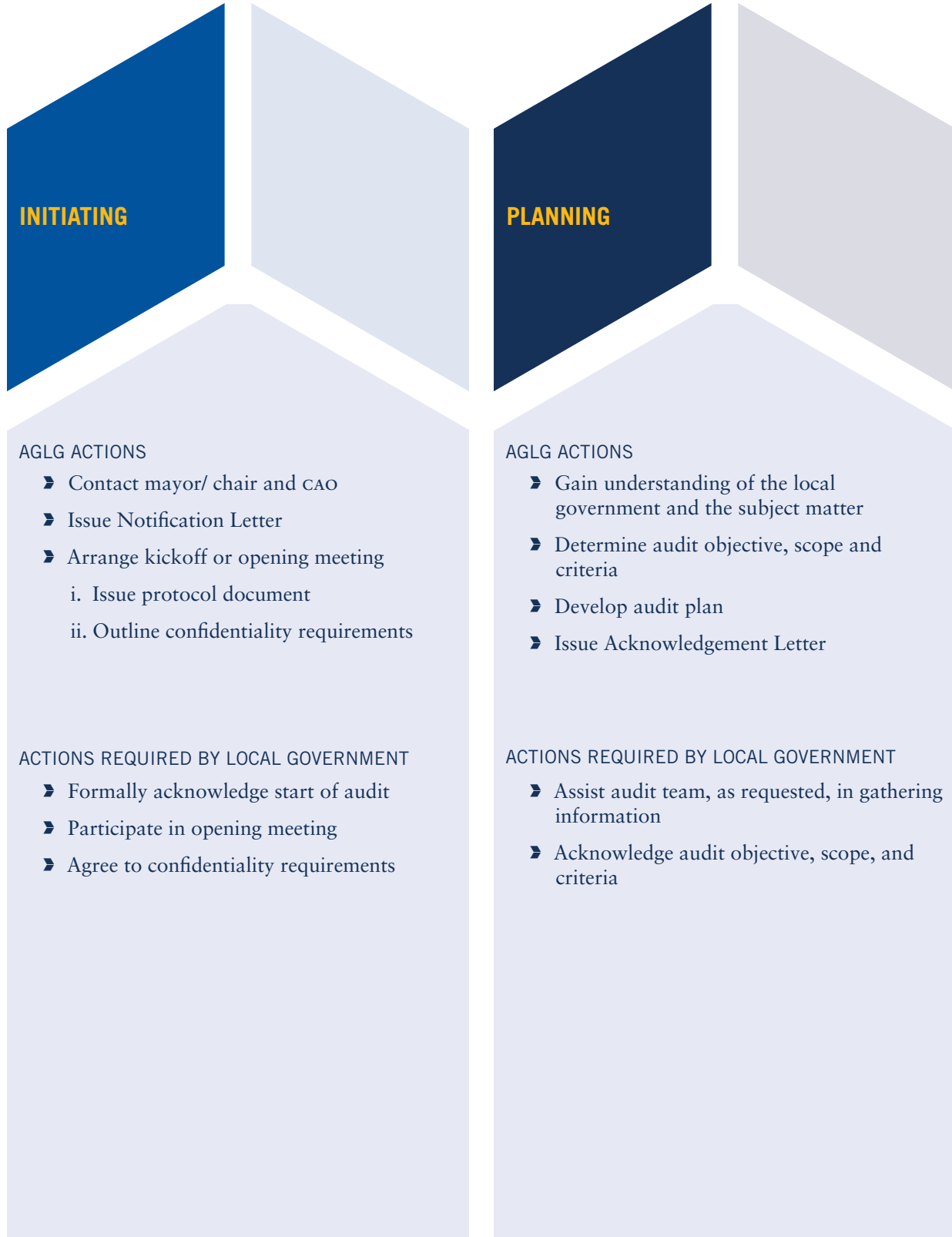
- B.C. residents
- Mayors and councils
- Regional District chairs and boards
- Boards, commissions, corporations or other organizations controlled by one or more local government
- Local government chief administrative officers
- Union of B.C. Municipalities and similar regional entities
- Local government area associations
- B.C. Mayors' Caucus
- Local Government Management Association of British Columbia
- Government Finance Officers Association of British Columbia
- Unions representing employees of local governments
- Chambers of commerce and other business and professional organizations

### FUTURE PERFORMANCE AUDITS

During 2019/20, our audit plan is to undertake a combination of performance audits and AGLG Perspectives booklets that may be released during the year or in subsequent periods, depending on the complexity and scope of each topic selected. As part of this, we will begin work on a new audit topic related to Capital Project Management. We will also look for ways to incorporate a gender/diversity-based lens in the future work that we do.

## PERFORMANCE AUDIT PROCESS

The Phases of an AGLG Performance Audit figure, below, summarizes the steps involved in each performance audit we undertake.





## EXAMINATION

### AGLG ACTIONS

- Gather evidence and perform analysis
- Arrange audit team/ local government meetings to confirm and validate information collected
- Arrange exit meeting or other follow-up meeting

### ACTIONS REQUIRED BY LOCAL GOVERNMENT

- Assist audit team, as requested, in collecting evidence
- Assist audit team in confirming and validating facts
- Participate in audit team/local government meetings and exit meeting, as required

## REPORTING

### AGLG ACTIONS

- Share preliminary findings with local government for its review
- Provide proposed final audit report to the local government for comment (minimum 45-day review period)
- Issue final audit report to local government prior to publication

### ACTIONS REQUIRED BY LOCAL GOVERNMENT

- Review and respond to preliminary findings
- Provide comments on proposed final audit report to be included in final audit report
- Prepare an action plan in response to the recommendations in the final audit report

## REPORTING

An essential aspect of our work is communicating the results of our audits to local governments so that we may assist them in their accountability to taxpayers. This is a requirement of our *Act*, making us accountable for the expenditure of tax dollars on our audit work. It also allows us to share good practices with all local governments.

We produce two different types of reports: individual local government audit reports and AGLG Perspectives booklets. Both are released publicly and are also shared through articles and presentations that we may do.

### PERFORMANCE AUDIT REPORTS

We produce a report for each performance audit we complete. This report is specific to the audit, describing the work we did, the scope of the audit, the criteria we used to measure local government performance, our findings, conclusions and recommendations. Each audit report also includes a summary of the local government's response to our audit findings and, in most cases, the local government also provides an action plan to implement the recommendations.

The focus of these reports is on the local government that was the subject of the audit; however, these reports are written to include useful information that may be of interest to a broad range of local governments and other stakeholders.

### AGLG PERSPECTIVES SERIES

To further provide useful information, tools and advice to a wide range of local governments, we also publish a second type of report: AGLG Perspectives booklets, to share overall learnings from a series of audits.

In developing these booklets, we draw on information we gather in the process of conducting our performance audits as well as related information of much broader applicability.

We intend to continue producing these booklets in the future and to also look for other ways to share useful information that enhances the value we bring to our stakeholders.

### SHARING OUR REPORTS

Once we finalize a report, we publish it to our website, where it is available to anyone interested in its contents.

In addition, we publicly announce the release of our reports through multiple channels such as our website, news releases and social media.

### POST-AUDIT

Following the completion of a performance audit, we send an evaluation questionnaire to each local government auditee. The auditee can provide feedback to us on the conduct of the audit team, the audit report as well as our process. This allows us to consider how we do our work and look for areas where we may continue to improve.

## GOALS, STRATEGIC OBJECTIVES & PERFORMANCE MEASURES

Our goals and strategic objectives in this service plan are based on those we included in past AGLG service plans. This year, we have modified several of our performance measures and targets.

### GOAL 1 PROVIDE LOCAL GOVERNMENTS WITH OBJECTIVE, HELPFUL ADVICE

We provide local governments with objective information and relevant advice to assist them in their accountability to their communities for the stewardship of public assets and the achievement of value-for-money in their operations.

#### STRATEGIC OBJECTIVE 1

We prepare and release quality audit reports and AGLG Perspectives booklets on a timely basis, consistent with our legislated mandate and service plan.

These publications meet the needs and expectations of local governments in helping them improve their operations.

Based on our current capacity, we anticipate completing an average of five performance audits and/or AGLG Perspectives booklets annually over the three-year period covered by this plan. The number may vary each year depending on the scope and complexity of the audit topics selected.

MEASURES	2019/20 TARGET	2020/21 TARGET	2021/22 TARGET
Local governments' rating of their awareness of our work (1-5 scale)	4.00	4.00	4.00
Local governments' rating of the value of our work (1-5 scale)	3.75	3.75	3.75
Auditees' average rating of satisfaction with audit reports (1-5 scale)	3.75	3.75	3.75
Auditees' average rating of professional conduct of AGLG audit staff (1-5 scale)	4.00	4.00	4.00
Percentage of recommendations accepted by auditees	90%	90%	90%

#### STRATEGIC OBJECTIVE 2

Our office completes its work in accordance with audit standards and practices and is a licensed practice firm regulated under the Chartered Professional Accountants of B.C.

Our audit manual includes an external review of our audit work every three years as an internal requirement.

We will continue to review and, where appropriate, enhance our performance audit practices to ensure they remain consistent with the standards in our professional community.

MEASURES	2019/20 TARGET	2020/21 TARGET	2021/22 TARGET
Positive assessment of our audit policy and practices (carried out every three years)	-	YES	-

## GOAL 2 ENGAGE & CONSULT WITH LOCAL GOVERNMENTS & OTHER STAKEHOLDERS

In all of our work, we will be collaborative, share information and seek constructive input from auditees, other local governments and other stakeholders.

### STRATEGIC OBJECTIVE 3

We appropriately consult with local governments and other stakeholders in the development of our audit plans and keep stakeholders informed about our work, including any emerging issues.

During 2019/20, we will expand our efforts to engage with stakeholders to increase awareness of our work. We have increased our targets to reflect this.\*

This will help to inform our audit planning and decisions on where to place emphasis in our work. We will continue to complete an annual internal planning process and will carry out formal audit planning sessions with local governments and other stakeholders every three years.

In our efforts to keep stakeholders informed about our work, we will continue to participate in events where we can share our learnings with local governments and First Nation governments.

MEASURES	2019/20 TARGET	2020/21 TARGET	2021/22 TARGET
Number of formal audit planning sessions (carried out every three years)	1	-	-
Number of engagement sessions held with stakeholders*	12	12	12
Number of local government conferences and/or trade shows attended by AGLG representatives.*	4	5	6

## GOAL 3 SUPPORT A PROFESSIONAL WORK ENVIRONMENT

We recognize that our most valued asset is our staff and are committed to supporting and enabling them in the work that we do.

### STRATEGIC OBJECTIVE 4

AGLG staff is committed to the office’s work and consider the office of the AGLG a desirable place to work where they can apply and further develop their professional skills.

We will continue to work to enhance the satisfaction of AGLG staff with the office and their jobs. We will achieve this by providing staff with clear and consistent expectations and direction, manageable workloads and the support they need to excel. Additionally, by investing in staff training,

we will enhance the skills and professionalism of our staff and their satisfaction with being part of the office.

In 2019/20 we are shifting our performance measure on training from a ‘cost-based metric’ to ‘training hours’ to reflect that not all training has a direct cost. We have also reduced the frequency of our employee-survey target to every second year to coincide with government’s schedule for surveys.

MEASURES	2019/20 TARGET	2020/21 TARGET	2021/22 TARGET
Overall rating of the AGLG office by our employees in an employee survey: satisfaction with their role and with the organization	75%	-	75%
Training hours on average per employee	40	40	40

# OFFICE OF THE AGLG BUDGET - 2019/2020

The following budget provides for the operations of our office, including salaries and administrative costs, subject to appropriations.

Within this budget, we will recruit and retain skilled staff members, contract for additional resources as required, coordinate the functioning of core office processes and deliver performance audits and AGLG Perspectives booklets in an efficient and effective manner.

<b>OPERATING BUDGET</b>	<b>AMOUNT (\$ MILLIONS)</b>
Salaries and Benefits	\$1.63
Operational Costs	\$0.98
<b>TOTAL</b>	<b>\$2.61</b>

<b>CAPITAL BUDGET</b>	<b>AMOUNT (\$ MILLIONS)</b>
The AGLG does not have a capital budget.	N/A
Capital budget for 2019/20 will be provided by Shared Services B.C. as appropriate	N/A

## AGLG CONTACT INFORMATION

### STAY CONNECTED WITH THE AGLG



The AGLG welcomes your feedback and comments. Contact us via email [info@aglg.ca](mailto:info@aglg.ca), our website at [www.aglg.ca](http://www.aglg.ca) or follow us on Twitter [@BC\\_AGLG](https://twitter.com/BC_AGLG).

You may also contact us by telephone, fax or mail:

PHONE: 604-930-7100

FAX: 604-930-7128

MAIL: 201-10470 152<sup>nd</sup> STREET SURREY B.C. V3R 0Y3





February 21, 2019

**Cermaq proud to recognize two external contractors for their excellent service - *Photo Submission***

*Campbell River* - For the first time this year, Cermaq is giving official recognition to two of its external contractors for their outstanding service and strong working relationships. The two contractors chosen to receive the 2018 Great Partnership awards are Alberni Island Shuttle, located in Port Alberni and Brown's Bay Packing, located just north of Campbell River.

Along with the award and a personal letter of thanks from Cermaq Canada's Managing Director David Kiemele, a donation of \$1,000 was made to a local charity of choice for each winning organization. Cermaq is committed to supporting the communities in which we live and work on the issues closest to their hearts. In coastal BC, we understand the great commitment to restoring wild salmon populations and habitats. For this reason, our only ask of the winners was that they chose a local charity working to support wild salmon recovery efforts.

Alberni Island Shuttle has been a key part of our business for several years as they are responsible for delivering our employees safely and on time to our various office and site locations. Alberni Shuttle Services chose the Omega Pacific Hatchery as the recipient of their donation. The Hatchery has been spawning and growing Chinook salmon for over 30 years. They have a specialized cold water hatchery on Great Central Lake and we are happy to make a donation on behalf of Alberni Island Shuttle.

Brown's Bay Packing continues to provide us with excellent processing services and often go above and beyond to help accommodate our schedules and harvests. Brown's Bay Packing chose the Campbell River Salmon Foundation, which is dedicated to promoting the conservation, rehabilitation and enhancement of watersheds for Pacific salmonids between the Oyster River and south of the Salmon River estuary, as well as the nearby mainland coast as the recipient of their donation.

Congratulations to both Brown's Bay Packing and Alberni Island Shuttle, as well as the two selected charities, Omega Pacific Hatchery and the Campbell River Salmon Foundation.

-30-

For more information, contact Amy Jonsson, Cermaq communications specialist at 250-202-7680, or by email at [amy.jonsson@cermaq.com](mailto:amy.jonsson@cermaq.com).



Pictured above (Left to right): Brown's Bay Packing Operations Manager Tim Muldoon and General Manager Scott Williams receiving the Cermaq Great Partnership Award for 2018 from Cermaq Canada's Operations Director Brock Thomson.



Pictured above (left to right): Cermaq Canada's Coastal Water Program Facilitator Janice Valant presenting Marina Gaiga, owner of Alberni Island Shuttle and Carol Schmitt from the Omega Pacific Hatchery with their award and donation.





## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Rob Williams, General Manager of Environmental Services  
**Meeting Date:** February 27, 2019  
**Subject:** West Coast Transit Service

**Recommendation:**

***THAT the ACRD Board of Directors provide staff direction on whether to budget funds in 2019 for an alternative approval process or a referendum as part of the new bylaw establishment process for a West Coast transit service.***

**Desired Outcome:**

That the Board approve and budget an elector assent process for the potential establishment of a new West Coast transit service bylaw.

**Background:**

At the regular meeting of the ACRD Board on October 10, 2018 it was approved that staff work with BC Transit on an amended project timeline in order to provide sufficient time to complete a public engagement process on the proposed West Coast transit service option and to conduct an elector assent process as part of establishing a new service bylaw. Below is a revised high level timeline reflecting this direction. As noted in the project plan, approval from the electorate is required prior to moving ahead with BC Transit's expansion planning process. It should also be noted that this project was identified as a strategic Board priority through their priorities planning session January 9<sup>th</sup>, 2019

Action	Timeframe	Year
1. Service Option Selection	October	2018
2. Public Engagement on Selected Service Option	Spring	2019
3. Final Board Approval of Service Option	Fall	2019
4. New Service Bylaw Approval (elector assent)	Fall/Winter	2019
5. Request Transit Expansion (BC Transit MOU)*	Spring	2020
6. BC Transit to Secure Operating Company & Facility	Summer/Fall	2020
7. Finalize Operating Agreement & Logistics with BC Transit	Spring/Summer	2021
8. Service Implementation	Fall	

\*Subject to provincial funding approval.

As per the *Local Government Act*, an elector assent process is required when establishing new service bylaws. As such, sufficient funds need to be budgeted in order to proceed with establishing and conducting an elector assent process for a new West Coast transit service bylaw in the fall of 2019. Staff are seeking the Board's direction on what type of elector assent process they would like to move forward with this proposed service. In summary, an alternative approval process requires a shorter timeline with less cost and confirms elector support via a response form procedure whereby property owners can submit the form rejecting the proposal. Support for the proposed bylaw is achieved if the Board receives responses rejecting the proposal from less than 10% of the electorate within the participating service boundary.

Regardless of the outcome of the alternative approval process, the Board has the ability to also conduct a referendum. Alternatively, the Board may wish to initially require a referendum for this new service whereby the electorate from within the participating service boundary vote on whether to support the new proposed service or not. A majority of the votes in favour of the service are required for bylaw establishment to proceed.

While it has not yet been confirmed, participating jurisdictions for this new potential transit service could include the District of Tofino, District of Ucluelet, Electoral Area C – Long Beach, Toquaht and Yuułuʔiłʔatḥ First Nations, and with possible sub agreements with Tla-o-qui-aht and Ahousaht First Nations. Confirmation of potential service participants will be verified over the coming months and prior to an elector assent process with the help of the established project working group.

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

A minimal amount of staff time is estimated to conduct an alternative approval process, whereas a significant amount of staff time is required to complete a referendum.

**Financial:**

Sufficient budgeted funds are required for establishing a new West Coast Transit Service Bylaw, including a required elector assent process. It is estimated that an alternative approval process will cost approximately \$3,000 and a referendum \$15,000 based on other recent elector assent processes.

**Policy or Legislation:**

Approval of a new service establishing bylaw is required for this potential new transit service.

**Options Considered:**

1. *THAT the ACRD Board of Directors budget \$3,000 in 2019 in order to conduct an alternative approval process for the potential establishment of a new West Coast transit service.*
2. *THAT the ACRD Board of Directors budget \$15,000 in 2019 in order to conduct a referendum for the potential establishment of a new West Coast transit service.*



Submitted by:

\_\_\_\_\_  
Rob Williams, MSc, General Manager of Environmental Services



Approved by:

\_\_\_\_\_  
For: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

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

**Meeting Date:** February 27, 2019

**Subject:** **Appointment to the Coastal Communities Network for 2019**

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**Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors appoint a Director to represent the Regional District on the Coastal Communities Network for 2019.

**Desired Outcome:**

To appoint a Regional District Director to the Coastal Communities Network CCN for 2019.

**Background:**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors at their regular meeting held on February 13, 2019, considered a request from the CCN (attached) to renew membership and appoint a Director to the Network.

The Board passed a resolution to renew membership in the amount of \$500.00 annually for the next four years. The appointment of a Director to the Network for 2019 was deferred until the next Board meeting as many Directors were absent from the meeting on the 13<sup>th</sup>.

Staff recommend the ACRD Board of Directors appoint a Director to the Network to represent the Regional District on fisheries issues impacting coastal communities.

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


Some elected officials time to participate on the Network. The majority of meetings are held via teleconference.


**Financial:**

Minimal.

**Policy or Legislation:**

*Local Government Act* applies.

Submitted by:   
 Wendy Thomson, Manager of Administrative Services.

Approved by:   
 Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

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

**Meeting Date:** February 13, 2019

**Subject:** Coastal Community Network – Membership & Director Appointment

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### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors consider renewing membership in the Coastal Communities Network in the amount of \$500.00 annually for the next four years and appoint a Director to represent the Regional District on the Network for 2019.

### **Desired Outcome:**

To consider commitment in the Coastal Community Network (CCN) for the next four years and appointing a Director to represent the Alberni-Clayoquot Regional District (ACRD) Board of Directors in 2019.

### **Background:**

The ACRD Board of Directors at their regular meeting held on January 9, 2019, considered correspondence from the Chairperson of the CCN, Des Nobels, North Coast Regional District, inviting the ACRD to renew membership in the Network for four years (\$500 per year) and appoint a Director to participate on the Network for 2019 (attached).

The ACRD Board passed the following resolution:

*THAT prior to making a decision on membership and appointing a Director, the ACRD Board of Directors request more information from Coastal Communities Network including the following: terms or reference, number of meetings annually, locations of meetings and membership.*

Regional District staff obtained the following information from the Chair of the Network:

- The Annual General Meeting is held in conjunction with the annual Union of British Columbia Municipalities convention
- The remainder of Network business is conducted by teleconference and/or email
- Attached are the letters of incorporation for the Network and a brief description of roles and responsibilities of Directors.
- A membership list will be forwarded to the ACRD Board of Directors in March 2019

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

Some elected officials time to participate on the Network.

**Financial:**

Funded through General Government Services. Membership is a total of \$2,000.00 for a four year commitment. The cost for the elected official to participate on the Network is minimal as most meetings are held via teleconference.

**Policy or Legislation:**

*Local Government Act* applies.

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

Approved by: Douglas Holmes  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**Dear Chair and Board**

December 7, 2018

My name is Des Nobels, I am the Director for Area A on the North Coast Regional District and Chair of the Coastal Community Network (CCN). It is in my capacity as Chair of the CCN that I am writing to you in the hopes of gaining your continued support for the organization.

The CCN was incorporated in 1995 at a time when most, if not all, of our communities were reaping economic benefits from coastal commercial fisheries. Great changes were underway in Ottawa for fisheries reform and the CCN came together to address the concerns of Coastal Communities. Fast forward to 2015, fisheries reforms were instituted, coastal fishing was restricted to Area based fishing, Individual Transferable Quotas were introduced, and the fishing fleets were reduced. Over the past two decades, many coastal communities have seen significant changes in their relationship with the marine economy. Shifts in social and economic norms have forced many of our communities to reinvent themselves by seizing new opportunities. This has translated into less involvement in the CCN because we are perceived as having limited value. I believe the CCN continues to have significant value to our communities, but we are just not as visible as we once were. At present the CCN is active on only one front, the commercial fishing sector, and currently the CCN holds three seats on the Groundfish Development Authority (GDA). The GDA administers a Groundfish Development Quota (GDQ), which is 20% of the Groundfish allocation, by vetting joint proposals submitted by harvesters and processors. We then make recommendations to the Minister of Fisheries, Oceans, and the Canadian Coast Guard ensuring that shoreside work continues and that the communities and residents of BC receive benefits from the resources at their doorstep.

This represents tens of millions of dollars for our regional economies. Even if you do not have boats, docks, or processing plants in your community, you have fishermen living in your region who contribute to economic wellbeing. We need to protect and foster the sustainable fishing economy we have, and to ensure the benefits remain local. Overseas interests are already purchasing Canadian fishing quotas because they see the value, and so must we. I believe that the CCN has a role to play in the future for maintaining access and control of Canada's fisheries in Canadian communities. This will be our main focus in the short term.

To that end, the Coastal Community Network respectfully requests that your Board appoint one of your Members to the CCN and consider making the commitment of 500 dollars annually for the next four years to the CCN in your upcoming budget discussions. This will allow the CCN to maintain the community seats at the GDA table. As a wise person once told me, "If you're not at the table, you're probably on the menu". Your contribution will also allow the organization the time it needs to properly assess its role, with your guidance, over the long term.

If you require further information please contact me at, [dnobels@citytel.net](mailto:dnobels@citytel.net) or (250) 627-1859. Thank you for the opportunity to bring this important matter to your attention and best wishes in your deliberations.

Respectfully Yours,

Des Nobels  
Coastal Community Network Chair

## Coastal Community Network's Member Roles and Responsibilities

Position Title: Member of the Board of Directors

Reports To: Entire Board of Directors

The board of directors is legally and ethically responsible for all activities of the organization. The purposes of the society are:

1. To be committed to the sustainable economic and social well-being of coastal communities.
2. To enhance the long-term viability of coastal communities through optimal involvement in building integrated and sustainable economies.
3. To empower coastal communities to assume greater levels of responsibility and self-reliance through the use of resources and the environment.
4. To provide strong advocacy on behalf of coastal communities to ensure accountability in policy development.
5. To facilitate communication and relations among coastal communities and to build alliances with other groups which share our goals.
6. To pursue the above purposes without prejudice to the land claims of First Nations.

### Eligibility:

- Membership in the society is restricted to:
  - Any British Columbia Regional District that borders on tidal waters, and
  - Any aboriginal Tribal Council of which the traditional territory of at least one member aboriginal government borders on tidal waters in British Columbia.
- Any eligible Regional District or Tribal Council may apply to the directors for membership in the society and on acceptance by the directors is a member.
- Any person appointed as a director by a member Regional District shall be:
  - A director of the Regional District;
  - A councillor of an incorporated municipality within the Regional District; or
  - An employee of the Regional District.
- Any person appointed as a director by a member Tribal Council shall be:
  - A chairperson, co-chairperson, or councillor of the Tribal Council;
  - A chief or councillor of an aboriginal government member of the Tribal Council; or
  - An employee of the Tribal Council.
- Any incorporated municipality or electoral area within a British Columbia Regional District that borders on tidal waters or any aboriginal government traditional territory of which borders on tidal waters in British Columbia may apply to the directors to become an associate community of the society and on acceptance by the directors of any fee set by the directors is an associate community.



### Responsibilities:

- Understand and promote the society's mission.
- Every member must uphold the constitution and comply with the society's bylaws.
- Attend board meetings (Annual General Meeting).
- Review applications for associate communities to join the CCN.
- Review agenda and supporting documents prior to meetings.
- Make an annual contribution to the organization commensurate with ability.
- Participate in fund raising activities and special events.
- Strictly adhere to conflict of interest policies.
- Strictly adhere to confidentiality policies.

### Time Demands (approximate):

- Annual General Meeting of the society must be held at the time and place, in accordance with the Society Act, that the directors decide.
- Members may attend and vote at any general meeting of the society by teleconference.
- Attend and actively participate in the annual meeting (approx. 3-4 h)





NUMBER: S-33373




**CERTIFICATE  
OF  
CHANGE OF NAME**  
*SOCIETY ACT*

CANADA  
PROVINCE OF BRITISH COLUMBIA

*I Hereby Certify that*  
THE CONFERENCE OF COASTAL COMMUNITIES  
has this day changed its name to  
COASTAL COMMUNITY NETWORK SOCIETY

*Issued under my hand at Victoria, British Columbia  
on March 04, 1997*

A handwritten signature in black ink, appearing to read "J. Powell".

JOHN S. POWELL  
*Registrar of Companies*

## **CONSTITUTION**

1. The Name of the Society is COASTAL COMMUNITY NETWORK SOCIETY.
2. The purposes of the society are:
  - (a) To be committed to the sustainable economic and social well-being of coastal communities.
  - (b) To enhance the long-term viability of coastal communities through optimal involvement in building integrated and sustainable economies.
  - (c) To empower coastal communities to assume greater levels of responsibility and self-reliance through the use of resources and the environment.
  - (d) To provide strong advocacy on behalf of coastal communities to ensure accountability in policy development.
  - (e) To facilitate communication and relations among coastal communities and to build alliances with other groups which share our goals.
  - (f) To pursue the above purposes without prejudice to the land claims of First Nations.
3. In the event of winding up and dissolution of the Society, after all debts of the Society have been paid or provision for payment of all debts has been made, the remaining assets of the Society will be paid, transferred or delivered to a non-profit society, organization or institution in British Columbia with similar purposes to the Society. This provision of the Constitution of the Society is unalterable.

# BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

## Part 1-- Interpretation

1. (a) In these bylaws, unless the context otherwise requires:

"associate" means an associate community, an associate organization or an associate individual

"directors" means the directors of the society for the time being

"Society Act" means the Society Act of British Columbia from time to time in force and all amendments to it

"registered address" of a member or associate means the member's address as recorded in the register of members or register of associates.

- (b) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

2. Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## Part 2 -- Membership

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

4. Membership in the society is restricted to

- (a) any British Columbia Regional District that borders on tidal waters, and

- (b) any aboriginal Tribal Council of which the traditional territory of at least one member aboriginal government borders on tidal waters in British Columbia.

5. Any eligible Regional District or Tribal Council may apply to the directors for membership in the society and on acceptance by the directors is a member.

6. Every member must uphold the constitution and comply with these bylaws.

7. The directors must determine the amount of the first annual membership dues and after that the annual membership dues must be determined at the annual general meeting of the society.

8. A Regional District or Tribal Council ceases to be a member of the society
  - (a) by delivering a resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on dissolution or ceasing to function,
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.

9. (a) A member may be expelled by a special resolution of the members passed at a general meeting.
  - (b) A brief statement of the reasons for the proposed expulsion must accompany the notice

## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

of special resolution for expulsion.

- (c) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

10. All members are in good standing except a member who has failed to pay the current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

### Part 3 -- Associates

11. Any incorporated municipality or electoral area within a British Columbia Regional District that borders on tidal waters or any aboriginal government the traditional territory of which borders on tidal waters in British Columbia may apply to the directors to become an associate community of the society and on acceptance by the directors and payment of any fee set by the directors is an associate community.

12. Any corporation or other non-governmental organization may apply to the directors to become an associate organization of the society and on acceptance by the directors and payment of any fee set by the directors is an associate organization.
13. Any individual may apply to the directors to become an associate individual of the society and on acceptance by the directors and payment of any fee set by the directors is an associate individual.
14. An associate ceases to be an associate of the society
- (a) by delivering a resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on his or her death in the case of an associate individual or, in the case of an associate community or associate organization, on dissolution or ceasing to function,
  - (c) on being expelled, or
  - (d) on having been a member not in good standing for 12 consecutive months.
15. (a) An associate may be expelled by a special resolution of the members passed at a general meeting.
- (b) A brief statement of the reasons for the proposed expulsion must accompany the notice of special resolution for expulsion.
- (c) The associate who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
16. All associates are in good standing except any associate who has failed to pay the current annual associate fee, or any other subscription or debt due and owing by the associate to the society, and the associate is not in good standing so long as the debt remains unpaid.

### Part 4 -- Meetings of Members

17. (a) General meetings of the society must be held at the time and place, in accordance with the Society Act, that the directors decide.
- (b) Members may attend and vote at any general meeting of the society by teleconference.
18. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

19. The directors may, when they think fit, convene an extraordinary general meeting.
20. (a) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.  
(b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
21. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

### Part 5 -- Proceedings at General Meetings

22. Special business is
  - (a) all business at an extraordinary general meeting except the adoption of rules of order, and
  - (b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order;
    - (ii) the consideration of the financial statements;
    - (iii) the report of the directors;
    - (iv) the report of the auditor, if any;
    - (v) the election of directors;
    - (vi) the appointment of the auditor, if required;
    - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
23. (a) Business, other than the election of co-chairs representing Local Government and First Nation Administration and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.  
(b) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.  
(c) A quorum is 3 members present or a greater number that the members may determine at a general meeting.
24. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
25. Subject to bylaw 26, the co-chairperson of the society, the vice-chairperson or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.
26. If at a general meeting
  - (a) there is no co-chairperson, vice chairperson or other director present within 15 minutes after the time appointed for holding the meeting, or
  - (b) the co-chairperson and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair of the meeting.

## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

27. (a) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (c) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
28. (a) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member and the proposed resolution does not pass.
29. (a) A member in good standing present at a meeting of members is entitled to one vote.
- (b) Voting is by show of hands or other appropriate means if any member is attending the meeting by teleconference.
- (c) Voting by proxy is not permitted.
30. A corporate member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

### Part 6 -- Directors and Officers

31. (a) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to:
- (i) all laws affecting the society,
- (ii) these bylaws, and
- (iii) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
- (b) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
32. (a) Each member may appoint one director.
- (b) Any person appointed as a director by a member Regional District shall be:
- (i) a director of the Regional District;
- (ii) a councillor of an incorporated municipality within the Regional District; or
- (iii) an employee of the Regional District.
- (c) Any person appointed as a director by a member Tribal Council shall be:
- (i) a chairperson, co-chairperson, or councilor of the Tribal Council;
- (ii) a chief or councillor of an aboriginal government member of the Tribal Council; or
- (iii) an employee of the Tribal Council.
33. (a) Two persons may be appointed as directors at large.
- (b) Associate communities in good standing may elect one nominee for director at large. (3) Associate organizations and associate individuals in good standing may elect one Nominee for director at large.
- (c) The members shall appoint any elected nominee for director at large as a director at

## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

- large.
- (d) A director at large must retire from office at each annual general meeting when his or her successor nominee is elected.
  - (e) An election may be by acclamation; otherwise it must be by ballot.
  - (f) If a successor nominee is not elected, the person previously appointed continues to hold office.
34. A director at large shall have the same responsibilities and be subject to the same restrictions as any director and may exercise all the powers and do all the acts and things as any director may exercise and do.
35. The number of directors (including directors at large) must be 5 or a greater number determined from time to time at a general meeting.
36. A member may at any time and from time to time appoint a director to fill a vacancy resulting from that member not previously appointing a director or created by that member's appointee resigning his or her office or otherwise ceasing to hold office.
37. The members may, by special resolution, remove a director, before the expiration of his or her term of office, and ask the member that appointed the removed director to appoint a successor to complete the term of office.
38. The members may, by special resolution, remove a director at large, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
39. An act or proceeding of the directors is not invalid merely because there is less than the prescribed number of directors in office.
40. A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.
41. (a) The co-chairs, vice-chairperson, secretary, treasurer and past chairperson are the officers of the society and each must be a director.
- (b) The co-chairperson, vice-chairperson, secretary, treasurer must retire from office at each annual general meeting when their successors are elected by the members of the society.
  - (c) Separate elections must be held for each office to be filled.
  - (d) An election may be by acclamation, otherwise it must be by ballot.
  - (e) If a successor is not elected, the person previously elected or appointed continues to hold office.
42. If the co-chairperson, vice-chairperson, secretary or treasurer resigns his or her office or otherwise ceases to hold office the directors must elect a director to take the place of the former officer until the next annual general meeting of the society.
43. The co-chairperson, vice-chairperson, secretary, treasurer and past co-chairs are collectively known as the executive committee and shall direct the day to day operation of the society.

### Part 7 -- Proceedings of Directors

44. (a) The directors may meet at the places they think fit to conduct business, adjourn and



## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

- otherwise regulate their meetings and proceedings, as they see fit.
- (b) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is 5 directors.
  - (c) The co-chairs serve as the chair of all meetings of the directors, but if at a meeting the chairperson is not present within 30 minutes after the time appointed for holding the meeting, the vice chairperson must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
  - (d) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.
45. (a) The directors may delegate any, but not all, of their powers to committees consisting of one or more directors as they think fit.
- (b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
46. A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
47. The members of a committee may meet and adjourn, as they think proper.
48. For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
49. A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, facsimile, electronic mail, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
- (a) a notice of meeting of directors is not required to be sent to that director, and
  - (b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
50. (a) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- (b) In the case of a tie vote, the chair does not have a second or casting vote.
51. A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
52. A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

### Part 8 -- Duties of Officers

- 53. (a) The co-chairperson presides at all meetings of the society and of the directors.
- (b) The co-chairperson is the chief executive officer of the society and must supervise the



## BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY

other officers in the execution of their duties

54. The vice-chairperson must carry out the duties of the chairperson during the chairperson's absence.
55. The secretary must do the following:
- (a) conduct the correspondence of the society;
  - (b) issue notices of meetings of the society and directors;
  - (c) keep minutes of all meetings of the society and directors;
  - (d) have custody of all records and documents of the society except those required to be kept by the treasurer;
  - (e) have custody of the common seal of the society; and
  - (f) maintain the register of members.
56. The treasurer must
- (a) keep the financial records, including books of account, necessary to comply with the Society Act, and
  - (b) render financial statements to the directors, members and others when required.
57. (1) One person who is to be known as the secretary-treasurer may hold the offices of secretary and treasurer.
- (2) If a secretary-treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 34.
58. In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.
59. The past co-chairs must assist the other officers to carry out their duties as required.

### Part 9 -- Seal

60. The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
61. The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the co-chairperson and secretary or co-chairperson and secretary- treasurer.

### Part 10 -- Borrowing

62. In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
63. A debenture must not be issued without the authorization of a special resolution.
64. The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

### Part 11 -- Auditor

## **BYLAWS OF THE COASTAL COMMUNITY NETWORK SOCIETY**

65. This Part applies only if the society is required or has resolved to have an auditor.
66. The directors must appoint the first auditor and must also fill all vacancies occurring in the office of auditor.
67. At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
68. An auditor may be removed by ordinary resolution.
69. An auditor must be promptly informed in writing of the auditor's appointment or removal.
70. A director or employee of the society must not be its auditor.
71. The auditor may attend general meetings.

### **Part 12-- Notices to Members**

72. A notice may be given to a member, either personally, by mail, by facsimile, or by electronic mail to the member at the member's registered mailing address, facsimile number or electronic mail address.
73. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
74. A notice sent by facsimile or electronic mail is deemed to have been given on the day on which the notice is sent, and in proving that notice has been given, it is sufficient to prove the notice was sent to the proper facsimile number or electronic mail address.
75. Notice of a general meeting must be given to
  - (a) every member shown on the register of members on the day notice is given,
  - (b) every associate shown on the register of associates on the day notice is given, and
  - (c) the auditor if Part 10 applies.
  - (d) no other person is entitled to receive a notice of a general meeting.

### **Part 13 -- Bylaws**

76. On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.
77. These bylaws must not be altered or added to except by special resolution.

Adopted by Special Resolution at an Extraordinary Meeting held April 20<sup>th</sup>, 2000.

Adopted by Special Resolution at an Extraordinary Meeting held June 24<sup>th</sup> 2011



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Heather Zenner, Lands and Resources Coordinator  
**Meeting Date:** February 27, 2019  
**Subject:** Faber Park Security Patrols

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### Recommendation:

*That the ACRD Board of Directors direct staff to enter into a contract for security patrols at Faber Park with Footprints Security not exceeding \$5000, for a one year term with the possibility of two additional one year terms.*

### Desired Outcome:

To ensure security of the parks for users and neighbours.

### Background

Faber Park is a popular park on Sproat Lake with walk in access from Dickson Drive. The park has a forested area with a trail leading to the lake, and has a floating dock with a defined swimming area. Previous use of the park and complaints from neighbours has required that ACRD utilize the services of a security company to patrol the area and ensure users follow the park rules. Using the services of a security company has greatly reduced the number of complaints received regarding use of the park.


A Request for Quotes process was completed as per the ACRD purchasing policy and Footprints Security is the recommended contractor. Works will be completed in September 2019 with an option to extend the contract for two additional one-year terms, upon mutual agreement.


### Time Requirements – Staff & Elected Officials:

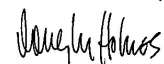
Staff time will be required to draft a contract.

### Financial

Funding for this contract is included in the Sproat Lake Community Parks budget.

Submitted by:   
Heather Zenner, RPF, Lands and Resources Coordinator

Reviewed by:   
Rob Williams, MSc, General Manager of Environmental Services

Approved by:   
for: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

## CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference the \_\_\_\_ day of \_\_\_\_\_, 201\_\_

BETWEEN:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC, V9Y 2E3  
Phone No. 250-720-2700  
Fax No. 250-723-1327

("ACRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

**FOOTPRINTS SECURITY**

#3a-4890 Rutherford Road  
Nanaimo, BC, V9T 4Z4  
Phone No. 250-753-6944

("Contractor", "you" or "your" as applicable)

OF THE SECOND PART

### WHEREAS:

- A. The ACRD called for a Request for Quote for the provision of services for Security Patrols at Faber Park (the "**Project**"), and the Contractor in reply submitted a proposal dated February 20, 2019. A copy of the Request for Quote is attached as Schedule "C" to this Agreement.
- B. The ACRD has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "A" to this Agreement (the "**Services**") to the ACRD in respect of the Project on the terms and conditions set out in this Agreement.

**NOW THEREFORE** the ACRD and the Contractor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

### CONTRACTOR'S OBLIGATIONS:

1. **Standard of Care** You must provide the Services with the degree of care, skill and diligence normally provided by contractors having similar qualifications in the performance of duties of a nature similar to the Services, and you must provide the Services within the time limits specified in Schedule "A" or, if no time limit is specified in Schedule "A", you must provide the Services promptly.
2. **Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "A" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits,

February 21, 2019

and licenses, must be paid by you.

3. **Confidentiality** You must not disclose any information, data or secret of the ACRD to any person other than representatives of the ACRD duly designated for that purpose in writing by us and you must not use for your own purposes or for any purpose other than those of the ACRD any information, data or secret you may acquire as a result of being engaged pursuant to this Agreement.
4. **Conflict of Interest** You must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which in our reasonable opinion gives rise to a conflict of interest between your obligations under this Agreement and your obligations to such other person, firm or corporation.
5. **Ownership of Materials** All plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials produced by you under this Agreement (collectively, the “**Intellectual Property**”) are and will remain our property even though you or another party has physical possession of them. You hereby waive in our favour any moral rights you, your employees, sub-Contractors or sub-contractors may have in the Intellectual Property. Until the expiry or earlier termination of this Agreement, you may retain copies, including reproducible copies of the Intellectual Property. You must not use the Intellectual Property on other projects or for other clients except with written consent from us. You must obtain our consent before you publish or make public any of the Intellectual Property in book, periodical, electronic or any other form.
6. **Retention of Intellectual Property on Termination** Upon expiry or earlier termination of this Agreement, you must turn over to us all Intellectual Property, keeping a single copy for your own archival purposes.
7. **Severability** It is understood and agreed that the covenants and agreements contained in paragraphs 3, 4, 5, 6 and 10 shall survive the expiry or earlier termination of this Agreement and that those paragraphs are severable for such purpose.
8. **Insurance** You must provide and maintain at your expense any insurance that you are required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement, including coverage for your employees as required by the *Workers Compensation Act*. Without limiting the foregoing, you must provide and maintain at your expense any insurance specifically required in Schedule “B” to this Agreement. You must provide satisfactory proof of insurance coverage to us upon request.
9. **Compliance with Laws** You must comply with all laws applicable to the provision of the Services.
10. **Indemnification** You must indemnify and save harmless us and our elected officials, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising, directly or indirectly, from an error, omission or negligent or wilful act of you or your agents, employees, sub-contractors or sub-contractors, or from your breach of this Agreement.
11. **Assignment** You must not assign, subcontract, or transfer any interest in your rights

under this Agreement without our prior written consent.

12. **Legal Relationship** The legal relationship between you and the ACRD arising pursuant to this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.
13. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

## PAYMENT

14. **Payment for Services** We must pay you the fees for your Services at the times set out in Schedule "A". Where you are specifically authorized in Schedule "A" to charge us for disbursements, we must pay such disbursements to you in accordance with Schedule "A" as long as they are reasonably necessary for the performance of the Services and supported by conclusive documentation, including receipts. Payment will be issued in accordance with our accounts payable policies, in no case less than 30 days after receipt of your invoice.
15. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

## TERMINATION AND SUSPENSION

16. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have.
17. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors named in your proposal and set forth in this Agreement for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
18. **Suspension** If your Services are suspended by the ACRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the ACRD to terminate this Agreement upon giving written notice thereof to the ACRD. In such an event, you shall be paid by the ACRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.
19. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate

this Agreement by giving you fifteen (15) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination.

## GENERAL

20. **Client to Provide Information** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the ACRD, in the preparation of the call for proposals and this Agreement, the supply of oral or written information to you, the review of proposals or the carrying out of the ACRD's responsibilities under this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the ACRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the call for proposals, the supply of oral or written information to proponents, the review of proposals, or carrying out of the ACRD's responsibilities under this Agreement.
21. **Client to Respond** We will give prompt consideration to all draft reports, drawings, proposals and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
22. **Site Access** We will arrange and make provision for your entry and ready access to property (public and private) as well as to the Project site, as necessary, to enable you to perform the Services. We will arrange a safety orientation for you and your employees, to identify the hazards of the site. Once we have provided such a safety orientation, you will be responsible for arranging any additional safety orientations necessary as a result of a change in your personnel or otherwise and will be deemed Prime Contractor.
23. **Jurisdiction** This agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
24. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
25. **Entire Agreement** This Agreement, including the schedules attached to it, constitutes the entire Agreement between the ACRD and the Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the ACRD and the Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the ACRD and the Contractor.
26. **Conflict** In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.
27. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent

jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

28. **Designation of Parties** In this Agreement, “we”, “us” and “our” refer to the ACRD alone and never refer to the combination of the Contractor and ACRD. The combination of the ACRD and the Contractor is referred to as “the parties”.
29. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
30. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
31. **Time** Time is of the essence in this Agreement.
32. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

#### DISPUTE RESOLUTION

33. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the ACRD and the Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
34. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the ACRD or the Contractor.
35. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

#### DESIGNATED REPRESENTATIVES

36. **ACRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the “**ACRD Representative**”) and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the ACRD Representative in the place and stead of any person previously designated.
37. **Project Manager** You shall, by notice in writing to us, designate a representative to act on your behalf with respect to the performance of this Agreement (the “**Project Manager**”) and you may at any time or from time to time thereafter, upon written approval from us, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

#### NOTICE

38. **Notice** Unless otherwise specified in this Agreement, any notice required to be given by either party shall be deemed to have been given if delivered by hand, mailed by prepaid registered mail or faxed to the address of the other party set forth on the first page of this



Agreement or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered by hand, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other means of communication which have not been so interrupted or shall deliver such notice by hand in order to ensure its prompt receipt.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT** by its authorized signatories: )  
)

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

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

**FOOTPRINTS SECURITY** by its authorized signatories: )  
)

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

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

**SIGNED, SEALED AND DELIVERED** in the presence of: )  
)

\_\_\_\_\_  
Witness )  
)

\_\_\_\_\_  
Address )  
)

\_\_\_\_\_  
Occupation )  
)

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

**SCHEDULE "A"**

**SERVICES AND FEES**

Services provided are summarized below and detailed in Schedule "D". Fees are outlined as follows:

<b>Date</b>	<b>Time of Patrol</b>	<b>Date</b>	<b>Time of Patrol</b>
<b>May</b>		<b>August</b>	
17	6pm, 9pm	1	9pm
18	6pm, 9pm	2	6pm, 9pm
19	6pm, 9pm	3	6pm, 9pm
20 (STAT)	6pm, 9pm	4	6pm, 9pm
<b>June</b>		5 (STAT)	6pm, 9pm
28	6pm, 9pm	6	9pm
29	6pm, 9pm	7	9pm
30	6pm, 9pm	8	9pm
<b>July</b>		9	6pm, 9pm
1 (STAT)	6pm, 9pm	10	6pm, 9pm
2	9pm	11	9pm
3	9pm	12	9pm
4	9pm	13	9pm
5	6pm, 9pm	14	9pm
6	6pm, 9pm	15	9pm
7	9pm	16	6pm, 9pm
8	9pm	17	6pm, 9pm
9	9pm	18	9pm
10	9pm	19	9pm
11	9pm	20	9pm
12	6pm, 9pm	21	9pm
13	6pm, 9pm	22	9pm
14	9pm	23	6pm, 9pm
15	9pm	24	6pm, 9pm
16	9pm	25	9pm
17	9pm	26	9pm
18	9pm	27	9pm
19	6pm, 9pm	28	9pm
20	6pm, 9pm	29	9pm
21	9pm	30	6pm, 9pm
22	9pm	31	6pm, 9pm
23	9pm	<b>September</b>	
24	9pm	1	6pm, 9pm
25	9pm	2 (STAT)	6pm, 9pm
26	6pm, 9pm		
27	6pm, 9pm		
28	9pm		
29	9pm		
30	9pm		
31	9pm		
Regular Patrol \$40/patrol		Stat Holiday Patrol \$100/patrol	

**SCHEDULE "B"**

**INSURANCE REQUIREMENTS**

Contractor agrees to defend, indemnify and hold harmless the Alberni-Clayoquot Regional District and its officers, agents, and employees for any and all claims, demands, actions, damages, losses and expenses, including attorney fees and costs of litigation, arising out of or relating to the Contractor's performance under this contract, including those brought by employees or subcontractors of the Contractor.

The Contractor must maintain Commercial General Liability (CGL) Insurance satisfactory to the Alberni-Clayoquot Regional District in the amount of TWO MILLION DOLLARS (\$2,000,000) per occurrence, FIVE MILLION DOLLARS (\$5,000,000.) aggregate.

### SCHEDULE “C”

#### REQUEST FOR QUOTE

**BACKGROUND:**

The Alberni–Clayoquot Regional District (ACRD) is requesting quotes for security patrols at Faber Park, located at 8301 Dickson Drive on Sproat Lake. Faber Park is a community park with picnic area, porta potty, dock, and swimming area. The property is access walk-in only from Dickson Drive.

**SCOPE:**

The work will consist of security personnel walking to dock area (regardless if vehicles are present), monitoring activities as per the attached *Sproat Lake Community Parks Regulation Bylaw*, reporting any illegal activities to the RCMP.

**WORKS SCHEDULE:**

Date	Time of Patrol	Date	Time of Patrol
May		August	
17	6pm, 9pm	1	9pm
18	6pm, 9pm	2	6pm, 9pm
19	6pm, 9pm	3	6pm, 9pm
20 (STAT)	6pm, 9pm	4	6pm, 9pm
June		5 (STAT)	6pm, 9pm
28	6pm, 9pm	6	9pm
29	6pm, 9pm	7	9pm
30	6pm, 9pm	8	9pm
July		9	6pm, 9pm
1 (STAT)	6pm, 9pm	10	6pm, 9pm
2	9pm	11	9pm
3	9pm	12	9pm
4	9pm	13	9pm
5	6pm, 9pm	14	9pm
6	6pm, 9pm	15	9pm
7	9pm	16	6pm, 9pm
8	9pm	17	6pm, 9pm
9	9pm	18	9pm
10	9pm	19	9pm
11	9pm	20	9pm
12	6pm, 9pm	21	9pm
13	6pm, 9pm	22	9pm
14	9pm	23	6pm, 9pm
15	9pm	24	6pm, 9pm
16	9pm	25	9pm
17	9pm	26	9pm
18	9pm	27	9pm
19	6pm, 9pm	28	9pm
20	6pm, 9pm	29	9pm
21	9pm	30	6pm, 9pm
22	9pm	31	6pm, 9pm
23	9pm	September	
24	9pm	1	6pm, 9pm
25	9pm	2 (STAT)	6pm, 9pm
26	6pm, 9pm		
27	6pm, 9pm		

28	9pm		
29	9pm		
30	9pm		
31	9pm		

Term of this contract is for one year, however upon successful completion of the contract and upon mutual agreement and financial resources, the term of the contract may be extended for two additional one year terms.

RFQ SUBMISSION PROCEDURE:

*All quotes are to be labelled "Request for Quote, Faber Park – Security Patrols" and be received by 1:30 pm on or before February 20, 2019.*

Quote must provide an inclusive rate (excluding tax), identifying an hourly rate for regular patrols and an hourly rate for Statutory holiday patrols as per the schedule above.

ENQUIRIES:

Heather Zenner, RPF  
Alberni-Clayoquot Regional District  
3008 – 5<sup>th</sup> Avenue  
Port Alberni, BC. V9Y 2E3

If you have any questions regarding this Request for Quote, please contact Heather Zenner at (250) 720-2712 or via email at [hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca)

# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

## BYLAW NO. R1019

### SPROAT LAKE COMMUNITY PARKS REGULATION BYLAW

**WHEREAS** the Regional District of Alberni-Clayoquot operates the service of Community Parks and has the authority to adopt regulations to govern the use of said Parks.

**NOW THEREFORE** the Board of Directors, in open meeting assembled, enacts as follows:

1. Definitions

*“Authorized Person”* includes peace officers, *Regional District* Bylaw Enforcement Officers appointed to enforce this bylaw and the *Park Administrator*.

*“Emergency Personnel”* includes police, ambulance or fire department personnel responding to an emergency in a *Park*.

*“Park”* means a park or a trail under the control of the *Regional District* within Electoral Area “D” (Sproat Lake).

*“Park Administrator”* means a person appointed by the Sproat Lake Parks Commission for that purpose.

*“Regional District”* means the Regional District of Alberni-Clayoquot.

*“Vehicle”* includes a car, truck, motorbike, quad, snowmobile and scooter.

2. Enforcement Powers

a. An *Authorized Person* may enforce this bylaw in the course of their duties.

b. An *Authorized Person* may order a person who does anything contrary to this bylaw to leave a *Park* immediately, or within a period of time specified by the *Authorized Person*, and every person so ordered shall comply with the order and leave the *Park* immediately or within the specified time period.

3. No person shall, while in a *Park*:

a. shall obstruct or interfere with any person or traffic lawfully using a *Park*,

b. behave in a disorderly, dangerous or offensive manner,

c. damage or deface any public property,

d. post signs or handbills unless authorized by the *Park Administrator*,

e. litter,



- f. conduct business or offer for sale any thing unless authorized by the *Park Administrator*,
- g. permit an animal to run at large,
- h. wash a car, truck, boat or other *Vehicle*,
- i. light a fire or throw or place on the ground any burning match, cigarette or other material,
- j. consume alcoholic beverages except as permitted by law or permit,
- k. cut trees, damage vegetation or gather firewood,
- l. discharge any firearm, bow or crossbow,
- m. ride a bicycle or a horse except on roads and trails designated for such use,
- n. camp or sleep overnight in a *Park*,
- o. operate or park a *Vehicle* except on public roadways or parking lots and then only in accordance with posted signs or other traffic control devices,

4. Dog Excrement

If a dog defecates in a *Park*, the person having charge of the dog shall immediately remove the excrement and may deposit it in a litter container in a *Park* only if it is first put in an impermeable bag and secured so that the contents do not ooze, leak or fall out of it.

5. Exemptions from this Bylaw

*Emergency Personnel*, an *Authorized Person*, the *Park Administrator* and individuals employed or contracted by the *Regional District* are exempt from section 3 to the extent required for them to perform their duties.

6. *Park Closure*

The *Park Administrator* may close all or part of a *Park* to the public where, in his or her opinion, it is necessary to for public safety.

7. Fines


A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than \$50.00 and not more than the maximum prescribed by the *Offence Act*.

8. Citation

This Bylaw may be cited as the "Sproat Lake Community Parks Regulation Bylaw No. R1019, 2007"

READ A FIRST TIME THIS	25th	day of	July	2007.
READ A SECOND TIME THIS	25th	day of	July	2007.
READ A THIRD TIME THIS	25th	day of	July	2007.
FINALLY ADOPTED THIS	25th	day of	July	2007.

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Administrator



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Heather Zenner, Lands and Resources Coordinator  
**Meeting Date:** February 27, 2019  
**Subject:** Cougar Smith Bike Park Maintenance

**Recommendation:**

*That the ACRD Board of Directors direct staff to enter into a maintenance agreement for the Cougar Smith Bike Skills Park with Earthwave Landscapes not exceeding \$5600, inclusive of material and labour, for a one year term with the possibility of two additional one year terms.*

**Desired Outcome:**

To improve the bike skills park by completing repairs and maintenance.

**Background**

The Cougar Smith Bike Skill Park was professionally redesigned in 2014 and has three specific runs with three different difficulty levels. The Municipal Insurance Association (MIA) conducted an inspection of the park in May 2018 and made several recommendations related to Cougar Smith Park including conducting regular maintenance to ensure that the park is safe for users. A maintenance contractor was hired in 2018 and ongoing maintenance is required.



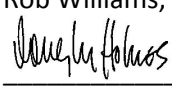
A Request for Quotes process was completed as per the ACRD purchasing policy and Earthwave Landscapes is the recommended contractor. Works will be completed by December 31, 2019 with an option to extend the contract for two additional one-year terms, upon mutual agreement.

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

Staff time will be required to draft a contract.

**Financial**

Funding for this contract is included in the Sproat Lake Community Parks budget.

Submitted by:   
Heather Zenner, RPF, Lands and Resources Coordinator  
Reviewed by:   
Rob Williams, MSc, General Manager of Environmental Services  
Approved by:   
for: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**Alberni-Clayoquot Regional District**

**Letter of agreement  
#2019-01**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Between:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
Tel: 250-720-2700 Fax 250-723-1327  
[hzenner@acrd.bc.ca](mailto:hzenner@acrd.bc.ca)

(hereinafter called the ACRD)

And:

**EARTHWAVE LANDSCAPES**

(hereinafter called the Contractor)

The parties agree that the ACRD shall engage the Contractor for the purpose of providing park maintenance service for Cougar Smith Bike Skills Park upon the terms and conditions specified herein:

1. The term of the agreement shall be for the period March 1, 2019 until December 31, 2019 (the Term), however upon successful completion of the contract and upon mutual agreement, the term may be extended for two additional one year terms.
2. The ACRD shall pay the Contractor a contract fee of up to \$5600 for the Term of the agreement in return for the provision of park maintenance services in accordance with Schedules "A", "B", "C" and "D" which indicate the work sites, work schedules, number of hours and pay.
3. The ACRD will pay the Contractor monthly based on submitted invoices. The Contractor shall submit park maintenance service invoices monthly. Copies of receipts shall be provided for items other than labour that are included on the invoice. The Contractor shall use the ACRD Project Status Report form provided herein as Schedule "D", when submitting invoices.
4. The Contractor will provide all tools, labour, transportation and supervision for the completion of park maintenance at the Cougar Smith Bike Skills Park, including but not limited to the items listed in Schedule "B".
5. The Contractor shall keep a site log documenting site visits and work undertaken for the park. A copy of the site logs shall be submitted with monthly invoices to the ACRD.
6. The ACRD will set the standards to which all park maintenance shall be done and shall do periodic inspections to ensure compliance with these standards.
7. ACRD representatives will make short term visits for inspections to the prime worksite throughout the term of this contract.
8. The Contractor shall, at its own expense, continuously maintain in force during the Term of the agreement, comprehensive general liability insurance against claims for personal injury, death or property damage arising from the performance by the Contractor of its obligations under this agreement. This insurance will be written on a comprehensive basis with inclusive limits of not

less than \$2,000,000.00 per occurrence with the ACRD added as an additional insured. The Contractor will provide a certificate of insurance to the ACRD as evidence the insurance is in force and the ACRD is so added.

