



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

THURSDAY, NOVEMBER 13, 2014, 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>	
Recognition of Traditional Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – October 22, 2014</b>	<b>6-13</b>
<i>THAT the minutes of the Board of Directors meeting held on October 22, 2014 be adopted.</i>	
b. <b>Beaver Creek Water Advisory Committee Meeting – October 28, 2014</b>	<b>14-16</b>
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on October 28, 2014 be adopted.</i>	
c. <b>Bamfield Water Committee Meeting – October 20, 2014</b>	<b>17-19</b>
<i>THAT the minutes of the Bamfield Water Committee meeting held on October 20, 2014 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10 minute maximum)</u></b>	
a. <b>Presentation and Recognition - Outgoing Bamfield Fire Chief, Mr. Mark Kelly for 14 Years of Service and Introduction of New Fire Chief for Bamfield, Mr. Eric Clelland.</b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	
<b>7. <u>CORRESPONDENCE FOR INFORMATION</u></b>	
a. <b>NI 9-1-1</b>	<b>20-21</b>

	North Island 9-1-1 Call-Answer Service Successfully Transferred to E-Com	
b.	<b>MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT</b> Update to Provincial Commitments Made at Convention	<b>22-23</b>
c.	<b>ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES</b> Member Update – Introduction of Changes in Legislation to VI Natural Gas Pipeline Act & Status of Model Operating Agreements	<b>24-26</b>
	2015 AVICC Resolutions Notice & Call for Nominations, 2015 Convention Minutes and Call for 2015 Convention Presentation Proposals	<b>27-79</b>
d.	<b>NUU-CHAH-NULTH TRIBAL COUNCIL</b> Open Letter to all Levels of Government to Provide Clear Instruction on Consultation with Nuu-chah-nulth Nations	<b>80-84</b>
	Establishment of Regular Communication	<b>85</b>
e.	<b>DUNCAN SABINE COLLYER PARTNERS LLP</b> Independence Letter	<b>86-88</b>
f.	<b>THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN</b> Concerns Regarding Smart Meters	<b>89</b>
g.	<b>ALBERNI VALLEY REGATTA ASSOCIATION</b> Thank you	<b>90</b>
h.	<b>ROLLIN ART CENTRE</b> Rollin Updates	<b>91-93</b>
i.	<b>MINISTRY OF TRANSPORTATION</b> Thank You for Your Input	<b>94-95</b>
j.	<b>BOB KANNGIESSER, 2014 BOARD REMUNERATION REVIEW COMMITTEE</b> Thank you	<b>96</b>
k.	<b>LIQUOR CONTROL AND LICENSING BRANCH</b> Stakeholder Engagement and Public Consultation Recommendation	<b>97</b>

*THAT the Board of Directors receive correspondence for information a-k.*

**8. REQUEST FOR DECISIONS & BYLAWS**

a.	<b>REQUEST FOR DECISION</b> Bamfield Fire Chief Appointment	<b>98-99</b>
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*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Eric Clelland as Fire Chief of the Bamfield Volunteer Fire Department for a 3 year term.*

b.	<b>REQUEST FOR DECISION</b> Finance Warrant No. 546	<b>100-136</b>
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*THAT the Board of Directors approves Finance Warrant Number 546 in the amount of \$1,017,364.73 dated October 31, 2014.*







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

**10.2 COMMITTEE REPORTS**

- a. **Reconciliation Committee Meeting – Thursday, November 13, 2014**  
Verbal Report – C. Solda

*THAT this verbal report be received.*

**10.3 OTHER REPORTS**

- a. **Central West Coast Forest Society – T. Bennett**
- October 2014 Update Report **199-204**
  - Financial Statements – Year Ended March 31, 2014 **205-211**

*THAT the Board of Directors receives these reports.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN CAMERA**

*Motion to close the meeting to the public to discuss matters relating to:*  
*i. Labour or other employee relations.*

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

**16. ADJOURN**

**Next Board of Directors Meeting: Wednesday, November 26, 2014, 1:30 pm**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 22, 2014, 1:30 PM

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

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### DIRECTORS

Cindy Solda, Chairperson, City of Port Alberni

### PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)

Eric Geall, Electoral Area "A" (Bamfield) – via teleconference

Mike Kokura, Electoral Area "B" (Beaufort)

Tony Bennett, Electoral Area "C" (Long Beach)

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

Lucas Banton, Electoral Area "F" (Cherry Creek)

Jack McLeman, Councillor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

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

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

Mark Fortune, Airport Superintendent

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated with the addition of the following late items: Request for Decision – ACRD Airports Upgrade and Request for Decision – Bamfield Water Committee - Building Canada Fund Grant Opportunity.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – October 8, 2014**

*MOVED: Director Irving*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on October 8, 2014 be adopted.*

**CARRIED**

**b. Special Board of Directors Meeting – October 8, 2014**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the minutes of the Special Board of Directors meeting held on October 8, 2014 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for September 2014.**

Inspector Richards provided an overview of the monthly policing report for the Port Alberni RCMP Detachment. The Port Alberni Victim Witness program has been very busy with 41 clients in September.

**6. CORRESPONDENCE FOR ACTION**

**a. Correspondence, October 3, 2014, from Devon Transport Ltd. regarding a request for an item for donation to annual Charity Raffle.**

*MOVED: Director Irving*

*SECONDED: Director Osborne*

*THAT the Board of Directors receive the correspondence from Devon Transport Ltd. and decline the donation request as the grant-in-aid process is the appropriate opportunity for such requests.*

**CARRIED**

- b. Correspondence, October 14, 2014, from Nuu-chah-nulth Ha'wiih regarding an invitation to attend the Nuu-chah-nulth Fishing Rights Celebration on November 1<sup>st</sup> in Port Alberni.**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors appoint the Chairperson to attend the Nuu-chah-nulth Fishing Rights Celebration on November 1<sup>st</sup> in Port Alberni.*

**CARRIED**

- c. City of Nanaimo, October 15, 2014, regarding a request for a letter of support for Island Ferry Services Ltd.**

*MOVED: Director Kokura*

*SECONDED: Director Irving*

*THAT the Board of Directors send a letter of support to the City of Nanaimo for the high speed passenger only ferry between downtown Nanaimo and downtown Vancouver to Island Ferry Services Ltd.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. ISLANDS TRUST**  
Priorities for Budget 2015 – BC Ferries
- b. ISLAND TIMBERLANDS**  
Island Timberlands 2014 Fire Hazard Abatement Program
- c. SPECIES AT RISK – CANADIAN WILDLIFE SERVICE – ENVIRONMENT CANADA**  
Survival of the Monarch, a Species at Risk
- d. JOHN HORGAN/SELINA ROBINSON, OFFICIAL OPPOSITION**  
2014 UBCM Convention Meeting
- e. MUNICIPAL INSURANCE ASSOCIATION**  
MIABC Dividend Cheque
- f. E-COMM 9-11**  
e-communique'
- g. ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**  
Copy of letter from Regional District of Nanaimo Supporting Metro Vancouver Bylaw 280 (Note: the Alberni-Clayoquot Regional District sent a letter of support after the February 26/14 Board Meeting)
- h. ISLAND CORRIDOR FOUNDATION**  
October 2014 Newsletter

- i. **MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT/MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**  
Infrastructure Funding Applications available October 22, 2014

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Alberni Valley Community Forest Reserve Fund Application.**

Director Cote left the meeting at 1:47 pm due to a potential conflict of interest.

*MOVED: Director Bennett*  
*SECONDED: Director McNabb*

*THAT the Board of Directors of the ACRD submit an application for \$300,000.00 from the Alberni Valley Community Forest Reserve Fund to assist with the costs of the proposed runway extension, lighting enhancement and GPS.*

**CARRIED**

Director Cote re-entered the meeting at 1:47 pm.

**9. PLANNING MATTERS**

- a. **BAMFIELD OFFICIAL COMMUNITY PLAN**  
Memorandum and Bylaw P1309

*MOVED: Director Geall*  
*SECONDED: Director Kokura*

*THAT Bylaw P1309, Regional District of Alberni-Clayoquot Bamfield (Electoral Area A) Official Community Bylaw P1309, 2013, be adopted.*

**CARRIED**

*MOVED: Director Geall*  
*SECONDED: Director Kokura*

*THAT the Board of Directors forward a letter to Pam Shaw and the VIU Geography Department expressing thanks for their assistance with the Bamfield OCP project.*

**CARRIED**

**b. DEVELOPMENT APPROVAL INFORMATION BYLAW**

Request for Decision and Bylaw P1324

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT Bylaw P1324, Development Approval Information Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT Bylaw P1324, Development Approval Information Bylaw, be read a second time.*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Kokura*

*THAT Bylaw P1324, Development Approval Information Bylaw, be read a third time.*

**CARRIED**

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. **Staff Action Items Report – October 22, 2014**
- b. **Meeting Schedule – November 2014**
- c. **Building Inspector’s Report – September 2014**
- d. **Financial Statement – September 30, 2014**
- e. **Unity Celebrity Event – October 9, 2014**
- f. **Finance Warrant No. 545 – Additional Information Required- October 10, 2014**
- g. **Albarn Valley Bulldogs Sponsorship Update – October 15, 2014**
- h. **Licence of Use Renewal Somass Estuary Leachate Line-Response to Question.**

*MOVED: Director McLeman*

*SECONDED: Director Bennett*

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

**CARRIED**

## 10.2 COMMITTEE REPORTS

### a. Alberni Valley Committee Meeting – October 16, 2014 – Request for Decision - Late Item Report.

MOVED: Director Kokura  
SECONDED: Director Banton

*THAT the Board of Directors of the Alberni-Clayoquot Regional District endorse an application to the Build Canada fund for the purpose of integrating the two regional district airports to support consistent scheduled service and expansion of aerospace industries through the establishment of common runway surfaces (5,000' X 100'), compliance with OLS requirements, lighting upgrades for both airports and appropriate GPS within the parameters of the terrain of each location.*

**CARRIED**

MOVED: Director Kokura  
SECONDED: Director McNabb

*THAT the Board of Directors of the Alberni-Clayoquot Regional District authorize the completion of the topographical survey and detailed design for the extension of the AVRA runway to 5,000' X 100' and lighting by Tetra Tech at a cost of \$50,000 to be funded from the Alberni Valley Regional Airport capital reserve.*

**CARRIED**

### b. Bamfield Water Committee Meeting – October 20, 2014 – Request for Decision - Late Item Report.

MOVED: Director Geall  
SECONDED: Director McNabb

*THAT the Board of Directors submit an application to the New Building Canada Fund – Small Communities Fund for a water treatment plant to address the high levels of Trihalomethanes (THM's) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines.*

**CARRIED**

## 10.3 MEMBER REPORTS

### a. 9-1-1 Corporation – C. Solda

The Chairperson reported that the North Island 9-1-1 call-answer service has successfully transferred to E-Comm 9-1-1.

### b. Vancouver Island Regional Library - P. Cote

2015-2019 Financial Plan DVD Presentation

- c. **Central West Coast Forest Society – T. Bennett – No Report**
- d. **Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda – No Report**
- e. **Alberni Valley Chamber of Commerce – C. Solda – No Report**
- f. **Coastal Communities Network – T. Bennett/B. Irving/C. Solda - No Report**
- g. **West Island Woodlands Advisory Group – J. Jack/L. Banton – No Report**
- h. **Island Coastal Economic Trust – C. Solda**

The Chair provided a brief update on ICET.

- i. **Air Quality Council, Port Alberni – J. McNabb – No Report**
- j. **West Coast Aquatic Board – T. Bennett**
- k. **Association of Vancouver Island & Coastal Communities – C. Solda**

The Chairperson reported on a watershed meeting hosted by AVICC on Monday, October 20<sup>th</sup>. The conclusion out of the meeting is to create a smaller watershed working group

- l. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- m. **Other Reports – No Reports**

*MOVED: Director Kokura*

*SECONDED: Director Irving*

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

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

### **a. Late Business**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the following be allowed for consideration as a late item: authorization to attend a meeting with Minister Thomson regarding the access road to Salmon Beach.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Irving*



*THAT Director Bennett be authorized to attend the meeting with Minister Thomson, Minister of Natural Resource Operations, Minister of Energy, and Minister of Agriculture and Lands, October 28, 2014 in Victoria, BC regarding the Salmon Beach access road.*

**CARRIED**

**13. QUESTION PERIOD**

**14. IN-CAMERA**

*MOVED: Director Osborne*

*SECONDED: Director Cootes*

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

- i. Law enforcement, disclosure of which the Board considers could be harmful to the conduct of an investigation under or enforcement of an enactment;*
- ii. Labour or other employee relations.*

**CARRIED**

The meeting was closed to the public at 2:54 pm.

The meeting was re-opened to the public at 4:50 pm.

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

**16. ADJOURN**

*MOVED: Director Osborne*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:50 pm.*

**CARRIED**

Certified Correct:

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Cindy N. Solda,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON TUESDAY OCTOBER 28, 2014

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

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

**PRESENT:** Wayne Hasler  
Gord Blakey  
Ginny Stephens  
Pam Craig

**STAFF PRESENT:** Andy Daniel, Manager of Environmental Services  
Brenda Sauve, Administrative Assistant  
Bruce Forsyth, Maintenance Technician Leadhand

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 2:32pm.

**Recognition of Traditional Territories.**

**2. APPROVAL OF AGENDA**

*MOVED: Wayne Hasler*

*SECONDED: Gord Blakey*

*THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.*

**CARRIED**

**3. ADOPTION OF MINUTES**

a. Beaver Creek Water Advisory Committee Meeting held Friday, February 28, 2014.

*MOVED: Wayne Hasler*

*SECONDED: Gord Blakey*

*THAT the minutes of the Beaver Creek Advisory Committee meeting held on Friday, February 28, 2014 be adopted.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

5. **CORRESPONDENCE FOR ACTION/INFORMATION**

6. **REQUEST FOR DECISIONS & BYLAWS**

- a. Memorandum regarding property damage information.

MOVED: Pam Craig  
SECONDED: Wayne Hasler

*THAT the BCWS Advisory Committee receives the Property Damage Information and requests that the information gets put in the January 2015 BCWS Newsletter.*

**CARRIED**

- b. Memorandum regarding proposed new leak policy.

MOVED: Pam Craig  
SECONDED: Ginny Stephens

*THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approves the new BCWS leak policy as presented with an amendment to increase a second adjustment within three (3) years to five (5) years.*

**CARRIED**

- c. Memorandum regarding Grandview Road water upgrade and 6253 Drinkwater Subdivision Proposal.

MOVED: Pam Craig  
SECONDED: Gord Blakey

*THAT the BCWS Advisory Committee recommends that the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST) in principle.*

**CARRIED**

7. **REPORTS**

- a. Beaver Creek Water System Operating Income Statement – Period ending October 20, 2014.  
b. Beaver Creek Water System 2014 Accomplishment Report – October 23, 2014.

*MOVED: Pam Craig*  
*SECONDED: John McNabb*

*THAT the Beaver Creek Advisory Committee receives the Beaver Creek Water System Report(s) a-b.*

**CARRIED**

**8. NEW BUSINESS**

**9. ADJOURN**

*MOVED: John McNabb*  
*SECONDED: Pam Craig*

*THAT this meeting be adjourned at 4:25pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Andy Daniel,  
Manager of Environmental Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD WATER COMMITTEE MEETING HELD ON MONDAY, OCTOBER 20, 2014, 5:30PM

Bamfield Fire Hall, Bamfield, BC

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**MEMBERS** Eric Geall, Chairperson, Director, Electoral Area "A" (Bamfield)

**PRESENT:** Mark Kelly  
Linda Myers  
Brad Anholt

**STAFF PRESENT:** Teri Fong, Manager of Finance (phone in)  
Andy Daniel, Manager of Environmental Services  
Bruce Forsyth, Maintenance Lead hand  
Chris Downey, Koers Engineering (phone in)  
Les Butler, Bamfield water system contractor

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 5:45pm.  
Teri Fong and Chris Downey joined via conference call at 5:53pm.

**2. APPROVAL OF AGENDA**

The agenda was circulated for consideration.

**3. ADOPTION OF MINUTES**

The notes and minutes from the last meeting were tabled till the next meeting.

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

The committee discussed the proposed pilot testing.

Chris Downey and Teri Fong provided the following information on the pilot project, water treatment plant design and funding:

- Preparation for pilot testing can start in the next two weeks with piloting occurring in November.
- Engineering would start at the same time for the treatment plant design to be ready for the Building Canada Fund application by the end of February.
- Grant approval is set to be announced in the summer or fall of 2015.
- Once grant approval is announced, 6-7 months is required for plant installation.
- The piloting is in the budget for this year.

- Teri will confirm if ACRD gas tax money can be used for matching grant funding.
- Chris doesn't see DFO or MOT approvals affecting the piloting project timeline.
- Chris Downey exited the conference call at 6:15
- Teri Fong exited the conference call at 6:30

5. **CORRESPONDENCE FOR ACTION/INFORMATION**

6. **REQUEST FOR DECISIONS & BYLAWS**

- a. *THAT the Bamfield Water Committee direct staff to proceed with the budgeted pilot program this year to assist with the water treatment plant design.*

MOVED: Brad Anholt

SECONDED: Mark Kelly

**CARRIED**

- b. *THAT the Bamfield Water Committee request that the Board of Directors submit an application to the New Building Canada Fund – Small Communities Fund for a water treatment plant to address the high levels of Trihalomethanes (THM's) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines.*

MOVED: Eric Geall

SECONDED: Mark Kelly

**CARRIED**

- c. *THAT the Bamfield Water Committee request that the proposed leak policy be presented to the Board of Directors for approval.*

MOVED: Eric Geall

SECONDED: Brad Anholt

**CARRIED**

- d. *THAT the Bamfield Water Committee request staff to apply the proposed leak policy to Mr Bouvier and Mr Becketts' water leak forgiveness requests.*

MOVED: Brad Anholt

SECONDED: Mark Kelly

**CARRIED**

- e. *THAT the Bamfield Water Committee request staff to install a backup system (flow control valve) to manually operate the pumps at no more than \$8,000.*

MOVED: Mark Kelly

SECONDED: Brad Anholt

**CARRIED**

**7. REPORTS**

- a) Written report on 2014 Accomplishments and 2015 proposed budget provided by A. Daniel.
- b) Verbal report on October 18-19, 2014 system pumping failure by L. Butler. Solutions presented by B. Forsyth

**8. STAFF ACTION ITEMS**

- a. Check with Island Timberlands and Huu-ay-aht on proposed watershed assessment.
- b. Prioritize proposed 2015 budget and refine programs to a longer term.
- c. Investigate if pump station upgrades can be included in treatment plant grant application.
- d. Provide info on December water bill: how to find leaks, proposed actions and schedule and projected costs per property.

**9. ADJOURN**

*MOVED: Linda Myres*

*SECONDED: Mark Kelly*

*THAT this meeting be adjourned at 7:46pm.*

**CARRIED**

Certified Correct:

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Eric Geall,  
Chairperson

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Andy Daniel,  
Manager of Environmental Services



**For immediate release – October 21, 2014**

### **North Island 9-1-1 call-answer service successfully transferred to E-Comm**

Vancouver, B.C.— Today at 9:43 am, 9-1-1 call-answer service for the North Island 9-1-1 Corporation (NI9-1-1) successfully transitioned to E-Comm—British Columbia’s largest 9-1-1 public-safety answer point—making the emergency communications centre the first point of contact for 9-1-1 callers in the Comox Valley, Strathcona, Mt. Waddington, Alberni-Clayoquot and Powell River Regional Districts (excluding Lasqueti Island), in addition to a portion of the Nanaimo Regional District (School District 69).

When a 9-1-1 call is received by E-Comm from the NI9-1-1 service area, a large team of highly-trained 9-1-1 call-takers will quickly confirm which agency the caller requires and for which location before transferring the call to the same local police, fire and ambulance dispatchers (located in Courtenay, Campbell River and Victoria), who will continue to dispatch responders to emergency situations. The changeover to E-Comm will be transparent to callers, who should continue to dial 9-1-1 as usual if they have an emergency.

“We all know 9-1-1 is a critical lifeline and this new partnership will provide a number of benefits for North Island residents beyond the significant cost savings,” explained NI9-1-1 President Jon Ambler, who was in the communications centre for today’s cutover. “E-Comm can respond to sudden influxes of 9-1-1 call volume because of its substantial staffing and integrated 9-1-1 call-answer model and it operates on a secure and resilient technical infrastructure, which is extremely important when it comes to 9-1-1 lifelines,” he added.

A detailed transition plan, combined with months of collaboration and coordination between NI9-1-1, the RCMP, the BC Ambulance Service, TELUS and E-Comm, in order to complete the hundreds of behind-the-scenes operational and technical requirements, is credited with the success of today’s transition. Pre-transition work included the engineering, design and installation of new 9-1-1 infrastructure and a comprehensive training program that familiarized E-Comm staff with the many geographical and other special attributes of the region, even though dispatching will continue to be managed locally.

“Our goal is to ensure residents of the North Island continue to receive high-quality, responsive 9-1-1 public-safety answer point service 24-hours a day,” said David Guscott, E-Comm President and CEO. “Our 15-year track record of fast and effective 9-1-1 call-answer supports NI9-1-1’s commitment to public safety and we are very pleased to be their new partners.”

NI9-1-1’s call volume in 2013 was 63,000. E-Comm’s current service area includes the Northern Interior, Sunshine Coast, Squamish-Lillooet Regional Districts and Metro Vancouver with a combined call volume of more than 900,000.

-30-

***Video footage of 9-1-1 calls for the regional district members of North Island 9-1-1 Corporation being answered at E-Comm, interviews with North Island 9-1-1 Corporation President Jon Ambler and***





*E-Comm CEO David Guscott, photos, and b-roll footage of the cutover and E-Comm communications centre are available for media on [sendtonews.com](http://sendtonews.com).*

*E-Comm is the largest 9-1-1 call centre in B.C., serving Metro Vancouver, the Sunshine Coast, Whistler, Squamish, Squamish-Lillooet Regional District (south), the Northern Interior and now Northern Vancouver Island. E-Comm also provides dispatch services to 33 police and fire departments throughout the Lower Mainland, Sunshine Coast and Squamish-Whistler areas, and operates the wide-area radio system used throughout Metro Vancouver by police, fire and ambulance personnel.*

*In November, nine additional regional districts (Central and Southern Interiors) will also move 9-1-1 call-answer services to E-Comm.*

**Media contacts:**

**E-Comm 9-1-1**

Jody Robertson

604-215-4956 or 604-640-1342

[jody.robertson@ecomm911.ca](mailto:jody.robertson@ecomm911.ca)

**North Island 9-1-1 Corporation**

Jon Ambler

250-339-8162 or 250-465-9339

**From:** Minister, CSCD CSCD:EX [<mailto:CSCD.minister@gov.bc.ca>]  
**Sent:** Thursday, October 23, 2014 3:07 PM  
**To:** Wendy Thomson  
**Subject:** Update to provincial commitments made at Convention

Ref: 156664

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

Dear Chair Solda and Board Members:

I am writing to extend my appreciation to all local governments who participated in the 2014 UBCM Convention in Whistler, BC, and to provide you with an update on some of the significant initiatives to which the Province of British Columbia committed during the convention.

First and foremost, I was pleased to announce that based upon what we heard from communities around the province, the Province intended to expedite the launch of the Small Communities Fund as part of the New Building Canada Plan. Under this fund, more than \$327 million cost-shared between the federal, provincial and local governments will be invested in supporting critical infrastructure of communities with populations under 100,000 over the next 10 years.

I committed that the fund would be launched and open for applications by the end of October. I am pleased to inform you that on October 16, 2014, the program guide was launched on the Province's website ([www.gov.bc.ca/SmallCommunitiesFund](http://www.gov.bc.ca/SmallCommunitiesFund)) and that as of October 22, 2014, the formal applications are now available for eligible applicants. Applicants will have until February 18, 2015, to submit their applications. This will represent the first of at least two intakes we are envisioning under this program. As I highlighted in my speech at the convention, my Ministry is asking local governments to place a high priority on addressing critical infrastructure issues in areas such as drinking water, wastewater and solid waste management – particularly those projects associated with achieving provincial or federal regulations or standards.

I also confirmed that the Province would establish a new asset management planning grant fund that would be available to support local governments. Administered by UBCM, this fund is targeted at the development and enhancement of asset management practices that support cost-effective planning for their public infrastructure, including water systems and local roads, to be ready to make the most of economic opportunities that lie ahead for British Columbia. Leading-edge asset management will help local governments move toward more sustainable service delivery models, ensuring that local taxpayers get value for their infrastructure investments. It also represents a fundamental element of the assessment criteria that will be applied in review of projects under both the New Building Canada Fund and the Gas Tax Agreement. I will have more to say in the near future on how local governments can access these new supports.

I also announced that the Province would seek approval of the Legislative Assembly to appoint a Special Committee this fall to make recommendations to inform the establishment of expense limits for the

2018 local government elections. On October 9, 2014, a motion was introduced in the House to establish this Committee. The Committee will make recommendations for principles regarding the relationship between expense limits for candidate and elector organizations, and for third party advertising, by November 27, 2014.

In addition, the Committee will make recommendations on the actual expense limit amounts by June 12, 2015. In carrying out its work, the Committee will be guided by the Province's decision to adopt an expense limits model with a flat amount for jurisdictions with fewer than 10,000 people and a per capita formula for those with more than 10,000. The Committee will no doubt wish to consult with key stakeholders, including with UBCM. I want to acknowledge UBCM's valuable contributions to date, beginning with the Local Government Elections Task Force in 2009/2010.

I also know that the UBCM convention provided members with the opportunity to engage in robust debate about a number of issues associated with public sector compensation levels as well as the need to seek ongoing improvement to the local government finance system. Recent reports such as Ernst and Young's report on public sector compensation stemming from the Province's Core Review process and Taxpayer Accountability Principles and UBCM's own Strong Fiscal Futures underscore the importance of engaging on these issues in a collaborative and constructive way. These issues and the ensuing discussions remind us that we all serve one taxpayer and that we have a shared duty to ensure that we deliver effective, responsive services to citizens.

I believe that these issues can best be managed through a collaborative approach. Going forward, I have asked UBCM to work with me to schedule a series of meetings with UBCM Executive to discuss these issues. In addition, while my duties as Minister and MLA require that I be present in Victoria during the sitting of the Legislature (which sits through to November 27<sup>th</sup> under the current legislative calendar, and will sit again in the spring), I would also welcome the opportunity to participate in area association proceedings over the coming year.

Through more structure and regular dialogue, I believe our organizations can make significant progress on addressing some of the opportunities raised during the UBCM convention, and also establish a more collaborative and practical working relationship moving into the future.

Once again, I thank all of you who participated in the Convention. Please note that I will be following up shortly with the delegations I met with directly on their specific items of interest. I thank you all for your ongoing dedication to your communities, and look forward to working with you both collectively and individually in the future.

Sincerely,

Coralee Oakes  
Minister of Community, Sport and Cultural Development

pc: Ms. Rebecca F. Denlinger, Deputy Minister

**From:** [Wendy Thomson](#)  
**To:** [TBond](#)  
**Cc:** [Russell Dyson](#)  
**Subject:** FW: AVICC Member Update - Introduction of Changes in Legislation to VI Natural Gas Pipeline Act & Status of Model Operating Agreements  
**Date:** Tuesday, October 28, 2014 3:31:33 PM  
**Attachments:** [2014MNGD0073-001602.pdf](#)

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Next Board agenda

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**From:** Iris Hesketh-Boles [mailto:iheskethboles@ubcm.ca]  
**Sent:** Tuesday, October 28, 2014 12:01 PM  
**Subject:** AVICC Member Update - Introduction of Changes in Legislation to VI Natural Gas Pipeline Act & Status of Model Operating Agreements

*Please forward to Mayor and Council, Chair and Board and CAO.*

Good morning:

Attached is an October 23, 2014 Provincial News Release on the proposed changes to legislation to repeal Section 7(5) of the Vancouver Island Natural Gas Pipeline Act in order to permit collection of operating fees within the AVICC region.

AVICC is very pleased to advise that all 26 of our municipal members, who are served by gas, have approved the model natural gas operating agreement that will authorize the collection of a 3% operating fee beginning in March 2015. We appreciate the immediate response to AVICC's request for action.

Thank you to Paul Murray, CAO of Saanich and Jerry Berry, Consultant with FortisBC and the municipal staff who have worked diligently to get these agreements in place.

The paperwork is now being processed through FortisBC to prepare an application to BC Utilities Commission (BCUC) to approve the agreements. By having all 26 agreements signed, AVICC can present a unified position to the BCUC.

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Iris Hesketh-Boles  
Executive Coordinator  
Association of Vancouver Island & Coastal Communities (AVICC)  
525 Government St, Victoria, BC V8V 0A8  
Tel: 250-356-5122 Fax: 250-356-5119  
EM: [iheskethboles@ubcm.ca](mailto:iheskethboles@ubcm.ca)  
[avicc.ca](http://avicc.ca)

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## NEWS RELEASE

For Immediate Release  
2014MNGD0073-001602  
October 23, 2014

Ministry of Natural Gas Development  
Minister Responsible for Housing

### **Change supports municipalities and natural gas service**

VICTORIA – A proposed change to provincial legislation will support municipalities on Vancouver Island and the Sunshine Coast and improve natural gas service in their communities.

The provincial government introduced an amendment to repeal Section 7(5) of the Vancouver Island Natural Gas Pipeline Act, which currently prevents local governments on Vancouver Island and the Sunshine Coast from collecting franchise fees – typically a 3% charge on customers’ bills collected by the utility company and paid to the municipality.

Under a common rate system, this will no longer be necessary as natural gas rates will drop substantially for these communities, keeping natural gas rates competitive on Vancouver Island and the Sunshine Coast.

Franchise fees are an important revenue source to help municipalities cover the costs of natural gas infrastructure in their communities. Costs that can include permits, inspections, gas relocation costs for municipal projects and wear and tear on municipal infrastructure.

The change comes at the request of local governments that asked the Province to address the fee restriction.

Currently, customers on Vancouver Island and the Sunshine Coast pay approximately 27% more for natural gas delivery than customers in the Lower Mainland or Interior. Adding additional fees would have discouraged natural gas use in communities already paying higher rates.

The decision was enabled in May 2014, when the Province approved a British Columbia Utilities Commission recommendation to amalgamate three FortisBC Energy Utilities and implement a common rate structure that will establish consistent natural gas rates for most FortisBC customers throughout British Columbia.

FortisBC intends to go to a common rate in January 2015. Under the common rate system, natural gas rates in communities served by the Vancouver Island Pipeline will drop by approximately 25% over three years. A change that will more than offset the new fees.

#### **Quotes:**

#### **Rich Coleman, Minister of Natural Gas Development –**

“Allowing franchise fees will create a more equitable relationship between the municipality and the utility and create lasting benefits for residents on Vancouver Island and the Sunshine Coast, with natural gas customers in these communities seeing the greatest benefit from the move to common rates.”

**Joe Stanhope, Regional District of Nanaimo chairperson and past president of the Association of Vancouver Island and Coastal Communities –**

“I would like to thank the Province for being so responsive to our concerns. We are delighted to see the introduction of these legislative amendments that will benefit the AVICC economy and promote greener energy alternatives.”

**Learn More:**

For more information about common rates visit: [www.fortisbc.com/commonrates](http://www.fortisbc.com/commonrates)

Visit the BC Utilities Commission website at: <http://www.bcuc.com>

**Media Contact:**

Sandra Steilo  
Ministry of Natural Gas Development  
250 952-0617

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



# MEMORANDUM

**TO:** Mayors and Councils, Chairs and Boards  
Chief Administrative Officers, Corporate Officers

**FROM:** President Larry Cross

**DATE:** November 3, 2014

**RE:** **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS  
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**

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Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 23, 2015**.

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

### ***Review of the 2014 Resolutions Process***

#### Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded. 66% of 2014 of resolutions were considered by the Area Association prior to submission to UBCM (as compared to only 39% in 2012). Thank you for improving our record.

#### Number of Resolutions

In 2014, AVICC received 23 resolutions prior to the February 24 deadline and six late resolutions. The total number of resolutions submitted to UBCM in 2014 remained consistent with the prior year with 159 resolutions being received by the June 30 deadline. I am pleased to note that AVICC contributed just 23% of the total with only 9 resolutions supporting existing policy and 6 resolutions proposing new policy for issues not within the jurisdiction of local government. This is a significant improvement and AVICC members are to be recognized for this achievement.

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general, focus on topics that are not under local government purview, and that bringing forward too many resolutions detracted from debate on the most important issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure

that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

#### Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline of February 24 with only three recommended that they be admitted for debate as a result of meeting the late resolutions criteria.

#### **Continued Request of Our Members:**

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 23, 2015**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been. Note that the UBCM Resolutions database will be brought up to date to include the 2014 resolutions by **December 1, 2014** though of course they will not yet include a response.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.





# 2015 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 23, 2015**

#### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
AVICC  
525 Government Street  
Victoria, BC  
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
    - a) Online [http://ubcm.formstack.com/forms/avicc\\_2015\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form)
    - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
  - Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. *Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

## **UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca) or by calling 604-270-8226 (extension 115).

### **MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122 Fax: 250-356-5119**  
**Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

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**AVICC AGM & Convention – April 10-12, 2015 – Courtenay**



## 2015 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca).

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at [www.avicc.ca](http://www.avicc.ca)).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 23, 2015**

#### **4. FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### **5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at [www.avicc.ca](http://www.avicc.ca).

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2015 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2015-16 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

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

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

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

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

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 23, 2015**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca).

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

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

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

**Association of  
Vancouver Island and  
Coastal Communities**



# **MINUTES OF THE 65<sup>th</sup> ANNUAL CONVENTION**

**Qualicum Beach and Parksville, BC  
April 11 - 13, 2014**



## 2013-14 AVICC EXECUTIVE

PRESIDENT	Mayor Larry Cross Town of Sidney
FIRST VICE PRESIDENT	Councillor Cindy Solda City of Port Alberni
SECOND VICE PRESIDENT	Councillor Barbara Price Town of Comox
ELECTORAL AREA REPRESENTATIVE	Director Mary Marcotte Cowichan Valley Regional District
DIRECTORS-AT-LARGE	Councillor Meagan Brame Township of Esquimalt  Councillor Claire Moglove City of Campbell River  Councillor Andrew Mostad District of Lantzville
PAST PRESIDENT	Chair Joe Stanhope Regional District of Nanaimo

## TABLE OF CONTENTS

<b>SUBJECT</b>	<b>PAGE</b>
PRE-CONFERENCE PROGRAM.....	1
CONVENTION OPENING.....	1
FIRST REPORT OF THE NOMINATING COMMITTEE.....	1
KEYNOTE ADDRESS.....	2
ADDRESS BY HONOURABLE DON MCRAE, MINISTER OF SOCIAL DEVELOPMENT AND SOCIAL INNOVATION .....	2
SECOND REPORT OF THE NOMINATING COMMITTEE FOR TABLE OFFICERS .....	2
BC FERRIES PANEL SESSION.....	2
WELCOME RECEPTION.....	3
ANNUAL MEETING .....	3
ADDRESS BY DIRECTOR RHONA MARTIN, UBCM PRESIDENT .....	4
RESOLUTIONS SESSION.....	4
THIRD REPORT OF THE NOMINATING COMMITTEE FOR DIRECTORS AT LARGE .....	9
FORTIS BC PRESENTATION.....	10
DELEGATES LUNCHEON.....	10
CONCURRENT SESSIONS .....	11
ANNUAL BANQUET .....	11
FOURTH REPORT FROM THE NOMINATING COMMITTEE FOR ELECTORAL AREA DIRECTOR.....	12
FINAL RESOLUTIONS AND LATE RESOLUTIONS SESSION.....	12
ADDRESS BY NDP MLA SELINA ROBINSON.....	20
BC LOCAL GOVERNMENT: OVERVIEW OF CHANGES TO LOCAL GOVERNMENT ELECTIONS LEGISLATION .....	20
FIFTH REPORT FROM THE NOMINATING COMMITTEE AND INSTALLATION OF THE NEW EXECUTIVE.....	20
PRESIDENT REMARKS.....	21
CONVENTION CLOSING .....	21

## APPENDICES

A ADDRESS BY UBCM PRESIDENT .....	22
B AUDITED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2013.....	27
C AVAILABLE POWERPOINT PRESENTATIONS ON <a href="http://www.avicc.ca">www.avicc.ca</a> AND PRESENTATION DESCRIPTIONS .....	37

## INDEX TO RESOLUTIONS

NO.	TITLE	PAGE
<b>ENDORSED RESOLUTIONS</b>		
SR1	Socio-Economic Impacts of BC Ferries Service Reductions Policy Paper (AVICC Executive) .....	5
RR1	Protection of Local Water Resources and Watershed Land (Cowichan Valley RD) .....	5
RR2	Parking Enforcement in Rural Areas (Sunshine Coast RD) .....	5
R1	Elected Officials Coverage Under <i>Workers Compensation Act</i> (Sechelt) .....	6
R2	Equal Standards Federal/Provincial Building Code (Alberni Clayoquot RD) .....	6
R3	Automatic Fire Sprinklers (Esquimalt) .....	6
R4	Fukushima Daiichi Nuclear Disaster (Alert Bay) .....	7
R6	Mass Casualty Medical Preparedness (Ucluelet).....	8
SR	AVICC Executive Resolution .....	12
R10	Classification Split on Accommodation Hotels (Ucluelet) .....	13
R12	Environmental Assessments for Coal Transport (Sunshine Coast RD) .....	14
R14	Marihuana Production on Agricultural Land (Nanaimo City) .....	14
R15	Owner-Occupancy Requirement for Secondary Suites (View Royal) .....	15
R17	Social Policy Framework (Duncan) .....	15
R18A	Shortage of Physicians & Specialists in BC (Alberni-Clayoquot RD) .....	16
R20	Adequate Funding to Support Police Based Victim Services (Alberni-Clayoquot RD) .....	17
R21	Transport Canada Divestiture of Assets (Alberni-Clayoquot RD).....	17
R22	Agricultural Land Reserve & Agricultural Land Commission (Victoria).....	17
R19	Breach of Closed Meeting Confidentiality (Sechelt) .....	18
<b>REFERRED RESOLUTIONS</b>		
LR1	Water Pricing Principles (Sunshine Coast RD) .....	18
LR2	Federal Government Support (Port Alberni) .....	19
LR3	Provincial Energy Efficiency Incentive Programs (Nanaimo RD) .....	19
LR4	Parenting Plan (Metchosin) .....	19
LR5	CSA Certified Standard for Recreational & Sport Helmets (Powell River RD) .....	20
LR6	Provincial Woodstove Program (Nanaimo RD) .....	20
<b>NOT ENDORSED</b>		
R5	Federal Medical Marihuana Licences (Cowichan Valley RD) .....	8
R7	Three Year Local Government Term (Metchosin) .....	8
R8	Regulation of Motorized Mobility Aids Operation (Sechelt) .....	9
R9	Utility Bill Deferral (Victoria).....	13
R11	Vancouver Island Regional Library Increased Costs (Alberni Clayoquot RD).....	13
R13	Sewer Management Resources for Local Governments (Cumberland).....	14
R18	Banning Wildlife Trapping (Nanaimo City) .....	16
<b>WITHDRAWN BY SPONSOR</b>		
R16	Telecommunications Towers & Antennae (Nanaimo City) .....	15

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

## MINUTES OF THE SIXTY FIFTH ANNUAL CONVENTION QUALICUM BEACH AND PARKSVILLE, BC APRIL 11, 12 AND 13, 2014

### PRE-CONFERENCE PROGRAM

The Friday morning pre-conference program began at 8:15 a.m. with delegates boarding buses provided by BC Transit to participate in a study tour of the Deep Bay Marine Station. A second tour left at 8:30 am for the North Island Wildlife Recovery Centre, and the last pre-convention study tour boarded at 9:45 am for a tour of the Milner Gardens.

