MINUTES OF THE DISTRICT OF TOFINO COMMITTEE OF THE WHOLE MEETING
HELD IN THE COUNCIL CHAMBERS
MONDAY 22-OCTOBER-2012 AT 6:00 P.M.

PRESENT: Deputy Mayor D. McMaster
         Councillors, A. Anderson, G. Cameron, R. Thorogood
         Braden Smith, CAO,
         Sally Mole, Director of Parks and Recreation,
         Aaron Rodgers, Manager of Community Sustainability,
         Bob Schantz, Manager of Public Works and Building Inspection,
         Kelsey Hendricks, Office Assistant
         Press, Public

ABSENT: Mayor P. Schmunk,
        Councillors D. Baert, C. Thicke
        Michelle Martineau, Deputy Clerk
        Nyla Attiana, Director of Financial Services,

Councillor D. McMaster called the meeting to order at 6:00 p.m.

A) ADDITIONS TO OR DELETIONS FROM THE AGENDA

None.

B) ADOPTION OF AGENDA

Resolution No. CW 105/12 Moved by Councillors Anderson/ Cameron
THAT the agenda be adopted. CARRIED

C) ADOPTION OF MINUTES

1. Minutes from the August 20, 2012 Committee of the Whole meeting for adoption.

Resolution No. CW 106/12 Moved by Councillors Anderson/Cameron
THAT the August 20, 2012 Committee of the Whole minutes be adopted. CARRIED

D) UNFINISHED BUSINESS

None.

E) DELEGATIONS

1. Roger Perry and Felice Mazzoni presented the update on the Pacific Sands Beach Resort rezoning and subdivision proposal.
   - A copy of his presentation is attached and forms part of these minutes.
   - Requesting informal public meeting before the formal public hearing.
   - Requesting that the bylaw receive second reading.

F) REPORTS

1. Development Permit for Lot 2, Block 6, DL 114, CD, Plan 717 (361 Main Street).

Resolution No. CW 107/12 Moved by Councillors Anderson/Thorogood
THAT the Committee of the Whole receive the report for information. CARRIED

2. Parking Implications – Arnet Street.
   - How long will it take for the signs to arrive?
   - Is it more effective to have additional signage indicating where there is no parking?
   - Parking on road is not a hazard, but a visual issue.
   - Commercial vehicle is now parking in a driveway.
   - Should council consider banning commercial vehicle parking?
   - There are no funds in the 2012 sign budget to purchase these signs.
Resolution No. CW 108 /12 Moved by Councillors McMaster / Anderson
THAT the Committee of the Whole recommend to Council that Council direct staff to erect “no commercial vehicle parking” signs on the north side of Arnet Road between Cedar and Tonquin Park Road. DEFEATED

Resolution No. CW 109/12 Moved by Councillors McMaster / Anderson
THAT the Committee of the Whole recommend to Council that Council refer the matter of parking on Arnet Road into next year’s budget. CARRIED

3. Town Hall Meeting.
   • Would January be a better month to hold the Town Hall meeting and a draft budget for the meeting?
   • What is the intent of the meeting aside from a general update?
   • Is the intent just feedback from the community?
   • Will the multiplex referendum get in the way?
   • We would need to coordinate with the Clayoquot Sound Community Theatre.

Resolution No. CW 110/12 Moved by Councillors Cameron/Anderson
THAT the Committee of the Whole recommend to Council that the Town Hall meeting take place on Thursday, January 24, at 7 p.m. at the Clayoquot Sound Community Theatre. CARRIED

   • Communications Strategy Concerns:
     o Is this a district wide communication strategy, does it include the notice board outside?
     o Website and live streaming will be running later this year, will the committee create the same ideas, is the committee necessary.
     o Should we wait a few months to see the results of the live streaming and the new website?
     o Do we even need a committee?