9. It is the sole responsibility of the Contractor to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligations under this agreement. Any such additional insurance shall be maintained and provided at the sole expense to the Contractor.
10. The Contractor shall obtain WorkSafeBC coverage prior to signing this letter of agreement and shall adhere to all of the Workers Compensation Act Regulations as set out in the Occupational Health and Safety Regulation, B.C. Reg. 296/97, as may be amended from time to time (the "Regulation") as well as the provisions of the Workers Compensation Act, R.S.B.C. 1996, c.492, as amended (the "Act").
11. The Contractor shall, for the purposes of the Workers Compensation Act, and for the duration of the Work of this Contract:
  - 1) be the "prime contractor" for the "work sites" shown in Schedule "A" , and
  - 2) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required to ensure the health and safety of all persons at the "work site".
12. The Contractor shall direct all subcontractors, sub-subcontractors, other contractors, employers, workers and any other persons at the "work site" on safety related matters, to the extent required to fulfill its "prime contractor" responsibilities pursuant to the Act, regardless of:
  - 1) whether or not any contractual relationship exists between the Contractor and any of these entities, and
  - 2) whether or not such entities have been specifically identified in this Contract.

As per the requirements of the Workers Compensation Act Part 3, Division 3, Section 118(1-3) which states:

Coordination of multiple-employer workplaces

**118(1)** In this section:

**"multiple-employer workplace"** means a workplace where workers of 2 or more employers are working at the same time;

**"prime contractor"** means, in relation to a multiple-employer workplace,

- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
- (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.

**118(2)** The prime contractor of a multiple-employer workplace must:

- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

(b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the workplace.

**118(3)** Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

13. The Contractor shall not assign, subcontract or transfer this agreement without the prior consent of the ACRD.
14. The Contractor shall ensure the workplace is left in a tidy condition and free of hazards to park users and other contractors between periods of maintenance.
15. The Contractor should be aware of the following hazards which are known to exist or are reasonably foreseeable within the park environment:
  - A variety of debris which may include human and animal waste, needles, other sharps, smoldering fires or hot coals, broken glass and condoms.
  - The HIV and hepatitis viruses on used needles, condoms and any item with blood on it.
  - Park patrons who may be impaired, abusive or involved in other activities which are not condoned in the park.
  - A fungus, *Cryptococcus neoformans gattii*, that can cause persistent flu-like symptoms, unexplained weight loss and bad coughs.
  - Slippery trails during the wet season.
  - Hazardous trees and limbs, especially in areas not maintained for public use, and throughout the park during high winds.
  - A variety of insects, particularly sand wasps and mosquitoes.
  - Moving vehicles and park patrons on moving bicycles
  - Bears, cougars and other wildlife and unleashed dogs.

The Contractor should be aware of these hazards and develop safe work procedures to minimize exposure to these hazards. The Contractor must inform their staff and workers of the appropriate safe work procedures to be followed in order to minimize exposure. For further information or assistance contact the ACRD.

16. Should the Contractor fail to perform any of its obligations in a proper and satisfactory manner, and such failure continues beyond 30 days from delivery by the ACRD to the Contractor of written notice specifying the failure, and requiring remedy thereof, the ACRD shall be at liberty to cancel this agreement at any time thereafter.
17. The Contractor agrees that it and its sub-contractors and employees agree to comply with the following code of conduct:

Professionalism

Applicable to all employees, volunteers, agents, and contractors who are required to:

- Carry out their responsibilities in a professional and competent manner.
- Continue to improve their knowledge, competence, skills and professional ability.
- Be aware of and abide by the British Columbia *Human Rights Code*.
- Not Engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.



- Not make any public comments that denigrate, disparage, or are disrespectful of the ACRD employees, and elected officials, and refrain from making negative comments about the credibility of the ACRD, employees, and elected officials.
  - Conduct themselves in a friendly, courteous and professional manner when dealing with the public.
  - Refrain from engaging in any other practice that could unfavorably reflect upon the ACRD as identified solely by the ACRD.
18. If any provision, term, or condition herein shall be found to be void or illegal, or unenforceable, that provision shall be deemed severable from the balance of this agreement, which shall remain unaffected by any such finding.
19. No amendments or modifications to this agreement shall come effective unless and until the same shall have been reduced to writing and duly agreed upon by both parties.

The terms and conditions of this agreement are hereby agreed to, as at the date above:

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

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Alberni-Clayoquot Regional District

**EARTHWAVE LANDSCAPES**

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Authorized Signature

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Name

**Schedule "A"**  
**Work sites covered by this agreement**



Cougar Smith Bike Skills Park

**Schedule “B”**

**Park Maintenance to be Delivered by the Contractor**

**Cougar Smith Bike Skills Park**

**Site Log**

- 1) Complete site log during each park visit (site log forms provided by the ACRD)

**Hazards**

- 1) Inspect bike park for hazards during each visit
- 2) Repair or rectify any hazard identified during inspection that poses an immediate danger to park users. If the hazard cannot be repaired or rectified during the inspection, the Contractor shall close that area of the park and notify the ACRD as soon as possible. Whenever possible the trail should be closed with a combination of signs, barriers and flagging.

**Vandalism**

- 1) Remove and repair as soon as possible any signs of vandalism to discourage further damage
- 2) Report vandalism or any other matters pertaining to public safety or protection of property to the ACRD as soon as possible

**Bike Park Maintenance**

- 1) Weed, water, resurface, reshape, and pack riding surfaces of 3 set of jumps and 1 pump track. Associated maintenance as directed by ACRD. Inspect jump tracks, pump tracks, for any trail deficiencies and safety concerns. Report any concerns to ACRD parks staff.
- 2) Fix and shape berms, jumps, rollers as necessary using water. Inform ACRD staff of water pooling on jumps, paths or berms. Suggest drainage options
- 3) Spread grass seed in spring and fall if necessary
- 4) Remove tripping hazards where possible
- 5) Cut small trenches to drain puddles from trail or built up trail surface
- 6) Notify the ACRD of any trees that may pose an immediate danger to park users, workers or volunteers, or have fallen on park facilities
- 7) Trail improvements as directed by the ACRD
- 8) Inform ACRD staff of any invasive plant species within park. Pull invasive species such as English ivy, Scotch broom, Himalayan blackberry, Canada thistle, comfrey and holly. Consult with the ACRD as to whether these plants should be removed from the park once pulled. The ACRD will provide training to help the Contractor learn how to identify and handle these plants.

**Schedule “C”**

**Work Hours and Payment Totals Schedule**

<b>Park</b>	<b>Work Schedule</b>	<b>2019 Work Hours</b>	<b>2019 Rate (based on \$35/hour)</b>
<b>Cougar Smith</b>	weed, resurface, reshape, improve, hand pack and test ride all features for the season, to be done March/April before peak season.	60 hours	\$2100
<b>Cougar Smith</b>	Ongoing monthly/ Bi-monthly inspection & basic maintenance during peak season from April to October: weeding, patching, leaf cleanup, rock cleanup, grass seed, clean litter, drainage work etc.	80 hours	\$2800
<b>Cougar Smith</b>	Winter Shut down to be done in November: cover riding surfaces of “collapsible” larger jumps with carpets and tarps and shut down larger jumps for winter months and one final cleanup of leaves etc.	20 hours	\$700
<b>Total</b>		160 hours	<b>\$5600</b>

**Schedule “D”**

**Project Status Report:** Agreement #2019-01

**Company Name:** EARTHWAVE LANDSCAPES  
as represented by Dylan King

**Period from:** \_\_\_\_\_ **to** \_\_\_\_\_

Details Invoice #	Amount this Claim	Previous Claims	Total Claims	Approved Amount	Contract \$ Remaining	% Completed
<b>Cougar Smith Bike Park</b>						
Invoice Sub Total						
GST on Invoices						
<b>Total Original Project</b>						
Change Order #						
Change Order Sub Total						
GST on Change Order						
<b>Total Change Orders</b>						
<b>Total Overall Project</b>						



## MEMORANDUM

**To:** ACRD Board of Directors

**From:** Mike Irg, Manager of Planning and Development

**Meeting Date:** February 27, 2019

**Subject:** Development Application Notifications

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**Recommendation:**


*That the Board of Directors direct staff to review notification procedures for development applications and report back to the Board.*


**Background:**

The ACRD has not reviewed development application procedures since 2012. Staff have recently been asked to provide some additional information both to directors and on the ACRD website.

Historically, we have not included any public hearing details on our website. Advertising public hearing notices have followed the *Local Government Act* requirements, which includes newspaper ads, and notice being mailed. Going forward, public hearings notices will be posted on the ACRD website. The other change is all Advisory Planning Commission (APC) and Agricultural Committee (AAC) agenda packages will be emailed to all directors.

These two changes are administrative and unless directed otherwise, we will continue to send all APC and agricultural committee agendas to all directors. In addition, staff will review what other information should be made available on our website. If this is an administrative decision, an update to the Board will be provided. If a Board resolution is required, staff will prepare a RFD. This review will include APC and AAC agendas and public hearing information being posted on the ACRD website. The ACRD has six APCs, two agricultural committees and regularly hold public hearings. Staff will review the implications of changing our notification procedures taking into account legal notification requirements and FOIPPA legislation and report back to the Board.

Submitted by:   
Mike Irg, MCIP, RPP, Manager of Planning & Development

Approved by:   
Wendy Thomson, Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
Mike Irg, Manager of Planning & Development  
**Meeting Date:** February 27, 2019  
**Subject:** Regional Planning 2019-2023 Financial Plan

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### Recommendation:

***THAT the Board of Directors recommend that the Regional Planning proposed budget be included in the first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan.***

### 2018 Highlights:

#### Mapping:

- Acquired LIDAR for the Somass Watershed Flood Mapping Project.

#### Regional Planning Initiatives include:

- Reviewed Salvage Plans and Forest Management Plans for Woodlots and Community Forests.
- Reviewed FLNRO proposal for Woodlot replacement lands.
- Reviewed Non-Farm Use applications from the Agriculture Land Commission (ALC).
- Reviewed Ministry of Transportation and Infrastructure road closure referrals.
- Reviewed Crown lease and Miscellaneous Referrals including; Water licenses (13 referrals were reviewed by staff and the Area Director).

#### The Agriculture Initiatives during the year included:

- Completed the Coastal Addendum to the Alberni Valley Agricultural Plan. The project extends policies and support for food production and food security initiatives within the coastal communities of the ACRD.
- Completed the "What's On Your Fork" Grow Local campaign facilitated by the \$25,000 grant from the province through Investment Agriculture Foundation of BC to facilitate a broad education plan across the Regional District. The program spanned over two years included garden consultation design workshops, horticultural demonstration events, SD70 youth education days, expert speakers and hands on activities, edible garden tours, media and public awareness campaign. The program was a collaborative effort across all of the Alberni Valley, Port Alberni and West Coast communities with ten local partnering organizations.
- Emergency planning and preparation exercises specific to agriculture. Two public workshops held and data compiled on livestock evacuation resources.
- Lobbying for regional designation under the Meat Inspection Regulations to allow for small-scale local meat processing included meeting with the Minister of Agriculture and presenting to the Select Standing Committee on Agriculture, Fish and Food.
- Family Farms Day was held on September 16, 2018. Seven farms participated in the self-guided tour of the Alberni Valley geared towards families with young children.
- Participation at the Islands Agriculture Show held February 1-2 in Central Saanich. The ACRD was one of 52 exhibitors in the second largest agriculture trade show and conference in the province.
- 2018 West Coast Growers Guide published with support from the Alberni Valley News.
- Monitoring and support for the Army Worm program though the spring and summer.



- Participation in other community events such as the Alberni District Fall Fair, Family Food Fair, Island Good brand launch and involvement with food producer and food security groups in the Alberni Valley and on the West Coast.
- Continued community engagements and information sharing through an email distribution list, the ACRD website and the 'What's on Your Fork' facebook page.
- General planning support from the Agricultural Support Workers included the facilitation of Agricultural Development Committee meetings, writing grant application, writing letters of support for external initiatives, developing strategy and recommendations, reporting on project outcomes and availability for community outreach.

### **Upcoming for 2019:**

Regional Planning Initiatives for 2019 include:

- Managing the Somass Watershed Flood Mapping Project. This is a significant undertaking requiring a substantial amount of staff time. The project is scheduled to be completed in 2020.
- A significant portion of staff time will be devoted to referrals from other agencies including the Agriculture Land Commission, Crown Lands, FLNRO (forestry), and Mines.
- Staff time is also expected to review private forestry land referrals, treaty referrals, and to provide mapping assistance provided to our local government partners.
- Staff will continue to look for partnering opportunities to cost share air photos and lidar.

The key agricultural initiatives and projects planned for 2019 include:

- The Coastal Addendum to the Alberni Valley Agricultural Plan has been received by the Board. There is an opportunity to proceed with implementation of the plan for the West Coast, similar to what we have been doing in the Alberni Valley since 2014. \$15,000 has been included in the 2019 draft budget for food production and food security initiatives specific to the West Coast communities and Bamfield as recommended by the West Coast Committee at their February 4, 2019 meeting.
- Continue Army Worm monitoring program in collaboration with the Ministry of Agriculture.
- Continue lobbying for regional designation under the Meat Inspection Regulation. Support from the Honourable Scott Fraser, MLA and provincial staff to have the regional designation discussed on the legislative agenda in spring 2019.
- Support emergency planning for agriculture with the facilitation of another producer meeting in 2019 and participation with the Emergency Planning Committee.
- Review Alberni Valley Agricultural Plan to integrate data from 2017 Land Use Inventory, collect current production information, measure performance and develop a strategy for next steps in the implementation of the plan.
- Extend elements of the two year 'What's on Your Fork' Grow Local campaign, which concluded in 2018. This will include facilitating a SD70 Farm Day for students, garden workshops, commercial producer consultations and maintaining the email distribution list for event notification.
- General support for community events and initiatives, liaison with producers, grant applications, facilitation of the Agricultural Development Committee meetings, information sharing.
- Family Farms Day in September 2019. Alberni Fall Fair booth in September 2019. Islands Agriculture Show booth in February 2020.

### **Strategic Priorities**

In addition to the safe and efficient delivery of all ACRD services, the Board identified the following priorities related to this service:

- Agricultural Initiatives: Grow Local
- Watershed Management

### **Policy and Legislative:**

The Local Government Act and the ACRD's Letters Patent provide the authority for Regional Planning operations including Agricultural Land Reserve Referrals, Crown Lease Referrals, developing Regional Plans that are not OCPs (ie.

Barclay Sound Plan, Clayoquot Sound Planning, Somass Watershed Flood Management Plan), Airport Planning that is not zoning, Salmon Beach issues other than zoning, regional mapping and miscellaneous referrals such as mines, forestry plans, BC Timber sales.

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

Staff time is required in Regional Planning for Crown land and foreshores tenure referrals, planning in the Barclay Sound, watershed management and float home issues. Referrals from numerous sources also require staff time for example mines, forestry and road closures. ALR applications and the Agriculture Committee are another component of Regional Planning. Finally, support is provided to implement the agriculture initiatives as developed in the agriculture plan.

**Financial:**

The 2019 tax requisition is \$134,635 which is a slight reduction from the prior year of \$145,422.



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

Teri Fong, CPA, CGA, Manager of Finance



Mike Irg, MCIP, RPP, Manager of Planning and Development



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

per: Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 REGIONAL PLANNING  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Draft for Discussion  
 February 2019

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
<b>REVENUE</b>									
1	\$ 44,808	\$ 45,146	Surplus (deficit) from prior years	\$ 70,865	\$ -	\$ -	\$ -	\$ -	1
2	-	-	Committed surplus from prior year	-	-	-	-	-	2
3	145,423	145,422	Tax requisition	134,635	199,900	201,800	203,700	205,600	3
4	56,715	-	Conditional grant	473,028	-	-	-	-	4
5	1,668	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	5
6	300	1,000	Sales of services	1,000	1,000	1,000	1,000	1,000	6
7	731	-	Other sources	-	-	-	-	-	7
8	<b>\$ 249,645</b>	<b>\$ 192,568</b>	<b>TOTAL REVENUE</b>	<b>\$ 680,528</b>	<b>\$ 201,900</b>	<b>\$ 203,800</b>	<b>\$ 205,700</b>	<b>\$ 207,600</b>	8
<b>EXPENDITURES</b>									
9	\$ 28,000	\$ 28,000	Administration charge	\$ 36,000	\$ 36,800	\$ 37,600	\$ 38,400	\$ 39,200	9
10	8,731	8,000	Capital fund contribution	8,000	8,000	8,000	8,000	8,000	10
11			<i>Labour &amp; related costs</i>						11
12	248	2,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	12
13	46,924	52,000	Labour & benefits	54,000	55,100	56,200	57,300	58,400	13
14	-	500	Recruiting costs	500	500	500	500	500	14
15	47,172	54,500	Total labour & related costs	56,500	57,600	58,700	59,800	60,900	15
16			<i>Office costs</i>						16
17	1,671	5,000	Office operations	5,000	5,000	5,000	5,000	5,000	17
18	5,666	10,000	Computer operations	10,000	10,000	10,000	10,000	10,000	18
19	672	1,500	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	19
20	8,009	16,500	Total office costs	16,500	16,500	16,500	16,500	16,500	20
21			<i>Other costs</i>						21
22	509	2,000	Agricultural Advisory Committee	2,000	2,000	2,000	2,000	2,000	22
23	45,443	50,000	Sustainability planning	65,000	65,000	65,000	65,000	65,000	23
24	10,068	10,068	Sustainability - grow local campaign	-	-	-	-	-	24
25	37	2,000	Island Agriculture Show costs	2,000	2,000	2,000	2,000	2,000	25
26		1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	26
27	56,057	65,068	Total other costs	70,000	70,000	70,000	70,000	70,000	27



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 REGIONAL PLANNING (continued)  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
			<b>EXPENDITURES (continued)</b>						
28			<i>Professional fees</i>						28
29	\$ -	\$ 5,000	Consultant costs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	29
30	-	1,000	Float homes	1,000	1,000	1,000	1,000	1,000	30
31	26,972	-	Somass flood mapping project	473,028	-	-	-	-	31
32	63	2,000	Legal costs	2,000	2,000	2,000	2,000	2,000	32
33	3,776	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	33
34	30,811	20,500	Total professional fees	493,528	13,000	13,000	13,000	13,000	34
35	<b>\$ 178,780</b>	<b>\$ 192,568</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 680,528</b>	<b>\$ 201,900</b>	<b>\$ 203,800</b>	<b>\$ 205,700</b>	<b>\$ 207,600</b>	35
36	\$ 70,865	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	36
37	8,731	8,000	Add: Transfer to reserves	8,000	8,000	8,000	8,000	8,000	37
38	3,736	4,000	Deduct: Estimated amortization not included	4,000	4,000	4,000	4,000	4,000	38
39	44,808	45,146	Surplus from previous year	70,865	-	-	-	-	39
40	<b>\$ 31,052</b>	<b>-\$ 41,146</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 66,865</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	40
			<b>CAPITAL FUND</b>						
41	\$ 35,374	\$ 35,374	Balance, beginning of year	\$ 44,105	\$ 39,905	\$ 43,205	\$ 46,505	\$ 49,905	41
42	8,000	8,000	Contribution from operating fund	8,000	8,000	8,000	8,000	8,000	42
43	731	200	Interest earnings	300	300	300	400	400	43
44			<i>Less - capital expenditures</i>						44
45	-	5,000	Aerial photos^	5,000	5,000	5,000	5,000	5,000	45
46	-	7,500	Mapping software^	7,500	-	-	-	-	46
47	-	12,500	Total capital expenditures	12,500	5,000	5,000	5,000	5,000	47
48	<b>\$ 44,105</b>	<b>\$ 31,074</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 39,905</b>	<b>\$ 43,205</b>	<b>\$ 46,505</b>	<b>\$ 49,905</b>	<b>\$ 53,305</b>	48

^costs shared with Management of Development - Rural Areas



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Manager of Finance  
**Meeting Date:** February 27, 2019  
**Subject:** E911 Emergency Telephone System

**Recommendation:**

*THAT the Board of Directors recommend the E911 Emergency Telephone System proposed budget be included in the first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan.*

**Background:**


The North Island 911 Corporation governs the service and the budget is based on the 2019 proposed budget as received at their Friday, February 1, 2019 Board of Directors meeting. A proposed budget letter from the North Island 911 Corporation is attached for your information and as stated in letter the budget will be adopted by the corporation at their March 15, 2019 meeting.

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

Staff time is required to participate in the administration group, liaison with local fire departments and provide house numbering to entire area including treaty and non-treaty nations.

**Financial:**

The 2019 requisition is \$305,790 which is an increase of 1.6% from the prior year requisition of \$301,096.

Submitted by:   
Teri Fong, CPA, CGA, Manager of Finance

Approved by:   
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**North Island 9-1-1 Corporation**  
 serving the regional districts of Alberni-Clayoquot, Comox Valley,  
 Mt. Waddington, Nanaimo (School District #69),  
 Powell River, and Strathcona

File: 9-FIN

February 11, 2019

Sent via email: [dholmes@acrd.bc.ca](mailto:dholmes@acrd.bc.ca)

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

Attention: D. Holmes, Chief Administrative Officer

Dear Sir:

**Re: 2019 NI 9-1-1 Proposed Budget**

The North Island 9-1-1 Corporation 2019 proposed budget was received at the February 1, 2019, meeting of the board.

The board has considered an increase to the requisition for 2019. The requisition has been increased by 1.55 per cent to \$2,422,365. The 2018 assessed property values have increased overall by 16.2 per cent compared to 2017 values. With the overall change in property assessments from 2017 to 2018 increasing at a greater percentage than the increase in the requisition for 2019 over the 2018 amount, the tax rate levy per \$1,000 will be reduced to \$.054 for 2019 (the 2018 rate was \$.061).

The table below provides the 2019 contribution amounts for each of the participating regional districts. Final contribution amounts for 2019 will not be known until the recommended budget is adopted in March 15, 2019.

Regional District	2018 Allocation %	2018 BV <sup>1</sup> requisition allocations	2019 Allocation %	2019 PB <sup>1</sup> requisition allocations	2019 PB \$ Change over 2018 BV <sup>1</sup>
Comox Valley	31.39%	\$748,733	31.52%	\$763,442	\$14,709
Strathcona	17.07%	\$407,164	16.71%	\$404,712	(\$2,452)
Nanaimo	27.99%	\$667,635	28.56%	\$691,821	\$24,186
Mount Waddington	3.06%	\$72,989	2.74%	\$66,292	(\$6,697)
Alberni-Clayoquot	12.42%	\$296,249	12.41%	\$300,669	\$4,420
gathet (Powell River)	8.07%	\$192,491	8.07%	\$195,428	\$2,937
<b>Total Requisition</b>		<b>\$2,385,261</b>		<b>\$2,422,365</b>	<b>\$37,103</b>

BV (Budget Value) = adopted 2018-2022 financial plan – Year 2018

PB (Proposed Budget) = 2019 proposed budget (with reserve contributions)

Please contact me by telephone at 250-334-6078 or via email at [kdouville@comoxvalleyrd.ca](mailto:kdouville@comoxvalleyrd.ca) if you have any questions.

Sincerely,



Kevin Douville  
Manager of Financial Planning

cc: cc: Teri Fong, Manager of Finance Email: [teri.fong@acrd.bc.ca](mailto:teri.fong@acrd.bc.ca)

/ml





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 E 911 EMERGENCY TELEPHONE SYSTEM  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, YUUHU?H?ATH, & ALL ELECTORAL AREAS

Draft for Discussion  
 February 2019

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
			<b>REVENUE</b>						
1	\$ 5,820	\$ 5,904	Surplus (deficit) from prior years	\$ 6,710	\$ -	\$ -	\$ -	\$ -	1
2	301,096	301,096	Tax requisition	305,790	330,200	338,400	347,600	355,800	2
3	4,241	-	Grant in lieu of taxes	-	-	-	-	-	3
4	<b>\$ 311,157</b>	<b>\$ 307,000</b>	<b>TOTAL REVENUE</b>	<b>\$ 312,500</b>	<b>\$ 330,200</b>	<b>\$ 338,400</b>	<b>\$ 347,600</b>	<b>\$ 355,800</b>	4
			<b>EXPENDITURES</b>						
5	\$ 2,000	\$ 2,000	Administrative charge	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	5
6	5,538	7,000	Labour & benefits	9,000	9,200	9,400	9,600	9,800	6
7	296,909	298,000	Operating costs	301,500	319,000	327,000	336,000	344,000	7
8	<b>\$ 304,447</b>	<b>\$ 307,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 312,500</b>	<b>\$ 330,200</b>	<b>\$ 338,400</b>	<b>\$ 347,600</b>	<b>\$ 355,800</b>	8
9	\$ 6,710	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	9
10	5,820	5,904	Deduct: Surplus from previous year	6,710	-	-	-	-	10
11	<b>\$ 890</b>	<b>-\$ 5,904</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 6,710</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	11

(for Financial Reporting purposes)



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Kelly Gilday, Protective Services Manager  
Teri Fong, CPA, CGA, Manager of Finance

**Meeting Date:** February 27, 2019

**Subject:** Emergency Planning Budgets 2019-2023 Financial Plan

### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to include the following proposed budgets in first reading of the 2019-2023 Alberni-Clayoquot Regional District Financial Plan:***

- a. Alberni Valley Emergency Planning***
- b. Bamfield Emergency Planning***
- c. Long Beach Emergency Planning***
- d. West Coast Emergency Coordination (proposed service)***

### Alberni Valley Emergency Program:

The Protective Services Manager position was filled in July 2018 after a long recruiting process. Work immediately started on the priorities identified as critical for the Alberni Valley. Those priorities were:

- Initiate Public Information, and Education on Preparedness
- Initiate Training for Staff, Volunteers and Elected Officials
- Review the existing Emergency Plans

The Emergency Social Services Level 1(ESS) service which looks after minor incidents did remain active in 2018 through contracts with the Canadian Red Cross Society. This service needs to be revisited in 2019 as the contract with the Red Cross expires.

The Emergency Social Services Level 2 and 3 (ESS) service which looks after moderate to major incidents fell dormant and need to be revisited. Work is being done to build a new framework for ESS through a grant provided by UBCM for \$25,000.

The ACRD was successful in 2018 with grant applications for the following:

- Fire Smart Education; this was the second grant received for Fire Smart Education. Despite public events and efforts by all Valley Fire Departments there was very little community engagement or interest.
- Updating the Community Wildfire Protection Plan (CWPP); Blackwell and Associates were the successful proponent to update the CWPP and an extension has been approved by UBCM to allow completion of the project. Completion date is November 30, 2019. This project will be 75% funded by a provincial grant.

- Emergency Operations Center (EOC) Equipment and Training: Several training courses have been either completed in 2018 or scheduled to be completed early in 2019 to enhance the skills of staff who may be operating in the EOC. Some technical equipment has been purchased to better prepare the EOC for activation. A mass notification system has been purchased for the community to better inform the residents and contact staff to respond to an event. This project is 100% funded by a provincial grant to a maximum of \$25,000.
- Emergency Social Services (ESS); A grant has been provided to build the framework for an ESS program that is achievable and sustainable for the Alberni Valley. This project is 100% funded by a provincial grant to a maximum of \$25,000.

**2018 Emergency Events:**

There were several significant events in 2018 that occupied the Alberni Valley Emergency Program:

- Tsunami warning and evacuation that occurred in January
- Wildfires that surrounded the Alberni Valley in July and August
- Flood warning that occurred throughout the late fall
- Bomb threat evacuation that occurred in December
- Severe Wind Storm and Power Outage that affected most of the West Coast in December

**Alberni Valley Emergency Program Priorities for 2019**

Senior staff from the ACRD and City of Port Alberni (CPA) met to discuss priorities to ultimately present to the Board. We agreed that the program is in a rebuilding phase and some of the priorities reflect that fact. We also observed that the list is ambitious for a small program.

By way of reminder, the service is staffed directly by 50% of the Protective Services Manager time as well as 10% of an administrative assistant time. There is also support provided by ACRD managers as there is for all its services. Finally, senior staff from the ACRD and the CPA meet as a Leadership Committee to address certain matters such as identifying program priorities and coordinating the marshalling of staff resources that is required to train for and mobilize emergency response and recovery.

Inasmuch as the following list is ambitious for the current resources, staff would have to report back to the Board as to resource implications if the Board wishes to take on additional priorities in emergency preparedness in addition to the following:

Service Area	Project	Description
AV Emergency Planning	EOC Readiness	<ul style="list-style-type: none"> <li>• Identify staff capacity within City of PA and ACRD</li> <li>• Training of Staff</li> <li>• EOC operational framework</li> <li>• EOC equipment readiness</li> <li>• Connect Rocket Staff notification</li> <li>• Identify and prepare secondary EOC site</li> <li>• Table Top exercise</li> </ul>
	Community Mass Notification System	<ul style="list-style-type: none"> <li>• Create Working Group</li> <li>• Set up of program medium</li> <li>• Create public engagement</li> <li>• Community sign up</li> <li>• Test system</li> </ul>
	Emergency Social Services	<ul style="list-style-type: none"> <li>• Develop ESS program framework</li> <li>• Identify ESS director</li> </ul>

Service Area	Project	Description
		<ul style="list-style-type: none"> <li>• Train Staff</li> <li>• Train volunteers</li> <li>• Identify reception centers</li> <li>• Equip reception centers</li> <li>• Test ESS capabilities</li> </ul>
	Establish CPA & ACRD Roles	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities in AV Emergency Planning</li> </ul>
	Orientation for Elected Officials	Deliver Emergency Program and Roles and Responsibilities orientation
	FireSmart Grant	<ul style="list-style-type: none"> <li>• Report to Board</li> <li>• Report to UBCM</li> <li>• Close out Grant</li> </ul>
	ESS Grant	<ul style="list-style-type: none"> <li>• Complete program development</li> <li>• Report to Board</li> <li>• Report to UBCM</li> <li>• Close out Grant</li> </ul>
	Emergency Program Public Education	<ul style="list-style-type: none"> <li>• Develop public education <ul style="list-style-type: none"> <li>• ESS</li> <li>• Personal Preparedness</li> <li>• Evacuation Preparedness</li> <li>• AV Emergency Program</li> <li>• Helping neighbors</li> </ul> </li> </ul>
	Evacuation Planning	<ul style="list-style-type: none"> <li>• Develop an AV evacuation plan <ul style="list-style-type: none"> <li>• Evacuation Routes</li> <li>• Muster points</li> <li>• Transportation plan</li> <li>• Test evacuation plan</li> </ul> </li> </ul>
	Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Participation in MIECM group</li> <li>• Lead Emergency Planning Liaison Group</li> <li>• Participate in AV Policy Group</li> <li>• Develop Working Groups</li> <li>• Enhance relationships with treaty &amp; non-treaty First Nations</li> </ul>

### Alberni Valley / Bamfield Grant Funding Projects

Work that will be completed in 2019 that is supported through UBCM grant funding is as follows:

<b>AV / Bamfield</b>	EOC Training and Equipment Grant	<ul style="list-style-type: none"> <li>• Complete training</li> <li>• Complete equipment purchases</li> <li>• Report to Board</li> <li>• Close out grant</li> </ul>
	CWPP Grant	<ul style="list-style-type: none"> <li>• Complete update</li> <li>• Share info with stakeholders and public</li> <li>• Report to Board</li> <li>• Report to UBCM</li> <li>• Close out grant</li> </ul>

**Bamfield / Long Beach Emergency Planning**

The Bamfield Community Emergency Program is in place and a Community Plan has been completed. Training continues to take place in the Community throughout the year.

Discussions have been started to ensure succession planning for the future of the Bamfield program. The Bamfield Emergency Program Coordinator spends countless hours training and educating the community as well as creating and maintaining the Emergency Plan. Filling volunteer positions such as the Emergency Program Coordinator has been difficult due to the work and time commitments required.

Currently the Long Beach “Emergency Program” is somewhat supported through the Ucluelet Emergency Program however a more in-depth and formal approach is required to ensure the Long Beach and Area residents are supported through a large scale incident or disaster. The Long Beach Electoral Area does not currently have an Emergency Plan as is required by the Emergency Program Act. This project has been budgeted to be completed in 2019.

Long Beach and Bamfield emergency planning is established under a single bylaw however in addition to being separated by a large portion of the Barkley Inlet they have specific area needs and should have separate specific bylaws to support those needs. Work has been completed to revise the single bylaw and create two distinct bylaws for each electoral area and are before the board for consideration later in this agenda.

<b>Long Beach / Bamfield Emergency Planning</b>	Formalize process for Long Beach Emergency Plan	<ul style="list-style-type: none"> <li>• Identify and present options</li> </ul>
	Formalize Succession plan for emergency program coordinators	<ul style="list-style-type: none"> <li>• Present succession plan to Board</li> </ul>

**West Coast Emergency Coordination – proposed service:**

The local governments and Parks Canada on the West Coast desire a larger scale coordination of emergency planning. Each of the governments has their own emergency plan but it is felt that due to the close proximity of all of these small areas and the distance from outside assistance, that it would be beneficial to have a coordination plan in place in order to best communicate and assist each other.

The West Coast elected officials and emergency planning staff held meetings in 2016 and it was decided that each government would provide \$1,000 for a total of \$9,000 to coordinate efforts and develop an application to the Federal Government through Parks Canada for a coordination plan. During 2017, contributions were received from District of Tofino, District of Ucluelet, Toquaht Nation and Long Beach. This initiative was not actioned in 2018 pending the recruiting of the Protective Services Manager and the prerequisite need to create an emergency plan for long beach. The Board has identified the coordination of emergency preparedness on the West Coast as a strategic priority for 2019.

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

Considerable staff time is required to organize and coordinate participate in and lead many of the events. Additional capacity will be secured through consultants for some projects during the year.

**Financial:**

The budgets for the four services described above have been attached for consideration by the Board. The increase in wages that is included in these services is partially due to the resources that were approved in early 2018 to create the Manager of Protective Services position and allocate administrative assistant support. The effect of these positions was not for a full year in 2018 and therefore have an additional impact in the current year.


The impact to the tax requisitions from the prior year are as follows:


- Alberni Valley Emergency Planning requisition increases by \$58,488 from 2018 to \$171,753. This increase is the result of the full year of wages for the Manager of Protective Services and the need to find an ESS Director.
- Bamfield Emergency Planning requisition increases by \$2,114 from 2018 to \$15,319.
- Long Beach Emergency Planning requisition increases by \$7,968 from 2018 to \$11,183. This service has been very inactive in past years and work needs to be done in 2019 to support the safety of the residents of and visitors to the area and to ensure compliance with the Emergency Program Act. The development of the Emergency Plan will be a one-time project with costs expected to drop again in 2020.
- West Coast Emergency Coordination (proposed service) has no requisition in 2019. If this project does not proceed, the funding received will be returned to the appropriate local governments.

**Policy or Legislation:**

The applicable legislation and policies for these services includes the Emergency Program Act, the Local Government Act and ACRD Service Establishing Bylaws.

Submitted by:   
\_\_\_\_\_  
Kelly Gilday,  
Protective Services Manager

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

  
Approved by: \_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 ALBERNI VALLEY EMERGENCY PLANNING  
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for Discussion  
 February 2019

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
<b>REVENUE</b>									
1	\$ 73,220	\$ 73,235	Surplus (deficit) from prior years	\$ 78,196	\$ -	\$ -	\$ -	\$ -	1
2	116,264	116,265	Tax requisition	171,753	229,000	231,600	234,300	237,000	2
3	789	-	EMBC funding - response & recovery	-	-	-	-	-	3
4	4,909	-	Government grants	111,306	-	-	-	-	4
5	1,201	500	Grant in lieu of taxes	500	500	500	500	500	5
6	<b>\$ 196,383</b>	<b>\$ 190,000</b>	<b>TOTAL REVENUE</b>	<b>\$ 361,755</b>	<b>\$ 229,500</b>	<b>\$ 232,100</b>	<b>\$ 234,800</b>	<b>\$ 237,500</b>	6
<b>EXPENDITURES</b>									
7	\$ 26,000	\$ 26,000	Administrative charge	\$ 49,000	\$ 50,000	\$ 51,000	\$ 52,100	\$ 53,200	7
8	-	-	Community Wildfire Protection Plan update	89,755	-	-	-	-	8
9	17,444	77,000	Emergency planning costs	60,000	60,000	60,000	60,000	60,000	9
10	2,425	-	Emergency response & recovery	-	-	-	-	-	10
11	30,000	30,000	ESS capacity building	75,000	30,000	30,000	30,000	30,000	11
12	10,000	10,000	Facility rent	10,000	10,000	10,000	10,000	10,000	12
13	31,363	45,000	Labour & benefits	76,000	77,500	79,100	80,700	82,300	13
14	955	2,000	Generator for EOC maintenance	2,000	2,000	2,000	2,000	2,000	14
15	<b>\$ 118,187</b>	<b>\$ 190,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 361,755</b>	<b>\$ 229,500</b>	<b>\$ 232,100</b>	<b>\$ 234,800</b>	<b>\$ 237,500</b>	15
16	\$ 78,196	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	16
17	9,730	10,000	Deduct: Estimated amortization not included	10,000	10,000	10,000	10,000	10,000	17
18	73,220	73,235	Surplus from previous year	78,196	-	-	-	-	18
19	<b>-\$ 4,754</b>	<b>-\$ 83,235</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 88,196</b>	<b>-\$ 10,000</b>	<b>-\$ 10,000</b>	<b>-\$ 10,000</b>	<b>-\$ 10,000</b>	19

(for Financial Reporting purposes)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 BAMFIELD EMERGENCY PLANNING  
 PARTICIPANTS: ELECTORAL AREA 'A'

Draft for Discussion  
 February 2019

Line	History		Budget					Line
	2018 ACTUAL	2018 PLAN	2019	2020	2021	2022	2023	
<b>REVENUE</b>								
1	\$ 796	\$ 795	\$ 7,381	\$ -	\$ -	\$ -	\$ -	1
2	13,205	13,205	15,319	19,400	19,600	19,800	20,000	2
3	771	-	-	-	-	-	-	3
4	2,000	-	-	-	-	-	-	4
5	5,200	-	-	-	-	-	-	5
6	<b>\$ 21,972</b>	<b>\$ 14,000</b>	<b>\$ 22,700</b>	<b>\$ 19,400</b>	<b>\$ 19,600</b>	<b>\$ 19,800</b>	<b>\$ 20,000</b>	6
<b>EXPENDITURES</b>								
7	\$ 1,500	\$ 1,500	\$ 1,200	\$ 1,300	\$ 1,400	\$ 1,500	\$ 1,600	7
8	13,091	12,500	20,000	16,500	16,500	16,500	16,500	8
9	-	-	1,500	1,600	1,700	1,800	1,900	9
10	<b>\$ 14,591</b>	<b>\$ 14,000</b>	<b>\$ 22,700</b>	<b>\$ 19,400</b>	<b>\$ 19,600</b>	<b>\$ 19,800</b>	<b>\$ 20,000</b>	10
11	\$ 7,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	796	795	7,381	-	-	-	-	12
13	<b>\$ 6,585</b>	<b>-\$ 795</b>	<b>-\$ 7,381</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	13

(for Financial Reporting purposes)





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 LONG BEACH EMERGENCY PLANNING  
 PARTICIPANTS: ELECTORAL AREA 'c'

Draft for Discussion  
 February 2019

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
<b>REVENUE</b>									
1	\$ 7,285	\$ 7,285	Surplus (deficit) from prior years	\$ 7,117	\$ -	\$ -	\$ -	\$ -	1
2	3,215	3,215	Tax requisition	11,183	9,500	9,700	9,900	10,100	2
3	149	-	Grant in lieu of taxes	-	-	-	-	-	3
4		-	Government grants	-	-	-	-	-	4
5		-	Other sources	-	-	-	-	-	5
6	<b>\$ 10,649</b>	<b>\$ 10,500</b>	<b>TOTAL REVENUE</b>	<b>\$ 18,300</b>	<b>\$ 9,500</b>	<b>\$ 9,700</b>	<b>\$ 9,900</b>	<b>\$ 10,100</b>	6
<b>EXPENDITURES</b>									
7	\$ 1,500	\$ 1,500	Administrative charge	\$ 2,800	\$ 2,900	\$ 3,000	\$ 3,100	\$ 3,200	7
8	2,032	9,000	Emergency planning costs	12,000	3,000	3,000	3,000	3,000	8
9		-	Labour & benefits	3,500	\$ 3,600	\$ 3,700	\$ 3,800	\$ 3,900	9
10	<b>\$ 3,532</b>	<b>\$ 10,500</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 18,300</b>	<b>\$ 9,500</b>	<b>\$ 9,700</b>	<b>\$ 9,900</b>	<b>\$ 10,100</b>	10
11	\$ 7,117	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	7,285	7,285	Deduct: Surplus from previous year	7,117	-	-	-	-	12
13	<b>-\$ 168</b>	<b>-\$ 7,285</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b> (for Financial Reporting purposes)	<b>-\$ 7,117</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2019-2023 FINANCIAL PLAN  
 WEST COAST EMERGENCY COORDINATION - PROPOSED SERVICE  
 PARTICIPANTS: ELECTORAL AREA 'C'

Draft for Discussion  
 February 2019

Line	History			Budget					Line
	2018 ACTUAL	2018 PLAN		2019	2020	2021	2022	2023	
<b>REVENUE</b>									
1	\$ 4,000	\$ 4,000	Surplus (deficit) from prior years	\$ 4,000	\$ -	\$ -	\$ -	\$ -	1
2	-	-	Tax requisition	-	-	-	-	-	2
3	-	5,000	Contributions from other governments	5,000	-	-	-	-	3
4	<b>\$ 4,000</b>	<b>\$ 9,000</b>	<b>TOTAL REVENUE</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	4
<b>EXPENDITURES</b>									
5	\$ -	\$ -	Administrative charge	\$ -	\$ -	\$ -	\$ -	\$ -	5
6	-	9,000	Service delivery investigation	9,000	-	-	-	-	6
7	<b>\$ -</b>	<b>\$ 9,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	7
8	\$ 4,000	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	8
9	4,000	4,000	Deduct: Surplus from previous year	4,000	-	-	-	-	9
10	<b>\$ -</b>	<b>\$ 4,000</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	10

(for Financial Reporting purposes)



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

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

**Meeting Date:** February 27, 2019

**Subject:** Coastal Communities Social Procurement Initiative

---

### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors support the Coastal Communities Social Procurement Initiative and join as a member for two years for a total cost of \$2,123.02 and appoint a Regional District Director to sit on the Coastal Communities Social Procurement Initiative Steering Committee.

### **Desired Outcome:**

To participate and contribute funding for two years to the Coastal Communities Social Procurement Initiative.

### **Background:**

At the regular meeting of the Alberni-Clayoquot Regional District (ACRD) Board of Directors held on January 23, 2019, Directors received a presentation from Mayor Josie Osborne, District of Tofino and Mr. Daniel Sailland, CAO, Town of Qualicum Beach regarding the Coastal Community Social Procurement initiative and requested the ACRD consider becoming a member. A copy of their presentation is attached which provides an overview of the initiative, community benefits, vision, goals, membership etc. Current members include: Campbell River, Cowichan Valley Regional District, Cumberland, Gibsons, Ladysmith, Powell River, Qualicum Beach, Tofino and Victoria.

This two year initiative will assist coastal community local governments with implementing social procurement assessments, policies, strategies and measures. Membership will include training for procurement staff and elected officials, education and training for suppliers and contractors and procurement templates.

The City of Victoria will be responsible for the administration of the initiative. Each member's annual contribution is based on the Association of Vancouver Island & Coastal Communities membership funding formula.

A Steering Committee has been formed to guide the initiative. A copy of the CCSPI Steering Committee Terms of Reference is attached.

The ACRD Board of Directors identified social procurement investigation as a strategic priority in 2019. Regional District staff recommend the ACRD Board of Directors become a member and appoint a Director to represent the ACRD on the Committee. Membership will provide the ACRD access to valuable tools and resources to investigate social procurement.

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

Some staff and elected officials time to participate in training and the Steering Committee.

**Financial:**

The annual membership is \$1,061.51 total of \$2,123.02 for two years and will come from General Government Services.

**Policy or Legislation:**

*Local Government Act* applies.

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

Approved by: Douglas Holmes  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

COASTAL  
COMMUNITIES

# **SOCIAL PROCUREMENT INITIATIVE**

**Alberni-Clayoquot Regional District**

**January 9, 2019**

# Overview

- **Background**
- **What is Social Procurement?**
- **How does Social Procurement add value?**
- **What is the Coastal Communities Social Procurement Initiative?**
- **How to Join!**
- **GOALS TODAY:**
  - **Answer initial questions and discuss interest**
  - **Refer to 2019 budget process**

# Background

**April 2016** AVICC passes motion to advance use of social procurement in local government

**May 2016** Island and Coastal Communities Working Group struck and commenced work.

**Sept 2016** UBCM endorses AVICC motion

**April 2017** AVICC passes motion directing Working Group to create concept for region-wide Social Procurement Hub

**April 2018** Hub concept presented to packed house at AVICC session; Province appoints ADM from Ministry of Citizens Services to Working Group.

**August 2018** Hub partially funded through Island Coastal Economic Trust for two years

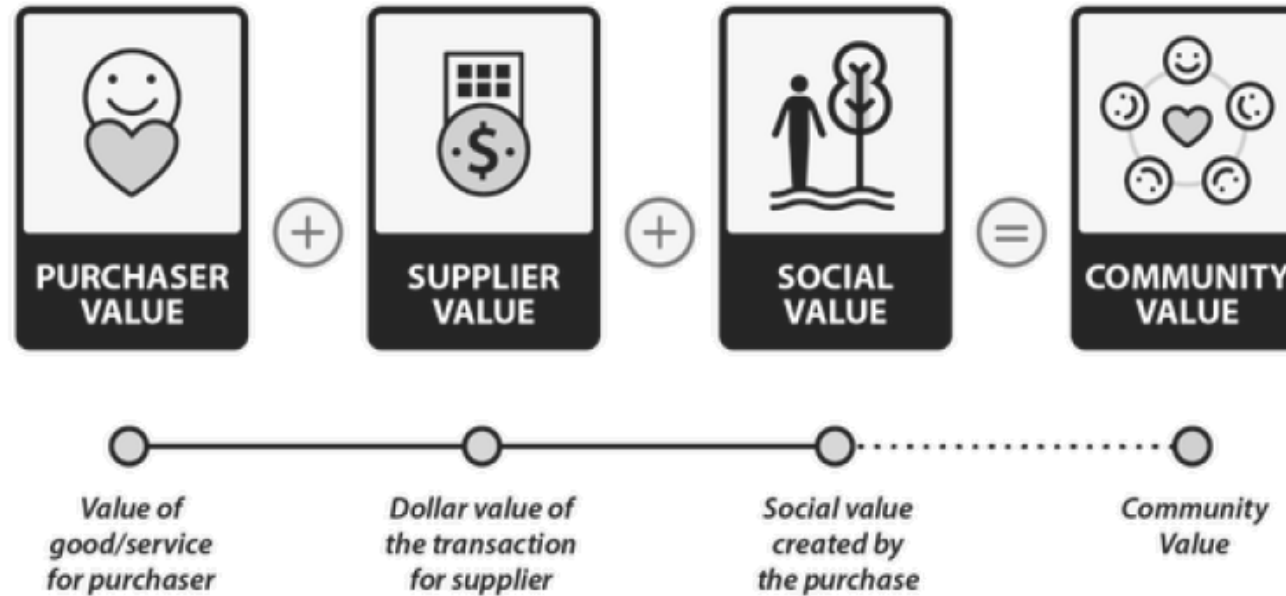
**November 2018** Contract awarded for Coastal Communities Social Procurement Initiative

# What is Social Procurement?

- A way for local governments to direct resources towards community benefit
- Contracts are assessed on 'best value for money' by considering elements such as community and environmental impact assessments, objectives and goals
- Leveraging social value from existing procurement



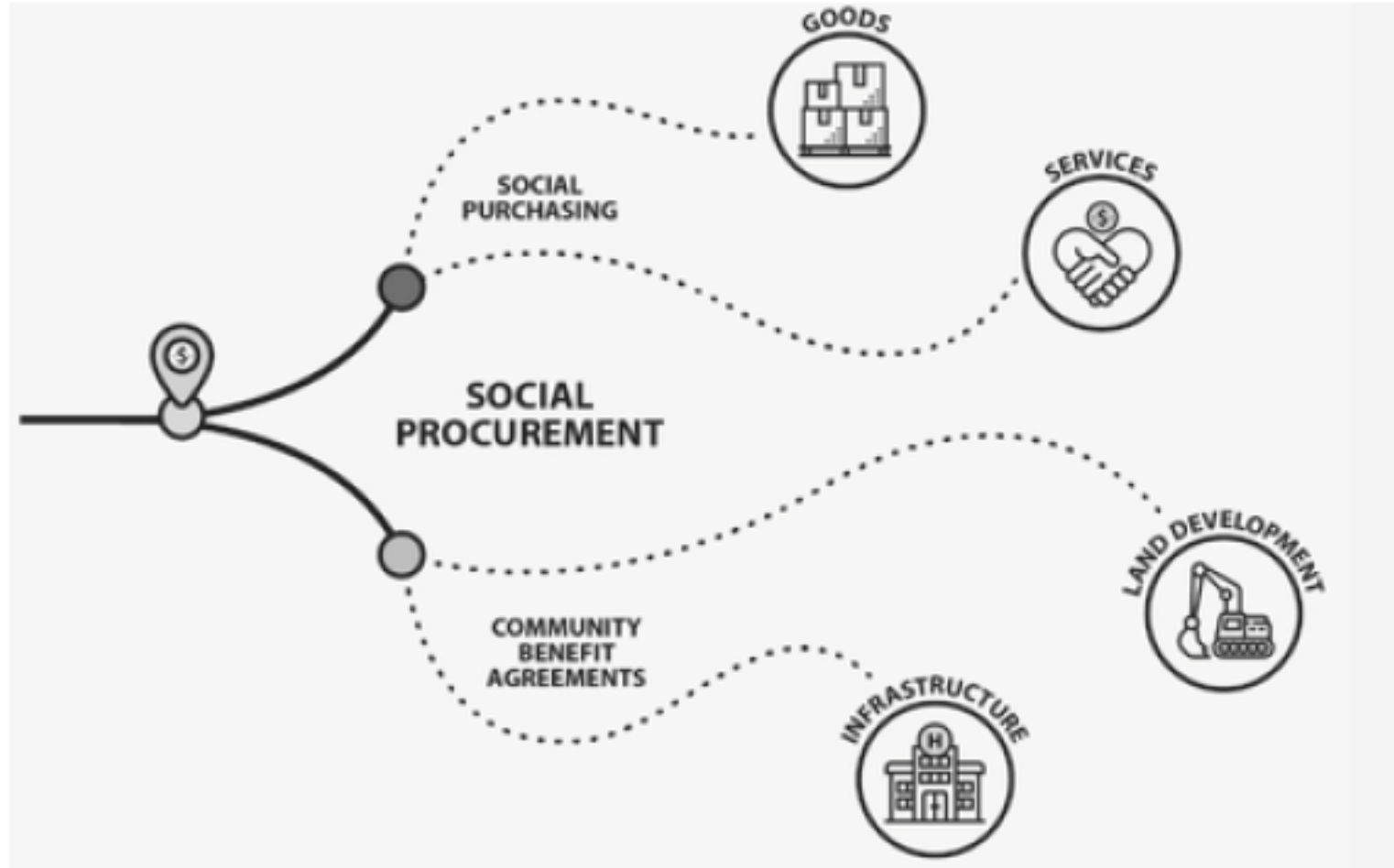
# What is Social Procurement?



# Social Procurement Adds Value

- Social procurement can be adapted to meet specific community needs.
- Some communities have integrated into RFPs criteria such as employment of marginalized population groups, local food, housing affordability, community engagement, local economic revitalization, beautification and cultural amenities.
- The first step is identifying what your community's challenges and needs are, and how procurement can help address them.

# Social Procurement Adds Value



## SOCIAL PROCUREMENT INITIATIVE

- A two-year initiative to assist local governments in the AVICC region to implement social procurement assessments, policies, strategies and measurements
- Starting February of 2019, member organizations will have access to:
  - Training for procurement staff and elected officials (education)
  - Education and training for suppliers and contractors
  - Templates, sample RFPs, best practices in social procurement, sample “Social Value Menus”

## **SOCIAL PROCUREMENT INITIATIVE**

### **Vision**

- All local governments in the Vancouver Island and Sunshine Coast region have access to advice to develop in-house tools and skills to implement social procurement.

### **Mission**

- To improve the health of our communities and the strength of our economies by changing the culture of public sector procurement.

## SOCIAL PROCUREMENT INITIATIVE

### Goals

- Local governments in the AVICC region are embracing and implementing strategic procurement principles/policies/frameworks.
- There is a standardized approach to strategic procurement across local government while each local community has the ability to create the social value as determined by its elected officials/community.
- Procurement staff in local governments are trained in strategic procurement and have the know-how to issue tenders and RFPs that result in community benefits.
- Product and service suppliers are fully engaged in and supportive of the Hub and are bidding on contracts and responding to RFPs issued by local governments.
- The provincial government is aware of, engaged in, and fully supportive of the Hub.
- A robust monitoring reporting framework is in place.
- A business plan has been developed, with a sustainable funding model for either the continuation of the Community Benefit Hub or for an “AnchorVI.”
- The interest of the wider MASH sector has been piqued.

# Why you should care!

- Federal government Community Benefit legislation (Spring 2018) requires reporting on Community Benefits for all large infrastructure projects.
- Federal pre-budget report in House of Commons Finance Committee Dec 10 2018: “Support, through government procurement, initiatives with a significant social impact; finance a centre of expertise in social procurement.”
- Provincial government’s new approach to procurement emphasizes social value as part of value for money.
- The Coastal Communities Social Procurement Initiative will ready our region for changing expectations of senior levels of government when it comes to funding our infrastructure projects.

**SOCIAL PROCUREMENT  
INITIATIVE**

**Current Members**

- Campbell River
- Cowichan Valley Regional District
- Cumberland
- Gibsons
- Ladysmith
- Powell River
- Qualicum Beach
- Tofino
- Victoria



COASTAL  
COMMUNITIES

## SOCIAL PROCUREMENT INITIATIVE

- **How to become a member?**
  - Use the membership calculator to figure out the cost to your local government (~\$1900 for ACRD for two year commitment)
  - Ready to join? Fill out a funding commitment form (you'll receive it by email) and send us your cheque.
  - For more information contact Mayor Josie Osborne at [osborne@tofino.ca](mailto:osborne@tofino.ca)

COASTAL  
COMMUNITIES  
**SOCIAL PROCUREMENT  
INITIATIVE**

**COASTAL COMMUNITIES SOCIAL PROCUREMENT INITIATIVE**  
**FUNDING COMMITMENT FORM**

The aim of the Coastal Communities Social Procurement Initiative is to develop a cohesive approach to social procurement across the region while enabling individual communities to create their own strategic focus regarding community benefits.

The City of Victoria will be responsible for the administration of the project, including tracking revenues and expenses for the term of the project and managing one contractor.

Each member's annual contribution is based on the AVICC funding formula; to be crystal clear, the annual dues for the Hub are the same as for AVICC. We are requesting a two-year commitment for 2019 and 2020.

Please complete the following information and return with payment payable to:

The City of Victoria  
Attention: Finance Department, Accounting  
1 Centennial Square  
Victoria BC V8W 1P6

**Name of Municipality/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Position** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Population** \_\_\_\_\_

**2019 Funding Amount** \_\_\_\_\_

**Total Contribution** \_\_\_\_\_

**Thank you for contributing to the Coastal Community Social Procurement Initiative!**

	<b>Population 2018*</b>	<b>AVICC 2018 Dues (One Year)</b>	<b>CCSPI Fee - Two Year Pilot</b>
Alberni-Clayoquot RD	8,758	\$1,061.51	\$2,123.02
Alert Bay	432	\$234.00	\$468.00
Campbell River	33,698	\$3,400.37	\$6,800.74
Capital RD	22,606	\$2,418.73	\$4,837.46
Central Coast	1,299	\$234.00	\$468.00
Central Saanich	16,213	\$1,831.85	\$3,663.70
Colwood	17,952	\$1,991.49	\$3,982.98
Comox	14,425	\$1,657.88	\$3,315.76
Comox Valley RD	21,635	\$2,329.59	\$4,659.18
Courtenay	26,185	\$2,747.28	\$5,494.56
Cowichan Valley RD	33,762	\$3,405.61	\$6,811.22
Cumberland	3,699	\$467.18	\$934.36
Duncan	5,040	\$635.86	\$1,271.72
Esquimalt	16,899	\$1,894.83	\$3,789.66
Gibsons	4,614	\$594.28	\$1,188.56
Gold River	1,250	\$234.00	\$468.00
Highlands	2,561	\$323.45	\$646.90
Islands Trust	1,299	\$234.00	\$468.00
Ladysmith	8,949	\$1,061.55	\$2,123.10
Lake Cowichan	3,016	\$380.92	\$761.84
Langford	38,317	\$3,778.66	\$7,557.32
Lantzville	3,379	\$426.77	\$853.54
Metchosin	4,764	\$601.69	\$1,203.38
Mount Waddington RD	2,147	\$271.17	\$542.34
Nanaimo RD (RDN)	39,972	\$3,914.21	\$7,828.42
Nanaimo City	94,743	\$8,399.95	\$16,799.90
North Cowichan	30,616	\$3,147.95	\$6,295.90
North Saanich	11,093	\$1,295.03	\$2,590.06
Oak Bay	18,717	\$2,061.72	\$4,123.44
Parksville	13,001	\$1,502.81	\$3,005.62
Port Alberni	15,788	\$1,792.84	\$3,585.68
Port Alice	776	\$234.00	\$468.00
Port Hardy	3,735	\$471.73	\$943.46
Port McNeill	2,547	\$321.69	\$643.38
Powell River	13,476	\$1,585.68	\$3,171.36
qathet RD	5,810	\$719.71	\$1,439.42
Qualicum Beach	8,812	\$1,046.63	\$2,093.26
Queen Charlotte	939	\$234.00	\$468.00
Saanich	115,864	\$10,129.76	\$20,259.52
Sayward	314	\$234.00	\$468.00

Sechelt	9,592	\$1,131.57	\$2,263.14
Sechelt Indian Govt	855	\$234.00	\$468.00
Sidney	11,349	\$1,322.91	\$2,645.82
Sooke	13,957	\$1,606.92	\$3,213.84
Strathcona	9,337	\$1,103.80	\$2,207.60
Sunshine Coast RD	14,350	\$1,649.72	\$3,299.44
Tahsis	295	\$234.00	\$468.00
Tofino	2,200	\$277.86	\$555.72
Ucluelet	1,724	\$234.00	\$468.00
Victoria	86,130	\$7,694.55	\$15,389.10
View Royal	10,380	\$1,217.38	\$2,434.76
Zeballos	99	\$234.00	\$468.00

\*The source for population figures is BC Stats, a division of the Ministry of Citizens Services, as received



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services  
Kelly Gilday, Protective Services Manager

**Meeting Date:** February 27, 2019

**Subject:** **Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019**  
**Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019**

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### Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019.