### CONVENTION OPENING SESSION – FRIDAY, 2:00 PM

Pipe Major Mel Wilson of the Mount Arrowsmith Pipe Band led the parade of AVICC Executive and honoured guests onto the stage of the Pioneer Hall of the Qualicum Beach Civic Centre. President Larry Cross called the 65<sup>th</sup> Annual Meeting of the Association of Vancouver Island and Coastal Communities to order at 2:00 p.m. on Friday, April 11, 2014.

Ms. Maureen O’Hearn led the assembly in singing the National Anthem. President Cross then introduced the AVICC Executive. Co-Host Community Mayors Chris Burger and Teunis Westbroek provided an unusual welcome to the delegates in the form of a skit entitled “waiting for the train”. President Cross noted that Minister Don McRae would be speaking later in the afternoon and recognized MLAs Leonard Krog, Michelle Stilwell, Claire Trevena, Scott Fraser, Nicholas Simons and Gary Holman, and interim Leader of the BC Green Party Adam Olsen who were expected to attend portions of the Convention. President Cross drew delegates’ attention to the *Supplementary Materials Package* they received at registration, noting that a full and thought provoking program was planned, announced that it was time to get started on the business of the Convention, asked Executive and distinguished guests to move to the reserved seats at the front of the hall, and invited Past President Stanhope, Chair of the Nominating Committee to provide the First Report on Nominations.

### FIRST REPORT FROM THE NOMINATING COMMITTEE

At 2:30 p.m., Past President Stanhope, Chair of the Nominating Committee presented the first report from the Nominating Committee bringing delegates’ attention to the Nominating Committee Report included in their *Supplementary Materials Package* reporting that nominations received in advance of the February 24, 2014 deadline were as follows:

For President:	Mayor Larry Cross, Town of Sidney
For First Vice-President:	Councillor Cindy Solda, City of Port Alberni
For Second Vice-President:	Councillor Barbara Price, Town of Comox
For Director at Large:	Councillor Jessie Hemphill, District of Port Hardy Vice Chair/Trustee Peter Luckham, Islands Trust Councillor Claire Moglove, City of Campbell River Councillor Andrew Mostad, District of Lantzville
For Electoral Area Representative:	Director Mary Marcotte, Cowichan Valley Regional District

Delegates were directed to the Convention program for times of nominations and elections, that elections when required would take place in the Foyer, and advised that there would be a call for nominations from the floor for the Table Officer positions at 4:20 p.m.

## **KEYNOTE ADDRESS**

At 2:40 p.m., President Cross introduced previous Member of Parliament, member of the Privy Council and Order of Canada, Chair of the Security Intelligence Review Committee, and author Deborah Grey. Ms. Grey spoke for approximately 50 minutes, speaking with great enthusiasm and humour of her time as the first elected Reform Party Member of Parliament, as well as life growing up on the west coast. President Larry Cross thanked Ms. Grey.

The Convention adjourned at 3:35 p.m. for a refreshment break sponsored by KPMG reconvening at 3:55 p.m.

## **ADDRESS BY THE HONOURABLE DON MCRAE, MINISTER OF SOCIAL DEVELOPMENT AND SOCIAL INNOVATION**

President Larry Cross introduced the Honourable Don McRae, Minister of Social Development and Social Innovation. Minister McRae addressed delegates. Councillor Brame thanked Minister McRae with a gift.

## **SECOND REPORT FROM THE NOMINATING COMMITTEE FOR TABLE OFFICERS**

At 4:20 p.m., Past President Stanhope, Chair of the Nominating Committee called for nominations from the floor for the positions of Table Officers in addition to those already placed in nomination. Those nominated at the close of the nominations for Table Officers were:

For President:	Mayor Larry Cross, Town of Sidney
For First Vice-President:	Councillor Cindy Solda, City of Port Alberni
For Second Vice-President:	Councillor Barbara Price, Town of Comox

Past President Stanhope declared the positions of President, First Vice President and Second Vice President were elected by acclamation.

## **BC FERRIES SPECIAL PLENARY SESSION**

President Larry Cross introduced the members of the panel to the delegates;

- Chair Colin Palmer, Powell River Regional District, and member of the RD Coastal Chairs Group
- Chair Jim Abram, Strathcona Regional District
- Chair Sheila Malcolmson, Islands Trust Council
- Trustee Tony Law, Islands Trust, and Co-Chair of the Ferry Advisory Committee Chairs
- Mr. Dave Petryk, President and CEO, Tourism Vancouver Island

President Cross then provided a brief overview of the Special Committee on BC Ferries that was established in response to the Provincial Government's announcing service reductions and increases in fares last year. President Cross explained that the Committee had undertaken some preliminary work on the socio-economic impacts of the announced service reductions, and had developed a Policy Paper for the members' consideration, which provided an overview of the work of the Committee to date, and also outlined next steps.

President Cross noted that the AVICC Executive had endorsed the recommendations in the Policy Paper and would introduce the paper for consideration at 9:10 AM Saturday morning. President Cross introduced the panel and then invited the first panelist, Mr. Dave Petryk to speak. Each of the remaining panelists were then provided with seven minutes each to address the delegates and provide their perspective on the issue. Members of the audience were then invited to ask questions of the panelists.

A copy of the Policy Paper has been posted on <http://avicc.ca/category/resources/policy-papers/>. President Cross presented each of the panelists with a gift as a thank you for their participation.

## **END OF DAY WRAP-UP**

The business session wrapped up at 5:30 p.m.

## **WELCOME RECEPTION**

The Welcome Reception sponsored by Vancouver Island University and was held at the Tigh Na Mara Seaside Resort from 6:00 - 7:30 p.m. Approximately 300 delegates, sponsors and their guests attended providing the opportunity to network.

## **SATURDAY – APRIL 12, 2014**

A continental breakfast sponsored by ICBC was served from 7:15 a.m. – 8:15 a.m.

## **ANNUAL MEETING**

At 8:30 a.m., the President, Mayor Larry Cross opened the Annual Meeting.

### **ADOPTION OF CONFERENCE RULES AND PROCEDURES**

On regular motion, duly moved and seconded, the Conference Rules and Procedures as printed in the *Supplementary Materials Package* were adopted.

### **ADOPTION OF MINUTES**

On regular motion, duly moved and seconded, the Minutes of the 64<sup>th</sup> Annual Meeting of the Association of Vancouver Island and Coastal Communities held in Sooke, April 12-14, 2013 were adopted as printed and distributed.

### **ANNUAL REPORT**

On regular motion, duly moved and seconded, the *Annual Report* was adopted.

### **FINANCIAL REPORT**

First Vice President, Councillor Cindy Solda, presented the Audited Financial Statements of the Association of Vancouver Island and Coastal Communities for the year ending December 31, 2013 (Appendix B).

On regular motion, duly moved and seconded, the statements were adopted.

The budget, as approved by the Executive, was distributed to the membership for information.

## **APPOINTMENT OF AUDITORS**

On regular motion, duly moved and seconded, that the Executive be authorized to appoint auditors for the year commencing January 1, 2014, was adopted.

The President, Mayor Cross, then resumed the Chair.

## **APPOINTMENT OF SCRUTINEERS**

On regular motion, duly moved and seconded, that the following be appointed as Scrutineers:

- Ms. Linda Adams, CAO, Islands Trust
- Mr. Emanuel Machado, CAO, Gibsons
- Mr. Al Radke, CAO, Powell River Regional District
- Mr. Peter de Verteuil, CAO, Duncan
- Mr. Gary MacIsaac, UBCM Executive Director
- Mr. Oliver Ray, Executive Director, NCLGA

was adopted.

## **APPOINTMENT OF PARLIAMENTARIAN**

On regular motion, duly moved and seconded, that Lorena Staples be appointed as parliamentarian, was adopted.

## **2015 AGM & CONVENTION LOCATION**

On regular motion, duly moved and seconded, that the City of Courtenay be awarded the 2015 AGM & Convention, was adopted.

## **ADDRESS BY DIRECTOR RHONE MARTIN, PRESIDENT OF THE UNION OF BC MUNICIPALITIES**

President Larry Cross introduced UBCM President, Director Rhona Martin. President Martin's remarks are annexed to these minutes as Appendix A. Director Mary Marcotte thanked President Martin for her address with a gift.

## **PRINCIPAL POLICY SESSION – RESOLUTIONS**

The first Resolutions session began at 9:05 a.m. with President Cross introducing the teams who would be managing the resolutions sessions.

Team #1            Mayor Larry Cross (Chair)  
                         Director Mary Marcotte  
                         Councillor Barbara Price  
                         Councillor Andrew Mostad

Team #2            Councillor Cindy Solda (Chair)  
                         Councillor Meagan Brame  
                         Councillor Claire Moglove  
                         Past President Joe Stanhope

Drawing delegates' attention to the conference rules and procedures for handling resolutions as printed in the *Supplementary Materials Package*, President Cross then very briefly reviewed the rules for the order of business, the resolutions process and the timing of the sessions. The Convention then commenced with consideration of resolutions.

## **SOCIO-ECONOMIC IMPACTS OF BC FERRIES SERVICE REDUCTIONS POLICY PAPER**

Councillor Claire Moglove introduced the Policy Paper from the floor, and made the following motion, which was duly moved and seconded,

THAT the AVICC membership endorse the Policy Paper of the Special Committee on BC Ferries on the economic impact of planned ferry service reductions.

AND

THAT the AVICC membership support the request of the Special Committee on BC Ferries to engage the services of a consultant to undertake Phase 2 work that would:

- Seek to fill the information gap that presently exists around the socio-economic impacts of planned ferry changes; and
- Undertake more thorough quantitative research, focusing on one or two specific routes, that would provide reliable quantitative data to identify the socio-economic impacts of planned ferry changes for communities, various sectors and the overall provincial economy.

**ON MOTION, was ENDORSED**

### **PART 1 – REFERRED RESOLUTIONS**

The following are resolutions that were referred to the Association by UBCM.

#### **RR1 PROTECTION OF LOCAL WATER RESOURCES & WATERSHED LAND**

**Cowichan Valley RD**

WHEREAS it is recognized that water is a public trust and the UBCM membership has consistently endorsed resolutions emphasizing protection and control of local water resources, and that adequate tools are required to enable local authorities to enact measures for protection of watersheds;

AND WHEREAS the provincial government has recently released further details concerning implementation of its commitment to modernize the *Water Act*, which includes a strategy to protect water flows for fish and the environment; regulate groundwater; improve governance; and promote conservation, in order to address issues of source water protection, industrial pollution and land-use changes:

THEREFORE BE IT RESOLVED that UBCM request the Ministry of Environment to proceed in its efforts to modernize the *Water Act* including full consultation with First Nations, to ensure that the new Water Sustainability Act establishes a strong enabling framework, in the context of provincial and federal oversight and regulatory backstop, that:

- increases the local role in key decisions affecting the health of watersheds;
- ensures protection for water for fish and the environment in the context of local conditions;
- regulates groundwater;
- promotes water conservation;
- recognizes First Nations Rights and Title; and
- establishes a meaningful role for local government, First Nations, and local watershed authorities regarding approvals and control.

**ON MOTION, was ENDORSED**



**RR2 PARKING ENFORCEMENT IN RURAL AREAS**

**Sunshine Coast RD**

WHEREAS the RCMP are responsible for enforcing parking regulations in rural areas;

AND WHEREAS the process required to ticket and/or tow parking offenders is time consuming and takes policing resources away from other priorities:

THEREFORE BE IT RESOLVED that regional districts be granted the authority to enforce parking regulations within their boundaries.

**ON MOTION, was ENDORSED**

**Part 2 - Section "A"** – This section contains resolutions that feature new issues of interest to all members.

**LEGISLATIVE**

**R1 ELECTED OFFICIALS COVERAGE UNDER  
WORKERS COMPENSATION ACT**

**Sechelt District**

WHEREAS all duly elected council and regional board members are not considered workers or employers and are therefore not covered under the *Workers Compensation Act* in their capacity as elected officials;

AND WHEREAS the Personal Optional Protection Insurance is not available to elected officials;

THEREFORE BE IT RESOLVED that the Province of British Columbia review the *Workers Compensation Act* in consultation with local governments and make the necessary amendments to include all duly elected council or board members in the definition of "worker."

**ON MOTION, was ENDORSED**

**COMMUNITY SAFETY**

**R2 EQUAL STANDARDS FEDERAL/PROVINCIAL BUILDING CODE**

**Alberni Clayoquot RD**

WHEREAS the provincial government building codes are to a higher standard than the federal building codes;

AND WHEREAS there is concern this discrepancy can impact health and safety;

NOW THEREFORE BE IT RESOLVED that Association of Vancouver Island Coastal Communities request the Union of British Columbia Municipalities work with the Federation of Canadian Municipalities to bring the federal building code to a standard which equals the provincial standards.

**ON MOTION, was ENDORSED**

The Convention adjourned at 10:05 a.m. for a refreshment break and reconvened at 10:25 a.m. with Councillor Cindy Solda in the Chair joined at the head table by Resolutions Committee members: Councillor Meagan Brame, Councillor Claire Moglove and Chair Joe Stanhope Parliamentarian Lorena Staples, UBCM Executive Director Gary MacIsaac, and Executive Coordinator Shelley Webber.

**R3 AUTOMATIC FIRE SPRINKLERS**

**Esquimalt**

WHEREAS fire kills 8 individuals in Canada every week, residential property fires account for 40% of all fires, and 73% of all fire deaths occur in residential properties;

AND WHEREAS automatic fire sprinkler technology exists, which is proven to be effective, reliable and affordable (approximately 94 cents per square foot for residential construction), that will virtually eliminate fire deaths in residential properties thereby enhancing the safety of first responders including firefighters, paramedics, police and the public;

NOW THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) petition the Union of British Columbia Municipalities (UBCM) to request that the British Columbia provincial government enact legislation to:

- a) Require automatic fire sprinklers be installed in every new occupancy where individuals will sleep through its 2015 BC Building Code; and
- b) Require that all existing occupancies where individuals sleep (excluding residences owned by individuals) be retrofitted with automatic fire sprinklers by 2017.

On motion, duly moved and seconded, that the resolution be amended by deleting clause (b) from the resolution was endorsed.

The motion, as amended, then read:

NOW THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities (AVICC) petition the Union of British Columbia Municipalities (UBCM) to request that the British Columbia provincial government enact legislation to:

- a) Require automatic fire sprinklers be installed in every new occupancy where individuals will sleep through its 2015 BC Building Code.

**ON MOTION, as amended, was ENDORSED**

#### **R4 FUKUSHIMA DAIICHI NUCLEAR DISASTER**

**Alert Bay**

WHEREAS the Fukushima Daiichi nuclear disaster occurred on March 11, 2011 resulting in the catastrophic failure of three nuclear reactors and associated fuel rod storage pools causing the release of significant amounts of radionuclide contamination into the atmospheric and marine environments. The owners of the Daiichi facility, Tokyo Electric Power Company (TEPCO), and the Japanese government, have not been able to contain the marine and atmospheric radionuclide contamination originating from the failed Fukushima Daiichi facility;

AND WHEREAS the 80% of British Columbians who live within 10 miles of the Pacific Ocean, as well as the wide variety of marine and coastal economic stakeholders who rely on ocean and coastal environments deserve to have access to detailed information regarding possible radionuclide contamination associated with the Fukushima Daiichi nuclear disaster.

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities support those British Columbians who are affected by the Fukushima Daiichi nuclear disaster by calling on the Province of British Columbia and the Government of Canada to immediately enact the following:

1. Convene a panel of institutional and citizen scientists to determine what type and frequency of marine and atmospheric monitoring is required to maintain clear understanding of the environmental impacts of the Fukushima Daiichi nuclear disaster on coastal British Columbia;
2. Determine the locations where a comprehensive network of marine and terrestrial sensors or other monitoring methodologies will be maintained;
3. Commission a website that would both list the raw findings of sensor and environment testing and interpret these data in a clear and transparent manner;

4. Open negotiations directly with the Government of Japan regarding both the accelerated containment of radionuclide contamination, and full financial support of the cost of the Fukushima Daiichi nuclear disaster monitoring program on the west coast of BC and Canada.

**ON MOTION, was ENDORSED**

**R5 FEDERAL MEDICAL MARIHUANA LICENCES**

**Cowichan Valley RD**

WHEREAS the federal government is phasing out medical marihuana licences under the Medical Marihuana Access Regulations on April 1, 2014 in favour of licencing much larger production facilities under the new Marihuana for Medical Purposes Regulations;

AND WHEREAS, due to privacy concerns, the federal government will not be releasing the locations of the licensed facilities being phased out thus making it impossible for local authorities to ensure that production at these facilities has ceased and the premises are properly remediated;

THEREFORE BE IT RESOLVED that the locational information on the medical marihuana licences under the Medical Marihuana Access Regulations be provided on a confidential basis to local governments in order to enable local authorities to ensure that production has ceased and the premises are properly remediated for health and safety reasons.

On motion, duly moved and seconded, that the resolution be amended as follows to the enactment clause: add "multiple" before "medical"; and delete "s" from "licenses"; and insert "in residentially zoned areas" after "production", was not endorsed.

**ON MOTION, was NOT ENDORSED**

**R6 MASS CASUALTY MEDICAL PREPAREDNESS**

**Ucluelet**

WHEREAS in the event of a major disaster, in particular a Cascadia Subduction Zone (CSZ) event (i.e., an earthquake with a magnitude 8 or greater followed by a subsequent tsunami) within BC's southwest seismic activity zone, the system of mass casualty medical emergency preparedness in the province of BC is ineffective for high risk remote communities that do not have Vancouver Island Health Authority (VIHA) hospitals and clinics;

AND WHEREAS fast and wide reaching mass casualty medical strategies are necessary to save lives for communities that will potentially have no access to medical centres and/or hospitals due to catastrophic damage:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities and Federation of Canadian Municipalities urge the provincial and federal governments to establish a world-class mass casualty medical emergency preparedness plan for high risk communities in BC's southwest seismic activity zone that do not have VIHA hospitals and clinics.

**ON MOTION, was ENDORSED**

**ELECTIONS**

**R7 THREE YEAR LOCAL GOVERNMENT TERM**

**Metchosin**

WHEREAS finding a diversity of citizens to run for council positions becomes more difficult as the length of term increases;

AND WHEREAS a three year term allows citizens to hold local governments more accountable, through the voting process:

THEREFORE BE IT RESOLVED that UBCM work with the Province to retain three year terms.

**ON MOTION, was NOT ENDORSED**

On a motion for discussion, duly moved and seconded, Councillor Michelle Kirby, with the District of Oak Bay introduced a resolution off the floor.

**OF1 - SOME FOOD FOR THOUGHT**

WHEREAS the majority of local governments in BC have signed the Climate Action Charter, with 31 of them already achieving carbon neutrality and many others making significant progress towards this goal;

AND WHEREAS the April 2014 Fifth Assessment Report (AR5) of the Intergovernmental Panel on Climate Change (IPCC) reaffirmed and amplified the warnings of previous scientific reports about the impacts and costs of global climate change;

AND WHEREAS an effective response to this fundamental issue presents the opportunity for new, high-skilled jobs and security for our Province's future and avoiding significant future costs;

NOW THEREFORE IT BE RESOLVED THAT the UBCM calls upon the Province to recommit to meeting the goals of BC's Climate Action Charter;

AND BE IT FURTHER RESOLVED THAT establish a process, in partnership with local governments, to evaluate BC's climate change targets in the context of the 2014 Intergovernmental Panel on Climate Change report;

AND THAT the UBCM bring a resolution to the FCM's 2015 AGM calling upon the Government of Canada to work with other countries in Paris in 2015 to develop an international treaty to replace the Kyoto Protocol that responds to the 2014 IPCC report.

**ON MOTION, was NOT ADMITTED FOR DEBATE**

**TRANSPORTATION**

**R8 REGULATION OF MOTORIZED MOBILITY AIDS OPERATION**

**Sechelt District**

WHEREAS the unregulated operation of motorized mobility aids in public areas creates safety risks for the operators and the public;

AND WHEREAS there is no provincial legislation that regulates the safe operation of motorized mobility aids or that requires operators to demonstrate acceptable cognitive and physical abilities, health or knowledge of safe motorized mobility aids operation:

THEREFORE BE IT RESOLVED that the provincial government be urged to expedite the enactment of legislation to regulate the operation of motorized mobility aids in public areas and set acceptable levels for operator abilities and knowledge.

On motion, duly moved and seconded, that the resolution be amended to add "in consultation with BC Coalition for People with Disabilities, SPARC and Municipal Disability Committees" after "public areas" was endorsed.

The motion, as amended then read:

THEREFORE BE IT RESOLVED that the provincial government be urged to expedite the enactment of

legislation to regulate the operation of motorized mobility aids in public areas in consultation with BC Coalition for People with Disabilities, SPARC and Municipal Disability Committees and set acceptable levels for operator abilities and knowledge.

**ON MOTION, was NOT ENDORSED**

The Second Resolution Session was then adjourned at approximately 11:25 a.m.

**THIRD REPORT FROM THE NOMINATING COMMITTEE FOR DIRECTOR AT LARGE**

Past President, Joe Stanhope, Chair of the Nominating Committee called for nominations from the floor for the positions of Director at Large in addition to those already placed in nomination. Councillor Carrie Powell-Davidson, City of Parksville was nominated. Those nominated at the close of the nominations for Director at Large were:

Councillor Jessie Hemphill, District of Port Hardy  
Vice Chair/Trustee Peter Luckham, Islands Trust  
Councillor Claire Moglove, City of Campbell River  
Councillor Andrew Mostad, District of Lantzville  
Councillor Carrie Powell-Davidson, City of Parksville

Past President Stanhope declared that there would be an election and invited candidates to come forward to briefly address delegates. Each candidate then spoke for approximately two minutes. Past President Stanhope then advised that the polls would be available and balloting would occur from 12:45 – 1:30 p.m. in the Foyer noting that the results would be communicated at 8:30 a.m. on Sunday morning.

**PRESENTATION BY FORTIS BC**

Director at Large, Councillor Claire Moglove then introduced Carol Greaves, FortisBC's Community Relations Manager for Vancouver Island and the Sunshine Coast noting that FortisBC is a long-time sponsor of the Association of Vancouver Island and Coastal Communities thanking them for their continued sponsorship of the Delegates Lunch. Councillor Moglove noted that AVICC has worked with FortisBC over the past several years to arrive at a place where customers and particularly local governments on Vancouver Island will benefit significantly from the amalgamation of FortisBC and the introduction of postage stamp rates. Carol extended her appreciation to organizations like AVICC who have partnered in the difficult process over the past five years. Carol then turned over the presentation to AVICC Past President, Chair Joe Stanhope, who highlighted the next steps in being ready to take advantage of the price reductions in natural gas to be able to implement operating fees. He advised that a special resolution will be coming forward from AVICC Executive at tomorrow's resolution session on the matter. Director at Large, Councillor Meagan Brame, thanked Carol Greaves for the update and for FortisBC's continued sponsorship of the Delegate Lunch that will follow in the Pioneer Hall.

The Convention adjourned for lunch shortly after 12:00 p.m.

**DELEGATES LUNCHEON**

The Delegates Luncheon was sponsored by FortisBC. At approximately 1:05 President Larry Cross thanked FortisBC for sponsoring the lunch, expressed appreciation to the staff for the service so far, and introduced the following life members in attendance:

- Norma Sealey, past president from Sidney in 1983-84
- Anne Fiddick, past president from Gold River in 1981-1982
- Ron Webber, past president from Courtenay in 1992-1993
- Mayor Gerry Furney, Port McNeill, past president in 1993-1994 and long service recognition in 2008
- Mayor Frank Leonard, Saanich, past president in 2000-2001
- Jack Peake, past president from Lake Cowichan 2005-2007
- Christopher Causton, past president from Oak Bay in 2010-2011

Strathcona Director Jim Abram was also recognized as a UBCM Life Member.

The polling station for election of the positions of Directors-at-Large opened from 12:45-1:30 p.m. in the Foyer.

## **CONCURRENT SESSION**

Four one-hour concurrent workshops were held between 1:30 and 4:00 p.m. with a refreshment break scheduled from 2:30 – 3:00 p.m. in the Foyer.

- Climate Change – The Problem and Imperative of Our Times (Pioneer Hall East)
- Collaborating for Community Health (Pioneer Hall West)
- Eco-Assets Natures Role as Municipal Infrastructure (Pioneer Hall West)
- Private Managed Forest Land Act (Pioneer Hall East)

The handouts from the Powerpoint presentations as are available can be downloaded from <http://avicc.ca/2014-minutes/>

The afternoon sessions adjourned at 4:00 p.m.

## **ANNUAL BANQUET**

The Annual Banquet for delegates and guests was held at the Parksville Community Centre. Delegates and their guests, gathered from 6:00 – 7:00 p.m. in the Lobby for the pre-banquet reception sponsored by Island Health.

Shortly before 7:00 p.m., approximately 255 delegates and guests took their seats in the Seaside Auditorium. Pipe Major Mel Wilson of the Mount Arrowsmith Pipe Band led the parade of AVICC Executive into the front of the Seaside Auditorium. President Cross thanked Pipe Major Wilson for his contribution to the ceremonies of the Convention and welcomed the delegates and guests. Island Health was thanked for their sponsorship of the banquet reception, as well as BC Transit and their partner the Regional District of Nanaimo for their sponsorship of the bus transportation for the evening.

Following dinner, President Cross thanked the chef and staff of the Tigh Na Mara Resort and the Parksville Community Centre staff for their service at the reception and the bar. President Cross noted the decorations for the evening were sponsored by the City of Parksville. He also noted that the gift at each table setting was provided by the evening's wine sponsor, The Partnership Group.

President Cross thanked the Association for Mineral Exploration BC, the Mining Association of BC and GeoScience BC for their co-sponsorship of the Annual Banquet and invited Dan Berkshire, past director of AMEBC to say a few words as a representative of the co-sponsors. President Cross thanked the BC Lottery Corporation for their sponsorship of the entertainment for the evening, and invited Nicole Lewis, Stakeholder Engagement Specialist with the BCLC to come up and say a few words. The entertainment for the evening - Eddie and the Funk was then introduced. The band played two sets, with the evening wrapping up at approximately 11:30 p.m.

## **SUNDAY, APRIL 13, 2014**

A hot breakfast sponsored by the Municipal Insurance Association was served from 7:15 – 8:15 a.m.

The Convention reconvened at 8:30 a.m. with President Cross noting that evaluation forms had been placed at the tables asking for delegates' feedback on the Convention and that the completed evaluation forms would be used for the Grand Prize Award just prior to adjournment.

## **FOURTH REPORT FROM THE NOMINATING COMMITTEE FOR ELECTORAL AREA DIRECTOR**

Past President Stanhope, Chair of the Nominating Committee, presented the election results for Director at Large:

Councillor Jessie Hemphill, District of Port Hardy  
Councillor Claire Moglove, City of Campbell River  
Councillor Andrew Mostad, District of Lantzville

Past President Stanhope then called for nominations from the floor for the position of Electoral Area Representative in addition to the one already placed in nomination. Nominated at the close of nominations for Electoral Area Representative was:

Director Mary Marcotte, Cowichan Valley Regional District

At the conclusion of nominations, Past President Stanhope declared Mary Marcotte be elected Electoral Area Representative by acclamation.

## **FINAL RESOLUTIONS AND LATE RESOLUTIONS SESSION**

Resolutions resumed at 8:30 a.m., with President Cross in the Chair. He was joined at the head table by Resolutions Committee members: Director Mary Marcotte, Councillor Barbara Price and Councillor Andrew Mostad, Parliamentarian Lorena Staples, UBCM Executive Director Gary MacIsaac and Executive Coordinator Shelley Webber.

The session opened with a motion to bring to the floor an AVICC Executive Resolution was duly moved and seconded.

### **SR2 AVICC EXECUTIVE RESOLUTION**

**AVICC Executive**

WHEREAS the implementation of operating fees on Vancouver Island remains an issue of critical importance to AVICC;

NOW THEREFORE BE IT RESOLVED that AVICC:

1. Continue to lobby the Provincial Government to expedite the passage of legislation to permit the collection of operating fees within AVICC.
2. Recommend to members that they NOT formally enter into any new operating agreements until such time as the required legislation is passed and the full impacts of the amalgamation phase-in are determined.
3. Strike a policy advisory group of municipal CAO's to gather information and make recommendations to the membership regarding the final implementation of operating fees.

On motion, duly moved and seconded that the resolution be amended to add "for natural gas" after "operating fees" in point (1), and add "with Fortis BC" before "until such time" in point (2) was endorsed.

The motion, as amended, then read:

WHEREAS the implementation of operating fees on Vancouver Island remains an issue of critical importance to AVICC:

THEREFORE BE IT RESOLVED that AVICC:

1. continue to lobby the provincial government to expedite the passage of legislation to permit the collection of operating fees for natural gas within AVICC;

2. recommend to members that they not formally enter into any new operating agreements with Fortis BC until such time as the required legislation is passed and the full impacts of the amalgamation phase-in are determined; and
3. strike a policy advisory group of municipal CAO's to gather information and make recommendations to the membership regarding the final implementation of operating fees.

**ON MOTION, as amended, was ENDORSED**

## **TAXATION & ASSESSMENT**

### **R9 UTILITY BILL DEFERRAL**

**Victoria**

WHEREAS utility billing, once included as a part of property taxes, is increasingly being billed separately by local governments;

AND WHEREAS this has unintended consequences of creating potential financial hardship for seniors, people with disabilities, surviving spouses, and families with children who participate in the provincial Tax Deferment Program:

THEREFORE BE IT RESOLVED that UBCM request the Province of British Columbia to include municipal utility bills in the Tax Deferment Program.

**ON MOTION, was NOT ENDORSED**

### **R10 CLASSIFICATION SPLIT ON ACCOMMODATION HOTELS**

**Ucluelet**

WHEREAS BC Assessment in 2007 introduced a new classification methodology that permitted "strata accommodation properties" to be split-classified between Class 6 and Class 1 – residential to reflect a dual use of these properties (personal residential and commercial use);

AND WHEREAS the re-assessment of certain properties, which continue to be zoned for commercial uses only, has significantly reduced the tax base of smaller tourist based communities throughout BC which planned in accordance to the proposed uses and commercial land base within their OCPs, tax and budget forecast:

THEREFORE BE IT RESOLVED that the Government of BC review its methodology for split classification in cases where the zoning precludes residential uses as a permitted use.

**ON MOTION, was ENDORSED**

## **FINANCE**

### **R11 VANCOUVER ISLAND REGIONAL LIBRARY INCREASED COSTS**

**Alberni-Clayoquot RD**

WHEREAS the Vancouver Island Regional Library provides important service valued by the local communities it serves;

AND WHEREAS the cost of Vancouver Island Regional Library services is increasing well beyond the rate of inflation on an annual basis – a rate that many local communities set for the cost increases of their own essential services:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities request the Vancouver Island Regional Library to undertake a thorough review for the purposes of developing a strategy to



live within the rate of inflation to minimize the financial burden on local tax payers while continuing to provide a financially sustainable service.

**ON MOTION, was NOT ENDORSED**

**ENVIRONMENT**

**R12 ENVIRONMENTAL ASSESSMENTS FOR COAL TRANSPORT**

**Sunshine Coast RD**

WHEREAS assessment studies provided to Port Metro Vancouver have not assessed the environmental or health impacts related to the release of coal dust during barge transfer and transport over coastal waters between the Port of Metro Vancouver and Texada Island;

AND WHEREAS there is currently no mechanism that provides oversight or ensures the implementation of mitigation measures to minimize environmental and health impacts of coal transport over coastal waters:

THEREFORE BE IT RESOLVED that a comprehensive environmental and health impact assessment for the shipment of coal over coastal waters be conducted;

AND BE IT FURTHER RESOLVED that an appropriate federal and/or provincial agency be named to monitor barge transfer and transport of coal over coastal waters to ensure oversight and implementation of environmental and health protection measures.

On motion, duly moved and seconded to adopt the recommendations of the Resolutions Committee to remove “between Port Metro Vancouver and Texada Island” in the first clause was endorsed.

The motion, as amended, then read:

**ON MOTION, as amended, was ENDORSED**

**R13 SEWER MANAGEMENT RESOURCES FOR LOCAL GOVERNMENTS**

**Cumberland**

WHEREAS all local governments deal with wastewater treatment and it is in local governments' interest to be assisted with best practices;

AND WHEREAS the Union of British Columbia municipalities is an advocate for local governments' common interests and serves local governments' common needs:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities be requested to establish resources and staff hours to assist with the development and management of sewage treatment systems for local governments.

**ON MOTION, was NOT ENDORSED**

**LAND USE**

**R14 MARIHUANA PRODUCTION ON AGRICULTURAL LANDS**

**Nanaimo City**

WHEREAS the Province, through BC Assessment, regards medical marihuana production as a ‘farm use’ for assessment purposes;

AND WHEREAS the Province, through the *Agricultural Land Commission Act* and *Farm Practices Protection (Right to Farm) Act*, includes medical marihuana production as a ‘farm use’:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request the Province amend legislation and regulations in order to remove the production of medical marihuana as a 'farm use' in terms of taxation assessment;

AND BE IT FURTHER RESOLVED that the Union of British Columbia Municipalities request the Province amend legislation and regulations in order to allow communities to regulate the production of medical marihuana within the agricultural land reserve through land use planning provisions provided in the *Local Government Act*.

**ON MOTION, was ENDORSED**

**R15 OWNER-OCCUPANCY REQUIREMENT FOR SECONDARY SUITES**

**View Royal**

WHEREAS communities want to see well-maintained residential neighbourhoods where neighbours are mutually respectful;

AND WHEREAS there is generally a higher duty of care shown to neighbours in communities with owner-occupied properties and by tenants when owners are present:

THEREFORE BE IT RESOLVED that the Province of British Columbia be required to amend Part 26 of the *Local Government Act* granting the authority to require secondary suites be permitted in owner-occupied homes only.

**ON MOTION, was ENDORSED**

**R16 TELECOMMUNICATIONS TOWERS & ANTENNAE**

**Nanaimo City**

WHEREAS the federal and provincial governments have received three Union of British Columbia Municipalities endorsed resolutions since 2002 regarding telecommunications towers and antennae;

AND WHEREAS the federal government, through Industry Canada, retains sole discretion to reject or approve proposals, regardless of community deliberations and planning;

AND WHEREAS local governments and residents continue to express frustration and dissatisfaction with the existing Industry Canada process:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities, Federation of Canadian Municipalities and Province of British Columbia, once again call on the federal government to require that in addition to federal legislation and regulations, all telecommunications towers, antennae and structures are subject to local government bylaw compliance.

**WITHDRAWN BY SPONSOR**

**SELECTED ISSUES**

**R17 SOCIAL POLICY FRAMEWORK**

**Duncan**

WHEREAS every British Columbian depends on social services, health care, justice and education services;

AND WHEREAS our communities are partners in the delivery of many of these services and are facing increasingly complex social challenges requiring coordination between multiple social ministries of government, municipalities and the community agencies and organizations that deliver services to the public:

THEREFORE BE IT RESOLVED that the municipal governments of British Columbia call upon the Premier to begin a consultation with British Columbians to initiate the development of a social policy framework that will set

out key policy directions, values, priorities, roles and expectations, and guide the creation of public policy to meet our social needs now and into the future.