Resolution No. CW 111/12 Moved by Councillors Anderson and seconded
THAT the Committee of the Whole recommend to Council that Council direct staff to develop terms of reference for the establishment of a committee who will work jointly with Council and staff to identify the preliminary objectives and commence research on the development of a communications strategy. CARRIED

   • Council Notice Board ideas:
     o Staff will present three Notice board options to Council, but what is Council looking for and what is the budget?
     o Low cost like staples, or something with glass
     o Or more robust like a Jan Jansen design?
     o Should be weather resistant.
     o Free standing notice board.
     o Close to side walk.
     o Share a notice board with the Theatre?
     o Jan Jansen Design is about $3,000 and will go with our current theme.
     o Use existing theme.
     o Perpendicular sign to building?
     o Interested in a 3x4 ft sign parallel to sidewalk not perpendicular to building.

Resolution No. CW 112/12 Moved by Councillors McMaster/Anderson
THAT the Committee of the Whole recommend to Council that Council utilize the theatre location with a combination sign for both for the District and the Theatre use; and THAT the sign be of fitting character for Tofino. CARRIED


Resolution No. CW 113/12 Moved by Councillors McMaster/ Anderson
THAT the Committee of the Whole recommend that Council approve the evaluation procedure as outlined in the Deputy Clerk’s report. CARRIED
G) FOR COMMITTEE INFORMATION

1. Liquid Waste Management Plan Update.
   - A copy of the presentation is attached and forms part of these minutes.
   - How do we deal with the infiltration problem?
     - Residential causes, such as broken pipes in yard.
     - District’s causes, such as storm drains running into sewer system.
     - Investments will need to be made to assess where water is coming in, especially during storms and in the downtown areas.
     - Water infiltration will need to be addressed before a treatment plant is operating because it will negatively affect the sewer treatment process.
     - Should we post daily sewer outflow levels on the website, similar to the daily water consumption?
   - Public Advisory Committee
     - Start with a Council member only committee?
     - Members of Council and Public (Regulatory requirements of committee is to make recommendations back to Council)

Resolution No. CW 114/12 Moved by Councillors Anderson/Thorogood
THAT the Committee of the Whole recommend to Council that Council direct staff to draft a terms of reference to establish a committee to review LWMP; THAT staff report to Council on the next steps of LWMP; and THAT the committee be established by January 31, 2013 at a minimum. CARRIED

2. Arts & Culture Master Plan and Heritage Master Plan.
   - Received four submissions.
   - Unanimously agreed to award one proponent with both plans as described in RFP.

Resolution No. CW 115/12 Moved by Councillors Anderson/Cameron
THAT the Committee of the Whole recommend to Council to endorse the Arts, Culture and Heritage Committee’s recommendation that the successful proponent for the Arts & Culture Master Plan and the Heritage Master Plan be awarded to Kari Huhtala & Associates. CARRIED

3. Mid September to mid October Bylaw Report.
   - Why do we not have more parking tickets?
   - Bylaw enforcement officer’s focus is now on Emergency Management, Fire Department Administration and other Bylaw complaints, such as noise complaints.

Resolution No. CW 116/12 Moved by Councillors Cameron/Anderson
THAT the Committee of the Whole that Council receive the report for information. CARRIED

Resolution No. CW 117/12 Moved by Councillors McMaster/Cameron
THAT the Committee of the Whole recommend to Council that Council direct staff to look at the budget implications of maintaining bylaw enforcement on the weekends throughout the year. CARRIED

H) NEW BUSINESS

None.

I) 20 MINUTE QUESTION PERIOD

Media asked Council their opinion is on the Enbridge pipeline? Previous Council had made a resolution relating to this matter and Council’s position is on-going with the new Council.

J) ADJOURNMENT

Resolution No. CW 118/12 Moved by Councillors Cameron/Anderson
THAT the meeting be adjourned at 7:45 PM. CARRIED
AGENDA
Pacific Sands Beach Resort Rezoning Application Review
Committee of the Whole Meeting
Date: October 22, 2012
Time: 6:00 P.M.
Location: District of Tofino Council Chambers

PRESENT:
Committee of the Whole, District of Tofino
Braden Smith, District of Tofino
Aaron Rodgers, District of Tofino
Dave Pettinger, Pacific Sands Beach Resort Ltd.
Felice Mazzoni, Focus Corporation
Roger Parry, Focus Corporation

1. Pacific Sands Introduction/Purpose of Meeting
   • Review application to proceed to 2nd Reading

2. Rezoning Concept “Lock Down”
   • Land Use
   • Density Reduction (350 to 223 units)
   • Parks and Open Space
   • Public Access to Cox Bay
   • Subdivision Concepts