### Desired Outcome:

To adopt new separate service establishment bylaws for Bamfield and Long Beach emergency planning.

### Background:

The *Emergency Program Act* requires Regional Districts to establish and maintain emergency plans for all electoral areas within their jurisdiction. As per the *Local Government Act*, in order to create this service, an establishing bylaw is required.

In 2004, the Alberni-Clayoquot Regional District (ACRD) Board of Directors adopted Bylaw E1043, *West Coast Emergency Planning Establishment* (attached). This bylaw established the emergency program service for Bamfield and Long Beach electoral areas. The remainder of ACRD electoral areas are covered through the Alberni Valley Emergency Program (establishing Bylaw 788).

Regional District staff recommend that Bylaw E1043 be rescinded and separate establishing bylaws be adopted for Bamfield and Long Beach electoral areas. The separation is recommended for a combination of reasons including budgeting, geographical boundaries, access and area specific issues. Currently the programs are operated differently, with Bamfield done by volunteer committee and Long Beach done by contract with District of Ucluelet.

As per the *Local Government Act*, this bylaw requires approval of the Inspector of Municipalities and electoral area consent prior to adoption. The Directors for Bamfield and Long Beach have consented to the adoption of the new separate establishing bylaws. Staff recommend the ACRD Board of Directors give three readings to Bylaw E1059, Long Beach Emergency Planning Service Establishment, 2019 and Bylaw E1060, Bamfield Emergency Planning Service Establishment, 2019 and forward for approval by the Inspector of Municipalities.

Staff are hoping to have this bylaw approved and adopted by the Board before the end of March 2019 in order to have two separate budgets for the Long Beach and Bamfield Emergency Planning service as part of the 2019 – 2023 Alberni-Clayoquot Regional District Financial Plan.

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

Some staff time developing the new updated bylaws and preparing the new individual budgets for these services.


**Financial:**

Separate budgets have been prepared for Bamfield and Long Beach and were considered in the Emergency Planning Budgets 2019-2023 Financial Plan report that appeared earlier on the February 27, 2019 agenda.


The *Local Government Act* does not require the local government to include a maximum amount that may be requisitioned for emergency programs, therefore a maximum requisition has not been included in Bylaw E1060.

**Policy or Legislation:**

*Local Government Act* and *Emergency Program Act* applies.

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

  
\_\_\_\_\_  
Kelly Gilday, Protective Services Manager

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Bylaw NO. E1043**

**A Bylaw to establish a Service  
to provide for Emergency Planning and Response  
for Electoral Areas "A" (Bamfield) and "C" (Long Beach)**

**WHEREAS** the Regional District may, by bylaw, establish and operate a Service under provisions of the Local Government Act<sup>1</sup>;

**AND WHEREAS** the Regional District is required by the Emergency Program Act<sup>2</sup> to prepare emergency plans for all of the electoral areas within the Regional District;

**AND WHEREAS** the Regional District has prepared emergency plans for all electoral areas except for Electoral areas "A" (Bamfield) and "C" (Long Beach);

**AND WHEREAS** the Board wishes to establish a Service for the purpose of Emergency Planning and Response for Electoral areas "A" (Bamfield) and "C" (Long Beach);

**AND WHEREAS** the assent of the electors or the consent of the participating electoral area directors is required before adopting a bylaw to establish a service;

**AND WHEREAS** the approval of the Inspector of Municipalities is required under the Local Government Act<sup>3</sup>;

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

Service being Established

1. The Service hereby established under this bylaw is the provision of emergency planning and response service;

Service Area Boundaries

2. The boundaries of the Service Area are all of Electoral areas "A" (Bamfield) and "C" (Long Beach);

Participating Areas

3. Electoral areas "A" (Bamfield) and "C" (Long Beach) contains the participating area for the service.

Cost Recovery

4. The annual costs of providing the service shall be recovered by one or more of the following:

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<sup>1</sup> Section 796

<sup>2</sup> Section 6

<sup>3</sup> Section 801

- a. imposition of a property value tax;
- b. revenues raised by other means authorized by the Local Government Act or another Act, and;
- c. revenues that may be received by way of agreement, enterprise, gift, grant or otherwise.

Citation

5. This bylaw may be cited as "West Coast Emergency Planning Establishment Bylaw No. E1043, 2004".


Read a first time this 24<sup>th</sup> day of November, 2004.

Read a second time this 24<sup>th</sup> day of November, 2004.

Read a third time this 24<sup>th</sup> day of November, 2004.

I HEREBY CERTIFY THE FOREGOING to be a true and correct copy of Bylaw No. E1043, 2004 cited as "West Coast Emergency Planning Establishment Bylaw No. E1043, 2004" as read a third time by the Regional Board of the Alberni-Clayoquot Regional District at a meeting held on the 24<sup>th</sup> day of November, 2004.

Dated at Port Alberni, B.C. this 25<sup>th</sup> day of November, 2004.

  
\_\_\_\_\_  
Robert A. Harper, CGA  
Secretary-Treasurer


Approved by the Inspector of Municipalities this 14<sup>th</sup> day of December, 2004.

Adopted, this 26<sup>th</sup> day of January, 2005.

Filed with the Inspector of Municipalities this 27<sup>th</sup> day of January, 2005.

Certified a true and correct copy of  
"West Coast Emergency Planning  
Establishment Bylaw No. E1043, 2004"

The Corporate seal of the Regional  
District of Alberni-Clayoquot was hereto  
affixed in the presence of:

  
\_\_\_\_\_  
Robert A. Harper, CGA  
Secretary-Treasurer

  
\_\_\_\_\_  
Chairperson





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### BYLAW NO. E1059

#### A bylaw to establish a service to provide for Emergency Planning and Response for Electoral Area "C" (Long Beach)

**WHEREAS** the Regional District may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District is required by the *Emergency Program Act* to prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters;

**AND WHEREAS** the Board wishes to establish a service for the purpose of Emergency Planning and Response for Electoral Area "C" (Long Beach);

**AND WHEREAS** the Director for Electoral Area "C" (Long Beach) consents to the adoption of this bylaw;

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

**1. Service Being Established**

The service hereby established under this bylaw is the provision of emergency planning and response service;

**2. Service Area Boundaries**

The boundaries of the service area are all of electoral area "C" (Long Beach);

**3. Participating Areas**

All of electoral area "C" (Long Beach);

**4. Cost Recovery**

The annual costs of providing the service shall be recovered by one or more of the following:

- a. Imposition of a property value tax;
- b. Revenues raised by other means authorized by the *Local Government Act* or another Act;





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### BYLAW NO. E1060

#### A bylaw to establish a service to provide for Emergency Planning and Response for Electoral Area "A" (Bamfield)

**WHEREAS** the Regional District may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District is required by the *Emergency Program Act* to prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters;

**AND WHEREAS** the Board wishes to establish a service for the purpose of Emergency Planning and Response for Electoral Area "A" (Bamfield);

**AND WHEREAS** the Director for Electoral Area "A" (Bamfield) consents to the adoption of this bylaw;

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

**1. Service Being Established**

The service hereby established under this bylaw is the provision of emergency planning and response service;

**2. Service Area Boundaries**

The boundaries of the service area are all of electoral area "A" (Bamfield);

**3. Participating Areas**

All of electoral area "A" (Bamfield);

**4. Cost Recovery**

The annual costs of providing the service shall be recovered by one or more of the following:

- a. Imposition of a property value tax;
- b. Revenues raised by other means authorized by the *Local Government Act* or another Act;

- c. Revenues that may be received by way of agreement, enterprises, gift, grant or otherwise.

**5. Repeal**

Bylaw E1043, "West Coast Emergency Planning Establishment Bylaw, 2004" is hereby repealed.

**6. Citation**

This bylaw may be cited as "Bamfield Emergency Planning Service Establishment Bylaw No. E1060, 2019".

Read a first time this                      day of                      , 2019.

Read a second time this                      day of                      , 2019.

Read a third time this                      day of                      , 2019.

Approved by the Inspector of Municipalities this                      day of                      2019.

Consented to in writing by the Electoral Area Director this                      day of                      2019.

Adopted this    day of    2019.

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John Jack,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services



## TEMPORARY USE PERMIT APPLICATION

**TO:** ACRD Board of Directors

**MEETING DATE:** February 27, 2019

### TEMPORARY USE PERMIT

**APPLICATION #:** TUP18019

**APPLICANT:** Scott and Michelle MacDonald

### LEGAL

**DESCRIPTION:** LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050

**LOCATION:** 70 Sutton Road

**ELECTORAL AREA:** "C" Long Beach

**Applicant's Intention:** To continue operation of a two-bedroom short term rental in a portion of the single-family dwelling on the subject property.

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### Recommendation:

*That the Board of Directors consider issuing Temporary Use Permit TUP18019 subject to neighbouring properties being notified as per Local Government Act s.494.*

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### Procedure:

Prior to the issuance of a Temporary Use Permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants and publish a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the Temporary Use Permit.

### Observations:

- 1. Property Description:** The property is 2.3 acres in size, mostly flat, and treed except for the area around the existing house, shop, and driveway. The house is located in the northern portion of the lot, facing Sutton Road, with the shop located to the southeast. To the north, across Sutton Road, are smaller residential lots, to the east are other residential lots and a large rural lot, to the south is a residential lot with an existing short

### TUP18019

term rental unit (TUP18012), and to the west is a similar residential lot.

## 2. Services:

- (a) **Sewage Disposal:** On-site sewage disposal. The applicant has recently upgraded their septic system to accommodate the rental unit.
- (b) **Water Supply:** On-site water.
- (c) **Fire Protection:** Not within a fire protection area.
- (d) **Access:** Access to the property is off Sutton Road.

## 3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The South Long Beach OCP designates the property as Rural Residential. The Rural Residential designation in the OCP supports a number of uses including single family residential, bed and breakfast accommodation and a second dwelling subject to regulation by the ACRD Zoning Bylaw.

Development on the property is impacted by Development Permit Area II – Freshwater Riparian Areas Protection. A Development Permit is not a requirement of this Temporary Use Permit.

***The proposal complies with the policies and objectives of the South Long Beach OCP. A TUP may be issued to allow the use requested for the subject property.***

- C. **Zoning:** The property is zoned Small Holdings (A1) District. This zoning designation does not allow short-term vacation rentals. The existing suite is also not permitted under the zoning bylaw, as it would be considered an accessory dwelling unit and therefore not permitted on lots less than 2.5 acres (1 hectare) in size in Area “C”. The proposed Temporary Use Permit would address both of these issues.

Under Section 493 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official Community Plan. A Temporary Use Permit may do one or more of the following:

- i. Allow a use not permitted under the Zoning Bylaw;
- ii. Specify conditions under which the temporary use may be carried out;
- iii. Allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.

### TUP18019

Where a temporary use permit is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper.

A Short-term Vacation Rentals Temporary Use Permit Policy was adopted by the Board on January 24, 2018. This policy specifies regulatory areas, notification requirements, terms and renewals, criteria for evaluation, and conditions that the permit is subject to. For the subject property in the South Long Beach area of the ACRD, a TUP can be issued for up to 2 years and renewed once as long as the use is compatible with the surrounding uses, area, and environment. After this time has expired, the property owner must apply to rezone the property to allow for the continued use granted under the TUP or discontinue the use. The submitted application complies with the conditions and requirements set out in the policy.

When issuing an STR TUP, the ACRD may specify conditions that restrict the permit including:

- a. The buildings to be used;
- b. The area of use;
- c. The hours of use;
- d. Form and character;
- e. Environmental protection;
- f. Site-related restrictions; and
- g. Any other relevant conditions determined by the ACRD.

#### **Temporary Use Permit:**

The Temporary Use Permit to operate the existing suite as a Short Term Rental may be subject to the following conditions and any others that the ACRD Board of Directors considers appropriate at the time of issuance:

1. This permit is issued for the operation of a 2 bedroom short-term vacation rental unit at the subject property.
2. The rental unit is limited to the existing suite within the single-family dwelling on the subject property.
3. The rental unit shall not change the residential appearance of the single family dwelling.

#### **TUP18019**

4. The owner or a caretaker must live on-site.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. This permit is valid for two (2) years from the date of execution.
7. At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for a period of up to two (2) years or return the property to the original use permitted under the current Zoning.
8. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

**Comments:**

Non-compliant short-term vacation rentals are a growing concern in the ACRD and Planning Staff have determined that using a TUP program is the most effective method for bringing these units into compliance at the present time.

The ACRD Board of Directors has adopted a policy that outlines the requirements for short-term vacation rental units in the ACRD through the issuance of a Temporary Use Permit.

The applicant has included drawings of the unit, a site plan, documents detailing sewer system capacity, and other relevant information that appear to satisfy policy conditions. Subject to final approval, an ACRD Building Inspector may need to perform a walk-through of the unit to confirm compliance with all policy and safety requirements.

The subject property is smaller than the 2.5 acre minimum required for an accessory dwelling unit in Electoral Area "C" according to the ACRD Zoning Bylaw. The issuance of this TUP would also reduce the minimum required lot size for an accessory dwelling unit from 2.5 acres to 2.3 acres to bring the existing cabin into compliance with the Zoning Bylaw.

Planning staff are supportive of this application as it fits in with other uses in the area, including existing short term rentals in the form of Cottage Residential (RC) District and another STR TUP permit and conforms to requirements specified in the STR TUP Policy adopted by the Board. There have been no complaints from neighbouring properties related to this operation and the owners have worked with ACRD Staff to meet all the conditions detailed in the adopted policy.


Staff recommend that the Regional Board consider issuing Temporary Use Permit TUP18019 subject to neighbouring properties being notified as per Local Government Act s.494.

**TUP18019**



Submitted by:   
\_\_\_\_\_  
Peter Thicke  
Junior Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg, MCIP, RPP  
Manager of Planning & Development

  
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## TEMPORARY USE PERMIT NO. TUP18019

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** Scott and Michelle MacDonald

**Address:** 70 Sutton Road

With respect to:

**Legal Description:** LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050

**PID:** 018-359-141

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Kristina Uher and Tharen Taylor with respect to properties legally described as LOT 3, SECTION 18, CLAYOQUOT DISTRICT, PLAN VIP57050 subject to the conditions as follows:

1. This permit is issued for the operation of a 2 bedroom short-term vacation rental unit at the subject property.
2. The rental unit is limited to the existing suite within the single-family dwelling on the subject property.
3. The rental unit shall not change the residential appearance of the single family dwelling.
4. The owner or a caretaker must reside on site during operation of the rental unit.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. This permit is valid for two (2) years from the date of execution.
7. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for another period of up to two (2) years or the property owner must return the property to the original use permitted under the current Zoning by way of ceasing any short term vacation rental use or rezone the property.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on XXXX, 2019.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2019.

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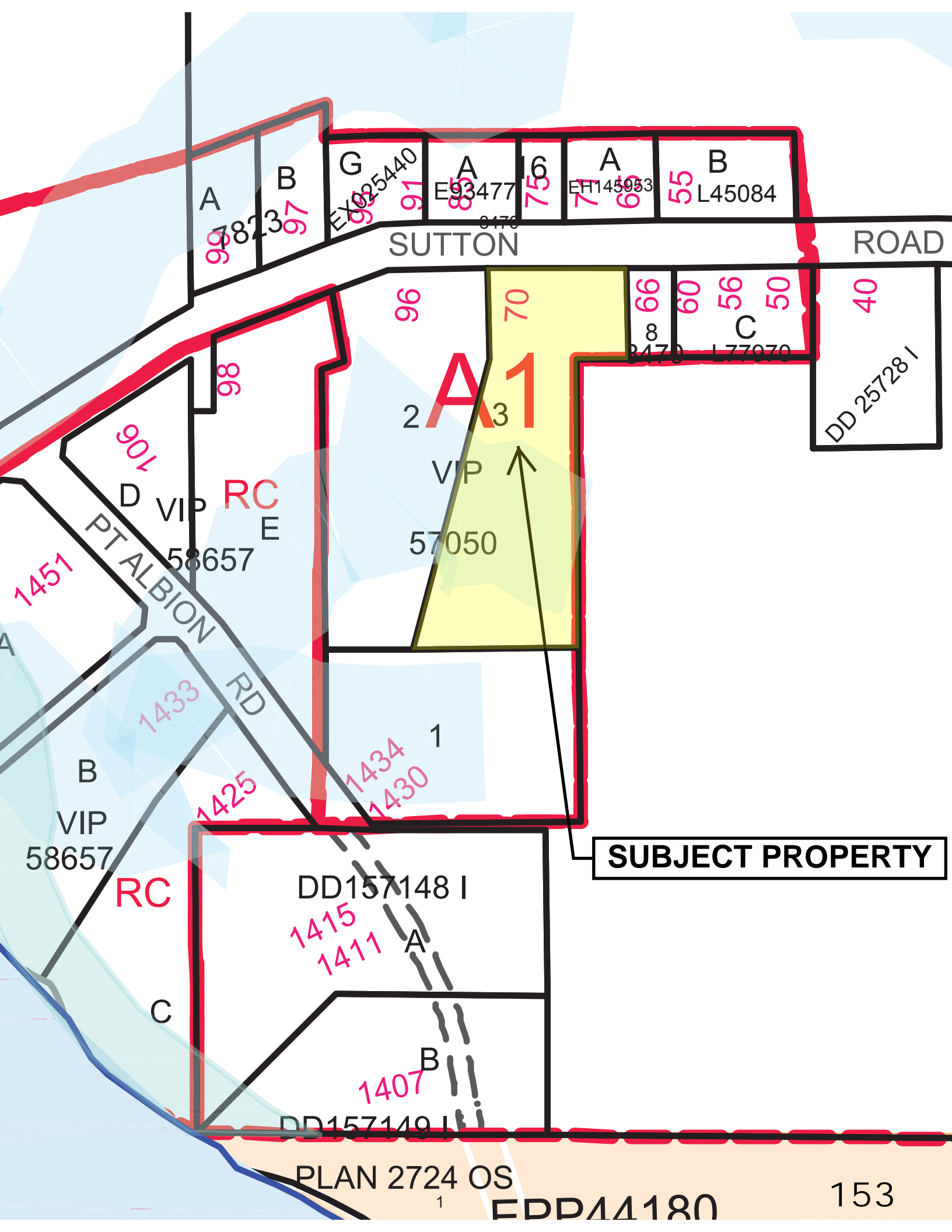
Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

---

Chair of the Regional Board

## TUP18019

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



A  
97823  
97

B  
97823  
97

G  
EX 925440  
97

A  
E93477  
8  
8176  
75

A  
EH145953  
7  
6  
55

B  
L45084

SUTTON ROAD

ROAD

96

70

66  
8  
8479

60

56

50

40

DD 25728 I

2

A  
1

3

VIP

57050

106

D

VIP

RC  
E  
58657

1451

PT ALBION RD

98

B

VIP

58657

1433

RD

1425

1434

1430

1

SUBJECT PROPERTY

DD157148 I

1415  
1411

A

C

1407

B

DD157149 I

PLAN 2724 OS

EPP44180

153

**DENIS FRANCOEUR BACKHOEING LTD.**

6614 ANDREWS LANE

PORT ALBERNI, B.C. V9Y 8T5

250 724 1789 or 250 720 7757

[denifran@shaw.ca](mailto:denifran@shaw.ca)

**SEPTIC INSPECTION REPORT**

December 17, 2018

John Scott MacDonald

PO Box 718

Ucluelet, B.C. V0R 3A0

Upon request by the homeowner to perform a septic tank and field inspection at #70 Sutton Road in Ucluelet, B.C. I arrived on December 6, 2018 to assess the septic system and check the systems ability to handle the proposed rental unit on the property.

The septic tank is a 4542 Litre ABC Concrete tank with a 1135 Litre Concrete Pump Chamber Tank. The septic field consisting of 3 runs of infiltrators x 25.4 meters totalling 76.2 meters of field. The septic tanks and field are in good working order.

After completing the inspection and adding some minor upgrades such as installing flushing valves and caps, adding access garden boxes for maintenance, and adding a high-level alarm on the pump chamber I can confirm that the system is fully functioning and able to accept the proposed rental unit.

If you have any other questions or concerns, please contact me at the above listed numbers.

Sincerely,

  
Denis Francoeur







New Construction  Repair  Alteration

**OWNER INFORMATION**

Correspondence to be sent to  owner

**APPLICANT INFORMATION**

Correspondence to be sent to  applicant

FOLIO NUMBER	DATE OF APPLICATION (Y/M/D) Jan 3 2003		TELEPHONE NUMBER
NAME OF OWNER			TELEPHONE NUMBER
Number and Street		City	Postal Code
MAILING ADDRESS	P.O. Box 718, 70 Sutton Rd.	Ucluellet	V0R 3A0
NAME OF APPLICANT			TELEPHONE NUMBER
Number and Street		City	Postal Code
MAILING ADDRESS	Same		

**LOT INFORMATION**

LEGAL DESCRIPTION OF WHERE DISPOSAL SYSTEM IS TO BE CONSTRUCTED  
Lot 3, Plan V1P57050, Section 18, Clayoquot Land District.

STREET ADDRESS / GENERAL LOCATION  
70 Sutton Rd. Port Alberni

**PREMISE INFORMATION**

SEWAGE DISPOSAL SYSTEM WILL SERVE:	NUMBER OF BEDROOMS:	FINISHED BASEMENT	DO YOU INTEND TO ADD A BASEMENT SUITE OR MORE BEDROOMS IN THE FUTURE?
<input checked="" type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
OTHER (specify): Kelp Processing Bldg 400#	TOTAL LIVING AREA:	LOT SIZE:	
ESTIMATED DAILY SEWAGE FLOW: 200-250 gal.	2000	0.933 ha.	

**SYSTEM INFORMATION**

TYPE OF SEWAGE DISPOSAL SYSTEM	SEPTIC TANK MANUFACTURER	LIQUID VOLUME OF TANK
<input type="checkbox"/> CONVENTIONAL	FBC	1200
<input type="checkbox"/> ALTERNATE (E.G. <input type="checkbox"/> PRIVY <input type="checkbox"/> LAGOON, <input checked="" type="checkbox"/> RAISED MOUNDS, <input type="checkbox"/> SEEPAGE BED)	MATERIAL OF SEPTIC TANK	
<input type="checkbox"/> DEEP TRENCH <input type="checkbox"/> OTHER (specify):	Concrete	
TOTAL LENGTH OF DRAINAGE PIPE	TYPE OF DRAINAGE PIPE:	INSIDE DIAMETER OF PIPE
250'	<input checked="" type="checkbox"/> PVC <input type="checkbox"/> OTHER (specify):	1"
IF PACKAGE TREATMENT PLANT IS PROPOSED GIVE:	TREATMENT CAPACITY	SEWAGE PUMP:
MAKE	2/1	<input checked="" type="checkbox"/> YES
MODEL		<input type="checkbox"/> NO
		FIELD DOSE VOLUME PUMPED PER CYCLE:
		100 Gallons.

**ALTERNATE INFORMATION**

PRESSURE DISTRIBUTION PROPOSED	LAGOON SIZE	DEPTH OF CLAY SOIL	GARDURATOR
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NA	12"	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**SITE INFORMATION**

SOIL DESCRIPTION

DEPTH OF SOIL:  over 1.2 m (4 ft.)  under 1.2 m (4 ft.) If under 1.2m (4 ft.), due to  rock or  clay at 14" ft. from surface.

DEPTH TO WATER TABLE:  over 1.2 m (4 ft.)  under 1.2 m (4 ft.) If under 1.2m (4 ft.) the depth is 44"

PERC TESTS

SLOWEST RATE FROM test hole #1 24 min./2.5 cm (1 inch) test hole #2 31 min./2.5 cm (1 inch)

AVERAGE OF SLOWEST RATE FROM EACH TEST HOLE 27 min./2.5 cm (1 inch)

WATER INFORMATION

SOURCES OF DOMESTIC WATER: Drilled well

DISTANCES OF PROPOSED DISPOSAL FIELD FROM: \_\_\_\_\_ source of domestic water \_\_\_\_\_ breakout point

300' own well 300-350' neighbouring wells 200' stream or lake 200' water lines

**RESTRICTIVE COVENANTS**

ARE THERE ANY RESTRICTIVE COVENANTS / EASEMENTS WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWAGE DISPOSAL SYSTEM?  Yes  No  
If Yes, explain

**APPLICANT SIGNATURE**

The information on this application is accurate and true to the best of my knowledge:	OFFICE USE ONLY
<input type="checkbox"/> Owner or <input type="checkbox"/> Agent	PAID: \$ 100.00
Signature	DATE: 2003/01/31
Date	INITIALS: J. Hawley
X/Jan 22 2003	



**PERMIT TO CONSTRUCT, INSTALL, ALTER OR REPAIR**

FOLIO / LOT NUMBER

03-12

Pursuant to this application and the Sewage Disposal Regulations, permission is hereby granted to construct, install, alter, or repair the sewage disposal system on this property. *This permit may be cancelled if variations are made to these plans and specifications.*

Conditions of Permit:

*Install new pump tank to existing sewer system detailed in this application - As-built of system needed for final inspection of new pump tank*

*Detail of header + lines needed. Ensure new tank is sealed from ground water intrusion*

DATE PERMIT VALID

*Jan 27/03*

SIGNATURE OF PUBLIC HEALTH INSPECTOR / EHO

*[Signature]*

FOR PUBLIC HEALTH INSPECTOR / EHO USE ONLY

SITE EVALUATION

- file check
- application complete and consistent
- soil requirements met
- setback distances

SITE INFORMATION

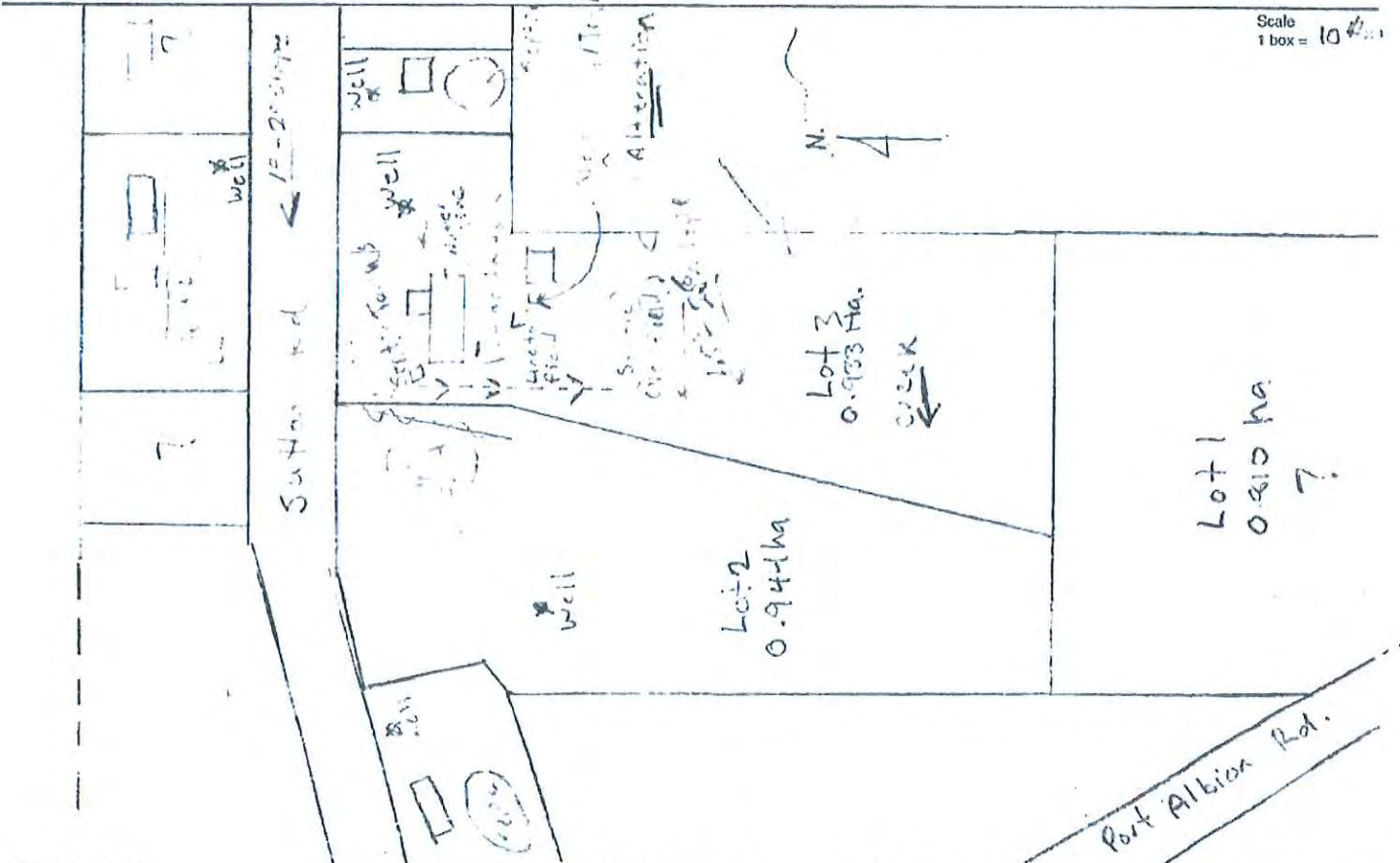
- soil type
- soil depth *N/S*
- water table
- slope

COMMENTS

**PLOT PLAN DRAWN TO SCALE (to be completed by the Applicant/Contractor)**

**PLOT PLAN CHECKLIST** The following items should appear on the plot plan of the proposed system. Indicate which items have been included by checking the appropriate box.

- |   |   |   |   |  |
|---|---|---|---|--|
| <input checked="" type="checkbox"/> house (or house site)   | <input checked="" type="checkbox"/> water lines                                 | <input checked="" type="checkbox"/> roadways          | Distance from septic tank:  | Distance from disposal field (or lagoon/pond)  |
| <input checked="" type="checkbox"/> other buildings   | <input type="checkbox"/> percolation test holes (2)                             | <input type="checkbox"/> patio / deck                 | 15' <input checked="" type="checkbox"/> to house                    | 200' <input checked="" type="checkbox"/> to house  |
| <input checked="" type="checkbox"/> septic tank   | <input type="checkbox"/> observation test holes (2)                             | <input type="checkbox"/> paved areas                  | 150' <input checked="" type="checkbox"/> to domestic water source   | 30' <input checked="" type="checkbox"/> to perimeter of lot                                |
| <input type="checkbox"/> pkg. treatment plant   | <input checked="" type="checkbox"/> surface water (creeks, streams, lakes)      | <input type="checkbox"/> parking areas                | 200' <input checked="" type="checkbox"/> to domestic water pipeline | <input checked="" type="checkbox"/> to own well 300'                                       |
| <input checked="" type="checkbox"/> disposal field  | <input type="checkbox"/> retaining wall   | <input checked="" type="checkbox"/> dimensions of lot | 25' <input checked="" type="checkbox"/> to perimeter of lot         | <input checked="" type="checkbox"/> to neighbouring wells 300' - 350'                      |
| <input checked="" type="checkbox"/> drinking water sources  | <input checked="" type="checkbox"/> "North" arrow                               | <input type="checkbox"/> property lines               |   | 200' <input checked="" type="checkbox"/> to surface water (springs, streams, creeks, etc.) |
| <input checked="" type="checkbox"/> yours <input checked="" type="checkbox"/> adjacent neighbours | <input checked="" type="checkbox"/> direction of and percentage of ground slope | <input type="checkbox"/> swimming pool                |   | 150' <input checked="" type="checkbox"/> to interceptor drains                             |





03-012.



HEALTH PROTECTION AND ENVIRONMENTAL SERVICES

REQUEST FOR RELEASE OF INFORMATION

(FOI Request for Release of Information Not Required)

Name: MCDONALD John Scott  
(Last name) (First Name)  
Mailing Address: 702 Sutton Rd PO Box 718 Ucluelst BC V0R 3A0  
(Including Street, City & Postal Code)  
Daytime Telephone: 250 266 0415 Alternate Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: scottwoodmac@gmail.com  
Payment Type: VISA Payment Amount: 25.00

RECORDS REQUESTED:

Septic search - original permit for  
septic system at the following address.

Folio/Number (Tax Assessment Roll Number): 770 403182.013

Legal Description (Sewage Filing): Lot 3, Plan V1P57050, Section 18, Clayoquot Land Dist

Street Address/Location: 702 Sutton Road, Port Albion

I DO NOT REQUIRE ANY PERSONAL INFORMATION FROM THE ABOVE DOCUMENT.

Additional comments or specific concerns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: [Signature] Date: July 5th, 2018

*Personal information contained within these documents has been removed in order to protect third party personal information. The Vancouver Island Health Authority has removed this information prior to public release in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.*

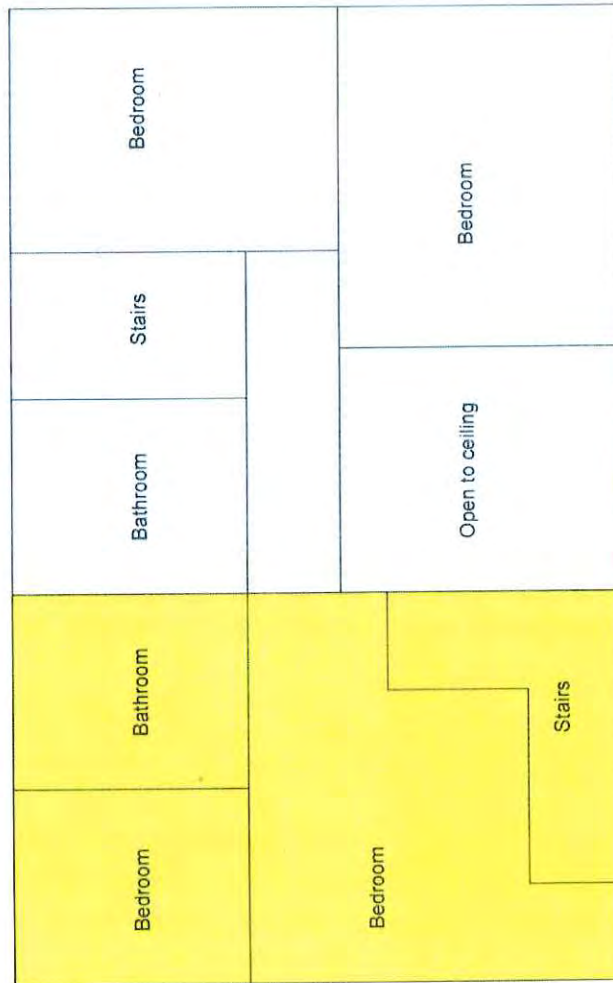
Reviewed by Health Protection & Environmental Services (Signature :)

Neither VIHA nor any of its employees warrant or guarantee the accuracy of completeness of the above information. The information is provided on the condition that neither VIHA nor any of its employees shall be liable for any charge or expense incurred by you in the event that the information is inaccurate or incomplete, howsoever caused, including if caused by the negligence of VIHA or its employees.

FOR MORE INFORMATION A "REQUEST FOR THE RELEASE OF NON-PATIENT RECORDS" FORM MAY BE FILLED OUT.

Created Date: April 25, 2012

2nd Floor 40' x 26'  
Rental  
Residence

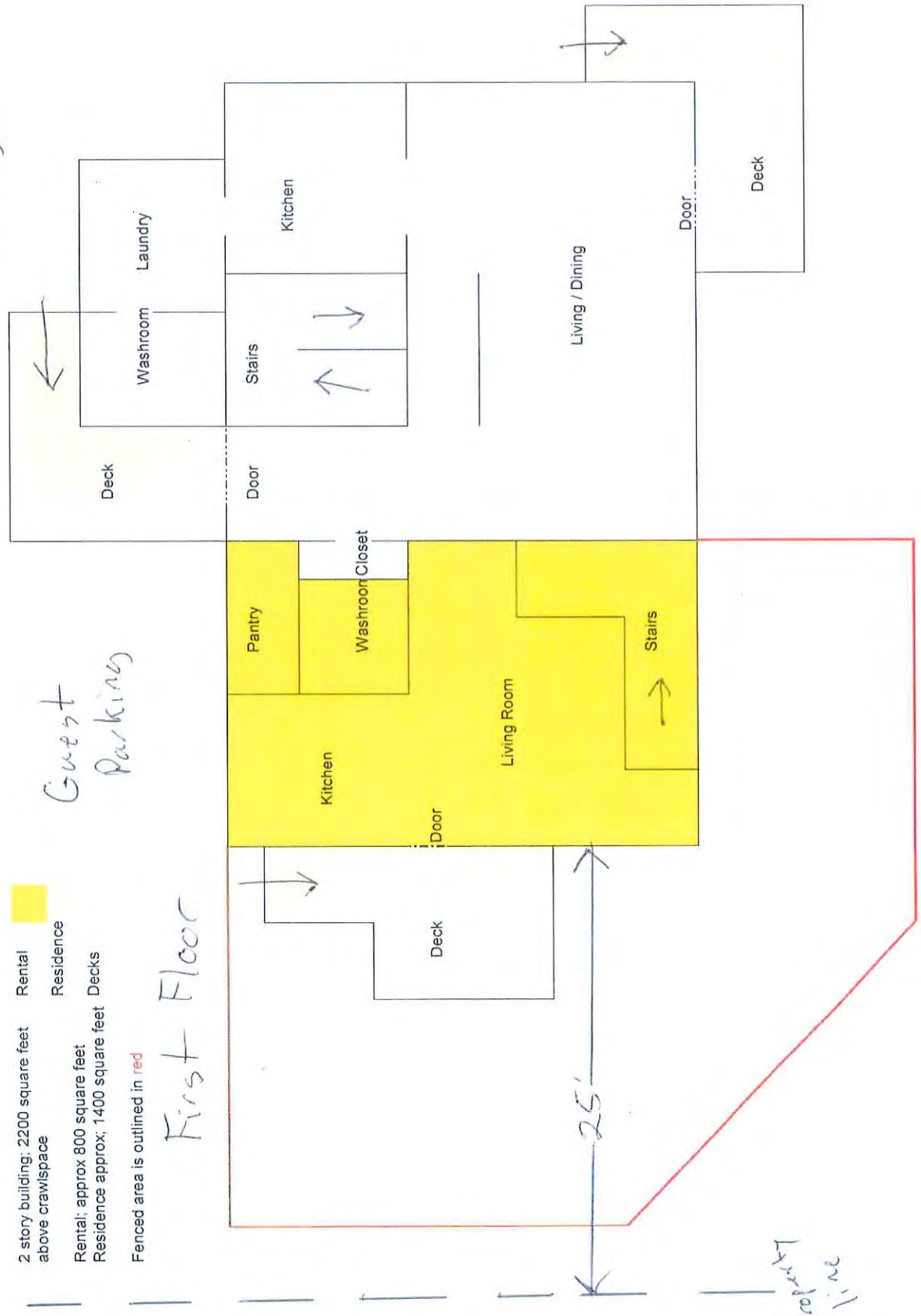




2 story building; 2200 square feet above crawlspace  
 Rental Residence  
 Rental; approx 800 square feet  
 Residence approx; 1400 square feet  
 Decks

Fenced area is outlined in red

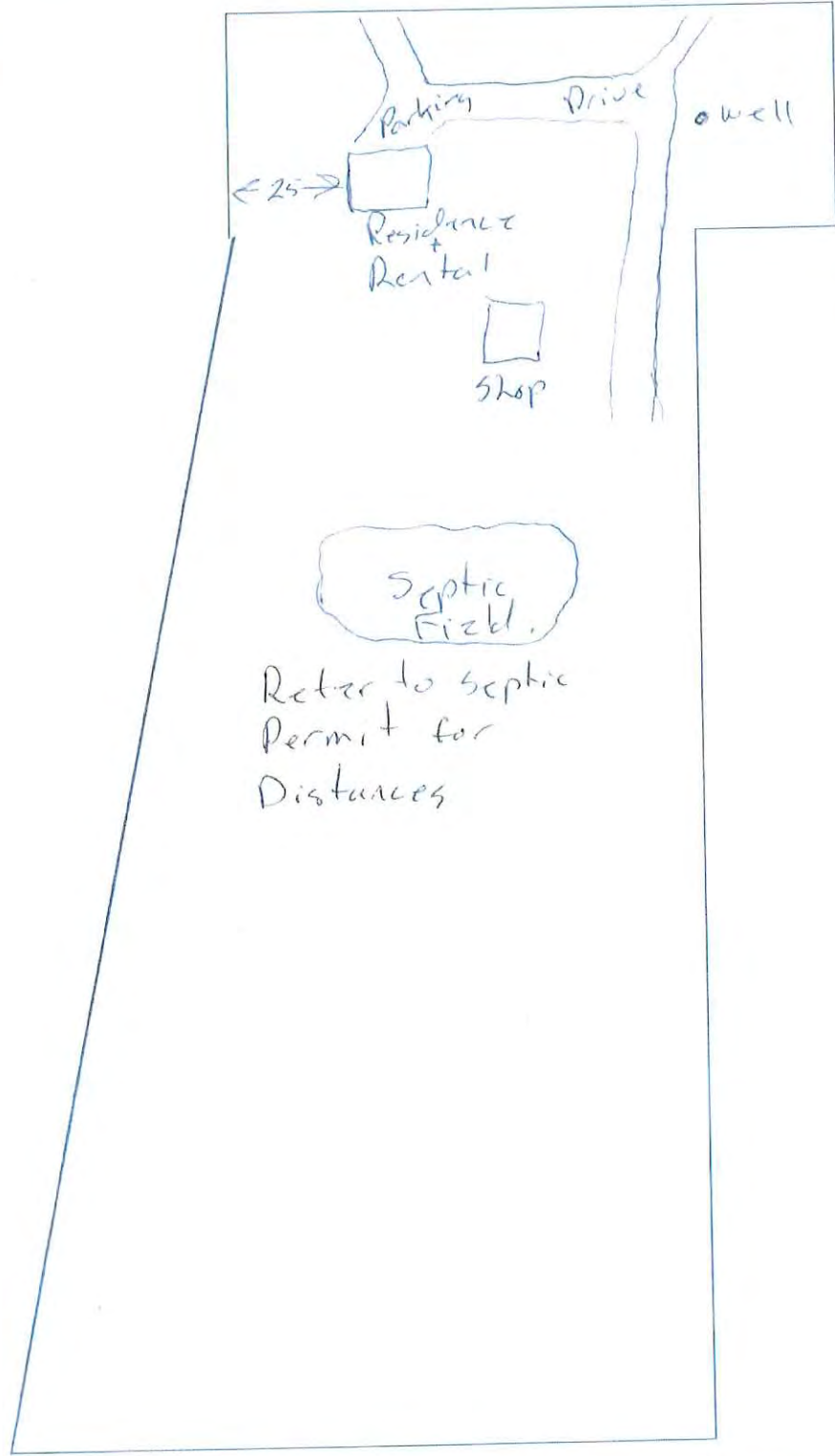
First Floor



Lot 3, Plan VIP57050  
Sec. 18  
Clayoquot Land Dist.

0.933 HA

70 Sutton Road  
Port Albion





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

TO: ACRD Board of Directors

FROM: Charity Hallberg Dodds, Planning Assistant

MEETING DATE: February 27, 2019

RE: Public Hearing Report for Bylaw P1386 (SAIN Holdings Inc./Nessman)

---

### Recommendation:

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1386 be read a second time.

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1386 be read a third time.

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A Public Hearing for Bylaw P1386 was held on Tuesday, February 19<sup>th</sup> in the Council Chambers at the District of Tofino office. The hearing was chaired by Area 'C' Director Kel Roberts and attended by the applicant, Simon Nessman, and ACRD planning staff Alex Dyer and Charity Hallberg Dodds. District of Tofino members Mayor Josie Osborne, Councillor Tom Stere, and Planner Peter Thicke attended. No members of the public were present.

Referral agency responses were printed and copies made available. The applicant provided 18 letters of support which were also available. All referral comments and support letters are included in the public hearing minutes.

Concerns and solutions for parking within Tofino were brought forward and discussed. Support for the project was expressed.

Prepared by:

---

Charity Hallberg Dodds  
Planning Assistant

### RC18014



Reviewed by: \_\_\_\_\_  
Mike Irg, MCIP, RPP  
Manager of Planning and Development



Approved by: \_\_\_\_\_  
for: Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

**RC18014**



# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT PUBLIC HEARING MINUTES FEBRUARY 19, 2019 – ELECTORAL AREA 'C'

Minutes of a Public Hearing held on Tuesday, February 19, 2019 at 6:30 pm in the District of Tofino Council Chambers, 380 Campbell Street, Tofino BC.

Present: Kel Roberts, Director for Electoral Area 'C' Long Beach  
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant  
Applicant: Simon Nessman (SAIN Holdings Inc)  
District of Tofino Members: 3  
Members of the Public: 0

1. The meeting was called to order at 6:30 pm.
2. Director Roberts introduces himself and planning staff. He explains that the hearing is for a bylaw associated with a proposal to develop a marine research facility on Vargas Island. He asks that anyone with questions or comments on an unrelated topic to speak with planning staff after the hearing has been terminated.
3. Director Roberts asks staff to read out Notice of Public Hearing.
4. The notice is read by A. Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area 'C' will be held in the District of Tofino Council Chambers, 380 Campbell Street, Tofino BC, at 6:30 pm on Tuesday, February 19<sup>th</sup>, 2019. The purpose of this hearing is to consider Bylaw P1386. This bylaw is necessary to facilitate the development of a marine research facility on Vargas Island.

Bylaw P1386 to rezone LOT 1, DISTRICT LOT 1016, VARGAS ISLAND, CLAYOQUOT DISTRICT, PLAN 20252 from Forest Reserve (A4) District to Institutional (P1) District.

SAIN Holdings Inc. (Nessman) – Lot 1, Vargas Island

Anyone who feels their interest in property will be affected by the proposed bylaw will be given an opportunity to speak on matters contained in the bylaw.

The Public Hearing will be held by the Director for Electoral Area 'C', the Alternate Director or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public review.

If you would like more information on this proposal, the bylaw and relevant background documents are available for public review at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from February 6, 2019 to February 18, 2019 inclusive.

Any correspondence submitted prior to the Public Hearing should be addressed to the following:

Mike Irg, Manager of Planning and Development



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
FEBRUARY 19, 2019 – ELECTORAL AREA 'C'**

5. Director Roberts acknowledges the public hearing is being held within the traditional territory of the Tla-o-qui-aht First Nation. He explains the purpose of the public hearing and that minutes are being taken. He then asks the applicant to explain his proposal.
6. S. Nessman explains his proposal to develop an ecological field station in which to continue operating a marine research and education program that has been running for two years. The lease on the existing location is expiring and he wants to ensure the continuation of research, education and environmental monitoring that has been implemented by the Cedar Coast Field Station. As the primary financial investor in this project, under the name of SAIN Holdings Inc., he has purchased the subject property on Vargas Island and made the necessary development applications, including a building permit application to convert an existing unfinished lodge into an educational institution.
7. Director Roberts asks if staff has anything to add.
8. A. Dyer mentions agency referral responses (Appendix 'A') that were received and that copies are available. He discusses the parking concerns provided by the District of Tofino and reads out their response.
9. S. Nessman is currently working to purchase a piece of land in Tofino, including an existing marina, and has an accepted offer. This purchase is a viable solution for parking and will be considered by the Board. His other option is to lease a parking area on a parcel of land on Industrial Way in Tofino.
10. A. Dyer explains parking options will be presented to the ACRD Board for their decision. Other items that were further discussed are registration of a covenant restricting further subdivision of the property; the building permit application is well underway and a septic system filing is in place; and the 18 support letters (Appendix 'B') that were provided by the applicant and were received from the Ahousaht First Nation, a number of ocean-based academic and research agencies, neighbours and local interest groups.
11. Director Roberts asks if anyone would like to add any comments.
12. P. Thicke says, as a member of the public, he supports the project and feels it is a positive program for Clayoquot Sound and the community. As an employee of the District of Tofino, he is glad to hear that the applicant is working toward a parking solution.
13. T. Stere supports the project and commends the applicant on his efforts to develop this facility. He feels it is a benefit to the community and wishes the applicant good luck.
14. Director Roberts asks if there are any more comments. He thanks everyone for their input. He explains that any member of the Board of Directors cannot receive new information related to this proposal between now and the next Board meeting on February 27<sup>th</sup>. If that happens, the public hearing would be invalidated and would have to be held again.
15. Director Roberts calls three times for further representations on the bylaw. Hearing none, he terminates the hearing at 6:46 pm.



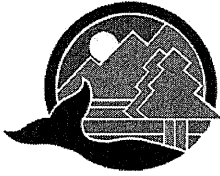
REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
FEBRUARY 19, 2019 – ELECTORAL AREA 'C'

Certified Correct:

Kel Roberts, Director for Electoral Area 'C' – Long Beach

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1386      ACRD FILE NO.: RC18014**

**APPLICANT NAME: Simon Nessman    ACRD CONTACT: Alex Dyer, Planner  
Date of Referral: December 4, 2018**

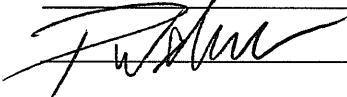
Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

[Large empty rectangular box for additional information or comments]

Agency (please print): Ministry of Transportation and Infrastructure  
Name (please print): Peter Webber Title: Dev. Approval Technician  
Signature:  Date: January 3, 2018





**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1386      ACRD FILE NO.: RC18014**

**APPLICANT NAME: Simon Nessman    ACRD CONTACT: Alex Dyer, Planner  
Date of Referral: December 4, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

BC Parks supports the applicant's proposal to rezone the subject property from Forest Reserve District to Institutional District to facilitate the development of a Marine Research Station on Vargas Island with the following conditions pertaining to the adjacent Vargas Island Provincial Park.

-The Cedar Coast Field Station may not develop any trails into or within the provincial park and may not upgrade or improve the established park trails without prior authorization from the Clayoquot Area Supervisor.

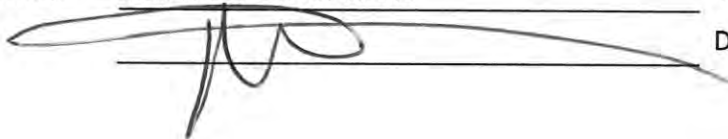
-The tenants of the property may use the provincial park trails but this permission does not grant users any exclusive or commercial rights to the Park, the trails or any of the facilities and infrastructure.

-The proponents must ensure there is no negative impact to the park facilities and natural environment due to the activities of this proposal and future use of the property. No natural resources within Vargas Island Provincial Park may be removed, willfully destroyed, damaged or disturbed as part of this proposed rezoning.

Agency (please print): BC Parks, Clayoquot Area

Name (please print): Michael Grandbois

Title: Area Supervisor

Signature: 

Date: December 13, 2018



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1386**

**ACRD FILE NO.: RC18014**

**APPLICANT NAME: Simon Nessman    ACRD CONTACT: Alex Dyer, Planner**

**Date of Referral: December 4, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

The District of Tofino has concerns with the applicant's proposal to park within the municipality. Parking pressures within Tofino are present year round. The District requires the parking to be secured formally by means such as a covenant that they are party to in the event the grantor and grantee wish to dispose of the covenant. As part of the drafting of the covenant further information on the amount of visitors, their stay duration, and frequency will be required so the District can be satisfied enough off-street parking spaces are provided on private land.

Agency (please print): District of Tofino

Name (please print): Dana Hawkins

Title: Senior Planner

Signature: DHawkins

Date: 24-12-18



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1386      ACRD FILE NO.: RC18014**

**APPLICANT NAME: Simon Nessman    ACRD CONTACT: Alex Dyer, Planner**

**Date of Referral: December 4, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

**Rezoning Conditions:**

**1. Sewerage System:**

Should the proposed sewerage system have a daily design flow of less than 22, 700 litres per day, it must be constructed and maintained in accordance with the BC Sewerage System Regulation. Our records do not show any sewerage system filing for the existing house under the legal description provided. Filing of a sewerage system with Island Health will be required.

**2. Drinking Water System:**

Drinking water systems other than ones serving a single-family dwelling are subject to the BC Drinking Water Protection Act and Regulation. Island Health has a regulatory role in drinking water systems from construction to operation. Operating permit will be required.

**Other Considerations:**

Under the BC Food Premises Regulation, Island Health has a regulatory role in food premises from construction to operation. Any changes to an existing food premises and the possible construction of new food premises must be undertaken with the appropriate construction and operating permits.

Agency (please print): Island Health (VIHA)

Name (please print): Jackie Chiu

Title: Environmental Health Officer

Signature:

Date: Dec 14, 2018



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1386**

**ACRD FILE NO.: RC18014**

**APPLICANT NAME: Simon Nessman ACRD CONTACT: Alex Dyer, Planner**

**Date of Referral: December 4, 2018**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): FLNRORD

Name (please print): Jeff Hallworth

Title: Land Officer

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

Date: December 4, 2018



Ahousaht First Nation  
General Delivery  
Ahousaht BC V0R 1A0  
250-670-9563  
1-800-991-1433  
[info@ahousaht.ca](mailto:info@ahousaht.ca)



October 26, 2018

Cedar Coast Field Station  
Lot 2, Vargas Island  
PO Box 1209  
Tofino BC  
V0R 2Z0

Regards: New site, lot 3; same site at Vargas  
Attention: Simon Nessman, Director

Dear Simon Nessman,

Ahousaht Chief and Council are pleased of the action you have taken to ensure protocol is followed; with consulting with Ahousaht regarding your business in Ahousaht territory on Vargas Island.

Ahousaht council supports the Cedar Coast Field Station efforts to provide Ecological Monitoring Projects; operating in Ahousaht territory at Vargas Island.  
Furthermore, we support the relocation from Lot 3 to Lot 1.

Ahousaht council commits to developing a Protocol Agreement between Ahousaht Council and Cedar Coast Field Station for all business and activity.

  
\_\_\_\_\_  
Greg Louie, Chief Councillor





Ahousaht First Nation  
General Delivery  
Ahousaht BC V0R 1A0  
250-670-9563  
1-800-991-1433  
[info@ahousaht.ca](mailto:info@ahousaht.ca)



Alberni-Clayoquot Regional District

October 26 2018

Re: Support Letter for Cedar Coast Field Station rezoning application.

To Whom It May Concern:

Ahousaht Council am writing to express our support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

Ahousaht Education will utilize the programs offered for the students as time permits.

In conclusion, Ahousaht Council support the rezoning of Lot 1, district Lot 1016, and plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. We believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the education services of Ahousaht and local community, visitors, and the local environment.

Thank you,



Greg Louie, Chief Councilor

Andrew Bateman  
723 Powderly Ave  
Victoria, BC  
V9A 2Z3

November 14th, 2018

Alberni-Clayoquot Regional District  
3008 5th Ave  
Port Alberni, BC  
V9Y 2E3

Re: Support for SAIN Holdings INC. rezoning application

To Whom It May Concern:

I write in support of the requested rezoning to P1 institutional of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., for use by the Cedar Coast Field Station Society as an ecological field station.

Cedar Coast Field Station serves a valuable role in providing much-needed ecological research and education capacity on the BC coast. Vargas Island presents a perfect location for its operations, forming an important node in a coastal network of like-minded institutions. The requested zoning will allow Cedar Coast to better fulfill its mission, of benefit for the Clayoquot Sound community, the scientific community, and education groups from near and far.

Sincerely,



Andrew Bateman

Research Associate, Pacific Salmon Foundation

and

Director, Salmon Coast Field Station



To Whom It May Concern:

I, Britt Buirs, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors. Cedar Coast Field Station has partnered with the Ucluelet Aquarium Society's 'Microplastic and Marine Debris Initiative' to collect valuable data on microplastic pollution around Vargas Island, an ecologically important area of Clayoquot Sound. This partnership aligns with Cedar Coast Field Station's mandate to preserve ecological health through research and education. It also provides the opportunity for station visitors to be involved in collecting scientific data and raising awareness of an important environmental issue in our community.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.  
Thank you,

Britt Buirs  
*Marine Debris Coordinator*  
Ucluelet Aquarium Society



Alberni-Clayoquot Regional District

November 23, 2018

Re: Support Letter for Cedar Coast Field Station rezoning application.

To Whom It May Concern:

I am writing to express support on behalf of the Bamfield Marine Sciences Centre for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. The Cedar Coast Field Station will facilitate ecological research and education on Vargas Island and we see their operations as benefiting the local community and other visitors to the Field Station.

The Bamfield Marine Sciences Centre (BMSC) has supported year-round education and research on the west coast of Vancouver Island for nearly 50 years. BMSC is owned and managed by a not-for-profit organization, whose members are University of Alberta, University of British Columbia, University of Calgary, Simon Fraser University and University of Victoria. Our educational programs focus on marine and coastal environments, and include short programs for middle and high school students, multi-week courses for undergraduate and graduate credit, and multi-day workshops. The establishment of the Cedar Coast Field Station on Western Vancouver Island will strengthen the network of marine laboratories in the Northeast Pacific, and facilitate opportunities for collaboration on shared goals within this network.

In summary, we support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. The Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community and other visitors, and strengthen the network of marine laboratories in the Northeast Pacific.