**ON MOTION, was ENDORSED**

**R18 BANNING WILDLIFE TRAPPING**

**Nanaimo City**

WHEREAS the Province has indicated a review of wildlife trapping regulations is underway;

AND WHEREAS the use of body and leg hold traps within urban areas continues to pose an unacceptable risk of injuries to humans and pets, and the unrestricted sale of traps to unlicensed individuals continues;

AND WHEREAS since 2012, the Province has not provided the required ministerial approval for wildlife trapping bylaws submitted from the City of Vernon, City of Surrey, District of Sechelt and City of Nanaimo:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request the Province provide ministerial approval to local government bylaws in a timely manner, until such time that the Province completes a review of the trapping regulations.

**ON MOTION, was NOT ENDORSED**

**R18A SHORTAGE OF PHYSICIANS & SPECIALISTS IN BC**

**Alberni-Clayoquot RD**

WHEREAS there is a shortage of physicians and medical specialists in British Columbia;

AND WHEREAS the Province of BC is recruiting physicians and medical specialists from other countries to practice in British Columbia to address this shortage:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities and the Union of British Columbia Municipalities request the Province of British Columbia to allow British Columbia students who have obtained a medical degree outside of Canada to do their clinical residency and practice in British Columbia.

On motion, duly moved and seconded, to adopt and amend the recommendation of the Resolutions Committee by adding “and the BC College of Physicians and Surgeons” after “Province of British Columbia” was endorsed. The motion then read:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities lobby the Union of British Columbia Municipalities and Province of British Columbia and the BC College of Physicians and Surgeons to allow Canadian students who have obtained a medical degree outside of Canada to do their clinical residency and practice in British Columbia.

**ON MOTION, as amended, was ENDORSED**

**Part 2 - Section “B”** - This section contains resolutions that support existing UBCM policy including:

- Previously considered and endorsed resolutions; or
- Resolutions in keeping with the UBCM policy, including previously approved policy papers or other documents.

On motion, moved and duly seconded, that Resolution R19 be removed from the block and debated separately was endorsed.

On motion, duly moved and seconded, that all the recommendations of the Resolutions Committee for Part 2, Section “B” Resolutions with the exception of Resolution R19 be adopted, was endorsed.

## **COMMUNITY SAFETY**

### **R20 ADEQUATE FUNDING TO SUPPORT POLICE BASED VICTIM SERVICES Alberni-Clayoquot RD**

WHEREAS the provincial Police Based Victim Services Program provides valuable support and referral services to victims of crime and trauma in BC communities;

AND WHEREAS the provincial government does not fully fund this program which is affecting the ability for community victim services programs to provide proper services to support our victims of crime:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities request the Province of British Columbia to provide adequate funding to support the Police Based Victim Services Program.

**ON MOTION, was ENDORSED**

## **TRANSPORTATION**

### **R21 TRANSPORT CANADA DIVESTITURE OF ASSETS Alberni-Clayoquot RD**

WHEREAS Transport Canada is actively working to divest essential infrastructure in remote coastal communities;

AND WHEREAS this infrastructure is vital to small communities with limited resources to assume responsibility for these assets:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities work with UBCM and FCM to ensure the federal government continues to own, operate and manage its infrastructure especially in small remote communities.

**ON MOTION, was ENDORSED**

## **COMMUNITY ECONOMIC DEVELOPMENT**

### **R22 AGRICULTURAL LAND RESERVE & AGRICULTURAL LAND COMMISSION Victoria**

WHEREAS the Agricultural Land Commission, created as an autonomous body in 1974, has served to protect over four million hectares of farmland in the Province of British Columbia;

AND WHEREAS measures to protect farmland and support farmers and regional food systems are essential to provide food security in the face of increasing global transportation and energy costs and the impacts of climate change:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities (UBCM) request that the provincial government respect the integrity of the province-wide Agricultural Land Reserve and support its management by an independent and adequately funded Agricultural Land Commission;

AND BE IT FURTHER RESOLVED that the provincial government work with the agricultural community, UBCM and local governments to identify and implement additional measures that will increase the viability of farming and food production in British Columbia.

**ON MOTION, was ENDORSED**

## LEGISLATIVE

### R19 BREACH OF CLOSED MEETING CONFIDENTIALITY

Sechelt

WHEREAS all duly elected council and regional board members swear an Oath of Office to uphold important ethical standards in compliance with the *Community Charter* and *Local Government Act*,

AND WHEREAS it is incumbent upon each council and board member to maintain absolute confidentiality in all matters discussed during a closed meeting and to protect the confidentiality of documents under section 117 of the *Community Charter*.

THEREFORE BE IT RESOLVED that the *Community Charter* and *Local Government Act* be amended to provide that a council or board member who breaches the confidentiality obligations under section 117 of the *Community Charter* will be subject to:

1. disqualification from office in the same manner as if they have a pecuniary interest in a matter in respect of which they participate in the debate and voting; and
2. prosecution under the *Offence Act* for breach of an offence.

On motion, duly moved and seconded, that “will” be changed to “may” in the last line of the enactment clause was endorsed.

On motion, duly moved and seconded, that the two subject to clauses numbered (1) and (2) be debated individually was endorsed.

The resolution then read:

THEREFORE BE IT RESOLVED that the *Community Charter* and *Local Government Act* be amended to provide that a council or board member who breaches the confidentiality obligations under section 117 of the *Community Charter* may be subject to disqualification from office in the same manner as if they have a pecuniary interest in a matter in respect of which they participate in the debate and voting.

#### ON MOTION, was ENDORSED

THEREFORE BE IT RESOLVED that the *Community Charter* and *Local Government Act* be amended to provide that a council or board member who breaches the confidentiality obligations under section 117 of the *Community Charter* may be subject to prosecution under the *Offence Act* for breach of an offence.

#### ON MOTION, was NOT ENDORSED

### PART 3 – LATE RESOLUTIONS

On motion, duly moved and seconded, that the Late Resolutions Block be referred to the AVICC Executive was endorsed.

### LR1 Water Pricing Principles

Sunshine Coast Regional District

WHEREAS the Province of BC has introduced new water pricing principles as part of the *Water Sustainability Act* which will increase the annual rental costs for the waterworks licenses held by local governments;

AND WHEREAS the Water Pricing Strategy is tantamount to downloading the costs of the implementation of the *Water Sustainability Act*,

THEREFORE BE IT RESOLVED that AVICC encourage the Province to ensure local government water purveyors are not subjected to increased costs for the operation of their water systems.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**LR2 Federal Government Support**

**City of Port Alberni**

WHEREAS local governments on Vancouver Island are working individually and collectively to advance transportation infrastructure and economic development initiatives;

AND WHEREAS the federal government's New Building Canada Plan provides limited funding and certainty for local governments in applying for projects related to roads and other economic infrastructure;

THEREFORE BE IT RESOLVED that the AVICC lobby the Government of Canada to enhance the New Building Canada Plan to provide increased funding for transportation infrastructure and economic development on Vancouver Island.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**LR3 Provincial Energy Efficiency Incentive Programs**

**Regional District of Nanaimo**

WHEREAS the Government of BC has discontinued the successful LiveSmart BC residential efficiency incentive program, shifting support to product based incentives offered through major utilities;

AND WHEREAS this program shift results in the loss of funding for comprehensive actions recommended through home energy assessments, and a reduced understanding of the overall energy performance of a home;

THEREFORE BE IT RESOLVED that AVICC, through UBCM, request the Province ensure incentives remain available for comprehensive actions to address overall residential energy efficiency, including incentives for home energy assessments and post-retrofit evaluations.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**LR4 Parenting Plan**

**District of Metchosin**

WHEREAS under the current Family Law model no one is charged with advocating for the rights and interests of children, and that research shows that children suffer emotional, psychological and spiritual harm from parental conflict,

AND WHEREAS there is no requirement for a parental plan that describes the division of parental responsibilities before parents access the court system,

AND WHEREAS the court system is expensive, adversarial, escalates conflict and hostility between the parents, and it can take many months to obtain a court date,

THEREFORE IT BE RESOLVED that the Province develop policies and regulations that require that parents of underage children must develop, through mutual agreement or mediation, a prescribed parenting plan that includes division of parental responsibilities, before the parents may apply to court for a parenting order.

AND IT BE FURTHER RESOLVED that the Province create an agency similar to the Civil Dispute Tribunal, that would be structured to encourage parents to use a broad range of non-litigation based dispute resolution tools, including mediation delivered online, via video-conferencing or in person, to help parents resolve disputes as early as possible.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**LR5 CSA Certified Standard for Recreational & Sport Helmets**

**City of Powell River**

WHEREAS Brain Injury occurs at a rate of 50 per 100,000 persons in Canada, or 60,000\* persons, at a cost of over \$150 Million Dollars per year\*\*;

AND WHEREAS The severity of Acquired Brain Injury could be lessened significantly with the use of CSA certified standards in helmets for all sports, as is mandated for ice hockey players;

THEREFORE BE IT RESOLVED the Federation of Canadian Municipalities request that the government of Canada mandate the use of CSA standards for all recreational and sport helmets sold in Canada through product legislation, as with ice hockey helmets.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**LR6 Provincial Woodstove Program**

**Regional District of Nanaimo**

WHEREAS the Provincial Wood Stove Exchange Program is a successful locally delivered program that improves air quality province-wide; supports local, renewable and affordable wood-fuel use; and stimulates small business activity in participating communities;

AND WHEREAS the ability of local governments to plan and deliver the Program efficiently and effectively to local residents and small businesses is negatively impacted by uncertainty in the availability and timing of funding;

THEREFORE BE IT RESOLVED that AVICC, through UBCM, request the Province consider providing stable funding to support the Woodstove Exchange Program for a five year period beginning in 2014.

**ON MOTION, was REFERRED automatically to the AVICC Executive**

**ADDRESS BY NDP MLA SELINA ROBINSON**

Director at Large, Councillor Barbara Price introduced Ms. Selina Robinson, MLA and Local Government and Sports Critic. Ms. Robinson then addressed delegates followed by a brief opportunity for delegates to ask questions. First Vice President, Councillor Cindy Solda, thanked Ms. Robinson with a gift.

The Convention adjourned at approximately 10:25 a.m. for a refreshment break and reconvened at 10:45 a.m.

**BC LOCAL GOVERNMENT: OVERVIEW OF CHANGES TO LOCAL GOVERNMENT ELECTIONS LEGISLATION**

President Cross introduced Linda Reimer, Parliamentary Secretary who provided an introduction to the session, followed by a presentation by Heather Brazier, Executive Lead, Integrated Policy, Legislation & Operations Division of the Ministry of Community, Sport and Cultural Development on election changes expected for 2014. Delegates had the opportunity to pose questions after the presentation. Director at Large, Councillor Megan Brame thanked the presenters with gifts.

**FINAL BUSINESS SESSION**

**FIFTH AND FINAL REPORT FROM THE NOMINATING COMMITTEE AND INSTALLATION OF THE NEW EXECUTIVE**

A motion, duly moved and seconded, that the ballots for Director At Large be destroyed, was endorsed. Past President, Chair Joe Stanhope, Chair of the Nominating Committee, then introduced the 2014-15 Executive and extended congratulations to them:

President	Mayor Larry Cross, Town of Sidney
First Vice President	Councillor Cindy Solda, City of Port Alberni
Second Vice President	Councillor Barbara Price, Town of Comox
Electoral Area Representative	Director Mary Marcotte, Cowichan Valley RD
Directors at Large	Councillor Jessie Hemphill, Director of Port Hardy Councillor Claire Moglove, City of Campbell River Councillor Andrew Mostad, District of Lantzville
Past President	Chair Joe Stanhope, Nanaimo RD

## **PRESIDENT'S REMARKS**

President, Mayor Larry Cross thanked the assembly and members. He also thanked the host communities, the staff of the Qualicum Beach Civic Centre, caterers and technicians. President Cross also thanked Councillor Meagan Brame for her service to the Board over the past year. Congratulations were also extended to the incoming Board.

## **CONVENTION CLOSING**

President, Mayor Larry Cross then presented AVICC Executive Coordinator Shelley Webber with a bouquet of flowers thanking her for her work on the Convention.

The Grand Prize draw was then initiated and Tofino Mayor Josie Osbourne was drawn for the grand prize award. President Cross thanked BC Ferries for providing the award of a trip for two and vehicle for the Northern Passage.

President Cross then closed the 65<sup>th</sup> Annual Convention. The Convention adjourned at approximately 12:00 p.m.

Certified Correct,

Shelley Webber  
AVICC Executive Coordinator



**APPENDIX A - UBCM President Rhona Martin**  
**Saturday April 12<sup>th</sup>, 2014 – Qualicum Beach Civic Centre, Qualicum Beach, BC**

Good morning. Thank you for this opportunity to provide an update of UBCM's work on behalf of BC local governments and our First Nations members.

I want to extend my appreciation to the communities of Parksville and Qualicum Beach for hosting this year's conference. It has been some years since I last visited your communities, and I am glad to be back this beautiful part of our province.

It was a pleasure to connect with many of you at last night's reception. Thank you to UBCM Executive members Larry Cross and Claire Moglove for your hospitality. I also want to acknowledge past presidents Jim Abram and Frank Leonard – it is good to be among friends and familiar faces.

Strength in Diversity

The Area Association meetings come at the mid-point of the term for UBCM President, and I find myself mildly shocked to realize the year is half-over.

That's a reflection of a busy calendar. It also reflects the fact that the role of UBCM President is part of a vibrant, healthy system for local government advocacy.

One of the keys to the health of that system is the diversity of our membership. The Area Associations are part of that, and the composition of our Executive also plays a role.

To see that diversity in action, you only need to look at our last three Presidents. Prior my term, we have had a Mayor from the North, a Councillor from the Lower Mainland, and a Director from the Kootenays. This diversity that keeps us fresh and engaged. Its something also something we need to protect.

Our capacity to welcome and maintain diversity – urban and rural; large and small; from all regions - is a real strength of UBCM.

Elections Legislation

In the time available this morning, I want to update you on the key points in UBCM's work since last Convention, starting with local government elections legislation.

Minister Oakes introduced the legislation two weeks ago, and I joined her at the Legislature to brief the media.

The legislation addresses some but not all of the 31 recommendations delivered by the joint task force four years ago. If you want the fine details, take a look at our *Compass* article from last week. In a nutshell, the legislation proposes to:

- Establish a four year term;
- Change the election date from November to October effective 2018;
- Provide new rules for third party advertising;
- Tighten up financial reporting; and
- Create a significant role for Elections BC.

The new changes will not impact anonymous contributions of less to \$50, so "pass the hat" fundraising will still be permitted.

Last fall, when it became apparent the legislation would not be introduced in 2013, UBCM advised the Ministry to phase delivery to avoid introducing expense limits in an election year.

At our meeting last week, Minister Oakes asked Executive whether or not we supported allowing each community to set their own expense limit through a bylaw. Our response was to reiterate the need for province-wide legislation in this area. We also offered to work with the province to get to find a workable solution.

Once this legislation is passed, the greatest challenge facing the government will be communicating the changes to candidates. November is not far away, and if the new rules are going to be enforced, they will need to be effectively communicated. For those of you who will be running again later this year, I recommend actively investigating the rule changes once they become available to avoid surprises.

### MMBC

Last fall at Convention, the hottest issue by far was the new recycling program administered by MMBC.

As a result of a resolution endorsed by the membership, UBCM devoted significant resources to this issue. I won't retrace all the ground that we have covered since then, and will touch instead on where things stand presently.

Based on information provided by MMBC, sixty-seven (67) local governments and thirteen (13) First Nations communities that have executed agreements with MMBC. There are an additional eight (8) communities where MMBC will be providing the service directly to residents. In terms of scope, the program will capture about 73% of the province.

What we are hearing is that opinions vary considerably among local governments regarding the implementation. Some communities are delighted. Others are frustrated, particularly those that did not execute agreements by November 30th and are now on a waiting list. I have also heard that some communities are not getting prompt answers to questions raised as the implementation proceeds.

Last week the Premier announced there are no plans to change or delay implementation of the program. She also acknowledged there were issues, and that the Minister of Environment would engage with those issues.

Our Environment Committee met with Minister Polak last week. What we heard is that the Ministry has increased the staff resources it is providing to oversee the implementation of the program. In practical terms, if your community is not getting timely, clear responses from MMBC, the Ministry of Environment will get involved and get the information you are looking for. Greater provincial engagement is something local governments have been asking for, and this is a welcome step.

UBCM has been granted three seats on MMBC's Advisory Committee – two voting positions for elected representatives and one non-voting, technical seat designed for staff. Executive is reviewing applications for these roles and will announce our appointments through the *Compass* in the coming days.

### Building Canada Fund

I want to touch briefly this morning on the recently announced Building Canada Fund.

UBCM has been liaising with the Province and FCM to emphasize the need to dedicate a portion of funds for local government infrastructure.

Despite the announcement of the program, there are many details that need to be clarified.

At this point we know there is a dedicated portion of funds for small communities. For BC, it would appear the same amount of funds would be available as provided in the last round. However, these funds will be spread over 10 years rather than 7. The funds also will not flow until provincial agreements are signed.

There is even more uncertainty for larger communities who will have to secure funds from the National and Provincial / Territorial components of the program. We understand that applications will require the submission of a detailed business case to Infrastructure Canada.

We will continue to monitor this program, and will direct you to resources as those come available.

### Gas Tax Fund

The picture looks considerably brighter for the Gas Tax Fund.

UBCM has been directly involved in negotiations for the renewed program. You know some of the details already. The project categories have been expanded, so you can do more things. An index has also been added to prevent the erosion of the program from inflation. Both points are big gains, and the result of advocacy both by FCM, UBCM and other local government organizations. I am very appreciative the federal government listened to local governments during the Long-term Infrastructure process, and responded with these measures.

UBCM has been at the table to seek additional changes that reflect member feedback through your resolutions, survey responses and consultation.

One of the things we heard is that while it is important to retain a mix of pooled and allocated funding, some want a greater proportion of the funding delivered through the allocated programs.

For those regions that have dedicated regional pools, we also heard there was a desire for more autonomy to make decisions about how to spend these funds. We have taken all of these views to the negotiating table.

The negotiations are down to the final details. We are confident that the agreement will be signed in time to ensure that allocated funds will flow without interruption.

Bringing these negotiations to conclusion remains one of our highest priorities. The renewed administrative agreement promises to deliver \$2.6 billion to BC local governments over the next decade. I am hoping we will have some news to announce shortly.

### BC Ferries

One of key issues in your agenda this year is advocacy with regard to cuts to the service provided by BC Ferries.

AVICC was quite right in pointing out that there has been very little discussion on the economic impact that will result from ferry cuts. UBCM was pleased to work with you to address that gap, the first phase of which is the policy paper that was discussed in your plenary yesterday.

It is the right thing for us to work with you on this because ferry service is not just an "island" issue or a "coastal" issue - it's a provincial issue. Ferries are part of the highway system that links all part of our province, and it right to work to protect that system.

I understand that a resolution will be coming forward in your agenda today. If there is a phase 2 in the work, we will join with you in that. I look forward to hearing your discussion.

### ALC

One of the topics that attracted considerable discussion at our Executive meeting last week is the Government's introduction of Bill 24, which proposes changes to the Act governing the Agricultural Land Commission.

Following information that leaked from Government, the Executive met in January of this with Richard Bullock, Chair of the ALC.

Shortly afterward, the Ministry of Agriculture approached UBCM with an offer to consult on the changes that were coming to the ALC Act. The Ministry would not share any policy information with UBCM unless confidentiality agreements were signed, which limited our ability to participate.

Following the discussion by Executive last week, I will be writing to Minister Pimm to say that UBCM is interested in working with the ministry, the ALC and the agricultural industry in developing new regulations that ensure the preservation of farmland and help the farming community. I will also be expressing our dissatisfaction with the Government's approach to consultation leading up to Bill 24.

We will provide an update once we have heard back from the Minister.

### Mission to Viet Nam

I want to share a few thoughts with you about our work alongside FCM through their international program.

The federally funded mission aims to build local government capacity in seven countries. For several years, UBCM has been a partner to the *Association of Cities* in Viet Nam.

Our work has focused on building capacity for policy development, advocacy and intergovernmental relations – in short, the bread and butter functions of an advocacy organization.

In March, I travelled along with staff to *Can Tho* for the latest round of the mission. We all know that the translation of knowledge and resources from one culture to another is very difficult. What struck me about the exchange is that the *Association of Cities* is taking the resources we are providing and finding ways to make them come alive in their context. The result has been stronger engagement with their membership, and the delivery of resources they have designed to support economic development.

I came away from the experience believing there is a continued role for Canadian local governments to share what we have learned with peers in other countries. I hope this program will continue over the years to come.

### Strong Fiscal Futures

Finally, I want to tell you about our Advocacy Days in Victoria last week.

The focus of our outreach was building awareness among MLAs from all parties with regard to the *Strong Fiscal Futures* Report

The report was produced by our Select Committee on Local Government Finance and received unanimous endorsement at the 2013 Convention. The basic message it delivered is that while our finance system is sound at present, there are weaknesses that need to be addressed now to avoid issues a decade down the road. Chief among those issues is the affordability of property taxes for lower income British Columbians.

Last week we met with 30 MLAs, including Ministers Fassbender, McRae, Polak, Anton, Rustad and Oakes.

What we said is that we need to get moving on this initiative through the creation of a joint provincial – UBCM management committee.

Our aim is to see something up and running in advance of the 2014 Convention. We have the Minister's attention on this issue, and will continue to move this forward alongside the Select Committee.

### Concluding Comments

Before I go, I want to give a plug for the *Compass*, UBCM's weekly email newsletter. If you are not yet signed up, you can do on the landing page of our website. What I love about the newsletter is that you can scan the headlines 30 seconds and choose the stories you are interested in with a single click.

That concludes my remarks for today. If you have comments, questions or feedback, I will be available at the back of the room. If we don't connect today, you can call me any time.

Thank you very much for your time and attention this morning.

Financial Statements of

**ASSOCIATION OF  
VANCOUVER ISLAND AND  
COASTAL COMMUNITIES**

Year ended December 31, 2013



**KPMG LLP**  
**Chartered Accountants**  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7  
Canada

Telephone (250) 480-3500  
Fax (250) 480-3539  
Internet www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the Members of Association of Vancouver Island and Coastal Communities

### Report on the Financial Statements

We have audited the accompanying financial statements of Association of Vancouver Island and Coastal Communities, which comprise the statement of financial position as at December 31, 2013, the statements of operations and changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

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

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

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

#### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Association of Vancouver Island and Coastal Communities as at December 31, 2013, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity.  
KPMG Canada provides services to KPMG LLP.



Page 2

### **Report on Other Legal and Regulatory Requirements**

As required by the Society Act (British Columbia), we report that, in our opinion, the accounting policies applied by the Association of Vancouver Island and Coastal Communities in preparing and presenting the financial statements in accordance with Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slanted style. Below the signature is a long, horizontal, slightly curved line that underlines the text.

Chartered Accountants

March 7, 2014

Victoria, Canada



# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2013, with comparative information for 2012

	2013	2012
<b>Assets</b>		
Current assets:		
Cash and cash equivalents (note 2)	\$ 181,713	\$ 169,125
Prepaid expenses	2,250	2,000
Accounts receivable	458	139
	<u>\$ 184,421</u>	<u>\$ 171,264</u>


## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 9,784	\$ 7,600
Deferred contributions (note 3)	50,832	46,665
	60,616	54,265
Net assets:		
Unrestricted	123,805	116,999
Contractual commitments (note 4)		
	<u>\$ 184,421</u>	<u>\$ 171,264</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Statement of Financial Position

December 31, 2013, with comparative information for 2012


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See accompanying notes to financial statements.

On behalf of the Board:

  
 \_\_\_\_\_ Director  
 \_\_\_\_\_ Director

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

## Statement of Operations and Changes in Net Assets

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
<b>Revenue:</b>		
Annual meeting - sponsorships	\$ 36,300	\$ 33,050
Annual meeting - registration	46,223	49,417
Association dues	76,132	76,017
Interest	2,134	1,965
Other	458	2,076
	<b>161,247</b>	<b>162,525</b>
<b>Expenses:</b>		
Annual meeting	71,493	75,728
Communication and staff travel	1,316	1,235
Executive meetings	9,249	7,880
Other meetings	1,858	1,253
Postage, office and miscellaneous	10,585	3,396
Professional fees	6,090	6,205
Union of BC Municipalities contract fees	53,850	52,530
	<b>154,441</b>	<b>148,227</b>
Excess of revenue over expenses	6,806	14,298
Net assets, beginning of year	116,999	102,701
<b>Net assets, end of year</b>	<b>\$ 123,805</b>	<b>\$ 116,999</b>

See accompanying notes to financial statements.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

## Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 6,806	\$ 14,298
Change in non-cash operating working capital:		
Increase in prepaid expenses	(250)	(1,151)
Increase in accounts receivable	(319)	(139)
Increase (decrease) in accounts payable and accrued liabilities	2,184	(3,532)
Increase (decrease) in deferred contributions	4,167	(5,000)
Increase in cash and cash equivalents	12,588	4,476
Cash and cash equivalents, beginning of year	169,125	164,649
Cash and cash equivalents, end of year	\$ 181,713	\$ 169,125

See accompanying notes to financial statements.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements

Year ended December 31, 2013

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## **Nature of operations:**

Association of Vancouver Island and Coastal Communities (the "Association") is incorporated under the Society Act (British Columbia) and is exempt from the requirement to pay income taxes. Its purpose is to promote autonomy within local government and to advance the principles of local government. The Association represents the various municipalities and regional districts of Vancouver Island, Powell River and the Sunshine and Central Coasts.

## **1. Significant accounting policies:**

These financial statements are prepared in accordance with Canadian Accounting Standards for Not-For-Profit Organizations ("ASNPO") in Part III of the CPA Canada Handbook. The Association's significant accounting policies are as follows:

### **(a) Basis of presentation:**

These financial statements present the financial position, results of operations and changes in net assets of the Association and, as such, do not include all the assets, liabilities, revenue and expenses of the members of the Association.

There is no provision in the accounts for income taxes as the activities of the Association are conducted on a not-for-profit basis.

### **(b) Cash and cash equivalents:**

Cash and cash equivalents are defined as cash and highly liquid investments consisting of term deposits with original maturities at the date of purchase of three months or less.

### **(c) Revenue recognition:**

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount received can be reasonably estimated and collection is reasonably assured.

Annual meeting sponsorships, registration and exhibit revenues are recognized as revenue when the conference takes place.

Association dues are recognized as revenue in the year they are earned and collection is reasonably assured.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2013

---

## 1. Significant accounting policies (continued):

### (d) Contributed materials and services:

Due to the difficulty in determining fair value, contributed materials and services are not recognized in the financial statements.

### (e) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship and equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method (or effective interest rate method).

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future year, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

### (f) Capital assets:

In accordance with the ASNPO Handbook section 4431, "Tangible capital assets held by not-for-profit organizations" the Association has not capitalized any expenditures during the year. In 2013 there were no capital expenditures (2012 - \$nil). Capital assets owned by the Association but which are not capitalized under this policy include furniture, computer hardware and software.

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

Notes to Financial Statements (continued)

Year ended December 31, 2013

---

## 1. Significant accounting policies (continued):

(g) Use of estimates:

The preparation of financial statements in conformity with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

## 2. Cash and cash equivalents:

	2013		2012	
Cash	\$	22,776	\$	21,875
MFA Money Market Funds		158,937		147,250
	\$	181,713	\$	169,125

## 3. Deferred contributions:

Deferred contributions consist of \$44,665 (2012 - \$44,665) of provincial grants restricted for the facilitation of the activities of the treaty advisory committee in addition to \$6,167 (2012 - \$2,000) of sponsorship revenues received in advance for the 2014 conference.

## 4. Contractual commitments:

The Association has a contract with the Union of British Columbia Municipalities for secretarial and office services. Payments under this contract in 2013 were \$13,463 quarterly (2012 - \$13,133). The amounts are subject to adjustment each January.

## APPENDIX C

### **Keynote Address – Deb Grey – West Coast Wonderful!**

Deb Grey is a BC girl, born and raised in Vancouver. She moved to Alberta as a young woman, and taught school on a reserve and in a small farm town, before being elected in 1989, as the first-ever Reform Party Member of Parliament. Deb commuted to Ottawa weekly during her four terms as an MP. She has always been a hands-on, practical leader, always looking for ways to encourage and celebrate people. Deb will share stories of her career in the classroom and the Commons. She will challenge you to lead, laugh and love. She and her husband, Lew, are happily semi-retired in Qualicum Beach. When she is not speaking or traveling to Ottawa as the Chair of the Security Intelligence Review Committee, many of you have seen them roll into your community for coffee on their matching Honda Valkyries as they continually explore the Coastal Communities around them.

### **UBCM President – Director Rhona Martin**

Director Rhona Martin is serving her eighth term as an Electoral Area Director on the Columbia Shuswap Regional District, where she was Chair for six years. She has also been a UBCM board member since 2006, and is a past president of the Southern Interior Local Government Association (SILGA).

During her service on the UBCM Executive, Director Martin has been involved in several Committees and groups, including being Chair of the Environment Committee and a member of the Presidents Committee.

Director Martin has been involved in community issues since the early 1980s and is currently:

- Chair of the North Okanagan Columbia Shuswap Regional Hospital District;
- Chair of the Southern Interior Beetle Action Committee; and
- A member of the Meals Society Board that provides quality meals and the opportunity for seniors to socialize.

Rhona was raised in Kitimat and moved to Malakwa in her late teens. She and her partner Brian have owned and operated a family restaurant there for over 25 years. Rhona has five children, one daughter and four sons, 17 grandchildren and two great-granddaughters.

### **The Honorable Don McRae, MLA for the Comox Valley and Minister of Social Development and Social Innovation**

Don McRae was appointed Minister of Social Development and Social Innovation on June 7, 2013. He has served as Minister of Agriculture and as Minister of Education. Prior to that, he was convener of the Select Standing Committee on Aboriginal Affairs and was a member of the Select Standing Committee on Health and Select Standing Committee on Finance and Government Services.

Minister McRae was born and raised in the Comox Valley. For 14 years he taught at GP Vanier Secondary school in Courtenay. McRae also served as a Courtenay city councillor from 2002-09.

He has served as a Courtenay City Councillor for seven years. During his time on council, he has served as a municipal director for both the Comox Strathcona Regional District and the newly restructured Comox Valley Regional District. He has also been a member of the Comox Strathcona Hospital Board, vice-chair of the Comox Valley Sewer and Water Committees, and numerous community organizations and boards. In 2008, he was appointed by Premier Campbell to the Citizen's Conservation Council.



Selena Robinson - MLA for Coquitlam-Maillardville & Opposition Critic for Local Government & Sport  
Selina Robinson was elected to the BC Legislature in 2013 and currently serves as the Opposition Critic for Local Government and Sport.

Prior to being elected MLA, she was elected twice to serve on Coquitlam Council once in 2008 and again in 2011. When on Council she was the Chair of the Universal Access-Ability Advisory Committee and the Vice – Chair of the Coquitlam River Aggregate Committee. MLA Robinson was appointed by the Chair of Metro Vancouver to the Metro Vancouver Environment and Parks Committee. She also represented the City of Coquitlam on the Tri-Cities Homelessness Task Group and on the Coquitlam River Watershed Roundtable.

Prior to life in politics she worked for SHARE Family and Community Services as the Director of Development, a role that provided her with a solid understanding of community issues and helped her to develop relationships with community leaders and others who live, work and play in Coquitlam. MLA Robinson has a Master's Degree in Counseling Psychology and have spent most of her professional life working with individuals, families and communities in the non-profit sector.

### **Other Presentations and Concurrent Sessions**

#### **Climate Change – The Problem and Imperative of Our Times**

This presentation will examine all aspects of the climate change complex important to politicians, municipal staff and the general public.

After a brief description of climate change history and science, the presentation moves on to look at likely scenarios society faces. The strong possibility that predictions from computer models are too conservative is examined with particular attention paid to the role of "feedback" mechanisms. Next, the presentation reviews problems that climate change presents including: sea level rise, acidification of the oceans, shifting habitats and species extinction, increases in extreme weather events, changing climatic patterns, loss of "glacial water", massive global increase in refugees and shifts in disease vectors.

The presentation concludes by describing transformative changes we must accomplish in our communities including: planning for "adaptive measures" and recognizing the URGENT need to massively address mitigation. The "New Industrial Revolution" and the "non carbon economy" it will create receive particular emphasis.

*Presenter: Vic Derman, Councillor, District of Saanich and Director, Capital Regional District*

#### **Collaborating For Community Health**

Dr. Paul Hasselback is the Medical Health Officer for Central Vancouver Island. Since 1990 he has also held Medical Health Officer positions in the BC Interior, Southwestern Alberta, Calgary and Regina. He is a specialist in public health and preventive medicine who trained in Toronto, Ottawa and Montreal and was in family practice in rural Saskatchewan for four years. He has a Master's of Science in Epidemiology and is a Clinical Associate Professor at University of British Columbia and Affiliate Clinical Associate Professor at the University of Victoria.

Dr. Hasselback has over 25 peer reviewed publications and has done over 130 public health related presentations. In 2000 he was awarded the Canadian Public Health Association award for "an individual who has significantly advanced the cause, legitimized and stressed the responsibility for the state of the art of the public health". In 2010 he was awarded the National Specialist Society for Community Medicine President's Award for contributions to the specialty. He is the past chair of the Health Officer's Council of British Columbia.

In his presentation Dr. Hasselback will discuss how communities, agencies and others can collaborate to improve the health conditions across Vancouver Island.

*Presenter: Dr. Paul Hasselback, Medical Health Officer, Island Health*

### **Eco-Assets: Nature's Role as Municipal Infrastructure**

The Town of Gibsons has recognized, formally and in practice, that nature, and the ecosystems services that it provides, are a fundamental and integral part of the Town's infrastructure system. Gibsons is one of the first communities in North America to do so. The Town is blessed with valuable natural assets such as the Gibsons Aquifer which provides high quality untreated drinking water; three major creeks that are a major part of the rainwater management system; and a foreshore area, still mostly natural that protects the area from sea activity. Other natural assets include forested areas, green space and soil.

Natural assets are considered cheaper to operate; can last indefinitely, if properly managed; and are carbon neutral, and in some cases can be carbon positive. It is important to differentiate green infrastructure, which is designed and built to mimic nature, such as a rain garden, from a natural asset such as a creek. Gibsons is also creating sub-categories in asset lists and financial statements to include Eco-Assets and implementing a strategy to manage these assets specifically.

"Ultimately, the Town's goal is to move from simply maintaining infrastructure to a service delivery model, where those services are delivered by the smallest number, the most natural, most energy energy-efficient, and the most reliable municipal assets, that cost the least to operate over the long term.

*Presenters: Emanuel Machado, Chief Administrative Officer, Town of Gibsons and Dave Newman, Director of Engineering, Town of Gibsons*

### **Private Managed Forest Land Act**

This presentation is an excellent opportunity for delegates to receive an update on the activities, issues and mandate of the Private Managed Forest Land Council. The presentation will include a brief history of the Private Managed Forest Land Act and the Private Managed Forest Land Council. Delegates will learn about such topics as; management objectives on Private Managed Forest Land, legislation & regulations, the difference between private managed land forestry vs. crown land forestry and provide an opportunity to ask questions.

*Presenters: Rod Davis, Chair, Private Managed Forest Land Council; Phil O'Connor, Executive Director, Private Managed Forest Land Council*

### **An Overview of Changes to Local Government Election Legislation**

This plenary session will provide participants with practical information on expected changes to local government elections legislation (i.e. elections rules that candidates should expect for the 2014 local government elections). The session will feature an introduction from Parliamentary Secretary Linda Reimer, followed by a presentation by Ministry of Community, Sport and Cultural Development Staff who will provide more detailed information on the elections changes expected for 2014. Delegates can expect to hear about such matters as; registration by third-party advertisers, sponsorship information requirements for all election advertising, campaign finance disclosure statements to be filed 90 days, rather than 120, following an election, banning anonymous contributions, creating a role for Elections BC in the compliance and enforcement of campaign finance rules in municipal elections. The session will also provide an opportunity for discussion and question and answers for participants.

*Presenters: Linda Reimer, Parliamentary Secretary; Heather Brazier, Executive Lead, Integrated Policy, Legislation & Operations Division*

## 2014-15 AVICC EXECUTIVE

PRESIDENT	Mayor Larry Cross Town of Sidney
FIRST VICE PRESIDENT	Councillor Cindy Solda City of Port Alberni
SECOND VICE PRESIDENT	Councillor Barbara Price Town of Comox
ELECTORAL AREA REPRESENTATIVE	Director Mary Marcotte Cowichan Valley Regional District
DIRECTORS-AT-LARGE	Councillor Jessie Hemphill District of Port Hardy  Councillor Claire Moglove City of Campbell River  Councillor Andrew Mostad District of Lantzville
PAST PRESIDENT	Chair Joe Stanhope Regional District of Nanaimo

## **Nuu-chah-nulth deliver clear message to governments**

Thu Sep 11, 2014 12:21 pm

An Open Letter to all levels of Government to provide Clear Instruction on Consultation with Nuu-chah-nulth Nations

On behalf of Nuu-chah-nulth citizens, particularly our children, we put the Government of Canada and the Province of British Columbia on notice to conduct themselves according to their lawful responsibility to consult, accommodate and obtain Nuu-chah-nulth Nations' free, prior and informed consent before any development is to occur in the Ha'wiih's Ha'houlthee (chiefly territories) along the West Coast of Vancouver Island.

Aboriginal Rights and Aboriginal Title are inherent, rooted in Indigenous law. They are enshrined in Canadian law under Section 35 of Canada's Constitution, and judicially recognized many times over in Canada's courts. They are empowered internationally by the United Nations Declaration on the Rights of Indigenous Peoples. Treaty Rights have been ratified through legislation under the Maa-nulth Final Agreement.