3. Phased Development Agreement Outline
   • June 18, 2012 Reed Pope Outline
   • Amenities
   • Cox Bay Beach Assessment – SNC Lavalin June 18, 2012 proposal

   • Overview/Focus Response July 17, 2012
   • Parks and Recreation – Focus Response Aug 10, 2012
   • Tofino Agency Follow Up
     - Parks and Recreation
     - Koers and Associates

5. Referral to Council – Second Reading
   • District of Tofino/Pacific Sands meeting (staff/Focus/lawyers)
   • Staff Report
   • Strata Conversion – Phase 1 Beach Villas
6. **Schedule**
   - Second Reading Date
   - Public Information Meeting
   - Public Hearing/3rd Reading
   - Finalize PDA/Covenant Agreements
   - 4th Reading

7. **Questions and Answers**
Pacific Sands Beach Resort Rezoning

Schedule A - Project Concept Plan

LEGEND
- Existing Building
- Proposed Building
- Staff Housing/Resort Services
- Existing Road/Parking
- Proposed Public Road/Parking
- Proposed Resort Road/Parking
- Paths/Trails
- Public Access to Cox Bay
- Resort Recreation Area

Note: Path and trail locations shown hereon are approximate only. Final layout and construction will be subject to assessment by a qualified environmental professional.

UNIT COUNT

- Existing
  - Beach Villas 22
  - Beach Lodge 16
  - Sub-Total 40
- Proposed
  - Rainforest Cabins 60
  - South Villas 20
  - Hotel 30
  - Point Villas 7
  - Promontory Villas 3
  - Sub-Total 183
- Total Unit Count 223
- Staff Housing 75
- Parking Count 381

June 18, 2012
PUBLIC PARK / OPEN SPACE STATISTICS

<table>
<thead>
<tr>
<th>Type</th>
<th>Area (ha)</th>
<th>Area (ac)</th>
<th>% of Gross Site Area</th>
</tr>
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<td>1.06</td>
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<tr>
<td>Pettinger Point SRW</td>
<td>0.73</td>
<td>1.8</td>
<td>4.4</td>
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<tr>
<td>Trail/Park Access SRW</td>
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<td>TOTAL</td>
<td>2.85</td>
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PUBLIC ACCESS TO WATERFRONT

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<td>Pettinger Point SRW</td>
<td>411m</td>
</tr>
<tr>
<td>Pettinger Point Trail SRW</td>
<td>300m</td>
</tr>
<tr>
<td>Handicapped Trail SRW</td>
<td>8m</td>
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<tr>
<td>TOTAL</td>
<td>715m</td>
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</table>

PUBLIC ACCESS TO COX BAY

- Lot numbering subject to change depending on owner/developer direction and real estate market demand.
- All locations and dimensions are preliminary and subject to change upon final approvals from the owner/developer and applicable government agencies.
AMENITY PHASING (see Schedule C for details):

Phase 1 - Beach Villas
9. Voluntary Cash Contribution
10. North Trail
11. Bike Stands
12. Handicapped Trail
13. Public Parking (South Park)
14. Public Washroom (South Park)
15. Public Parking (North Park)

Phase 2 - Rain Forest Cabins
21. Voluntary Cash Contribution

Phase 3 - South Villas
23. Voluntary Cash Contribution
24. Public Washroom (North Park)
25. New Boardwalk to Pettinger Point

Statutory Right of Way in favour of the District of Tofino

PUBLIC PARKING

HANDICAPPED PARKING

HANDICAPPED BEACH ACCESS
OVERVIEW OF THE TOFINO SEWER SYSTEM HISTORY AND LIQUID WASTE MANAGEMENT PLAN
Tofino Sewer System Background

- Tofino’s first sewer main and outfall was down Fourth Street from school to breakwater at harbour.
- Serviced all of the properties within gravity accessibility.
- Installed in 1972 by Federal Government as part of Wickaninnish School project.
- October 1984 present discharge permit PE 07058 issued for new sewer system to service entire district includes outfall locations at Cedar Street and First Street discharging into Duffin Passage.
- This sewer infrastructure was funded by 11,000,000 Tourism Improvement Grant
Conditions of Permit PE 07058