Thank you,

Dr. Chris Neufeld  
Associate Director, Education  
Bamfield Marine Sciences Centre





# COAST MOUNTAIN ACADEMY

SQUAMISH, BRITISH COLUMBIA, CANADA

To Whom It May Concern:

I, Brett Logan, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

For the past two years I have taken Gr. 11 students from Squamish to Cedar Coast Field Station. These 3 day trips have been the cornerstone of our Environmental Science program, and have provided students with authentic opportunities to conduct field studies and learn from passionate citizen scientists. I can no longer imagine teaching my Environmental Science trip without the trip to CCFS; it is as rich as learning gets.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,

Brett Logan

Re: Support Letter for Cedar Coast Field Station rezoning application.

To the ACRD Board,

I am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

I wholeheartedly support the concept of expanding Educational Tourism in Clayoquot Sound, and the work of the Cedar Coast Field Station on Vargas Island. I believe it is a perfect fit of place and purpose. The Field Station has been used and appreciated by the local and international community over the last couple of years since its inception, and shows nothing but promise for the future ! The mission of the Station is to '**preserve ecological health through place-based research and education that celebrates the cultural and biological diversity of Clayoquot Sound**'. (<http://www.cedarcoastfieldstation.org/about/>)

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to **P1 institutional**, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,

Cathy Thicke

Co- Chair Clayoquot Biosphere Trust

Councillor, District of Tofino

January 14, 2019



To Whom It May Concern:

On behalf of the Clayoquot Biosphere Trust (CBT), I am pleased to express support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station.

The CBT is a federally-registered charitable organization responsible for the spirit and intent of the UNESCO Biosphere designation. The key mandate of biosphere reserves is to connect people with their environment through sustainable development. The [West Coast N.E.S.T.](#) education tourism initiative is one of the programs we lead in order to build this connection. One of the goals of the NEST program is to increase learning opportunities offered in off-peak seasons and in less-visited communities.

Cedar Coast is an active partner in the NEST. Cedar Coast contributes to the development of the local education economy through the creation of programs that meet local and visitor learning needs. The rezoned site will be a valuable education asset benefiting the local community, as well as visiting education and research groups.

As the local community foundation, the CBT has also provided support to Cedar Coast through our Research and Environment Committee for their Juvenile Salmon Monitoring project. In our experience, they have the skills, resources, and partnerships needed to facilitate research and education in the region.

Once again, I am pleased to provide this letter of support. Please contact me directly at 250.725.2219 or email [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org) if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Hurwitz".

Rebecca Hurwitz  
Executive Director

PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0  
T 250.725.2219 F 250.725.2384

[clayoquotbiosphere.org](http://clayoquotbiosphere.org)

To: Alberni-Clayoquot Regional District

October 22, 2018

Re: Support Letter for Cedar Coast Field Station rezoning application.

To Whom It May Concern:

I, Colin Bates, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. I support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

I am a member of the Board of Directors for CCFC, as well as a prospective station user for research and education purposes. Our research will examine the use of UAVs (i.e. drones) to monitor kelp and eelgrass beds, and CCFS provides excellent opportunities for bringing field trips from Quest University Canada to study the flora and fauna of Clayoquot Sound.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,



Colin Bates, PHD  
Faculty Tutor and Area Coordinator, Life Sciences



CENTRAL  
WESTCOAST  
FOREST  
SOCIETY

1920 #2 Lyche Road  
Po Box 641 Ucluelet BC, V0R 3A0  
250-726-2424  
info@clayoquot.org  
clayoquot.org

Alberni-Clayoquot Regional District  
3008 5th Ave  
Port Alberni, BC  
V9Y 2E3

October 22, 2018  
Re: Support Letter for SAIN Holdings INC. Rezoning Application.

To Whom It May Concern:

I am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. Central Westcoast Forest Society (CWFS) works in partnership with the Cedar Coast Field Station on efforts to monitor wild salmon and the health of freshwater and marine ecosystems in Clayoquot Sound. The Cedar Coast Field Station facilitates ecological research and education on Vargas Island and we at CWFS see their operations as benefiting the local community.

Again, this letter is in support of the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. Should you have any questions or require more information please do not hesitate to ask.

Sincerely,

Jessica Hutchinson  
Executive Director  
CWFS

Alberni-Clayoquot Regional District

October 18, 2018

Re: Support Letter for Cedar Coast Field Station rezoning application.

To Whom It May Concern:

I, George Iwama, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. I support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, the local environment, station users, and the regional ecological research and education communities.

As president of Quest University Canada, I have witnessed the Cedar Coast Field Station Society serve as a valuable asset to our institution by providing employment opportunities to six Quest alumni, experiential learning opportunities to current Quest students, and volunteer experience to Quest alumni and students. We see the Cedar Coast Field Station as a unique and valuable project that provides students with unparalleled learning and work experience opportunities in the fields of ecological research and education. Moving forward we are looking to further develop our relationship with the Cedar Coast Field Station through a formalized experiential learning partnership wherein Quest University students gain work experience at the station in their areas of expertise. We also have faculty looking to run field courses through the field station, including a course on Pacific Salmon to be taught by life sciences tutor, Thor Veen. These are just a few of the many research and education opportunities that the Cedar Coast Field Station will continue to provide to our University, and similar institutions.

As a fish physiologist who has studied stress in fish all over the globe from Antarctica to the Amazon, I believe strongly in the ecological monitoring projects that the Cedar Coast Field Station is conducting with regard to wild salmon populations. Pacific Salmon are an integral part of the coastal ecosystem and Cedar Coast is doing valuable research to ensure the long-term health of these fish populations. Furthermore, the ecological monitoring projects that Cedar Coast is planning in regard to eelgrass and kelp habitat monitoring will help to ensure that these important habitats are protected and available to a great diversity of marine species.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, station visitors and the local environment.

Thank you,

A handwritten signature in black ink, reading "George Iwama". The signature is written in a cursive style with a large, sweeping initial "G".

George Iwama  
President and Vice-Chancellor  
Quest University Canada







Department of Biology, Dalhousie University  
1355 Oxford Street, Halifax, NS, B3H4R2  
sean.godwin@gmail.com | 778-773-9706

Attn: Alberni-Clayoquot Regional District  
24 October, 2018  
Re: Support Letter for SAIN Holdings INC. rezoning application.

To Whom It May Concern:

I, Sean Godwin, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. I support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, the scientific community, and local and visiting education groups.

Sincerely,

Dr. Sean Godwin  
Liber Ero Fellow  
Dalhousie University

Ian B. G. Mackenzie  
2556 W 2nd Avenue  
Vancouver, BC V6K 1J8

21 January 2019

Alberni-Clayoquot Regional District

Re: Support Letter for SAIN Holdings INC. rezoning application.

To Whom It May Concern:

I am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

I own Lot 6 of the subdivided Lot 1016 identified above. Like Lot 1, my Lot 6 also fronts the ocean, and is about a kilometre to the south. I use my land for recreational purposes -- there is a cottage on it -- and I come to Vargas to enjoy the tranquillity of the wilderness. Simon is a friend who shares my appreciation of nature, as do the young people whom he has gathered round him for his projects. I am quite confident that his future activities will not interfere with my enjoyment of the island, or negatively impact the environment. On the contrary, he and his people are carrying out the research and education needed to ensure the survival of Vargas as an island of wilderness in an increasingly overdeveloped world.

For these reasons I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Yours truly,



Ian B. G. Mackenzie

Alberni-Clayoquot Regional District

October 22, 2018

Re: Support Letter for SAIN Holdings INC. rezoning application.

To Whom It May Concern:

I, Marcie Callewaert, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. My husband, Lennie John and I, support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

Lennie and I have worked with Cedar Coast on community projects, including a beach clean up at Yarksis Reserve which is in Ahousaht Nation territory. Lennie is from Ahousaht Nation and we are in the process of moving to an off-grid home at Yarksis, next to the Cedar Coast Field Station. We strongly support the monitoring projects Cedar Coast is working on, and hope to work with them on other projects, such as stream restorations to benefit salmon habitat in the near future!

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Sincerely,

Marcie Callewaert and Lennie John

Alberni-Clayoquot Regional District

October 18, 2018

Re: Support Letter for Cedar Coast Field Station rezoning application.

To Whom It May Concern:

I, Mark Maftai, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. I support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

The Cedar Coast Field Station will likely attract students and researchers to the area, providing them with the support to conduct meaningful work during their stay. I feel that this commendable mission is more than enough justification for a rezoning, and I wholeheartedly support Mr. Nessman's and CCFS's request to that end.

In summary, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,

Mark Maftai



Strawberry Isle Marine Research Society  
PO Box 213 Tofino, B.C Canada V0R2Z0  
[strawberryislemarineresearch@gmail.com](mailto:strawberryislemarineresearch@gmail.com)  
Phone: 604-773-4629  
Strawberryisle.org

To Whom It May Concern:

I, Michelle Segal, am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

Clayoquot Sound is a unique and diverse region with a vast abundance of both marine and terrestrial life. Strawberry Isle Marine Research Society (SIMRS) conducts scientific monitoring and research in this area, and the re-zoning of Lot 1 by the Cedar Coast Field Station will allow for stronger partnerships between our non-profit organizations; the potential for collaboration between SIMRS and Cedar Coast Field Station will be strengthened by the presence of a field station on Vargas Island. This station will act as a hub of research and education, connecting community members, non-profits, local First Nations and visitors alike.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,

Michelle Segal  
Executive Director  
Strawberry Isle Marine Research Society



# CARIHI SECONDARY SCHOOL

*SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER)*

350 Dogwood Street, Campbell River, B.C. V9W 2X9

Telephone: 250-286-6282 Fax: 250-286-0707

Alberni-Clayoquot Regional District

November 5th, 2018

**Re: Support Letter for SAIN Holdings INC. rezoning application.**

To Whom It May Concern:

My name is Thomas Diesch and I am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. We support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, educators and students, as well as station visitors.

As a public high school science teacher on Vancouver Island, I have had the opportunity to visit the Cedar Coast Field station a few times, and most recently with a group of young dedicated and engaged future scientists from Carihi Secondary School in Campbell River, BC. This group of energetic grade 12 students had an incredible opportunity on Vargas Island at the Cedar Coast Field station learning not only from experts in various fields of study, but also through rich place-based experiences in the incredible environmental, cultural, and ecological treasure that is represented by this land. The opportunities offered by the Field Station that would be facilitated through the land described above are manifold, and incredibly valuable to the future generations of our world. By offering this programming, the CCFS in conjunction with SAIN Holdings INC. are able to achieve their mission statement to "preserve ecological health through place-based research and education that celebrates the cultural and biological diversity of Clayoquot Sound" which we were able to experience first hand this past June.

I am certain that this rezoning application will have an incredibly positive impact on not only the local environment and the scientific, cultural, and educational experiences for members of the Alberni-Clayoquot Regional District, but for scientists, educators, students, and visitors alike from all over British Columbia, Canada, and the World. I strongly support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. Thank you,

Thomas Diesch

Alberni-Clayoquot Regional District

Oct 18, 2018

Re: Support Letter for SAIN Holdings INC. rezoning application.

To Whom It May Concern:

I am writing to express my support for the rezoning of Lot 1, district Lot 1016, plan 2052, Vargas Island, by SAIN Holdings INC., to be used by the Cedar Coast Field Station Society as an ecological field station. I support the Cedar Coast Field Station in facilitating ecological research and education on Vargas Island and see their operations as benefiting the local community, as well as station visitors.

I have five years of experience managing a different biological field research station in BC, and now serve as a board member for the newly formed Cedar Coast Field Station Society. I feel confident that the services Cedar Coast will provide at this location will be valuable. Place-based field research of the type Cedar Coast is well placed to conduct will be useful to the local community and policy makers to ensure their environment and resources are looked after. Cedar Coast and its staff, neighbours and community will serve as a platform to assist visitors, researchers and students to view Clayoquot Sound not only as a beautiful recreational area but also as a scientifically fascinating area to learn from and marvel at, as well as an ancient and abundant habitat that has supported humans and other organisms for thousands of years. I know from experience that for many of these visitors, the positive impact of visiting, living, and studying on Vargas Island cannot be underestimated. I also believe that the values that have driven the formation of Cedar Coast will ensure we always strive to work with its community and neighbours to build positive and mutually beneficial relationships.

In conclusion, I support the rezoning of Lot 1, district Lot 1016, plan 2052, to P1 institutional, for use by Cedar Coast Field Station as an ecological field station. I believe the Cedar Coast Field Station operations will be a good use of this land, and will benefit the local community, visitors, and the local environment.

Thank you,

Zephyr Polk

Board Member

Cedar Coast Field Station Society

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1386**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 712**

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 464, 465, 470 and 479 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. P1386.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 1, DISTRICT LOT 1016, VARGAS ISLAND, CLAYOQUOT DISTRICT, PLAN 20252 from Forest Reserve (A4) District to Institutional (P1) 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 28<sup>th</sup> day of November, 2018

Public hearing held this 19<sup>th</sup> day of February, 2019

Read a second time this day of ,

Read a third time this day of ,

Adopted this day of ,

---

Douglas Holmes, BBA, CPA, CA  
Chief Administrative Officer

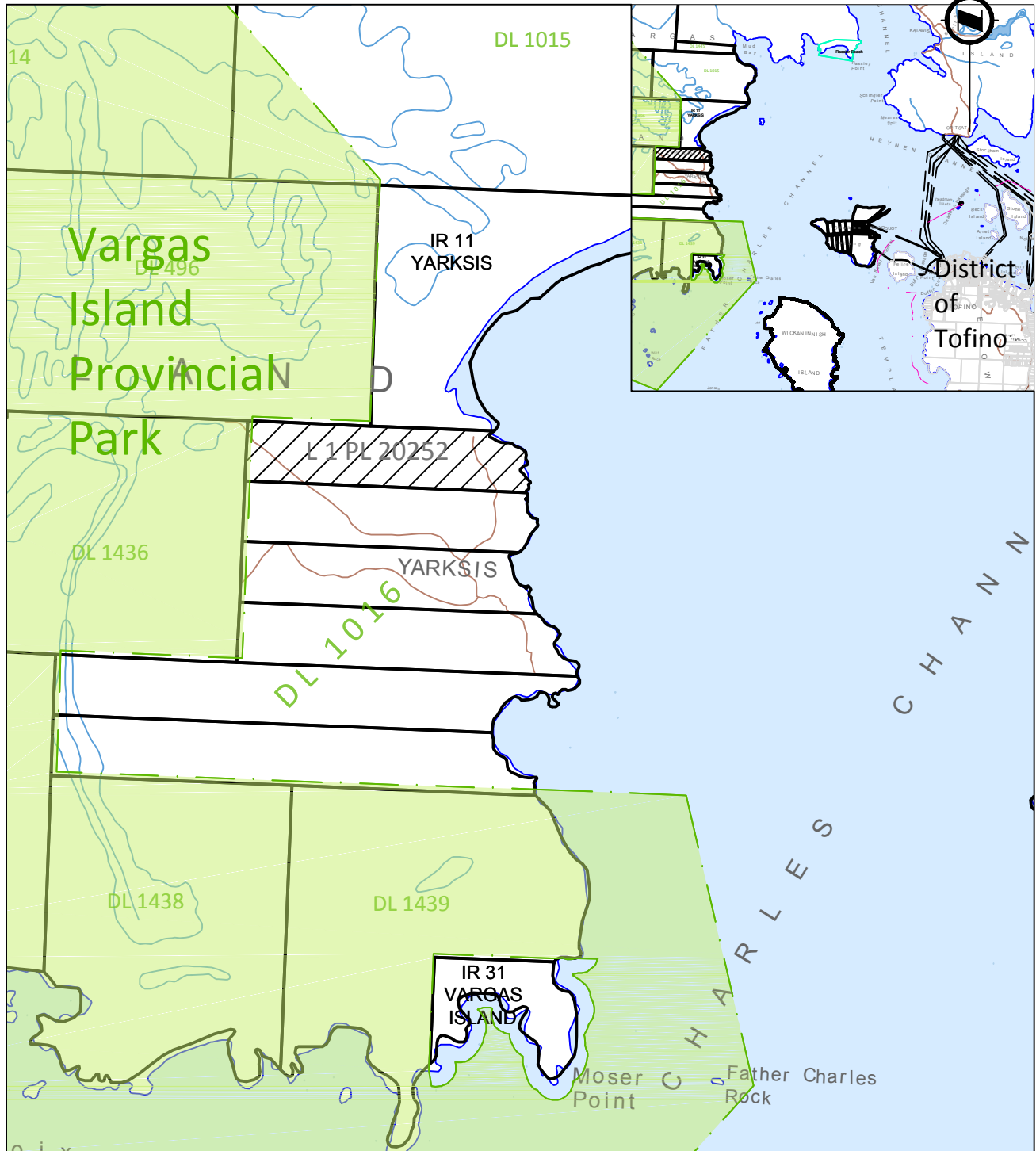
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Chair of the Regional Board

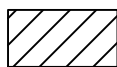


# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1386



Legal Description: LOT 1, DISTRICT LOT 1016, VARGAS ISLAND, CLAYOQUOT DISTRICT, PLAN 20252



To be rezoned from Forest Reserve (A4) District to Institutional (P1) District



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





## MEMORANDUM

**To:** Board of Directors

**From:** Mike Irg, Manager of Planning and Development

**Date:** February 27, 2019

**Subject:** AE18001 – 7827 Beaver Creek Road- Agricultural Advisory Committee Recommendation

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**Recommendation from the Agricultural Committee (ALC):**

*"The committee recommends that the Board of Directors deny the non-farm use application for 7827 Beaver Creek Road."*

**Background:**

The Agricultural Advisory Committee met on February 20, 2019 and reviewed application AE18001. Following a staff overview, a presentation from the applicant, comments from members of the public, and discussion amongst the Committee; all committee members recommended that this application be denied.

**Policy and Legislation:**

If the Board denies this ALC application. The application is not forwarded to the ALC for consideration. If the Board passes a motion to support or forward this ALC application, the application, Board resolution and all supporting documentation is forwarded to the ALC for a final decision.

If the Board of Directors is considering denying an application, the Boards policy is to defer the application until the next meeting and provide the applicant with an opportunity to address the Board, prior to the Board making a final decision.

If the Board is considering denying this application, appropriate motion would then be:

*"THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicant the opportunity to present their own case as to why this matter should not be denied at the next Board meeting."*

Submitted by: \_\_\_\_\_  
Mike Irg, MCIP, RPP, Manager of Planning & Development

Approved by: \_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

## Non-Farm Use Application within the Agriculture Land Reserve

**To:** ACRD Board of Directors

**Date:** February 27, 2019

**File No.:** AE18001

**Owners:** Mejbien Sadeghi

**Legal Description:** LOT 1, DISTRICT LOT 31, ALBERNI DISTRICT, PLAN 18744 EXCEPT THAT PART IN PLAN 22689

**Location:** 7827 Beaver Creek Road

**Electoral Area:** Area "E" (Beaver Creek)

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### Recommendation:

*THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting to the ALC that the building permit was applied for in February 2018 and was a permitted use under the ALC regulation until OIC 380 passed on July 13, 2018.*

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**Applicant's Intention:** The applicant intends to construct a cannabis production facility with a +/- 27,000 ft<sup>2</sup> footprint on the property located at 7827 Beaver Creek Road.

### Observations:

- 1. Property Description:** The property is 7.2 hectares (approximately 17.8 acres) in size accessed off Beaver Creek Road. The property has a panhandle access to Beaver Creek Road with a stream dissecting the property north of the proposed building site. The building area has been cleared and partially prepared for construction.

The property dimensions are approximately 2,300 feet by 330 feet plus the 66-foot wide by 275-foot deep panhandle. The building dimensions are 210 feet by 129 feet.

The proposed new facility would be constructed on the southern portion of the

**AE17001**

property, 100 feet from all lot lines and 100 feet from the natural boundary of the watercourse as required by the current zoning regulations.

2. Provincial soil mapping, which indicates the “land capability for agriculture”, shows that the subject property is split between two soil class designations with a mix of soil mapping units.

Majority of the property:

Unimproved soil conditions = **Class 3 A**

Improved soil conditions = **Class 3 A**

A smaller portion of the property:

Unimproved soil conditions = **Class 3 WD**

Improved soil conditions = **Class 2 D**

**Services:**

**(a) Sewage Disposal:** On-site sewage disposal. The system has been designed and approved by a Professional Engineer, the Ministry of Environment has reviewed the design and location of the drainage system.

**(b) Water Supply:** Beaver Creek Water System.

**(c) Fire Protection:** Beaver Creek Volunteer Fire Department.

**(d) Access:** The property is accessed from Beaver Creek Road.

**3. Existing Planning Documents Affecting the Site:**

- A. **Agricultural Land Reserve:** The property, with the exception of the panhandle, is located within the Agricultural Land Reserve. The Agricultural Land Commission (ALC) has determined that a non-farm use application is required before the construction of the facility can proceed. Prior to July 13, 2018 the proposed facility was permitted in the ALR and local governments could not prohibit construction or the use (see attached ALC Bulletin from August 2013).

The attached ALC Bulletin #4, dated August 15, 2018, clarifies the production of cannabis within the ALR. The lawful production of cannabis is designated as a permitted “farm use” within the ALR if produced outdoors in a field or inside a structure:

- i. That has a base consisting entirely of soil; or
- ii. That was constructed prior to July 13, 2018, or considered under construction prior to July 13, 2018, for the purposes of growing crops within.

- B. **Official Community Plan:** The Beaver Creek OCP designates the property a combination of “Residential Use” and “Rural Use”. The south, panhandle portion of the property is residential, with the remainder being agricultural.

**AE18001**

- C. **Zoning:** The property is split zoned Small Holdings (A1) District and Rural (A2) District. Both A1 and A2 Districts permit Medical Marihuana Facilities as a permitted use on properties with a minimum lot size of six (6) acres or greater.

Bylaw P1321 amended the ACRD Zoning Bylaw to permit Medical Marihuana Facilities defined as *“a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.”* The public hearing for Bylaw P1321 was held June 16, 2014 and the bylaw was adopted July 9, 2014.

#### **Timeline of Building Permit Application and Non-Farm Use Application:**

- The proposed facility would be located on property within the ALR.
- Building permit application was made February 1, 2018.
- The property is 17.8 acres.
- The building footprint is 210 feet by 129 feet.
- The building and use meets ACRD minimum lot size and 100 foot setback requirements.
- Prior to July 13, 2018 the building site had been staked and laid out, test pits for geotechnical assessments and septic were excavated.
- The ACRD Building Inspector was on-site for a site inspection prior to July 13, 2018.
- The ACRD had sent letters to Health Canada confirming that the building permit application complies with ACRD bylaws.
- All documents required to issue the building permit were received prior to July 13, 2018.
- The final plan review was completed on July 13, 2018.
- The permit scheduled to issue date was July 17, 2018.
- ALC staff informed the ACRD verbally to hold the building permit, pending a review of the file by ALC staff.
- ALC staff confirmed to the ACRD on August 31, 2018 that the property owner would need to make a non-farm use application.
- ALC wrote to the property owner on September 25, 2018 advising that a non-farm use application is required.

**Comments:** Since February 2018, The ACRD has been actively working on reviewing and preparing to issue a building permit for this proposed medical cannabis production facility. Until July 13, 2018, the facility, as proposed, complied with all ACRD regulations and was considered a farm use under the ALC’s regulations. Prior to July 13, 2018, the ACRD was required to issue the building permit provided it met the requirements of the Building Bylaw.

Given the timing of Order in Council 380 and the lack of lead time (the full intent and interpretation of OIC 380 was not fully understood until after it was issued), staff recommends that this application be forwarded to the ALC, allowing the ALC to make a decision on this specific facility at this location.

#### **AE18001**

From 2014 until July 13, 2018, medical cannabis production facilities were a farm use and local governments were prevented by provincial legislation from prohibiting medical cannabis production facilities in the ALR. In 2014, the ACRD adopted new zoning regulations for medical cannabis production facilities, as required by the Province. A building permit for this property was applied for in February 2018 and processed by the ACRD as required by the ACRD Building Bylaw and the *Local Government Act*. With no consultation or advanced notice, OIC 380 was issued and subsequent interpretation by the ALC determined that the building design that was submitted to the ACRD in February 2018, did not meet the ALR regulations as of July 13, 2018 and the building was not permitted under the new ALC regulation. The ALC recommended the property owner make a non-farm use application.

Given the timing of the building permit application, the timing of OIC 380 and the lack of consultation on the regulation changes, staff recommends that the Board simply refer this application to the ALC to make a decision. Staff is of the opinion that the Board should remove themselves from the decision making process as much as possible, given the specific circumstances of this application.

Appendix A: Applicant submission.

Appendix B: Notes from meetings relating to this application attended by ACRD Directors and staff, where staff and directors were invited by members of the public or the applicant.

Appendix C: Correspondence received by the ACRD as of February 13, 2019.

**Note:** ACRD staff have been advised that under FOIPPA legislation, unsolicited public correspondence must be redacted from the ACRD Board agenda.

**Options:**

1. Pass a resolution to forward the application to the Agricultural Land Commission (option that staff recommend);
2. Pass a resolution to support the application and forward to the Agricultural Land Commission;
3. Pass a resolution to deny the application.

Submitted by:



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Mike Irg, MCIP, RPP  
Manager of Planning and Development

Approved by:



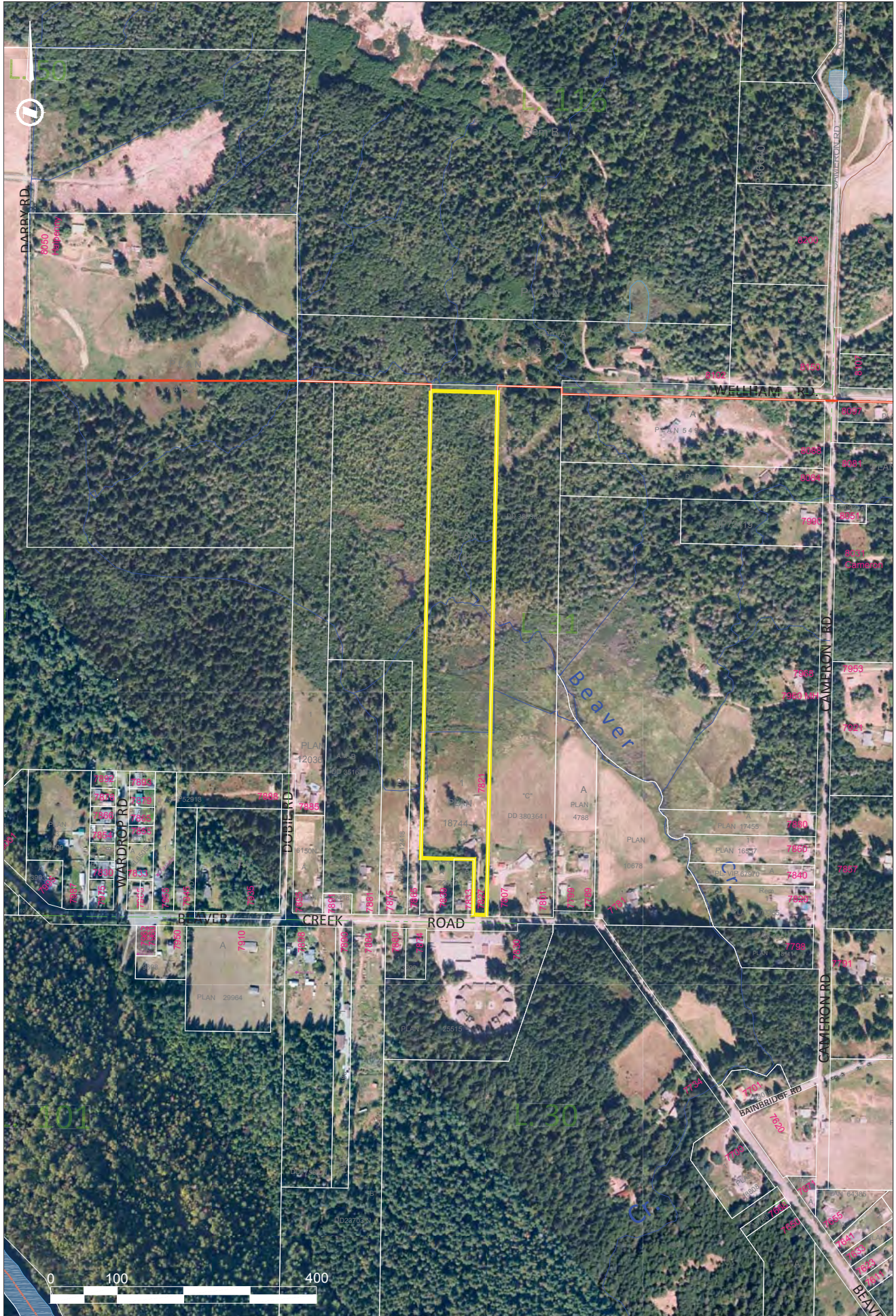
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Douglas Holmes BBA, CPA, CA  
Chief Administrative Officer

**AE18001**











## INFORMATION BULLETIN 04 CANNABIS PRODUCTION IN THE ALR

August 15, 2018

### SCOPE OF THIS INFORMATION BULLETIN

This information bulletin provides guidance to assist in interpreting the *Agricultural Land Commission Act*, S.B.C. 2002, c. 36 (**ALCA**) and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, BC Reg. 171/2002 (the **ALR Regulation**), in relation to cannabis production in the agricultural land reserve (**ALR**). The ALCA and ALR Regulation will govern if inconsistent with this bulletin.

This information bulletin is directed only to interpretation of the ALCA and the ALR Regulation. All other applicable laws, regulations and bylaws related to cannabis production must also be complied with.

### RECENT REGULATORY CHANGES

The ALR Regulation has recently been amended. The changes came into force on July 13, 2018. Section 2(2)(p) of the ALR Regulation, which designated as farm use “the production of marihuana in accordance with the Marihuana for Medical Purposes Regulation, SOR/2013-119 (Canada)”, has been repealed. The following has been added as **section 2(2.5)** to the ALR Regulation:

The lawful production of cannabis is designated as farm use for the purposes of the [ALCA] if produced outdoors in a field or inside a structure

- (a) that has a base consisting entirely of soil, or
- (b) that was, before the date on which this section came into force,
  - (i) constructed for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis, or
  - (ii) under construction for the purpose referred to in subparagraph (i), if that construction
    - (A) was being carried out in accordance with all applicable authorizations and enactments, and
    - (B) continues without interruption from the date it began to the date the structure is completed, other than work stoppages considered reasonable in the building industry, and

that has not been altered since that date to increase the size of its base or to change the material used as its base.

Section 2(1.1) of the ALR Regulation provides:

The activities designated under [section 2 of the ALR Regulation] as farm uses for the purposes of the [ALCA] must not be prohibited

- (a) by any local government bylaw except a bylaw under section 552 of the *Local Government Act*, or
- (b) by a law of the applicable treaty first nation government, if the activity is undertaken on treaty settlement lands.

## GENERAL INTERPRETATIVE PRINCIPLES

The ALCA prohibits “non-farm use” of land in the ALR unless the owner of the land successfully makes an application to the Agricultural Land Commission for permission to undertake that use or that use is expressly permitted under section 3 of the ALR Regulation: ALCA, section 20. Sections 20(3), 25 and 34 of the ALCA and Part 10 of the ALR Regulation are among the provisions relevant to non-farm use applications.

A “non-farm use” is a “use of land other than a farm use”: ALCA, s. 1.

The form of cannabis production described in section 2(2.5) of the ALR Regulation is designated as farm use. Therefore, producing cannabis on the ALR in the manner described in section 2(2.5) of the ALR Regulation does not require a non-farm use application to the Agricultural Land Commission.

However, section 2(2.5) of the ALR Regulation does not designate as farm use:

- cannabis production that does not meet the description in section 2(2.5). Having regard to the regulatory framework, this information bulletin treats forms of cannabis production that are not described in section 2(2.5), together with all activities associated with forms of cannabis production not described in section 2(2.5), as non-farm uses.
- non-production activities associated with the cannabis production described in section 2(2.5). Having regard to the regulatory framework, this information bulletin treats those activities as non-farm uses except to the extent that they fall into exceptions found elsewhere in section 2 or 3 of the ALR Regulation.

## PLACEMENT OF FILL IN THE ALR

Placement of fill onto land in the ALR for any reason related to cannabis production, **whether it is a form of production described in section 2(2.5) of the ALR Regulation or not**, cannot be undertaken without a successful non-farm use application to the Agricultural Land Commission. That is, if a producer wishes to place fill on the land even for the purpose of cannabis production described in section 2(2.5) of the ALR Regulation, he or she will not be able to do so without obtaining permission from the Agricultural Land Commission through a non-farm use application.

This is because section 20(2) of the ALCA generally defines the placement of fill as a non-farm use, subject to certain exceptions. Those exceptions do not apply to cannabis production.

Though sections 2(4) and (5) of the ALR Regulation designate as farm use certain fill placement related to uses designated under sections 2(2)-(2.2) of the ALR Regulation, cannabis production is addressed in section 2(2.5), so sections 2(4) and (5) do not apply. Please consult the Agricultural Land Commission's Bylaw No. 2 – Placement of Fill in the ALR and Policy L-23 – Placement of Fill for Soil Bound Agricultural Activities.

## **CANNABIS PRODUCTION IN THE ALR**

Section 2(2.5) of the ALR Regulation requires that to be designated as farm use, production of cannabis must meet various requirements including that the production is "lawful". The production of cannabis is not lawful unless it is licensed by the Government of Canada (excluding exemptions for personal cultivation). As such producers need to be very careful about taking steps in reliance on section 2 of the ALR Regulation without first ensuring that federal preconditions (as well as preconditions that other governments may impose) are or will be met before production occurs.

### **Field Production**

Lawful production of cannabis in the ALR **outdoors in a field** is designated as farm use and can be undertaken without a non-farm use application to the Agricultural Land Commission.

### **Soil Based Structure Production**

Lawful production of cannabis in the ALR **inside a structure that has a base consisting entirely of soil** is designated as farm use and can be undertaken without a non-farm use application to the Agricultural Land Commission. Note:

- The base – that is, what the structure rests on – must be "entirely" of soil in order for production in it to qualify under section 2(2.5)(a) of the ALR Regulation. Production in a structure that has a base consisting partly of a material other than soil, even if the non-soil material constitutes a very small portion of the base, does not qualify under section 2(2.5)(a) of the ALR Regulation. Structures that do not have a base consisting entirely of soil are structures that have a base consisting partly or entirely of other materials, such as structures with cement footings or a cement floor.
- "Soil" means material native to the property, not material brought onto the property for the purpose of creating the base or for any other purpose. If imported onto the property, the material is "fill", the placement of which requires a non-farm use application: ALCA, section 20.

### **Production in Existing Structures**

Lawful production of cannabis in the ALR **inside a structure that had been, before July 13, 2018, constructed for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis**, is designated as farm use and can be undertaken without a non-farm use application to the Agricultural Land Commission. Note:

- Existing structures used for the lawful production of cannabis do not have to have a base made entirely of soil.



- The structure must not have been altered on or after July 13, 2018 to increase the size of its base or to change the material used as its base.
- The structure must have been built for the purpose of growing “crops”. Livestock are not crops and, as such, production of cannabis in a converted livestock barn is not designated as farm use under section 2(2.5) of the ALR Regulation.

### **Production in Structures that Were Under Construction**

If the requirements outlined in the bullet points set out later in this paragraph are met, lawful production of cannabis **inside a structure (even if its base is not entirely soil) that was under construction before July 13, 2018 for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis**, is designated as farm use and can be undertaken without a non-farm use application to the Agricultural Land Commission. For a structure to have been “under construction” before July 13, 2018, ground disturbance (such as excavation for laying foundation) must have commenced before that date; it would not be sufficient for the property owner to have made a permit application or received a permit for construction before July 13, 2018. The further requirements for lawful cannabis production to be designated under this portion of section 2(2.5) of the ALR Regulation are as follows:

- The pre-July 13, 2018 construction was being carried out in accordance with all applicable authorizations and enactments.
- The construction must continue without interruption from the date it began to the date the structure is completed, other than work stoppages considered reasonable in the building industry.
- The construction must not be altered on or after July 13, 2018 to increase the size of the structure’s base or to change the material used as its base.

### **Other Cannabis Production**

Cannabis production not described in section 2(2.5) of the ALR Regulation is not designated as farm use. Neither that production nor activities related to that production (such as the construction, maintenance or operation of a building or structure, or processing of the cannabis) can be undertaken without a successful non-farm use application to the Agricultural Land Commission.

### **CONSTRUCTING, OPERATING OR MAINTAINING CANNABIS PRODUCTION FACILITIES**

A non-farm use application to the Agricultural Land Commission is not required in order to construct, maintain or operate a building, structure, driveway, ancillary service or utility that is **necessary for the lawful production of cannabis described in section 2(2.5) of the Regulation**: ALR Regulation, section 2(3). Note:

- Section 2(2.5)(a) of the ALR Regulation refers to lawful production of cannabis inside a structure “that has a base consisting entirely of soil”. Construction, maintenance or operation of the soil-based structure necessary for that production can be undertaken without applying to the Agricultural Land Commission.

- Section 2(2.5)(b) refers to lawful production of cannabis inside a structure that meets certain requirements addressed earlier in this information bulletin. Completion of the structure referred to in section 2(2.5)(b)(ii), and maintaining and operating either that structure or the structure referred to in section 2(2.5)(b)(i), can be undertaken without applying to the Agricultural Land Commission.
- Other than as described in section 2(2.5) of the ALR Regulation, a building or structure is unlikely to be necessary for the form of cannabis production described there, as section 2(2.5) already addresses where the production is located. Possible exceptions may be a small washroom facility or small office for a required supervisor no greater than necessary for that form of cannabis production to occur on the land.
- Though associated with the form of cannabis production described in section 2(2.5), construction, maintenance or operation (including for a conference centre) of a building, structure, driveway, ancillary service or utility that is not necessary for that production on the land, may not occur without a successful non-farm use application to the Agricultural Land Commission. Proponents of such uses should be prepared to justify in their application materials why such use, both in that nature/scale and at all, is appropriate in the ALR rather than, for example, in an industrial park outside the ALR.

Construction, maintenance or operation of a building, structure, driveway, ancillary service or utility necessary for a form of cannabis production that is not described in section 2(2.5) of the ALR Regulation cannot be undertaken without a successful non-farm use application to the Agricultural Land Commission.

### **STORING, PACKING, PREPARING OR PROCESSING CANNABIS**

Storing, packing, preparing or processing cannabis yielded by the form of cannabis production described in section 2(2.5) of the ALR Regulation (and construction, maintenance or operation of a building, structure, driveway, ancillary service or utility necessary for that storing, packing, preparing or processing) can be undertaken without a non-farm use application to the Agricultural Land Commission if at least 50% of the cannabis being stored, packed, prepared or processed is produced on the "farm" (for this purpose being one or several parcels of land or tenured areas of Crown land that are being occupied or used together for designated or other farm uses), or produced by an association as defined in the *Cooperative Association Act* to which the owner of the farm belongs: section 2(2)(c) of the ALR Regulation.

Storing, packing, preparing or processing cannabis yielded by a form of production not described in section 2(2.5) of the ALR Regulation is not designated as farm use. These activities cannot be undertaken without a successful non-farm use application to the Agricultural Land Commission.

## LOCAL GOVERNMENT

Local governments can have an important role to play in the regulatory framework related to cannabis production.

However, local government bylaws may not prohibit the lawful production of cannabis in the ALR if it is produced as described in section 2(2.5) of the ALR Regulation.

Local governments also play a role when non-farm use applications related to cannabis production and associated activities are made to the Agricultural Land Commission. Sections 25 and 34 of the ALCA are among the relevant provisions that they should consult.

## FURTHER EXPLANATORY NOTES

Also note the following:

- The word “necessary” (for a designated farm use) figures in several of the above-discussed scenarios. It is within the purview of the Agricultural Land Commission to determine whether and to what extent activities are “necessary”.
- In determining whether an activity is “necessary” to a designated farm use, the Agricultural Land Commission may consider whether the nature and size of the activity are proportionate to the designated farm use.
- If someone claims that an activity is “necessary” for a designated farm use that has not yet commenced, the Agricultural Land Commission may require satisfactory evidence that the proposed use is in fact going to occur, and that the nature and size of activity characterized as “necessary” (such as construction of a driveway) will in fact be necessary to that use.
- Except for exemptions for personal cultivation, the “lawful” production of cannabis required for section 2(2.5) of the ALR Regulation requires licensing at the federal level. As noted earlier in this information bulletin, producers need to be very careful about taking steps in reliance on section 2 of the ALR Regulation without first ensuring that federal preconditions (as well as preconditions that other governments may impose) are or will be met before production occurs.
- For the purposes of sections 2(2)(o) and 4 of the ALR Regulation, structures in which cannabis is produced are not considered to be “greenhouses”. Section 2(2.5) of the ALR Regulation does not use the term “greenhouse” for any of the structures it describes. This indicates that under the ALR Regulation the concepts were to be treated as distinct and not to be confused.



**INFORMATION BULLETIN  
MEDICAL MARIHUANA PRODUCTION  
IN THE AGRICULTURAL LAND RESERVE**

Updated August 2013

Health Canada has proposed the Marihuana for Medical Purposes Regulation (MMPR). It is expected that the current system of personal use licenses and designated person licenses will be phased out by April 1, 2014. In its place, new Federal licenses are anticipated, geared to larger scale production facilities. For further information about the proposed changes see the following websites <http://www.hc-sc.gc.ca/dhp-mps/marihuana/index-eng.php> and <http://gazette.gc.ca/rp-pr/p1/2012/2012-12-15/html/reg4-eng.html>.

Various local governments in British Columbia are looking at their zoning bylaws to determine where these larger scale commercial production facilities should be directed. A number of local governments are considering industrial, commercial and agricultural zones, within purpose built structures and with siting regulations from property lines and residential uses.

*The Agricultural Land Commission Act* and regulations determine land use in the Agricultural Land Reserve (ALR). Due to the number of inquiries from local governments and Medical Marihuana production proponents, the ALC provides this information bulletin with regard to Medical Marihuana production in the ALR.

Section 1 of the *Agricultural Land Commission Act* defines "farm use" as:

An occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the *Farm Practices Protection (Right to Farm) Act*.

Based on the above definition, if a land owner is lawfully sanctioned to produce marihuana for medical purposes, the farming of said plant in the Agricultural Land Reserve (ALR) is permitted and would be interpreted by the Agricultural Land Commission as being consistent with the definition of "farm use" under the *ALC Act*.

Notwithstanding the farming of land for the production of medical marijuana, not all activities associated with its production would necessarily be given the same "farm use" consideration. Accessory uses associated with the farm use include a small business office, testing lab, processing and drying, packaging shipping areas, cloning room and anything else directly related to the growing and processing of the plant. Determining an accessory use is contingent on the use being necessary and commensurate with the primary function of the property/building to produce an agricultural product. If a land use activity is proposed that is not specifically related to the growing of an agricultural product including a stand-alone research and development facility, an application to the ALC for non-farm use would be required.

The ALC would require information with respect to proposed building(s) and the uses within the building before it could provide guidance on whether a particular proposal would be considered consistent with the definition of farm use in its entirety. Proponents are therefore advised to communicate with the ALC in the early stages of developing a farm proposal and in advance of approaching a local government for building permits for a specific property that is within the ALR, to determine whether an application is required for permission under the *Agricultural Land Commission Act*.



**INFORMATION BULLETIN  
MEDICAL MARIHUANA PRODUCTION  
IN THE AGRICULTURAL LAND RESERVE**  
Updated August 2013

If a local government is considering changes to a bylaw to regulate the farm use then it is recommended that the bylaw be forwarded to the ALC for review.



**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 380 , Approved and Ordered July 13, 2018

  
\_\_\_\_\_  
Lieutenant Governor

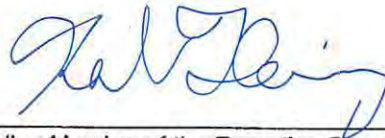
Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is amended as set out in the attached Schedule.

**DEPOSITED**  
July 13, 2018  
B.C. REG. 147/2018



\_\_\_\_\_  
Minister of Agriculture



\_\_\_\_\_  
Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Agricultural Land Commission Act, S.B.C. 2002, c. 36, s. 58 (2)

Other: OIC 571/2002

R10235503

## SCHEDULE

***1 Section 2 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is amended***

***(a) by repealing subsection (2) (p), and***

***(b) by adding the following subsection:***

**(2.5) The lawful production of cannabis is designated as farm use for the purposes of the Act if produced outdoors in a field or inside a structure**

**(a) that has a base consisting entirely of soil, or**

**(b) that was, before the date on which this section came into force,**

**(i) constructed for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis, or**

**(ii) under construction for the purpose referred to in subparagraph (i), if that construction**

**(A) was being carried out in accordance with all applicable authorizations and enactments, and**

**(B) continues without interruption from the date it began to the date the structure is completed, other than work stoppages considered reasonable in the building industry, and**

**that has not been altered since that date to increase the size of its base or to change the material used as its base.**

Received at  
Public Meeting  
Jan 22, 2019



## Premium Cannabis Meds BC

### PROPOSED MEDICAL MARIJUANA PRODUCTION FACILITY – SITE LOT 1, DL 31, ALBERNI DISTRICT, PLAN VIP18744

#### Background Information

This will be a unique application to the Alberni Clayoquot Regional District (ACRD) Board. This project was supported 'as-of-right' by all Board policies, and therefore was promoted and encouraged by the Regional District until such time as ALR policies were abruptly changed by the province on July 13, 2018. At that time a building permit for the project had actually already been prepared (Building Permit ID BC18-12, dated May 01, 2018). See the ACRD's letter attached as Appendix A.

**. . . the applicant had been a regular contact with the ACRD for the purposes of meeting the building bylaw requirements, and were it not for the amendment to section 2 of the *agricultural Land Reserve Use, Subdivision and Procedure Regulation*, the applicant could have come to the office, paid the fees and the ACRD would have issued the building permit in the latter half of July 2018. While the ACRD is not commenting on the interpretation of the ALC regulations as it relates to this application, the ACRD would be prepared to issue the building permit were it not prohibited to do so by the ALC.**

The change in provincial policy now places this initiative in a highly unusual position, as it now has introduced a new requirement that a **“non-farm use application must be submitted under s. 20 of the Act for the Commission's review and consideration”** (see letter from the ALC under Appendix B). This newly introduced process now requires consideration by the Board and, therefore, a recommendation from the Regional District's Agricultural Committee.

It should be noted that the very significant development expenditures to date on this project to proceed with a building permit application were done in 100% compliance of ACRD policies and following all ACRD processes. The facility would, in fact, presently be under construction under ACRD policies. The only reason it is not, is due to provincial changes made after the building permit stage. We thank the Regional

District for their support and guidance throughout the building permitting process and for its assistance to Premium Cannabis Meds BC's due diligence process in acquiring the land for this purpose in the first instance.

## **LOCATION DESCRIPTION/POTENTIAL USES**

The land has never been used previously for agriculture. The site is zoned for the proposed use. As mentioned, until only very recently, the proposed facility did not require any policy level approvals from the ACRD, as all necessary Regional Board policy approvals were already in place – this fact has informed previous approaches to public consultation. Now that the circumstances have changed, it is considered important for all parties to remain cognizant of the existing permitted uses at this site. This is particularly important regarding any perceived externalities, since there are numerous permitted uses authorized by the ACRD's bylaws which may be seen to have the very real potential to produce deleterious neighbourhood impacts without the kind of mitigations and safeguards which are proposed through the facility under consideration. For example, cannabis production “in the field” rather than a state-of-the-art self-contained and enclosed facility is currently allowed “as of right” by the existing zoning. As such, it is appropriate to consider this project and its unique history against the other permitted uses of the land as presently authorized and allowed, and not as the land stands at present.

The lot itself is a panhandle lot with the building set as far back from the frontage as possible while meeting all ACRD development standards and requirements respecting siting. The building will not be visible to existing neighbours except from the left side of the property if facing Beaver Creek Road.

## **PUBLIC INPUT**

The ACRD has confirmed that there is, in fact, no formal regulatory requirement for public process related to this project other than Board consideration through its committee structure. Notwithstanding this, the proponent has been working with the ACRD to voluntarily work through a public consultation process as a good corporate citizen and neighbour.

## **BENEFITS**

The facility will represent a direct capital outlay of some \$25 million and will employ up to 200-300 persons, depending on production.

In the medical marijuana production facility in Nanaimo (a retrofitted building – not purpose-built, such is the case here), the City of Nanaimo funded an independent economic impact study which spoke to the significance of potential benefits to the community. The complete report is available online from the City of Nanaimo at:

<http://www.investnanaimo.com/publications>

<https://static1.squarespace.com/static/57ab61a51b631bb0ce757ca9/t/58793b009de4bb30cf851e04/1484339981584/PUB+-+TILRAY+ECONOMIC+IMPACT+2015.pdf>

The Mayor of Nanaimo spoke forcefully about the importance of attracting investment to the area, and that it was a “tremendous case study for successful collaboration between local and regional government and a dynamic and growing corporate citizen.” (Appendix C) We expect and hope for the same, if not greater benefits in and for the Alberni Valley and its citizens. The jobs to be created will be skilled jobs and indirect benefits include the need for training centres to assist local applicants to obtain craft licences. The minimum wage level will be \$40,000/annum plus. We hope to encourage and promote youth staying in the valley by providing long-term gainful employment. Job applications are currently being accepted via email: [mejbien@yahoo.com](mailto:mejbien@yahoo.com) .

## **TAXES**

The facility will pay full property taxes towards community services at the rates as established by the ACRD.

## **ISSUES & CONCERNS RAISED IN CONSULTATIONS AND PROPONENT RESPONSES:**

Naturally, any new initiative has both benefits and costs. Typically, the benefits are distributed, while the costs, both real and perceived, are more localized. In this case, fortunately, we are confident that the facility overwhelmingly brings benefits, and that there will, in fact, be no negative impacts once the building is operating. Indeed, the facility, when operational, should be largely unnoticed in the area.

Obviously, there are legitimate and understandable local concerns about impacts, and we are happy to respond to each of these in turn as follows:

## **Smell**

Cannabis can have a pungent and noticeable smell at low concentrations. For this reason, stringent steps are being taken to ensure that all air from this closed and sealed building are scrubbed utilizing charcoal filters to treat discharged air. The design engineers state that this will remove all appreciable smell. The building must meet all Health Canada requirements to retain its certification, and control of smell is the key priority for Health Canada. A check with the City of Nanaimo regarding Tilray operations indicated no officially reported complaints concerning smell.

## **Water Utilization/Waste Water**

The production process uses hydroponics and seeks to recover and reutilize the maximum amount of process inputs for reutilization in what is a largely closed production system. Only approved products for food consumption will be utilized.

All standards required by the ACRD related to the Beaver Creek water system are being met in full, as, indeed, they had to be for the building permit to be ready for issuance in July 2018.

In terms of discharge, on-site drainage is directed to retention pits consistent with all ACRD requirements and, have been engineered for this purpose.

Any and all water system upgrades which the ACRD might require (none stipulated) would be paid for by the facility as a part of the development.

## **Noise**

The building does have commercial HVAC systems, and these will, of course, produce some noise beyond existing ambient levels. The units being specified are high-end commercial equipment, with the best available sound ratings. Sound attenuates with distance and we anticipate essentially no noise at 25 metres distance from the building. The closest structure is over 100 metres from the building site. All appropriate steps to shield and mitigate against noise, while remaining consistent with Health Canada standards, are being taken and remediation steps will be taken as need be.

## **Light**

The building is a steel structure with no external windows. Security lighting as required by Health Canada must be in place, but the design professionals are exploring all means to minimize or reduce external illumination. Lighting will be primarily directed away from the adjoining properties and towards the facility itself. As mentioned previously, the building will only be visible on one side to one property.

## **Fencing**

The entire building is surrounded by two fences, an inner and outer fence which is designed to Health Canada security requirements. There is to be absolutely no public entry to the site.

## **Traffic**

It needs to be emphasized, because of the current discussions centred on retail cannabis outlets, that this facility will not produce recreational cannabis and that no storefront operation can nor will exist. As such, there is no 'customer' traffic whatsoever. Associated traffic will be limited to shipments related to production and employees only. Employee traffic flow will be staggered in shifts with an expected maximum of 25 employees on-site at any given time. At maximum production, two shifts per day are anticipated (day and afternoon) and only one delivery truck per week for supplies and nutrients are required. Shipments from the facility are to be by Canada Post, with one truck per day anticipated.

## **Garbage/Composting**

Organic wastes are entirely composted inside the facility and any unretained residuals are to be disposed of when necessary at approved sites. Maximum use of recycling will be utilized for domestic garbage.

## **Environment/Wildlife**

All ACRD requirements will be met. The property is approximately 70% wetland and wildlife corridors are being protected and maintained as all environmental setbacks are being respected.



This is fundamentally an agricultural production facility and thus overall benefits to the local ecosphere are expected to be positive. Growing plants are beneficial in that they fix carbon and produce oxygen.

### **Property Values**

Since no negative impacts are expected, we anticipate no negative impacts on property values in the area and, in fact, it can be expected that the spinoffs will generally have positive long-term effects on property values in the valley.

### **PERCEIVED INCOMPATIBILITY OF ADJACENT USES:**

There are three proximal neighbours who have understandable concerns related to all the issues responded to above. We are committed to responding to their concerns as outlined above. If they prefer, and should their concerns not be satisfactorily dealt with in their estimation, we are prepared to enter into agreements for sale at market value to afford them guarantees and protections concerning all the above, to be exercised at their sole discretion.

The drug rehabilitation facility located in the area is a considerable distance from the building. As stressed, there is absolutely no access to the medical marijuana site by the public. Concerns raised about 'attractive inducements' to patients are, therefore, considered to be invalid as access to marijuana is simply not possible. (In Nanaimo, for instance, patients from the large addiction treatment centre operated by the Edgewood Health Network go for daily walks in the general community where recreational cannabis could be legally retailed and, indeed, there are numerous and plentiful alcohol breweries and liquor outlets patients could freely access. This is simply considered to be a non-issue. It is apparently rooted in confusion with the current discussion and stigmas associated with the introduction of retail cannabis stores.)

The same comments apply to the daycare issue at the drug facility – there is no public access and when operational it will not be evident what activity is taking place at the facility.

## **CONCLUSION**

Premium Cannabis Meds BC looks forward to being able to proceed without further delay with its large local capital investment and significant local job creation program. We fully expect the same kind of positive outcomes as seen and documented in Nanaimo to benefit the Alberni Valley and its citizens.

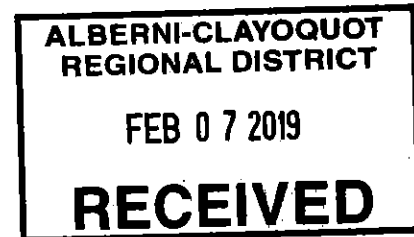
Respectfully submitted,

*Premium Cannabis Meds BC*

2019-JAN-21

## Premium Cannabis Meds BC

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## **Premium Cannabis Meds BC**

### **Goals:**

- Premium Cannabis Meds BC would like to be a national and international leader in Cannabis production, research and distributor of high quality product.
- It is dedicated to advancing the science and safety of medical Cannabis to be utilized for Medical consumption.
- We would like to make Port Alberni the hub of Cannabis production which will be known both Nationally and internationally.
- Would like to Create economic growth through production and employment and research.

### **Reasons for choosing Port Alberni:**

#### **Welcoming new business**

**“The Alberni-Clayoquat Regional District would like to help you and your business choose a new home from amongst the many vibrant communities in the region.”**

- Aggressive towards inviting economic development and improvement in local economy.
- Inviting and supporting atmosphere for new businesses
- Low cost of doing business (land value)
- Available staffing due to current unemployment.

#### **Meeting Alberni goals:**

- Creating a huge positive economic growth
- Bringing in capital start up investment of \$25 million for construction and purchase of laboratory and operational equipment.
- Create 250 direct employments and 100 indirect employments and substantially reducing poverty rate, which is currently at 20.3 %
- Will create household sustainable jobs.
- Current lone family income is 37,363 Increase incomes to \$40,000 level entry jobs per person
- Average household income is \$49609, which will double even at entry-level jobs and quadruple for qualified positions.
- Permit younger people to continue to live in Port Alberni instead of migrating to other cities looking for employment.
- Equal employment opportunities will be provided to all including 1<sup>st</sup> nations and women with no reduction of wages based on gender.

- Variety of employment for level entry, skilled labor and professional people will be provided.
- Training centers set up.
- Our level entry wage will exceed the \$17.56 minimum wage required for 2 parents 2 children family bare bone survival
- Most construction jobs will be local.
- Assist other private individuals to set up craft growing facilities.