Nuu-chah-nulth Nations have lived along the West Coast of Vancouver Island since time immemorial and Nuu-chah-nulth Leadership takes seriously its responsibilities to care for the earth, land and water for our future generations. Our Nations will always stand up for the rights of our children and for those not yet born, and will strive to ensure our interests are heard, and attended to, before any project or development occurs within our territories.

To maintain good working relationships between our Nations and government, Nuu-chah-nulth rights should never be infringed, disrespected or dishonoured. Each and every Nuu-chah-nulth Nation has the independent sovereign authority to decide which projects in their territories they will support or reject, balancing economic development needs with their responsibilities to the people and the environment.

### **Consent**

Consent must be obtained from any and all Nuu-chah-nulth Nations whose territories would be affected by proposed projects onshore and offshore. Nuu-chah-nulth Nations are committed to the highest environmental standards to avoid or mitigate catastrophic events associated with all development. Nuu-chah-nulth Nations look favorably on economic development, but will not endanger the interests of future generations for short-term gain.

### **Consultation**

Consultation isn't simply having a meeting. It isn't just a phone call or an email. Consultation isn't an afterthought. All levels of government have a lawful responsibility to begin full consultation, transparent and in good faith, at the planning stages of any project proposed, during implementation of the project, operation of the project and wind-down of the project. To foster good relations, consultation must occur within the territory where the project is planned. The process of consultation can take place within a consultation agreement or protocol, and, in many cases, the mutual development of this protocol will be the first step with individual Nations.

## Accommodation

Government must not just tell our Nations what is proposed, they must ensure Nuu-chah-nulth interests on any and all details of a project are heard and, when necessary, accommodated. All efforts must be exhausted to resolve identified concerns that may encroach on our interests.

## Conclusion

Nuu-chah-nulth Nations look to foster relationships with governments that are grounded in respect for Nuu-chah-nulth lawful rights, and that starts on a foundation of consultation, accommodation and free, prior and informed consent. Nuu-chah-nulth people have lived by two integral principles for thousands of years: Hishuk ish Tsawalk (everything is one and all is interconnected), and lisaak (respect).

We welcome the opportunity to meet with any government Ministers to have further dialogue with respect to this open letter and to foster a new relationship with Nuu-chah-nulth Nations. Please feel free to contact Executive Assistant, Clorissa Ginger ([Clorissa.Ginger@nuuchahnulth.org](mailto:Clorissa.Ginger@nuuchahnulth.org)) to arrange a meeting with your Ministry and the NTC.

Sincerely,

Debra Foxcroft, President  
Nuu-chah-nulth Tribal Council  
Ken Watts, Vice President  
Nuu-chah-nulth Tribal Council

cc: Hon. Rich Coleman, Deputy Premier and Minister of Natural Gas Development and Minister Responsible for Housing

Hon. John Rustad, Minister of Aboriginal Relations and Reconciliation

Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review

Hon. Mary Polak, Minister of Environment

Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations

Hon. Suzanne Anton, Attorney General and Minister of Justice

Hon. Bernard Valcourt, Minister of Aboriginal Affairs and Northern Development

Hon. Peter MacKay, Attorney General of Canada and Minister of Justice

Hon. James Moore, Minister of Industry

Hon. Leona Aglukkaq, Minister of Canadian Northern Economic Development Agency and Minister for the Arctic Council and Minister of the Environment

Hon. Gail Shea, Minister of Fisheries and Oceans

Hon. Greg Rickford, Minister for the Federal Economic Development Initiative for Northern Ontario and Minister of Natural Resources

Tom Mulcair, Leader of the New Democratic Party and the Official Opposition

John Horgan, Leader of the BC New Democratic Party and the Official Opposition

Justin Trudeau, Leader of the Liberal Party of Canada

Assembly of First Nations

BC Assembly of First Nations

First Nations Summit

Union of BC Indian Chiefs

Nuu-chah-nulth Tribal Council Board of Directors

BC First Nations

Appendices

UN Declaration on the Rights of Indigenous Peoples

Article 3

Indigenous peoples have the right to self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development.

Article 5

Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and cultural institutions, while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State.

Article 10

Indigenous peoples shall not be forcibly removed from their lands or territories. No relocation shall take place without the free, prior and informed consent of the indigenous peoples concerned and after agreement on just and fair compensation and, where possible, with the option of return.

Article 11

1. Indigenous peoples have the right to practise and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

2. States shall provide redress through effective mechanisms, which may include restitution, developed in conjunction with indigenous peoples, with respect to their cultural, intellectual, religious and spiritual property taken without their free, prior and informed consent or in violation of their laws, traditions and customs.

Article 19

States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free, prior and informed consent before adopting and implementing legislative or administrative measures that may affect them.

Article 20

1. Indigenous peoples have the right to maintain and develop their political, economic and social

systems or institutions, to be secure in the enjoyment of their own means of subsistence and development, and to engage freely in all their traditional and other economic activities. Article 28

1. Indigenous peoples have the right to redress, by means that can include restitution or, when this is not possible, just, fair and equitable compensation, for the lands, territories and resources which they have traditionally owned or otherwise occupied or used, and which have been confiscated, taken, occupied, used or damaged without their free, prior and informed consent.

#### Article 29

1. Indigenous peoples have the right to the conservation and protection of the environment and the productive capacity of their lands or territories and resources. States shall establish and implement assistance programmes for indigenous peoples for such conservation and protection, without discrimination.
2. States shall take effective measures to ensure that no storage or disposal of hazardous materials shall take place in the lands or territories of indigenous peoples without their free, prior and informed consent.

#### Article 32

1. Indigenous peoples have the right to determine and develop priorities and strategies for the development or use of their lands or territories and other resources.
2. States shall consult and cooperate in good faith with the indigenous peoples concerned through their own representative institutions in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.
3. States shall provide effective mechanisms for just and fair redress for any such activities, and appropriate measures shall be taken to mitigate adverse environmental, economic, social, cultural or spiritual impact.

#### Supreme Court of Canada

*Tsilhqot'in Nation v. British Columbia*, 2014 SCC 44

#### Page 8

The nature of Aboriginal title is that it confers on the group that holds it the exclusive right to decide how the land is used and the right to benefit from those uses, subject to the restriction that the uses must be consistent with the group nature of the interest and the enjoyment of the land by future generations. Prior to establishment of title, the Crown is required to consult in good faith with any Aboriginal groups asserting title to the land about proposed uses of the land and, if appropriate, accommodate the interests of such claimant groups. The level of consultation and accommodation required varies with the strength of the Aboriginal group's claim to the land and the seriousness of the potentially adverse effect upon the interest claimed.

Page 9 Allegations of infringement or failure to adequately consult can be avoided by obtaining the consent of the interested Aboriginal group. This s. 35 framework permits a principled reconciliation of Aboriginal rights with the interests of all Canadians.

[76] The right to control the land conferred by Aboriginal title means that governments and others seeking to use the land must obtain the consent of the Aboriginal title holders.

[79] The degree of consultation and accommodation required lies on a spectrum as discussed in *Haida*. In general, the level of consultation and accommodation required is proportionate to the strength of the claim and to the seriousness of the adverse impact the contemplated governmental action would have on the claimed right. “A dubious or peripheral claim may attract a mere duty of notice, while a stronger claim may attract more stringent duties” (para. 37). The required level of consultation and accommodation is greatest where title has been established. Where consultation or accommodation is found to be inadequate, the government decision can be suspended or quashed.

[88] In summary, Aboriginal title confers on the group that holds it the exclusive right to decide how the land is used and the right to benefit from those uses, subject to one carve-out — that the uses must be consistent with the group nature of the interest and the enjoyment of the land by future generations. Government incursions not consented to by the title-holding group must be undertaken in accordance with the Crown’s procedural duty to consult and must also be justified on the basis of a compelling and substantial public interest, and must be consistent with the Crown’s fiduciary duty to the Aboriginal group.

[90] After Aboriginal title to land has been established by court declaration or agreement, the Crown must seek the consent of the title-holding Aboriginal group to developments on the land. [91]... Finally, once title is established, the Crown cannot proceed with development of title land not consented to by the title-holding group unless it has discharged its duty to consult and the development is justified pursuant to s. 35 of the Constitution Act, 1982

[91] ....As the claim strength increases, the required level of consultation and accommodation correspondingly increases.

[92] Once title is established, it may be necessary for the Crown to reassess prior conduct in light of the new reality in order to faithfully discharge its fiduciary duty to the title-holding group going forward. For example, if the Crown begins a project without consent prior to Aboriginal title being established, it may be required to cancel the project upon establishment of the title if continuation of the project would be unjustifiably infringing. Similarly, if legislation was validly enacted before title was established, such legislation may be rendered inapplicable going forward to the extent that it unjustifiably infringes Aboriginal title.

[97] I add this. Governments and individuals proposing to use or exploit land, whether before or after a declaration of Aboriginal title, can avoid a charge of infringement or failure to adequately consult by obtaining the consent of the interested Aboriginal group. [124] General regulatory legislation, which may affect the manner in which the Aboriginal right can be exercised, differs from legislation that assigns Aboriginal property rights to third parties.

The issuance of timber licences on Aboriginal title land for example — a direct transfer of Aboriginal property rights to a third party — will plainly be a meaningful diminution in the Aboriginal group’s ownership right and will amount to an infringement that must be justified in cases where it is done without Aboriginal consent.





# Nuu-chah-nulth Tribal Council

AHOUSAHT  
DITIDAHT  
ʔIIHATIS / ČIINAXINT  
HESQUIAHT  
HUPACASATH

HUU-AY-AHT  
KA:YU:'K'T'H'/CHE:K:TLES7ET'H'  
MOWACHAHT/MUCHALAHT  
NUCHATLAHT  
TLA-O-QUI-AHT

TOQUAHT  
TSESHAHT  
UCHUCKLESAHT  
YUU.E.U?IE?ATH

P.O. BOX 1383  
PORT ALBERNI, BC  
V9Y 7M2

Tel: 250-724-5757  
Fax: 250-723-0463

November 5, 2014

Cindy N. Solda  
Chairperson  
Alberni Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3



Dear Ms. Solda,

Thank you for your letter of October 23, 2014 expressing the District's interest in establishing a regular communication process between your office and the Nuuchahnulth Tribal Council.

Your request will be included on the next Board of Directors agenda for internal discussion and I expect that I will be able to share the outcome of that discussion with you mid-December.

Yours Truly,

Debra Foxcroft  
President



DUNCAN SABINE COLLYER PARTNERS LLP

CERTIFIED GENERAL ACCOUNTANTS  
MANAGEMENT CONSULTANTS

WWW.DSCP.CA

5155 ARGYLE STREET  
PORT ALBERNI BC CANADA V9Y 1V3

T 250.724.5717  
F 250.724.5155

 RAN-ONE member  
building business value

October 16, 2014

Regional District of Alberni-Clayoquot  
3008 5th Avenue  
Port Alberni BC V9Y 2E3

Attention: The Board of Directors

Dear Sir / Madam:

We have been engaged to audit the consolidated financial statements of Regional District of Alberni-Clayoquot for the year ending December 31, 2014.

The purpose of this letter is to communicate with you regarding all relationships between Regional District of Alberni-Clayoquot and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

The following comments have been prepared to facilitate our discussion with you regarding independence matters arising since February 13, 2014, the date of our last letter.

We hereby confirm that we:

- have complied with the requirements regarding independence in the Rules of Conduct of the Certified General Accountants Association of B.C.; and
- have disclosed all relationships and other matters between the Firm, network firm and the entity that in our opinion may reasonably be thought to bear on independence.

We are not aware of any relationships between Regional District of Alberni-Clayoquot and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence, that have occurred from February 13, 2014 to October 16, 2014.

The total fees charged during the period covered by the financial statements for audit and non-audit services provided by the Firm and network firms to the entity and components controlled by the entity are provided in the attached appendix.

This letter is intended solely for the use of management, and others within the District and should not be used for any other purpose.

We look forward to discussing with you the matters addressed in this letter at our upcoming meeting on .

Yours truly,

DUNCAN SABINE COLLYER PARTNERS LLP



Donald H. Jones, BCom, CPA CGA, CAFM  
Partner



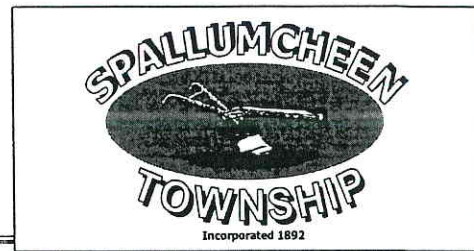
Appendix to the Independence Letter  
Services Provided to Regional District of Alberni-Clayoquot  
Period from February 13, 2014 to October 16, 2014

Audit And Non-audit Services

• Audit of the December 31, 2013 financial statements for the ACRD and the ACRHD	\$ <u>19,830</u>
Total of audit and non-audit services provided	\$ <u>19,830</u>

# THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6  
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013  
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



October 23<sup>rd</sup>, 2014

Honourable Bill Bennett, Minister of Energy and Mines  
PO Box 9069  
STN PROV GOVT  
Victoria, BC  
V8W 9E2

Dear Minister Bennett,

**Re: Concerns Regarding Smart Meters**

---

Please be advised that the following resolution was passed at the October 6<sup>th</sup>, 2014 Regular Meeting of Spallumcheen Council:

***“...As Smart Meters are becoming a concern to residents in Spallumcheen, as well as other communities, the Township of Spallumcheen Council requests by way of letter that Minister Bennett clarify once and for all that these smart meters are safe, causing no fires, with no harmful radiation and not prone to inaccuracy causing overbilling, and further, that they are Underwriters Laboratory (UL) and Canadian Safety Standards (CSA) approved meters,***

***AND THAT, upon clarification of the above, those property owners that want an Analog meter in place of these Smart Meters due to safety concerns can have their wishes met without delay,***

***AND FURTHER THAT this resolution be forwarded on to all communities in British Columbia for their information, as well as local MLA Greg Kylo.”***

Please contact me if you have any questions about the foregoing.

Respectfully,



Cindy Graves  
Deputy Corporate Officer

cc: Greg Kylo, MLA, Shuswap  
All BC Municipalities and Regional Districts via email





Alberni Valley Regatta Association  
8735 Faber Road  
Port Alberni, B.C.  
V9Y 9B7

October 14, 2014

The Regional District of Alberni-Clayoquot  
3008 - 5<sup>th</sup> Ave.  
Port Alberni, B.C.



The Board:

Re: Your support of the Alberni Valley Regatta Association

We, the Alberni Valley Regatta Association, are writing this letter of thanks and much appreciation for your help and support during our 2014 regatta on the July 18, 19, and 20<sup>th</sup> weekend.

Giving us the use of the airport parking lot, cutting the grass at the parking lot, giving us a 3 day noise exemption on the lake, plus the \$2,000 grant to our association made our regatta possible.

We used the grant money on a variety of things, we bought: new race flags; fire extinguishers; some sound equipment; and a new deck on our rescue boat with plans to install a new crane on it this winter.

The success of the 2014 regatta would not have been possible without your generosity and backing.

Sincerely,

Ray Nass

President

Alberni Valley Regatta Association

[nassr@telus.net](mailto:nassr@telus.net)

**From:** Melissa Martin [<mailto:admincac=shawcable.com@mail63.atl91.mcsv.net>] **On Behalf Of** Melissa Martin  
**Sent:** November-05-14 3:28 PM  
**To:** Russell Dyson  
**Subject:** Rollin Updates

Dear Members,

Here are a few of the events happening at the Rollin Art Centre over the next month you should join us for.

PLEASE note our **work party, Saturday Nov. 15th from 10-2 pm**....HELP is always needed and greatly appreciated!

### **HOLIDAY RAFFLE BASKET**

Tickets go on sale next week for our annual Christmas Basket Raffle. If you are interested, we are looking for additions to our baskets, items can be dropped at the Rollin Art Centre, ASAP! THANK YOU!

### **ARTISTS RECEPTION FOR NEXT ART EXHIBIT**

“Present Images” is the title of the next art exhibit , and features the work of 16 artists from the Alberni Valley Wednesday Painters. You won’t want to miss this vast array of talents, too many to describe. This exhibit begins November 18<sup>th</sup> and runs until December 20<sup>th</sup>.

\*\*Please join us in the gallery, Saturday November 22<sup>nd</sup> from 1-3 pm, for refreshments and a chance to meet all the artists.

### **CELEBRATION OF LIGHTS FESTIVAL EVENTS**

#### **LANTERN MAKING WORKSHOP FOR CHILDREN AND ADULTS**

One last class will be held, Wednesday November 19th from 6-9 pm at the Rollin Art Centre. Learn how to make bamboo and tissue paper designs, milk carton or glass jar lanterns/luminaires that will be used at our Celebration of Lights festival, Saturday November 29th. Creativity is the key!

#### **WORK PARTY TO PUT UP LIGHTS**

The Rollin Art Centre will be holding a work party, Saturday November 15th from 10 am to 2 pm, to help hang lights and decoration in our gardens o prepare for our third annual Celebration of Lights Festival. Many hands make light work, so if you can spare a few hours, we sure could use the extra help.

## **MCLEAN'S MILL CHRISTMAS MARKET; DATE CHANGE**

McLean's' Christmas market will be back again with its Light up. Yes, this wonderful light-up will take place for two weekends, Dec. 6-7<sup>th</sup> and Dec. 12-14<sup>th</sup>.

Saturday Dec. 6<sup>th</sup> – 11 am to 8 pm \*\*\**Train to arrive – 5:00 pm on Saturday for Light-up ceremony and Fire works*

Sunday Dec. 7<sup>th</sup> 11 am to 5

Friday Dec 12 – 3 pm – 8 pm \*\*\* *Train arrives 5*

Saturday Dec. 13 – 11 am to 8 pm \*\*\* *Train arrives 1 & 5 pm*

Sunday Dec. 14 – 11 am to 5 pm \*\*\* *Train arrives – 1 pm*

If you are interested in renting a table in the main building or one of the heritage buildings, for one weekend or two, there is still room.

Cost: one weekend, \$80 and \$150 if you would like the two weekends.

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### **\*\*WINTER CLOSURE \*\***

A reminder that the gallery and grounds will be closed for our annual winter closure beginning, December 23 and re-open Tuesday January 6<sup>th</sup>, 2015.

See you then!

---

## **2015**

### **NEXT ART EXHIBIT, January 2015**

Aboriginal carvings by Andrew Mack

Untitled as of date.

Exhibit to commence January 9 to February 7.

\*\*Andrew's artist reception will be Saturday January 10<sup>th</sup> from 1-3 pm in the gallery.

### **ART LOVERS!! 2015 DAYS WITH THE ARTS IS BACK!**

Mark your calendars for the Community Art Council's **2015 Days with the Arts**

Fundraising event: April 25<sup>th</sup> and 26<sup>th</sup>, 2015. This two day event will again feature our incredibly eclectic mixture of amazing local artists sharing their artistry with you.

There promises to be a change of pace with fewer venues, varying prices, but still the same great value. Make it a special event to share with friends and family. Often a great source of one of a kind, original gifts, we know you won't be disappointed!

Watch this space for more details including venue listings and ticket sources.



## **ART CLASSES!!!**

### **ADULT DRAWING CLASS FOR BEGINNERS STARTING SOON**

Local artist Cynthia Bonesky will once again be teaching this class to those who have little or no experience with drawing, but are keen to try but also benefit those with some drawing skills who want to improve. Cynthia will cover the basics of learning to draw using various techniques such as contour drawing, shading, and negative drawing and so on.

Classes run every Tues. (8 sessions), starting February 3, 2015 – March 24, 2015, 7 – 9 p.m. Cost \$140 for 8 classes, supply list available when you sign up. Please register at Echo Centre.

---

### **COMMUNITY ARTS COUNCIL MEMBERSHIPS**

Why are annual CAC memberships important?

The CAC relies on your memberships as it plays a vital role in enabling us to remain open and support local artist. Annual memberships are ONLY \$12 for seniors , Adults \$17 and \$20 for a family. Please stop by the gallery today and continue in supporting the Rollin Art Centre.

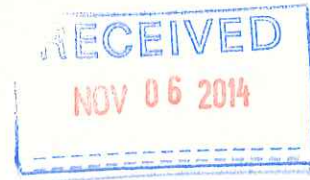
**PLEASE NOTE:** as of January 2015, ALL memberships will have same the renewal date. **\*\*PLEASE RENEW TODAY!\*\***

Thank you for your continued support...and I look forward to seeing you all soon

Melissa Martin  
Arts Administrator  
250-724-3412

[www.portalberniarts.com](http://www.portalberniarts.com)

The Community Arts Council of the Alberni Valley enriches individual and community life through sharing and shaping the cultural environment of the Alberni Valley.  
<http://www.facebook.com/communityartscouncilofthealberniavalley>



OCT 31 2014

Mark Fortune, Airport Superintendent  
Alberni Valley Airport  
3008 5th Ave  
Port Alberni BC V9Y 2E3

Reference: 230834

Dear Mr. Fortune

**Re: Thank You for Your Input**

Thank you for taking the time to meet with me and Ministry of Transportation and Infrastructure staff this past September.

The opportunity to hear your feedback was an important factor in our collection of initial input for the Vancouver Island component of B.C. on the Move, the Ministry of Transportation and Infrastructure's Ten Year Transportation Plan. Your contributions were appreciated, and will be considered by ministry staff as the new plan is developed.

Since we met, a discussion guide for the public engagement phase of BC on the Move was developed. I encourage you to review the guide, and to provide any additional feedback you may have as a result via the online survey or through the other methods noted online at <http://engage.gov.bc.ca/transportationplan/>.

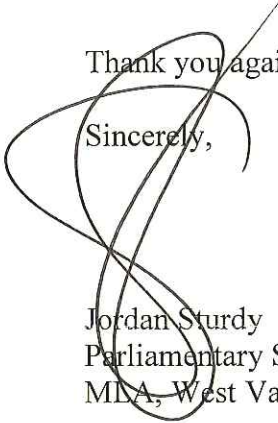
A copy of the Discussion Guide for B.C. on the Move can be found at:  
[http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove\\_DiscussionGuide\\_October-8\\_Web.pdf](http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove_DiscussionGuide_October-8_Web.pdf).

If you have questions or concerns, or should you wish to meet again directly with Ministry of Transportation and Infrastructure staff, please do not hesitate to contact Norm Parkes, Executive Director of Highways for the ministry. Mr. Parkes can be reached in Victoria at 250 387-0159 or by e-mail at [Norm.Parkes@gov.bc.ca](mailto:Norm.Parkes@gov.bc.ca) and would be pleased to hear from you.

.../2

Thank you again for taking the time to meet.

Sincerely,



Jordan Sturdy  
Parliamentary Secretary to the Minister of Transportation and Infrastructure  
MLA, West Vancouver-Sea to Sky

Copy to: Norm Parkes  
Executive Director, Highways Department  
Ministry of Transportation and Infrastructure



3909 Whittlestone Ave.  
Port Alberni, BC  
V9Y 8C8

Cindy N Solda, Chairperson  
Alberni Clayoquot Regional District  
308 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Chairperson Solda and Board Members,

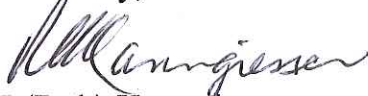
A big "Thank You" for giving me a Little Bavaria gift certificate in appreciation of my participation in the 2014 Board Remuneration Review Committee.

It was a pleasure to serve on the Remuneration Committee. I much enjoyed the task and am pleased that our recommendations were accepted with only one minor amendment.

I truly regret that I did not attend the Board meeting where the Remuneration Bylaw was presented, discussed and adopted. I had fully intended to attend, but despite a couple of reminder notes, I got busy performing some eave trough maintenance and completely forgot the meeting.

Thank you once again for the wonderful dinner certificate.

Yours truly,

  
RF (Bob) Kanngiesser





October 27, 2014

To: All Local Government and First Nations

To Whom It May Concern:

As you may be aware, John Yap, Parliamentary Secretary to the Attorney General and Minister of Justice for Liquor Policy Reform, led a stakeholder engagement and public consultation on modernizing B.C.'s liquor laws and made 73 recommendations, all of which have been accepted by government. The recommendations reflect the input received during the stakeholder and public consultations last fall.

Recommendation #42 relates to identifying target timelines for resolving liquor licence applications and reads as follows:

*In the interest of customer service, First Nations, local and provincial governments should identify target timelines to resolve all applications related to liquor licensing.*

The purpose of this letter is to bring this to your attention, and in the spirit of the recommendation, to ask for your help in communicating your own timelines to applicants wherever possible. For our part, we endeavour to indicate processing times on our application forms – such as 4-6 weeks for a food-primary or 7-12 months for a liquor-primary application and 14 business days for a temporary change. These timelines include time for local government or First Nations input where required, and we recognize that sometimes these have to be extended. Anticipated timelines at the local government input stage would further help applicants to plan their next steps.

Thank you very much for your help in this regard.

Sincerely,

Douglas S. Scott  
Assistant Deputy Minister and General Manager

cc:  
UBCM Liquor Policy Working Group

---

Liquor Control and  
Licensing Branch

Mailing Address:  
PO Box 9292 Stn Prov Govt  
Victoria BC V8W 9J8

Location:  
4<sup>th</sup> floor 3350 Douglas Street  
Victoria BC V8Z 3L1  
Phone: 250 952-5787  
Facsimile: 250 952-7066

Website:  
<http://www.pssg.gov.bc.ca/lclb>



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** November 13, 2014

**Subject:** **Bamfield Fire Chief Appointment**

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors appoint Eric Clelland as Fire Chief of the Bamfield Volunteer Fire Department for a 3 year term.**

**Desired Outcome:**

To appoint a new fire chief for the Bamfield Volunteer Fire Department.

**Background:**

Mr. Mark Kelly has served as Fire Chief for the Bamfield Volunteer Fire Department since October 2000. In June of 2014, Mr. Kelly advised the ACRD that he would be stepping down as fire chief at the end of his term. Dan Holder, ACRD Fire Services Coordinator has been working with the ACRD and the Department to find a replacement.

See attached memo and recommendation from Dan Holder, ACRD Fire Services Coordinator.

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


Minimal

**Financial:**

n/a

**Policy or Legislation:**

ACRD Bylaw R1023, Operational Criteria for Regional District Fire Departments applies.

Submitted by:   
Wendy Thomson, Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer



## FIRE SERVICE COORDINATOR REPORT

**TO:** Russell Dyson, CAO  
**FROM:** Dan Holder, Fire Service Coordinator  
**DATE:** October 21, 2014  
**SUBJECT:** Appointment of Fire Chief - Bamfield

---

### ISSUE:

A resolution from the Alberni-Clayoquot Regional District Board of Directors is required to appoint a new Fire Chief for the Village of Bamfield.

### BACKGROUND:

In June 2014 Fire Chief Mark Kelly announced his intention to step down as Fire Chief at the end of his term, a notice for a Fire Chief was posted within the Bamfield Fire Department. In July 2014 one member of the Bamfield Fire Department, Eric Clelland, applied for the position. In September 2014 Russell Dyson, CAO concurred with a recommendation from outgoing Fire Chief Mark Kelly and Fire Service Coordinator Dan Holder that Eric Clelland was a qualified and suitable candidate for the position of Fire Chief.

Section 5 of ALBERNI-CLAYOQUOT REGIONAL DISTRICT BYLAW NO. R1023, *A Bylaw to Establish Operational Criteria for the Regional District Fire Departments* states;

“The Fire Chief of each Fire Department shall be appointed for a term not to exceed three years by a resolution of the Board. Upon the completion of the three year term and after consultation with the members of the relevant Fire Department, the appointment of Fire Chief may be considered.”

### RECOMMENDATION:

That the Alberni-Clayoquot Regional District Board of Directors appoint Eric Clelland as the Fire Chief for the Village of Bamfield.

Dan Holder,  
Fire Service Coordinator



## REQUEST FOR DECISION

**TO:** Board of Directors  
**FROM:** Teri Fong, CPA, CGA, Manager of Finance  
**DATE:** November 3, 2014  
**RE:** Finance Warrant No.546

---

### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 546 in the amount of \$1,017,364.73 dated October 31, 2014.

### **Chief Administrative Officer Comments:**

Concur

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## IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Regional District's financial affairs.

6. **COMMUNICATION ISSUES** - none

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Submitted by: Teri Fong, CGA, Manager of Finance



**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 1

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0076</b>	<b>666082 BC LTD (ALBERNI VALLEY BULLDOGS)</b>					
36354	17-Oct-2014	Issued	210	C		21971.25
1818	01-4-2500-000	PAYABLES - TRADE		5250.00		
Invoice Description --> AV BULLDOGS RECYCLING PROGRAM IN SCHOOLS						
1948	01-4-2500-000	PAYABLES - TRADE		16721.25		
Invoice Description --> AV BULLDOGS - RECYCLING, EMERG PLAN & AGRICULTURE INITIATIVES						
<b>Total :</b>				21971.25	0.00	21971.25
<b>Supplier Total :</b>				21971.25	0.00	21971.25

<b>0016</b>	<b>ACE COURIER SERVICES</b>					
36349	17-Oct-2014	Issued	210	C		23.12
14125561	01-4-2500-000	PAYABLES - TRADE		23.12		
Invoice Description --> BCWS - SHIPPING COST						
<b>Total :</b>				23.12	0.00	23.12
<b>Supplier Total :</b>				23.12	0.00	23.12
36389	27-Oct-2014	Issued	217	C		16.98
14126531	01-4-2500-000	PAYABLES - TRADE		16.98		
Invoice Description --> ACRD - ADMIN POSTAGE						
<b>Total :</b>				16.98	0.00	16.98
<b>Supplier Total :</b>				40.10	0.00	40.10

<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
36351	17-Oct-2014	Issued	210	C		142.04
4354 0526177	01-4-2500-000	PAYABLES - TRADE		142.04		
Invoice Description --> BCWS - SUPPLIES FOR SHOP						
<b>Total :</b>				142.04	0.00	142.04
36391	27-Oct-2014	Issued	217	C		902.33
4354 0526430	01-4-2500-000	PAYABLES - TRADE		44.09		
Invoice Description --> BCWS - SAFETY SUPPLIES - BATTERIES FOR LIGHTS						
4354 0526152	01-4-2500-000	PAYABLES - TRADE		254.83		
Invoice Description --> BCWS - SAFETY SUPPLIES - DOG REPELLENT & EYEWEAR						
4354 0526367	01-4-2500-000	PAYABLES - TRADE		603.41		
Invoice Description --> BCWS - SAFETY SUPPLIES - LOCKOUT SAFETY SUPPLIES						
<b>Total :</b>				902.33	0.00	902.33
<b>Supplier Total :</b>				1044.37	0.00	1044.37

<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>					
36352	17-Oct-2014	Issued	210	C		12640.60
162952	01-4-2500-000	PAYABLES - TRADE		6295.80		
Invoice Description --> ACRD - OFFICE RECONFIGURATION - KITCHEN						
162951	01-4-2500-000	PAYABLES - TRADE		6344.80		
Invoice Description --> ACRD - OFFICE RECONFIGURATION - KITCHEN						

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 2**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

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Invoice No.	Account No.	Account Description	Debit	Credit					
<b>Total :</b>							12640.60	0.00	12640.60
36394	27-Oct-2014	Issued	217	C	462.70				
162954	01-4-2500-000	PAYABLES - TRADE					462.70		
Invoice Description --> ACRD - OFFICE RECONFIGURATION - KITCHEN - CUT THROUGH BRICK VENT AND SHELF									
<b>Total :</b>							462.70	0.00	462.70
<b>Supplier Total :</b>							13103.30	0.00	13103.30
<b>0123 ADVANCED OHS SOLUTIONS</b>									
36357	17-Oct-2014	Issued	210	C	9735.50				
14-025	01-4-2500-000	PAYABLES - TRADE					9735.50		
Invoice Description --> ACRD - CONFINED SPACE PROGRAM									
<b>Total :</b>							9735.50	0.00	9735.50
<b>Supplier Total :</b>							9735.50	0.00	9735.50
<b>0131 AGS BUSINESS SYSTEMS INC.</b>									
36358	17-Oct-2014	Issued	210	C	241.50				
818233	01-4-2500-000	PAYABLES - TRADE					241.50		
Invoice Description --> ACRD OFFICE - TONER									
<b>Total :</b>							241.50	0.00	241.50
<b>Supplier Total :</b>							241.50	0.00	241.50
<b>0056 AIRGAS CANADA INC.</b>									
36392	27-Oct-2014	Issued	217	C	24.86				
205991	01-4-2500-000	PAYABLES - TRADE					24.86		
Invoice Description --> SLVFD - GAS SUPPLIES									
<b>Total :</b>							24.86	0.00	24.86
<b>Supplier Total :</b>							24.86	0.00	24.86
<b>0060 ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>									
36353	17-Oct-2014	Issued	210	C	71.63				
17958	01-4-2500-000	PAYABLES - TRADE					22.35		
Invoice Description --> SLVFD - BATTERY FOR PAGER									
17936	01-4-2500-000	PAYABLES - TRADE					49.28		
Invoice Description --> SLVFD - PAGER MAINTENANCE									
<b>Total :</b>							71.63	0.00	71.63
<b>Supplier Total :</b>							71.63	0.00	71.63
<b>0057 ALBERNI DISTRICT HISTORICAL SOCIETY</b>									
36393	27-Oct-2014	Issued	217	C	30.00				
2015MEMBER	01-4-2500-000	PAYABLES - TRADE					30.00		

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 3**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> ACRD - MEMBERSHIP 2015							
<b>Total :</b>					30.00	0.00	30.00
<b>Supplier Total :</b>					30.00	0.00	30.00
-----							
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>						
36350	17-Oct-2014		Issued	210	C	1249.70	
BCWS - SEPT/14	01-4-2500-000	PAYABLES - TRADE			596.64		
Invoice Description --> BCWS - SEPTEMBER 2014 VEHICLE FUEL							
ACRD - SEPT/14	01-4-2500-000	PAYABLES - TRADE			653.06		
Invoice Description --> ACRD - SEPTEMBER 2014 FUEL COSTS							
<b>Total :</b>					1249.70	0.00	1249.70
<b>Supplier Total :</b>					93.50	0.00	93.50
-----							
36390	27-Oct-2014		Issued	217	C	93.50	
SLVFD - SEPT/14	01-4-2500-000	PAYABLES - TRADE			93.50		
Invoice Description --> SLVFD - SEPTEMBER 2014 FUEL COSTS							
<b>Total :</b>					93.50	0.00	93.50
<b>Supplier Total :</b>					1343.20	0.00	1343.20
-----							
<b>0188</b>	<b>ALBERNI INDUSTRIAL MARINE SUPPLY LTD.</b>						
36348	08-Oct-2014		Issued	206	C	266.10	
DISCOUNTSEPT14	01-4-2500-000	PAYABLES - TRADE			-9.40		
Invoice Description --> BWS - DISCOUNT TAKEN SEPTEMBER 2014							
33282A	01-4-2500-000	PAYABLES - TRADE			275.50		
Invoice Description --> BWS - WATER QUALITY SUPPLIES							
<b>Total :</b>					266.10	0.00	266.10
<b>Supplier Total :</b>					266.10	0.00	266.10
-----							
<b>0032</b>	<b>ALBERNI LANDSCAPING</b>						
00067-0001	21-Oct-2014		Issued	209	T	1367.10	
5749	01-4-2500-000	PAYABLES - TRADE			1367.10		
Invoice Description --> AVRA - SPRAIN WEEDS ALONG RUNWAY AND WEEDEATING AND CUTTING GRASS							
<b>Total :</b>					1367.10	0.00	1367.10
<b>Supplier Total :</b>					1367.10	0.00	1367.10
-----							
<b>0095</b>	<b>ALBERNI VALLEY CHAMBER OF COMMERCE</b>						
36356	17-Oct-2014		Issued	210	C	31.45	
10704	01-4-2500-000	PAYABLES - TRADE			31.45		
Invoice Description --> ACRD - DINNER MEETING AT BOSTON PIZZA							
<b>Total :</b>					31.45	0.00	31.45
<b>Supplier Total :</b>					31.45	0.00	31.45

**ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 4**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>00451</b>	<b>ALBERNI VALLEY IT SERVICES</b>					
36359	17-Oct-2014	Issued	210	C		1045.00
20026	01-4-2500-000	PAYABLES - TRADE		1045.00		
Invoice Description --> SLVFD - COMPUTER EXPENSE						
<b>Total :</b>				1045.00	0.00	1045.00
<b>Supplier Total :</b>				1045.00	0.00	1045.00
<b>00091</b>	<b>ALBERTA FIRE CHIEFS ASSOCIATION</b>					
36355	17-Oct-2014	Issued	210	C		230.46
IN14-601	01-4-2500-000	PAYABLES - TRADE		230.46		
Invoice Description --> SLVFD - TRAINING MATERIAL						
<b>Total :</b>				230.46	0.00	230.46
<b>Supplier Total :</b>				230.46	0.00	230.46
<b>00270</b>	<b>ANDREW SHERET LTD.</b>					
00066-0001	10-Oct-2014	Issued	204	T		12096.04
DISCOUNTSEPT201	01-4-2500-000	PAYABLES - TRADE		-235.62		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT SEPTEMBER 2014						
14-096810	01-4-2500-000	PAYABLES - TRADE		834.57		
Invoice Description --> BCWS - METER EXCHNAGE PROGRAM						
03-078746	01-4-2500-000	PAYABLES - TRADE		853.28		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-079114	01-4-2500-000	PAYABLES - TRADE		2493.86		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
03-079113	01-4-2500-000	PAYABLES - TRADE		8149.95		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
<b>Total :</b>				12096.04	0.00	12096.04
<b>Supplier Total :</b>				12096.04	0.00	12096.04
<b>00508</b>	<b>BAMFIELD BUILDERS SUPPLY</b>					
36360	17-Oct-2014	Issued	210	C		52.26
170638	01-4-2500-000	PAYABLES - TRADE		5.10		
Invoice Description --> BWS - BLUE TARP						
171110	01-4-2500-000	PAYABLES - TRADE		5.10		
Invoice Description --> BWS - RUBBER GLOVES						
170948	01-4-2500-000	PAYABLES - TRADE		42.06		
Invoice Description --> BWS - CABLE TIES AND TARP						
<b>Total :</b>				52.26	0.00	52.26
<b>Supplier Total :</b>				52.26	0.00	52.26
<b>00556</b>	<b>BARCEL SOUND MANAGEMENT</b>					
00066-0002	10-Oct-2014	Issued	204	T		6008.62