• Discharge of effluent from Cedar and First street comminutors to Duffin Passage to a depth of 34m.
• Maximum discharge 3800 cubic meters per day.
• The characteristics of discharge to be typical of preliminary treated municipal sewage and typical fine screened fish processing effluent.
• The authorized works outfalls, diffusers, bar screens and comminutors to be operational from permit date forward. They are required to inspected and maintained in good working order.
• No waste is to bypass the approved treatment process.
• Pipeline to be posted above the high water mark.
Conditions of permit PE 07058

- Outfalls lines to be inspected annually.
- Provisions for future disinfection.
- Based on Receiving Environment Monitoring additional treatment could be required.
- Solid waste from system to be disposed of by ministry approved method.
- The system to be operated by an operator certified by the EOCP.
- The flows are to be measured and recorded daily in a 24 hour period.
- Receiving Environment Monitoring Program to established and carried out in accordance with Ministry accepted methods.
LWMP History

- Late 1999 Stage 1 completed.
- Late 2004 Stage 2 completed.
- April 2006 Stage 3 submitted to Ministry for approval. Plan not approved.
- June 2009 report to Council from Superintendent of Public Works with attached letter from Ministry listing required revisions to LWMP. Council resolution 292-09 to revisited LWMP.
- July 2010 John Motherwell hired to revisit LWMP stage 3 and address revisions requested by Ministry.
Ministry Required Revisions to LWMP

- Advancing the construction of wastewater treatment system from 2026 to 2013-2015
- Incorporating a regional wastewater treatment system which may include Esowista Band, Parks Canada and the Alberni – Clayoquot Regional District.
- Realigning the Utility Corridor to the wastewater treatment site to take advantage of other community needs.
- Completing minor revisions to the site for the wastewater treatment facility based on results from the utility corridor realignment.
- Integrating resource recovery opportunities including partnerships with companies such as BC Hydro.
- Address inflow and infiltration problems on the collection system.
Ministry Required Revisions to the LWMP

- Assessing the influence of fish processing on the wastewater treatment system.
- Revising cost estimates.
- Ensuring plan meets with the provincial and new federal regulation discharge standards.
- Updating the plan implementation schedule with more attention to detail.
- Including description of the plan monitoring committee.
- Conducting Environmental Impact Studies of the outfall discharge location and at proposed wastewater treatment site.
Ministry Require Revisions to the LWMP

• Completing a schedule and means to address all municipal wastes: sewage discharge, combined sewer overflows, urban stormwater runoff management, sludge management, pump station overflows, subdivision on site disposals, source control and septic and pump out management.

• Linking to the Official Community Plan including future conditions, zoning bylaws and growth management plans.

• Public consultation with revised plan prior to adoption.
LWMP Guidelines

• The process is started by a resolution of Council.
• The LWMP process can be voluntary on the part of the Municipality or by order of the Minister of the Environment.
• The order is usually due to a pollution related issue.
• The LWMP is a 3 stage process.
• Stage 1 is an inventory of existing conditions and development projections.
• Stage 2 is a detailed evaluation with preferred options.
• Stage 3 is summary of LWMP with financing and implementation schedule.
LWMP Guidelines

• The creation of advisory committees and public consultation and involvement in the process is paramount for Ministry acceptance.
• The Council must pass a resolution to accept the Stage 3 summary report.
• For plan approval the Minister will require the advice of ministerial staff and satisfaction that the plan has been prepared within the guidelines and that adequate public consultation has taken place.
LWMP Implementation

• The LWMP is approved by the Minister with the possibility of imposed requirements.
• Establishment and implementation of a plan monitoring committee.
• Completion of the required upgrades and treatment facilities.
• Cancellation of the discharge permit.
• Review of the LWMP every 5 to 10 years
Receiving Environment Monitoring

• The District is required as part of the discharge permit to have a Receiving Environment Monitoring report completed every 3 years.
• The reason for the monitoring is to establish the level of pollution the District is causing to the receiving environment with the effluent discharge from the outfalls.
• If the level of pollution is above acceptable levels the District could be ordered to disinfect the effluent, be ordered to cease discharging or be ordered to develop an LWMP.
• The District’s last Receiving Environment Monitoring report was undertaken in 2011.
Receiving Environment Monitoring