**Economic impact:**

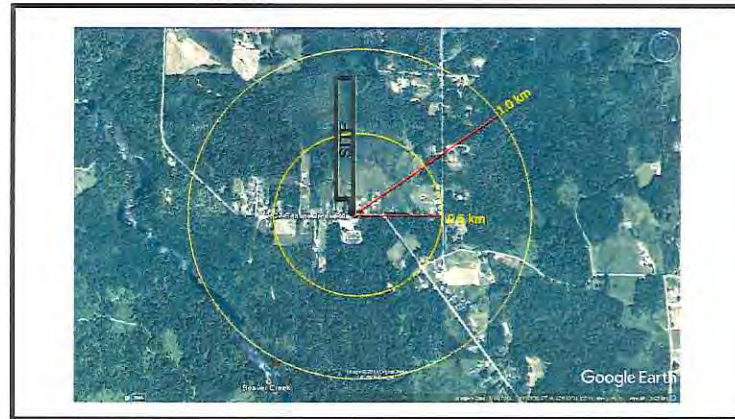
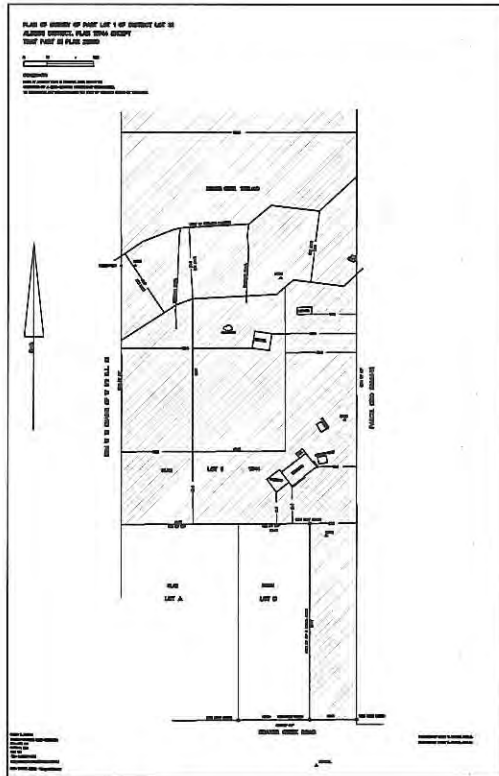
- Initial investment \$25 million. On 1 facility
- Expected Annual revenue on full operation \$56 million
- Annual wages to be paid including taxes \$10 million
- Increase in property tax revenue for Port Alberni

**Future goals**

- To operate 2 more facilities under same license umbrella making it a total of 3 facilities in port Alberni
- Total annual gross revenues \$168 million
- Total paid in wages \$30 million

## Staff positions and qualifications

- Quality assurance: Controls production quality
- Propagation Shift leads: filling incident and accident report
- Project Manager Science: work with research and science team
- Process research and development manager
- Phd Research scientist: research team
- Product Development scientist
- Biologist; Science research
- Plant research and development associates: agricultural research
- Horticulturist: Indoors gardening
- Manufacturing compliance associates
- Processing technicians extracts
- Trimmers: indoor production
- Packing
- Manufacturing execution support technician
- Human resource generalist
- Human resource recruiter
- Director of corporate synergies: : Business transformation/ Change management
- Business analyst finance
- Accounting Administrator
- Accounting Manager
- Accountants
- Bookkeepers
- Payroll associates
- It specialist: software manager
- Community Manager:: marketing sales on social platform
- Demand Planning Manager Works with order demands
- Lab technicians
- Pharmacist
- Intake staff
- Patient care Service representative
- Data analyst report writer
- Business analyst Quality
- Telephone operators
- Business/ System Analyst
- Formulation scientist Food and beverage
- Quality control and stability program lead
- Project manager Quality
- Receptionist
- Security
- Maintenance managers
- Refrigeration technicians
- Electricians
- House keeping

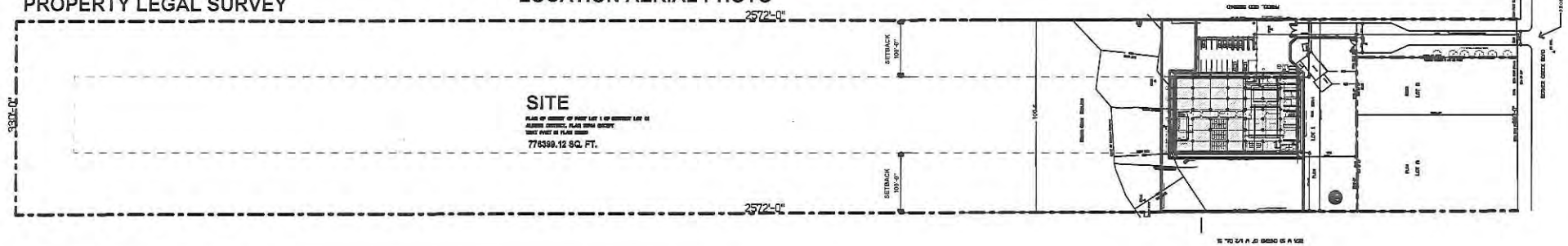


SITE DATA	
CIVIC ADDRESS: 7827 BEAVER CREEK ROAD, PORT ALBERNI BC.	
LEGAL ADDRESS: Lot 1, DISTRICT LOT 31 ALBERNI DISTRICT, PLAN 18744 EXCEPT THAT PART IN PLAN 22689	
SITE AREA: 17.823 Acres (07.2129 Ha); 776389.12 sq.ft. (72129.8m <sup>2</sup> )	
ZONING: A1 ( SMALL HOLDINGS DISTRICT) A2 ( RURAL DISTRICT)	

PROJECT DATA (BASED ON A1 / A2 ZONING)		
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED / EXISTING
USE	AGRICULTURE / RESIDENTIAL	RESIDENTIAL / MEDICAL / WELFARE FACILITY
LOT AREA	± 2.43 Ha (6.0 Acs)	7.21 Ha (17.823 Acs)
LOT COVERAGE	N/A	N/A
BUILDING GROUP		MAIN FLR 38 880 sq. ft. (3563.3 m <sup>2</sup> ) UPPER FLOOR 28 300 sq. ft. (2623.7 m <sup>2</sup> ) BASEMENT FLR
FLOOR AREA		TOTAL 67 180 sq. ft. (6287.0 m <sup>2</sup> )
SECURITY	1. Meeting part 6.4.4 part 6.5 (part 6.4)	1. Meeting part 6.4.4 part 6.5 (part 6.4)
SETBACKS	FRONT: 30.48 m (100 ft) SIDE: 30.48 m (100 ft) REAR: 30.48 m (100 ft) OTHER: 15.24 m (50 ft)	FRONT: 30.48 m (100 ft) SIDE: 30.48 m (100 ft) REAR: 30.48 m (100 ft) OTHER: 15.24 m (50 ft)
HEIGHT OF BUILDINGS	30.48 m (100 ft) Max. MAX HEIGHT: 41.15 m (135 ft) Max. MAX HEIGHT: 10.67 m (35 ft) Max.	See Drawing 442 MAX HEIGHT: 31.30 m (102 ft) Max. MAX HEIGHT: 10.67 m (35 ft) Max. MAX HEIGHT: 10.67 m (35 ft) Max.
OFF-AT-REET PARKING	Single Residential Dwelling Unit: 2 spaces per unit	FACILITY USE: 18 TOTAL: 36 ± 2 (18 RESIDENTIAL SPACES)

PROPERTY LEGAL SURVEY

LOCATION AERIAL PHOTO

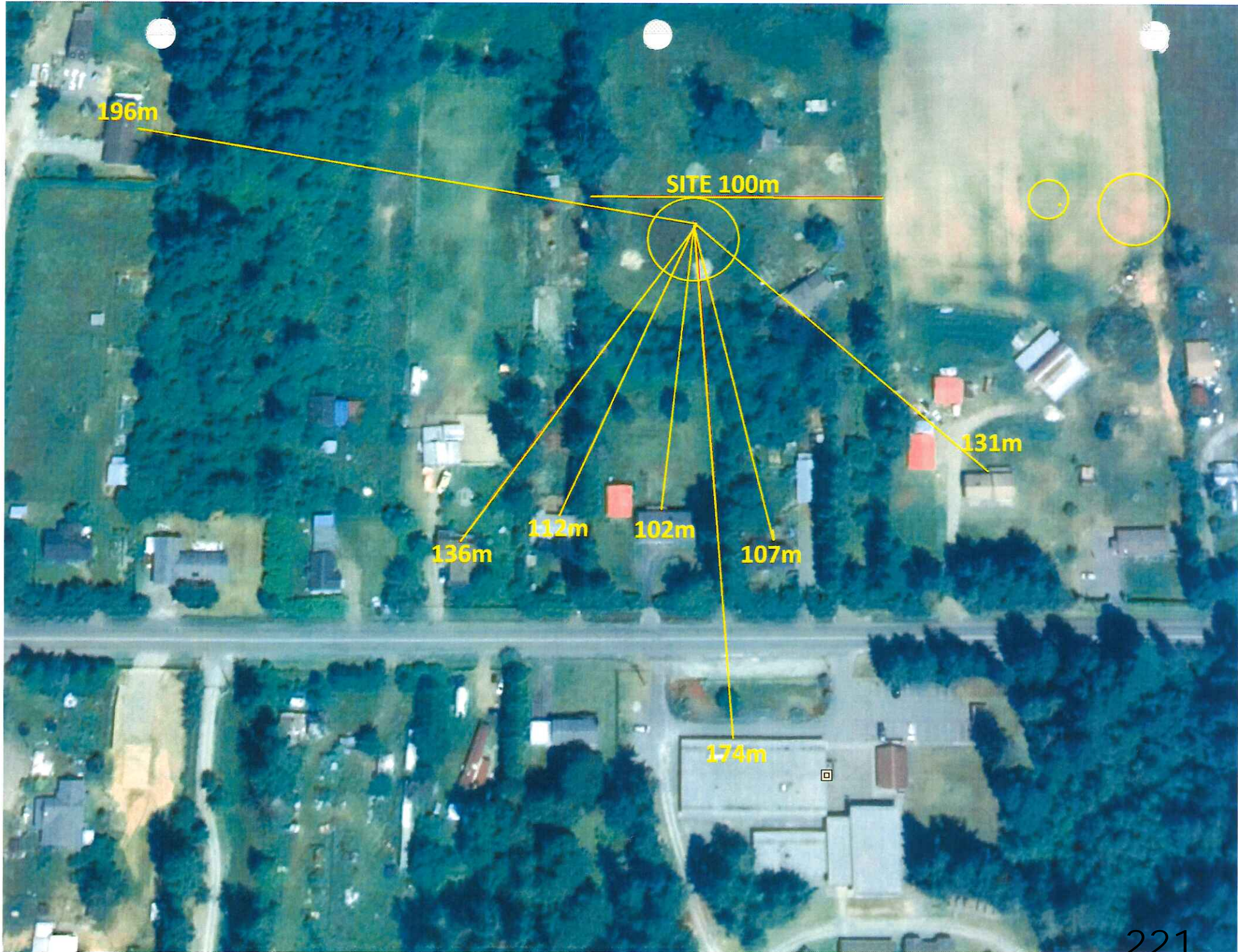


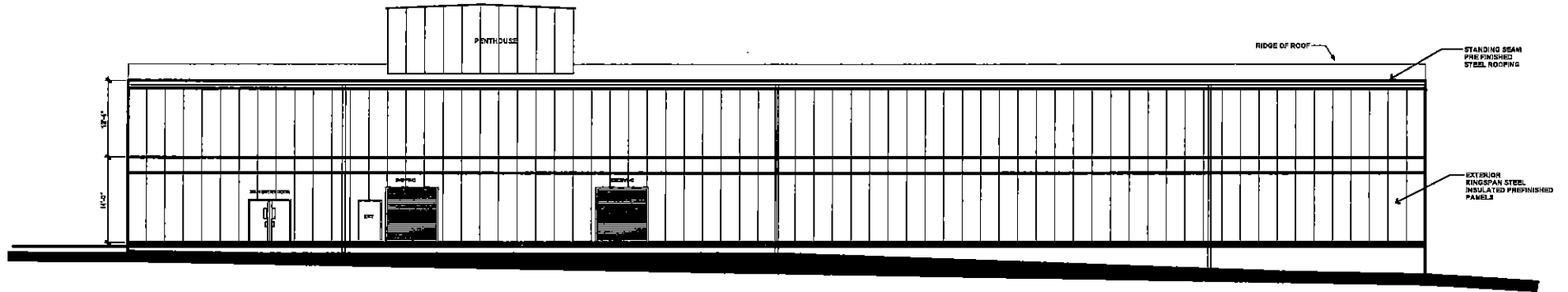
SITE PLAN

NO.	ISSUED FOR	DATE	NO.	REVISION	DATE
1	BUILDING PERMIT	DEC 26 2017	1	HEALTH CAREER REVISIONS	NOV 08 2018

DESIGNER <b>ian a. niamaath</b> ARCHITECT	PROJECT <b>0984213 BC LTD          PREMIUM CANNABIS          MEDS BC          CHEMAINUS B.C.</b>	SHEET TITLE <b>SITE PLAN</b>	SCALE: 1" = 30' FT DATE: NOV 08 2018 PROJECT NO. <b>A-1.0</b> SHEET NO. <b>R1.0</b>
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EAST ELEVATION

ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM THE ARCHITECT.

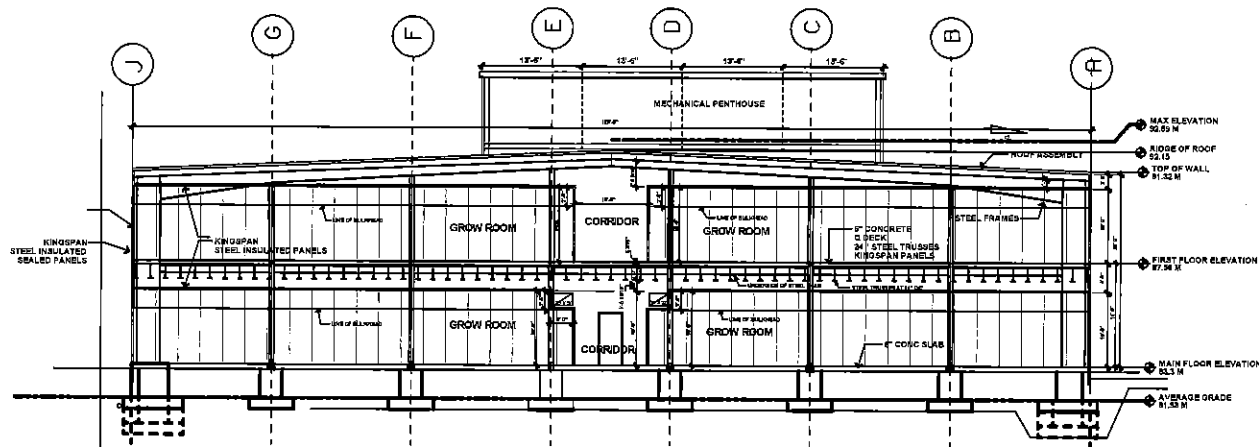
NO.	REVISION	DATE
1	PENTHOUSE ADDED	JUN 31 2018
2	BUILDING PERMIT ISSUED FOR	DEC 26 2017

ARCHITECT  
**ian a. niemath**  
 ARCHITECT  
 200 WEST BROADWAY, SUITE 200  
 VANCOUVER, BC V6C 3M5

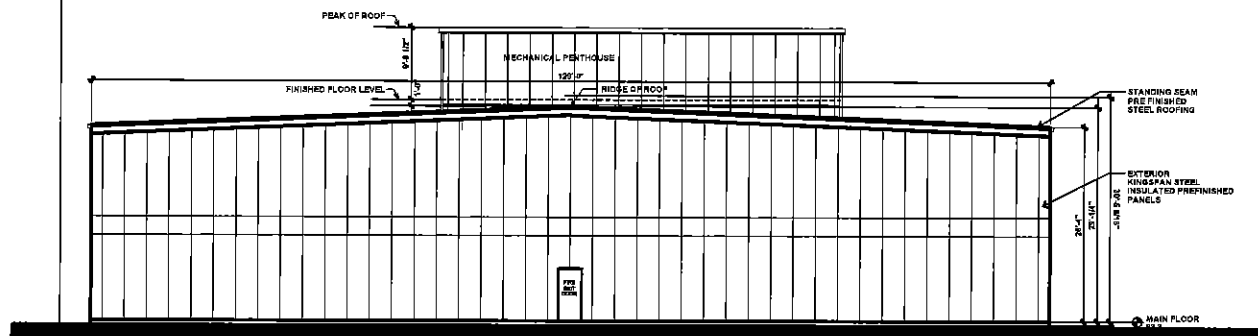
PROJECT  
**0984213 BC LTD  
 PREMIUM CANNABIS  
 MEDS BC**

SHEET TITLE  
**SECTION  
 EAST ELEVATION**

SCALE	DATE
A - 4.3	DEC 2017



SECTION BB



NORTH ELEVATION

NOT TO SCALE  
 ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SPECIFIED  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND CONDITIONS OF THE SITE AND ADJUSTING THE DESIGN AS NECESSARY  
 THIS DRAWING IS THE PROPERTY OF IAN A. NIAMA'UH ARCHITECTS AND SHALL REMAIN THEIR PROPERTY AT ALL TIMES  
 THIS DRAWING IS TO BE USED FOR CONSTRUCTION ONLY AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF IAN A. NIAMA'UH ARCHITECTS

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	SEP 20 2017
2	ISSUED FOR PERMIT	DEC 15 2017

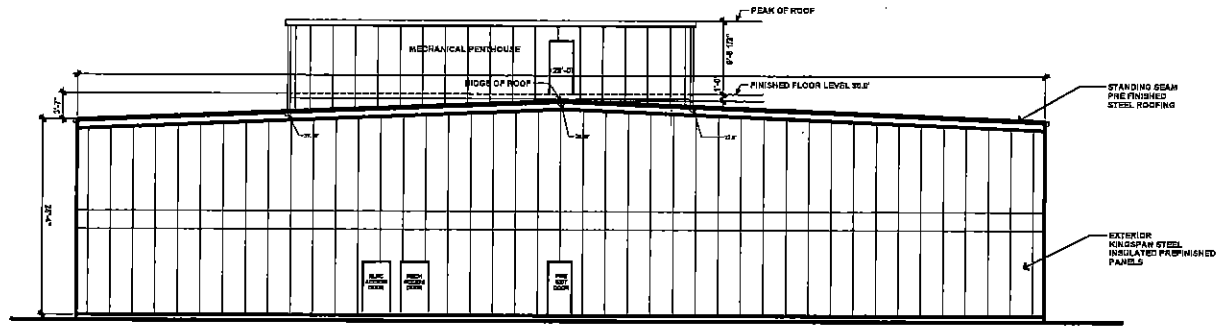
PROJECT	0984213 BC LTD PREMIUM CANNABIS MEDS BC
CLIENT	IAN A. NIAMA'UH ARCHITECTS
DATE	SEP 20 2017

ian a. niama'uh  
 ARCHITECTS  
 100-108 204A, 204B, 204C, 204D, 204E, 204F, 204G, 204H, 204I, 204J, 204K, 204L, 204M, 204N, 204O, 204P, 204Q, 204R, 204S, 204T, 204U, 204V, 204W, 204X, 204Y, 204Z

PROJECT  
 0984213 BC LTD  
 PREMIUM CANNABIS  
 MEDS BC

SECTION NORTH ELEVATION

SCALE OF ARCHITECT	DATE OF PERMIT
SCALE OF PHOTO	DATE OF PERMIT
SCALE OF PLAN	DATE OF PERMIT
SCALE OF SECTION	DATE OF PERMIT



SOUTH ELEVATION

<small>DESIGNER'S RESPONSIBILITIES:</small> I, the undersigned, being a duly licensed Professional Engineer in the Province of British Columbia, do hereby certify that the foregoing drawings and specifications were prepared by me or under my direct supervision and that I am a duly qualified Professional Engineer in the Province of British Columbia.	<small>NO.</small> 4	<small>REVISION</small> PERMANENT NEED	<small>DATE</small> 14. APR 2018				<small>DESIGNER</small> <b>ian a. niamath</b> <small>REGISTERED PROFESSIONAL ENGINEER</small>	<small>PROJECT</small> <b>0684213 BC LTD          PREMIUM CANNABIS          MEDS BC</b>	<small>SECTION</small> <b>SECTION          SOUTH ELEVATION</b>	<small>SCALE</small> 1/8" = 1'-0"	<small>DATE</small> 14. APR 2018
	<small>DRAWING PRINTED</small> 224	<small>DESIGNED FOR</small>	<small>DATE</small>				<small>REGISTERED PROFESSIONAL ENGINEER</small> <small>TEL. 604 291 0500</small>	<small>PROJECT</small> 0684213 BC LTD PREMIUM CANNABIS MEDS BC	<small>SECTION</small> SOUTH ELEVATION	<small>SCALE</small> 1/8" = 1'-0"	<small>DATE</small> 14. APR 2018
											<small>SCALE</small> A - 4.5





## **Toth and Associates Environmental Services**

6821 Harwood Drive, Lantzville, B.C. V0R 2H0  
Tel: (250) 390-7602  
E-mail: stoth@shaw.ca

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January 13, 2018

**Moni Kahn**  
0984213 BC Ltd  
Chemainus, BC

**Re: Preliminary assessment of environmental impacts associated with proposed development of a Cannabis production facility on Lot 1, Plan 18744, 7827 Beaver Creek Road, Port Alberni**

### **Introduction**

Toth and Associates Environmental Services (Toth and Associates) were retained by 0984213 BC Ltd. to provide an overview assessment of the proposed construction of a marihuana production building on Agricultural Land Reserve (ALR) lands at the south end of the 7827 Beaver Creek Road, Port Alberni. The assessment was based on a review of the Alberni Clayoquot Regional District's maps and bylaws, preliminary McGill & Associates Engineering Ltd's civil design drawings, Lewkowich Engineering Associates Ltd's Geotechnical Assessment and the Preliminary Site and Soil Evaluation by Ron McMurtrie and Associates. The assessment also included a review of available provincial and federal agricultural and water quality guidelines.

### **Alberni-Clayoquot Regional District Zoning Bylaw 1971**

The Alberni-Clayoquot Zoning By-law 1971 defines a Medicinal Marihuana Facility as a "*building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana*".

Approximately the southern 45 m of the subject property is zoned A1 (Small Holding District) with the remainder zoned A2 (Rural District). Based on the site plans, the facility would straddle both zones. Both the A1 and A2 zones allow for medical marihuana facilities provided that "*the facilities are located on a lot that is 2.43 hectares (6 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines*".

Section 6.2 of the ACRD's Zoning Bylaw indicates that "Notwithstanding anything else contained in this By-law, except where relief is granted by the Water Resources Service of the Department of Lands, Forests and Water Resources, no building shall be constructed:

- a) Within 7.62 meters [25 feet] of the natural boundary of a lake or within 30.48 meters [100 feet] of the natural boundary of any other natural water course or source of water supply (other than a well, which is governed by the Sanitary Regulations, 1917)"

**Beaver Creek Wetland**

The subject property contains a portion of a large wetland area associated with Beaver Creek (Watershed Code: 930-137400-99500-05300). Beaver Creek is a documented fish-bearing watercourse that according to the Fisheries Information Data Queries website supports populations of cutthroat trout, steelhead and coho salmon. No information was found identifying the upstream extent of fish distribution in Beaver Creek.

The wetland consists of an extensive shrub dominated swampland (Figure 1) with extensive winter flooding and elevated winter water tables. Previous attempts to improve drainage on the subject property are visible on air photos as old ditch networks.

**Beaver Creek Official Community Plan Bylaw No. P1291, 2013**

Section 15.3 of the Beaver Creek Official Community Plan indicates that Farming activities on land within the ALR are exempt from requiring a development permit. According to Map No. 3 of the OCP the subject property is within a Riparian Areas Development Permit Area (DPA). According to Section 15.4 of the OCP the Riparian Areas DPA applies to all lands “within 30 metres of major streams and within 15 metres of minor streams”.

Setbacks for the Riparian Areas DPA will be calculated as follows:

- a) for a river or major stream, a 30-metre strip on both sides of the stream measured from the high water mark;
- b) for a minor stream, a 15-metre strip on both sides of the stream measured from the high water mark;
- c) for a ravine less than 60 metres wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 metres beyond the top of the ravine bank; and
- d) for a ravine 60 metres wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 metres beyond the top of the ravine bank.

Within the Beaver Creek OCP area, “major streams” means the Somass and Stamp Rivers. “Minor streams” include but are not limited to Beaver Creek, Truman Creek, Mollet Creek, Plested Creek, Lugin Creek and all other named and unnamed creeks and all lakes and wetlands.

Therefore, based on Section 15.4 of the OCP, the setback from the Beaver Creek Wetland on the subject property is 15 m. This setback conflicts with the 30.48 m setback required under Section 6.2 of the Zoning Bylaw.

**Riparian Areas DPA Guidelines**

- i. Development or alteration should be planned to avoid intrusion into DPA I areas and to minimize the impact of any activity on these areas.
- ii. A QEP should be retained for the purpose of preparing a report detailing site conditions and describing any measures that must be taken in order to protect the riparian area.
- iii. Protective measures such as the planting or retention of trees or vegetation may be required to preserve, protect, restore or enhance streams, fish habitat or riparian areas.
- iv. In the absence of a report from a QEP, a minimum vegetated buffer of 30 metres between the high water mark and any building or structure should be preserved on major streams free from development, and 15 metres on minor streams.
- v. The total amount of impervious cover on property adjacent to a stream should minimize impact on the receiving aquatic environment. Consideration should be given to reducing

- impervious cover through reduction in building footprint and paved areas, exceeding the minimum riparian setback where feasible, and use of on-site infiltration.
- vi. The construction of a small accessory building such as a gazebo, garden shed or play house may be permitted if all the following apply:
- a) The building is located within an existing landscaped area;
  - b) No native trees are removed;
  - c) The building is located a minimum of 15 metres from the high water mark of a minor stream or 30 metres from the high water mark of a major stream; and
  - d) The total area of the structure is not more than 9.2 m<sup>2</sup>.

The OCP notes that the provincial ministry responsible for agriculture has developed setback distances for farm buildings and streams on existing farmland and for new agricultural buildings according to the ministry's factsheet.

The Ministry of Agriculture's Factsheet: *Agricultural Building Setbacks from Watercourses in Farming Areas* indicates that for Category 3 and 4 Agricultural Buildings the recommended setbacks are 15 m from natural and channelized streams and 5 m from constructed channels and constructed ditches.

#### **Health Canada**

The review of Health Canada's regulatory requirements as they pertain to the potential impacts of marijuana production facilities on the receiving environment was largely fruitless. The regulatory and licensing requirements are primarily focused on the safety of the product for consumption and the security of the facility. Much of the available information on Health Canada's website has been archived and may no longer be relevant.

#### **Pest Control Products Act**

The Pest Management Regulatory Agency (PMRA) maintains a database repository of registered pesticides that are approved for use on marijuana.

As of September 13, 2017, there are 20 registered pesticides approved by PMRA for use on cannabis (marijuana) that is produced commercially indoors. They are:

- Actinovate SP
- Agrotek Ascend Vaporized Sulphur
- Bio-Ceres G WP
- Bioprotec Caf
- Bioprotec Plus
- Botanigard 22 WP
- Botanigard ES
- Cyclone
- Doktor Doom Formula 420 Professional Use 3-in-1
- Influence LC
- Kopa Insecticidal Soap
- Lacto-San
- MilStop Foliar Fungicide
- Neudosan Commercial
- Opal Insecticidal Soap



- Prestop
- Rootshield(R) WP Biological Fungicide
- Rootshield HC Biological Fungicide Wettable Powder
- Sirocco
- Vegol Crop Oil

**Access to Cannabis for Medical Purposes Regulations**

The following regulatory obligations must be met prior to selling Cannabis products:

- As per section 18 of the ACMPR, licenced producers are not permitted to use additives in the production of fresh or dried marijuana, or marijuana plants or seeds intended for sale. “An additive means anything other than marihuana but does not include any residue of a pest control product or its components or derivatives unless the amount of the residue exceeds any maximum residue limit specified for the product, component or derivative under section 9 or 10 of the Pest Control Products Act.”
- Licenced producers must also adhere to section 66 of the ACMPR which states that “fresh or dried marihuana or marihuana plants or seeds must not be treated with a pest control product unless the product is registered for use on marihuana under the Pest Control Products Act or is otherwise authorized for use under that Act”.

As such, licensed producers must ensure that no other products, other than the 20 approved pest control products, are applied to fresh or dried marijuana, marijuana plants or seeds, as part of their production practices. Licensed producers are advised that the use of any foliar spray containing, but not limited to, fertilizers, nutrients, or wetting agents applied on fresh or dried marijuana, marijuana plants or seeds is prohibited, as is any other product containing an unauthorized pest control ingredient.

Licensed producers are required to have adequate controls within their facility to ensure that unauthorized pest control products are not used. These controls may include, but are not limited to, restricting access to pest control products, monitoring the application of products to fresh or dried marijuana, marijuana plants or seeds, or testing for unauthorized pesticide use. Licensed producers are encouraged to review and implement an integrated pest management program as part of their Good Production Practices.

**Agricultural Waste Control Regulation under the *Environmental Management Act***

Under the Code of Agricultural Practice for Waste Management, agricultural waste includes manure, used mushroom medium and agricultural vegetation waste. It does not include post process waste water.

**Ministry of Agriculture’s Discussion Paper**

The Ministry of Agriculture’s Discussion Paper and the Minister’s Bylaw Standards Regulating Medical Marihuana Production Facilities in the Agricultural Land Reserve (March 2, 2015) indicates that the province has considered medical marihuana and decided that it is a farm use and should not be prohibited by local governments in the Agricultural Land Reserve (ALR).

The discussion paper states that scientific information on medical marihuana production is limited. Indoor marihuana production can be assumed to use energy, water and nutrients intensively. This crop, just like any other commercially produced indoor crop, is susceptible to

plant pests such as insects or diseases. Indoor production of medical marihuana is generally similar to greenhouse production of plants. In both cases the growing environment can be highly controlled. Production concerns regarding irrigation water, waste water and pesticide use for medical marihuana will also be similar to greenhouse production of other plants.

Water and nutrients are generally conserved through recirculation. All pest control products currently registered for use on medical marihuana have been reviewed and approved for registration by Health Canada as biopesticides. These products are the only ones that can be legally used to control pests on this crop. For a product to be classified as a biopesticide by Health Canada, it must:

1. have a very low toxicity to humans and to other non-target organisms such as birds and fish,
2. have low potential for contamination of groundwater, surface water or other valued environmental resources and
3. be highly compatible with integrated pest management.

Those areas where cannabis is present must be equipped with a system that filters air to prevent the escape of odours and, if present, pollen.

#### **Site Soils and Drainage**

The review of the preliminary site and soils evaluation by Ron McMurtrie and Associates indicated that the proposed development site is poorly drained and subject to a very high seasonal water table. Distinct soil mottling and gleying was noted at 8 – 15 cm depth in a massive silty clay layer with an estimated seasonal high water table of approximately 5cm to 15cm.

The preliminary site and soils evaluation indicated that on-site wastewater treatment, stormwater management, and the treatment and discharge of excess irrigation and processing water from farm operations will all place additional demands on a site that is already subject to poor drainage, and recommended that a qualified Groundwater Engineer or Hydro-geologist conduct a comprehensive evaluation in order to provide an integrated site design for the 3 water discharges (septic, storm and process water) as they are inter-related and they all rely on the soil for treatment and discharge.

The review of the geotechnical assessment report prepared by Lewkowich Engineering Associates Ltd. also confirmed that the site is subject to water tables that are at or near surface during the wet season. The geotechnical assessment recommended stripping of all unsuitable soils (depth 1.0 – 1.5 m), and placement of compacted structural fill.

#### **Site Plan**

The civil site plan prepared by McGill & Associates Engineering Ltd indicates that the proposed building will be located approximately 30 m from the natural boundary of Beaver Creek Wetland. The site plans indicate a significant sized detention pond and constructed wetland for the treatment of nutrient rich post production process waste water located within the 30 m aquatic setback.

#### **Production Process**

The proponent has indicated that the production process will include a total of 5,575 4 foot tall plants with a cycle of 6,022 gallons of nutrients every 4th day and 3 days of straight water with

10% run off. Total gallons of water used every day will be around 400 in bloom and 325 in vegetative growth.

Pesticides used in the process will include:

- Milstop Foliar fungicide
- Actinovate SP fungicide
- Opal Insecticidal soap
- Neudosan Commercial
- Kopa Insecticidal Soap
- Rootshield HC Biological fungicide wettable powder
- Rootshield WP Biological fungicide

All of the pesticides listed above are approved for use on Marihuana by the Pest Management Regulatory Agency.

Nutrients used in the process will include:

- Hog Nutrients
- Micro
- Grow
- Bloom
- Gold storm
- Black storm
- B Plus
- Cal Mag
- Jet fuel
- Kool bloom

### **Conclusion**

The review of Lewkowich Engineering Associates Ltd.'s Geotechnical Assessment and the Preliminary Site and Soil Evaluation by Ron McMurtrie and Associates indicated that much of the proposed development area has an elevated winter water table, with a near surface impermeable soils layer. In order to develop the site and achieve floodplain construction level requirements, significant removal of unsuitable soils and import of structural fill will be required.

It is our understanding that the proposed retention pond and constructed wetland would likely be considered structures that are part of "*normal farm practices or farm operations*" as defined under the *Right to Farm Act*. As the Zoning Bylaw only restricts the location of "buildings", it appears that the retention pond and constructed wetland could be located within the watercourse setback.

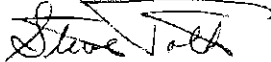
Without the results of a more comprehensive study of the site's ability to receive and treat post-production process water, particularly during winter when positive drainage may not be possible, I cannot provide comment on the potential impacts of post process discharge water on the receiving environment, other than to state that the objective will be to meet the *British Columbia Approved Water Quality Guidelines: Aquatic Life, Wildlife & Agriculture*. The adjacent shrub swampland receiving environment can be considered to have a high buffering capacity for treating run-off, and in coastal streams the limiting factor to production is most often low nutrient

levels, therefore slight increases in baseline nutrients such as Phosphorous and Nitrogen could actually result in increased baseline productivity in Beaver Creek.

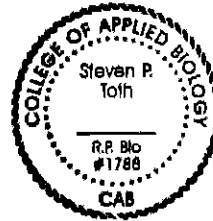
Based on our review, while there is an apparent high level of government focus and “hype” on the production of marihuana, particularly in terms of product quality control, safety, distribution and facility security, it appears that the production process itself is comparable with many other “hot house” crops. It is also apparent that, as marihuana production facilities are required to grow their product indoors within secure buildings, and do not utilize soil as a growth media, that this industry would likely be better suited to non-ALR zoned lands, such as a Light Industrial zone.

Please contact us if you require any additional information.

Sincerely,  
Steve Toth, ASCT, R.P.Bio.



**Toth and Associates Environmental Services**



#### STATEMENT OF LIMITATIONS

This report was prepared exclusively for 0984213 BC Ltd by Toth and Associates Environmental Services. The quality of information, conclusions and estimates contained herein is consistent with the level of effort expended and is based on: i) information available at the time of preparation; ii) data collected by Toth and Associates Environmental Services, their contractors and/or supplied by outside sources; and iii) the assumptions, conditions and qualifications set forth in this report. This report is intended to be used by 0984213 BC Ltd only. Any other use or reliance on this report by any third party is at that party's sole risk.



Figure 1. Subject property location and features.

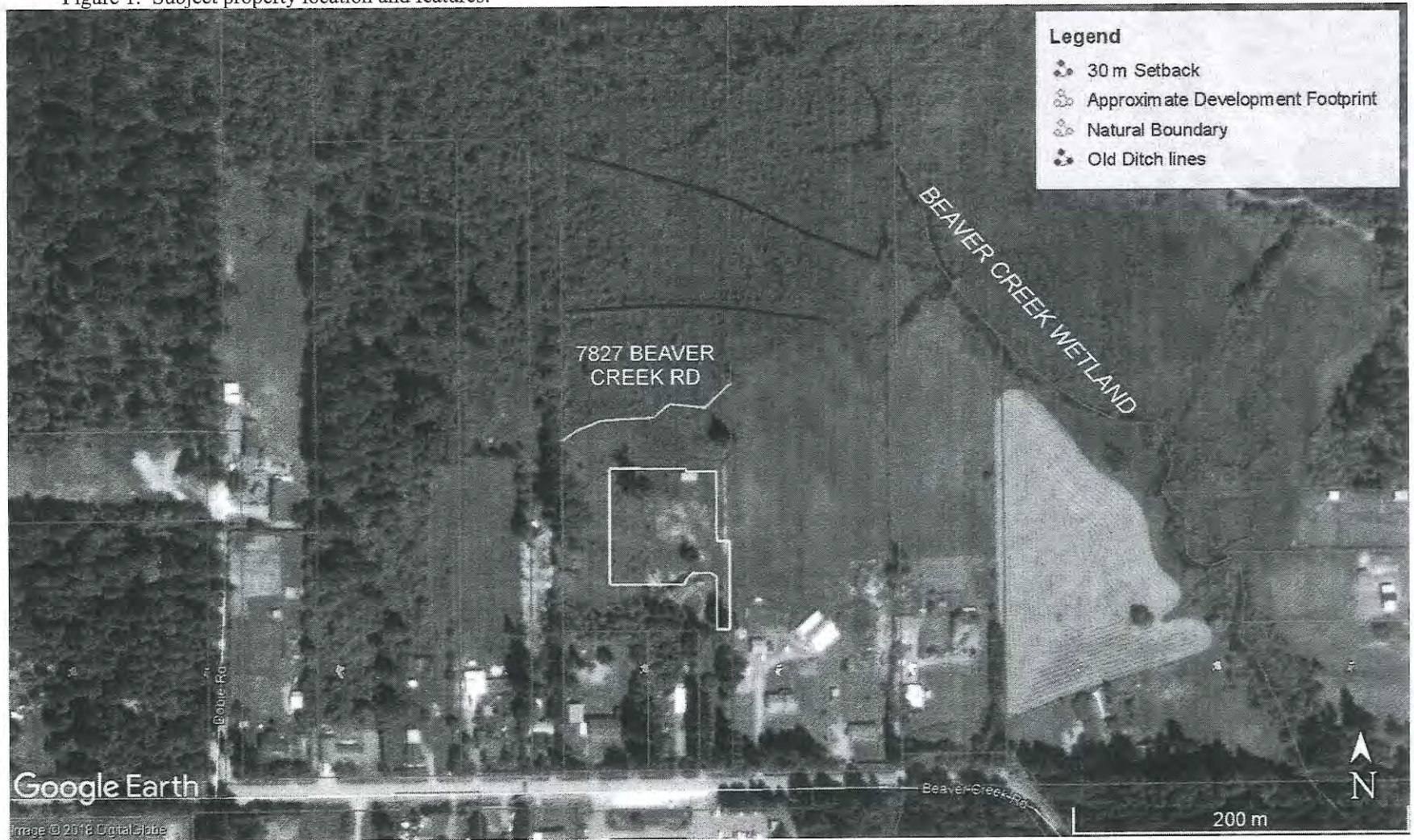
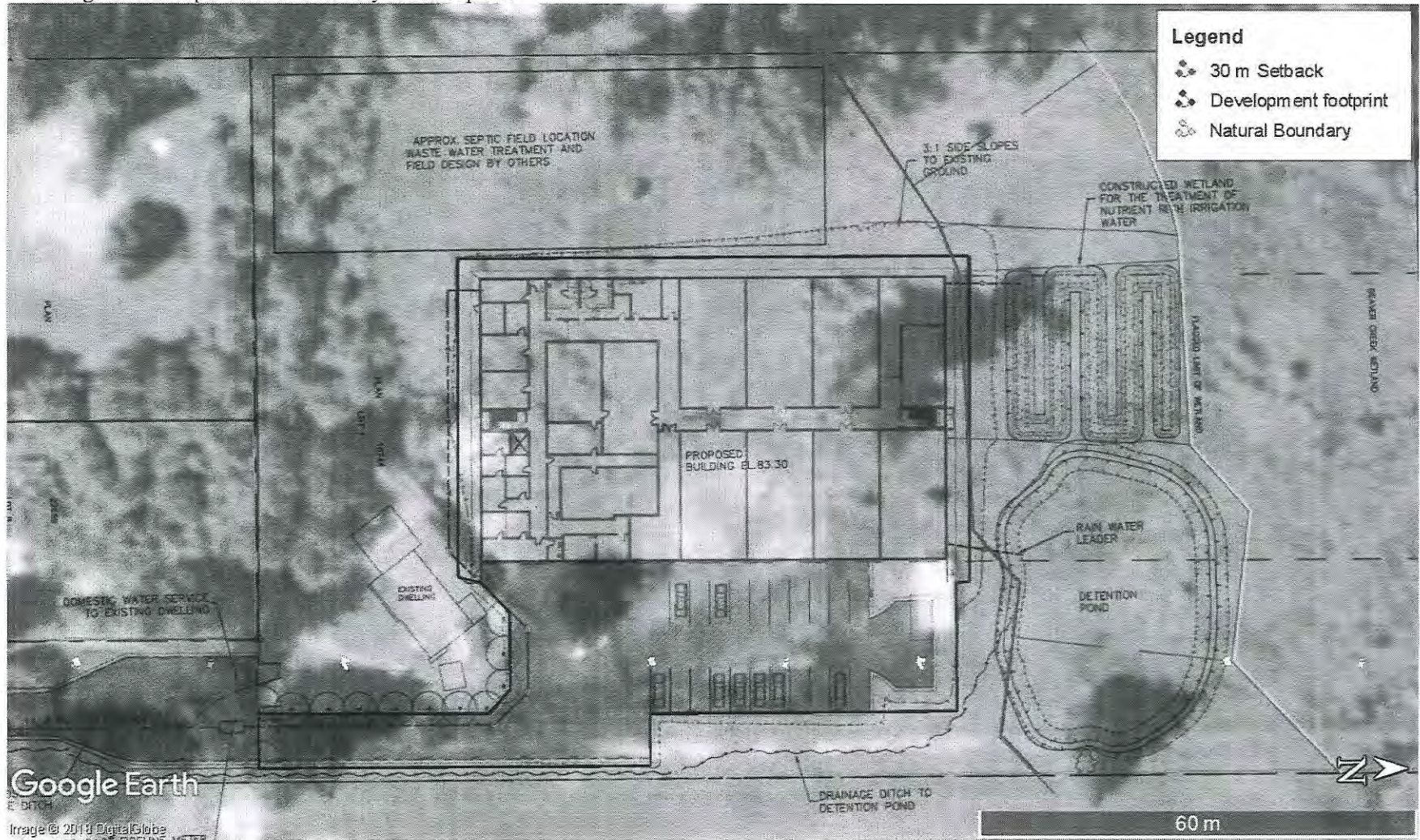




Figure 2. Site plan overlaid on May 2015 air photo







**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

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

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

Health Canada  
Address Locator 0300A  
Ottawa, Ontario  
K1A 0K9

Health Canada File No: 10-MM0330

RE: 0984213 BC Ltd. Completed Building Permit BC18-12

To whomever this may concern,

Alberni-Clayoquot Regional District is prepared to issue permit BC18-12 for a licensed medical marijuana facility located on Lot 1, District Lot 31, Alberni District, PlanVIP18744. Civic address for the proposed facility is 7821 Beaver Creek Road. Civic address for existing residence on the property is 7827 Beaver Creek Road.

The applicant has satisfied British Columbia Building Code and British Columbia Plumbing Code requirements for permit. ACRD also confirms compliance regarding Official Community Plan and Zoning Bylaw. Engineering criteria for local water complete. ACRD bylaws are now satisfied and building permit BC18-12 can be issued.

If further information regarding status of this building permit is required, please contact the Alberni-Clayoquot Regional District office.

Sincerely,

Mike Irg, MCIP, RPP  
Manager of Planning and Development  
Alberni-Clayoquot Regional District  
Port Alberni, BC V9Y 2E3  
(250) 720-2710  
Email [mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)

Luc Stefani  
Building Inspector/Property Maintenance  
Alberni-Clayoquot Regional District  
Port Alberni, BC V9Y 2E3  
(250) 720-2716  
Email [lstefani@acrd.bc.ca](mailto:lstefani@acrd.bc.ca)





# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

## MEMORANDUM

**To:** File

**From:** Alex Dyer, Planner

**Date:** July 13, 2018

**Subject:** Building Permit BC18-12 – 7821 Beaver Creek Road (New Address)

I have completed the Planning Department review of the building permit and have made the following observations:

### Zoning Bylaw Requirements

- The property is split-zoned A1 and A2 with the building located across the zoning boundaries. The building envelope is entirely within the ALR.
- Medical Marijuana Facilities are a permitted use in the A1 and A2 District where located on a property with a minimum lot size of 6 acres and located a minimum of 100 feet from all lot lines.
- Site plan demonstrates building setbacks of 101 feet from the front, 100 feet 11 inches from the west side lot line, 100 feet from the east side lot line and 100 feet from the wetland in the north end of the property. The property is 18.3 acres in area.
- The proposed facility complies with the minimum lot size and minimum building setbacks for a Medical Marijuana Facility.
- The building footprint is 129 feet by 210 feet for a total footprint of 27,090 square feet. This amounts to a total lot coverage of 3.6% including the existing single family dwelling which will remain on site. Complies with A1/A2 zoning.
- Building height is proposed to be 33 feet 6 inches (81.93m natural grade and 92.15m maximum ridge height). Complies with A1/A2 zoning.
- Ventilating machinery penthouses are exempt from the maximum building height requirements provided they do not cover more than 10% of the roof area of the building (Section 6.3). There is a mechanical penthouse proposed to be 1,610 square feet which amounts to 5.9% of the roof area. Complies with the Zoning Bylaw.
- There is a staff parking lot which includes 22 parking stall on the east side of the facility. The parking lot would be paved with asphalt and located 31 feet from the side lot line. The location and asphalt surfacing of the parking facilities comply with Section 300 of the Zoning Bylaw. There is no minimum parking stall requirement for an agricultural use in an A District.

Official Community Plan Requirements

- DPA I – Riparian Area Protection is designated to include a 15 metre (49.2 foot) riparian area buffering the wetland on the property.
- The building will be located 100 feet from the flagged extent of the wetland and all land alteration, groundworks and infrastructure will be located a minimum of 15 metres (49.2 feet) from the wetland.
- Regardless of the setbacks, the use is exempt from the requirements of a development permit as it is a farming activity on land within the ALR.

Beaver Creek Water Requirements

- Letter and invoice on file from Brenda Sauve, Environmental Services Coordinator dated June 14, 2018 detailing the water system requirements.
- There is a \$1,000 capital development charge and an \$8,000 water connection charge which includes the labour and materials for the tie in from the water main to the property line.
- There is a \$28,000 bond deposit required for the commercial fire flow metre required which will be returned to the applicant following a final inspection from the Regional District.
- The \$9,000 water connection charge and \$28,000 bond deposit must be paid prior to issuing building permit.

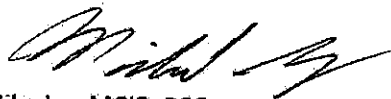
Notes

- Email on file from Don Vergamini from Ministry of Environment dated July 12, 2018 confirming that there is no MOE regulation that would prevent the Regional District from issuing the building permit. There was discussion on the requirements for effluent control.

**Planning Department Recommendation:**

The building permit complies with the requirements of the Planning Department subject to:

- i. BCLS to confirm front, side and watercourse setbacks to be completed prior to framing;
- ii. Beaver Creek Water System requirements to be met including a \$9,000 water connection charge and a \$28,000 bond for the commercial fire flow meter to be returned following final inspection of the works completed; and
- iii. Approval from Health Canada.



Mike Irg, MCIP, RPP  
Manager of Planning and Development  
Alberni-Clayoquot Regional District  
Port Alberni, BC V9Y 2E3  
(250) 720-2710  
Email [mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

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

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

Health Canada  
Address Locator 0300A  
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K1A 0K9

Health Canada File No: 10-MM0330

RE: 0984213 BC Ltd. Completed Building Permit BC18-12

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If further information regarding status of this building permit is required, please contact the Alberni-Clayoquot Regional District office.

Sincerely,

Mike Irg, MCIP, RPP  
Manager of Planning and Development  
Alberni-Clayoquot Regional District  
Port Alberni, BC V9Y 2E3  
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## Premium Cannabis Meds BC

PROPOSED MEDICAL MARIJUANA PRODUCTION FACILITY –  
SITE LOT 1, DL 31, ALBERNI DISTRICT, PLAN VIP18744

### Background Information

This will be a unique application to the Alberni Clayoquot Regional District (ACRD) Board. This project was supported 'as-of-right' by all Board policies, and therefore was promoted and encouraged by the Regional District until such time as ALR policies were abruptly changed by the province on July 13, 2018. At that time a building permit for the project had actually already been prepared (Building Permit ID BC18-12, dated May 01, 2018). See the ACRD's letter attached as Appendix A.

... the applicant had been a regular contact with the ACRD for the purposes of meeting the building bylaw requirements, and were it not for the amendment to section 2 of the *agricultural Land Reserve Use, Subdivision and Procedure Regulation*, the applicant could have come to the office, paid the fees and the ACRD would have issued the building permit in the latter half of July 2018. While the ACRD is not commenting on the interpretation of the ALC regulations as it relates to this application, the ACRD would be prepared to issue the building permit were it not prohibited to do so by the ALC.

The change in provincial policy now places this initiative in a highly unusual position, as it now has introduced a new requirement that a "non-farm use application must be submitted under s. 20 of the Act for the Commission's review and consideration" (see letter from the ALC under Appendix B). This newly introduced process now requires consideration by the Board and, therefore, a recommendation from the Regional District's Agricultural Committee.

It should be noted that the very significant development expenditures to date on this project to proceed with a building permit application were done in 100% compliance of ACRD policies and following all ACRD processes. The facility would, in fact, presently be under construction under ACRD policies. The only reason it is not, is due to provincial changes made after the building permit stage. We thank the Regional

District for their support and guidance throughout the building permitting process and for its assistance to Premium Cannabis Meds BC's due diligence process in acquiring the land for this purpose in the first instance.

## **LOCATION DESCRIPTION/POTENTIAL USES**

The land has never been used previously for agriculture. The site is zoned for the proposed use. As mentioned, until only very recently, the proposed facility did not require any policy level approvals from the ACRD, as all necessary Regional Board policy approvals were already in place – this fact has informed previous approaches to public consultation. Now that the circumstances have changed, it is considered important for all parties to remain cognizant of the existing permitted uses at this site. This is particularly important regarding any perceived externalities, since there are numerous permitted uses authorized by the ACRD's bylaws which may be seen to have the very real potential to produce deleterious neighbourhood impacts without the kind of mitigations and safeguards which are proposed through the facility under consideration. For example, cannabis production "in the field" rather than a state-of-the-art self-contained and enclosed facility is currently allowed "as of right" by the existing zoning. As such, it is appropriate to consider this project and its unique history against the other permitted uses of the land as presently authorized and allowed, and not as the land stands at present.

The lot itself is a panhandle lot with the building set as far back from the frontage as possible while meeting all ACRD development standards and requirements respecting siting. The building will not be visible to existing neighbours except from the left side of the property if facing Beaver Creek Road.

## **PUBLIC INPUT**

The ACRD has confirmed that there is, in fact, no formal regulatory requirement for public process related to this project other than Board consideration through its committee structure. Notwithstanding this, the proponent has been working with the ACRD to voluntarily work through a public consultation process as a good corporate citizen and neighbour.

## **BENEFITS**

The facility will represent a direct capital outlay of some \$25 million and will employ up to 200-300 persons, depending on production.

In the medical marijuana production facility in Nanaimo (a retrofitted building – not purpose-built, such is the case here), the City of Nanaimo funded an independent economic impact study which spoke to the significance of potential benefits to the community. The complete report is available online from the City of Nanaimo at:

<http://www.investnanaimo.com/publications>

<https://static1.squarespace.com/static/57ab61a51b631bb0ce757ca9/t/58793b009de4bb30cf851e04/1484339981584/PUB+-+TILRAY+ECONOMIC+IMPACT+2015.pdf>

The Mayor of Nanaimo spoke forcefully about the importance of attracting investment to the area, and that it was a “tremendous case study for successful collaboration between local and regional government and a dynamic and growing corporate citizen.” (Appendix C) We expect and hope for the same, if not greater benefits in and for the Alberni Valley and its citizens. The jobs to be created will be skilled jobs and indirect benefits include the need for training centres to assist local applicants to obtain craft licences. The minimum wage level will be \$40,000/annum plus. We hope to encourage and promote youth staying in the valley by providing long-term gainful employment. Job applications are currently being accepted via email: [mejbien@yahoo.com](mailto:mejbien@yahoo.com).

## **TAXES**

The facility will pay full property taxes towards community services at the rates as established by the ACRD.

## **ISSUES & CONCERNS RAISED IN CONSULTATIONS AND PROPONENT RESPONSES:**

Naturally, any new initiative has both benefits and costs. Typically, the benefits are distributed, while the costs, both real and perceived, are more localized. In this case, fortunately, we are confident that the facility overwhelmingly brings benefits, and that there will, in fact, be no negative impacts once the building is operating. Indeed, the facility, when operational, should be largely unnoticed in the area.

Obviously, there are legitimate and understandable local concerns about impacts, and we are happy to respond to each of these in turn as follows:

## **Smell**

Cannabis can have a pungent and noticeable smell at low concentrations. For this reason, stringent steps are being taken to ensure that all air from this closed and sealed building are scrubbed utilizing charcoal filters to treat discharged air. The design engineers state that this will remove all appreciable smell. The building must meet all Health Canada requirements to retain its certification, and control of smell is the key priority for Health Canada. A check with the City of Nanaimo regarding Tilray operations indicated no officially reported complaints concerning smell.

## **Water Utilization/Waste Water**

The production process uses hydroponics and seeks to recover and reuse the maximum amount of process inputs for reuse in what is a largely closed production system. Only approved products for food consumption will be utilized.

All standards required by the ACRD related to the Beaver Creek water system are being met in full, as, indeed, they had to be for the building permit to be ready for issuance in July 2018.

In terms of discharge, on-site drainage is directed to retention pits consistent with all ACRD requirements and, have been engineered for this purpose.

Any and all water system upgrades which the ACRD might require (none stipulated) would be paid for by the facility as a part of the development.

## **Noise**

The building does have commercial HVAC systems, and these will, of course, produce some noise beyond existing ambient levels. The units being specified are high-end commercial equipment, with the best available sound ratings. Sound attenuates with distance and we anticipate essentially no noise at 25 metres distance from the building. The closest structure is over 100 metres from the building site. All appropriate steps to shield and mitigate against noise, while remaining consistent with Health Canada standards, are being taken and remediation steps will be taken as need be.



## **Light**

The building is a steel structure with no external windows. Security lighting as required by Health Canada must be in place, but the design professionals are exploring all means to minimize or reduce external illumination. Lighting will be primarily directed away from the adjoining properties and towards the facility itself. As mentioned previously, the building will only be visible on one side to one property.

## **Fencing**

The entire building is surrounded by two fences, an inner and outer fence which is designed to Health Canada security requirements. There is to be absolutely no public entry to the site.

## **Traffic**

It needs to be emphasized, because of the current discussions centred on retail cannabis outlets, that this facility will not produce recreational cannabis and that no storefront operation can nor will exist. As such, there is no 'customer' traffic whatsoever. Associated traffic will be limited to shipments related to production and employees only. Employee traffic flow will be staggered in shifts with an expected maximum of 25 employees on-site at any given time. At maximum production, two shifts per day are anticipated (day and afternoon) and only one delivery truck per week for supplies and nutrients are required. Shipments from the facility are to be by Canada Post, with one truck per day anticipated.

## **Garbage/Composting**

Organic wastes are entirely composted inside the facility and any unretained residuals are to be disposed of when necessary at approved sites. Maximum use of recycling will be utilized for domestic garbage.

## **Environment/Wildlife**

All ACRD requirements will be met. The property is approximately 70% wetland and wildlife corridors are being protected and maintained as all environmental setbacks are being respected.

This is fundamentally an agricultural production facility and thus overall benefits to the local ecosphere are expected to be positive. Growing plants are beneficial in that they fix carbon and produce oxygen.

### **Property Values**

Since no negative impacts are expected, we anticipate no negative impacts on property values in the area and, in fact, it can be expected that the spinoffs will generally have positive long-term effects on property values in the valley.

### **PERCEIVED INCOMPATIBILITY OF ADJACENT USES:**

There are three proximal neighbours who have understandable concerns related to all the issues responded to above. We are committed to responding to their concerns as outlined above. If they prefer, and should their concerns not be satisfactorily dealt with in their estimation, we are prepared to enter into agreements for sale at market value to afford them guarantees and protections concerning all the above, to be exercised at their sole discretion.

The drug rehabilitation facility located in the area is a considerable distance from the building. As stressed, there is absolutely no access to the medical marijuana site by the public. Concerns raised about 'attractive inducements' to patients are, therefore, considered to be invalid as access to marijuana is simply not possible. (In Nanaimo, for instance, patients from the large addiction treatment centre operated by the Edgewood Health Network go for daily walks in the general community where recreational cannabis could be legally retailed and, indeed, there are numerous and plentiful alcohol breweries and liquor outlets patients could freely access. This is simply considered to be a non-issue. It is apparently rooted in confusion with the current discussion and stigmas associated with the introduction of retail cannabis stores.)

The same comments apply to the daycare issue at the drug facility – there is no public access and when operational it will not be evident what activity is taking place at the facility.




**CONCLUSION**

Premium Cannabis Meds BC looks forward to being able to proceed without further delay with its large local capital investment and significant local job creation program. We fully expect the same kind of positive outcomes as seen and documented in Nanaimo to benefit the Alberni Valley and its citizens.

Respectfully submitted,

*Premium Cannabis Meds BC*



2019-JAN-21

YAHOO!

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Moni

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- battle lot 20 1
- battle lot 21
- battle lot 4
- battle rd home plans
- Battle RD Lady... 8
- battle rd lot 1 plan...
- battle rd lot 1 q... 1
- bc assesment 25

Re: Follow-up - yesterday's call and actions 4 Yahoo/Sent

- Ian Kerwin Hi Moni, Please confirm the acc Dec. 5 at 12:54 p.m.
- Ian Kerwin Sat, Speaking with Moni, can yc Dec. 5 at 12:59 p.m.

**Satwinder Singh** <sat@tagengir> Dec. 12 at 6:03 p.m.  
 To: mejbien@yahoo.com  
 Cc: Ian Kerwin

Hi Moni,

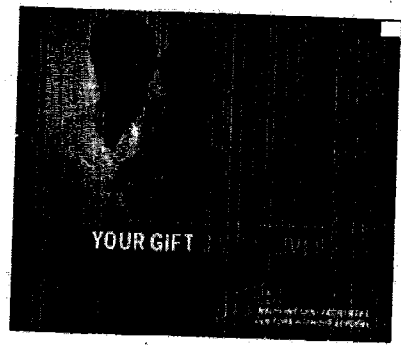
Here are two things I have been able to gather information on:

1. Noise:
  - a. The most noisy equipment on the roof shall be air cooled chillers, which will be equipped with Low Sound Kit (Level 1 Reduction) and Low Sound Fans with Variable Speed Control.
  - b. From the attached cut sheet of the chiller, the Sound Power noted is 99 LWA.
  - c. Noise reduction over distance: As we go further from the noise source, the noise level drops:
    - i. 100 LWA will be reduced to 62.3 dB(A) at 30.5 m
    - ii. 100 LWA will be reduced to 68.5d B(A) at 9 m.
  - d. To give a perspective, 60 dB(A) is a noise in a large business office and 70 dB(A) is heavy traffic at 100m. Normal conversation at 3 feet is at 70 dB(A).
1. Lighting:
  - a. All exterior lighting shall be low-cut-off and shall be directed downwards. Spillover to the next property is reduced to minimal.