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 5

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
495490	01-4-2500-000	PAYABLES - TRADE		6008.62		
Invoice Description --> SALMON BEACH - SEWAGE \$2975, TRANSPORTATION \$2747.50						
<b>Total :</b>				6008.62	0.00	6008.62
00067-0002	21-Oct-2014	Issued	209	T		2975.01
2014-010	01-4-2500-000	PAYABLES - TRADE		2975.01		
Invoice Description --> SB MGMT CONTRACT SEPTEMBER 16 TO SEPTEMBER 30, 2014						
<b>Total :</b>				2975.01	0.00	2975.01
<b>Supplier Total :</b>				8983.63	0.00	8983.63

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0660</b>	<b>BC HYDRO</b>					
36362	17-Oct-2014	Issued	210	C		3238.90
400002357055	01-4-2500-000	PAYABLES - TRADE		441.11		
Invoice Description --> SLVFD - LAKESHORE ROAD FIRE HALL HYDRO - JULY 30, 2014 TO SEPTEMBER 29, 2014						
109007663124	01-4-2500-000	PAYABLES - TRADE		987.63		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION AUGUST 27 TO SEPTEMBER 25, 2014						
400002356717	01-4-2500-000	PAYABLES - TRADE		1810.16		
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				3238.90	0.00	3238.90
<b>Supplier Total :</b>				3238.90	0.00	3238.90

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0700</b>	<b>BC TRANSIT</b>					
36363	17-Oct-2014	Issued	210	C		14882.00
814602	01-4-2500-000	PAYABLES - TRADE		14882.00		
Invoice Description --> AUGUST 2014 CUSTOM TRANSIT						
<b>Total :</b>				14882.00	0.00	14882.00
<b>Supplier Total :</b>				14882.00	0.00	14882.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>					
36364	17-Oct-2014	Issued	210	C		718.01
658234	01-4-2500-000	PAYABLES - TRADE		13.41		
Invoice Description --> BCWS - METER READING TOOL						
657710	01-4-2500-000	PAYABLES - TRADE		16.29		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
662717	01-4-2500-000	PAYABLES - TRADE		52.11		
Invoice Description --> SLVFD - FIRE PREVENTION SUPPLIES						
653190	01-4-2500-000	PAYABLES - TRADE		90.20		
Invoice Description --> SLVFD - APPARATUS REPAIR ITEMS						
656714	01-4-2500-000	PAYABLES - TRADE		273.00		
Invoice Description --> SLVFD - USE OF HIAB - CAPITAL						
662676	01-4-2500-000	PAYABLES - TRADE		273.00		
Invoice Description --> SLVFD - USE OF HIAB - CAPITAL						
<b>Total :</b>				718.01	0.00	718.01

ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100 Page : 6  
 Date : Nov 03, 2014 Time : 11:48 am  
 Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>Supplier Total :</b>				718.01	0.00		718.01
-----							
<b>0750</b>	<b>BEAVER CREEK VOL. FIRE DEPARTMENT</b>						
36395	27-Oct-2014	Issued	217	C			1996.18
BCVFD-Q3-2014	01-4-2500-000	PAYABLES - TRADE		1996.18			
Invoice Description --> BCVFD - R&M \$38.73, EQUIP \$302.59, BANK FEES \$4, TRAINING \$1462.72, FEES 60,							
<b>Total :</b>				1996.18	0.00		1996.18
<b>Supplier Total :</b>				1996.18	0.00		1996.18
-----							
<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>						
36365	17-Oct-2014	Issued	210	C			4055.28
140621	01-4-2500-000	PAYABLES - TRADE		44.66			
Invoice Description --> SLVFD - SWITCH FOR APPARATUS							
26194	01-4-2500-000	PAYABLES - TRADE		4010.62			
Invoice Description --> SLVFD - ENGINE REPAIRS							
<b>Total :</b>				4055.28	0.00		4055.28
<b>Supplier Total :</b>				4055.28	0.00		4055.28
-----							
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>						
00066-0003	10-Oct-2014	Issued	204	T			100910.13
1447	01-4-2500-000	PAYABLES - TRADE		34894.91			
Invoice Description --> WCLF SEPTEMBER CONTRACTOR, FREON REMOVAL \$60							
1446	01-4-2500-000	PAYABLES - TRADE		66015.22			
Invoice Description --> AVLF SEPTEMBER CONTRACTOR, FREON REMOVAL \$144, SUPPLIES \$544.93							
<b>Total :</b>				100910.13	0.00		100910.13
00067-0003	21-Oct-2014	Issued	209	T			18282.60
1456	01-4-2500-000	PAYABLES - TRADE		1288.35			
Invoice Description --> WCLF - CLEAN UP LEACHATE SPRAY IRRIGATION PIPE AT WCLF							
1454	01-4-2500-000	PAYABLES - TRADE		1401.75			
Invoice Description --> AVLF - HOG PILE FIRE AT AV LANDFILL							
1453	01-4-2500-000	PAYABLES - TRADE		7717.50			
Invoice Description --> AVLF - SPOTTERS RECYCLING & TRANSFER STATION BINS - SEPTEMBER 2014 EXTRA WORK							
1461	01-4-2500-000	PAYABLES - TRADE		7875.00			
Invoice Description --> AVLF TRANSFER STATIONS EXPANSION - COMPLETION OF LAST 3 PADS							
<b>Total :</b>				18282.60	0.00		18282.60
00068-0001	29-Oct-2014	Issued	216	T			13071.24
1462	01-4-2500-000	PAYABLES - TRADE		13071.24			
Invoice Description --> AVLF - SOUTHEAST EXPANSION - CAPITAL							
<b>Total :</b>				13071.24	0.00		13071.24
<b>Supplier Total :</b>				132263.97	0.00		132263.97

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 7

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>0530</b>	<b>BEST WESTERN BARCLAY HOTEL</b>						
36361	17-Oct-2014		Issued	210	C	156.04	
2014009085	01-4-2500-000	PAYABLES - TRADE			72.00		
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - SEPT. 18/14							
2014007704	01-4-2500-000	PAYABLES - TRADE			84.04		
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERES - AUG.25/14							
<b>Total :</b>					156.04	0.00	156.04
<b>Supplier Total :</b>					156.04	0.00	156.04
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>						
36366	17-Oct-2014		Issued	210	C	175.30	
32373884	01-4-2500-000	PAYABLES - TRADE			175.30		
Invoice Description --> ADVERTISING - ELECTIONS							
<b>Total :</b>					175.30	0.00	175.30
<b>Supplier Total :</b>					175.30	0.00	175.30
<b>0914</b>	<b>BOWERMAN EXCAVATING LTD</b>						
00067-0004	21-Oct-2014		Issued	209	T	14573.40	
5662	01-4-2500-000	PAYABLES - TRADE			14573.40		
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL							
<b>Total :</b>					14573.40	0.00	14573.40
<b>Supplier Total :</b>					14573.40	0.00	14573.40
<b>0950</b>	<b>BRETT, KENNETH</b>						
00065-0001	01-Oct-2014		Issued	196	T	1000.00	
BRE165440	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
<b>Total :</b>					1000.00	0.00	1000.00
00067-0005	21-Oct-2014		Issued	209	T	900.00	
KBOCT09/14	01-4-2500-000	PAYABLES - TRADE			900.00		
Invoice Description --> AVRA - 2014 YEARLY MAINTENANCE							
<b>Total :</b>					900.00	0.00	900.00
00068-0002	29-Oct-2014		Issued	216	T	1000.00	
BRE165864	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
<b>Total :</b>					1000.00	0.00	1000.00
<b>Supplier Total :</b>					2900.00	0.00	2900.00
<b>1035</b>	<b>BUTLER, LES</b>						
00067-0006	21-Oct-2014		Issued	209	T	2940.00	

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 8**  
**Date :** Nov 03, 2014 **Time :** 11:48 am

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2014-09	01-4-2500-000	PAYABLES - TRADE		2940.00		
Invoice Description --> BWS - SEPTEMBER 2014 CONTRACTOR						
<b>Total :</b>				2940.00	0.00	2940.00
<b>Supplier Total :</b>				2940.00	0.00	2940.00

<b>1110 CANADA POST</b>						
36367	17-Oct-2014	Issued	210	C		96.82
9549002223	01-4-2500-000	PAYABLES - TRADE		96.82		
Invoice Description --> BAMFIELD OCP AND SL NEWSLETTER						
<b>Total :</b>				96.82	0.00	96.82
<b>Supplier Total :</b>				96.82	0.00	96.82

<b>1113 CANADIAN ALBERNI ENGINEERING LTD</b>						
36368	17-Oct-2014	Issued	210	C		3997.77
IN000046	01-4-2500-000	PAYABLES - TRADE		50.34		
Invoice Description --> SLVFD - TRAINING SITE SUPPLIES - CAPITAL						
IN000020	01-4-2500-000	PAYABLES - TRADE		50.57		
Invoice Description --> SLVFD - TRAINING SITE SUPPLIES - CAPITAL						
IN000013	01-4-2500-000	PAYABLES - TRADE		74.98		
Invoice Description --> SLVFD - TRAINING SITE MATERIAL - CAPITAL						
09P5505	01-4-2500-000	PAYABLES - TRADE		1498.40		
Invoice Description --> SLVFD - TRAINING SITE LABOUR AND MATERIALS - CAPITAL						
IN000268	01-4-2500-000	PAYABLES - TRADE		2323.48		
Invoice Description --> SLVFD - TRAINING SITE LABOUR AND MATERIALS - CAPITAL						
<b>Total :</b>				3997.77	0.00	3997.77
<b>Supplier Total :</b>				3997.77	0.00	3997.77
<b>1113 CANADIAN ALBERNI ENGINEERING LTD</b>						
36397	27-Oct-2014	Issued	217	C		8506.50
IN000260	01-4-2500-000	PAYABLES - TRADE		339.29		
Invoice Description --> SLVFD - TRAINING SITE LABOUR AND MATERIALS - CAPITAL						
IN000214	01-4-2500-000	PAYABLES - TRADE		468.34		
Invoice Description --> SLVFD - TRAINING SITE LABOUR AND MATERIALS - CAPITAL						
09P5618	01-4-2500-000	PAYABLES - TRADE		7698.87		
Invoice Description --> SLVFD - TRAINING SITE LABOUR AND MATERIALS - CAPITAL						
<b>Total :</b>				8506.50	0.00	8506.50
<b>Supplier Total :</b>				12504.27	0.00	12504.27

<b>1270 CDW CANADA INC</b>						
00067-0007	21-Oct-2014	Issued	209	T		219.03
PM66422	01-4-2500-000	PAYABLES - TRADE		4.09		
Invoice Description --> ACRD - COMPUTER CABLE						
PQ22112	01-4-2500-000	PAYABLES - TRADE		26.15		
Invoice Description --> ACRD - COMPUTER CABLES FOR SERVER ROOM						
PN81210	01-4-2500-000	PAYABLES - TRADE		39.79		
Invoice Description --> ACRD - CABLE KIT - SERVER ROOM						



**ALBERNI-CLAYQUOOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 9**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
PM68493	01-4-2500-000	PAYABLES - TRADE			69.84		
Invoice Description --> ACRD - COMPUTER CABLES FOR SERVER ROOM							
PN81224	01-4-2500-000	PAYABLES - TRADE			79.16		
Invoice Description --> ACRD - CABLES FOR SERVER ROOM							
<b>Total :</b>					219.03	0.00	219.03
<b>Supplier Total :</b>					219.03	0.00	219.03
<b>1316 CERTITECH IT SERVICES</b>							
00067-0008	21-Oct-2014		Issued	209	T		6352.50
00146	01-4-2500-000	PAYABLES - TRADE			6352.50		
Invoice Description --> SEPTEMBER 2014 - IT SUPPORT SERVICES							
<b>Total :</b>					6352.50	0.00	6352.50
<b>Supplier Total :</b>					6352.50	0.00	6352.50
<b>1378 CIT</b>							
36398	27-Oct-2014		Issued	217	C		245.28
14566689	01-4-2500-000	PAYABLES - TRADE			245.28		
Invoice Description --> FORMER BCID PRINTER LEASE 780-0460648-001 - INVOICE 14566689							
<b>Total :</b>					245.28	0.00	245.28
<b>Supplier Total :</b>					245.28	0.00	245.28
<b>1342 CITY OF PORT ALBERNI</b>							
36343	08-Oct-2014		Issued	205	C		68236.70
SEPT15/14	01-4-2500-000	PAYABLES - TRADE			68236.70		
Invoice Description --> BCWS - BULK WATER PURCHASE MAY 1 TO AUGUST 31, 2014							
<b>Total :</b>					68236.70	0.00	68236.70
36369	17-Oct-2014		Issued	210	C		2477.45
1085	01-4-2500-000	PAYABLES - TRADE			2477.45		
Invoice Description --> FRANKLING RIVER RD FIRE PROTECTION SERVICES SEPT.01 TO DEC. 31, 2014							
<b>Total :</b>					2477.45	0.00	2477.45
<b>Supplier Total :</b>					70714.15	0.00	70714.15
<b>1382 COAST CATERING COMPANY</b>							
36370	17-Oct-2014		Issued	210	C		620.34
56	01-4-2500-000	PAYABLES - TRADE			274.05		
Invoice Description --> ACRD COMMITTEE LUNCHES FOR OCT.08/14 MEETINGS							
#45	01-4-2500-000	PAYABLES - TRADE			346.29		
Invoice Description --> ACRD - LUNCHES FOR DRIVERS TRAINING ON SEPT25/14							
<b>Total :</b>					620.34	0.00	620.34

ALBERNI-CLAYQUOAT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 10**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>Supplier Total :</b>				620.34	0.00		620.34
-----							
<b>1409</b>	<b>COASTAL ANIMAL CONTROL SERVICES OF BC</b>						
36371	17-Oct-2014	Issued	210	C			367.50
503	01-4-2500-000	PAYABLES - TRADE		367.50			
Invoice Description -->		CHERRY CREEK ANIMAL CONTROL CONTRACTOR					
<b>Total :</b>				367.50	0.00		367.50
<b>Supplier Total :</b>				367.50	0.00		367.50
-----							
<b>1434</b>	<b>COLUMBIA ICE</b>						
36372	17-Oct-2014	Issued	210	C			105.65
183616	01-4-2500-000	PAYABLES - TRADE		31.05			
Invoice Description -->		ACRD OFFICE SUPPLIES					
173421	01-4-2500-000	PAYABLES - TRADE		36.05			
Invoice Description -->		ACRD OFFICE SUPPLIES					
178415	01-4-2500-000	PAYABLES - TRADE		38.55			
Invoice Description -->		ACRD OFFICE SUPPLIES					
<b>Total :</b>				105.65	0.00		105.65
<b>Supplier Total :</b>				105.65	0.00		105.65
-----							
<b>0806</b>	<b>CORIX - CONTROL SOLUTIONS LP</b>						
00067-0009	21-Oct-2014	Issued	209	T			560.86
INV35853	01-4-2500-000	PAYABLES - TRADE		560.86			
Invoice Description -->		BCWS - STRICK RD PUMP STATION					
<b>Total :</b>				560.86	0.00		560.86
<b>Supplier Total :</b>				560.86	0.00		560.86
-----							
<b>0801</b>	<b>CORIX WATER PRODUCTS LTD.</b>						
00068-0003	29-Oct-2014	Issued	216	T			1544.35
101507277	01-4-2500-000	PAYABLES - TRADE		-324.80			
Invoice Description -->		BWS - CARBOY RETURN					
1041505740	01-4-2500-000	PAYABLES - TRADE		-324.80			
Invoice Description -->		BWS - CARBOY RETURN					
1041399599	01-4-2500-000	PAYABLES - TRADE		80.47			
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES					
1041410585	01-4-2500-000	PAYABLES - TRADE		1041.64			
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES					
1041410575	01-4-2500-000	PAYABLES - TRADE		1071.84			
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES					
<b>Total :</b>				1544.35	0.00		1544.35
<b>Supplier Total :</b>				1544.35	0.00		1544.35

ALBERNI-CLAYQUOAT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 11

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1650</b>	<b>CUPE - LOCAL 118</b>					
36373	17-Oct-2014	Issued	210	C	1376.01	
DUESSEPT14	01-4-2500-000	PAYABLES - TRADE		1376.01		
Invoice Description --> SEPTEMBER 2014 UNION DUES						
<b>Total :</b>				1376.01	0.00	1376.01
<b>Supplier Total :</b>				1376.01	0.00	1376.01
<b>1839</b>	<b>D'SIGN GUY</b>					
36400	27-Oct-2014	Issued	217	C	268.80	
2954	01-4-2500-000	PAYABLES - TRADE		268.80		
Invoice Description --> SLVFD - PORTABLE SAFETY SIGNS FOR ROADWAYS DRIVING PRACTICE						
<b>Total :</b>				268.80	0.00	268.80
<b>Supplier Total :</b>				268.80	0.00	268.80
<b>1848</b>	<b>D.R.CLOUGH CONSULTING</b>					
36401	27-Oct-2014	Issued	217	C	1041.23	
MCGILL_CHERRY14	01-4-2500-000	PAYABLES - TRADE		1041.23		
Invoice Description --> CCID - WATERMAIN REPLACEMENT GAS TAX INITIATIVE - MILLIGAN TO MOZART						
<b>Total :</b>				1041.23	0.00	1041.23
<b>Supplier Total :</b>				1041.23	0.00	1041.23
<b>1705</b>	<b>DEAKIN, SEAN</b>					
36399	27-Oct-2014	Issued	217	C	917.00	
OCT.10/14	01-4-2500-000	PAYABLES - TRADE		392.00		
Invoice Description --> SLVFD - TRAINING SITE - CAPITAL						
OCT03/14	01-4-2500-000	PAYABLES - TRADE		525.00		
Invoice Description --> SLVFD - TRAINING SITE - CAPITAL						
<b>Total :</b>				917.00	0.00	917.00
<b>Supplier Total :</b>				917.00	0.00	917.00
<b>1709</b>	<b>DEER BAY CONTRACTING</b>					
00067-0010	21-Oct-2014	Issued	209	T	1984.50	
2451	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SALMON BEACH - TRANSPORTATION - COMPOUND CLEAN UP						
<b>Total :</b>				1984.50	0.00	1984.50
00068-0004	29-Oct-2014	Issued	216	T	6079.49	
2453	01-4-2500-000	PAYABLES - TRADE		635.25		
Invoice Description --> SALMON BEACH - SECURITY - GATE WORK						
2452	01-4-2500-000	PAYABLES - TRADE		658.35		
Invoice Description --> SALMON BEACH - RECREATION - SILT TRAPS						
2454	01-4-2500-000	PAYABLES - TRADE		708.75		

ALBERNI-CLAYQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 12

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description -->	SALMON BEACH - RECREATION - SILT TRAPS						
2446	01-4-2500-000	PAYABLES - TRADE			739.20		
Invoice Description -->	SALMON BEACH - RECREATION - SILT TRAPS						
2447	01-4-2500-000	PAYABLES - TRADE			947.10		
Invoice Description -->	SALMON BEACH - GARBAGE - LEVEL AND COMPACT SITE						
2443	01-4-2500-000	PAYABLES - TRADE			1122.97		
Invoice Description -->	SALMON BEACH - GARBAGE - 3 LOADS OF CRUSHED GRAVEL FOR GARBAGE SITE						
2455	01-4-2500-000	PAYABLES - TRADE			1267.87		
Invoice Description -->	SALMON BEACH - GARBAGE - GARBAGE DITCH						
<b>Total :</b>					6079.49	0.00	6079.49
<b>Supplier Total :</b>					8063.99	0.00	8063.99
-----							
<b>1718</b>	<b>DENIS FRANCOEUR BACKHOEING</b>						
00066-0004	10-Oct-2014	Issued	204	T			38007.69
PC#1 - 3081-003	01-4-2500-000	PAYABLES - TRADE			38007.69		
Invoice Description -->	SALMON BEACH - SHORT STREET DRAINAGE						
<b>Total :</b>					38007.69	0.00	38007.69
00068-0005	29-Oct-2014	Issued	216	T			1838.09
2000118	01-4-2500-000	PAYABLES - TRADE			525.00		
Invoice Description -->	SALMON BEACH - SEWAGE - SEPTIC SERVICE						
2000117	01-4-2500-000	PAYABLES - TRADE			1313.09		
Invoice Description -->	SALMON BEACH - SEWAGE - SERVICE CALL FLOAT ALARM						
<b>Total :</b>					1838.09	0.00	1838.09
<b>Supplier Total :</b>					39845.78	0.00	39845.78
-----							
<b>1779</b>	<b>DOLAN'S GASFITTING &amp; HEATING LTD</b>						
36374	17-Oct-2014	Issued	210	C			57383.20
4283	01-4-2500-000	PAYABLES - TRADE			27364.05		
Invoice Description -->	ACRD - HEATING AND AIR COND. REPLACEMENT - CAPITAL						
4207	01-4-2500-000	PAYABLES - TRADE			30019.15		
Invoice Description -->	ACRD - HEATING AND AIR COND. REPLACEMENT - CAPITAL						
<b>Total :</b>					57383.20	0.00	57383.20
<b>Supplier Total :</b>					57383.20	0.00	57383.20
-----							
<b>1844</b>	<b>DUNCAN PRINTCRAFT LTD.</b>						
36340	03-Oct-2014	Issued	200	C			1968.10
42343	01-4-2500-000	PAYABLES - TRADE			1968.10		
Invoice Description -->	AVLF - RETRACTABLE BANNERS FOR BULLDOGS PARTNERSHIP						
<b>Total :</b>					1968.10	0.00	1968.10
<b>Supplier Total :</b>					1968.10	0.00	1968.10

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 13**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1847</b>	<b>DUPERE, JOHANNE</b>					
00065-0002	01-Oct-2014	Issued	196	T		200.00
DUP165441	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
00068-0006	29-Oct-2014	Issued	216	T		200.00
DUP165865	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				400.00	0.00	400.00
<b>0940</b>	<b>DUVALL, EDITH</b>					
00066-0005	10-Oct-2014	Issued	204	T		2000.00
SEPT24/14	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> AVLF - 3RD AVENUE RECYCLING BUILDING CLEANING						
EDUVALL65551	01-4-2500-000	PAYABLES - TRADE		1800.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL \$100 MCGILL'S CLEANING						
<b>Total :</b>				2000.00	0.00	2000.00
00068-0007	29-Oct-2014	Issued	216	T		400.00
EXTRAS-RENOS	01-4-2500-000	PAYABLES - TRADE		400.00		
Invoice Description --> ARD OFFICE - EXTRA CLEANING DURING & AFTER RENOS						
<b>Total :</b>				400.00	0.00	400.00
<b>Supplier Total :</b>				2400.00	0.00	2400.00
<b>1855</b>	<b>DYNAMEX CANADA LIMITED (670)</b>					
36402	27-Oct-2014	Issued	217	C		145.84
1005000	01-4-2500-000	PAYABLES - TRADE		19.27		
Invoice Description --> BWS - WATER MONITORING						
998472	01-4-2500-000	PAYABLES - TRADE		62.47		
Invoice Description --> SL PARKS WATER TESTING \$18.39, BWS WATER TESTING \$41.10						
100247	01-4-2500-000	PAYABLES - TRADE		64.10		
Invoice Description --> SALMON BEACH WATER TESTING \$42.66, SL PARKS \$18.39						
<b>Total :</b>				145.84	0.00	145.84
<b>Supplier Total :</b>				145.84	0.00	145.84
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>					
36404	27-Oct-2014	Issued	217	C		1170.75
0090	01-4-2500-000	PAYABLES - TRADE		136.50		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
0088	01-4-2500-000	PAYABLES - TRADE		1034.25		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 14

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1170.75	0.00	1170.75
<b>Supplier Total :</b>				1170.75	0.00	1170.75

1950	ENEX FUELS					
36403	27-Oct-2014		Issued	217	27312.64	
145702	01-4-2500-000	PAYABLES - TRADE		C	27312.64	
Invoice Description --> AVRA FUEL - 100LL						
<b>Total :</b>				27312.64	0.00	27312.64
<b>Supplier Total :</b>				27312.64	0.00	27312.64

1990	EVITT ELECTRIC					
00065-0003	01-Oct-2014		Issued	196	89.58	
70672A	01-4-2500-000	PAYABLES - TRADE		T	89.58	
Invoice Description --> BCVFD - BATTERY						
<b>Total :</b>				89.58	0.00	89.58
00068-0008	29-Oct-2014		Issued	216	84.25	
72586C	01-4-2500-000	PAYABLES - TRADE		T	39.46	
Invoice Description --> SLVFD - HALL #3 - TRUCK 41 & 43 LOCKS						
71747C	01-4-2500-000	PAYABLES - TRADE		T	44.79	
Invoice Description --> SLVFD - HALL #2 - TOOL CREEPER 36"						
<b>Total :</b>				84.25	0.00	84.25
<b>Supplier Total :</b>				173.83	0.00	173.83

2079	FLOORING DEPOT					
36376	17-Oct-2014		Issued	210	4054.62	
39678	01-4-2500-000	PAYABLES - TRADE		C	1153.21	
Invoice Description --> ACRD - KITCHEN RENO - CAPITAL						
39708	01-4-2500-000	PAYABLES - TRADE		C	2901.41	
Invoice Description --> ACRD - KITCHEN RENO - CAPITAL						
<b>Total :</b>				4054.62	0.00	4054.62
<b>Supplier Total :</b>				4054.62	0.00	4054.62

2067	FORTISBC					
36375	17-Oct-2014		Issued	210	9.45	
SEP24/14	01-4-2500-000	PAYABLES - TRADE		C	9.45	
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>				9.45	0.00	9.45
<b>Supplier Total :</b>				9.45	0.00	9.45

ALBERNI-CLAYQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 15**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
36406	27-Oct-2014	Issued	217	C		1007.27
REFOVERPAY	01-4-2500-000	PAYABLES - TRADE		1007.27		
Invoice Description --> AVLF - OVERPAYMENT OF WATER FEES REFUNDED						
<b>Total :</b>				1007.27	0.00	1007.27
<b>Supplier Total :</b>				1007.27	0.00	1007.27

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2117	<b>GARDENS ON THE GO</b>					
36407	27-Oct-2014	Issued	217	C		6401.90
UBCM AGRICULT. T	01-4-2500-000	PAYABLES - TRADE		364.40		
Invoice Description --> UBCM - AGRICULTURAL TOUR						
09201402	01-4-2500-000	PAYABLES - TRADE		6037.50		
Invoice Description --> PLANNING - AGR PLAN INITIATIVES - FARM DAY PROMOTIONS, FARM DIRECTORY AND BULLI						
<b>Total :</b>				6401.90	0.00	6401.90
<b>Supplier Total :</b>				6401.90	0.00	6401.90

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2140	<b>GEDDES, RICHARD D.</b>					
00065-0004	01-Oct-2014	Issued	196	T		55.00
RG-SLVFD0165444	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
<b>Total :</b>				55.00	0.00	55.00
00068-0009	29-Oct-2014	Issued	216	T		55.00
RG-SLVFD0165868	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
<b>Total :</b>				55.00	0.00	55.00
<b>Supplier Total :</b>				110.00	0.00	110.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2121	<b>GEMMELL, CHANTEL</b>					
36408	27-Oct-2014	Issued	217	C		140.00
19-OCT-14	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> LBA - RUNWAY INSPECTION/WILDLIFE CONTROL						
04-OCT-14	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> LBA - INSPECTION SERVICES AT AIRPORT						
<b>Total :</b>				140.00	0.00	140.00
<b>Supplier Total :</b>				140.00	0.00	140.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2125	<b>GENERAL PUMP &amp; MACHINE INC.</b>					
36377	17-Oct-2014	Issued	210	C		585.68
30505	01-4-2500-000	PAYABLES - TRADE		585.68		
Invoice Description --> BCWS - DARNLEY BOOSTER STATION REPAIR						
<b>Total :</b>				585.68	0.00	585.68

ALBERNI-CLAYQUOOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 16

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
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Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

Supplier Total : 585.68 0.00 585.68

<b>2240 GIBSON BROTHERS CONTRACTING LTD.</b>					
36409	27-Oct-2014		Issued	217	C 840.00
12993	01-4-2500-000	PAYABLES - TRADE			420.00
Invoice Description --> LBA - AIRPORT ROAD GRADING					
SEPT2014	01-4-2500-000	PAYABLES - TRADE			420.00
Invoice Description --> LBA - AIRPORT ROAD GRADING					
<b>Total :</b>					840.00 0.00 840.00
<b>Supplier Total :</b>					840.00 0.00 840.00

<b>2300 GRAND &amp; TOY</b>					
36410	27-Oct-2014		Issued	217	C 251.71
G632001	01-4-2500-000	PAYABLES - TRADE			7.24
Invoice Description --> ACRD HEALTH NETWORK - OFFICE SUPPLIES					
G620340	01-4-2500-000	PAYABLES - TRADE			40.60
Invoice Description --> ACRD - ELECTION PACKAGES					
G676126	01-4-2500-000	PAYABLES - TRADE			203.87
Invoice Description --> ACRD HEALTH NETWORK - SUPPLIES					
<b>Total :</b>					251.71 0.00 251.71
<b>Supplier Total :</b>					251.71 0.00 251.71

<b>2356 GREEN, DYLAN</b>					
36414	27-Oct-2014		Issued	217	C 895.00
REFOVERPAY	01-4-2500-000	PAYABLES - TRADE			895.00
Invoice Description --> WCLF - GARBAGE ACCOUNT OVERPAYMENT REFUNDED					
<b>Total :</b>					895.00 0.00 895.00
<b>Supplier Total :</b>					895.00 0.00 895.00

<b>2322 GUILLEVIN INTERNATIONAL CO.</b>					
36412	27-Oct-2014		Issued	217	C 212.89
0428-490532	01-4-2500-000	PAYABLES - TRADE			212.89
Invoice Description --> SLVFD - PBI COBRA ULTIMATE X-LONG TAN					
<b>Total :</b>					212.89 0.00 212.89
<b>Supplier Total :</b>					212.89 0.00 212.89

<b>2330 GW SOLUTIONS</b>					
36413	27-Oct-2014		Issued	217	C 10528.82
GWS 11-13-13	01-4-2500-000	PAYABLES - TRADE			10528.82
Invoice Description --> LBA HYDROGEOLOGY TESTING					
<b>Total :</b>					10528.82 0.00 10528.82



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 17**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				10528.82	0.00	10528.82

<b>3507 HARRIS COMPUTER SYSTEMS</b>							
36385	17-Oct-2014		Issued	210	C 375.00		
WESTREGCONF201	01-4-2500-000	PAYABLES - TRADE			375.00		
Invoice Description -->		ACRD-PLANNING WESTERN REGIONAL USER GROUP CONF. KELOWNA					
<b>Total :</b>					375.00	0.00	375.00
<b>Supplier Total :</b>					375.00	0.00	375.00

<b>2465 HETHERINGTON INDUSTRIES LTD</b>							
36415	27-Oct-2014		Issued	217	C 70.35		
E-43810	01-4-2500-000	PAYABLES - TRADE			-29.40		
Invoice Description -->		AVLF WASTE OIL REBATE					
E-42399	01-4-2500-000	PAYABLES - TRADE			-15.75		
Invoice Description -->		AVLF WASTE OIL REBATE					
11152	01-4-2500-000	PAYABLES - TRADE			115.50		
Invoice Description -->		SL PARKS - TOILET RENTAL DIXON PARK - SEPTEMBER 2014					
<b>Total :</b>					70.35	0.00	70.35
<b>Supplier Total :</b>					70.35	0.00	70.35

<b>2485 HOLDER, DAN</b>							
36378	17-Oct-2014		Issued	210	C 4222.05		
OCT6/14	01-4-2500-000	PAYABLES - TRADE			4222.05		
Invoice Description -->		FIRE SERVICE COORDINATOR CONTRACTOR - AUGUST 2014					
<b>Total :</b>					4222.05	0.00	4222.05
<b>Supplier Total :</b>					4222.05	0.00	4222.05

<b>2491 HOLLAND KATHLEEN (PETTY CASH)</b>							
00065-0005	01-Oct-2014		Issued	196	T 23.88		
SEPT16/14	01-4-2500-000	PAYABLES - TRADE			23.88		
Invoice Description -->		SALMON BEACH - SEWAGE \$523.88 LESS \$500 PETTY CASH EXTINGUSHED					
<b>Total :</b>					23.88	0.00	23.88
<b>Supplier Total :</b>					23.88	0.00	23.88

<b>2487 HOLTZMAN CONSTRUCTION LTD.</b>							
36379	17-Oct-2014		Issued	210	C 14542.50		
2966#2	01-4-2500-000	PAYABLES - TRADE			14542.50		
Invoice Description -->		AVLF - TRANSFER STATION CONCRETE BIN - CAPITAL					
<b>Total :</b>					14542.50	0.00	14542.50

ALBERNI-CLAYQUOY REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 18**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				14542.50	0.00	14542.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2499</b>	<b>HOMETOWN AUTOMOTIVE LTD.</b>					
36416	27-Oct-2014	Issued	217	C	79.28	
4202	01-4-2500-000	PAYABLES - TRADE		79.28		
Invoice Description --> BCWS - 2009 FORD 350 OIL CHANGE						
<b>Total :</b>				79.28	0.00	79.28
<b>Supplier Total :</b>				79.28	0.00	79.28

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2555</b>	<b>HOUGHTON, DAVID</b>					
36344	08-Oct-2014	Issued	205	C	2350.00	
SEPT5/14	01-4-2500-000	PAYABLES - TRADE		2350.00		
Invoice Description --> SLVFD - TRAINING SITE - REPAIRS - CAPITAL						
<b>Total :</b>				2350.00	0.00	2350.00
<b>36380</b>	<b>HOUGHTON, DAVID</b>					
36380	17-Oct-2014	Issued	210	C	5000.00	
SEPT19-SEPT26/14	01-4-2500-000	PAYABLES - TRADE		2175.00		
Invoice Description --> SLVFD - TRAINING SITE - REPAIRS - CAPITAL						
SEPT25-OCT03/14	01-4-2500-000	PAYABLES - TRADE		2825.00		
Invoice Description --> SLVFD - TRAINING SITE - REPAIRS - SITE						
<b>Total :</b>				5000.00	0.00	5000.00
<b>Supplier Total :</b>				7350.00	0.00	7350.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2560</b>	<b>HOULE PRINTING</b>					
36381	17-Oct-2014	Issued	210	C	277.76	
13408	01-4-2500-000	PAYABLES - TRADE		277.76		
Invoice Description --> SPROAT LAKE - AUTUMN 2014 COMMUNITY NEWSLETTER						
<b>Total :</b>				277.76	0.00	277.76
<b>Supplier Total :</b>				277.76	0.00	277.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2580</b>	<b>HUB FIRE ENGINES &amp; EQUIPMENT LTD.</b>					
36417	27-Oct-2014	Issued	217	C	588.95	
IN00029431	01-4-2500-000	PAYABLES - TRADE		588.95		
Invoice Description --> SLVFD - REPLACEMENT PART AND SUPPLIES						
<b>Total :</b>				588.95	0.00	588.95
<b>Supplier Total :</b>				588.95	0.00	588.95

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
<b>2650</b>	<b>INGENIOUS SOFTWARE (530640 ONTARIO LTD.)</b>				
36420	27-Oct-2014	Issued	217	C	627.20
4966	01-4-2500-000	PAYABLES - TRADE		627.20	
Invoice Description --> SLVFD - SERVICE CONTRACT FOR TRAINING SOFTWARE OCT 21, 2014 TO OCT 20, 2015					

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 19**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				627.20	0.00	627.20
<b>Supplier Total :</b>				627.20	0.00	627.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2644</b>	<b>INPROTECT SYSTEMS INC</b>					
36418	27-Oct-2014		Issued	217	C	168.27
159787-SHIP	01-4-2500-000	PAYABLES - TRADE		168.27		
Invoice Description --> LBA - RD BARRICADES ADN MOWER SIGNS						
<b>Total :</b>				168.27	0.00	168.27
<b>Supplier Total :</b>				168.27	0.00	168.27

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2734</b>	<b>ISLAND AGRICULTURE SHOW</b>					
36421	27-Oct-2014		Issued	217	C	525.00
2015 SHOW	01-4-2500-000	PAYABLES - TRADE		525.00		
Invoice Description --> PLANNING - AG PLANN - 2015 AGRICULTURE SHOW						
<b>Total :</b>				525.00	0.00	525.00
<b>Supplier Total :</b>				525.00	0.00	525.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2763</b>	<b>ISLAND ROOFING</b>					
36383	17-Oct-2014		Issued	210	C	1328.25
0943	01-4-2500-000	PAYABLES - TRADE		1328.25		
Invoice Description --> AVLF - 3RD AVE DEPOT - HANGING SIGNS - CAPITAL						
<b>Total :</b>				1328.25	0.00	1328.25
<b>Supplier Total :</b>				1328.25	0.00	1328.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2787</b>	<b>JACKSON, ROBERT</b>					
36422	27-Oct-2014		Issued	217	C	66.18
CSPNOV1265867	01-4-2500-000	PAYABLES - TRADE		66.18		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
<b>Total :</b>				66.18	0.00	66.18
<b>Supplier Total :</b>				66.18	0.00	66.18