- The water samples are collected from 6 stations in the area of the outfalls.
- There is samples are taken at the surface, mid depth and the bottom. The mid depth is between 11-15 m depending on the depth of water.
- The tests are analyzed for Fecal Coliform, Ammonia Nitrogen, Nitrate, Nitrite and N+N.
- The tests are for harm to marine life as well the fecal coliform is for contamination of shellfish and humans.
- The guidelines for fecal coliform in marine waters is 14 CFU/100ml for shellfish harvesting and 200CFU/100ml for recreational waters.
Receiving Environment Monitoring

The conclusion of the monitoring were:

• Water columns were within normal ranges measured during previous monitoring.
• Profile data from all stations were within acceptable levels.
• Fecal coliform did not meet shellfish harvesting guidelines at 5 stations.
• Fecal coliform did not meet recreational water guidelines at 1 station that is within the initial dilution zone at the mid and bottom sample zones.
• Ammonia levels meet water quality guidelines at all stations.
• There was no evidence of nutrient (Nitrate, Nitrite, Ammonia) levels in the vicinity of the outfalls.
3.3 Water Samples

Analytical results of the water samples are summarized in Table C.

<table>
<thead>
<tr>
<th>Station</th>
<th>Depth</th>
<th>Fecal Coliform (CFU/100 mL)</th>
<th>Ammonia (mg/L)</th>
<th>Nitrate (mg/L)</th>
<th>Nitrite (mg/L)</th>
<th>NO₃ (mg/L)</th>
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<tbody>
<tr>
<td>1</td>
<td>Surface</td>
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<td>0.009</td>
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Water quality guidelines for fecal coliform in marine waters include that for shellfish bearing waters (14 CFU/100 mL) (Canadian Food Inspection Agency 2006) and that for recreational activities (200 CFU/100 mL) (MOE 2010). The results of this study indicate that the receiving environment did not meet the shellfish water quality guidelines in June 2011 at all stations except Station 6. Furthermore, water samples did not meet the recreational water quality guideline at Station 1, which was approximately 30 m from the outfall terminus and therefore within the Initial Dilution Zone (IDZ).
Environmental Impact Study and Marine Outfall Assessment

• This was requested by the Ministry as part of the revisions.
• The concern of the Ministry was the suitability of the location for an outfall and its effect on the environment.
• The result of the Stage 1 of the study was the outfall site is suitable.
• Stage 2 of the study will be a more detailed sampling and analysis of the outfall area involving sampling over a longer period involving 10 separate sample days during the summer and winter seasons.
• This sampling will involve marine water as well as bottom sediment.
Environmental Impact Study and Marine Outfall Assessment

The conclusions of the Stage 2 will be:

- Minimum allowable effluent quality.
- Reliability category outlined in schedule 7 of the Municipal Sewage Regulation.
- Location of outfall terminus.
- Post discharge effluent and environmental monitoring programs.
- Regulatory permit requirements for a new outfall and or treatment plant.
LWMP Stage 3 Next Steps

• The Compliance Officer for the MoE has stipulated that the revised Stage 3 to go the Technical and Public Advisory Committees for comment. They have allowed it to be by correspondence only without the requirement of a formal meeting.

• The Council needs to select members for the Public Advisory Committee as the majority of members have moved away.

• Have the LWMP revised if comments from the Advisory Committees require it.

• The Stage 2 of the Environmental Impact Study and Marine Outfall Assessment must be completed.

• A Public Consultation meeting must be held.

• The Council must pass a resolution accepting the revised plan.

• The Stage 3 LWMP be sent the Minister for approval.
Predicted Effluent Flows

- Average dry weather flows over permit discharge 2029.
- Average wet weather flows over permit discharge 2021
- Peak winter flows over permit discharge 2013
- Winter peak inflow and Infiltration 1448 cubic meters per day presently.
- The inflow and infiltration will need to be addressed for the treatment process.
- The peak Inflow and Infiltration must be addressed to prevent continual daily discharge over allowable limit.