Regards,  
**Satwinder Singh, P.Eng, LEED AP BD+C**  
 Principal  
**TAG Engineering**  
 a: #401, 14840 64 Ave, Surrey BC V3S 1X7  
 e: [sat@tagengineering.ca](mailto:sat@tagengineering.ca)  
 w: [www.TagEngineering.ca](http://www.TagEngineering.ca)  
 b: [www.TagEngineering.ca/Blog](http://www.TagEngineering.ca/Blog)  
 c: 604.564.6800  
 o: 604.790.0579



**Satwinder Singh**  
 sat@tagengineering.ca  
 (604) 564-6800



1A 245

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  - battie rd lot 1 q... 1
  - bc assesment 25

Re: Port Alberni - Exhaust Odor Control Yahoo/Sent

Satwinder Singh <sat@tagenginc.ca> To: Moni Khan Nov. 21 at 4:56 p.m.

Hi Moni,

All exhaust from Cannabis rooms will have CHARCOAL FILTERS which will take the odor out.

This is what we have for this:

1. Air Velocity in ducts reduced to 80-275 fpm.
2. Provide Dynamic V8 Pre-Filter.
3. Provide 2" Dynamic Activated Carbon Matrix Filter.

Regards,

Samuel Randall, Dipl. T. I Mechanical Designer

TAG Engineering Inc

#401, 14640 64 Avenue, Surrey, BC V3S 1X7

C: 778.953.6800 | [srandall@tagengineering.ca](mailto:srandall@tagengineering.ca)

O: 804.790.0579



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DYN-707 A... .pdf 269KB



DYN-705 V... .pdf 640.1kB



MJ Enclosu... .pdf 4MB



moni <mejbien@yahoo.com> To: Satwinder Singh

Nov. 22 at 1:19 a.m.

Thanks

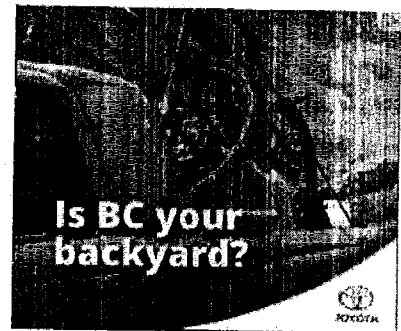
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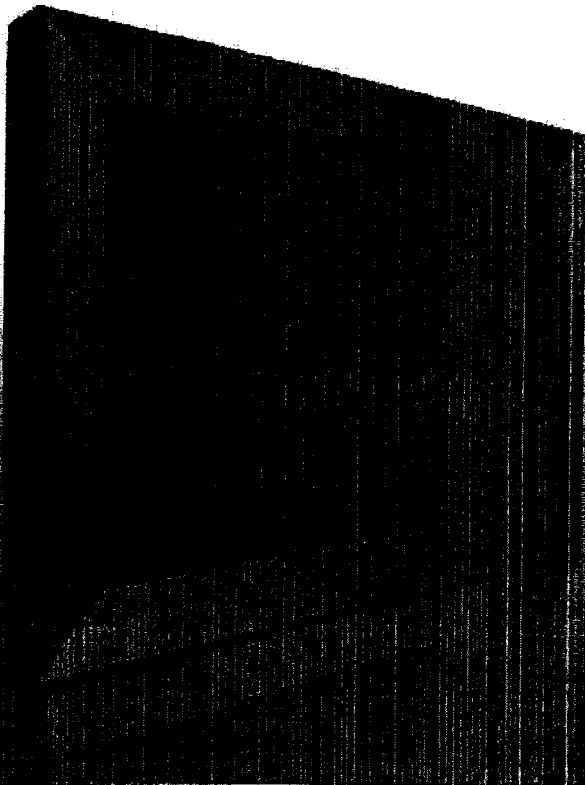
On 21 Nov 2018, at 2:56 pm, Satwinder Singh <sat@tagengineering.ca> wrote:



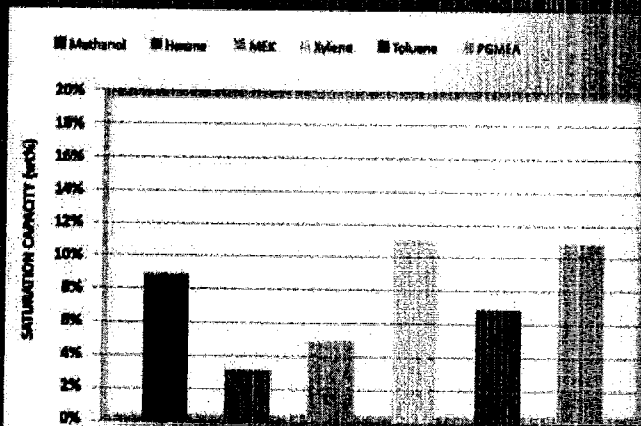
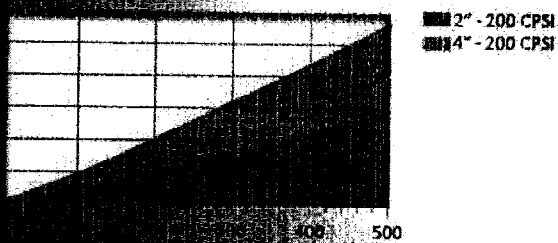
Satwinder Singh

sat@tagengineering.ca (604) 584-6800





**MEDIA PRESSURE DROP**



## ACTIVATED CARBON MATRIX SYSTEMS

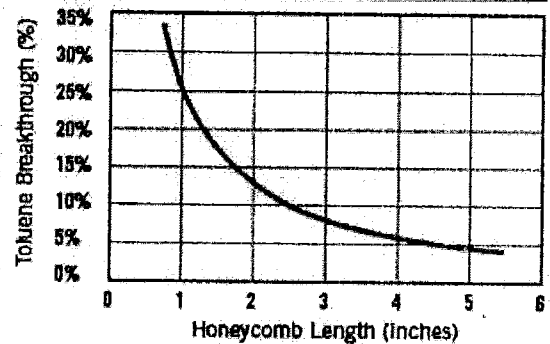
*For Precise Control of Gas Phase Contaminants without the Energy Penalty*

- The next generation of carbon filtration
- Can be engineered for the application to meet specific performance requirements for contaminants, removal rates, and pressure drop
- Provides protection from acid gases in mission critical applications
- Will not degrade in damp or high temperature conditions
- No dusting or need for post filters
- Half the size and a fraction of the weight of a pellet based system
- Up to a 60% lower pressure drop than pellet systems, reducing blower horsepower by up to 50%
- ACM has virtually 100% utilization of the available carbon versus pellets that are typically only 66%

Air Velocity (ft/min)	Dwell Time (seconds)	Removal (%)
78	0.040	99.9
99	0.050	99.5
113	0.055	99.0
207	0.110	90.0
276	0.160	80.0

*The chart above shows removal of Xylene which is has similar representative characteristics of vehicle exhaust emissions and common VOCs.*

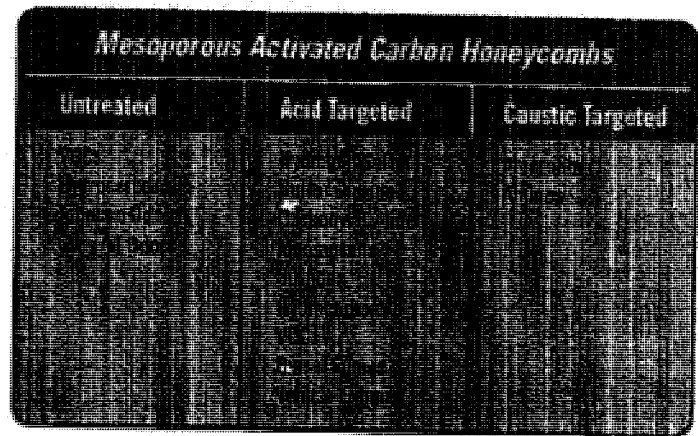
**Performance at 175 ft/min and 500 ppb toluene**



*The graph above shows VOC removal using 500 ppb toluene at 175 ft/min. Toluene is a good indicator of VOCs with a vapor pressure <26 mmHg.*

## Specifications for Dynamic Activated Carbon Matrix (ACM)

- 1.0 General:** Activated carbon filtration systems for the removal of harmful odors and chemical gases.
- 1.1 Pre-filters:** The pre-filters shall be 25-30 % ASHRAE-rated pleated disposable filters or Dynamic polarized-media air cleaners. They shall be sized as noted on the drawings.
- 1.2 Activated Carbon Matrix System:**
- 1.2.1 Performance:** The material shall be suitable for damp conditions up to 99% RH. It shall be dust-free under normal operation. It shall have a minimum crush strength of 300 psf. It will have removal capacities (by weight) of 40% for Hydrogen Sulfide, 15% for Sulfur Dioxide, 13% for Xylene and 9-20% for Toluene.
- 1.2.2 Construction:** Carbon filtration media is housed in either a plastic or metallic frame & is available in nominal depths of two, four, and six inches as standard. Modules are designed to fit in a side-access filter track or a Type 8 filter frame, and are available with or without a header.
- 1.2.3 Filter Media:** In composition, the material is composed of a carbon/ceramic mixture that is extruded and then baked to produce a variable number of channels (cells) through which air can pass.

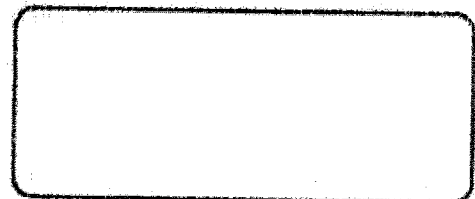


## Applications for Dynamic ACM

- Corrosion control in data centers, clean manufacturing and water treatment plants.
- Outdoor air contaminant and odor control in museums, airports, hospitals, labs and office buildings.
- Exhaust air odor control in agricultural growing operations.
- Can help implement the IAQ Procedure of ASHRAE Standard 62 to possibly reduce outdoor air.

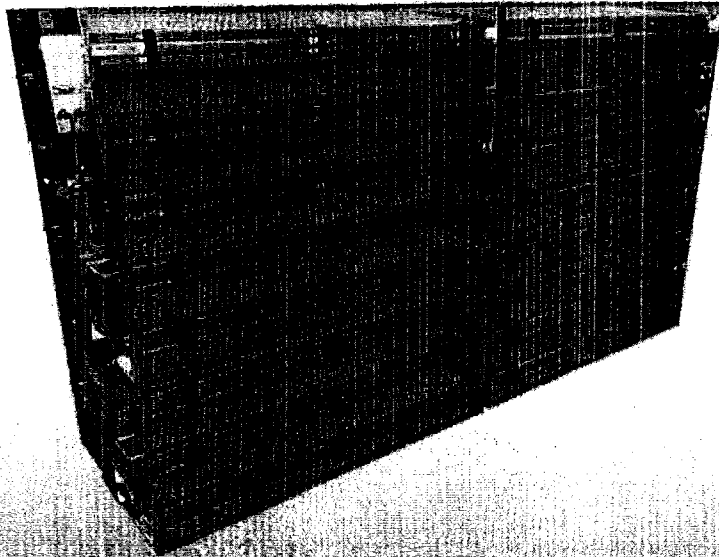


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 www.DynamicAQS.com



DYN-707 (12/17)





## V8 Technology

...the new generation of Dynamic Air Cleaners. The...  
 ...technology to polarize...  
 ...polarized particles...  
 ...removal of...  
 ...including...

## DYNAMIC V8 & V8-SL

*The new standard in air cleaning that outperforms anything on the market for contaminant control, maintenance, and cost of ownership*

- MERV 15 performance without ionizing or Ozone generation
- Prefilters usually not required
- VOC reduction and removal of ultrafine particles
- Holds up to 10 times the dust of deep bed high-capacity cartridge and bag filters
- Filter change-out intervals measured in years instead of months
- Multiple mounting options including front-load and the V8-SL for side-load access where there are access space constraints (pictured left)
- Service access on upstream side unless specified as downstream when ordering
- Helps qualify for multiple LEED® credits
- Helps compliance with ASHRAE Standard 90.1 energy requirements
- Reduces fan hp, db levels, and helps achieve acoustic criteria targets
- Can help implement the IAQ Procedure of ASHRAE Standard 62 to possibly reduce outdoor air
- Limited 5 year warranty includes electronics
- Tested to meet CSA Standard C22.2 No. 187-M19986 and UL Standard 867
- Standard module heights of 12" and 18" and depths of 24" or 29.5" (24" only on V8-SL). Widths can vary to maximize available space in the filter section and simplify media replacement.

MERV rating: 15

MERV (NO) rating: 15

Dust required to increase ESP by .25" w.g.: 2.385g

	12"H x 24"D	12"H x 29.5"D	18"H x 24"D	18"H x 29.5"D
Voltage	24 VAC	24 VAC	24 VAC	24 VAC
Power	9.5 W (DC)	9.5 W (DC)	9.5 W (DC)	9.5 W (DC)
Power	1.4 Watts	1.4 Watts	2.8 Watts	2.8 Watts
Power	1.45 VA	1.45 VA	2.9 VA	2.9 VA
Power	None	None	None	None
Height	19 in.	24 in.	19 in.	24 in.
Depth	24 in.	30.5 in.	24 in.	30.5 in.
Weight	38 w.g.	28 w.g.	38 w.g.	28 w.g.
Weight	70 w.g.	70 w.g.	70 w.g.	70 w.g.

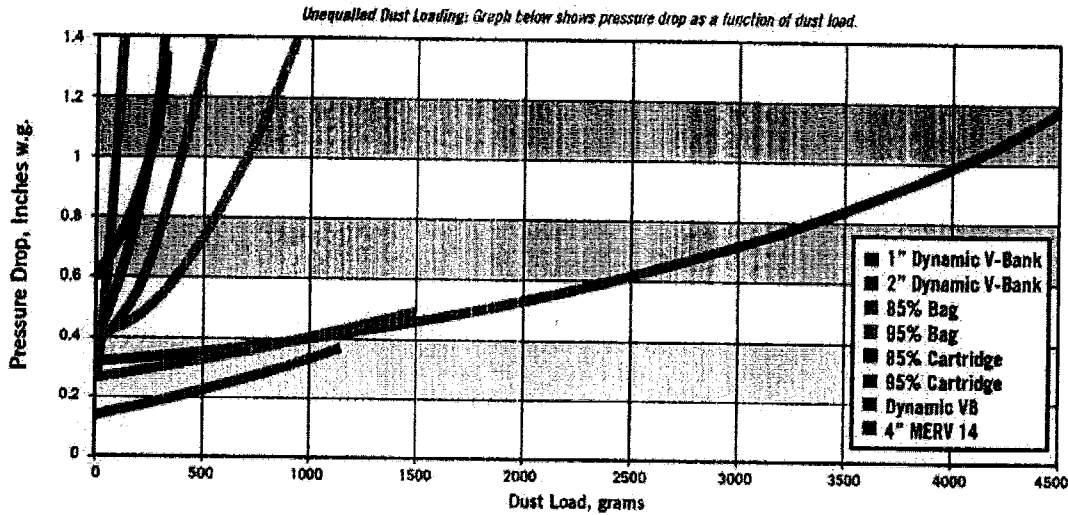
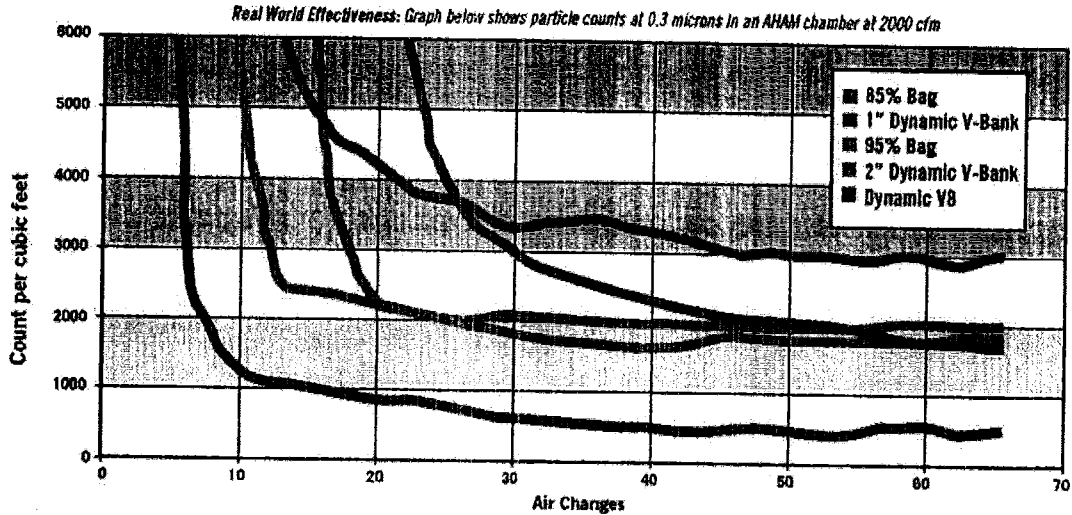
## Dynamic V8 Family

**Standard 29.5" deep modules:** the most commonly used Dynamic V8 modules where there is adequate space in the AHU and/or DOAS.

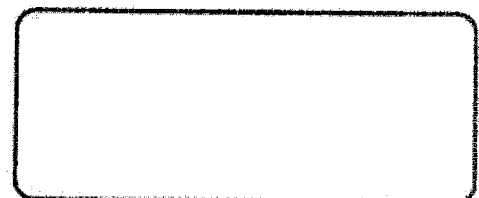
**Space Saving 24" deep modules:** identical in application to the 29.5" modules and are used when there are space constraints. They have proportionally higher pressure drop and less dust holding capacity.

**V8-SL Side Load modules:** these are 24" in depth and have a stacking, self-supporting racking system that allows them to be installed and accessed from the side. These are for applications with no in-unit access, such as a RTUs.

**VRF and Fan Coil modules:** for small duct-mount applications, these are essentially cased V8 modules that are installed as sections of the duct system or where there is little or no space for filtration.



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DYN-705 (7/15)

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## SUBMITTAL SAMPLE



- The V8 module enclosure requires a minimum of 103 inches in direction of airflow; the minimum side access clearance is 34" inches.
- Mounting materials and hardware required to install the system and transition from the fan section to the enclosure is to be provided by others.
- Control Panel with enclosed power supplies, on/off switch, 24v. circuit breaker, power and air cleaner status indicators, and Magnasense Differential Pressure Transmitter mounted in NEMA 4X Outdoor Enclosure is included. Wiring harnesses for outdoor enclosures are prewired to connectors on one end only and need to be field wired to the control panel; watertight conduit and fittings to be provided by others.
- The line voltage input must be single phase; a fused disconnect switch is provided on the Control Panel.
- The access opening to the air cleaner modules will be fitted with the limit switches provided which disconnects the 24VAC power to the air cleaning system when the door is opened.
- Control Panels will be mounted on the same side of the air handling unit as the access door. The default panel location left hand facing into the airstream. Specify if a longer wiring harness is required for remote mounting.
- Control Panels are to be factory mounted and wired by Engineering Dynamics Ltd. All control panels are listed under UL508A.
- Five (5) Year Limited Warranty.



## V8 Air Cleaning System Specification

### Non-ionizing, polarized media electronic air cleaners:

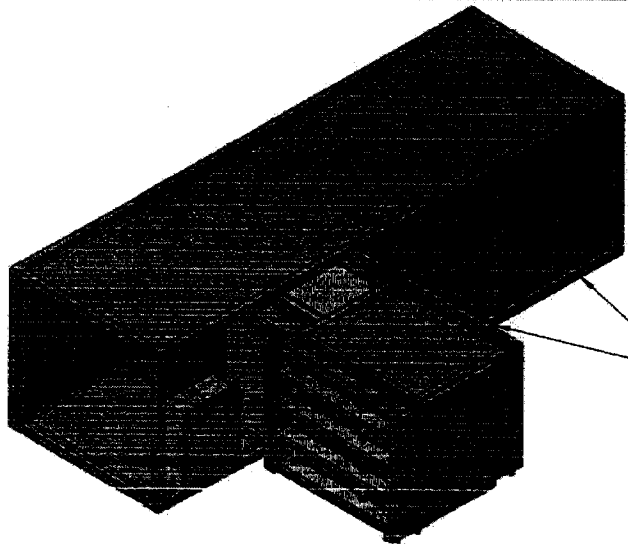
1. **Certifications:** The Air Cleaner shall have been tested and certified according to UL Standard 867 and CSA Standard C22.2 No. 187-M19986 for electrostatic Air Cleaners.
2. **Operation:** The Air Cleaner shall have an active electrostatic field that polarizes a dielectric media. It shall not ionize airborne particles or produce ozone.
3. **Laboratory Testing Performance:** Using the ASHRAE 52.2 protocol with carbon black in the loading dust, the Air Cleaner shall test at MERV 13. Using the ASHRAE 52.2-NC protocol (with no carbon in the loading dust), the Air Cleaner shall test at MERV 15. A 24"x24"x29.5" deep module section shall increase in resistance no more than 0.25" w.g. with a dust loading of 2,855 grams. It shall hold a total of 4,582 grams of dust at a resistance of 1.4" w.g. Any substitute Air Cleaner must meet these MERV ratings, static pressures and loading characteristics. The Air Cleaner manufacturer must provide testing from an approved ASHRAE test lab to verify MERV rating, operational and loading performance.
4. **Field Performance:** The Air Cleaner manufacturer shall produce at least two documented installation references, including client contact information with the following criteria:
  - Air Cleaners shall have operated continuously for a minimum of 2.5 years with no pre-filtration and without media change and achieve an increase of less than .2 inches of static pressure at a face velocity of ~500 fpm, in an urban environment. Air cleaner installations must be greater than 10,000 cfm and serving office and/or hospital space.
  - In an urban environment, Air Cleaners must have demonstrated the ability to achieve indoor ultra-fine particle and black carbon levels that are up to 94% lower than the concentrations in the air outside the building. Outdoor air levels brought into the building must be based on the ASHRAE Standard 62 Ventilation Rate Procedure.
  - Air Cleaners shall have a documented ability to reduce TVOC levels by 50-60% in a single pass. Air Cleaners must have already been in service for over 90 days. Tests must be administered by an independent, third-party and readings must be taken immediately upstream and downstream of the Air Cleaning system over at least a 24-hour period.
  - Air Cleaners shall have been tested in an installation according the ASHRAE 26 protocol quarterly over the course of a year. The Air Cleaners must have met the required efficiency in each test.



5. **Construction:** The Air Cleaner modules shall consist of four or six individual Air Cleaner Panels that are nominally 1" in width, arranged in V's within the module. The construction of the Air Cleaner frame and screens shall be aluminum, and the module side panels and attachment flanges shall be of galvanized steel. The Air Cleaner modules and each component thereof must have a positive seal where necessary to prevent bypass of unfiltered air.
6. **Electronics:** The high voltage Powerheads shall require 24 volts AC input and have a 9.5kV DC output. The Powerheads must be fully potted and connected in parallel.
7. **Control Panel:** The 24VAC power supply must be a UL or CSA certified transformer, class "2" type, which shall permit one side of the secondary output (24V) to be attached to electrical ground. A filter Minihelic gauge shall be installed in the Unit Control Panel (*optional direct readout or signal tied into building automation*).
8. **Filter Media:** Each Air Cleaner module shall have disposable and recyclable media pads with a minimum of a class "2" fire rating. These shall have a positive seal in the overall module assembly to prevent bypass of un-filtered air.
9. **Configuration:** The Air Cleaners will be arranged in pre-fabricated module assemblies nominally 12" or 18" in height, 26" – 48" wide and 24" or 29.5" deep in direction of airflow. The number of modules and width shall be such that the face velocity through the filter bank shall be no more than 550 *fpm*. The V8 modules will be configured for side access. Each module will be equipped with the necessary tracks and seals so that the rows of modules will slide out for service and seal to each other. The air handler will be configured to allow the modules to slide out and will be equipped with the necessary top and bottom tracks for sealing.
10. **Electrical Connection:** The Air Handler manufacturer shall provide a fully operational filter section for field connection and field electrical tie-in. All 24VAC electrical and control wiring integral to the Air Cleaner modules and Control Panel, including the access door interlocks, are to be provided by the Air Cleaner manufacturer for connection in the field or factory. All line voltage connections and wiring are the responsibility of the contractor.
11. **Clean and Maximum Allowable Static Pressure:** As installed, it shall have a clean static pressure drop of less than 0.40" *w.g.* at 500 feet per minute. To minimize energy consumption, the AHU fan system has been designed for specific pressure drop through the Air Cleaning system. The fan system is designed for a maximum of 0.70" *w.g.* when the filters are dirty.
12. **Construction and Start-up:** If the air handler is operated during construction, the contractor shall protect the Air Cleaner bank using roll or other media with a minimum of MERV 9 rating. These should be removed after 30 days from initial startup.

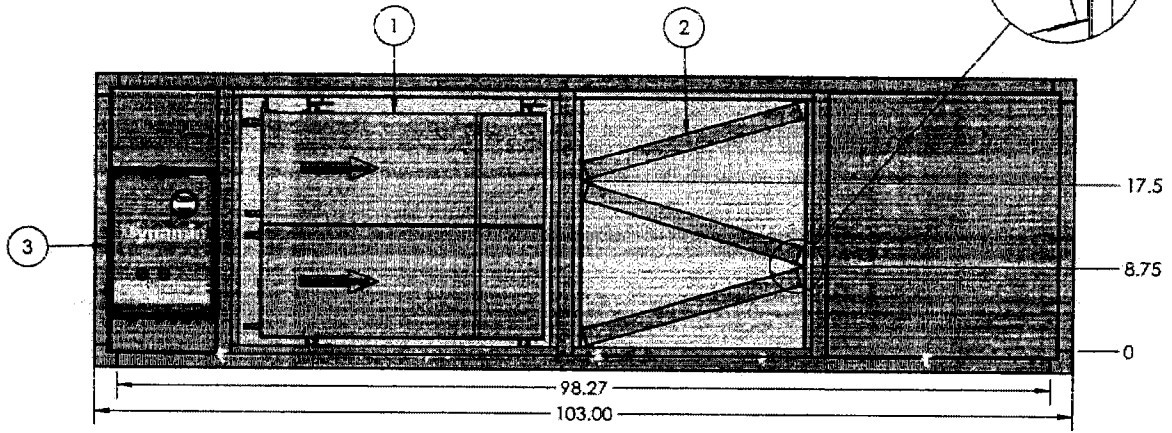
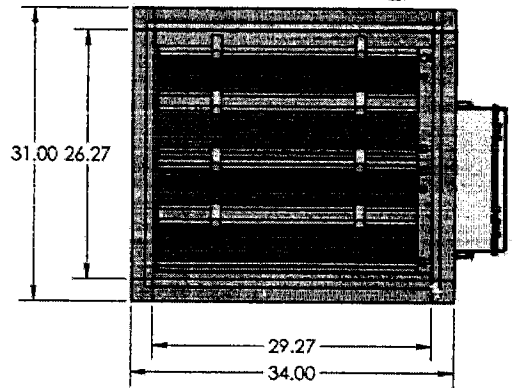
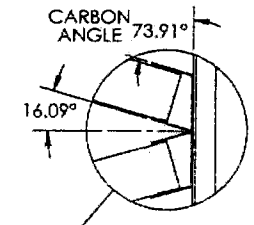
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NOTES:

1. DOUBLE WALL, R8 INSULATED ENCLOSURE WITH RAW FINISHED ALUMINUM FRAMING
2. 16 GAUGE GALVANIZED SHEET METAL PANELS
3. V8 MEDIA IS UNIDIRECTIONAL, AIRFLOW MUST ENTER FROM LATCH SIDE OF AIR CLEANER CONTROL PANEL AND ACCESS SECTION SHOWN FOR LEFT HAND MOUNTING AS VIEWED FACING INTO AIR STREAM
5. ACCESS DOORS/PANELS FITTED WITH A SAFETY SWITCH WHICH DISCONNECT ALL POWER TO AIR CLEANING SYSTEM WHEN DOOR IS OPENED
6. MOUNTING MATERIALS AND HARDWARE NOT PROVIDED
7. SHEET METAL AND TRANSITION MATERIALS NOT PROVIDED
8. 27" SECTION AFTER CARBON TO BE USED FOR CUSTOMER SUPPLIED FAN, TRANSITION PROVIDED BY OTHERS



ITEM NO.	DESCRIPTION	Q-TY
1	1V8-3012X29.5 SIDE LOADED MODULE	2
2	CARBON PANEL 2P1524MWVP	6
3	CONTROL PANEL CP-100 PT	1

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FRACTIONAL ± 1/64		CHECKED	
ANGULAR MATCH ± 1° BEND ± 1°		ENG APPR.	11.10.17
TWO PLACE DECIMAL ± 0.10		INSTG APPR.	
THREE PLACE DECIMAL ± 0.005		Q.A.	
INTER-PRET GEOMETRIC TOLERANCING PER MATERIAL		COMMENTS:	
16 GAUGE STEEL			
FRESH GALVANIZED			
DO NOT SCALE DRAWING			

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 1500 CENTRAL AVE. BOCCY MIL NJ 08826

TITLE:  
**MJ ENCLOSURE SAMPLE**

SIZE DWG. NO. REV  
**B** -

SCALE: 1:12; WEIGHT: 275 SHEET 1 OF 1

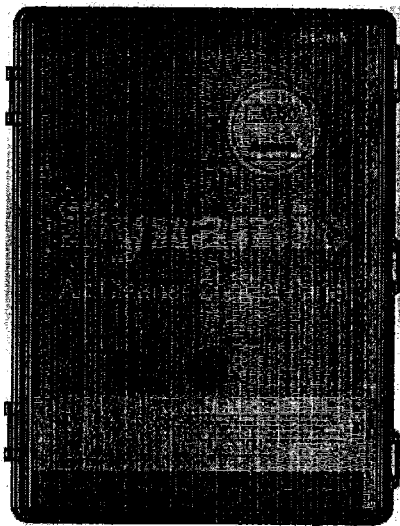
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 Princeton, New Jersey 08542  
 609-924-4489  
 fax 609-924-8524  
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SUBMITTAL SAMPLE



## Dynamic CP-100 Control Panel



Catalog Number CP-100

(1) 100VA Power Supply with Status Light  
 Circuit Breaker and On/Off Switch

Input: 120/240/277/460VAC, 50/60Hz

Output: 24VAC

Provides (1) 100VA circuit

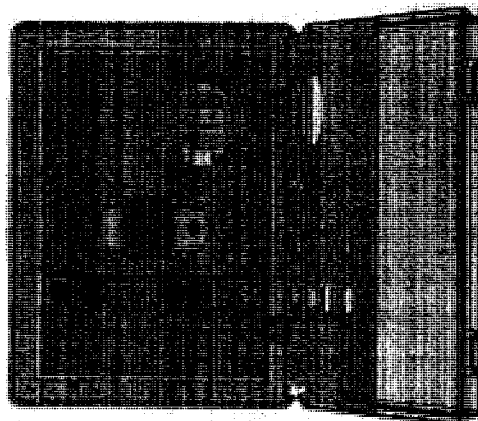
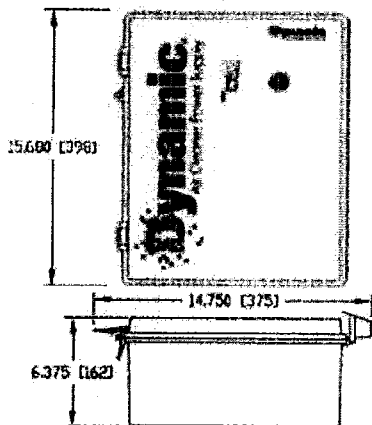
NEMA 4X Indoor or Outdoor Enclosures Available

Listed under UL508A

Weight- 6.3 Lbs.



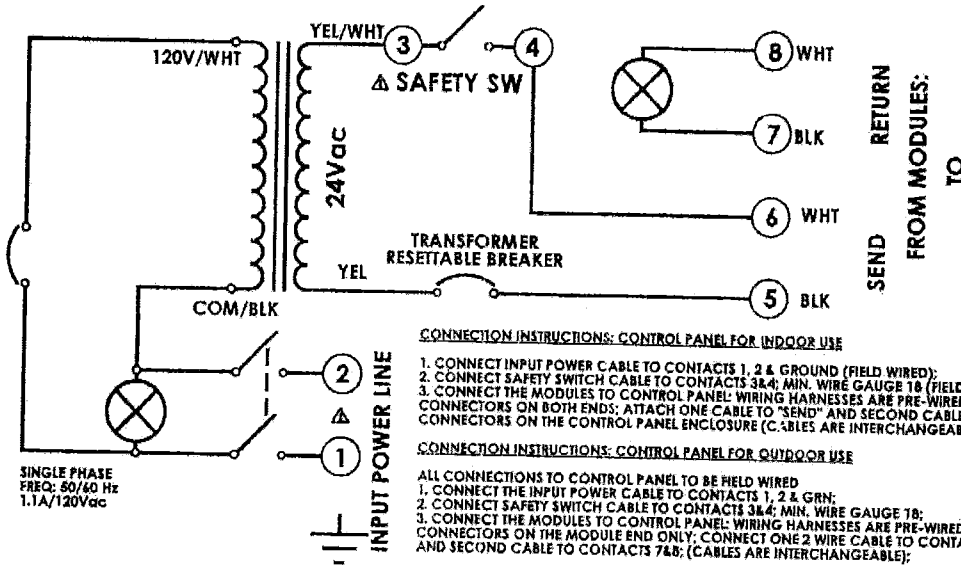
Model	Power Supply	1	2	3	4	Output	Quantity	Rating
CP-100	100VA	x	x	x	x	24v	1	20 amps
Optional Mini-helic Gauges								
CP-100-PS	100va w/ Diff PSI Switch	x	x	x	x	24v	1	20 amps
CP-100-PT	100va w/ Pressure Transmitter	x	x	x	x	24v	1	20 amps





# CP-100 (FOR V8/VBANK MODULES; 120V<sub>ac</sub> POWER INPUT)

**⚠** SHORT CIRCUIT CURRENT RATING: 400 AMPS;  
 CONNECT TO CIRCUIT PROTECTED BY MAXIMUM 20 AMPS. CIRCUIT BREAKER;  
 INPUT VOLTAGE: 120V<sub>ac</sub>;  
 SAFETY SWITCH MUST BE CONNECTED BETWEEN 3 & 4 TO POWER THE MODULES; MIN GAUGE 18-2 WIRE.



SINGLE PHASE  
 FREQ: 50/60 Hz  
 1.1A/120V<sub>ac</sub>

**CONNECTION INSTRUCTIONS: CONTROL PANEL FOR INDOOR USE**

1. CONNECT INPUT POWER CABLE TO CONTACTS 1, 2 & GROUND (FIELD WIRED);
2. CONNECT SAFETY SWITCH CABLE TO CONTACTS 3&4; MIN. WIRE GAUGE 18 (FIELD WIRED);
3. CONNECT THE MODULES TO CONTROL PANEL WIRING HARNESSES ARE PRE-WIRED TO CONNECTORS ON BOTH ENDS; ATTACH ONE CABLE TO "SEND" AND SECOND CABLE TO "RETURN" CONNECTORS ON THE CONTROL PANEL ENCLOSURE (CABLES ARE INTERCHANGEABLE);

**CONNECTION INSTRUCTIONS: CONTROL PANEL FOR OUTDOOR USE**

- ALL CONNECTIONS TO CONTROL PANEL TO BE FIELD WIRED
1. CONNECT THE INPUT POWER CABLE TO CONTACTS 1, 2 & GRN;
  2. CONNECT SAFETY SWITCH CABLE TO CONTACTS 3&4; MIN. WIRE GAUGE 18;
  3. CONNECT THE MODULES TO CONTROL PANEL WIRING HARNESSES ARE PRE-WIRED TO CONNECTORS ON THE MODULE END ONLY; CONNECT ONE 2 WIRE CABLE TO CONTACTS 5&6 AND SECOND CABLE TO CONTACTS 7&8; (CABLES ARE INTERCHANGEABLE);

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P.O. Box 1258  
Princeton, New Jersey 08542  
609-924-4489  
fax 609-924-8524  
[www.DynamicAQS.com](http://www.DynamicAQS.com)

## SUBMITTAL SAMPLE



### Magnesense® II Differential Pressure Transmitter (PT)

The Dwyer **MS2-W102-LCD** Differential Pressure Transmitter monitors pressure and air velocity.

#### Features:

- Field Selectable English or Metric Ranges
- Field Selectable Pressure Ranges
- Dual current and voltage outputs
- Ability to Select a Square Root Output for Use with Pilot Tubes and Other Similar Flow Sensors

#### Specifications:

**Supported Baud Rates:** 9600, 19200, 38400, 57600, 76800, 115200.

**Data Size:** 8.

**Parity:** None.

**Stop Bits:** 1.

**Service:** Air and non-combustible, compatible gases.

**Wetted Materials:** Consult factory.

**Typical Accuracy:**  $\pm 1\%$  FS for 0.15" (40 Pa), 0.25" (50 Pa), 0.5" (100 Pa), 2" (500 Pa), 3" (750 Pa), 5" (1250 Pa), 10" (2 kPa), 15" (3 kPa), 25" (5 kPa), 28" (6.975 kPa);  $\pm 2\%$  FS for 0.1" (25 Pa), 1" (250 Pa), and all bi-directional ranges.

**Stability:**  $\pm 1\%$  / year FSO.

**Temperature Limits:** 0 to 150°F (-18 to 66°C).

**Pressure Limits:** 1 psi max., operation; 10 psi burst.

**Power Requirements:** 10 to 35 VDC (2-wire), 17 to 36 VDC or isolated 21.6 to 33 VAC (3-wire).

**Output Signals:** 4 to 20 mA (2-wire), 0 to 5 VDC, 0 to 10 VDC (3-wire).

**Response Time:** Adjustable: 0.5 to 15 sec. time constant. Provides a 95% response time of 1.5 to 45 seconds.

**Loop Resistance:** Current Output: 0 to 1250  $\Omega$  max; Voltage Output: Min. load resistance 1 k $\Omega$ .

**Current Consumption:** 40 mA max.

**Display (Optional):** 5 digit LCD.

**Electrical Connections:** 3-wire removable European style terminal block for 16 to 22 AWG.

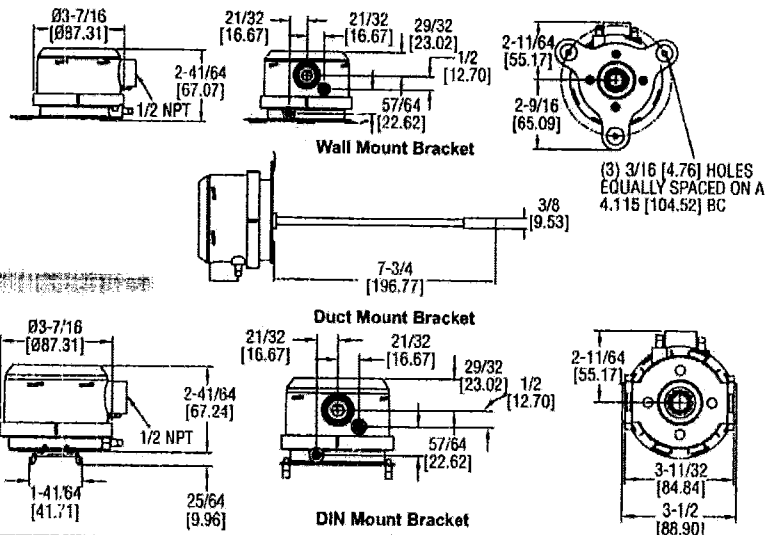
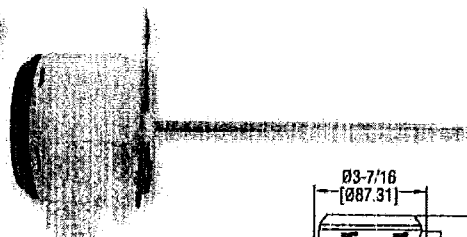
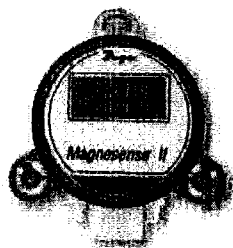
**Electrical Entry:** 1/2" NPS thread.

**Process Connection:** 3/16" ID tubing (5 mm ID); Max. OD 9 mm.



# MAGNESENSE® II DIFFERENTIAL PRESSURE TRANSMITTER

Monitors Pressure, Air Velocity & Air Flow, BACnet/Modbus® Communications



Scan here to watch product video

The **SERIES MS2 Magnesense® II** Differential Pressure Transmitter combines the proven stable Hall Effect sensing technology of our original Series MS with additional features to reduce installation time and simplify ordering. Like the original Series MS, the second generation transmitter can be used as a linear pressure output or a linear velocity output with the square root extraction done in the transmitter. Additional parameters have been included to expand the square root capability to include flow measurements.

**FEATURES/BENEFITS**

- Field selectable ranges and output signal reduce inventory and the chances of ordering an incorrect part
- BACnet or Modbus serial communications reduce wiring cost by daisy-chaining the transmitters
- Our integral field-upgradeable display or plug-in remote display tool save upfront material cost and allow for local viewing of measurements

**APPLICATIONS**

- Filter monitoring in air handler units
- Building pressure in pharmaceutical-semiconductor clean rooms
- Duct static pressure in commercial buildings
- Air velocity/flow in VAV systems

Model	in w.c.	Pa	mm w.c.	kPa
MS2-W101	0.10, 0.15, 0.25, 0.50	25, 40, 50, 125	2.5, 4, 6, 10	0.025, 0.04, 0.05, 0.125
	±0.10, ±0.15, ±0.25, ±0.50	±25, ±40, ±50, ±125	±2.5, ±4, ±6, ±10	±0.025, ±0.04, ±0.05, ±0.125
MS2-W102	1, 2, 3, 5	250, 500, 750, 1250	25, 50, 75, 125	0.25, 0.5, 0.75, 1.25
	10, 15, 25, 28	2500, 3500, 5000, 6975	250, 350, 500, 697.5	2.5, 3.5, 5.0, 6.975

**Note:**  
For duct mount static probe change W to D. Example: MS2-D101  
For DIN rail mounting change W to N. Example: MS2-N101

**Supported Baud Rates:** 9600, 19200, 38400, 57600, 76800, 115200.  
**Data Size:** 8.  
**Parity:** None.  
**Stop Bits:** 1.  
**Service:** Air and non-combustible, compatible gases.  
**Wetted Materials:** Consult factory.  
**Typical Accuracy:** ±1% FS for 0.15 in w.c. (40 Pa), 0.25 in w.c. (50 Pa), 0.5 in w.c. (100 Pa), 2 in w.c. (500 Pa), 3 in w.c. (750 Pa), 5 in w.c. (1250 Pa), 10 in w.c. (2 kPa), 15 in w.c. (3 kPa), 25 in w.c. (5 kPa), 28 in w.c. (6.975 kPa); ±2% FS for 0.1 in w.c. (25 Pa), 1 in w.c. (250 Pa), and all bi-directional ranges.  
**Stability:** ±1% / year FSO.  
**Temperature Limits:** 0 to 150°F (-18 to 66°C).  
**Pressure Limits:** 1 psi max., operation; 10 psi burst.  
**Power Requirements:** 10 to 35 VDC (2-wire), 17 to 36 VDC or isolated 21.6 to 33 VAC (3-wire).  
**Output Signals:** 4 to 20 mA (2-wire), 0 to 5 VDC, 0 to 10 VDC (3-wire).  
**Response Time:** Adjustable: 0.5 to 15 sec. time constant. Provides a 95% response time of 1.5 to 45 seconds.  
**Zero & Span Adjustments:** Digital push buttons.  
**Loop Resistance:** Current output: 0 to 1250 Ω max; Voltage output. Min. load resistance 1 kΩ.  
**Current Consumption:** 40 mA max.  
**Display (Optional):** 5 digit LCD.  
**Electrical Connections:** 3-wire removable European style terminal block for 16 to 22 AWG.  
**Electrical Entry:** 1/2" NPS thread.  
**Process Connection:** 3/16" ID tubing (5 mm ID); Max. OD 9 mm.  
**Enclosure Rating:** IP66.  
**Mounting Orientation:** Diaphragm in vertical position.  
**Weight:** 8.0 oz (230 g).  
**Agency Approvals:** BTL, CE.

To order add suffix:	Description
-LCD	Units with display
Example: MS2-W101-LCD	
-BC	BACnet Communications
Example: MS2-W101-BC	
-MC	Modbus® Communications
Example: MS2-W101-MC	
-NIST	NIST traceable calibration certificate
Example: MS2-W101-NIST	
-FC	Factory calibration certificate
Example: MS2-W101-FC	

Accessories:	Description
A-151	Cable gland for 5 to 10 mm diameter cable
A-MS2-LCD	Field upgradeable display
A-435-A	Remote display tool
A-480	Plastic static pressure tip
A-481	Installer kit; includes 2 plastic static pressure tips and 7 ft (2.1 m) of PVC tubing
A-489	4" 303 SS straight static pressure tip with flange
A-302F-A	4" 303 SS static pressure tip with mounting flange; for 3/16" ID rubber or plastic tubing
SCD-PS	100 to 240 VAC/VDC to 24 VDC power supply

Modbus® is a registered trademark of Schneider Automation, Inc.  
Process Tubing Options: See page 443 (Gage Tubing Accessories)

**Dwyer**



# MAGNESENSE® II DIFFERENTIAL PRESSURE TRANSMITTER

Monitors Pressure, Air Velocity & Air Flow, BACnet/Modbus® Communications

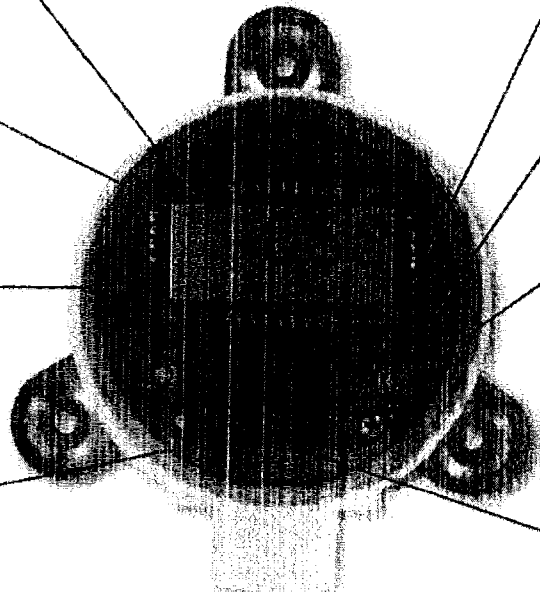
PRESSURE

**Field Upgradeable LCD.** No need to order two separate transmitters. Simply stock a transmitter and display and you can satisfy any customer's requests. Simply remove cover and snap the LCD onto the board.

**Large Integral LCD.** Second generation Magnesense® has a larger LCD that includes the engineering units. Display also has 5 digits allowing measurements up to 99,999 to be displayed directly.

**Remote Display Tool** reduces instrument cost by eliminating need for each transmitter to have its own display. The buttons on the display tool also provide a means to zero and span the units without reaching into the transmitter.

**Removable Terminal Block** ease installation by allowing for the wiring to be done outside of the housing where the installer has more room.



**Field Selectable Ranges** in metric or English. Lowers stock and inventory requirements. You'll always have the right transmitter for every job.

**Digital Push Button Zero and Span.** Reduces calibration time significantly over other transmitters that utilize potentiometers. Lowers maintenance time and costs.

**Field Selectable Air Velocity and Flow Modes** for fan and blower applications. Unit provides square root output that accurately tracks fpm or m/s for velocity measurements. Now area can be programmed to directly display cfm or m<sup>3</sup>/hr for volumetric flow measurements. No need for a smart programmable indicator or PLC to convert pressure to air flow. Reduces components and installation time lowering overall costs.

**Simultaneous Current/Voltage Output** reduces inventory by combining 0 to 10 V, 0 to 5 V and 4 to 20 mA models into one model. Both outputs are always present allowing field selection of which signal to use and the other signal can be used for local diagnostic without interrupting system.

Differential Pressure Transmitters

2519



## Dynamic Activated Carbon Matrix

### Maximum Removal - Low Static - No Post filter

**Dynamic Activated Carbon Matrix** is the technology inside MeadWestvaco's revolutionary activated carbon modules. This media is the future shape of air purification technology.

### Typical Industry Users

Museums, Archives, Schools, Hospitals, Casinos, Restaurants, Lounges, Airports, Data Centers, Commercial and Industrial Offices and Break Rooms and Laboratories

### Target Contaminants Removed

Hydrogen Sulfide, Chlorine, Sulfur Dioxide, Chlorine Dioxide and other acid gases and odors

### Physical Properties

- Density – 26.6 lb/ft<sup>3</sup>
- Crush Strength – 600 psi minimum
- Dust-free under normal operation

### Removal Capacity

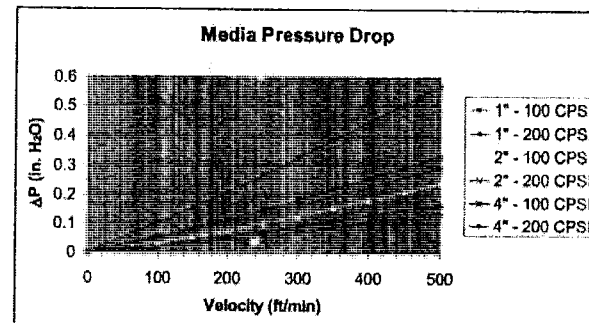
Hydrogen Sulfide - 40% by weight  
Sulfur Dioxide – 15% by weight  
Xylene – 13% by weight  
Toluene – 9% by weight

### Features and Benefits

- Can be used in ambient conditions up to 300 °F and 95% RH.
- Provides protection from gas-phase contaminants.
- Can be used at face velocities in excess of 500 fpm.
- Can be mounted horizontally or vertically.

### Performance

Based on the contaminants of concern and their concentration levels, the media life for Dynamic Activated Carbon media can be predicted. In addition, the media can be engineered on a job-by-job basis to meet specific performance requirements such as pressure drop, maximum face velocity and residence time.



### Material Handling

Dynamic Activated Carbon Media can be installed without the need for any special safety precautions. Consumed media should be disposed of in accordance with local guidelines, but in general, Dynamic Activated Carbon Media can be disposed of like any other refuse.