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2827</b>	<b>JAL DESIGNS</b>					
36384	17-Oct-2014		Issued	210	C	3713.24
40495187	01-4-2500-000	PAYABLES - TRADE		155.90		
Invoice Description --> AVLF - RECYCLING - REMOVE AND REPLACE VINYL DECALS AT MULTIPLEX						
40495123	01-4-2500-000	PAYABLES - TRADE		1469.66		
Invoice Description --> SLVFD - UNIFORMS						
40495154	01-4-2500-000	PAYABLES - TRADE		2087.68		
Invoice Description --> AVLF - RECYCLING SIGNS ON STAIRS AT MULTIPLEX						
<b>Total :</b>				3713.24	0.00	3713.24

**ALBERNI-CLAYQUO REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 20

Time : 11:48 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						3713.24	0.00	3713.24
-----								
<b>2840</b>	<b>JUSTICE INSTITUTE OF BC</b>							
36423	27-Oct-2014		Issued	217	C	100.00		
20039499	01-4-2500-000	PAYABLES - TRADE			100.00			
Invoice Description -->		SLVFD - EXAMS - FIREFIGHTER II						
<b>Total :</b>						100.00	0.00	100.00
<b>Supplier Total :</b>						100.00	0.00	100.00
-----								
<b>2854</b>	<b>KAMMA &amp; BLAKE INDUSTRIES</b>							
36424	27-Oct-2014		Issued	217	C	29.97		
824	01-4-2500-000	PAYABLES - TRADE			29.97			
Invoice Description -->		SLVFD - TRUCK #41 REPAIRS						
<b>Total :</b>						29.97	0.00	29.97
<b>Supplier Total :</b>						29.97	0.00	29.97
-----								
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>							
00068-0010	29-Oct-2014		Issued	216	T	773.07		
1372-008	01-4-2500-000	PAYABLES - TRADE			82.69			
Invoice Description -->		BWS - WATER SYSTEM ENGINEERING SERVICES						
1372-007	01-4-2500-000	PAYABLES - TRADE			165.38			
Invoice Description -->		BWS - 1372 BAMFIELD WATER SYSTEM ENGINEERING SERVICES						
1245-017	01-4-2500-000	PAYABLES - TRADE			262.50			
Invoice Description -->		BWS - WATER SYSTEM ENGINEERING SERVICES						
1245-018	01-4-2500-000	PAYABLES - TRADE			262.50			
Invoice Description -->		BCWS - 145 DRINKWATER ROAD SUBDIVISION REVIEW						
<b>Total :</b>						773.07	0.00	773.07
<b>Supplier Total :</b>						773.07	0.00	773.07
-----								
<b>2890</b>	<b>L.B. WOODCHOPPERS LTD.</b>							
00065-0006	01-Oct-2014		Issued	196	T	316.05		
201436	01-4-2500-000	PAYABLES - TRADE			40.06			
Invoice Description -->		BCWS - SAFETY SUPPLIES - FOAM KNEE PADS & HEADLAMP						
201376	01-4-2500-000	PAYABLES - TRADE			114.98			
Invoice Description -->		BCWS - SMALL TOOLS - CHAMPION GENERATOR REPAIR						
201497	01-4-2500-000	PAYABLES - TRADE			161.01			
Invoice Description -->		BCWS - WATER SYSTEM REPAIRS						
<b>Total :</b>						316.05	0.00	316.05
<b>Supplier Total :</b>						316.05	0.00	316.05
-----								
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>							
36427	27-Oct-2014		Issued	217	C	2626.75		

**ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 21**  
**Date :** Nov 03, 2014 **Time :** 11:48 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2010-16256	01-4-2500-000	PAYABLES - TRADE		25.20		
Invoice Description --> BWS - SHIPPING COSTS						
2010-16262	01-4-2500-000	PAYABLES - TRADE		165.55		
Invoice Description --> BWS - SHIPPING COSTS						
2010-16054	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16083	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16105	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16139	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16188	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16239	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16282	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16342	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
<b>Total :</b>				2626.75	0.00	2626.75
<b>Supplier Total :</b>				2626.75	0.00	2626.75

<b>3008 LAND TITLE AND SURVEY AUTHORITY OF B.C.</b>						
EFT-1	03-Oct-2014	Issued	219	E		250.00
FT147972	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> PLANNING PROPERTY INQUIRIES ACCOUNT TOP UP						
<b>Total :</b>				250.00	0.00	250.00
36425	27-Oct-2014	Issued	217	C		25.37
DPD14005	01-4-2500-000	PAYABLES - TRADE		25.37		
Invoice Description --> DEVELOPMENT PERMIT DPD14005						
<b>Total :</b>				25.37	0.00	25.37
<b>Supplier Total :</b>				275.37	0.00	275.37

<b>3022 LITTLE BAVARIA</b>						
36426	27-Oct-2014	Issued	217	C		150.00
OCT.17/14	01-4-2500-000	PAYABLES - TRADE		150.00		
Invoice Description --> ACRD - REMUNERATION REVIEW COMMITTEE GC'S X 3						
<b>Total :</b>				150.00	0.00	150.00
<b>Supplier Total :</b>				150.00	0.00	150.00

<b>3110 LOOMIS EXPRESS</b>						
36428	27-Oct-2014	Issued	217	C		

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 22**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5015423	01-4-2500-000	PAYABLES - TRADE		198.72		
Invoice Description --> BCWS - SHIPPING FOR STRICT ROAD PUMP HOUSE PARTS						
<b>Total :</b>				198.72	0.00	198.72
<b>Supplier Total :</b>				198.72	0.00	198.72

<b>3117 LORDCO</b>						
36430	27-Oct-2014		Issued	217	C	421.90
265714	01-4-2500-000	PAYABLES - TRADE			18.07	
Invoice Description --> SLVFD - SUPPLIES - TRUCK 46						
263761	01-4-2500-000	PAYABLES - TRADE			20.10	
Invoice Description --> SLVFD - SUPPLIES						
264852	01-4-2500-000	PAYABLES - TRADE			22.61	
Invoice Description --> SLVFD - ALARM BUZZER - TRUCK 46						
263674	01-4-2500-000	PAYABLES - TRADE			57.77	
Invoice Description --> SLVFD - HALL #1 SUPPLIES						
264371	01-4-2500-000	PAYABLES - TRADE			67.20	
Invoice Description --> SLVFD - REPAIR SUPPLIES - TRUCK 46						
258606	01-4-2500-000	PAYABLES - TRADE			77.82	
Invoice Description --> SLVFD - VEHICLE SUPPLIES						
265192	01-4-2500-000	PAYABLES - TRADE			158.33	
Invoice Description --> SLVFD - TRUCK 46 SW DOOR						
<b>Total :</b>				421.90	0.00	421.90
<b>Supplier Total :</b>				421.90	0.00	421.90

<b>3385 LOWE, CHRISTINE</b>						
36438	27-Oct-2014		Issued	217	C	55.00
2014-2	01-4-2500-000	PAYABLES - TRADE			55.00	
Invoice Description --> ACRD - HR CONSULTING						
<b>Total :</b>				55.00	0.00	55.00
<b>Supplier Total :</b>				55.00	0.00	55.00

<b>3147 M &amp; D AUTO PART LTD.</b>						
36431	27-Oct-2014		Issued	217	C	16.35
5970360	01-4-2500-000	PAYABLES - TRADE			16.35	
Invoice Description --> BCVFD - REPAIR PARTS FOR TRUCK #52						
<b>Total :</b>				16.35	0.00	16.35
<b>Supplier Total :</b>				16.35	0.00	16.35

<b>3284 M.B. LABORATORIES LTD.</b>						
36435	27-Oct-2014		Issued	217	C	630.00
62359	01-4-2500-000	PAYABLES - TRADE			630.00	
Invoice Description --> EFTS - WATER SAMPLING - PARASITE ANALYSES						

**122**

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 23**  
**Date :** Nov 03, 2014 **Time : 11:48 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				630.00	0.00	630.00
<b>Supplier Total :</b>				630.00	0.00	630.00

3171	MACDERMOTT'S INSURANCE AGENCY LTD					
36432	27-Oct-2014		Issued	217	C	1439.00
0238281	01-4-2500-000	PAYABLES - TRADE			1439.00	
Invoice Description --> AV EMERGENCY PLANNING - INSURANCE ARROWSMITH AMAEUR RADIO NOV 10/14 TO NOV						
<b>Total :</b>				1439.00	0.00	1439.00
<b>Supplier Total :</b>				1439.00	0.00	1439.00

3272	MCCONNELL, SHAWN					
00065-0007	01-Oct-2014		Issued	196	T	2236.50
415833	01-4-2500-000	PAYABLES - TRADE			1060.50	
Invoice Description --> AUGUST 2014 MILLSTREAM WATER CONTRACTOR						
415834	01-4-2500-000	PAYABLES - TRADE			1176.00	
Invoice Description --> AUGUST 2014 LONG BEACH AIRPORT WATER CONTRACTOR						
<b>Total :</b>				2236.50	0.00	2236.50
<b>Supplier Total :</b>				4358.41	0.00	4358.41

3270	MCCOY LAKE EXCAVATING LTD					
36433	27-Oct-2014		Issued	217	C	5258.16
3365	01-4-2500-000	PAYABLES - TRADE			422.28	
Invoice Description --> BCWS - LUGRIN TRAILER PARK WATER MAIN BREAK						
3364	01-4-2500-000	PAYABLES - TRADE			4835.88	
Invoice Description --> BCWS - LUGRIN TRAILER PARK WATER MAIN BREAK						
<b>Total :</b>				5258.16	0.00	5258.16
<b>Supplier Total :</b>				5258.16	0.00	5258.16

3273	MCDUGALL'S LANDSCAPING					
36434	27-Oct-2014		Issued	217	C	643.13
3413	01-4-2500-000	PAYABLES - TRADE			643.13	
Invoice Description --> ACRD OFFICE - JULY TO SEPTEMBER 2014 - LANDSCAPING						
<b>Total :</b>				643.13	0.00	643.13

**ALBERNI-CLAYQUOQUO REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 24**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				643.13	0.00	643.13

<b>33280 MCGILL &amp; ASSOCIATES ENGINEERING</b>							
00068-0012	29-Oct-2014		Issued	216	T	15251.82	
14873	01-4-2500-000	PAYABLES - TRADE			43.31		
Invoice Description --> WCLF - GENERAL CONSULTING							
14833	01-4-2500-000	PAYABLES - TRADE			146.84		
Invoice Description --> WCLF - ANNUAL REPORTING							
14832	01-4-2500-000	PAYABLES - TRADE			198.71		
Invoice Description --> AVLF - ANNUAL REPORTING							
14874	01-4-2500-000	PAYABLES - TRADE			332.27		
Invoice Description --> WCLF ANNUAL REPORTING							
14860	01-4-2500-000	PAYABLES - TRADE			376.99		
Invoice Description --> AVLF - TRANSFER STATION EXPANSION - CAPITAL							
14829	01-4-2500-000	PAYABLES - TRADE			478.64		
Invoice Description --> SALMON BEACH - SHORT STREET DRAINAGE							
14827	01-4-2500-000	PAYABLES - TRADE			539.44		
Invoice Description --> LBA - ESOWISTA SEWAGE SYSTEM DECOMMISSIONING							
14872	01-4-2500-000	PAYABLES - TRADE			692.50		
Invoice Description --> AVLF - GENERAL CONSULTING							
14828	01-4-2500-000	PAYABLES - TRADE			966.87		
Invoice Description --> WEST COAST MULTIPLEX							
14876	01-4-2500-000	PAYABLES - TRADE			1074.43		
Invoice Description --> AVLF - FENCING REPAIR AND REPLACE - CAPITAL							
14870	01-4-2500-000	PAYABLES - TRADE			2489.34		
Invoice Description --> SALMON BEACH - SHORT STREET DRAINAGE							
14875	01-4-2500-000	PAYABLES - TRADE			3126.34		
Invoice Description --> AVLF NORTH EAST EXPANSION							
14868	01-4-2500-000	PAYABLES - TRADE			4786.14		
Invoice Description --> CCID - WATERMAIN REPLACEMENT GAS TAX INITIATIVE - MILLIGAN TO MOZART							
<b>Total :</b>					15251.82	0.00	15251.82
<b>Supplier Total :</b>					15251.82	0.00	15251.82

<b>3287 McLEAN &amp; HIGGINS LTD.</b>							
336436	27-Oct-2014		Issued	217	C	122.85	
38246	01-4-2500-000	PAYABLES - TRADE			122.85		
Invoice Description --> SL PARKS - COUGAR SMITH PARK WATER SYSTEM REPAIRS - UV SYSTEM STOPPING - RESE							
<b>Total :</b>					122.85	0.00	122.85
<b>Supplier Total :</b>					122.85	0.00	122.85

<b>3505 MFA LEASING</b>						
AUTO65866	30-Oct-2014		Issued	215	E	2553.97
BAMFIRE65866	01-4-2500-000	PAYABLES - TRADE			2553.97	
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						



ALBERNI-CLAYQUOYT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 25**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				2553.97	0.00	2553.97
AUTO65869	28-Oct-2014	Issued	215	E		1654.31
6140265869	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description --> LBA TRACTOR LEASE						
<b>Total :</b>				1654.31	0.00	1654.31
<b>Supplier Total :</b>				4208.28	0.00	4208.28
-----						
<b>3340</b>	<b>MINISTER OF FINANCE</b>					
336437	27-Oct-2014	Issued	217	C		2012.50
MSPOCT14	01-4-2500-000	PAYABLES - TRADE		2012.50		
Invoice Description --> MSP PREMIUMS FOR OCT 2014						
<b>Total :</b>				2012.50	0.00	2012.50
<b>Supplier Total :</b>				2012.50	0.00	2012.50
-----						
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>					
EFT-8	06-Oct-2014	Issued	208	E		18146.36
92-2/2014	01-4-2500-000	PAYABLES - TRADE		18146.36		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				18146.36	0.00	18146.36
EFT-9	19-Oct-2014	Issued	219	E		117973.35
97-2/2014	01-4-2500-000	PAYABLES - TRADE		117973.35		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				117973.35	0.00	117973.35
EFT-10	12-Oct-2014	Issued	219	E		125262.18
117-2/2014	01-4-2500-000	PAYABLES - TRADE		125262.18		
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				125262.18	0.00	125262.18
<b>Supplier Total :</b>				261381.89	0.00	261381.89
-----						
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>					
EFT-22	23-Oct-2014	Issued	218	E		9908.41
PP#21 - 2014	01-4-2500-000	PAYABLES - TRADE		9908.41		
Invoice Description --> PAYPERIOD #21 - 2014 PENSION PLAN REMITTANCE						
<b>Total :</b>				9908.41	0.00	9908.41
EFT-23	14-Oct-2014	Issued	218	E		9765.81
PP#20 - 2014	01-4-2500-000	PAYABLES - TRADE		9765.81		
Invoice Description --> PAYPERIOD #20 - 2014 PENSION PLAN REMITTANCE						
<b>Total :</b>				9765.81	0.00	9765.81

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100

Date : Nov 03, 2014

Page : 26

Time : 11:49 am

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				19674.22	0.00	19674.22

Supplier	Supplier Name	Status	Batch	Medium	Amount			
Chq/Ref #	Cheque Date			Debit	Credit			
Invoice No.	Account No.	Account Description						
<b>3600</b>	<b>NEOPOST</b>							
36439	27-Oct-2014		Issued	217	C	414.92		
2123963	01-4-2500-000	PAYABLES - TRADE				199.31		
Invoice Description --> INK FOR POSTAGE METER								
2126218	01-4-2500-000	PAYABLES - TRADE				215.61		
Invoice Description --> CHANGE POSTAL RATE - DEC 1 2014 TO NOV 30 2015								
<b>Total :</b>						414.92	0.00	414.92
<b>Supplier Total :</b>						414.92	0.00	414.92

Supplier	Supplier Name	Status	Batch	Medium	Amount			
Chq/Ref #	Cheque Date			Debit	Credit			
Invoice No.	Account No.	Account Description						
<b>3622</b>	<b>NICKLIN WASTE DISPOSAL</b>							
36440	27-Oct-2014		Issued	217	C	157.50		
4475	01-4-2500-000	PAYABLES - TRADE				157.50		
Invoice Description --> BCVFD - JULY-SEP COMMERCIAL GARBAGE								
<b>Total :</b>						157.50	0.00	157.50
<b>Supplier Total :</b>						157.50	0.00	157.50

Supplier	Supplier Name	Status	Batch	Medium	Amount			
Chq/Ref #	Cheque Date			Debit	Credit			
Invoice No.	Account No.	Account Description						
<b>3647</b>	<b>NORTH ISLAND COLLEGE</b>							
36441	27-Oct-2014		Issued	217	C	1125.00		
02-765864	01-4-2500-000	PAYABLES - TRADE				375.00		
Invoice Description --> SLVFD - TRAINING - C. MACDONALD								
02-765865	01-4-2500-000	PAYABLES - TRADE				375.00		
Invoice Description --> SLVFD - TRAINING - M. WEDAM								
02-765867	01-4-2500-000	PAYABLES - TRADE				375.00		
Invoice Description --> SLVFD - TRAINING R. WHITTAKER								
<b>Total :</b>						1125.00	0.00	1125.00
<b>Supplier Total :</b>						1125.00	0.00	1125.00

Supplier	Supplier Name	Status	Batch	Medium	Amount			
Chq/Ref #	Cheque Date			Debit	Credit			
Invoice No.	Account No.	Account Description						
<b>3651</b>	<b>NORTH ISLAND LABORATORIES</b>							
36442	27-Oct-2014		Issued	217	C	831.60		
93108	01-4-2500-000	PAYABLES - TRADE				26.25		
Invoice Description --> COUGAR SMITH PARK WATER TESTING								
93201	01-4-2500-000	PAYABLES - TRADE				131.25		
Invoice Description --> SB WATER - TESTING								
93433	01-4-2500-000	PAYABLES - TRADE				674.10		
Invoice Description --> BAMFIELD WATER SYSTEM - SUGSAW LAKE TESTING								
<b>Total :</b>						831.60	0.00	831.60
<b>Supplier Total :</b>						831.60	0.00	831.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>3693</b>	<b>NUU-CHAH-NULTH TRIBAL COUNCIL</b>					
36443	27-Oct-2014		Issued	217	C	336.14

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100**

**Date :** Nov 03, 2014

**Page :** 27

**Time :** 11:49 am

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
6075	01-4-2500-000	PAYABLES - TRADE		336.14		
Invoice Description --> ACRD - NOTICE OF ELECTIONS						
<b>Total :</b>				336.14	0.00	336.14
<b>Supplier Total :</b>				336.14	0.00	336.14

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2010</b>	<b>OUGHTRED COFFEE &amp; TEA LTD.</b>					
36405	27-Oct-2014		Issued	217	C	200.54
INV119600	01-4-2500-000	PAYABLES - TRADE		100.27		
Invoice Description --> OFFICE SUPPLIES						
INV120322	01-4-2500-000	PAYABLES - TRADE		100.27		
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				200.54	0.00	200.54
<b>Supplier Total :</b>				200.54	0.00	200.54

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>					
EFT-6	01-Oct-2014		Issued	218	E	6402.92
205001	01-4-2500-000	PAYABLES - TRADE		6402.92		
Invoice Description --> OCTOBER 2014 - HEALTH, DENTAL, LIFE & DISABILITY PREMIUMS						
<b>Total :</b>				6402.92	0.00	6402.92
<b>Supplier Total :</b>				6402.92	0.00	6402.92

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3847</b>	<b>PAT HAWKINS TRUCKING</b>					
36341	03-Oct-2014		Issued	200	C	456.00
TFWAIVED	01-4-2500-000	PAYABLES - TRADE		456.00		
Invoice Description --> AVLF - TIPPING FEE WAIVED						
<b>Total :</b>				456.00	0.00	456.00
<b>Supplier Total :</b>				456.00	0.00	456.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3820</b>	<b>PEARSON TIRE</b>					
36444	27-Oct-2014		Issued	217	C	72.80
115082544	01-4-2500-000	PAYABLES - TRADE		72.80		
Invoice Description --> BCWS - RANGER TIRE CHANGEOVER						
<b>Total :</b>				72.80	0.00	72.80
<b>Supplier Total :</b>				72.80	0.00	72.80

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3116</b>	<b>PRAXAIR DISTRIBUTION</b>					
36429	27-Oct-2014		Issued	217	C	1017.89
19414771	01-4-2500-000	PAYABLES - TRADE		142.20		
Invoice Description --> SLVFD - EQUIPMENT - TRAINING SITE - CAPITAL						
19228068	01-4-2500-000	PAYABLES - TRADE		875.69		
Invoice Description --> SLVFD - EQUIPMENT - TRAINING SITE - CAPITAL						

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 28**  
**Date :** Nov 03, 2014 **Time : 11:49 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1017.89	0.00	1017.89
<b>Supplier Total :</b>				1017.89	0.00	1017.89

4115	PRICE'S ALARM SYSTEM LTD					
36445	27-Oct-2014		Issued	217	C	126.00
1992801	01-4-2500-000	PAYABLES - TRADE			126.00	
Invoice Description -->		BCVFD - ALARM SYSTEM MONITORING				
<b>Total :</b>				126.00	0.00	126.00
<b>Supplier Total :</b>				126.00	0.00	126.00

4187	QUALITY FOODS-PORT ALBERNI					
36446	27-Oct-2014		Issued	217	C	270.41
067 1202168	01-4-2500-000	PAYABLES - TRADE			11.55	
Invoice Description -->		SLVFD - EQUIPMENT - UNIFORM				
067 1201370	01-4-2500-000	PAYABLES - TRADE			44.63	
Invoice Description -->		ACRD - OFFICE SUPPLIES				
066 11192	01-4-2500-000	PAYABLES - TRADE			44.79	
Invoice Description -->		ACRD - OFFICE EXPENSE				
062 392846	01-4-2500-000	PAYABLES - TRADE			55.83	
Invoice Description -->		SLVFD - OFFICERS MEETING SUPPLIES				
61 997171	01-4-2500-000	PAYABLES - TRADE			113.61	
Invoice Description -->		ACRD OFFICE SUPPLIES				
<b>Total :</b>				270.41	0.00	270.41
<b>Supplier Total :</b>				270.41	0.00	270.41

4220	RAYNER & BRACHT LTD					
36386	17-Oct-2014		Issued	210	C	2685.20
2014185	01-4-2500-000	PAYABLES - TRADE			2685.20	
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES AUGUST 2014				
<b>Total :</b>				2685.20	0.00	2685.20
<b>Supplier Total :</b>				2685.20	0.00	2685.20

4280	RECEIVER GENERAL FOR CANADA					
36345	08-Oct-2014		Issued	205	C	13707.13
PP#20 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE			535.65	
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #20 - DIRECTORS				
PP#20 - 2014	01-4-2500-000	PAYABLES - TRADE			13171.48	
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #20				
<b>Total :</b>				13707.13	0.00	13707.13

36447	27-Oct-2014		Issued	217	C	12414.19
PP#21 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE			88.04	

**128**

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 29**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
		Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #21 - DIRECTORS			
PP#21 - 2014	01-4-2500-000	PAYABLES - TRADE		12326.15	
		Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #21			
<b>Total :</b>				12414.19	0.00
<b>Supplier Total :</b>				26121.32	0.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>4305</b>	<b>REED CONSTRUCTION DATA</b>				
36346	08-Oct-2014		Issued	205	C
					267.75
2015REDBOOK	01-4-2500-000	PAYABLES - TRADE		267.75	
		Invoice Description --> ONE COPY 2015 MUNICIPAL REDBOOK			
<b>Total :</b>				267.75	0.00
<b>Supplier Total :</b>				267.75	0.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>4475</b>	<b>ROCKY MOUNTAIN PHOENIX</b>				
00065-0008	01-Oct-2014		Issued	196	T
					542.85
IN83981	01-4-2500-000	PAYABLES - TRADE		542.85	
		Invoice Description --> SLVFD - 7 PAIRS OF FIREFIGHTING GLOVES			
<b>Total :</b>				542.85	0.00
<b>Supplier Total :</b>				542.85	0.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>4491</b>	<b>ROMPRE, SUZANNE</b>				
00065-0009	01-Oct-2014		Issued	196	T
					850.00
AUG1-31/14	01-4-2500-000	PAYABLES - TRADE		850.00	
		Invoice Description --> AUGUST BAMFIELD TRANSFER STATION CONTRACT			
<b>Total :</b>				850.00	0.00
<b>Supplier Total :</b>				850.00	0.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
00068-0013	29-Oct-2014		Issued	216	T
					850.00
SEPT1-30/14	01-4-2500-000	PAYABLES - TRADE		850.00	
		Invoice Description --> SEPTEMBER BAMFIELD TRANSFER STATION CONTRACT			
<b>Total :</b>				850.00	0.00
<b>Supplier Total :</b>				1700.00	0.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>4646</b>	<b>SHAW BUSINESS</b>				
36450	27-Oct-2014		Issued	217	C
					132.83
SEPTEMBER 16, 20	01-4-2500-000	PAYABLES - TRADE		42.11	
		Invoice Description --> SLVFD - CABLE SERVICES - OCT 16 TO NOV 15, 2014			
OCT 1, 2014	01-4-2500-000	PAYABLES - TRADE		90.72	
		Invoice Description --> EMERGENCY PLANNING			
<b>Total :</b>				132.83	0.00
<b>Supplier Total :</b>				132.83	0.00

ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 30**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4645</b>	<b>SHAW CABLE</b>					
36449	27-Oct-2014	Issued	217	C		1586.58
01-OCT-14	01-4-2500-000	PAYABLES - TRADE		793.29		
Invoice Description --> ACCT #012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - NOVEMBER 2014						
09-SEP-14	01-4-2500-000	PAYABLES - TRADE		793.29		
Invoice Description --> ACCT #012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - OCTOBER 2014						
<b>Total :</b>				1586.58	0.00	1586.58
<b>Supplier Total :</b>				1586.58	0.00	1586.58
<b>4610</b>	<b>SIGNWORKS</b>					
36448	27-Oct-2014	Issued	217	C		784.00
5153	01-4-2500-000	PAYABLES - TRADE		280.00		
Invoice Description --> SLVFD - HWY SIGN REGARDING ADDRESSES						
5151	01-4-2500-000	PAYABLES - TRADE		504.00		
Invoice Description --> SL PARKS - BIKE PARK RULES SIGN						
<b>Total :</b>				784.00	0.00	784.00
<b>Supplier Total :</b>				784.00	0.00	784.00
<b>4711</b>	<b>SIMPSON GEOTECHNICAL LTD.</b>					
36451	27-Oct-2014	Issued	217	C		10935.49
7547	01-4-2500-000	PAYABLES - TRADE		10935.49		
Invoice Description --> GEN GOV - WC MULTIPLEX GEOTECHNICAL ASSESSEMENT						
<b>Total :</b>				10935.49	0.00	10935.49
<b>Supplier Total :</b>				10935.49	0.00	10935.49
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>					
00068-0014	29-Oct-2014	Issued	216	T		16141.25
20221	01-4-2500-000	PAYABLES - TRADE		16141.25		
Invoice Description --> SEPTEMBER 2014 WC GARBAGE & RECYCLING						
<b>Total :</b>				16141.25	0.00	16141.25
<b>Supplier Total :</b>				16141.25	0.00	16141.25
<b>4788</b>	<b>STAPLES ADVANTAGE</b>					
36453	27-Oct-2014	Issued	217	C		628.33
36797143	01-4-2500-000	PAYABLES - TRADE		152.85		
Invoice Description --> BCWS OFFICE SUPPLIES \$90.99, GEN GOV OFFICE \$45.49						
36712854	01-4-2500-000	PAYABLES - TRADE		208.03		
Invoice Description --> OFFICE SUPPLIES - PAPER						
36604647	01-4-2500-000	PAYABLES - TRADE		267.45		
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				628.33	0.00	628.33

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 31**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				628.33	0.00	628.33

<b>4785 STEWART MCDANNOLD STUART</b>						
36452	27-Oct-2014		Issued	217	C	2825.69
68007	01-4-2500-000	PAYABLES - TRADE			C	39.20
Invoice Description --> LEGAL FEES						
68006	01-4-2500-000	PAYABLES - TRADE			C	196.00
Invoice Description --> LEGAL FEES						
68009	01-4-2500-000	PAYABLES - TRADE			C	238.01
Invoice Description --> LEGAL FEES						
68011	01-4-2500-000	PAYABLES - TRADE			C	740.89
Invoice Description --> LEGAL FEES						
68008	01-4-2500-000	PAYABLES - TRADE			C	768.65
Invoice Description --> LEGAL FEES						
68010	01-4-2500-000	PAYABLES - TRADE			C	842.94
Invoice Description --> LEGAL FEES						
<b>Total :</b>						2825.69
<b>Supplier Total :</b>						2825.69

<b>4885 SUN COAST WASTE SERVICES</b>						
00068-0015	29-Oct-2014		Issued	216	T	22469.91
121534	01-4-2500-000	PAYABLES - TRADE			T	22469.91
Invoice Description --> SEPTEMBER 2014 AV RECYCLING CONTRACT						
<b>Total :</b>						22469.91
<b>Supplier Total :</b>						22469.91

<b>5410 TD VISA</b>						
36465	27-Oct-2014		Issued	217	C	5109.26
OCT6/14	01-4-2500-000	PAYABLES - TRADE			C	5109.26
Invoice Description --> ACRD OFFICE RENOS \$2227.55, UBCM \$1804.50, LBA \$78.39, ACRD OFFICE \$631.32, AVLF/WC						
<b>Total :</b>						5109.26
<b>Supplier Total :</b>						5109.26

<b>4984 TELUS</b>						
36455	27-Oct-2014		Issued	217	C	2061.65
OCT7/14	01-4-2500-000	PAYABLES - TRADE			C	2061.65
Invoice Description --> ACRD CONSOLIDATED						
<b>Total :</b>						2061.65
<b>Supplier Total :</b>						2061.65

<b>4983</b>	<b>TELUS MOBILITY (BC)</b>					
36454	27-Oct-2014		Issued	217	C	

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 32**  
**Date :** Nov 03, 2014 **Time : 11:49 am**  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
20322435165	01-4-2500-000	PAYABLES - TRADE		973.76		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>				973.76	0.00	973.76
<b>Supplier Total :</b>				973.76	0.00	973.76
<b>4988</b>	<b>TEMPO DJ SERVICES</b>					
36387	17-Oct-2014	Issued	210	C		200.00
OCT.15/14	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> 2014 CHRISTMAS PARTY - DEPOSIT - DJ SERVICES						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				200.00	0.00	200.00
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>					
36411	27-Oct-2014	Issued	217	C		109.76
22132	01-4-2500-000	PAYABLES - TRADE		109.76		
Invoice Description --> LBA - ROAD BARRICADE DECALS						
<b>Total :</b>				109.76	0.00	109.76
<b>Supplier Total :</b>				109.76	0.00	109.76
<b>2649</b>	<b>THE INK SPOT</b>					
36419	27-Oct-2014	Issued	217	C		226.49
14-930	01-4-2500-000	PAYABLES - TRADE		226.49		
Invoice Description --> SLVFD - OFFICE SUPPLIES - OFFICER TRAVEL						
<b>Total :</b>				226.49	0.00	226.49
<b>Supplier Total :</b>				226.49	0.00	226.49
<b>4996</b>	<b>TIM'S TRIMMING</b>					
36456	27-Oct-2014	Issued	217	C		152.25
16937	01-4-2500-000	PAYABLES - TRADE		152.25		
Invoice Description --> BC PARKS - LAWN MOWING AND CUTTINGS REMOVED						
<b>Total :</b>				152.25	0.00	152.25
<b>Supplier Total :</b>				152.25	0.00	152.25
<b>5023</b>	<b>TKS HYDRAULICS &amp; SUPPLY</b>					
36457	27-Oct-2014	Issued	217	C		205.79
17883	01-4-2500-000	PAYABLES - TRADE		205.79		
Invoice Description --> SLVFD - REPLACE WATER HOSES						
<b>Total :</b>				205.79	0.00	205.79



ALBERNI-CLAYQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



AP5100 Page : 33  
 Date : Nov 03, 2014 Time : 11:49 am  
 Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Supplier Total :</b>					205.79	0.00	205.79
<b>5025</b>	<b>TOM HARRIS CELLULAR LTD</b>						
36458	27-Oct-2014		Issued	217	C	78.40	
PORTAIN87656	01-4-2500-000	PAYABLES - TRADE			78.40		
Invoice Description -->		ACRD - THOMAS ENVIRONMENTAL SERVICES - REPLACEMENT PHONE					
<b>Total :</b>					78.40	0.00	78.40
<b>Supplier Total :</b>					78.40	0.00	78.40
<b>5080</b>	<b>TOURISM VANCOUVER ISLAND</b>						
36459	27-Oct-2014		Issued	217	C	2625.00	
OCT14/14	01-4-2500-000	PAYABLES - TRADE			2625.00		
Invoice Description -->		REGION PLANNING - TRAILS STRATEGY - PHASE 1 - AS PER BOARD APPROVAL					
<b>Total :</b>					2625.00	0.00	2625.00
<b>Supplier Total :</b>					2625.00	0.00	2625.00
<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>						
36396	27-Oct-2014		Issued	217	C	107.80	
OCT.16/14	01-4-2500-000	PAYABLES - TRADE			107.80		
Invoice Description -->		ACRD OFFICE - \$83.09 , STAFF TRAVEL \$12.10, PLANNIG \$12.61					
<b>Total :</b>					107.80	0.00	107.80
<b>Supplier Total :</b>					107.80	0.00	107.80
<b>5131</b>	<b>TSESHAHT MARKET</b>						
36460	27-Oct-2014		Issued	217	C	42.59	
1612800	01-4-2500-000	PAYABLES - TRADE			42.59		
Invoice Description -->		SLVFD - FUEL TRUCK #41					
<b>Total :</b>					42.59	0.00	42.59
<b>Supplier Total :</b>					42.59	0.00	42.59
<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>						
36461	27-Oct-2014		Issued	217	C	304.62	
LBA - SEPT/14	01-4-2500-000	PAYABLES - TRADE			304.62		
Invoice Description -->		LBA - SEPTEMBER 2014 FUEL					
<b>Total :</b>					304.62	0.00	304.62
<b>Supplier Total :</b>					304.62	0.00	304.62
<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>						
00065-0010	01-Oct-2014		Issued	196	T		
18735	01-4-2500-000	PAYABLES - TRADE			3543.75		



Supplier : 0003 To Z4209  
 Trans. Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque Date : 01-Oct-2014 To 31-Oct-2014  
 Cheque No. : All  
 Batch No. : All

Bank : 0099 To 4  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL								
<b>Total :</b>						3543.75	0.00	3543.75
00068-0016	29-Oct-2014	Issued	216	T	1181.25			
19183	01-4-2500-000	PAYABLES - TRADE						1181.25
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL								
<b>Total :</b>						1181.25	0.00	1181.25
<b>Supplier Total :</b>						4725.00	0.00	4725.00
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<b>5195</b>	<b>UNISERVE COMMUNICATIONS CORPORATION</b>							
36462	27-Oct-2014	Issued	217	C	27.81			
000502023-0928201	01-4-2500-000	PAYABLES - TRADE						27.81
Invoice Description --> WCLF - INTERNET SERVICE								
<b>Total :</b>						27.81	0.00	27.81
<b>Supplier Total :</b>						27.81	0.00	27.81
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<b>5278</b>	<b>VANCOUVER ISLAND PUBLISHING GROUP A/R</b>							
00065-0011	01-Oct-2014	Issued	196	T	368.29			
OSCD00005760	01-4-2500-000	PAYABLES - TRADE						116.29
Invoice Description --> FAMILY FARM'S DAY IN OCEANSIDE STAR - AG PLAN								
WNDI00003610	01-4-2500-000	PAYABLES - TRADE						252.00
Invoice Description --> ELECTIONS								
<b>Total :</b>						368.29	0.00	368.29
00068-0017	29-Oct-2014	Issued	216	T	858.67			
AVTD00011194	01-4-2500-000	PAYABLES - TRADE						115.79
Invoice Description --> BCWS - HYDRANT NOTICE ADVERTISEMENT								
WNDI00003636	01-4-2500-000	PAYABLES - TRADE						246.75
Invoice Description --> E/A ADMIN - ELECTIONS - ADVERTISING - WEST COAST								
AVTD00011025	01-4-2500-000	PAYABLES - TRADE						496.13
Invoice Description --> E/A ADMIN - ELECTIONS - ADVERTISING								
<b>Total :</b>						858.67	0.00	858.67
<b>Supplier Total :</b>						1226.96	0.00	1226.96
-----								
<b>5269</b>	<b>VANCOUVER ISLAND FLEET SAFETY CONSULTING</b>							
36463	27-Oct-2014	Issued	217	C	2282.70			
AA-25SEP14-00800	01-4-2500-000	PAYABLES - TRADE						2282.70
Invoice Description --> DRIVER TRAINING FOR 8 STUDENTS - GRAVEL								
<b>Total :</b>						2282.70	0.00	2282.70
<b>Supplier Total :</b>						2282.70	0.00	2282.70

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100**

**Date :** Nov 03, 2014

**Page :** 35

**Time :** 11:49 am

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
36464	27-Oct-2014	Issued	217	C		21091.88
1122	01-4-2500-000	PAYABLES - TRADE		21091.88		
Invoice Description --> LBA - RUNWAY CLEARING - CAPITAL						
<b>Total :</b>				21091.88	0.00	21091.88
<b>Supplier Total :</b>				21091.88	0.00	21091.88

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5423	29-Oct-2014	Issued	216	T		183.75
00068-0018	01-4-2500-000	PAYABLES - TRADE		183.75		
26036						
Invoice Description --> AVLF - SEPTIC TANK CLEAN OUT						
<b>Total :</b>				183.75	0.00	183.75
<b>Supplier Total :</b>				183.75	0.00	183.75

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5432	27-Oct-2014	Issued	217	C		299.25
36466	01-4-2500-000	PAYABLES - TRADE		299.25		
20141002						
Invoice Description --> BCWS - VIBRATION ANALYSIS						
<b>Total :</b>				299.25	0.00	299.25
<b>Supplier Total :</b>				299.25	0.00	299.25

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5461	27-Oct-2014	Issued	217	C		2927.40
36467	01-4-2500-000	PAYABLES - TRADE		2927.40		
6501						
Invoice Description --> ACRD OFFICE RENOS - INTERIOR PAINTING						
<b>Total :</b>				2927.40	0.00	2927.40
<b>Supplier Total :</b>				2927.40	0.00	2927.40

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5495	17-Oct-2014	Issued	210	C		2250.00
36388	01-4-2500-000	PAYABLES - TRADE		2250.00		
DW2014-0003						
Invoice Description --> ACRD - RECYCLING CAMPAIGN MULTIPLEX & BULLDOGS PROGRAM						
<b>Total :</b>				2250.00	0.00	2250.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
36468	27-Oct-2014	Issued	217	C		300.00
DW2014-0005	01-4-2500-000	PAYABLES - TRADE		300.00		
Invoice Description --> ACRD - RECYCLING CAMPAIGN MULTIPLEX & BULLDOGS PROGRAM						
<b>Total :</b>				300.00	0.00	300.00
<b>Supplier Total :</b>				2550.00	0.00	2550.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5543	01-Oct-2014	Issued	196	T		3094.29
00065-0012						



**AP5100** **Page : 36**  
**Date :** Nov 03, 2014 **Time :** 11:49 am  
**Bank :** 0099 To 4  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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**Trans. Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque Date :** 01-Oct-2014 To 31-Oct-2014  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2095	01-4-2500-000	PAYABLES - TRADE		3094.29		
Invoice Description --> BCWS - IT SYSTEM REPAIRS - WATER MAIN FAILURES TO SHUT DOWN - DARNLEY						
<b>Total :</b>				3094.29	0.00	3094.29
<b>Supplier Total :</b>				3094.29	0.00	3094.29

5620	WORKSAFE BC					
36347	08-Oct-2014	Issued	205	C	4211.96	
3RDQTR2014	01-4-2500-000	PAYABLES - TRADE		4211.96		
Invoice Description --> 3rd QUARTER 2014 WCB PREMIUMS						
<b>Total :</b>				4211.96	0.00	4211.96
<b>Supplier Total :</b>				4211.96	0.00	4211.96

<b>Total Computer Paid :</b>	<u>419,845.70</u>	<b>Total EFT PAP :</b>	<u>291,917.31</u>	<b>Total Paid :</b>	<u>1,017,364.73</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>305,601.72</u>		



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill

**Meeting Date:** November 13, 2014

**Subject:** Renewal of Telus Lease Agreement at Long Beach Airport

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**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors renew Telus' lease agreement for the telecommunication service facility located at the Long Beach Airport for a three (3) year term commencing December 1, 2014, for \$752.51 plus tax per year.

**Summary:**


Telus has held a lease at the Long Beach Airport since 1994 for a telecommunications service facility. The lease is up for renewal as of November 30, 2014 and Telus has requested a renewal.

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

Staff time to prepare lease for renewal.

**Financial:**

Telus will pay \$752.51 plus tax per year.

Submitted by: 

\_\_\_\_\_  
Janice Hill, Environmental Services Coordinator

Approved by: 

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



## REQUEST FOR DECISION

**To:** Board of Directors  
Wade Hepp, Fire Chief, Sproat Lake Volunteer Fire Department

**From:** Teri Fong, Manager of Finance

**Meeting Date:** November 13, 2014

**Subject:** Licence of Occupation Renewal – Faber Road Firehall

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**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors authorize the ACRD Chair and CAO to sign to renew the Licence of Occupation over a portion of Faber Road land for the purpose of housing the Faber Road Firehall for a period of five (5) years commencing December 1<sup>st</sup>, 2014 for a fee of \$600.00 per year plus GST.

**Summary:**

The current licence of occupation with the Ministry of Transportation and Infrastructure will expire on November 30, 2014 and requires renewal. The area of the licence is approximately 3650m<sup>2</sup> which houses the Faber Road Firehall, part of the Sproat Lake Volunteer Fire Department.


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

Minimal.


**Financial:**

The \$600.00 per year plus GST will be paid by the Sproat Lake Volunteer Fire Department operating budget as in prior years.

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

  
Teri Fong, CPA, CGA, Manager of Finance

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

  
Russell Dyson, Chief Administrative Officer

October 27, 2014

Alberni – Clayquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3



Attention: Janice Hill, Environmental Services Assistant

**Re: Licence of Occupation over a portion of Faber Road, Sproat Lake**

The current Licence of Occupation will expire on November 30, 2014. Enclosed please find two copies of the above noted renewal for a five year term. If you wish to renew this agreement, please review and have both copies signed and return to my attention for processing. A fully executed copy will be forwarded to you in due course. Please also forward a cheque in the amount of \$630.00 (\$600.00 annual rent and \$30.00 GST) made payable to the **BC Transportation Financing Authority** to cover the first year of the term. Please forward to my attention at the following address:

**Ministry of Transportation and Infrastructure, Properties, 3<sup>rd</sup> Flr – 2100 Labieux Road, Nanaimo, BC V9T 6E9.**

As part of the agreement, also enclosed is a Certificate of Insurance to be filled out by your insurance company and returned.

Please feel free to contact me at (250) 751-3261 with any questions concerning the renewal of your licence. Thank you.

Yours truly,



Lorna Andreychuk  
Property Administrator  
for the Ministry of Transportation  
& Infrastructure  
South Coast Region

/LWA

Encs.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Coordinator

**Meeting Date:** November 13, 2014

**Subject:** West Coast Curbside Collection of PPP and Garbage Collection RFP

**Recommendation:**

***That the Alberni-Clayoquot Regional District Board of Directors award the West Coast Curbside Collection of PPP and Garbage Collection contract to Sonbird Refuse and Recycling Ltd. for \$153,788.76 plus GST annually, commencing December 1<sup>st</sup>, 2014 for a four (4) year term or earlier, with an optional one (1) year extension.***

**Summary:**

The current curbside collection of PPP and garbage contract expires November, 30, 2014. A RFP was advertised and closed November 3, 2014. Three proposals were received prior to the closing time. The RFPs were evaluated in two parts; a technical evaluation and a financial proposal. The technical evaluation was opened first and only the technically qualified proposals with a minimum score of 375 of 500 had the financial proposal opened. The technical evaluations were carried out by Carey McIver of Carey McIver & Associates, Andrew McGifford, Accountant, and Janice Hill, Environmental Services Coordinator.

Two of the three proposals were technically qualified; therefore two financial proposals were opened. The following table shows the financial proposal amounts.

<b>Proposer</b>	<b>Annual Amount</b>
Sonbird Refuse & Recycling	\$153,788.76
Eterra	\$321,798.72

**Background:**

Sonbird Refuse and Recycle have provided the curbside collection of PPP and garbage to the ACRD since 2008. We are satisfied with their operation and are confident with awarding this contract to them.

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

Staff time will be required to finalize contract documents and provide contract management during the term.



**Financial:**

The annual MMBC financial incentives for the West Coast Curbside Collection of PPP will fully cover the contract costs of the recycling services by accepting the RFP from Sonbird Refuse & Recycling.

The Garbage Collection component of the RFP was unchanged from the prior contract rate, therefore it is anticipated that the annual charges for the garbage service on the West Coast will remain unchanged in the first year.

**Policy or Legislation:**

As per ACRD policies and our contract requirements with Multi-Materials BC.

Submitted by:   
\_\_\_\_\_  
Janice Hill, Environmental Services Coordinator

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



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Coordinator

**Meeting Date:** November 13, 2014

**Subject:** Alberni Valley Curbside Collection of PPP and Recycling Depot Operation RFP

**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors award the Alberni Valley Curbside Collection of PPP and Recycling Depot Operation contract to SunCoast Waste Services for \$261,543.60 plus GST annually, commencing December 1<sup>st</sup>, 2014 for a four (4) year term or earlier, with an optional one (1) year extension.*

**Summary:**

The current curbside collection and depot operation contract expires November, 30, 2014. A RFP was advertised and closed November 3, 2014. Four proposals were received prior to the closing time. The RFPs were evaluated in two parts; a technical evaluation and a financial proposal. The technical evaluation was opened first and only the technically qualified proposals with a minimum score of 375 of 500 had the financial proposal opened. The technical evaluations were carried out by Carey McIver of Carey McIver & Associates, Andrew McGifford, Accountant, and Janice Hill, Environmental Services Coordinator.

Each of the four proposals were technically qualified, therefore all financial proposals were opened. The following table shows the financial proposal amounts.

<b>Proposer</b>	<b>Annual Amount</b>
Suncoast Waste Services	\$261,543.60
Nicklin Waste Services	\$367,794.00
Emterra	\$377,339.40
Evergreen (Alpine)	\$488,385.12

**Background:**

SunCoast Waste Services has provided the curbside collection and depot operation to the ACRD since 2008. We are satisfied with their operation and are confident with awarding this contract to them.

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

Staff time will be required to finalize contract documents and provide contract management during the term.

**Financial:**

The annual MMBC financial incentives for recycling in the Alberni Valley Curbside Collection of PPP and Recycling Depot Operation will fully cover the contract costs of accepting the RFP from SunCoast Waste Services.

**Policy or Legislation:**

As per ACRD policies and our contract requirements with Multi-Materials BC.



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

Janice Hill, Environmental Services Coordinator



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

Russell Dyson, Chief Administrative Officer



## UPDATE

**To:** Board of Directors  
**From:** Russell Dyson, CAO  
**Meeting Date:** November 13, 2014  
**Subject:** Update to Board Action List

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**Recommendation:**

***That the Board of Directors receive the CAO's Update regarding a proposed Woodstove Bylaw and direct staff to draft a bylaw for Board review in advance of the bylaw being referred to the Alberni Valley APC's for comment.***

The Board of Directors requested an update on an action item regarding a proposed woodstove bylaw. This matter was first brought forward by the Air Quality Council in 2012. Staff was to have provided a bylaw for the consideration of the APC's, this has not been done. In consideration of the passing of time, staff will bring forward a proposed bylaw for the review of the Board and then comment from each APC of the Alberni Valley. It is proposed that this be completed by February 2015. This will provide the opportunity for the new APC appointments to be confirmed and the new Board to put their mind to the bylaw.

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

Russell Dyson, Chief Administrative Officer



## MEMORANDUM

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

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

**Date:** November 5, 2014

**Subject:** Grandview Road Water Upgrades for 6253 Drinkwater Road

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### **480 meter Additional Upgrade:**

#### **Recommendation:**

That the ACRD Board of Directors approves 480 meters of replacement water main on Grandview Road, with the materials and works to be completed by the developer (Vaughan Chase–6253 Drinkwater Road) to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST).

Note: Additional estimated costs to the ACRD: engineering \$30,000 and asphalt replacement \$20,000.

#### **Background:**

The Beaver Creek Water Advisory Committee reviewed the attached request for decision on October 28<sup>th</sup>, 2014 and recommended to the Board that:

*“the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST) in principle.”*

The proposed 480 meters of water line upgrades on Grandview Road will provide required fire flows to the subdivision, replace the failing undersized asbestos cement main, improve water quality and assist with system flow rates and volumes.

#### **Costs:**

The Advisory Committee asked about any additional costs. Staff has reviewed this with the ACRD consulting engineer and the estimated engineering costs are \$30,000 plus an additional \$20,000 for potential asphalt replacement dependant on design requirements.

### **Loop - Subdivision to Drinkwater – approximately 320 m**

#### **Background:**

The development representatives and ACRD staff have agreed in principal to cost share and create a loop in the water system through this subdivision. This agreement originated with the Beaver Creek Improvement District. The proposed 320 m looping section, north of the subdivision to Drinkwater Road, will improve water quality, reduce flushing costs, provide a secondary route (for emergency and maintenance) and assist with system flow rates and volumes.

**Costs:**

Engineering and labor is to be supplied by the developer and materials (pipe and fittings) by the ACRD. The material costs for this section are estimated to be \$9,600 however as of the November 2014 there is 300m of 150 mm PVC water main in stock which would reduce the cost to approximately \$1,500.

**Connection – Grandview to subdivision – approximately 120 m**

**Background:**

This 120m section would connect the proposed 480m additional upgrade on Grandview Road to the new subdivision. It will improve water quality, reduce flushing costs, provide a secondary route (for emergency and maintenance) and assist with system flow rates and volumes.

**Costs:**

It is proposed labor is to be supplied by the developer and materials (pipe and fittings) by the ACRD. The material costs for this section are estimated to be \$3,600.

**Policy or Legislation:**

The Beaver Creek Water Subdivision Bylaw, which carries over from the previous Beaver Creek Improvement District and Section 939 of the *Local Government Act* both set out the regulations for dealing with excess or extended services.

The upgrade to the Grandview Road water line is part of the Beaver Creek Water Service work plan with the upgrade to Grandview Road water line scheduled within the next (5) five years. (Note: the looping to Drinkwater Road is dependent on this development proceeding)

**Summary**

This 480 meter upgrade would be part of the recommended 1320 meter upgrade noted in the attached request for decision. There are multiple benefits to the system by proceeding with this looping between Grandview and Drinkwater Roads. It achieves both the recommended looping and replacement of existing water mains identified in both the 2006 Water Study - Distribution System Improvement Projects and the May 2011 Beaver Creek Improvement District Water Infrastructure Assessment. It will dramatically reduce the capital reserves for this service in 2015, but the system benefits are significant.



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Andy Daniel, Manager, Environmental Services



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Russell Dyson, CAO



## REQUEST FOR DECISION

**To:** Russell Dyson, Chief Administrative Officer;  
Regional Board of Directors; and Beaver Creek Water Advisory Committee

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

**Date:** October 23, 2014

**Subject:** Grandview Road Water Upgrades for 6253 Drinkwater Road

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### **Recommendation:**

That the ACRD Board of Directors approves 480 meters of water line upgrades on Grandview Road, with the works to be completed by the developer to the Beaver Creek Water Service specifications with a contribution from the ACRD Beaver Creek Water Service Area not exceeding \$179,880.00 (not including GST).

### **Desired Outcome:**

To meet required fire flows for the eight (8) lot development on 6253 Drinkwater Road and the additional 50 properties highlighted on the attached map. Additional benefits will be a significant reduction in line breakages on this section of Grandview Road, there have been four (4) breaks in this line since the Strick Road pump stations went online this summer; the water line will be looped, so manual flushing will no longer be required, both Drinkwater Road and Grandview Road require manual flushing once a month; and this upgrade will be completed at a reduced cost.

### **Summary:**

The attached map shows the required waterline, highlights the properties that benefit from the upgrade, and illustrates the three components of waterline upgrades that are required for this development.

### **Background:**

To provide potable water and meet fire flow requirements for the eight (8) lot subdivision at 6253 Drinkwater Road, approximately 1320 metres of 150 mm pvc water pipe needs to be installed. The initial 840 metres will be installed by the developer with BWS providing 320 metres of 150 mm water pipe to loop to Drinkwater Road. To meet rural fire flow requirements, 480 metres of water pipe on the end of Grandview Road needs to be upgraded. (See attached map)

The subdivision water regulation bylaw for the Beaver Creek Water Service includes a provision for an application to be approved where the applicant provides the District with a reasonable proposal to

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?ath Government, Huu-ay-aht First Nations & Uchucklesaht Tribe

Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

increase the supply capacity of the District's system so that it is capable of providing the parcels to be created by the subdivision with a sufficient supply of water (section 5 C). Section 8 of the subdivision water regulation bylaw deals with "extended services" and section 939 of the *Local Government Act* sets out the requirements for providing and paying for excess or extended services. For this development, staff recommends the Regional District service area (Beaver Creek Water Service) pay for the cost of the installation of the water pipe on Grandview Road and provides 320 metres of water pipe for the looping connection to Drinkwater Road. The developer will cover the cost of installation for the 320 metres of water pipe in addition to the 520 metres of water pipe to services the subdivision as shown on the attached map.

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

Staff time will be required to oversee the project.

**Financial:**

The cost of the project is \$179,880.00. Staff estimates a savings of \$20,000. Bowerman Excavating is installing the other 840 metres of waterline for the development at 6253 Drinkwater Road for the developer and would undertake this work.

**Policy or Legislation:**

The Beaver Creek Water Subdivision Bylaw, which carries over from the previous Beaver Creek Improvement District and Section 939 of the *Local Government Act* both set out the regulations for dealing with excess or extended services.

The upgrade to the Grandview Road water line is part of the Beaver Creek Water Service work plan with the upgrade to Grandview Road water line scheduled within the next (5) five years. (Note: the looping to Drinkwater Road is dependent on this development proceeding)



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

Mike Irg, Manager of Planning and Development



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

Bruce Forsyth, Maintenance Technician Leadhand







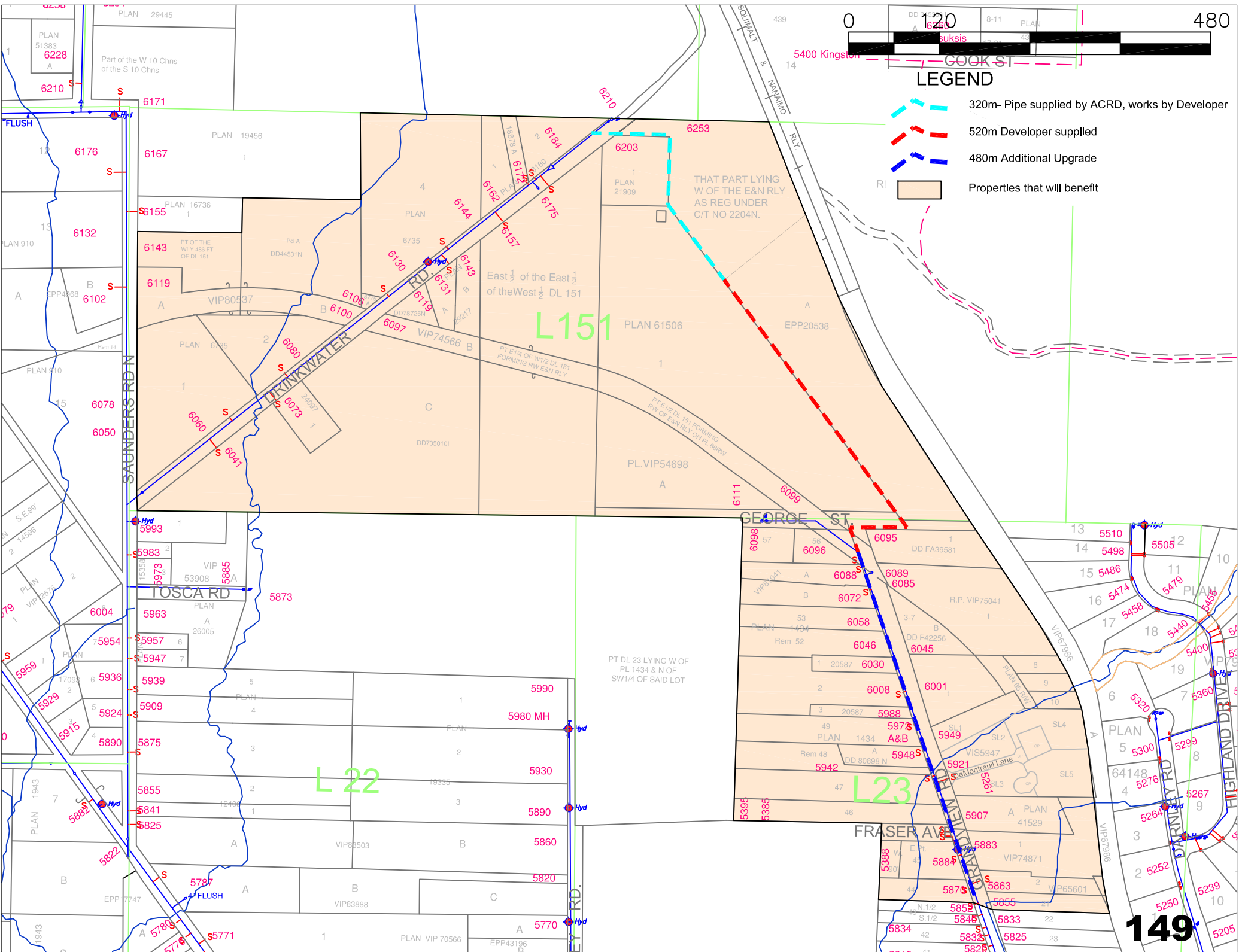
Approved by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



**LEGEND**

-  320m- Pipe supplied by ACRD, works by Developer
-  520m Developer supplied
-  480m Additional Upgrade
-  Properties that will benefit





## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** November 13, 2014

**Subject:** **Contractor Safety and Coordination Policy**

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### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors adopt the ACRD Contractor Safety and Coordination Policy as presented.**

### **Desired Outcome:**

To adopt a policy to ensure all ACRD contractors are informed of the hazards and necessary controls associated with the worksite and they complete the work following all applicable occupational health and safety requirements and practices.

### **Background:**

The ACRD requires a policy to establish a screening process to ensure that all contractors complete their work tasks without compromising the health and safety of workers and to ensure compliance with all applicable regulations. The ACRD retained the services of Mr. Peter Gilmour, Advances OHS Solutions to assist in drafting a policy that covers all applicable sections of legislation including the Workers Compensation Act.

This policy will apply to all ACRD employees and contractors working on Regional District property. The policy covers the single and multiple employer worksites, regardless of the number of workers employed on site.

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


Some staff time required to ensure the policy is adhered to.

### **Financial:**

n/a

### **Policy or Legislation:**

Workers Compensation Act  
Occupational Health and Safety Regulations

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

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



<b>TITLE: Contractor Safety and Coordination</b>				
EFFECTIVE DATE: Nov. 13, 2014	DEPARTMENT: All	AUTHORIZED BY:	REPLACES:	PAGE 1 OF 6

## 1. POLICY

Part 3, Division 3 Section 115 (1)(a) of the Workers Compensation Act states that:

*"every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which the employer's work is being carried out".*

In addition Section 119 outlines the general duties of the owner of a workplace as follows:

*Every owner of a workplace must*

*(a) provide and maintain the owner's land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace,*

*(b) give to the employer or prime contractor at the workplace the information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace.*

The Alberni-Clayoquot Regional District is responsible for ensuring that all contractors are informed of the hazards and necessary controls associated with the worksite and that they complete the work following all applicable occupational health and safety requirements and practices. To ensure the health and safety of all workers on Regional District worksites and compliance with WorkSafeBC requirements, all contractors undertaking work at Alberni-Clayoquot Regional District worksites must be screened and the appropriate documentation completed prior to commencing work.

Before commencing work, the contractor must provide assurance to the Regional District that employees of the contractor will be made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work, as well as their rights and duties under the Workers Compensation Act and the Occupational Health and Safety Regulation. Contractor employees must be adequately informed, instructed, trained and supervised as necessary to ensure their health and safety and the health and safety of other workers at the workplace.

For all multiple employer worksites, the Regional District will appoint a Prime Contractor. There will be a written, signed agreement between the Regional District and the Prime Contractor. The Prime Contractor must ensure the activities of all employers, workers and other persons at the workplace relating to occupational health and safety are coordinated and must do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with WorkSafeBC requirements in respect to the workplace.

All parties involved will cooperate to ensure compliance with all applicable WorkSafeBC requirements.



## 2. PURPOSE

The purpose of this policy is to establish a screening process to ensure that all contractors complete their work tasks without compromising the health and safety of workers and to ensure compliance with all applicable regulations.

## 3. SCOPE

This policy applies to all Alberni-Clayoquot Regional District employees and contractors working on Regional District property. The policy covers the single and multiple employer worksites, regardless of the number of workers employed on the site.

## 4. RESPONSIBILITY

### Managers

Regional District managers are responsible for ensuring compliance with all contractor safety and coordination procedures and WorkSafeBC requirements.

### Supervisors

Regional District supervisors and/or managers are responsible for working directly with contractors to ensure compliance and completion of the appropriate forms. All documentation is to be readily available when requested.

Regional District supervisors and/or managers are responsible for ensuring that their ACRD employees are aware of any contractors that will be on the worksite, any hazards that may be created by the contractor's activities on site and appropriate measures to eliminate or control those hazards.

Regional District supervisors and/or managers are responsible for monitoring contractors and contractor employees to ensure compliance with all safe work practices and WorkSafeBC requirements.

### Employees

Employees are responsible to take reasonable care to ensure their own safety and the safety of others, to know and follow all safety and health instructions, rules, regulations and safe work procedures and to report any unsafe or sub-standard condition or act as soon as possible to the supervisor or the employer.

### Occupational Health and Safety Coordinator

The duty of ACRD OHS Coordinator is assigned to the Manager of Environmental Services. The ACRD Manager of Environmental Services is responsible for maintaining a file of completed confirmation forms, arranging regular compliance inspections and developing safety inspection reports based on the inspections.

For multiple employer worksites, the Prime Contractor's OHS Coordinator is responsible for ensuring the coordination of health and safety activities for the worksite. This includes informing employers and



workers of the hazards created, and ensuring that the hazards are addressed throughout the duration of the work.

## 5. DEFINITIONS

*“Single Employer Worksite”* means a workplace where workers of a single employer do not affect or overlap the work of another single employer at the same time and the same workplace.

*“Multiple Employer Worksite”* 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, the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the Prime Contractor. If there is no agreement the owner will be the Prime Contractor.

*“Construction Project”* means any erection, alteration, repair, dismantling, demolition, structural or routine maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, concreting, the installation of any machinery or any other work deemed to be construction by WorkSafeBC.

## 6. PROCEDURE

To ensure the health and safety of all workers on the worksite and to meet all applicable regulations, the following systematic approach will be used to evaluate contractors used to conduct business on Alberni-Clayoquot Regional District property before the work commences.

### **Contractor Prequalification Program**

As part of all tender packages an *Instructions to Tenderers* document (Appendix C) will be provided to prospective contractors, including either the single employer or multiple employer confirmation of responsibilities form (Appendix C) as appropriate for the work.

As a means to ensure that contractors follow all applicable safety rules and safe work practices, the following criteria and information related to the contractor will be reviewed by the Manager of Environmental Services before any contract for work on site is approved:

- information relating to contractor's safety performance and programs,
- methods of informing the contractor and Regional District employees of known or potential hazards related to the contractor's work and applicable provisions of the emergency procedures,
- safe work practices to control the entrance, presence and exit of contractors and employees of contractors in Regional District facilities,
- evaluation of contractor performance in complying with specific safety standards,
- a list of unique hazards presented by contractors' work or potential hazards generated by the contractor in the workplace.



Supervisors and/or managers will review the contractor's safe work practices to control hazards during operations including lockout, confined space entry, overhead activities, buried services, mobile equipment, etc.

### **Construction Projects**

WCB Regulation 20.3 outlines additional requirements for multiple employer construction projects. These include:

- the appointment of a qualified OHS coordinator,
- posted site drawing, showing project layout, first aid location, emergency transportation provisions and evacuation marshalling station, and
- a set of construction procedures designed to protect the health and safety of workers at the workplace.

### **Contractor Training Compliance**

All contractors will ensure that their employees are properly trained. Contractors used by the Alberni-Clayoquot Regional District must:

- provide assurance that their employees are trained in safe work practices needed to perform the job,
- provide assurance that their employees are instructed in hazards related to their work on Alberni-Clayoquot Regional District worksites and the applicable provisions of the facility emergency procedures,
- maintain written documentation of the required training and the means to verify their employees have understood the training,
- ensure that their employees follow the worksite safety rules and safe work practices, and comply with all relevant WorkSafeBC requirements
- advise the Alberni-Clayoquot Regional District of unique hazards presented by the contractor's work.

### **Contractor Safety Meetings**

Contractors will conduct meetings to exchange information on any safety issues, concerns hazards or safety directives. These meetings will be conducted at least weekly or more often if needed. Contractor safety meetings will be attended by Regional District representatives on a random basis and when operational changes to equipment, facilities or the job occur that impacts the contractor and contractor employees.

### **Confirmation Forms**

Confirmation of the above criteria and information will be assessed through the completion of either the single employer or multiple employer confirmation of responsibilities form as appropriate for the work (see Appendix C). Copies of the completed form are distributed to the responsible Department Manager and/or Supervisor and maintained by the ACRD Manager of Environmental Services.

### **Routine Contractor Compliance Inspections**

Contractors are expected to conduct routine inspections of the worksite at intervals that will prevent the development of unsafe working conditions.



Routine contractor compliance inspections will be conducted periodically by Regional District representatives when contractors are on site. These inspections will be conducted to ensure that conditions and work practices conform to safe work procedures and applicable regulations.

The ACRD Manager of Environmental Services or designate will manage the contractor compliance inspections. Following the inspections, a Contractor Safety Report will be generated. The Report will provide information on inspection items noted, and will be distributed immediately to:

- the prime contractor,
- other personnel responsible for correcting any noted deficiencies,
- all Regional District supervisors and management staff affected by the contractors' operations.

Supervisors and/or managers will brief the results to all employees under their direction. Any deficiencies noted will be immediately corrected by the contractor, otherwise a 'stop work' order will be issued by the Regional District manager responsible for the work.

## **7. REFERENCES**

**Workers Compensation Act** – Division 3 Part 3 Sections 115, 118 and 119  
**Occupational Health and Safety Regulation** - Section 20.3

## **8. ATTACHMENTS**

- Appendix A: Workers Compensation Act – Part 3 Division 3 Sections 115, 118, 119  
Appendix B: Occupational Health and Safety Regulation – Part 20 Section 20.3  
Appendix C: Instructions to Tenderers  
Appendix C: Form: Confirmation of Contractor Responsibilities (Single Employer Work Sites)  
Appendix C: Form: Confirmation of Prime Contractor Responsibilities (Multiple Employer Work Sites)





## **Appendix A: Workers Compensation Act**

### **Part 3 Division 3 - General Duties of Employers, Workers and Others**

#### **General duties of employers**

**115**

- (1) Every employer must*
  - (a) ensure the health and safety of*
    - (i) all workers working for that employer, and*
    - (ii) any other workers present at a workplace at which that employer's work is being carried out, and*
  - (b) comply with this Part, the regulations and any applicable orders.*
  
- (2) Without limiting subsection (1), an employer must*
  - (a) remedy any workplace conditions that are hazardous to the health or safety of the employer's workers,*
  - (b) ensure that the employer's workers*
    - (i) are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,*
    - (ii) comply with this Part, the regulations and any applicable orders, and*
    - (iii) are made aware of their rights and duties under this Part and the regulations,*
  - (c) establish occupational health and safety policies and programs in accordance with the regulations,*
  - (d) provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers,*
  - (e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace,*
  - (f) make a copy of this Act and the regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review,*
  - (g) consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer, and*
  - (h) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.*



## Coordination at 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.

(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 regulations in respect of the workplace.

(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.*

## General duties of owner

**119** *Every owner of a workplace must*

- (a) provide and maintain the owner's land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near the workplace,
- (b) give to the employer or prime contractor at the workplace the information known to the owner that is necessary to identify and eliminate or control hazards to the health or safety of persons at the workplace, and
- (c) comply with this Part, the regulations and any applicable orders.



## Appendix B: Occupational Health and Safety Regulation

### Part 20 Construction, Excavation and Demolition

#### 20.3 Coordination of multiple employer workplaces

- (1) *If a construction project involves the work of 2 or more employers or their workers, each employer must notify the owner, or the person engaged by the owner to be the prime contractor, in advance of any undertaking likely to create a hazard for a worker of another employer.*
  
- (2) *If a work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to workers, and the combined workforce at the workplace is more than 5,*
  - (a) *the owner, or if the owner engages another person to be the prime contractor, then that person must*
    - (i) *appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location, and*
    - (ii) *provide up-to-date information as specified in subsection (4), readily available on site, and*
  - (b) *each employer must give the coordinator appointed under paragraph (a)(i) the name of a qualified person designated to be responsible for that employer's site health and safety activities.*
  
- (3) *The duties of the qualified coordinator appointed under paragraph (2)(a)(i) include*
  - (a) *informing employers and workers of the hazards created, and*
  - (b) *ensuring that the hazards are addressed throughout the duration of the work activities.*
  
- (4) *The information required by subsection (2)(a)(ii) includes*
  - (a) *the name of the qualified coordinator appointed under subsection (2)(a)(i),*
  - (b) *a site drawing, which must be posted, showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station, and*
  - (c) *a set of construction procedures designed to protect the health and safety of workers at the workplace, developed in accordance with the requirements of this Regulation.*

**Note:** *The information required by subsection (4) is a part of the overall health and safety program required by [Part 3](#) of this Regulation (Rights and Responsibilities). See [sections 118 and 119 of Part 3 of the Workers Compensation Act](#) for the statutory requirements for coordination at multiple employer workplaces and the general duties of owners.*



## **Appendix C: INSTRUCTIONS TO TENDERERS**

### **RE: OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS**

The Tenderer is advised that the Alberni-Clayoquot Regional District has specific procedures in regard to contractor co-ordination. These procedures are available for viewing by contacting the Alberni-Clayoquot Regional District office (Phone: 250-720-2700).

These procedures will be a requirement of the contract and failure to meet these requirements will result in cancellation of the contract.

Successful bidders will be required to sign the applicable "Confirmation of Contractor Responsibilities" form for single employer worksites (see Appendix D) or multiple employer worksites (see Appendix E) in consultation with the Regional District Representative for the project.

The successful bidder shall be responsible for, but not restricted to, the following:

- Performing all services to a safety standard acceptable to the Regional District
- Ensuring compliance with all relevant requirements of the Workers Compensation Act and Occupational Health and Safety Regulation
- Having in place a written occupational health and safety program and written safe work procedures specific to the work being performed
- Having the written health and safety program and all written safe work procedures available at the work place prior to commencement of the work
- Maintaining appropriate WorkSafeBC registration in good standing throughout the duration of the project
- Providing all required Occupational First Aid services, equipment and supplies

In addition to the responsibilities listed above, the successful bidder for the role of Prime Contractor on a multiple employer worksites shall be responsible for submitting any required Notice of Project to WorkSafeBC as specified in Occupational Health and Safety Regulation 20.2



## CONFIRMATION OF CONTRACTOR RESPONSIBILITIES

### SINGLE EMPLOYER WORK SITES

NAME OF PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF RESPONSIBILITIES		YES	NO
1.	The Contractor acknowledges their appointment as a Contractor for the Regional District construction project as noted above.		
2.	The Contractor acknowledges that their WorkSafeBC registration will be maintained in good standing throughout the duration of the project		
3.	The contractor will ensure that will ensure that a copy of the WorkSafeBC Notice of Project, including areas of responsibility, is posted at the worksite.		
4.	The Contractor understands that in any conflict of directions, the Workers Compensation Act and Occupational Health and Safety Regulation shall prevail.		
5.	The Contractor understands and will direct that all their supervisors/coordinators must immediately report any apparent conflict as described above.		
6.	The Contractor agrees that their supervisor shall immediately notify the Regional District representative of any reported conflict.		
7.	The Contractor has requested and received information from the Regional District regarding any pre-existing known or reasonably foreseeable hazards to the health and safety of persons at the workplace.		
8.	The contractor has conducted an inspection of the workplace to verify the presence of any hazards. The contractor will ensure that regular inspections are carried out to prevent the development of unsafe acts, practices or conditions, and that any unsafe acts, practices or conditions are promptly corrected.		
9.	The Contractor will communicate hazards information to any persons who may be affected and ensure that appropriate measures are taken to effectively eliminate or control the hazards.		
10.	The Contractor accepts that written documentation such as notes, records, inspections, meeting minutes, etc. on all health and safety issues must be available upon request to the Regional District representative and/or to a WorkSafeBC officer at the workplace.		
11.	The Contractor confirms that all their workers will be suitably trained and competent to perform the duties for which they have been assigned.		
12.	The Contractor confirms that safety orientation of all their new workers will be conducted and a written record of these orientations will be maintained.		
13.	The Contractor's written Occupational Health and Safety Program has been provided to the Regional District representative.		



DESCRIPTION OF RESPONSIBILITIES (continued)		YES	NO
14.	The Contractor confirms that meetings with the Regional District representative to exchange information on any safety issues, concerns, hazards or safety directives will be conducted weekly, or more often if required.		
15.	The Contractor confirms that before the commencement of work, their crews will attend a daily crew safety meeting.		
16.	The Contractor will ensure that incidents are reported and reviewed promptly.		
17.	The Contractor is responsible for ensuring suitable access for the safe delivery of equipment and materials to the areas of the work site where they will be used.		
18.	The Contractor confirms that workplace first-aid requirements have been assessed, including first aid services, equipment, facilities and supplies.		
19.	The Contractor confirms that the procedure to transport injured workers is established.		
20.	The Contractor confirms that there is a system of first aid coordination after regular working hours, including weekends and holidays.		
21.	The Contractor will maintain an emergency response plan for the worksite, and will ensure that the plan is communicated to all workers at the worksite. The emergency response plan will include a system to address work by contractors outside regular working hours.		