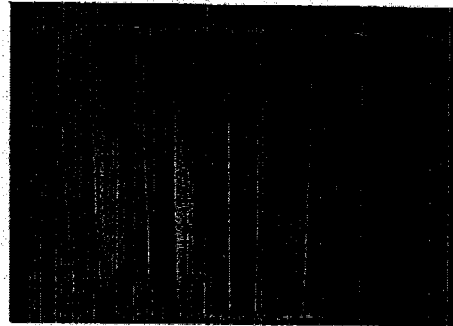
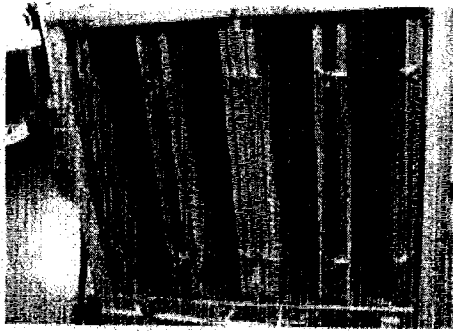
2820 S. English Station Road - Louisville, KY 40299  
 Tel: (502) 357-0132 Fax (502) 267-8379

Date: 22-May-09 TEST NO. 09-838

## ASHRAE Standard 52.2-2007 TEST REPORT

### Filter Description

Manufacturer	Engineering Dynamics LTD
Filter Model	1V8242429.5F
Part Number	09FAFCFAF90/110G-OPTEC9.2
Generic Filter Type	Electrostatic Pocket
Nominal Dimensions (H x W x D)	24"x24"x29.5"
Pocket / Pleat Quantity	8 Panels
Media Type	Polyolefin
Est. Gross Media Area	32 Ft <sup>2</sup>
Adhesive Type	3M3264 Jetmelt



### Test Conditions

Loading Dust Type	ASHRAE/No Carbon	Test Air Temp (degrees F.)	81
Barometric Pressure (In. Hg.)	30.16	Relative Humidity (%)	39

### Test Results

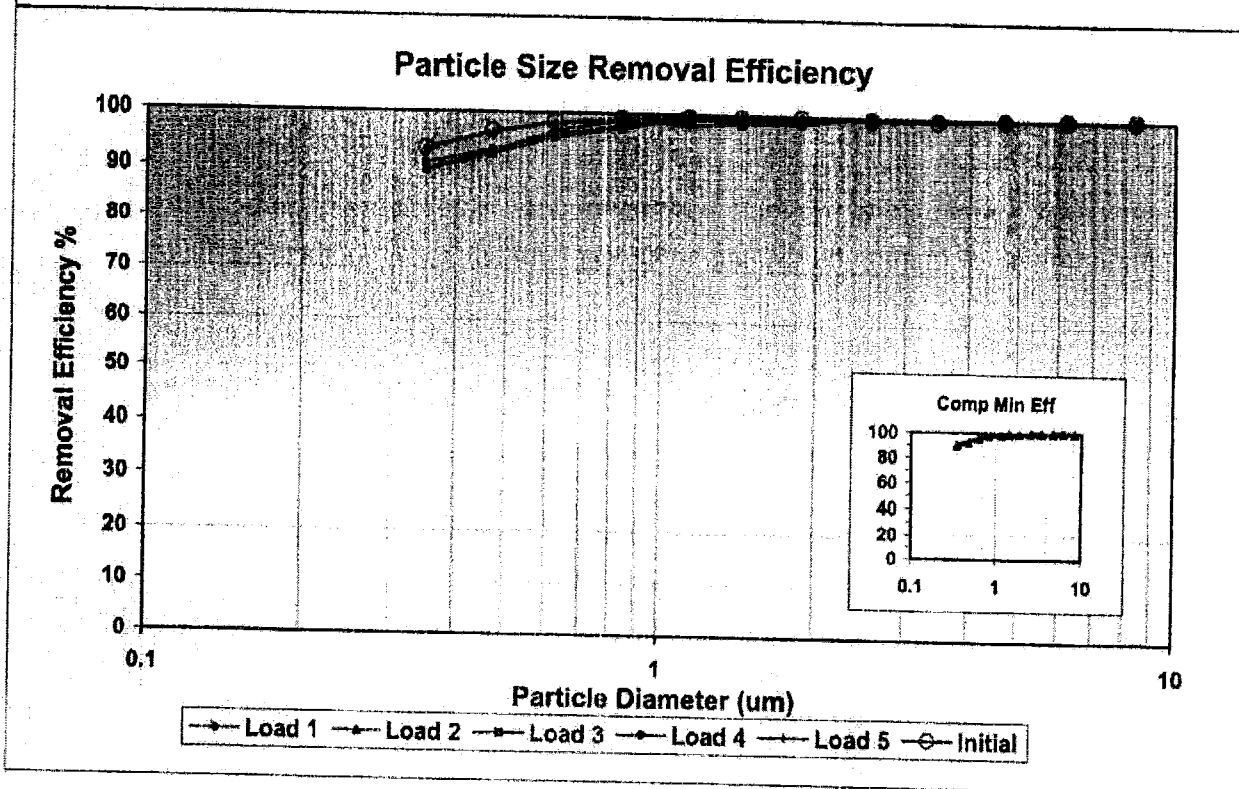
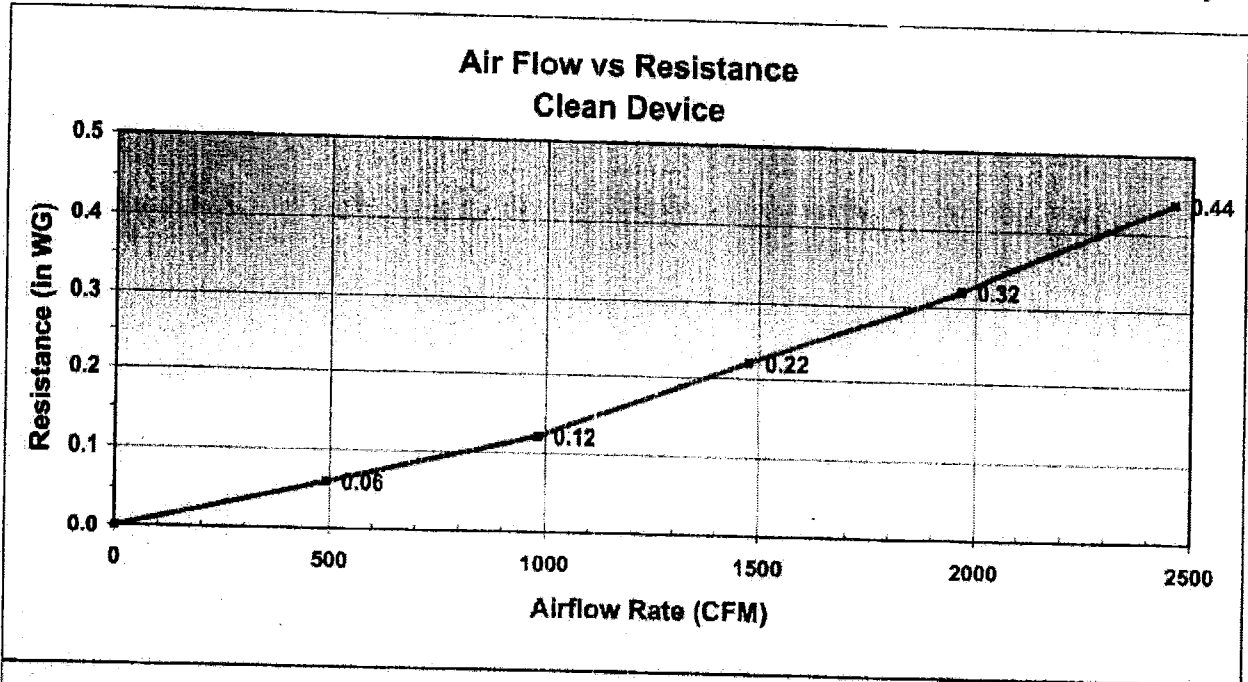
Airflow Rate (CFM)	1968
Nominal Face Velocity (fpm)	492
Initial Resistance (in WG)	0.32
Final Resistance (in WG)	1.40
E1 (%) Composite Minimum Avg. Efficiency 0.30 - 1.0 um	94
E2 (%) Composite Minimum Avg. Efficiency 1.0 - 3.0 um	99
E3 (%) Composite Minimum Avg. Efficiency 3.0 - 10.0 um	100
Minimum Efficiency Reporting Value (MERV)	MERV 15 @ 1968 CFM

**Comments** Tested For: Engineering Dynamics  
 Dust Fed (gms) to Final Resistance: 2781  
 Avg. Arrestance = 99.9%  
 Dust Holding Capacity = 2777.1 gms

Approval:

*R. B. Bull*

Test No. 09-938  
 Date: 22-May-09





Test No. 09-838  
 Date: 22-May-09

**Data - Initial Resistance**

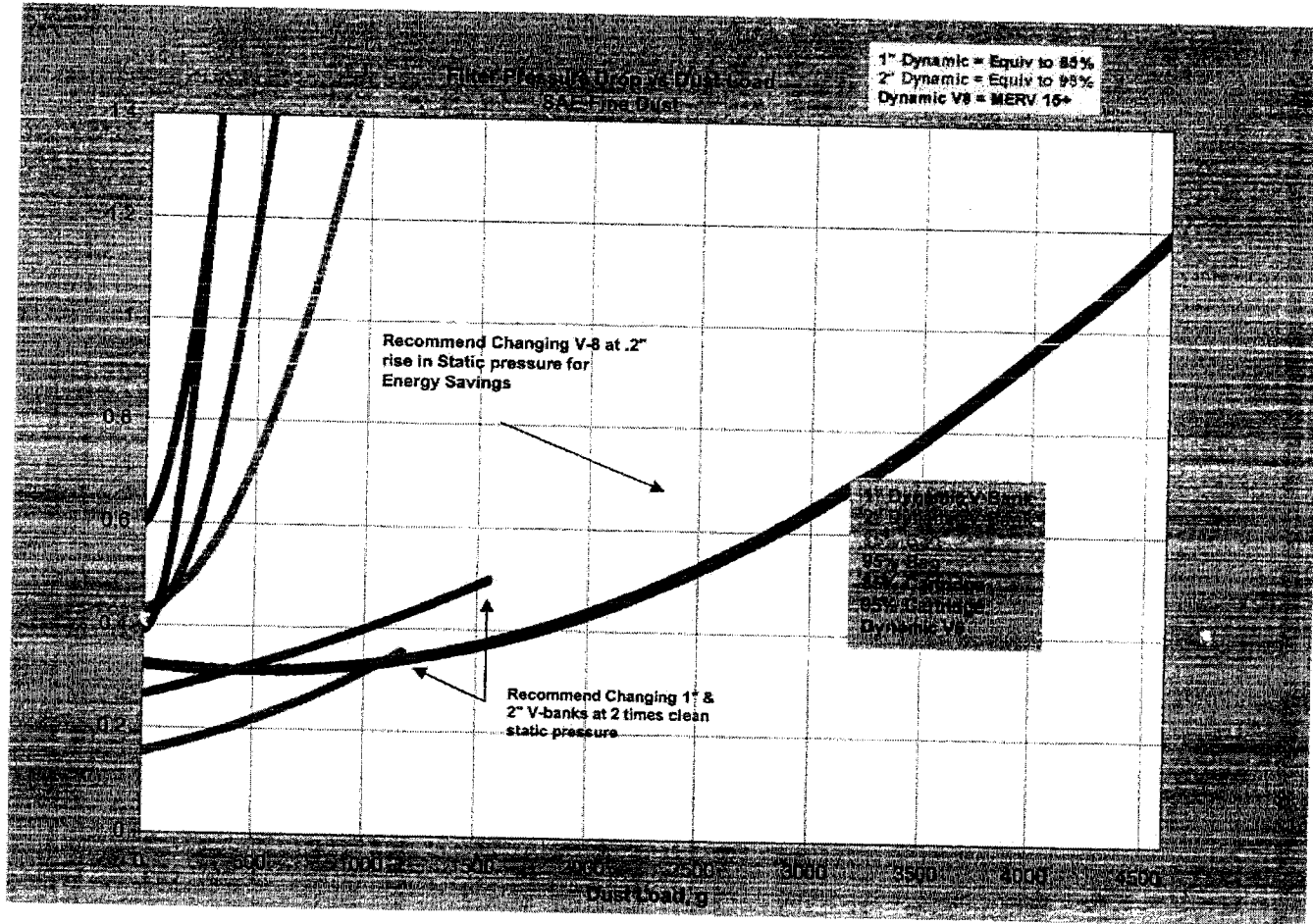
0	0.00
492	0.06
984	0.12
1476	0.22
1968	0.32
2460	0.44

**Data - Particle Removal Efficiency**

Geometric Mean Dia (µm)	Particle Removal Efficiency (%)					
	Load 1	Load 2	Load 3	Load 4	Load 5	
0.30 - 0.40	89.3	93.5	93.4	89.7	89.4	
0.40 - 0.55	92.5	96.8	96.4	93.1	92.5	
0.55 - 0.70	95.7	98.4	98.2	96.1	95.7	
0.70 - 1.00	97.5	99.0	98.9	97.6	97.5	
1.00 - 1.30	98.2	99.4	99.4	99.6	99.4	
1.30 - 1.60	98.6	99.5	99.6	98.6	99.0	
1.60 - 2.20	98.8	99.6	99.6	98.9	99.1	
2.20 - 3.00	99.6	99.6	99.6	100.0	100.0	
3.00 - 4.00	99.6	99.6	99.6	100.0	100.0	
4.00 - 5.50	99.7	99.7	100.0	100.0	100.0	
5.50 - 7.00	99.9	99.9	100.0	100.0	100.0	
7.00 - 10.00	99.7	100.0	100.0	100.0	100.0	
CME	700	Load 1	Load 2	Load 3	Load 4	Load 5
Resistance after Dust Load (in WG) →	0.34	0.59	0.60	1.13	1.40	
Dust Load (gms) →	30	586	2136	2559	2781	

# Loading Comparisons

All Below Filters Are 24 x 24 Tested At 500FPM Through Face Area



Testing Protocol Available On Request

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# Air Cooled Screw Chiller Performance Datasheet

Model	Capacity (Tons)	Condenser Type	Evaporator Type
CH-1	3	YVAA0270DGV58BAVSXO	250.0
		575-3-60.0	R134a

YVAA0270DG	V58BAVSXOX	XAXLXXXX60	44RDTXXS19	6X1SXXA2BM	XV9RSXXXXX	XXXSXX		
...5...10	...5...20	...5...30	...5...40	...5...50	...5...60	...5...70	...5...80	...5...90

EWT (°F)	54.00	Fluid Volume (USGAL)	81.89	EER (Btu/W-h)	11.08
LWT (°F)	44.00	Min. Flow Rate (USGPM)	300.0	NPLV.IP (Btu/W-h)	17.58
Design Flow Rate (USGPM)	635.8	Max. Flow Rate (USGPM)	1170		
Total Press. Drop (ft H2O)	19.1				
Fluid	Propylene Glycol (%) 30	Ambient Temp. Design (°F)	87.8	Rigging Wt. (lb)	17806
Fouling Factor (h.ft².F/Btu)	0.000100	Altitude (ft)	0.000	Operating Wt. (lb)	18635
Number Passes	2	Compressor Type	VSD Screw - Semi Hermetic	Refrigerant Charge (lb)	502.6

Circuit	1	2	3	4
Compressor kW	125.4	125.1		
Compressor RLA	164	164		
Fan QTY/FLA (each)	6 / 1.9	6 / 1.9		

Min. Circuit Ampacity	395		
Min. Fuse / CB Rating (A)	450		
Max. Fuse / CB Rating (A)	500		
Unit Short Circuit Withstand (STD)	30 kA [kA]		
Wires Per Phase	2		
Wire Range (Lug Size)	#2 - 600 kcmil		
Displacement Power Factor	0.95		
Control kVA	2		
		Compressor kW	250.5
		Total kW	270.9

**Notes:**

Certified in accordance with the AHRI Air-Cooled Water-Chilling Packages Certification Program, which is based on AHRI Standard 550/590 (I-P) and AHRI Standard 551/591 (SI). Certified units may be found in the AHRI Directory at [www.ahridirectory.org](http://www.ahridirectory.org). Unit contains freeze protection fluids in the evaporator with a leaving chilled fluid temperature above 32 DEG F [0 DEG C] and is certified when rated per the Standard with water. Auxiliary components included in total kW - Oil heaters, Chiller controls. Auxiliary power is already included in the compressor and fan power



Min DSD (Factory Purpose/Use only): 91 psig  
Use Copper Conductors only

Displacement Power Factor refers to compressor only. Unit Power Factor depends on fan option selected. Calculated value is available by request.

Minimum and maximum evaporator flow information are for full load ratings with Propylene Glycol.  
Evaporator Passes: 2, Condenser Type: M, Fan Type: V

Actuated suction service valves ARE selected

Exclusion of actuated suction service valves will require incorporation of additional freeze protection including use of glycol, pump control or draining the evaporator.

This unit does not have a coil coating selected.

MLP Effective Date: 10/1/2018  
Generated on 2018-11-07  
Unit Folder: CH-1-CH-3

E.2.0.12246.0-D.67.0032(REV. v8\_09.idd)  
Software Version: YW18.05a

Premium Cannabis  
Datasheet Spec  
Page 1 of 2



# Air Cooled Screw Chiller Performance Datasheet

Load %	Ambient (°F)	Capacity (ton.R)	Total kW	Unit Efficiency
100	87.8	250.0	270.9	11.08
75	75.6	187.5	151.7	14.83
50	63.3	125.0	77.52	19.35
25	55.0	62.50	35.62	21.05

Load %	Ambient (°F)	63 Hz (dB)	125 Hz (dB)	250 Hz (dB)	500 Hz (dB)	1 kHz (dB)	2 kHz (dB)	4 kHz (dB)	8 kHz (dB)	LWA
100	87.8	97	97	98	98	94	89	85	80	99
75	75.6	96	96	97	96	93	87	83	78	98
50	63.3	91	92	92	92	88	83	79	74	93
25	55.0	88	89	89	89	85	80	75	70	90

Note: Unit is equipped with Low Sound Kit (Level 1 Reduction) and Low Sound Fans with Variable Speed Control.

Evaporator Data		Condenser Data		Performance Data	
EWT (°F)	54.00	Ambient Temp. (°F)	95.0	EER (Btu/W-h)	10.20
LWT (°F)	44.00	Altitude (ft)	0.000	IPLV.IP (Btu/W-h)	17.30
Flow Rate (USGPM)	598.3			Net Cooling Capacity (ton.R)	250.0
Pressure Drop (ft H <sub>2</sub> O)	15.2				
Fluid	Water				
Fouling Factor (h.ft <sup>2</sup> .F/Btu)	0.000100				
Fluid Volume (USGAL)	21.63				

Note: Unit rated at design condition capacity.

**APPENDIX A**



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

Martin Collins  
Director of Policy and Planning  
Agricultural Land Commission  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6

Re: **7827 Beaver Creek Road, Cannabis Facility Inquiry, ALC Inquiry: 51163**

The Alberni-Clayoquot Regional District is in receipt of your letter of September 25, 2018, responding to our inquiry as to whether the ALC considers that the cannabis production facility referred to above was “under construction” as at July 13, 2018, within the meaning of section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*.

Your letter states, in part (emphasis added):

ALC staff does not consider the state of progress you have described to meet the test of being “under construction” or alternatively the test of carrying out any construction “in accordance with all applicable authorizations and enactments” as referenced in the Regulation for the following reasons:

- The activity that your materials indicate was being carried out prior to July 13, 2018 does not amount to “construction”. The information that you have provided to us indicates that had not commenced excavations and filling necessary for constructing concrete footings or concrete slabs prior to July 13, 2018.
- Even if the activity that you were carrying out amounted to “construction”, the activity was not being carried out “in accordance with all applicable authorizations and enactments” because at the relevant time a valid building permit had not been issued as required by local government bylaw to commence construction.

In order to be considered “under construction...in accordance with all applicable authorizations and enactments” before July 13, 2018:

- Construction of the structure must have been commenced at least to the point that there have been excavations for foundation(s) for that structure;
- Applicable authorizations for the construction (such as a valid building permit) must have been in place; and
- The construction must have been in accordance with applicable enactments (such enactments may include laws that require a building permit for construction to be undertaken, but also include other applicable laws).

The ACRD wishes to clarify that land clearing and excavation work may lawfully commence prior to building permit issuance pursuant to *The Building Bylaw No. PS1005-5, Consolidated 2012*.

Further, the applicant had been in regular contact with the ACRD for the purposes of meeting the building bylaw requirements, and were it not for the amendment to section 2 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, the applicant could have come to the office, paid the fees and the ACRD would have issued the building permit in the latter half of July 2018. While the ACRD is not commenting on the interpretation of the ALC regulations as it relates to this application, the ACRD would be prepared to issue the building permit were it not prohibited to do so by the ALC.

Any questions regarding the ACRD's application of *The Building Bylaw No. PS1005-5, Consolidated 2012* may be directed to Mike Irg, Manager of Planning and Development.

Sincerely,



Mike Irg, MCIP, RPP  
Manager of Planning and Development

cc: Moni Sadeghi  
mejbien@yahoo.com



**APPENDIX B**



**Agricultural Land Commission**  
201 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

September 25, 2018

Reply to the attention of Ron Wallace  
ALC Inquiry: 51163  
ORCS/81500/20/Cannabis/2018/ Vancouver Island

**DELIVERED ELECTRONICALLY**

Moni Sadeghi  
mejbien@yahoo.com

**Re: 7827 Beaver Creek Road, Cannabis Facility Inquiry**

**Legal: Lot 1, DL 31, Alberni District, Plan VIP18744**

The Agricultural Land Commission is in receipt of e-mails from the Alberni Clayoquot Regional District which requested comment as to whether the below referenced cannabis production facility was "*under construction*" as referenced in section 2(2.5) of BC Regulation #171/2002 (the Regulation) adopted on July 13, 2018.

The ALC has been provided the following detailed information (noted below) about the location and scale of the proposed cannabis production facility and the extent of the activity undertaken to date:

1. the growing facility is proposed to be 27,090 thousand sq ft
2. the property is 7.4 ha
3. a building permit has been prepared, but has not yet been picked up or signed by the landowner/proponent. (Building Permit ID BC18-12, dated May 1, 2018)
4. You are in the Health Canada Application Process
5. the site has been cleared and/or levelled and test pits for septic have been excavated.

You have requested whether the cannabis facility was "*under construction*" before July 13, 2018, as referenced below in BC Regulation #171/2002 Section 2(2.5)(ii)

*(2.5) The lawful production of cannabis is designated as farm use for the purposes of the [ALCA] if produced outdoors in a field or inside a structure*

- (a) that has a base consisting entirely of soil, or*
- (b) that was, before the date on which this section came into force,*
  - (i) constructed for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis, or*
  - (ii) under construction for the purpose referred to in subparagraph (i), if that construction*
    - (A) was being carried out in accordance with all applicable authorizations and enactments, and*
    - (B) continues without interruption from the date it began to the date the structure is completed, other than work stoppages considered reasonable in the building industry, and*

*that has not been altered since that date to increase the size of its base or to change the material used as its base.*

ALC staff does not consider the state of progress you have described to meet the test of being "*under construction*" or alternatively the test of carrying out any construction "*in accordance with all applicable authorizations and enactments*" as referenced in the Regulation for the following reasons:

- The activity that your materials indicate was being carried out prior to July 13, 2018 does not amount to "construction". The information that you have provided to us indicates that had not commenced excavations and filling necessary for constructing concrete footings or concrete slabs prior to July 13, 2018.
- Even if the activity that you were carrying out amounted to "construction", the activity was not being carried out "in accordance with all applicable authorizations and enactments" because at the relevant time a valid building permit had not been issued as required by local government bylaw to commence construction.

In order to be considered "*under construction...in accordance with all applicable authorizations and enactments*" before July 13, 2018:

- Construction of the structure must have been commenced at least to the point that there have been excavations for foundation(s) for that structure;
- Applicable authorizations for the construction (such as a valid building permit) must have been in place; and
- The construction must have been in accordance with applicable enactments (such enactments may include laws that require a building permit for construction to be undertaken, but also include other applicable laws).

Site preparation, even where for the purpose of construction of a structure (such as clearing vegetation, or levelling the land), does not constitute "*under construction*". The preparation of building plans and architect's drawings, geotechnical investigations, clearing or levelling and staking the site, or the issuance of other licenses, permits and/or bylaw amendments necessary to commence construction (including a Health Canada Registration Certificate to lawfully produce cannabis) do not constitute "*under construction*".

ALC staff consider that a non-farm use application must be submitted under s. 20 of the Act for the Commission's review and consideration as the test under s. 2(2.5) has not been met. Please reference the ALC website [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca) for information as to how to submit an ALC non-farm use application.

If you have any questions about the application process, please contact the undersigned.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

*Martin Collins*

Martin Collins, Director of Policy and Planning

cc: Alberni-Clayoquot Regional District : Attention A. Dyer

51163m1

**APPENDIX C**



April 8, 2015

FOR IMMEDIATE RELEASE

### **NEDC Releases Tilray Economic Impact Analysis**

NANAIMO, British Columbia April 8, 2015: Today, the Nanaimo Economic Development Corporation (NEDC) released its analysis of the economic impact of Tilray, one of Canada's leading producers of medical cannabis, on the region as both a private sector investor and one of the area's top 10 employers.

The report, chronicling the almost 2-year old relationship between NEDC and Tilray, examines the company's impact on the region through its construction and subsequent operation of a 60,000 square foot, state-of-the-art research and production facility and the proposed expansion of its operation and workforce. The results of the study, prepared by accounting firm MNP LLP, were unveiled today in Nanaimo by Mayor Bill McKay and NEDC CEO Sasha Angus.

In his remarks, Mayor McKay spoke about the importance of attracting investment to the area. "The relationship between Tilray and NEDC is not only a Nanaimo success story," says Mayor McKay. "It is a tremendous case study for successful collaboration between local and regional governments and a dynamic and growing corporate citizen." He described Tilray's current expansion plans as representing the region's largest private sector investment in recent memory.

The report suggests that the total direct, indirect and induced economic impacts of the construction and operation of Tilray's Nanaimo facility in 2014 are estimated to be \$48.1 million in total economic output in BC and \$27.4 million in total provincial GDP. To date, Tilray has contributed just over \$3.2 million in direct wages and salaries in the local market place, total employment of 357 full time equivalents (FTEs) in BC and \$8.5 million in tax revenue for all three levels of government.

"We have been privileged to work closely with Tilray to bring them to the region," said Sasha Angus, CEO of the Nanaimo Economic Development Corporation. "Tilray has proven themselves to be incredible corporate citizens and the household sustaining jobs that they have created support literally hundreds of families across the region."

"Nanaimo welcomed us with open arms and we are delighted that our operations have had such a positive impact on the community," said Greg Engel, Tilray's Chief Executive Officer. "We look forward to continuing to invest millions of dollars and create hundreds of jobs in Nanaimo pending necessary regulatory approvals needed for our proposed expansion."

Last December, the Nanaimo City Council approved a rezoning application that, pending additional regulatory approvals from Health Canada, sets the stage for Tilray to amplify its impact, not only in helping patients and physicians, but through additional investment, job creation, tax payments and increased manufacturing capacity. On the drawing board are plans for a second facility that is 4-5 times the size of Tilray's existing facility that has the potential to create hundreds of new direct and indirect jobs in Nanaimo, along with millions of dollars in economic output.

Job creation, economic output and tax revenue may be the quantifiable measures of Tilray's financial contribution but Nanaimo's economic impact study does not ignore the human impact that Tilray has on the local community, home to generations of some of Tilray employees. The growing enterprise has also attracted new residents thanks to employment opportunities for a diverse pool of professionals. Tilray's expert team includes PhD research scientists, professional managers, botanists and horticulturalists, all committed to the production of premium-quality products and delivery of exemplary patient-centered service.

The full economic analysis is available here <http://www.investnanaimo.com/tilray>

#### **About the Nanaimo Economic Development Commission**

Established in 2011, the Nanaimo Economic Development Corporation (NEDC) is a wholly owned subsidiary of the City of Nanaimo. The NEDC maintains two corporate operating divisions. The Economic Development Division provides a number of services, including, but not limited to business retention and expansion services, investment and labour attraction activities as well as economic data development activities. The Tourism Division, also known as Tourism Nanaimo, works closely with the NEDC's Tourism Leadership Committee to market Nanaimo's tourism experiences and attract visitors to the region and assist in the development of new tourism experiences.

#### **About Tilray**

Tilray ([www.tilray.ca](http://www.tilray.ca)) is a premium medical cannabis company, offering unparalleled quality and consistency for patients who utilize and health care professionals who prescribe medical cannabis. For more information visit: [www.tilray.ca](http://www.tilray.ca) [www.facebook.com/tilray](https://www.facebook.com/tilray) [www.twitter.com/tilray](https://www.twitter.com/tilray)

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## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 3<sup>RD</sup>, 2019 – ELECTORAL AREA 'E'

Notes from a meeting held on Thursday, January 3<sup>rd</sup>, 2019 at 6:20 pm at the Kackaamin Family Development Centre, 7830 Beaver Creek Road, Port Alberni, BC.

Present: John McNabb, Director for Electoral Area 'E'  
Staff: Mike Irg, Manager of Planning and Development and Peter Thicke, Jr Planner  
Members of the Public: 9

1. The meeting was called to order at 6:24 pm.
2. Introductions around the table are made and M. Irg explains that notes are being taken and will be made public.
3. Director McNabb describes the difficulties the ACRD has had with cannabis legalization and subsequent regulation, particularly around the changing information coming from provincial and federal levels of government.
4. Member of the Public mentions that the core concerns held include the size of the building, smell, sound, lighting, associated traffic, and indicates that there must be a more appropriate place for this kind of operation. Indicates that they are not against the production of cannabis, but do not feel that an operation of this kind has any place in the neighbourhood. Particularly, the consumption of water for the facility and proximity to Beaver Creek, a common water supply for households in the area. Essentially, they feel that the location, building, and associated use are incompatible.
5. Member of the Public concurs with the concerns around excessive water use and the potential for groundwater and stream contamination.
6. Member of the Public asks how the process has already gone so far without neighbours being notified.
7. M. Irg explains that when the building permit application came to the ACRD, the applicants were permitted to grow cannabis in that type of building as it was considered a 'farm use' at the time. It could not be prohibited within the ALR and the building complied with ACRD bylaws. In July, the ALC released new guidelines around concrete structures and declared the proposed use of the property as a non-farm use, and so the facility was no longer permitted as it was constructed. The applicant then applied to the ALC for non-farm use permissions to continue the cannabis production facility as planned.
8. Discussion around the table around the history of the application and process, and how the Board can support or deny the application but is not the final decision-making authority in this situation. The ALC will make the final decision as to whether the application is successful.
9. Discussion continues around the building itself and history of construction, how the zoning could allow the building, and particularly why no neighbours were notified during the construction process.
10. M. Irg explains that notifications are not required for a building permit, and that the building was permitted under ACRD bylaws.
11. Member of the Public comments on the history of cannabis legalization and cannabis production on ALR land, and indicates that the new regulations by the ALC around concrete structures is an attempt to stop ALR land from being taken over by these structures for cannabis production.
12. Member of the Public comments on how this application could cause a loss of valuable farmland and it will be challenging to reclaim the land even if the production facility is abandoned.
13. Member of the Public asks what can be done to stop the proposal at this point.
14. M. Irg explains that the minutes of the meeting in progress will be included with the Board package, and that Members of the Public are welcome to attend the Agricultural Advisory Committee meeting, write letters to the Board, and appear as a delegation before the Board.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 3<sup>RD</sup>, 2019 – ELECTORAL AREA 'E'

15. Director McNabb comments on the process and explains how the Board will consider the application more than once, and that the idea is to come to a considered conclusion taking into account all the information received by the Board, keeping the process transparent.
16. M. Irg explains how the application is dealt with by Staff and the Board, and reiterates the applicant's need to apply to the ALC and how the relationship between the ALC and the ACRD works, including that if the Board of Directors decides to not support the application, it will not be approved.
17. Member of the Public indicates that cannabis production facilities are often in industrial areas and that those areas would be a better location in this case.
18. Member of the Public mentions that perhaps the ACRD should be purchasing or locating land for cannabis production facilities in industrial areas or away from neighbourhood areas and should consider being more proactive when locating these facilities.
19. Member of the Public asks about water purification and odour prevention.
20. M. Irg mentions that those are under the jurisdiction of Health Canada and that the property owner would be better suited to answer those questions.
21. Discussion around the issues the group has with the facility, including lighting, water quality, neighbourhood impact, changing the character of the area, odour, and other concerns.
22. Discussion around what can be done by the group, how to organize, who to write to, and what meetings to attend.
23. M. Irg mentions that the names and information about the applicants cannot be released until the report is made public.
24. Director McNabb encourages the group to ensure that their concerns are valid and backed up when presented, and not simply a matter of subjective opinion.
25. Member of the Public mentions that it seems unfair that they do not get much information about the applicants when they have just volunteered their names and addresses.
26. The group mentions that they do not want their personal information shared with the applicants.
27. Discussion continues about the pros and cons of the facility, what it contributes or does not to the community, and why Director McNabb would support the application.
28. Director McNabb indicates that it could bring employment and investment into the region.
29. Group discussion continues about the benefits of cannabis production and the potential for the ACRD to set aside land for the purposes of production.
30. Director McNabb indicates that he hears and appreciates their concerns but that it is important for him to follow due process and make a considered decision.
31. Concerns are raised by the group over the power they have in these decisions, and how they feel that they are not able to have a say in what happens in their neighbourhood and community.
32. Member of the Public asks who else they can bring their concerns to and notes that the neighbourhood seems to be in unanimous opposition.
33. M. Irg explains more around the process and how the relationship between the Board and ALC works. Mentions that all of the input received will be included in the staff report.
34. Member of the Public mentions that it is strange that no one in the community was informed of the development.
35. M. Irg explains that there is no requirement for neighbor notification for a building permit.
36. Discussion about why some things require so much process and others do not.
37. Member of the Public asks about when the application will appear before the Agricultural Advisory Committee.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 3<sup>RD</sup>, 2019 – ELECTORAL AREA ‘E’

38. M. Irg indicates that the date has not been set but they will notify the public through the appropriate channels.
39. Further discussion around the process and when associated information will be prepared and released.
40. Member of the Public asks about the process for the application and relationship between the advisory committee, Board of Directors, and ALC. Also asks about who is on the advisory committee.
41. M. Irg explains that the application will appear before the committee, consisting of local farmers and other volunteers, prior to appearing before the Board and ALC. He indicates that he can provide names of the members that make up the Agricultural Advisory Committee at a later time but cannot recall them all immediately.
42. Member of the Public asks about future communications and whether the present group will be contacted as the process continues, particularly as the applicant has been contacted during the whole process.
43. M. Irg indicates that all public information will be available on the Regional District website or can be provided if the office is contacted.
44. Questions and discussion around the Agricultural Advisory Committee, particularly about how to approach members and communicate with them appropriately.
45. M. Irg mentions that all of the AAC meetings are public and that the director of the committee may allow a member of the public to speak at a meeting at the director's discretion.
46. Member of the Public asks about how to appear as a delegation before the Board of Directors.
47. Director McNabb indicates that they need to contact the ACRD office prior to the issuance of the agenda, likely by the Tuesday before the Friday that the agenda is issued (week before the Board meeting).
48. Member of the Public asks when the application will come before the Board.
49. M. Irg indicates that it will likely come before the Board on January 23<sup>rd</sup>.
50. Member of the Public mentions that it is difficult to find documentation and proof that cannabis production facilities are harmful and a nuisance regarding impact on neighbourhoods, water, air quality, etc. as the issue is so new.
51. Discussion about the process for approval.
52. Member of the Public asks if the ALC can still quash the application even if the Board approves it.
53. M. Irg answers that that is correct.
54. Discussion about the process of appearing as a delegation to the Board and whether or not the applicant will also appear as a delegation at the same meeting.
55. M. Irg indicates that the applicant can appear as a delegation but usually does not. If the Board denies the application, the applicant is invited to speak at the following Board meeting.
56. Member of the Public asks if there is anyone else in Government that they can get information from or talk to in order to strengthen their arguments.
57. Member of the Public answers that they can speak with their MLA but in this situation and at this stage the argument must primarily come from members of the community.
58. Director McNabb discusses some of the challenges the Board has faced with regulating and making decisions in combination with changing ALC regulations.
59. Further discussion about process and questions about which way Director McNabb is leaning and how he will vote.
60. M. Irg mentions that Director McNabb needs to remain open to all evidence until the time comes to make the decision. To declare how he is going to vote prior to having access to a staff report and other information supplied by the applicant would not be procedurally correct.
61. Discussion about the Board meeting and how it will proceed.
62. Questions from Members of the Public about the building and necessary setbacks.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
NOTES  
JANUARY 3<sup>RD</sup>, 2019 – ELECTORAL AREA 'E'

63. M. Irg mentions that the building complies with ACRD Bylaws.
64. Discussion around Health Canada regulations for a commercial cannabis production facility.
65. Member of the Public mentions that he hopes Director McNabb will consider what the neighbours will have to live with and that he would like to see the ACRD be more proactive around these situations in the future.
66. Director McNabb mentions that it is important for the Board to consider appropriateness in this type of application.
67. Member of the Public reiterates that the scale of this particular production facility is not appropriate for the neighbourhood.
68. Member of the Public discusses potential long-term effects on property values by having a cannabis production facility in the neighbourhood. Notes that a realtor mentioned that they would list the property at 20% less than the assessed value just knowing that the facility is coming.
69. Discussion around how to determine the potential impact on property values and what that could mean for the community.
70. Member of the Public discusses the challenges of light pollution associated with such large-scale production facilities on ALR land, including the large 24-hour lights that are commonly used and the noise that is also present.
71. Member of the Public mentions the odour associated with a production facility, and how it is not a normal cannabis smell but smells more of garbage and is very unpleasant.
72. Director McNabb mentions that the building design should minimize the odour.
73. Discussion about odour control mechanisms and how various facilities have different levels of smell depending on production methods and type of cannabis produced.
74. Member of the Public mentions that they have never seen a story in the news that shows that neighbours are happy with have a cannabis facility next door to them.
75. Discussion about how the applicants have made no effort to communicate with the community to set their fears at ease and that they are very concerned about the impact that this facility will have on the community and their quality of life.
76. Meeting adjourned at 7:41pm.

Reviewed By:

John McNabb  
Director for Electoral Area 'E' – Beaver Creek

Notes Prepared by:

Peter Thicke  
Junior Planner



# REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

## NOTES

### JANUARY 8<sup>th</sup>, 2019

Notes from a meeting held on Tuesday, January 8<sup>th</sup>, 2019 at 3:30 pm at the Alberni Valley Chamber of Commerce, 2533 Port Alberni Highway, Port Alberni, BC.

Present: John McNabb, Director for Electoral Area 'E', Penny Cote, Director for Electoral Area 'D', Tanya Shannon, Director for Electoral Area 'B'  
Staff: Mike Irg, Manager of Planning and Development and Peter Thicke, Jr Planner  
Members of the Public: 9

1. The meeting was called to order at 3:35 pm.
2. Introductions are made and the rationale for the meeting is explained and discussed, including changes to ALC regulations and the resulting complexity around the application.
3. Presentation is made by the facility architect. Describes site location, surroundings, and characteristics. Site plan displayed, explains that the facility is located where it is on the property due to swampy nature of the property towards the north. The siting of the building protects the environmental integrity of the property. Also displays floor plans etc., outlining building characteristics (no windows, security features, mechanical systems for odour, etc.).
4. The applicant's agent continues to outline the benefits to the community (jobs, economic development, investment) but also discusses the threats both real and perceived from the community and acknowledges their significance.
5. Director McNabb asks about noise and whether or not there is decibel level associated with the facility.
6. The architect answers that the building has two walls (inner and outer), so that it can be kept clean and controlled. Sanitary concerns are of the utmost importance, so the inner wall can be washed and disinfected regularly. Mentions that there should be no noise from inside the building as the building envelope is designed to minimize noise and control the interior environment, but there will be an HVAC system on the roof. The HVAC and other mechanical systems should only produce minimal noise. Estimates that sound volumes should be about mid-90s decibels but they are well away (200ft) from the property line so any noise should not be a concern.
7. The applicant's agent adds that the numbers are not the main factor but that the applicant is willing to do whatever is necessary to assuage concerns. Also notes that as the project proceeds they will be making whatever adjustments are necessary to ensure the least amount of disturbance.
8. Director McNabb asks where the air exchange fans are located on the building.
9. The architect answers that they are on the roof.
10. Director McNabb asks about air exchange and associated odour.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### NOTES

### JANUARY 8<sup>th</sup>, 2019

11. The architect answers that they will be using charcoal filters and there should be no odour as is understood from the information received from the mechanical engineers that designed the system. He mentions that they will make any adjustments as necessary to ensure odour is not an issue.
12. The applicant's agent adds that it is an ongoing process and that they will have to see what occurs as it occurs, but that any refinements will be added as necessary.
13. The architect adds that he is trusting the data and information provided from professional engineers but echoes the sentiments about refining as needed.
14. Director McNabb discusses the proximity to Kackaamin and that the emissions and odours are a major point of contention for the community.
15. The applicant's agent discusses the proximity to the centre and asks whether security is also a related concern.
16. Director McNabb discusses security and associated Health Canada Regulations.
17. The applicant and agent discuss their interest in the regulations and how they need to be in strict compliance with Health Canada in order to continue the business. They are committed to adhering to any policies and regulations as it is vital to the success of the business.
18. Director Cote asks about whether the noise is constant like a highway and if there are shut down times throughout the day.
19. The architect mentions that the earlier example of traffic was used to describe common noise so that the sound level could be more understandable, but notes that the building will be excessively quiet.
20. The applicant adds that any associated machines are top of the line and will be quieter than any other comparable building.
21. Director Cote asks about security.
22. The applicant mentions an electric fence, camera security, and a strict policy around who can enter and exit, with access further limited in certain areas of the building. Keys, fingerprints, retina scans, etc. will all be used. The facility will be very secure, close to 0% change of intrusion, cameras monitored both on and off site. There are 242 proposed security cameras associated with the facility.
23. Director Cote asks about traffic and security on the Beaver Creek Road.
24. Khan notes that the facility is self-contained, with only a small amount of vehicles that will be arriving and leaving for transport purposes. Everything in the facility is recycled, including the plants that are to be destroyed.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### NOTES

### JANUARY 8<sup>th</sup>, 2019

25. Director Cote asks about waste produced by the facility.
26. The applicant notes that the only thing that will leave the facility will be cardboard boxes containing product, everything else reused or disposed of appropriately on-site. She again mentions the extensive security and that only needed staff will be on site at any time. They only expect one truck at a time for transport of the product - an armoured vehicle that will come once every 1-2 days.
27. Director Cote again asks about disposal systems within the facility.
28. The applicant notes that the only thing that will be leaving the facility is the product, all waste will be recycled.
29. Discussion around security, and it is noted that security is comparable to prisons and RCMP Stations.
30. A comment is made on the sound, noting that HVAC systems will be surrounded by mitigation measures and that most of the noise will be sent straight up and not to surrounding residences – similar to the systems in place on the roof of the Save-on-Food in Port Alberni.
31. The applicant's agent notes that they are committed to providing the most accurate information possible, so they can't say that there will be no noise but the understanding is that it will be minimal.
32. Director Cote asks about construction timeline and noise associated with construction.
33. The applicant answers that they are planning for about 9 months, with most work done off-site and minimal disturbance to the community.
34. Director Cote asks for more clarification around the odour level, mentioning that some folks are highly sensitive to the smell resulting in negative health consequences.
35. The applicant and agent respond that there should be no smell according to the engineers they have hired. They have backup generators to ensure mechanical systems do not fail. The charcoal filter system is designed to be redundant, with multiple filters, and all air is recirculated. Any possible way that smell can be controlled has been considered and implemented.
36. Director Cote asks about masks for employees and whether they will potentially carry the smell out of the facility or leave the facility accidentally inebriated.
37. The applicant answers that the facility is like a surgical room – employees will be wearing a cap, gown, mask, and be completely covered, needing to take a shower before and after their shift.
38. The engineer notes that the building is designed with steel cladding outside and insulated panels inside that stops smell, sound, etc. and is a very robust and contained building envelope.





## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 8<sup>th</sup>, 2019

39. The applicant mentions that the insulation and containment is similar to that of a refrigerator, with nothing going out or in.
40. Director McNabb asks about water consumption for the facility.
41. The engineer answers that peak consumption should not present an issue to existing water systems.
42. Director McNabb asks about fire suppression for the facility.
43. The engineer and architect answer that a sprinkler system has been installed to building code standards and that associated water pressure has been confirmed as appropriate for the development.
44. Director McNabb asks about used water and treatment systems.
45. The engineer answers that water recycling is important but there is an allowance for treated water to go into the sanitary septic system. Most water will be recycled, however.
46. Director McNabb asks about the impact of the exhausted water on the surrounding water table.
47. The engineer answers that it is similar to the process for the system at Kackaamin, that the septic system is a raised bed to keep it away from wetlands and water table. Another engineer and environmental consultant have designed that portion.
48. Director McNabb asks about used water entering the nearby wetland.
49. The applicant's agent answers that it is assumed some might enter the stormwater management system but most will be recycled.
50. The applicant notes that only 5% of the water that comes in to the facility will leave as treated water.
51. Director Cote asks about concerns regarding the impact on the Kackaamin Centre.
52. The applicant answers that she has met with a representative from Kackaamin and has been taking measures to alleviate her concerns, including avoiding direct sightlines, high security, and dealing with smell concerns through mechanical engineering systems.
53. Director Cote asks about security and buffer systems, including potential vegetation buffers.
54. The applicant mentions that there will be two fences and they proposed a line of cedar trees but Health Canada was not in favour of the proposed vegetation buffer. She includes that she is very open to the idea if it can be found to work. Mentions that she will do whatever can be done within Health Canada's regulations.
55. Director Shannon asks about shift changes, noise, and security, and whether the amount of cameras is an issue of privacy for neighbouring properties.





## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 8<sup>th</sup>, 2019

56. The applicant mentions that the cameras will not be pointed at or recording neighbouring properties and reiterates that security is a primary focus for the facility.
57. Director Shannon asks about whether or not taxpayers will be paying for potential police or other EMS calls associate with the facility.
58. The applicant's head of security answers that it will not likely be a problem as they have onsite security to take care of most false alarms or minor concerns. They do not anticipate that they will rely on police or other services to maintain a secure facility.
59. The applicant's agent adds that there isn't a direct relationship between RCMP callouts and tax bills.
60. Director McNabb asks about shift work and staffing.
61. The applicant answers that the shifts will be staggered and that traffic and operational concerns will be carefully considered in order to operate smoothly.
62. Director Shannon asks the applicant's agent about potential taxpayer costs connected to the facility.
63. The applicant's agent answers that there are no anticipated costs and that an earlier mention of costs was misinterpreted.
64. Director Shannon asks about the potential for nearby property depreciation.
65. The applicant answers that she feels any depreciation to properties has already occurred because of the Kackaamin Centre and that property values may go up as people want to live closer to work. She mentions that she understands neighbours concerns for their children and would not want to raise her family next to a cannabis facility, and that the company is prepared to buy out neighbours at market value if they are not satisfied with how the facility turns out.
66. The applicant's agent notes that they have not discussed this with neighbours but think it is a fair proposition.
67. Director McNabb asks about whether the driveway and parking area will be paved.
68. The architect and engineer answer that it will be and that appropriate stormwater management measures will be in place.
69. Director Shannon asks about the location of the parking area.
70. The architect answers that it will be beside the facility.
71. Director Shannon asks whether the adjacent neighbours were invited to this meeting.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
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**JANUARY 8<sup>th</sup>, 2019**

72. The applicant answers that she thought that Director McNabb might have spread the word and that she has not had clear communications with her neighbours as the result of an earlier confrontation. She has also tried to meet with the centre on multiple occasions but has not been able to do so.
73. Director McNabb mentions that he wasn't aware that he was supposed to inform the neighbours or invite them.
74. The applicant states that she is uncomfortable approaching her neighbours as she does not feel safe doing so due to previous negative encounters. She thought that the neighbours would have been at this meeting and was surprised when they were not.
75. Director Shannon asks whether the ACRD should be involved with inviting the public.
76. D. Holmes answers that during this process no official Public Hearing is required, but that the ACRD is interested in pursuing opportunities to communicate with and between the community, neighbours, and the applicant and may consider various options as the process continues.
77. M. Irg continues that the application is a non-farm use application to the ALC, and that it complies with zoning and no other permits were originally needed outside of a building permit. Notes that the process typically does not involve these kinds of public meetings.
78. The applicant adds that she called the Kackaamin Centre to invite them to the meeting.
79. M. Irg notes that the ACRD can facilitate meetings but that the actual meeting would be the responsibility of the applicant. Explains that notes are being taken at this meeting to add to the public record as they were at the Jan 3<sup>rd</sup> meeting.
80. Director Cote asks about odour and potential inversions in the Valley making it stay in place, similar to the fog in the area.
81. The applicant's agent mentions that they are taking as many precautions as possible but will make any changes as necessary to account for potential inversions or other issues.
82. Director Cote asks whether or not the applicant lives in the community.
83. The applicant answers that she lives in Ladysmith but loves Port Alberni.
84. Director Cote notes that this is a big move for the ACRD and that the Board of Directors will be held responsible for their decision so they want to be sure they have all the information and make a considered decision.
85. The applicant states that this is a large investment and that with this level of investment it will not be a shady operation.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
**NOTES**  
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86. Director Cote asks if the jobs will be local.
87. The applicant notes that almost all will be local except those that require very high levels of qualification or specialization.
88. Director Cote asks about required qualifications for local jobs.
89. The applicant notes that certain positions will need university degrees and that there will be additional job training. She notes that it will provide an opportunity for those growing illegally to begin working in the legal workforce. Many of the positions will be available for those with cultivation experience, but there are other job opportunities in call centres, maintenance, and associated needs of the company.
90. Director Cote asks whether they have that kind of workforce in the valley.
91. The applicant notes that there will be many different positions for different levels of qualification and notes that the preference is always to get local employees.
92. Director Cote asks about when they would begin hiring.
93. The applicant answers that they have already started hiring and paying employees, and once the construction begins they will begin hiring more.
94. Director Cote asks what the next steps are.
95. The applicant answers that they thought they were ready to go but the ALC changes have set them back. Once they are approved by the ALC, they will get confirmation from Health Canada for final approval and they will begin construction. The hope is to be ready in two months.
96. The applicant's agent notes that the current and primary concern is to work with neighbours to assuage their concerns.
97. Discussion about timeline and process for the AAC, Board Meeting, and eventual comments to the ALC.
98. The applicant's agent notes that they want to make the Board decision easy, and they are happy to do what they can to include neighbour meetings and provide any information that may be useful as the process continues.
99. Director Shannon notes that they have a number of neighbours that might be concerned beyond the immediate ones that have been discussed.
100. The applicant mentions that they are trying to be careful about how public they are at this point as there is concern about backlash from existing illegal growers.
101. Discussion continues about security and concerns around privacy.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT NOTES JANUARY 8<sup>th</sup>, 2019

102. Director McNabb notes that the he feels the key is to work with Kackaamin to reach a conclusion that is satisfactory to all. Notes that there is a feeling that the facility will be detrimental to the work at the centre.
103. Discussion around the perception of the facility and concerns brought forth from the neighbours that have not been dealt with at this point, particularly the impact on the Kackaamin Centre.
104. Director Cote asks about the swamp at the back of the property.
105. The applicant's agent notes that the siting is for environmental purposes to protect the swamp.
106. Director McNabb notes that it is the headwaters of Beaver Creek.
107. The applicant's agent notes that there is no impingement on the natural environment.
108. Cote notes that it is important to protect environmentally sensitive areas and asks about potential wildlife migration interruptions.
109. The applicant's agent answers that the security fence does not enter the DPA setback and that no wildlife interruption is foreseen.
110. The architect notes that the fence only surrounds the building, not the entire property.
111. D. Holmes asks if there is anything to stop wildlife from approaching the electric fence.
112. The applicant notes that there is an exterior fence that is not electrified to prevent unnecessary contact with the electric fence.
113. The applicant's agent states that they are interested in a meeting with neighbours and will communicate with the ACRD to set that up.
114. Meeting adjourned at 5:05pm.

Notes Prepared by:

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Peter Thicke  
Junior Planner



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

Notes from a meeting held on Tuesday, January 22, 2019 at 3:00 pm at the Chamber of Commerce, 2533 Port Alberni Highway, Port Alberni, BC.

Proponent Representation: Moni Sadeghi, property owner; Ian Niameth, Architect; Jerry Berry, meeting facilitator  
ACRD Staff and Directors: Mike Irg, Manager of Planning & Development; Alex Dyer, Planner; John McNabb, Director for Electoral Area 'E'  
Members of the Public: Approximately 40 members of the public in attendance.

1. The meeting began at 3:05 pm.
2. Round of introductions.
3. Ian Niameth, consulting Architect for the property owner presents the details of the proposed cannabis production facility. Detailed description of development site, setbacks, distance to neighbouring homes.
4. Member of the Public asks about the impact on property values?
5. M. Sadeghi replies property values will increase because this will create employment and people want to live near work.
6. Member of the Public notes they have looked into selling. Realtors say listings would be under-valued. Research says the valued would go down.
7. M. Sadeghi replies that if anything lowers property values, it is the drug rehab centre in the neighbourhood. The facility will be sealed with no public access.
8. There was a general discontent in the room at this statement. Two representatives from the Kackaamin Family Development Centre left the meeting at this point.
9. Member of the Public says that Kackaamin did not impact their property assessment.
10. M. Sadeghi says she personally does not think that values will go down.
11. J. Berry says it is too complex for anyone to know what the impact will be on property values. Other uses on the site could impact values.
12. Member of the Public states there should be no cement-based structures for cannabis in the ALR.
13. J. Berry notes that cannabis could be grown in the ground.
14. Member of the Public questions the impact on fish ecosystems, water rights to creeks and water for livestock.
15. Member of the Public questions the amount of water needed from Beaver Creek community water. Impact on water restrictions in the summer.
16. J. Berry replies that restrictions on water use apply in this case.
17. Member of the Public asks about the effluent.
18. J. Berry replies it is a hydroponic operation which is an enclosed system. Settling ponds for drainage.
19. Member of the Public asks about ponds flooding.
20. J. Berry replies the ponds are designed to meet the requirements of professionals.
21. Member of the Public notes that a bond is needed to pay for negative impacts. The community is generally pro-business but build the facility elsewhere in the Valley.
22. Member of the Public notes the proposed facility is in the wrong spot and will affect families.
23. Member of the Public asks why this location?
24. M. Sadeghi asks if the member of the public thinks it's the wrong location because of smell?
25. Member of the Public replies that this is a residential neighbourhood and that this facility will be manufacturing drugs near a drug rehab centre.
26. M. Sadeghi asks if they are upset because it is near the drug rehab centre?



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

27. Member of the Public replies that it is an industrial facility.
28. Member of the Public states there is data around the impact of industrial facilities near residences.
29. Member of the Public asks how did the proponent pick this property.
30. M. Sadeghi replies it is zoned for medical marihuana use.
31. Member of the Public asks if the proponent will be living on the property.
32. M. Sadeghi replies maybe, that is an option.
33. Member of the Public states that the proponent is just here to make money.
34. J. Berry states that the use is currently permitted on the property. The ALC rules changed on July 13<sup>th</sup>.
35. Member of the Public asks about the company name and affiliation with any other operation.
36. M. Sadeghi replies that there is no affiliation.
37. Member of the Public asks about using community water for commercial use.
38. J. Berry notes that the water use is equivalent to about 8 residential homes.
39. Member of the Public asks about an environmental impact study for building in a swamp.
40. J. Berry replies the building will not be in a swamp. Any building on the property needs to meet the building setbacks.
41. M. Irg notes that there is a 100 foot building setback established from the creek. The proposal meets the minimum and not environmental impact assessment is required.
42. Member of the Public states this will massively impact property values.
43. Member of the Public asks about setback from high water mark.
44. A. Dyer responds the setback is from the natural boundary of the watercourse.
45. Member of the Public asks about the ACRD perspective. First public meeting that they are aware of, any other meetings?
46. M. Irg replies there have been no other public meetings and no requirement for the ACRD to hold a public meeting.
47. Member of the Public asks about the ACRD review process.
48. M. Irg explains the ACRD review process of non-farm use application referrals from the ALR. Reviewed by staff, considered by the Agricultural Advisory Committee and considered by the ACRD Board.
49. M. Sadeghi notes they only have to apply for a non-farm use because of the sealed building. Could do a greenhouse at the site which would cause more issues for the neighbourhood. Sealed building better way of controlling the smell.
50. Member of the Public asks about the weight of public opinion.
51. M. Irg notes the ACRD representatives are attending the meeting for information. The ACRD is receiving letters which will be included in the staff report to be reviewed by the Board. There is no public hearing and this meeting is not being held by the ACRD.
52. J. Berry notes there is no formal requirement for the ACRD to hold a meeting. The ACRD Board makes the decision at a public meeting.
53. Member of the Public was told that the ACRD Board could deny the application.
54. J. Berry replies the application cannot proceed without a resolution by the Board.
55. Member of the Public asks the Board to do the right thing and deny the application.
56. Member of the Public notes the big impact on the neighbourhood based on the large attendance at this mid-day meeting.
57. Member of the Public has been to Tilray in Nanaimo and has smelled marijuana from 100 metres away.
58. Member of the Public asks if the ACRD is currently saying no.
59. M. Irg replies that if the ACRD says no it is denied. If the Board passes the resolution, the ALC makes the final decision.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

60. Member of the Public asks the proponent if they have any other options.
61. M. Sadeghi replies the ACRD was receptive to the location and the building permit was ready to be approved.
62. Member of the Public asks if the proponent had broken ground prior to July 13, 2018.
63. M. Sadeghi replied no.
64. J. Berry notes the ACRD was receptive because their zoning allowed it at the site. After July 13, 2018, the province changed the rules.
65. Member of the Public asks about building permit ready to be issued.
66. M. Sadeghi replies she was told it was ready to be picked up.
67. M. Irg clarifies that the ACRD was ready to issue the permit but the ALC asked the ACRD to withhold the permit.
68. A cannabis facility installation contractor notes that certain cannabis uses are permitted under the *Access to Cannabis for Medical Purposes Regulation*. ALR permits greenhouse or outdoor, only two options.
69. J. Berry notes there are other potential uses under the zoning.
70. Member of the Public asks about a license from Health Canada.
71. M. Sadeghi replies the last step was building permit approval. Waiting on that now.
72. Member of the Public notes the community is very business friendly but the location is not suited for this use.
73. Member of the Public asks about how many of the 250 jobs will be local.
74. M. Sadeghi replies almost all jobs except a handful will be local.
75. Member of the Public notes the proponent has said before that most jobs require expertise and talent from outside the community.
76. M. Sadeghi notes that they have only hired one employee for quality control at this point. Will be posting jobs later. Most people will be hired locally ideally. Cannot find some professionals locally and we'll need to go outside the community.
77. J. Berry adds that training will be provided by the company.
78. Member of the Public asks about security and details of the security plan. These facilities have been robbed before in Canada.
79. A security representative for the proponent answered that Health Canada has complex, detailed requirements for security. Security clearance for personnel is required, sensors, cameras. Similar or better regulations than anywhere else.
80. Member of the Public asks about similar facilities designed to be in residential areas.
81. A cannabis facility installation contractor replies that his company has worked on a facility located in a residential area in Ontario where odour control was a focus. Health Canada has been improving their odour control requirements. Greenhouses have large odour impacts and the lower mainland has a greenhouse issue.
82. J. Berry notes that Nanaimo has not received complaints about the Tilray facility.
83. Member of the Public asks about security around the entire perimeter of the property.
84. A security representative for the proponent notes that there would be no fence on the back lot line of the property.
85. Ian Niameth demonstrates the fence line surrounding the building site. There would be a second layer of fence on the property line. Both fences would be 8 feet high.
86. Member of the Public asks about lighting.
87. Ian Niameth replies that lights will be designed to face the building, impact on neighbours will be minimized.
88. Member of the Public states that light will spill onto neighbouring properties.





## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

89. A cannabis facility installation contractor notes that lighting is not for security purposes. Need lighting for the parking lot. Sensors located on fence as well so the security system is notified when fence is touched.
90. Member of the Public states that Beaver Creek Road is not ready for the traffic created by this operation.
91. M. Sadeghi replies that the facility would be for production only. 25 production staff at a time and no retail on-site.
92. Member of the Public asks about a map showing property line to see the wildlife thoroughfare.
93. Ian Niameth notes that fencing will encompass less than a quarter of the property.
94. Member of the Public asks if the building encompasses that much land.
95. Ian Niameth replies that the building will comply with the required setbacks.
96. Member of the Public asks about staff. 25 people at a time over three shifts is a maximum of 75 employees. How do you get a staff number of 250?
97. M. Sadeghi replies that staff levels will be determined by other facilities.
98. Member of the Public asks about expected sales in the first year?
99. M. Sadeghi replies that sales numbers are not relevant. Product sales can vary and there is lots of accounting and product tracing required.
100. Ian Niameth demonstrated the site plan again to show fence line and the relative building footprint.
101. A cannabis facility installation contractor notes that part time labour is a big component in this industry. That could be part of the reason for staff levels.
102. Member of the Public investment in the community has been discussed. Has the proponent secured property in town for ancillary staff?
103. M. Sadeghi replies that the approval of a license is a long process. Will look at off-site facilities as the production facilities is being built.
104. Member of the Public suggests the proponent may want to look at an alternative site for the production facility.
105. M. Sadeghi replies to move the site would take 3-4 years for approval.
106. Member of the Public asks about traffic at 25 staff – equivalent to 50 vehicles per shift.
107. M. Sadeghi staff arrival and departure would be staggered to allow for secure entry procedure.
108. Member of the Public asks about water quality and pesticides impacting wildlife. Location inappropriate so close to waterways.
109. M. Sadeghi replies this is a hydroponic system with the water being reused. Food grade chemicals must be used.
110. Member of the Public notes there is no data relating to the safety of chemicals.
111. M. Sadeghi notes chemical usage will be reduced due to controlling the growing environment in the system. Trying to grow organically because of the medical aspect.
112. A cannabis facility installation contractor notes that there are 22 pesticides permitted by Health Canada.
113. An engineering consultant notes that the constructed wetland does not take wastewater. There is a separate septic field for that. The engineered wetland takes drainage and storm runoff from the building and site.
114. Member of the Public asks about a traffic study as part of the ACRD report.
115. M. Irg replies that staff have not prepared the report at this point and cannot answer that question yet.
116. M. Sadeghi notes that there is no soil. Everything is recycled within the facility.
117. Member of the Public asks about the total number of plants at one time.
118. M. Sadeghi replies this depends on the type and size of plants. Can't give accurate number as it will be up to the head grower.





## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

119. Member of the Public asks if there will be drying flower, processing flower and secondary manufacturing of products in the facility.
120. M. Sadeghi replies there will be drying flower, processing flower but no secondary manufacturing.
121. Member of the Public asks about the building height.
122. Ian Niameth replies the zoning allows for up to 35 feet in building height.
123. Member of the Public asks about a backup generator at the site.
124. Ian Niameth replies they are looking at a generator connected to natural gas.
125. Member of the Public notes there is no natural gas to the property at this time.
126. M. Sadeghi replies that the generator is designed for propane with the possibility to extend to natural gas.
127. Member of the Public asks will the facility have windows.
128. M. Sadeghi replies no.
129. Member of the Public asks if there will be fans running all night.
130. M. Sadeghi replies if the power goes out, the generators will start. The noise levels have been studied.
131. Ian Niameth notes the noise coming off the building will be minimal and virtually zero at the property line.
132. Member of the Public asks about any draw from groundwater sources.
133. M. Sadeghi replies no.
134. Member of the Public asks about any rules they need to follow in times of water restrictions.
135. M. Sadeghi replies the Beaver Creek Water staff have reviewed the proposal.
136. Ian Niameth notes the water connection is metered.
137. Member of the Public asks for the noise levels to be explained.
138. J. Berry notes that the engineer can provide noise levels from roof fans.
139. A cannabis facility installation contractor notes that the exact decibel levels at the site and at the lot line can be provided.
140. Member of the Public asks whether the ACRD has considered the impact on water quality.
141. M. Irg replies that the drinking water in Beaver Creek is monitored continuously.
142. Member of the Public suggests that the watercourse should be tested now to determine baseline.
143. Member of the Public notes that the neighbours can do their own testing.
144. Member of the Public encourages the ACRD to test water that will impact residents.
145. Member of the Public asks the proponent whether they have any development history with cannabis.
146. M. Sadeghi replies no direct experience. Have studies cannabis production for three years. History as a home builder and care home owner. Understand the knowledge of cannabis production.
147. Member of the Public asks who owns the company.
148. M. Sadeghi replies that she owns the company.
149. Member of the Public asks about referrals to First Nations.
150. M. Sadeghi replies that two emails were sent to the local First Nations. Have not heard back yet but willing to meet with First Nations to discuss.
151. Representative from Hupacasath First Nation notes they would like the opportunity to review proposal. The First Nation understands the process.
152. Member of the Public asks whether odour issues are improving but not fully regulated at this point.
153. A cannabis facility installation contractor replies that the ability to control odour is practical. The legislation requiring odour control is catching up to the technical capability. Greenhouses are an issue with venting. This type of facility would have an air curtain process.
154. Member of the Public asks about venting.
155. A cannabis facility installation contractor replies that there would be venting at the top of the building. It would be carbon filtered and all odour would be removed.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT JANUARY 22, 2019 NOTES

156. Member of the Public suggests to Mike Irg that the ACRD Board consider moving the facility.
157. J. Berry clarifies that it is not in the Board's power to move the facility. Only deny it or refer it to the ALC.
158. Member of the Public states that the Board should deny it then.
159. A cannabis facility installation contractor asks if anyone has any experience with hog farming. It is a much higher risk for odour, noise and runoff than a cannabis facility.
160. Member of the Public notes that this is a fear based argument which was made earlier referencing other potential uses for the property.
161. Member of the Public notes that they have experience operating a hog farm and they would not develop one at this property.
162. Member of the Public notes that the property used to be a cattle farm. There are lots of farming options at this site.
163. J. Berry states that recognizing people's time, the applicant will be available to respond to individual concerns. He suggests the ACRD will make their decision at an open meeting and make that decision known.
164. Meeting ended at 4:45pm

Notes Prepared By:

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Alex Dyer MCIP, RPP  
Planner



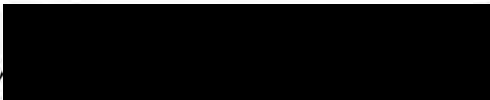
To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

I am writing to you regarding the application for a non-farming use permit at 7827 Beaver Creek Road, in Port Alberni. I am aware that this permit has been applied for in order for the owners of the property to construct a 60 000 square foot medical marijuana production facility. I urge you to not grant this exemption. I urge you to follow the laws that are currently in place regarding industrial production of marijuana on ALR lands.

As of August 15, 2018 the ALR Regulation regarding these facilities has been amended to disallow cement based production of cannabis on ALR lands. This amendment was put in place due to the concerns of local governments and citizens throughout BC regarding the importance of this land for food production and security. The process required to construct these massive cement based structures involves rendering the land unusable for food production in the future. Industrial cannabis production is *not* a proper use of ALR land.

In addition to its being situated within the Agricultural Land Reserve, the proximity to neighbouring homes and the Kackaamin Family Development Centre, makes this particular proposal exceptionally inappropriate. There is a dense cluster of homes in the immediate area surrounding this property. The families and clients that reside in the area surrounding this property should not be considered merely as collateral damage in the owner of this property's efforts to circumvent the law.

As large-scale cannabis production entails the construction of large scale cement buildings, 24 hour shift rotations, 24 hour light and noise pollution, and many other social and environmental concerns, I believe that this type of facility does not belong at 7827 Beaver Creek Road. Industrial zones were created for industrial development. Please keep the Agricultural Land Reserve for families and farmers.

Sincerely, 

*Jan 15, 2019*

**From:** [REDACTED]  
**To:** [Mike Irg](mailto:Mike.Irg)  
**Cc:** [Tory.Lawson@gov.bc.ca](mailto:Tory.Lawson@gov.bc.ca); [omc-bmc@hc-sc.gc.ca](mailto:omc-bmc@hc-sc.gc.ca)  
**Subject:** Industrial Cannabis Production on ALR land  
**Date:** January-11-19 3:59:37 PM

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We are opposed to Industrial Cannabis Production on ALR land for several reasons. This is farm land and not meant for industrial use. Once paved good luck being able to use it for food production again. The smell associated with Marijuana is incredibly offensive and the oils that are in the air surrounding these facilities cause breathing problems for the neighbours. I personally had laryngitis and COPD for 4 years while living beside a medical grow op. Contrary to what the pro cannabis faction tries to make everyone believe, this is not a harmless product. I am sure it has some benefits for some people but it also has some serious drawbacks. Specifically the one out Beaver Creek should not be allowed across from the First Nations Family Rehabilitation Centre. The smell, noise and traffic will change the neighbourhood completely and not to the good. The smell travels well more than 300 meters so the neighbours will never be free from the odour. The company can say there will be no smell it is all contained but when this proves to be incorrect it's too late and unless the penalty is so strong ie they are shut down permanently the neighbourhood will forever be surrounded by the smell of a skunk farm. As this will be an industrial business the traffic increase on the 2 lane rural road will also be dramatic and constant. If it is a 24 hour a day business then there is no break for the neighbours. When will they get the opportunity to enjoy their properties?

The water consumption used by a hydroponic type business will surely affect the amount of water available to the neighbourhood and where will the waste water, full of chemicals go?

Health Canada does not regulate or we suspect care to involve themselves in these operations. They certainly didn't check into why one was allowed to be 15 feet from our property line and no controls on the emissions.

Sincerely

[REDACTED]

Sent from my iPad

**From:** [Tracy Bond](#)  
**To:** [Charity Hallberg Dodds](#)  
**Subject:** FW: Letter from [REDACTED] re: Cannabis Facility proposed for 7827 Beaver Creek Road  
**Date:** February-08-19 1:17:03 PM  
**Attachments:** [letter to Alberni Clayoquot RD.pdf](#)

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**From:** ALC Burnaby ALC:EX <ALCBurnaby@Victoria1.gov.bc.ca>  
**Sent:** Friday, February 08, 2019 12:42 PM  
**To:** Administration Shared <administration@acr.d.bc.ca>  
**Subject:** Letter from [REDACTED] re: Cannabis Facility proposed for 7827 Beaver Creek Road

Good afternoon,

Please find attached a letter received by ALC Chair Jennifer Dyson from [REDACTED] for your information and attention.

Sincerely,

Agricultural Land Commission



## Jennifer Dyson ALC

[REDACTED]  
Feb 1, 2019

Attention Jennifer Dyson

[REDACTED]  
[REDACTED] Beaver Creek RD, [REDACTED]

We most definitely are opposed to the marijuana facility proposed for 7827 Beaver Ck.Rd. this is bottom land classed as ALR in a residential area. It has a Creek running through it and the north side floods every year in high water. The run off will affect the major spawning area for Coho in the fall, as there is no guarantee that the nutrients they will use will not get into the creek and cause alga that kills fish. This would be disastrous and irreversible. And could also set a precedent for others to opt out of ALR?

.We have licenses on this creek [REDACTED] processing [REDACTED] irrigation. over half a mile runs through our property [REDACTED] and starts 300 meters downstream from the site.

[REDACTED] has been in our family since the early thirties and we have made arrangements for it to stay that way for the next 2 generations. (hopefully their heirs will continue this)

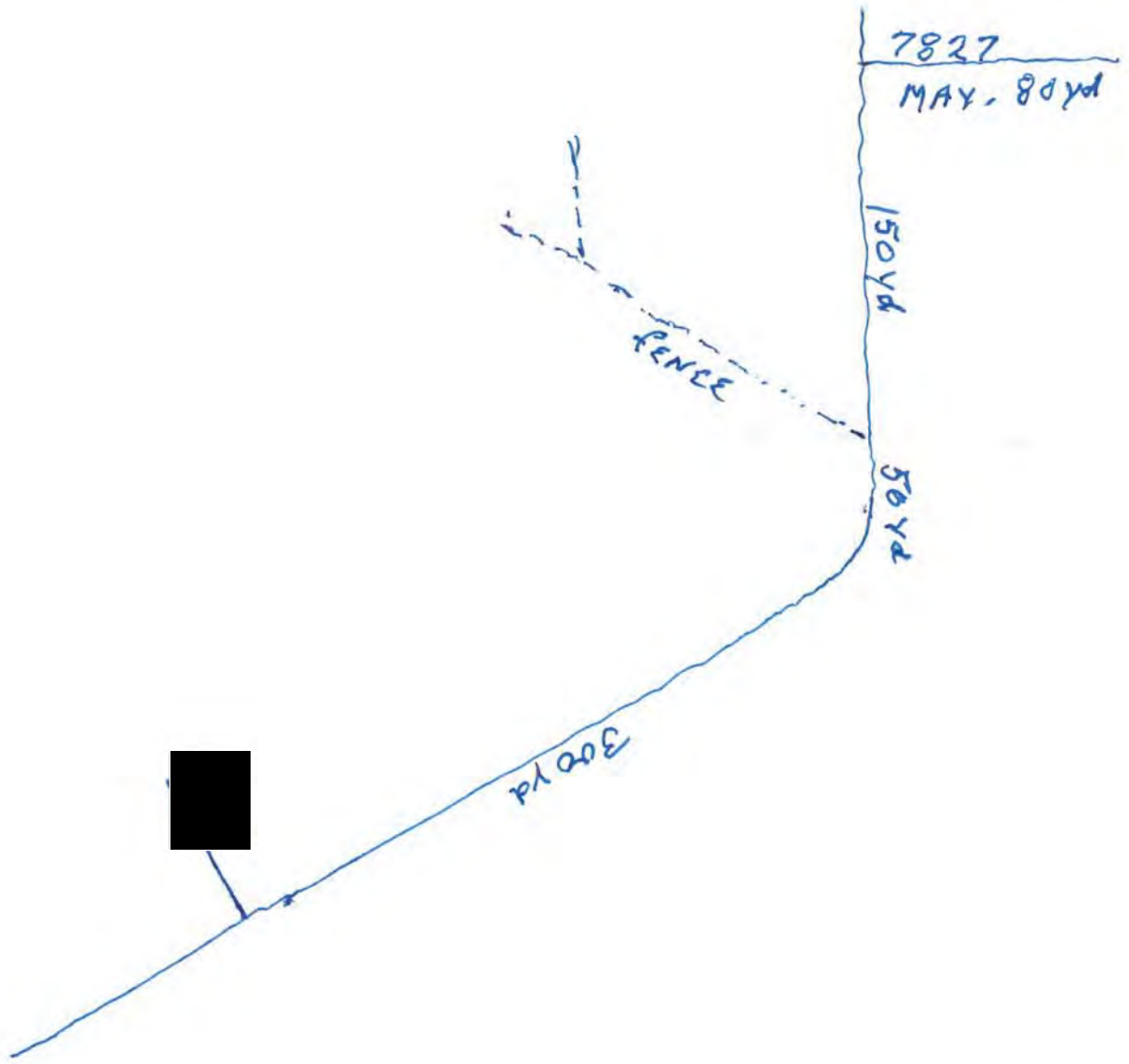
Directly across the road is a Kackaamin major drug rehab center, which we know for a fact will be affected by the smell as well as others in the neighborhood .

SINCERELY [REDACTED] ..... [REDACTED] Beaver Creek .Rd , [REDACTED]

also signing here in protest ; [REDACTED]  
[REDACTED]  
[REDACTED]









BEAVER CREEK



21/10/2014 1:03 am

ALCRD  
2019/01

To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

I am writing to you regarding the application for a non-farming use permit at 7827 Beaver Creek Road, in Port Alberni. I am aware that this permit has been applied for in order for the owners of the property to construct a 60 000 square foot medical marijuana production facility. I urge you to not grant this exemption. I urge you to follow the laws that are currently in place regarding industrial production of marijuana on ALR lands.

As of August 15, 2018 the ALR Regulation regarding these facilities has been amended to disallow cement based production of cannabis on ALR lands. This amendment was put in place due to the concerns of local governments and citizens throughout BC regarding the importance of this land for food production and security. The process required to construct these massive cement based structures involves rendering the land unusable for food production in the future. Industrial cannabis production is *not* a proper use of ALR land.

In addition to its being situated within the Agricultural Land Reserve, the proximity to neighbouring homes and the Kackaamin Family Development Centre, makes this particular proposal exceptionally inappropriate. There is a dense cluster of homes in the immediate area surrounding this property. The families and clients that reside in the area surrounding this property should not be considered merely as collateral damage in the owner of this property's efforts to circumvent the law.

As large-scale cannabis production entails the construction of large scale cement buildings, 24 hour shift rotations, 24 hour light and noise pollution, and many other social and environmental concerns, I believe that this type of facility does not belong at 7827 Beaver Creek Road. Industrial zones were created for industrial development. Please keep the Agricultural Land Reserve for families and farmers.

Sincerely,

[Redacted Signature]

20 Jan 2019

[Redacted Address]

Port Alberni, BC

[Redacted Address]





To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

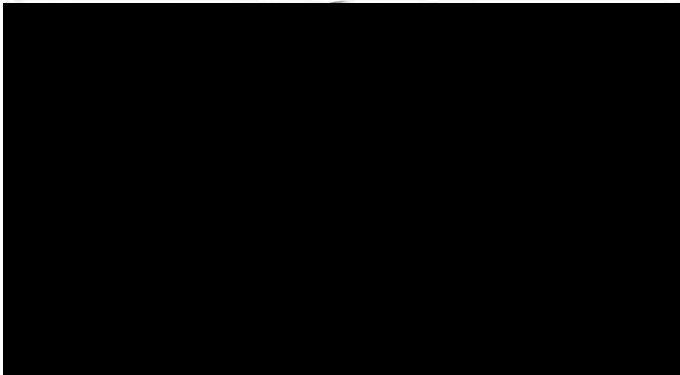
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Sincerely,





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Sincerely,



Port Alberni BC

February 3, 2019

To ACRD Directors and the ALC.

Re: Proposed Property Development, 7827 Beaver Creek Road, Port Alberni. B.C

My name is [REDACTED], I live at [REDACTED] Road, Port Alberni with my wife [REDACTED]. We have owned this property for 27years; choosing to live rurally in order to have a lifestyle of peace and quiet

We recently learned of the proposed development at 7827 Beaver Creek Road and would like to state our opposition to this project for the following reasons.

The footprint of this proposed building (210 feet by 320 feet by 35 feet tall) is enormous and is to be built on ALR land. This proposed building will not only adversely affect the landscape in Beaver Creek, including fish bearing creeks, it will also add light, noise and air pollution which will also adversely affect the residential neighbourhood; some of these houses being less than 80 ft from this proposed development. Many of the neighbours have young children who will be subjected to "air pollution "from this industry. We are not opposed to the cultivation of marijuana but feel that it should not be in a residential area.

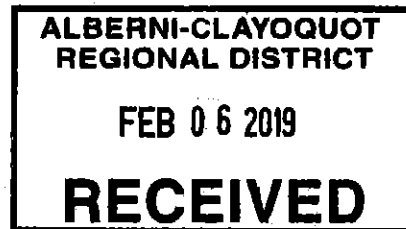
The proposed development is adjacent the The Kackaamin Family Development Centre. The success of this center is unquestionable. This is an attribute to our community and the Beaver Creek residents support its purpose and success. The proposed developers have no respect for our First Nations Neighbours as demonstrated at the Chamber of Commerce meeting on January 21<sup>st</sup>, 2019 when they characterized the Kackaamin Development Centre as a "bunch of drug addicts." This language and characterization are appalling and completely disrespectful of First Nations People on whose Traditional Territory we all reside.

This is not a matter of "not in my backyard", however a building of this size does not belong on ALR land and the business conducted within it should not be in a residential area with a family development centre across the road. We, and many other Beaver Creek residents (not only those with direct contact to the proposed building) are adamant in their conviction to keep ALR lands for the purpose of food production -not industry. The fact of the matter is that this is an inappropriate location for this type of development, and it will have negative impact on hundreds of people who proudly call Port Alberni home. We therefore urge you to say NO to this development at 7827 Beaver Creek Road

Yours Sincerely,

[REDACTED]

[REDACTED]



**From:** [Mike Irg](#)  
**To:** [Alex Dyer](#); [Charity Hallberg Dodds](#)  
**Subject:** FW: Bunker Style growing facilities on ALR Lands. re: 7827 Beaver Creek Road, Beaver Creek, Port Alberni  
**Date:** February-11-19 9:13:50 AM

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Another letter.

-----Original Message-----

**From:** [REDACTED]  
**Sent:** Thursday, February 07, 2019 10:24 AM  
**To:** Mike Irg <mirg@acrd.bc.ca>; tory.lawson@gov.bc.ca; omc-bmc@hc-sc.gc.ca; Scott Fraser <scott.fraser.mla@leg.bc.ca>; Gord.Johns@parl.gc.ca; John McNabb <pard54@hotmail.ca>; Sharie Minions <sharie\_minions@portalberni.ca>  
**Subject:** Bunker Style growing facilities on ALR Lands. re: 7827 Beaver Creek Road, Beaver Creek, Port Alberni

February 7, 2019

To whom it may concern,

I am writing regarding the application for non-farming use permit on ALR lands at 7827 Beaver Creek Road, in Beaver Creek, Port Alberni.

I own a two acre parcel within the ALR, [REDACTED] Road, Beaver Creek, which I operate as one half of a market garden farm, in conjunction with 5 acre ALR parcel in Cherry Creek. The potential removal of another parcel of land from the ALR effects me, and mocks the necessity of setting aside lands for agricultural reserve.

Firstly, I am not protesting this because it is a marijuana operation, if the property were to be used for growing hemp or growing marijuana in a field or unfoundationed poly tunnel type greenhouse operation, I would have no issue, though probably if I were a direct neighbour I would not be thrilled, for smell and security reasons, and in this case it is in proximity to a treatment site. What I am concerned about is precedent and the location, the scale and the notion of building any industrial facility on ALR lands.

There is a difference between building accessory barns for livestock, equipment and crop storage, on the land that is being farmed, and building a self-contained industrial bunkers on ALR land that require no agricultural land to operate. I feel the same way about any type of industrial crop production done in self-contained concrete bunkers (or 24 hr. lit concrete greenhouses) for animals or plant material or brewing; where the inherent nature of the onsite land and soil is un-utilized, and the actual operation could take place anywhere in any purpose built facility. In this form, such activity needs to be treated as industrial land activity not agriculture. The only exception I personally would make to this would be small abattoirs serving local production, where animal welfare issues arise over long distance unnecessary transportation of live animals.

A 35 foot tall, three story, 60,000 square foot building is perfect for an industrial zoned area. I have seen the commercial Tilray marijuana operation located near Duke Point, Nanaimo. That facility is close to a pulp mill facility, surrounded by other industrial industry, located behind high fencing and razor wire and looks like a huge cement warehouse surrounded by a parking lot. It fits perfectly there.

In this region in particular, there is no end to empty under-utilized ex industrial / commercial spaces both within Port Alberni and in the ACRD in areas closer to town (and the employee pool), not within ALR, with appropriate zoning. Why not rehabilitate derelict areas of Port Alberni with this new industry? People in Port Alberni (which is where the labour force will be coming from) will appreciate being closer to the jobsite.

The company proposing this development wants to have another 150 people travelling down Beaver Creek Road daily. Please consider that this road is dangerously narrow for any type of pedestrian or bike travel; it is truly not safe to walk on Beaver Creek Road, even with current traffic levels. As a resident this is a long term frustration for me that would be made worse by more traffic; who is putting in the pedestrian trail?

And finally, it is in really poor taste to locate a large industrial drug growing operation next to a long established successful family drug and alcohol treatment centre. The driveway to the proposed site is directly across from Kaakaamin Centre, regardless of what the company says.

Please uphold the new provincial government policy— an outright moratorium on cement-based, industrial-style cannabis production facilities in the ALR.

Sincerely, [REDACTED]  
[REDACTED] Road, Port Alberni, BC.

[REDACTED]





To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

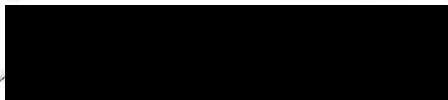
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As of August 15, 2018 the ALR Regulation regarding these facilities has been amended to disallow cement based production of cannabis on ALR lands. This amendment was put in place due to the concerns of local governments and citizens throughout BC regarding the importance of this land for food production and security. The process required to construct these massive cement based structures involves rendering the land unusable for food production in the future. Industrial cannabis production is *not* a proper use of ALR land.

In addition to its being situated within the Agricultural Land Reserve, the proximity to neighbouring homes and the Kackaamin Family Development Centre, makes this particular proposal exceptionally inappropriate. There is a dense cluster of homes in the immediate area surrounding this property. The families and clients that reside in the area surrounding this property should not be considered merely as collateral damage in the owner of this property's efforts to circumvent the law.

As large-scale cannabis production entails the construction of large scale cement buildings, 24 hour shift rotations, 24 hour light and noise pollution, and many other social and environmental concerns, I believe that this type of facility does not belong at 7827 Beaver Creek Road. Industrial zones were created for industrial development. Please keep the Agricultural Land Reserve for families and farmers.

Sincerely,



Jan 15, 2019



To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

I am writing to you regarding the application for a non-farming use permit at 7827 Beaver Creek Road, in Port Alberni. I am aware that this permit has been applied for in order for the owners of the property to construct a 60 000 square foot medical marijuana production facility. I urge you to not grant this exemption. I urge you to follow the laws that are currently in place regarding industrial production of marijuana on ALR lands.

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Sincerely,

[Redacted signature]

January 15, 2019.

[Redacted address line]

Port Alberni BC

[Redacted address line]



██████████ Beaver Creek Road

Port Alberni, BC ██████████



January 11, 2019

Board of Directors

Alberni Clayoquot Regional District

Dear Board of Directors:

**Re: Proposed Medical Marijuana Production Proposal at 7827 Beaver Creek Road**

I am writing to you to express my opposition to this proposed development at this site for many reasons:

-the water table on this property is very high and where is the run off going to go? These plants use huge amounts of water and maintaining a sixty thousand square foot building will require heavy use of cleaning agents.

-there are many chemicals used in growing the plants and keeping an industrial site clean and there is no sewer to discharge into

-I have a water license on Beaver Creek for my household use and there are several creeks on this property that run into Beaver Creek so water quality will be affected

-access to the property is through a narrow strip on Beaver Creek Road and that area is densely populated since it is adjacent to the original Beaver Creek Elementary School, therefore there will be significant impact to these homes due to twenty four hour operation of the facility including ventilation fans emitting smell and particulate matter, high security lighting, staff parking and trucks loading the product

This particular area of Beaver Creek is rural but there are many small family parcels in the area and in the past few years we have seen many young families moving out to here because of lower property values and clean air and water.

This proposal is not suitable for this area and I urge the Board of Directors to assist the proponents to find a more industrial site to put their operation as it will have a very detrimental effect on the quality of life that we covet in our area.

Thank you for your consideration of my concerns.

Sincerely,

A solid black rectangular redaction box covering the signature area.

**Feedback from Beaver Creek Resident regarding application for Non-Medical Cannabis Farm and Production Facility**

To: Alex Dyer, Beaver Creek Regional District  
From: [REDACTED] Beaver Creek, Port Alberni, BC  
CC: Tory Lawson, Agricultural Land Commission; Alberni Clayquot Regional District office  
Date: 11 January 2019  
Re: Concerns about Non-Medical Cannabis farm and production application for Beaver Creek Area

As a long-time Beaver Creek resident, I've seen the cycles of water and agricultural land usage change. However, the application to produce Non-Medical Cannabis (both farming and processing) at 7827 Beaver Creek, land currently in an agricultural reserve area brings up several important concerns.

**Location of Proposed Farm and Plant**  
The application mentions the Cannabis production will be a 24 hour / 7 days / week cycle and requires both Industrial Greenhouses and a Large Cement Processing Plant. The location is across from the Kacakaamin First Nation Family Rehabilitation Center – a facility that needs as part of its treatment of quiet and peaceful surroundings. Irritants such as bright lighting, the constant smell of addictive substances being vented from the greenhouses and processing plant and the ongoing noise of processing, loading and shipping of material will make it very difficult to for effective rehabilitation and treatments to continue.

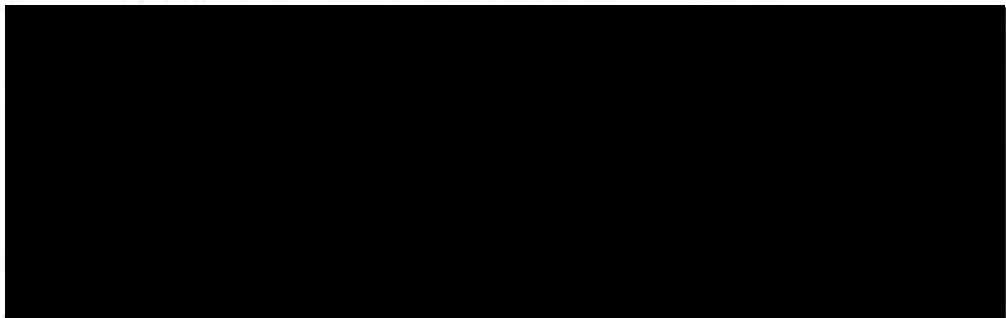
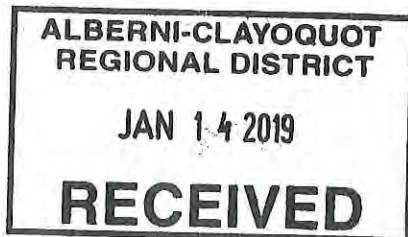
**Industrial Water Usage**  
Land taken out of Agricultural Reserve for industrial use no longer contributes to the local water table nor helps in water retention or any natural water purification processes. Also, because of industrial pollution, that land is lost to future agricultural use.  
Also, high water usage for Hot House Product Growth and Production will seriously impact the overall Beaver Creek Water Table Levels leaving less than adequate supply for current farming and residential use.

**Livestock and Residential Impact**  
Industrial processes proposed are stated to be 24 hour / 7 days a week. That will negatively impact the farming community especially with the sleep, health and work cycle of dairy and food animal productions. Also, the surrounding residents will be similarly negatively affected.

**Stamp River Riparian zone**  
We believe the surround Stamp River tributaries and water bodies in the watershed and their associated ecosystems will be disrupted immensely by the industrial waste water and on-site waste holding and disposal.

These are a few of the concerns my family have over the proposed Industrial Non-Medical Cannabis farm and production facility at 7827 Beaver Creek.

Please take our concerns to heart and consider them in your discussions for the Request For Decision on the Production of Non-Medical Cannabis.



From: [REDACTED]  
To: [Alex Dyer](#)  
Subject: Say no to Grow Op  
Date: January-11-19 11:19:39 AM

---

We would like to add in writing our voice to the “say no” to a grow op being put in across the road from a government funded rehab centre on Beaver Creek Road.

No agricultural land should be lost or mis-used to house this Grow Op. If it must be build it should be placed on Industrial land and housed in an air tight building that will not impact on its neighbours in any way.

This area already has at least one too many Grow Ops. The one up on Mountain Ranch Road stinks and must really lower the quality of life for the neighbouring properties. Why on earth would this neighbourhood want our quality of life to be reduced by something that is unnecessary and a complete misuse of the property.

This household says no to a grow op.

From: [REDACTED]  
To: [Gord.Johns@parl.gc.ca](mailto:Gord.Johns@parl.gc.ca)  
Cc: [Mike Irg](mailto:Mike.Irg@omc-bmc@hc-sc.gc.ca); [omc-bmc@hc-sc.gc.ca](mailto:omc-bmc@hc-sc.gc.ca); [Scott Fraser](mailto:Scott.Fraser); [Tory.Lawson@gov.bc.ca](mailto:Tory.Lawson@gov.bc.ca)  
Subject: Grow Op in Beaver Creek  
Date: January-24-19 5:31:39 AM

---

Whether it is called a Grow Op or a Medical Marijuana Facility the smell, light pollution, chemical run off, effect on ground/surface water, waste of farm land and impact on both the neighbourhood and environment are the same. In a nutshell the residents in the Beaver Creek area of Port Alberni do not want the facility that is proposed for 7827 Beaver Creek Road.

If it must go in and we are not sure that it should, it should be located on industrial land in a sealed building. The smell coming from the “grow op” up on Mountain Ranch Road is bad enough for its neighbours, to have yet another facility seems inappropriate.

The other concern we as residents and neighbours of this proposed site has to do with its ownership. It is evidently listed as

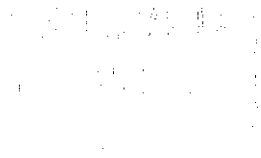


a numbered company and we are unable to find out who it is. Does this mean organized crime/gangs have found a way to launder money thru the loopholes in the law? Are we dealing with an offshore, potentially criminal group?

We have a drug re-hab centre right across the road from this proposed “grow op”, which has its own concerns about the facility and its impact on the neighbourhood.

Please list us as saying no to this proposed development.





To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

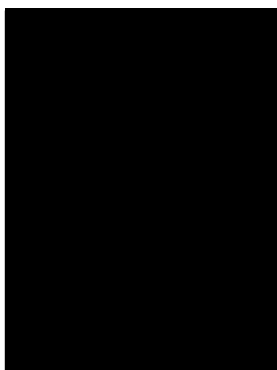
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As of August 15, 2018 the ALR Regulation regarding these facilities has been amended to disallow cement based production of cannabis on ALR lands. This amendment was put in place due to the concerns of local governments and citizens throughout BC regarding the importance of this land for food production and security. The process required to construct these massive cement based structures involves rendering the land unusable for food production in the future. Industrial cannabis production is *not* a proper use of ALR land.

In addition to its being situated within the Agricultural Land Reserve, the proximity to neighbouring homes and the Kackaamin Family Development Centre, makes this particular proposal exceptionally inappropriate. There is a dense cluster of homes in the immediate area surrounding this property. The families and clients that reside in the area surrounding this property should not be considered merely as collateral damage in the owner of this property's efforts to circumvent the law.

As large-scale cannabis production entails the construction of large scale cement buildings, 24 hour shift rotations, 24 hour light and noise pollution, and many other social and environmental concerns, I believe that this type of facility does not belong at 7827 Beaver Creek Road. Industrial zones were created for industrial development. Please keep the Agricultural Land Reserve for families and farmers.

Sincerely,



Handwritten notes in a box at the top right of the page, including the words "MAY 2018" and "ALC".

To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

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Sincerely,

[Redacted signature block]

Port Alberni BC



January 16, 2019

To the Alberni Clayoquot Regional District (ACRD)  
and the Agricultural Land Commission (ALC)

I am writing in regards to the establishment of an industrial marijuana grow op at 1827 Beaver Creek Road. I have lived in this area for the last 46 years - living with industrial pollution and watching the beauty of this valley restored when industry was compelled to clean up their act. There are many reasons why this facility should not be built on this land. My concern is the pollution ~~who~~ within the valley.

In today's environment there is a major concern of our environment being permanently damaged and no government bodies are concerned enough to do anything with lasting effects either locally or nationally. The Alberni Valley started being polluted with the establishment of the Pulp and Paper mill in the 1950s - over many years the pollution has been reduced to acceptable levels. If we start allowing facilities to be established which emit pollutants the health of the valley residents will be compromised.



Our valley does not have the ability to clear pollutants due to winter weather inversions and in the summer heat inversions. When this occurs warnings are issued for those people with compromised health issues.

Another pollution concern is the close proximity of this property to Beaver Creek which flows into the Stamp River, both are salmon bearing waterways. This facility will have chemical settling ponds and the land it is on is bog or swamps with potential for seepage overtime draining into these waterways.

These two concerns are foremost in my mind but can be added to other residential concerns being submitted.

I do not think the Albion Valley should be housing Industrial Medical marijuana facilities.

Sincerely submitted,  
[REDACTED]



To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

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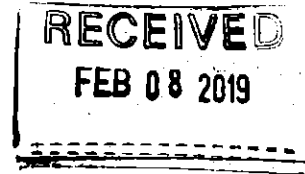
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Sincerely,

Jan. 15. 19.



February 4, 2019

To the Alberni Clayoquot Regional District (ACRD) and the Agricultural Land Commission (ALC):

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Sincerely,



TO: Mike Irg, Planning & Development Manager, ACRD

CC: John McNabb, Electoral Representative, Beaver Creek  
Moni Sadeghi, Owner, Premium Cannabis Meds BC

SUBJECT: Green Stuff in Beaver Creek

DATE: February 5, 2019

This letter is to address the proposed marijuana development at 7827 Beaver Creek Road in the ACRD. This proposal is highly problematic. The most obvious problem being that ALR land was purchased, a “special” non-farming use permit issued and then.... Bingo! A press release to the public.

Isn't this a backwards and undemocratic way of doing things? It seems to follow the style of how the overdose/injection site appeared at 3<sup>rd</sup> and Bute Street recently. Let's sneak things in first, get our licenses and approvals by the bureaucrats, change zoning to suit project's needs (as applicable), all the while, without consideration for the residents who work, live in the area and pay taxes. Is this the New Canada? Big plans with absolutely no consideration of its faithful citizens.....

I oppose the methods used to license this development. I oppose the fact that rural residents have not even been asked what their opinion, vote, or say in the matter is. Another glaring problem is this. Who determined that marijuana is an agricultural product? Is this green stuff something we humans can eat to stay alive? Is it something farmers can feed to their animals? The only green I see in this product is that of huge dollar signs dangling in front of the faces of the investors and Premium Cannabis Meds BC.

The front page article in the Alberni Valley News, Wed Jan 30, 2019, by Elena Rardon, outlines most of the other issues which will affect residents in Beaver Creek. There will be an obvious disruption to the area. The proposed site will bring unwanted 24 hour traffic to a roadway not designed for industrial use. There are already issues with Beaver Creek's water quality. Where are the toxic by-products of this industrial development going to go? What about interference with the salmon streams and waterways? Has a study been done? 100 foot setback from the nearest water source is a laugh. This is an industrial undertaking, not a farm or a rural residential property development.

There is a cement based building on Bute Street in town which regularly spews out stench into the air. To this disturbance, the authorities have said, “It is just like the pulp mill. Get used to it. Nothing we can do.” As far as providing employment for 200-300 people..... this appears to be BOGUS. A scientific research, industrial operation will require specialists and those will be brought in from the outside. Sure Cannabis Meds BC may say that they will hire First Nations to keep up with the status quo but that is likely to be only for low end employment and to keep up with their own politically correct mandates. The newspaper article mentioned the issues around neighbouring real estate values. This is a very REAL CONCERN and not to be poo poo'd by Sadeghi. It certainly appears that the land was purchased in the ALR to benefit from lower taxes, which is a CONFLICT OF INTEREST.

This project is not agricultural. It is defined as scientific (research) and industrial. It does not belong in the Agricultural Land Reserve. How did the ACRD get around the issue of the moratorium? Cement, greenhouse or whatever, how can this green stinky shit justifiably be called an agricultural product? And, who really, is going to benefit? I don't think it will be the residents and taxpayers in the ACRD. It looks to be the government and the moneybag investors. This type of stuff does not belong in Beaver Creek which is a beautiful peaceful community both in land, families and countryside. Let's just replace good old fashioned dairy farming with a narcotic substance, call it an agricultural product, call it a day. What the F\$\$\$! Talk about EXPLOITATION!

My final comments have to do with the Kackaamin. I was born and raised in Beaver Creek. I attended Beaver Creek Elementary. I have to say that what Kackaamin has done with the Beaver Creek Elementary School site is admirable. There has been not one sign of disturbance to the neighbourhood since its opening. They are quiet to the point of invisible. Sadeghi's comments regarding "having a bunch of drug addicts" nearby does not even meet politically incorrect status. It is an appalling statement from an outsider hoping to capitalize on an opportunity made available by the Canadian Government. There are huge 60,000 square foot similar facilities popping up everywhere on the Island, in the Province etc. What is this telling us about our major economy? Are we on our way to becoming a country of pothead exports?

In conclusion, I say, "STOP THIS NONSENSE". You people who rewrite the laws without considering the quality or effects on resident's lives are ..... This project has no place in the beautiful agricultural land reserve of Beaver Creek. It is INDUSTRIAL and belongs on INDUSTRIAL ZONED LAND, if even, there. NOT on quality farmland in a rural district. And for your information, the comment that the proposed site is swamp land is also BOGUS. Much of the ALR could be considered swamp. It is why farmers put in ditches for draining and swamp is not invaluable worthless land. Quite the opposite. Swamp should be considered land for preservation. And if the players in this nasty game had their heads screwed on correctly they might even see it that way. PRESERVATION not EXPLOITATION. So I ask of Sadeghi, investors, Cannabis BC Meds and the ACRD Planning Department etc, "WHERE ARE YOUR HEADS?"

██████████

Port Alberni

Feb 10<sup>th</sup>, 2019

[REDACTED];

Alberni Clayoquot Regional District;

RE: Medical Marijuana Facility located at 7827 Beaver Creek Rd in Port Alberni

The Alberni Farmers Institute supports the Agricultural Land Commissions current existing legislation and regulations with regards to Medical Marijuana and Cannabis facilities on lands within the Agricultural Land Reserve.

Respectfully,

[REDACTED]

Alberni Farmers Institute

Cc: [REDACTED], President Coombs Farmers Institute, District A Farmers Institute

## Charity Hallberg Dodds

---

**To:** Wendy Thomson  
**Subject:** Letter to ACRD Board Re 7827 Beaver Creek Road application

From: AV TransitionTown <avtransitiontown@gmail.com>  
Sent: Thursday, February 21, 2019 3:25 PM  
To: Wendy Thomson <wthomson@acrd.bc.ca>  
Cc: Wendy Thomson <wthomson@acrd.bc.ca>; Mike Irg <mirg@acrd.bc.ca>; Douglas Holmes <dholmes@acrd.bc.ca>  
Subject: Letter to ACRD Board Re 7827 Beaver Creek Road application

Dear ACRD Chair and Directors,

RE: 7827 Beaver Creek Road non-farm use Application

The Alberni Valley Transition Town Society (AVTTS) submits this letter to support the Agriculture Advisory Committee motion recommending the Board deny the non-farm use application for 7827 Beaver Creek Road based on direction from the Agricultural Land Commission and other considerations.

The AVTTS as an organization supports many community agriculture, food security and resiliency initiatives through it's "Food Group", the Gleaning Project, the Food Hub (in partnership with Island Health) and other stakeholder, group and individual initiatives around the Alberni Valley and District. These all work toward the sustainable use of our limited agricultural lands to increase community resiliency and food security which prepares us for a low-carbon and low-energy world.

We appreciate and celebrate the work the ACRD Board and its committees have done to promote those goals and believe denial of this application supports those as well.

Thank you for your consideration.

Sincerely,

[REDACTED]

[REDACTED]

President - Alberni Valley Transition Town Society

e: avtransitiontown@gmail.com

h: [REDACTED]

m: [REDACTED]

w: <http://www.avtransitiontown.ca>



## MEMORANDUM

**To:** Board of Directors  
**From:** Mike Irg, Manager of Planning and Development  
**Date:** February 27, 2019  
**Subject:** AF19001 – 6441 Renton Road N - Agricultural Advisory Committee Recommendation

---

**Recommendation from the Agricultural Committee (ALC):**

*"The committee recommends that the Board of Directors deny the subdivision in the ALR application for 6441 Renton Road N."*

**Background:**

The Agricultural Advisory Committee met on February 20, 2019 and reviewed application AF19001. Following a staff overview, a presentation from the applicant, and discussion amongst the Committee; all committee members recommended that this application be denied.

**Policy and Legislation:**

If the Board denies this ALC application. The application is not forwarded to the ALC for consideration. If the Board passes a motion to support or forward this ALC application, the application, Board resolution and all supporting documentation is forwarded to the ALC for a final decision.

If the Board of Directors is considering denying an application, the Boards policy is to defer the application until the next meeting and provide the applicant with an opportunity to address the Board, prior to the Board making a final decision.

If the Board is considering denying this application, appropriate motion would then be:

*"THAT the Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicant the opportunity to present their own case as to why this matter should not be denied at the next Board meeting."*

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

Mike Irg, MCIP, RPP, Manager of Planning & Development

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

Wendy Thomson, Manager of Administrative Services



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

## Non-Farm Use Application within the Agriculture Land Reserve

**To:** ACRD Board of Directors

**Meeting Date:** February 27, 2019

**File No.:** AF19001

**Owners:** Clara Cauduro

**Legal Description:** LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 31438

**Location:** 6441 Renton Road N

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

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### **Recommendation:**

*THAT the Board of Directors pass a resolution to forward the application to the Agricultural Land Commission noting that the application does not comply relevant ACRD Bylaws but subdivision is possible under Section 514 of the Local Government Act.*

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**Applicant's Intention:** The applicants intend to subdivide the subject property into two parcels: a new 1.5 acre lot and a remainder 2.2 acre lot.

### **Observations:**

- 1. Property Description:** The 3.7 acre property is flat and partially cleared around the house and road frontage. The southern and eastern edges of the property are treed. To the east and south of the property are non-ALR residential lots, and to the north and west are larger residential lots within the ALR. There is one single-family dwelling and associated accessory buildings on the northern portion of the property. The property is otherwise undeveloped.
- 2. Soil Capability:** Provincial soil mapping, which indicates the "land capability for agriculture", classifies the property as an approximate mix of 60% 4PT and 40% 3WD with topography, stoniness, undesirable soil structure and/or low perviousness, and

## **AF19001**

excess water listed as limitations.

Unimproved soil conditions = **4PT**

Improved soil conditions = **70 % 3PT and 30% 4PT**

Land Capability Subclass for Mineral Soils

T = Topography

P = Stoniness

Soil Capability Class and Subclass explanations are as follows:

**Class 4** – Land in this class has limitations that require special management practices or severely restrict the range of crops, or both.

**Class 3** – Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

**Topography** – Soils are limited by steepness or patterns of slopes which hinders the use of farm machinery, decreases the uniformity of growth and maturity of crops.

**Stoniness** – Soils are limited by the presence of coarse fragments which significantly hinder tillage, planting and/or harvesting.

The unimproved soil capabilities of this property are class 4 (stoniness and topographical constraints). With improvements, the land would have capability of 70% class 3 and 30% remains class 4. Improvements required would be stone removal (rock picking) and managing for topography.

**4. Services:**

**(a) Sewage Disposal:** On-site sewage disposal.

**(b) Water Supply:** Cherry Creek Water District.

**(c) Fire Protection:** Within the Cherry Creek Fire Protection Area.

**(d) Access:** Access to the property is off of Renton Road N.

**5. Existing Planning Documents Affecting the Site:**

A. **Agricultural Land Reserve:** The property is located entirely within the Agricultural Land Reserve.

B. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as “Agricultural Use”. One of the policies of the Agricultural Use designation is to maintain a minimum lot size of 2 hectares subject to approval from the Agricultural Land Commission.

**AF19001**



There are no designated Development Permit Areas that impact development of this property.

***The proposed subdivision does not comply with the objectives and policies of the Cherry Creek OCP.***

C. **Zoning:** The property is zoned Small Holdings (A1) District.

<b>Small Holdings (A1) District requires:</b>
Minimum Lot Area: 2 acres
Minimum Lot Width: 165 feet
Minimum Setbacks: Front: 25 feet Rear: 30 feet Side: 5 feet

The proposed subdivision would divide the existing 3.7 acre property into a 1.5 acre lot and a 2.2 acre remainder lot. The new proposed lot does not meet the minimum lot area for the Small Holdings (A1) District zoning designation.

Under section 514 of the Local Government Act, a subdivision that does not meet the minimum parcel size established by zoning may be approved if the subdivision is intended to provide residence for a relative. The applicants have indicated that this is their intention should they receive approval from the Agricultural Land Commission to subdivide.

***The proposed subdivision does not comply with the minimum lot size of the Small Holdings (A1) District, but is possible under s.514 of the LGA. Any subdivision in the ALR will require approval from the Agricultural Land Commission.***

**Comments:**

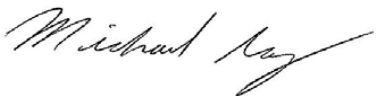
The proposed two lot subdivision will create a 1.5 acre new lot and a 2.2 acre remainder lot. The subdivision does not comply with the Cherry Creek OCP or the ACRD Zoning Bylaw, but may be approved under section 514 of the *Local Government Act* (LGA).


Section 514 allows subdivisions that do not comply with minimum required parcel sizes established by bylaw if the subdivision is intended to provide residence for a relative. The applicants have indicated that the new 1.5 acre lot created would be for their children and that they intend to apply for subdivision under s. 514 of the LGA should the Agricultural Land Commission approve this application.

**AF19001**

ACRD Planning Staff recommend that the application be forwarded to the ALC noting that the application does not comply with the Cherry Creek Official Community Plan or ACRD Zoning Bylaw but that the applicants will have the ability to apply to subdivide to provide residence for a family member under s.514. In this case, the subdivision may be permitted should the ALC approve this application.

Submitted by:   
\_\_\_\_\_  
Peter Thicke, Junior Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg, MCIP, RPP  
Manager of Planning and Development

Approved by:   
\_\_\_\_\_  
Douglas Holmes BBA, CPA, CA  
Chief Administrative Officer

**AF19001**





# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 58472

**Application Status:** Under LG Review

**Applicant:** Clara Cauduro

**Local Government:** Alberni-Clayoquot Regional District

**Local Government Date of Receipt:** 01/14/2019

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** I want this last piece of mom & dads 10 acres to be left as a legacy to my 3 children. It is what my parents would dearly love.

**Mailing Address:**

6441 Renton Rd. North

Port Alberni , BC

V9Y 8S8

Canada

**Primary Phone:** (250) 724-0144

**Email:** claracauduro@gmail.com

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 001-160-460

**Legal Description:** L 1 DL 57 ALBERNI DISTRICT PL 31438

**Parcel Area:** 1.5 ha

**Civic Address:** 6441 Renton Rd., North, Port Alberni, B.C.

**Date of Purchase:** 05/03/2004

**Farm Classification:** No

**Owners**

1. **Name:** Clara Cauduro

**Address:**

6441 Renton Rd. North

Port Alberni , BC

V9Y 8S8

Canada

**Phone:** (250) 724-0144

**Email:** claracauduro@gmail.com

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### Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

*Land to be sub-divided is currently undeveloped in any way. We have a house, our residence, on the rest of the property. The in-used chunk has been left as my parents had it before we built nearby. It encompasses a very low, bushy, overgrown, section with trees behind this area. The soil is clay.*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*None.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*The deer love to roam through here!*

**Adjacent Land Uses**

**North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Undeveloped acreage

**East**

**Land Use Type:** Residential

**Specify Activity:** Neighbours home

**South**

**Land Use Type:** Residential

**Specify Activity:** Neighbours home

**West**

**Land Use Type:** Residential

**Specify Activity:** Neighbours home

**Proposal**

**1. Enter the total number of lots proposed for your property.**

*0.9 ha*

*0.6 ha*

**2. What is the purpose of the proposal?**

*I want this last piece of mom & dads 10 acres to be left as a legacy to my 3 children. It is what my parents would dearly love.*

**3. Why do you believe this parcel is suitable for subdivision?**

*All properties leading to our land is residential. This piece of land has a very low section which would require considerable investment in order to bring it to a suitable agricultural condition. The soil is clay based as well.*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*Not at the moment. It does grow healthy blackberry and Scotch Broom bushes!*

**5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.**

*No*

## **Applicant Attachments**

- Proposal Sketch - 58472
- Certificate of Title - 001-160-460

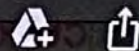
## **ALC Attachments**

None.

## **Decisions**

None.





1021

**A1**

7

6494

**RA**

B  
VIP710  
6475

PLAN 1901

5

6450



6441

PLAN  
8893.75m<sup>2</sup>

31438

2

**ETC**

1

6028.95m<sup>2</sup>

EPP2503 A

6424

**RA2**

B

**R2**

PLAN  
28189  
6419

8

6390

**A1**

6412

A  
PLAN 8307  
6397

1

6390

DVF18003  
DVF11006 VIP89090

PL  
1901

9

6370

6365<sup>1</sup>

PLAN

2

6380

N.  
Part of

**RA2**

A

6370

Blk. 10



20113

PLAN

6251

31720

6257



North Island 911 Corporation  
Optional 2018 Shareholder Requisition Calculation Comparisons

Shareholder Requisition Allocation by Assessment (Current Scenario)			
	2017 Net Taxable Value Regional Hospital Purposes	% of Total	Requisition (100% Assessment)
RD Comox Valley	\$12,221,001,501	31.39%	\$748,636
RD Strathcona	\$6,646,381,997	17.07%	\$407,145
RD Nanaimo (SD69)	\$10,900,182,227	27.99%	\$667,725
RD Mount Waddington	\$1,193,158,276	3.06%	\$73,091
RD Alberni - Clayoquot	\$4,836,275,578	12.42%	\$296,261
RD qathet	\$3,140,845,716	8.07%	\$192,402
<b>Totals</b>	<b>\$38,937,845,295</b>	<b>100.00%</b>	<b>\$2,385,261</b>

Shareholder Requisition Allocation by Population			
	2016 Census Population	% of Total	Requisition (100% Population)
RD Comox Valley	66,527	30.21%	\$720,496
RD Strathcona	44,671	20.28%	\$483,793
RD Nanaimo (SD69)	46,959	21.32%	\$508,572
RD Mount Waddington	11,035	5.01%	\$119,511
RD Alberni - Clayoquot	30,981	14.07%	\$335,528
RD qathet	20,070	9.11%	\$217,361
<b>Totals</b>	<b>220,243</b>	<b>100%</b>	<b>\$2,385,261</b>

Shareholder Requisition Allocation using combination of Assessment and Population (similar to Vancouver Island Regional Library model)									
	2017 Net Taxable Value Regional Hospital Purposes	% of Total	Requisition (50% Assessment)		2016 Census Population	% of Total	Requisition (50% Population)	Total Requisition (50% Assessment 50% Population)	% of Total
RD Comox Valley	\$12,221,001,501	31.39%	\$374,318		66,527	30%	\$360,248	\$734,566	30.80%
RD Strathcona	\$6,646,381,997	17.07%	\$203,573		44,671	20%	\$241,896	\$445,469	18.68%
RD Nanaimo (SD69)	\$10,900,182,227	27.99%	\$333,863		46,959	21%	\$254,286	\$588,149	24.66%
RD Mount Waddington	\$1,193,158,276	3.06%	\$36,545		11,035	5%	\$59,755	\$96,301	4.04%
RD Alberni - Clayoquot	\$4,836,275,578	12.42%	\$148,131		30,981	14%	\$167,764	\$315,895	13.24%
RD qathet	\$3,140,845,716	8.07%	\$96,201		20,070	9%	\$108,680	\$204,882	8.59%
<b>Totals</b>	<b>\$38,937,845,295</b>	<b>100.00%</b>	<b>\$1,192,631</b>		<b>220,243</b>	<b>100%</b>	<b>\$1,192,631</b>	<b>\$2,385,261</b>	<b>100.00%</b>

Shareholder Requisition Allocation by Percentage of NI911 Corp Shares			
	No. of Shares	% of Total	Requisition (Share Ownership)
RD Comox Valley	6	28.57%	\$681,503
RD Strathcona	4	19.05%	\$454,335
RD Nanaimo (SD69)	5	23.81%	\$567,919
RD Mount Waddington	1	4.76%	\$113,584
RD Alberni - Clayoquot	3	14.29%	\$340,752
RD qathet	2	9.52%	\$227,168
<b>Totals</b>	<b>21</b>	<b>100.00%</b>	<b>\$2,385,261</b>

Shareholder Requisition Allocation Models Side-by-Side Comparisons				
	Requisitions (100% Assessment)	Requisitions (100% Population)	Requisitions (50% Assessment) (50% Population)	Requisitions (Share Ownership)
RD Comox Valley	\$748,636	\$720,496	\$734,566	\$681,503
RD Strathcona	\$407,145	\$483,793	\$445,469	\$454,335
RD Nanaimo (SD69)	\$667,725	\$508,572	\$588,149	\$567,919
RD Mount Waddington	\$73,091	\$119,511	\$96,301	\$113,584
RD Alberni-Clayoquot	\$296,261	\$335,528	\$315,895	\$340,752
RD qathet	\$192,402	\$217,361	\$204,882	\$227,168
<b>Totals</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>

Table 1 – Comparison of Allocation Models in Dollars

Tax Requisition Allocation Models Side-by-Side Comparisons in Dollars				
	Tax Requisitions (100% Assessment)	Tax Requisitions (100% Population)	Tax Requisition (50% Assessment) (50% Population)	Tax Requisitions (% of Share Ownership)
RD Comox Valley	\$748,637	\$720,496	\$734,565	\$681,503
RD Strathcona	\$407,145	\$483,793	\$445,469	\$454,335
RD Nanaimo (SD69)	\$667,725	\$508,572	\$588,149	\$567,919
RD Mount Waddington	\$73,091	\$119,511	\$96,301	\$113,584
RD Alberni-Clayoquot	\$296,261	\$335,528	\$315,895	\$340,752
RD qathet	\$192,402	\$217,361	\$204,882	\$227,168
<b>Totals</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>	<b>\$2,385,261</b>

Table 2 – Comparison of Allocation Models by Percentage

Tax Requisition Allocation Models Side-by-Side Comparisons by Percentage of Total				
	Tax Requisitions (100% Assessment)	Tax Requisitions (100% Population)	Tax Requisition (50% Assessment) (50% Population)	Tax Requisitions (% of Share Ownership)
RD Comox Valley	31.39%	30.21%	30.80%	28.57%
RD Strathcona	17.07%	20.28%	18.68%	19.05%
RD Nanaimo (SD69)	27.99%	21.32%	24.66%	23.81%
RD Mount Waddington	3.06%	5.01%	4.04%	4.76%
RD Alberni-Clayoquot	12.42%	14.07%	13.24%	14.29%
RD qathet	8.07%	9.11%	8.59%	9.52%
<b>Totals</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Prepared by:

*K. Douville*

Kevin Douville  
Manager of Financial Planning

Concurrence:

*B. Dunlop*

Beth Dunlop  
Corporate Financial Officer

**Policy Analysis**

Section 4.1 of the NI 9-1-1 Corporation's Shareholders Agreement dated March 31<sup>st</sup>, 2008 outlines the following with respect to contributions from shareholders:

- 4.1 The Company will, and may in its discretion request from each and every Shareholder in proportion to the Shareholder's percentage holdings in the Company, all funds required to meet the capital, operating and capital asset replacement needs for the Company. The contribution percentage of each Shareholder at the date of this Agreement is as follows:

Shareholder	Contribution Percentage of Funds Required
Comox Valley	30.47%
Nanaimo	27.05%
Alberni – Clayoquot	13.03%
Mount Waddington	3.11%
Powell River (nka qathet)	8.47%
Strathcona	17.87%



## INFORMATION REPORT

**To:** ACRD Board of Directors  
**From:** Jenny Brunn, Manager of Operations  
**Meeting Date:** February 27, 2019  
**Subject:** Alberni Valley Mattress Recycling

### Recommendation:


***THAT the ACRD Board of Directors receive this report for information.***

### Report:


In November 2018, the ACRD provided a letter of support for INEO Employment Counselling Inc., to apply for funding to set up a mattress recycling plant in Port Alberni. We are pleased to report that the funding and plant operations set-up have been successful. Starting February 18, 2019, the facility, located at 3169 2<sup>nd</sup> Ave, is expected to begin accepting old mattresses from the public for a \$15 fee during the hours of 8:30 to 4:30 Mon-Thurs and 8:30 to noon on Fridays.

The Alberni Valley Landfill receives approximately 150 mattresses and 100 box springs per month. These items are a very difficult waste product to manage as they are difficult to compact and cause damage to equipment at the landfill. Diverting them will save up to 18,000 m<sup>3</sup> of landfill space per year, reduce greenhouse gas emissions from the decomposition of organic components, and create useful resource material with the recycled wood, metal, foam and fabric. Staff have been working with INEO on the logistics of storage and transport from the landfill to coordinate with their operations. As this is a new enterprise without previous experience, it will take a few weeks of operations until they know what volumes and frequencies they can process effectively.

In order to continue to best support this initiative, the ACRD will need to implement a new tipping fee for mattresses at the AV landfill that is higher than the direct tipping fee at the mattress recycling facility. This will encourage direct delivery to the facility and cover the additional costs incurred by the ACRD for storage and transport from the landfill. Staff anticipate that this rate will be in the range of \$25-\$30 per unit in comparison to the \$15 fee at the recycling facility. Once the program has been in operation for a couple of months, a new tipping rate will be brought to the Board for consideration as well as a review of the costs and benefits to include the West Coast in this program. Until a bylaw amendment is made, the ACRD will continue to charge the public at the standard \$120/tonne tipping fee at the AV landfill for this material.

Submitted by:   
\_\_\_\_\_  
Jenny Brunn, Manager of Operations

Reviewed by:   
\_\_\_\_\_  
Rob Williams, General Manager of Environmental Services

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**Alberni-Clayoquot Regional District**  
**Board of Directors Meeting Schedule**  
**MARCH 2019**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Friday, March 1 <sup>st</sup>	Open House – Bamfield Water Treatment Plant Grand Opening	3:00-5:00 pm - Bamfield Water Treatment Plant, 345 Grappler Road, Bamfield, BC	Bamfield Director, Staff, Public
	Bamfield Water Committee Meeting	6:00 PM – Bamfield Fire Hall	Committee, Staff
Tuesday, March 5 <sup>th</sup>	Long Beach Public Hearing	7:00 pm – Ucluelet Community Centre	Director, Staff, Public
Wednesday, March 6 <sup>th</sup>	Committee-of-the-Whole Meeting	1:30 pm – Regional District Board Room	Committee, Staff
Wednesday, March 13 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff
	Regional Hospital District Meeting	Immediately Following the Above	Board, Staff
	Special Board of Directors Meeting – Public Consultation – 2019-2023 ACRD Financial Plan & Regional Hospital District Annual Budget	6:00 pm – Regional District Board Room	Board, Staff, Public
Wednesday, March 27 <sup>th</sup>	Board of Directors Meeting	1:30 pm – Regional District Board Room	Board, Staff

February 22, 2019

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
JANUARY, 2019**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							3	915,495	1	323,790			4	1,239,285
Mobile Homes							1	92,049					1	92,049
Multi-Family													0	0
Adds&Rens											2	32,455	2	32,455
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							1	54,734	1	90,312			2	145,046
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1,062,278</b>	<b>2</b>	<b>414,102</b>	<b>2</b>	<b>32,455</b>	<b>9</b>	<b>1,508,835</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		1		1		2	2

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2018	7	1,302,912	104	12,305,797					
2017	3	189,325	103	12,826,449	1999	2	213,050	80	3,348,092
2016	3	159,325	82	10,545,063	1998	9	185,980	75	3,320,890
2015	2	18,500	89	8,577,170	1997	2	244,000	104	10,025,166
2014	3	510,000	73	7,121,200	1996	4	365,000	128	9,050,554
2013	2	500,000	81	8,208,948	1995	3	101,000	116	9,641,300
2012	6	184	92	9,011,700	1994	9	693,000	151	7,915,500
2011	4	163,727	120	9,221,498	1993	13	962,000	167	10,864,000
2010	11	466,873	149	21,524,170	1992	6	259,000	173	11,192,500
2009	0	0	123	11,302,380	1991	4	305,520	126	7,155,120
2008	9	1,235,698	147	22,682,130	1990	5	258,000	118	6,323,900
2007	4	359,040	163	15,007,877	2000	3	38,280	88	4,095,339
2006	10	1,548,860	161	15,909,705	2001	2	250,210	89	5,790,126
2005	12	3,075,375	138	12,962,379	2002	3	39,072	76	2,986,134
2004	5	2,185,304	133	11,036,854	2003	2	1,340,080	97	6,925,356