Notes / Follow up

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Name of Contractor: \_\_\_\_\_

WorkSafeBC Registration number: \_\_\_\_\_

Contractor Representative Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

ACRD Representative Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## CONFIRMATION OF PRIME CONTRACTOR RESPONSIBILITIES MULTIPLE EMPLOYER WORK SITES

NAME OF PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESCRIPTION OF RESPONSIBILITIES		YES	NO
1.	There is a written agreement between the contractor and the Regional District acknowledging the appointment of the contractor as the Prime Contractor on the construction project noted above.		
2.	The Contractor acknowledges that their WorkSafeBC registration will be maintained in good standing throughout the duration of the project		
3.	The Prime Contractor will ensure that a copy of the WorkSafeBC Notice of Project, including areas of responsibility, is posted at the worksite.		
4.	The name of the Prime Contractor's Qualified Coordinator of Occupational Health and Safety activities for this project has been submitted to the Regional District and is as shown below.		
5.	The Prime Contractor understands that in any conflict of directions, the Workers Compensation Act and Occupational Health and Safety Regulation shall prevail.		
6.	The Prime Contractor understands and will direct that all their supervisors/coordinators must immediately report any apparent conflict as described above.		
7.	The Prime Contractor agrees that their supervisor shall immediately notify the Regional District representative of any reported conflict.		
8.	The Prime Contractor has requested and received information from the ACRD regarding any pre-existing known or reasonably foreseeable hazards to the health and safety of persons at the workplace.		
9.	Where there is a combined workforce of more than 5 at a multiple employer worksite, the Prime Contractor will maintain at the worksite up-to-date and readily available information including a site drawing showing the project layout, first aid location, emergency transportation provisions and the emergency evacuation muster location. A set of construction procedures designed to protect the health and safety of workers at the worksite and developed in accordance with all applicable WorkSafeBC requirements will be readily available at the worksite.		
10.	The Prime Contractor will ensure that every subcontractor on site provides the name of the supervisor of the subcontractor's workers and the name of the qualified person designated by the subcontractor to be responsible for the subcontractor's site health and safety meetings.		
11.	The Prime Contractor has conducted an inspection of the workplace to verify the presence of any hazards. The Prime Contractor will ensure that regular inspections are carried out to prevent the development of unsafe acts, practices or conditions, and that any unsafe acts, practices or conditions are promptly corrected.		







<b>DESCRIPTION OF RESPONSIBILITIES (continued)</b>		<b>YES</b>	<b>NO</b>
12.	The Prime Contractor has assigned their Qualified Coordinator responsibility to ensure subcontractors and workers are informed of workplace hazard that exist or may be created during this project. Throughout the project, the Qualified Coordinator is responsible for communicating hazard information to any persons who may be affected and ensuring that appropriate measures are taken to effectively eliminate or control the hazards.		
13.	The Prime Contractor requires subcontractors to notify them in advance of any undertaking likely to create a hazard for a worker of another subcontractor. The Prime Contractor's Qualified Coordinator is responsible to communicate these hazards to all affected subcontractors and workers.		
14.	The Prime Contractor accepts that written documentation such as notes, records, inspections, meeting minutes, etc. on all health and safety issues must be available upon request to the Regional District representative and/or to a WorkSafeBC officer at the workplace.		
15.	The Prime Contractor confirms that all workers including subcontractor workers will be suitably trained and competent to perform the duties for which they have been assigned.		
16.	The Prime Contractor confirms that safety orientation of all new workers including subcontractor workers will be conducted and a written record of these orientations will be maintained.		
17.	The Prime Contractor's written Occupational Health and Safety Program has been provided to the Regional District representative.		
18.	The Prime Contractor confirms that meetings with subcontractors and the Regional District representative to exchange information on any safety issues, concerns, hazards or safety directives, and to coordinate safety and ensure compliance with all WorkSafeBC requirements will be conducted weekly, or more often if required.		
19.	The Prime Contractor confirms that before the commencement of work, crews will attend daily crew safety meetings.		
20.	The Prime Contractor will ensure that subcontractors report incidents promptly to the Prime Contractor. The Prime Contractor will review all such incidents.		
21.	The Prime Contractor is responsible for ensuring suitable access for the safe delivery of equipment and materials to the areas of the work site where they will be used.		
22.	The Prime Contractor confirms that their supervisor has assessed and will coordinate the workplace first-aid requirements, including first aid services, equipment, facilities and supplies.		
23.	The Prime Contractor confirms that the procedure to transport injured workers to medical treatment is established.		
24.	The Prime Contractor confirms that there is a system of first aid coordination after regular working hours, including weekends and holidays.		
25.	The Prime Contractor will maintain an emergency response plan for the worksite, and will ensure that the plan is communicated to all workers at the worksite. The emergency response plan will include a system to address work by contractors outside regular working hours.		

Notes / Follow up





**MEMORANDUM**

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

**From:** Alex Dyer, Planner

**Date:** November 06, 2014

**Subject:** Bylaw P1324, Development Approval Information Bylaw

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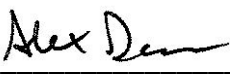
At the October 22, 2014 regular meeting, the Board of Directors gave three readings to the Development Approval Information Bylaw No. P1324.

The bylaw will establish procedures and policies for requiring applicants to provide development approval information in conjunction with development application in areas designated as Development Approval Information Areas in the Official Community Plans. The areas affected will be those that are designated as Comprehensive Development Areas and the required information will include reports from appropriate professionals relating to the impact of development on the natural environment or for the protection of development from hazardous conditions.

The *Local Government Act* does not require that a public hearing is held to consider this bylaw. There are no further requirements that need to be met prior to adoption.

**Recommendation:**

That the Board of Directors adopt Development Approval Information Bylaw No. P1324

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

  
Reviewed by: \_\_\_\_\_  
Mike Irg MCIP, Manager of Planning and Development

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

**Bylaw P1324, Development Approval Information Bylaw**

## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1324

A bylaw to establish development approval information requirements and procedures

WHEREAS section 920.1 of the *Local Government Act* enables the Regional District of Alberni-Clayoquot to designate areas for which development approval information may be required from an applicant for an amendment to a zoning bylaw, a development permit or a temporary-use permit;

AND WHEREAS section 920.1 of the *Local Government Act* requires the Regional District of Alberni-Clayoquot, by bylaw, to establish procedures and policies on the process for requiring development approval information and the substance of the information that may be required;

AND WHEREAS the Regional District of Alberni-Clayoquot has established development approval information areas in its Official Community Plans;

NOW THEREFORE the Board of the Regional District of Alberni-Clayoquot enacts as follows:

#### 1. TITLE

This bylaw may be cited as the “Development Approval Information Bylaw No. P1324, 2014”.

#### 2. DEFINITIONS

a. “Applicant” means a person who applies for:

- i. An amendment to a zoning bylaw under section 903 of the *Local Government Act*;
- ii. A development permit under section 920 of the *Local Government Act*;
- iii. A temporary-use permit under section 921 of the *Local Government Act*; or
- iv. A comprehensive development agreement in accordance with the Alberni-Clayoquot Regional District’s Bamfield Official Community Plan, Beaufort Official Community Plan, South Long Beach Official Community Plan, Sprout Lake Official Community Plan, Beaver Creek Official Community Plan, or Cherry Creek Official Community Plan.

b. “Appropriate Professional” means:

- i. Registered Professional Biologist (R.P. Bio.)
- ii. Hydrological Engineer (P. Eng.)

- iii. Geotechnical Engineer (P. Eng.)
  - iv. Professional Geologist (P. Geo.)
  - v. Member of Canadian Institute of Planners (MCIP)
  - vi. Registered Professional Forester (RPF)
  - vii. Architect (MAIBC)
  - viii. Landscape Architect (BCSLA)
- c. “Fish Habitat” means aquatic environments deemed important for the life history of fish.
  - d. “Infrastructure” means public and utility infrastructure, including but not limited to public works facilities; roads and sidewalks; water storage, supply and distribution systems; sanitary and storm sewer systems; power, cable, wireless technology and telephone systems and facilities.
  - e. “Wildfire Hazard Interface Areas” means areas where development is located or proposed in close proximity to forested areas and where an interface fire could span between the forested area and the developed area.
  - f. “Wildlife Habitat” means an area where any red- or blue-listed species, as specified in the British Columbia Conservation Data Centre, exist.
3. This bylaw applies to lands that have been designated as Development Approval Information Areas in the Alberni-Clayoquot Regional District’s Bamfield Official Community Plan, Beaufort Official Community Plan, South Long Beach Official Community Plan, Sproat Lake Official Community Plan, Beaver Creek Official Community Plan, or Cherry Creek Official Community Plan.
  4. Where the Official Community Plans identify land as being an area for which development approval information may be required, the procedures and policies for requiring such information and the substance of such information are set out in this bylaw.
  5. If the lands which are the subject of an application for development have been designated as a development approval information area under the Official Community Plans, the Alberni-Clayoquot Regional District will determine whether and to what extent development approval information will be required in accordance with this bylaw.
  6. Where development approval information is to be provided, the information will be provided by the Applicant, at the Applicant’s cost, in the form of a report prepared by the Appropriate Professional to the Alberni-Clayoquot Regional District within 120 days of the Applicant receiving a written request from the Alberni-Clayoquot Regional District to provide a report.
  7. If the Alberni-Clayoquot Regional District requires information in the form of an

Appropriate Professional's report relating to the impact of development on the natural environment or for the protection of development from hazardous conditions, the report must contain:

- a. A legal description of the property;
- b. A description of all relevant restrictive covenants registered on title for the subject property;
- c. A location map depicting property location and adjacent uses;
- d. A detailed map of the site at a scale of not less than 1:2000 showing any of the following bio-physical inventory and physical features present on the subject site:
  - i. A terrain analysis describing or depicting the slope of the land and showing contours at not greater than 1-metre intervals, specifically identifying any slopes with an incline of 30 degrees or more;
  - ii. Subsidence;
  - iii. Wetlands and bogs;
  - iv. Watercourses, streams, creeks or rivers, either permanent or intermittent;
  - v. Surface water drainage patterns;
  - vi. Ecosystems, tree cover, vegetation, rare and endangered species occurrences and any other significant features;
  - vii. Fish habitat and wildlife habitat including Great Blue Heron and Bald Eagle nest trees;
  - viii. Soil conditions;
  - ix. Bedrock;
  - x. Wildfire hazard interface areas;
  - xi. Any archaeological or historical features;
- e. A description of the methodology and assumptions used to undertake the assessment. The methodology should be described in sufficient detail to facilitate a professional peer review, should include anything necessary to describe the physical features of the site, and should reflect the terms of reference for a bio-physical inventory found in the British Columbia Ministry of Environment Develop with Care guideline.
- f. A description of any relevant climatic, hydrological, hydrogeological, geological, ecological or other related information;

- g. A geotechnical assessment of the location of all proposed buildings or development sites by specifying setback distances from a natural boundary, property boundary or feature, ecosystem or hazard area and stating that the lands are safe for the intended use. Areas depicted on maps should be delineated with sufficient accuracy and detail to allow the preparation of a legal reference plan for attachment to a restrictive covenant;
- h. A review of current and historical air photographs;
- i. Where applicable, flood construction levels, prescribing an elevation at the building site, or by specifying a geodetic elevation, or by a combination of both, in considering anticipated sea level rise;
- j. Recommendations on safe use of a site, clearly stated with sufficient detail and clarity to facilitate inclusion of a Land Title Act Section 219 covenant, and recommendations to reduce the risk of damage to the land, buildings, structures and any Infrastructure, works or services;
- k. A description of any proposed mitigation works and actions designed to mitigate any hazard, any threat to endangered species or fish and wildlife habitat, or any impact of development;
- l. Where mitigation works and actions are proposed, an assessment of the effects that the proposed works and actions may have on other properties, including Infrastructure or lands;
- m. Where mitigation works and actions designed to reduce hazards or impacts are contemplated, confirmation that the works and actions will be acceptable to the Alberni-Clayoquot Regional District and that they will meet regulatory requirements, prior to completing the report and a detailed design; and
- n. A quality assurance statement with the signatures and seals of all Appropriate Professionals. Some assessment reports may require the involvement of one or more Appropriate Professionals and a peer review process.

8. With regard to timing:

- a. Within 60 days of receiving a report from an Applicant, the Alberni-Clayoquot Regional District will have the report reviewed by an Appropriate Professional as required and decide whether the report is complete.
- b. If the Alberni-Clayoquot Regional District decides a report is incomplete or deficient, it will notify the Applicant in writing of the nature of the deficiencies within 80 days of receiving it from the Applicant, and the Applicant must resubmit the corrected report within 40 days of the Alberni-Clayoquot Regional District's notification that the report is incomplete or deficient.
- c. Within 40 days of receiving a corrected report, the Alberni-Clayoquot Regional District will decide whether the corrected report is complete and will notify the Applicant accordingly.

- d. If the Alberni-Clayoquot Regional District determines that a corrected report is incomplete or deficient, the Applicant will be required to submit corrected reports until all incomplete components and all deficiencies are corrected.
9. The Alberni-Clayoquot Regional District may distribute a report and publicize the results of a report.
10. If any section, subsection, sentence, clause, definition, phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the bylaw.
11. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of October, 2014  
Read a second time this 22<sup>nd</sup> day of October, 2014  
Read a third time this 22<sup>nd</sup> day of October, 2014

Adopted this        day of        , 2014

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Russell Dyson, CAO

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Chair of the Regional Board





## REQUEST FOR DECISION

**To:** Board of Directors, Alberni-Clayoquot Regional District

**From:** Lori Wilson, Mapping and Computer Technician

**Meeting Date:** November 13, 2014

**Subject:** Surveyed GPS Cadastral Tie Project

**Recommendation:**

That the Board of Directors award the GPS Cadastral Tie Project contract to Focus Surveys (BC) Limited Partnership in the amount of \$19,500.00 plus GST.

**Summary:**

This is stage two of a project we embarked on in 2012 with GeoBC and ICIS. We budgeted \$25,000.00 this year for the remainder of the project. We also applied for grant money which was unsuccessful.

Four firms were contacted with the proposal to perform the new GPS work. A summary of the proposals is as follows:

<b>Bidder</b>	<b>Total Proposed Price Excluding GST</b>
Focus Surveys	\$19,500.00
Bazett Land Surveying	\$20,165.00
McElhanney Consulting Services	\$33,000.00
Sims and Associates	Declined due to scheduling constraints

**Background:**

The first stage was a partnership between the ACRD and the District of Ucluelet. We were given a \$25,000.00 grant from ICIS to improve our spatial data. The surveying costs were much greater than anticipated and the grant was not enough to complete the surveys of the whole Regional District and the District of Ucluelet. We opted to complete 3 Electoral Areas at that time Area "B", "E", "F" and the District of Ucluelet. We were hopeful that we could secure more funding for the 2<sup>nd</sup> phase.

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


Minimal staff time will be required as GeoBC wrote up the proposal and will do the updates for the ACRD . GeoBC has set a tight time frame for this project hoping that the field work will be finished by the end of November and the compilation work be completed by the end of December 2014.


**Financial:**

The 2014 budget for mapping updates included \$25,000 for this project. Focus Surveys' bid is within this budget amount.

**Policy or Legislation:**

The ACRD's purchasing policy was adhered to in this process.

Submitted by:   
Lori Wilson, Mapping and Computer Technician

Reviewed by:   
Mike Irg, Manager of Planning and Development

Approved by:   
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

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

**From:** Alex Dyer, Planner

**Meeting**

**Date:** November 13, 2014

**Subject:** Farmers' Market Food Coupon Initiative for lower income seniors

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### **Recommendation:**

THAT the Board of Directors support the Seniors' Housing and Support Initiative 2015 Age Friendly Community Project grant application.

### **Desired Outcome:**

To submit a successful grant application to receive up to \$20,000 in funding from the Seniors' Housing and Support Initiative to support the Farmers' Market Food Coupon Initiative for lower income seniors.

### **Summary:**

If the grant application was successful, the Farmers' Market Food Coupon Initiative would provide food coupons amounting to \$12 on a weekly basis to up to 50 lower income seniors. The food coupons would be redeemable at either the Port Alberni Farmers' Market or the Spirit Square Farmers' Market. The program would be administered by Island Health who would maintain the client list for the program and distribute the coupons.

### **Background:**

The Seniors' Housing and Support Initiative was created in 2004 with funding from the Ministry of Community, Sport and Cultural Development. The initiative was developed to assist local governments in BC to prepare for an aging population. In 2009, the program began offering age-friendly community planning grants to local governments and to date more than 125 local governments and municipalities have received funding for age-friendly projects. The Ministry of Health has now committed an additional \$0.5 million in funding for the 2015 year and the program has announced that a maximum of 25 grants up to \$20,000 each will be available for community planning initiatives in 2015.

Over the past few years, Island Health has been working with the BC Association of Farmers' Markets to operate a farmers' market food coupon program for single income families and lower income seniors. The program provides weekly \$12 coupons, to a client list maintained by Island Health, which may be redeemed for food items at either the Port Alberni Farmers' Market at 6211 Cherry Creek Road or the Spirit Square Farmers' Market at 5440 Argyle Street. The funding for this program has expired for 2014 and the coupon program ended in October.

Two of the suggested initiatives that may be supported by the grant include food security and healthy eating. Planning staff saw an opportunity to apply for this funding to support and extend a program that was already up and running that would benefit lower income seniors by increasing access to healthy local food while also supporting the goals and objectives of the Alberni Valley Agriculture Plan which include increasing food security. The \$20,000 funding could allow for up to 50 lower income seniors to receive \$12 farmers' market food coupons for a period of 28 weeks when administration costs are factored in.

The grant application must be submitted by a local government and priority will be given to those that have not yet received funding under the age-friendly planning project program. The application must also be accompanied by a resolution of support from the local government's Board of Directors. The application has been submitted already as there was a short turnaround to have the application package submitted before the deadline.

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

Minimal staff time was spent putting the grant application package together. If the grant is successful the program would require no staff time to administer. The funding would be provided to Island Health to manage.

#### **Financial:**

No matching funds are required and there would be no impact on the Financial Plan.

#### **Policy or Legislation:**

The Alberni Valley Agriculture Plan was adopted by the Board in 2011. The plan sets goals and objectives for developing agriculture in the Alberni Valley and the west coast. The farmers' market food coupon program will aid in realizing two of the primary goals of the plan which includes increasing consumer education and outreach as well as increasing access to our farmers' markets for both the consumer and producer.

#### **Options Considered:**

- 1) Submitting the application without a letter of support from the Board of Directors.

Submitted by: Alex Dyer  
Alex Dyer, Planner

Reviewed by: Michael Irg  
Mike Irg MCIP, Manager of Planning and Development

Russell Dyson  
Russell Dyson, Chief Administrative Officer



## Seniors' Housing & Support Initiative

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)  
525 Government Street, Victoria, BC, V8V 0A8



AgeFriendlyBC

# 2015 Age-friendly Community Planning & Project Grants APPLICATION FORM

Completed application forms and required attachments are due no later than **October 31, 2014**.  
Please type directly in this form or print and complete. Attach additional pages if required.

Questions? Contact Local Government Program Services at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-2947.

### Applicant Information

**Local Government:** Alberni-Clayoquot  
Regional District

**Complete Mailing Address:** 3008 Fifth Avenue,  
Port Alberni, BC V9Y 2E3

**Contact person:** Alex Dyer

**Position:** Planner

**Phone:** 250-720-2708

**E-mail:** [adyer@acrd.bc.ca](mailto:adyer@acrd.bc.ca)

### Other Contact

**Contact person:** Mike Irg

**Position:** Manager of Planning & Development

**Organization:** Alberni-Clayoquot Regional  
District

**Complete Mailing Address:** 3008 Fifth Avenue,  
Port Alberni, BC V9Y 2E3

**Phone:** 250-720-2710

**E-mail:** [mirg@acrd.bc.ca](mailto:mirg@acrd.bc.ca)

#### 1. PROJECT TITLE

Farmer's Market Food Coupon Initiative for lower income seniors

#### 2. FUNDING REQUESTED

\$20,000

**3. PROPOSED TYPE OF ACTIVITY** - See examples in the Program & Application Guide.

- Age-friendly Community Planning (e.g. Age-friendly assessment or action plan)
- Age-friendly Community Project (e.g. seniors' resource directory or health information program)

**4. PROPOSED FOCUS AREAS** - Please indicate which Age-friendly components will be the primary focus incorporated into your plan or project.

- |  |   |
|--|---|
| <input type="checkbox"/> Outdoor spaces & buildings                | <input type="checkbox"/> Social participation                           |
| <input type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communication & information                    |
| <input type="checkbox"/> Housing                                   | <input type="checkbox"/> Civic participation & employment               |
| <input type="checkbox"/> Respect & inclusion                       | <input checked="" type="checkbox"/> Community support & health services |
|  | <input type="checkbox"/> Assessment dealing with all features           |

**5. DESCRIPTION OF PROPOSED ACTIVITIES** - Please describe the specific activities you plan to undertake.

We are applying for funding to extend the Farmers' Market Nutrition Coupon Program to lower income seniors for as long as the funding lasts. The program follows the existing Coupon Program funded by the BC Association of Farmers' Markets which funded the program for a period of 15 weeks ending in the middle of October. This initiative will provide coupons to lower income seniors that may be used to buy fruits, vegetables, meat, fish, nuts, cheese, eggs, herbs and other food products at the Port Alberni Farmers' Market and/or the Spirit Square Farmers' Market in Port Alberni. The client list of lower income seniors would be administered by the Public Health Services branch of Island Health where clients would pick up their coupons. The funding will allow the Alberni-Clayoquot Regional District (ACRD) to partner up with Island Health to continue the Farmers' Market Nutrition Coupon program at our two local farmers' markets with a focus on lower income seniors. The Public Health Services branch has fully supported this project as a benefit to the health and well being of seniors in the community.

If you are applying for project funding, have you completed an Age-friendly Plan?

Yes  No

If no, how was the proposed project identified?

In 2011 the ACRD Board adopted the Alberni Valley Agriculture Plan. The mission of the plan is to develop the resource capacity to allow the community to produce 40% of the food consumed locally by 2031. The plan sets goals and objectives for achieving this vision and the ACRD Agricultural Development Committee was formed to set priorities for administering the plan. Two of the goals in the plan that will be aided by extending the coupon program to lower income seniors include increasing consumer education and outreach as well as increasing access to our farmers' markets for both the consumer and producer.

**6. PROGRAM GOALS & OBJECTIVES** - How will your project meet the goals of the 2015 Age-friendly Community Planning & Project program? How will the project make your community more age-friendly?

The goal of the program is to foster age-friendly communities where seniors can enjoy good health, active social participation, accessible transportation, affordable housing, employment and volunteer opportunities creating a liveable community. The coupon program will focus on the community support and health services component to provide coupons for local, nutritious

foods to lower income seniors. The coupon program will be directed at a segment of the population that is often underserved by social welfare programs. As our population demographics in the ACRD continue to shift towards an older population, we need to ensure that lower income seniors have better access to local food. There are health benefits to eating healthy, local food but other benefits to the coupon program include providing inclusiveness and opportunities for community connections with this demographic. The project will make our community more age-friendly by allowing lower income seniors the opportunity to connect with local food and local food producers in the same way as those who regularly shop at the markets with a positive benefit to health and well being.

**7. INTENDED OUTCOMES & DELIVERABLES** - What do you hope the project will achieve? What will be the specific deliverables?

The successful delivery of this program will bring many benefits to this community. Increased access to healthy, nutritious, local foods for our lower income seniors will first and foremost have a positive effect on their health but it will also foster a stronger connection with their local food producers and the community as a whole. It will raise local awareness and knowledge of the two farmers' markets in the Alberni Valley as well as promote connections between consumers and producers that may lead to additional opportunities in the future.

With the funding this project will deliver the following:

\$12 weekly food coupons for up to 50 lower income seniors that may be used to purchase food products at either the Port Alberni Farmers' Market or the Spirit Square Farmers' Market which are both open year round. The program would last until the funding is exhausted.

**8. COMMUNITY PARTNERS** - Please list all confirmed partners that will directly participate in your plan or project and the specific role they will play (e.g. project implementation, community consultations, etc.).

Island Health - Public Health Services - Health Outreach Program: They will administer the program by maintaining the client list, handing out the coupons and keeping track of usage. They maintain a comprehensive list of at-risk seniors living on a low income budget and can distribute the coupons based on financial need, health impact of malnutrition, ability to access to the markets and likelihood that the coupons will be used.

Port Alberni Farmers' Market: Coupons will be collected at the Saturday market (6211 Cherry Creek Road) and tracked with Island Health to reimburse the farmers on the following market day.

Spirit Square Farmers' Market: Coupons will be collected at the Saturday market (5440 Argyle Street) and tracked with Island Health to Reimburse the farmers on the following market day.

Please describe any direct participation by seniors in your plan or project (e.g. name of organization, role in project)

Direct participation by seniors would include the client list of lower income seniors developed by Island Health that would use the coupons at the farmers' markets.

**9. EVALUATION** - What tools will be used to evaluate the project (e.g. participant surveys, tracking tools, external evaluation, etc.)? How will this information be used?

The project will be evaluated by tracking the usage of coupons week by week. Every week the clients will pick up their coupons from the local Public Health Services branch. When the coupons are used at the farmers' markets they will be collected by the vendors and compiled by



the treasurer of the market association who will collect the money from Island Health and reimburse the vendors on the following market day. The usage of coupons will be reasonably simple to track as Island Health will keep track of the number that they have handed out to clients and then the number that they have received back from vendors. The program could be adjusted based on the rate of coupon use.

The information received from evaluating the program may be used as an example for determining future funding opportunities to extend the coupon initiative.

**10. IMPACT ON LOCAL GOVERNMENT** - List any policies, practices, plans or local government documents that will be developed or amended as a result of your project.

This project will not directly impact or change any ACRD policies, plans or documents but it will give the Regional District an opportunity to implement goals and objectives of the Alberni Valley Agriculture Plan. The Agriculture Plan implementation strategy is guided by the Agricultural Development Committee. This project also directly ties into goals set forth by the Alberni Clayoquot Health Network with respect to health and well being of the residents in our local health area.

**11. SUSTAINABILITY** - Will the project be sustained after the grant funding?

Yes  No

If yes, how?

The project will likely be sustained through the remainder of 2015 as the Health Services Branch will be applying for the Farmers' Market Nutrition Coupon Program through the BC Association of Farmers' Markets as their 2015 funding comes available. That funding will supplement the remainder of the funding from this grant to extend the program to continue to reach more seniors for a longer period of time.

**12. ADDITIONAL COMMENTS** - Please use this space to add any additional comments.

In 2014, Island Health had funding through the Farmers' Market Nutrition Coupon Program to reach out to 12 of the most at-risk low income seniors. The program lasted for a period of 15 weeks and it provided \$12 per week to each individual. The program was very successful and showed a high percentage of weekly use. Island Health has indicated that if they had the funding they could extend the program to reach out to many more lower income seniors with health risks that may be mitigated through improved access to healthy, nutritious food.

The ACRD Regional Board will be reviewing a request for decision to support this project at their next regular Board meeting scheduled for November 13, 2014. Staff will forward the Board resolution to supplement the grant application after that date.

**13. REQUIRED ATTACHMENTS** - Please submit the following with your application:

Council/Board Resolution - Indicating local government support for the proposed project and a willingness to provide overall grant management

Detailed budget

↓ Note: Board Resolution to Follow  
November 13, 2014

**14. SIGNATURE** – Applications are required to be signed by the local government applicant. Please note all application materials will be shared with the Province.

  
\_\_\_\_\_  
Signature

ALEX DYER, PLANNER  
Name and Title

**Please send the completed Application Form and all required attachments as an e-mail attachment to Local Government Program Services (UBCM) at [lgps@ubcm.ca](mailto:lgps@ubcm.ca).**

**If you submit by e-mail, hardcopies and/or additional copies of the application are not required. Please submit your application as either a Word or PDF file(s) and note "2015 SHSI" in the subject line.**

**AGE-FRIENDLY BC** - For more information on Age-friendly BC or the recognition program, please refer to Appendix 1 of the Program & Application Guide or contact the Seniors' Health Promotion Directorate by e-mail: [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca) or phone: (250) 387-9520.

**SHSI 2015 Grant Application - Alberni-Clayoquot Regional District**

<b>Farmers' Market Food Coupon Initiative for lower income seniors</b>	
<b>Budget Details</b>	
<b>Funding Grant Requested</b>	<b>\$20,000</b>
<b>Administration</b> <i>Island Health to administer program - print and distribute coupons, deliver coupons if necessary, develop client list, work with clients to ensure coupons are being utilized.</i>	<b>\$3,000</b>
<b>Farmers' Market Food Coupons</b> <i>\$12 coupons provided to up to 50 clients on a weekly basis. This would provide enough funding to allow the program to last for a period of 28 weeks.</i>	<b>\$17,000</b>



## MEMORANDUM

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** November 6, 2014  
**Subject:** Staff Report

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The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- Review of the Alberni-Clayoquot Health Network and preparation for presentation to the ACRD Board;
- Regional Water Improvement Program;
- Updating/renewing various agreements;
- Occupational Health and Safety initiatives and policy development;
- Updating various ACRD Bylaws;
- 2015 Preliminary Budget preparations;
- 2014 Local Government Election and Referendum Preparations;
- Legal Issues and Negotiations;
- Personnel Issues;
- AV Regional Airport Runway Extension Study & Geotech Report;
- Review AV Drag Racing Association Agreement;
- Arranging new Board orientation and training sessions;
- Developing information packages for new ACRD Directors including the development of a web portal for all Directors to download ACRD Policies, procedures bylaws etc.

Submitted by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## MEMORANDUM

**TO:** Regional Board of Directors

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

**DATE:** November 4, 2014

**RE:** **Monthly Activity Report – Planning and Development**

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2013 Total	2014 Total	APPLICATION
20	4	Rezoning
11	14	Development Permit and Development Variance Permit
11	7	Subdivisions
1	2	Agricultural Land Reserve
1	3	Board of Variance
9	9	Crown Leases
26	25	Bylaw Enforcement
13	10	Miscellaneous
92	74	TOTAL APPLICATION RECEIVED

### Other Planning Projects

Open houses were held for the Regional Parks Plan in Port Alberni October 29<sup>th</sup> and November 6<sup>th</sup> on the West Coast.

The zoning bylaw rewrite is progressing well and a draft for review by the Electoral Area APCs will be ready at the end of November.

Staff continues to be involved in the Barclay Sound Float Cabin Planning process with the Province.

A Board of Variance meeting was held October 16<sup>th</sup>.

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Mike Irg, Manager of Planning and Development



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** November 5, 2014  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following in October 2014:

- Assisted the auditor in conducting the interim audit procedures.
- Developed a prepaid expense policy for the finance department to make yearend procedure easier and clearer.
- Presented leak adjustment policy to both the Beaver Creek and Bamfield Water Advisory Committees. Awaiting input from the committee's before presenting the policy to the Board for adoption.
- Worked with Berry and Vale Contracting and the Environmental Services department to make changes at the landfill transfer station to better accommodate the MMBC program.
- Worked on amendments to the Licence of Use for the Alberni Valley Drag Racing Association to make agreement more understandable for both parties.
- Assisted with the Alberni Valley and West Coast Curb Side Recycling Request for Proposals process including the evaluation of the proposals.
- Worked with the Manager of Environmental Services to develop a short term contract for management at Salmon Beach.
- Performed an audit on the Bamfield Water System parcel tax to ensure all eligible parcels within the service area are being charged the parcel tax.
- Made contact with NAV Canada regarding the Alberni Valley Airport weather station and the need to create an updated lease agreement.
- Provided updated financial information to the Bamfield and Beaver Creek Water Advisory Committee's as well as the Sproat Lake Volunteer Fire Department.
- Began updating our Fixed Asset module in our accounting software in hopes of achieving more useful reporting from the information.

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



## MEMORANDUM

**To:** Board of Directors  
**From:** Andy Daniel, ASCT., Manager of Environmental Services  
**Date:** November 6, 2014  
**Subject:** Environmental Services Department Staff Report

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In addition to day-to-day activities, the Environmental Services Department has been working on:

### Long Beach Airport

- Fire Service Agreement review and meeting with District of Ucluelet staff Oct 06
- Extensive work on the FSA throughout the month
- OLS clearing project Rwy 29 approach completed
- Application to fast track Rwy 11 OLS project with PRNP
- Airport fire hydrant RFP tendered and awarded to Crow excavating
- Assist District of Tofino with Canadian Aviation Regulation interpretations
- ERP radio frequency review for combined events frequency
- ACAP Runway Surface Condition Reporting system RFP analysis and Liaison with Transport Canada
- Assist Hawk Air Dash 8 charter departing YAZ
- LBA Advisory Committee meeting
- Investigate Tsunami radar test locations at YAZ for developer
- LBA Advisory Committee marketing work shop Oct 21
- Access road repairs
- Terminal door repairs
- Terminal hand dryer installation and lighting repairs, assist Galloway electric
- Assist in organizing a joint jurisdiction driver training exercise at YAZ with Tofino and Ucluelet fire departments.
- Terminal and garage fire extinguishers annual service carried out
- Liaison with Dan Holder regarding FSA options and existing contracts in other jurisdictions
- Airport terminal signage repaired after wind damage
- Investigate options for computerized maintenance program for YAZ
- Supervise in the emergency services driver training event held Saturday Nov 01
- Floats replaced in water reservoir
- Electrical upgrades completed in pump house

### AVRA

- Runway extension work, strategic business plan

- Assist with runway geotech report with Tetra Tech EBA
- Liaison with Tetra Tech on runway extension, various
- Develop transport plan for TC sweeper from Port Hardy to AVRA
- OLS clearing meeting at AVRA with Greenmax resources
- Review funding options for runway extension
- Airport zoning review for OLS applications
- Investigate options for computerized maintenance program for AVRA
- OLS cut review and prioritizing with Heather Adair

#### West Coast Landfill

- Environmental Sampling

#### Alberni Valley Landfill

- Upgrades to the recycling depot at the landfill.
- Solid Waste Plan Monitoring Advisory Committee meeting.
- Site preparation for security trailer
- Engineering coordination for proposed leachate line maintenance

#### Bamfield

- Monthly water testing of Sugsaw Lake
- BWS Committee Memo regarding the Trihalomethane (THM's) in the Bamfield drinking water
- Prep site for pilot treatment plant
- Install 2" water service for pilot
- Repair main failure at the chlorination building
- Install pilot plant and prepared for training
- Manager and Leadhand attended Water Board meeting
- Power supplies at the pump-house and transducers installed at reservoirs
- Communication failure and manual pumping and repairs required to controls
- Additional flushing and chlorination required to address positive bacteriological sample
- Communication with Island Health to notify them of efforts to address the above
- Multiple power outages
- Prepared 2015 proposed budget

#### Salmon Beach

- Manager and CAO met with Salmon Beach Committee
- Interim maintenance contractor secured
- Short street road widening project completed
- Boat ramp project on standby until tides and weather are ideal
- Prepared 2015 proposed budget

#### Sproat Lake

- Final report submitted to Transport Canada, Office of Boating Safety, for SLMP funding
- Telephone line installed to Cougar Smith pump house for remote alarm installation



### Beaver Creek

- Manager and Leadhand attended Advisory Committee meeting
- Preliminary draft of 2015 budget created
- Grandview subdivision investigated and reviewed
- Hills Road significant watermain failure
- Turbidity events due to high rainfall investigated within City supply
- Operated system on reservoir only to mitigate turbidity issues
- Coordinated City flushing to improve water quality

### City of Port Alberni

- Recycling advertising developed for AV Multiplex building.

### Millstream

- Watermain replacement project is nearing completion on budget and near completion

### General

- Curbside RFP for Alberni Valley curbside Collection of PPP and Depot Operation advertised and closed. Award pending Board approval.
- Curbside RFP for West Coast curbside collection of PPP and garbage advertised and closed. Award pending Board approval.
- Recycling promotion event held at Bulldogs Hockey game complete with Electronics recycling collection from the Salvation Army.

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of November 7, 2014**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10 <sup>th</sup> Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation	Russell/ Cindy/ Tony/ Penny	Letter sent
3.	April 9 <sup>th</sup> Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings	Russell	Letter sent
4.	May 14 <sup>th</sup> Board	Prepare a report for consideration by the Board with a terms of reference for an Economic Development Meeting in the region.	Russell/ Pat	Budget 2015
5.	June 17 <sup>th</sup> AV Comm	Investigate and report back to the AV Committee with options for improvements to the Alberni Valley Sign at the entrance into Port Alberni	Rob	Budget 2015
6.	June 25 <sup>th</sup> Board	Proceed with the drilling development and testing of a production well at the Long Beach Airport with the services of GW Solutions at the estimated cost of \$116,081, as outlined in the CAO report	Russell	Final Report done mid November
7.	July 23 <sup>rd</sup> Board	Arrange a reconciliation committee meeting to discuss supporting the delivery of the Reconciliation Dialogue Workshop in Port Alberni and request a workshop on the West Coast	Russell	Nov. 13 <sup>th</sup> , 10:00 am ACRD Office
8.	July 23 <sup>rd</sup> Board	Bell Road consultation with TFN and the City	Russell	Letter sent to TFN – Chair follow-up
9.	August 13 <sup>th</sup> Board	Arrange meeting with Dan Holder, Director Cote regarding Firepro RMS	Russell	Next AV Committee
10.	Aug. 27 <sup>th</sup> Board	Come back with a proposal for Cherry Creek Improvement District to participate in the Regional Fire Records Management System only, not the ACRD's Fire Services Contract with Mr. Dan Holder	Russell/ Dan	Next AV Committee with Fire Chiefs
11.	Oct. 22 <sup>nd</sup> Board	Forward a letter to Devon Transport Ltd. decline the donation request as the grant-in- aid process is the appropriate opportunity for such requests	Wendy	Done
12.	Oct. 22 <sup>nd</sup> Board	Draft a letter supporting the high speed passenger only ferry between downtown Nanaimo and downtown Vancouver to Island Ferry Services Ltd cc: City of Nanaimo	Wendy	Done

#	Date	Action Item	Assigned to	Target Date/Update
<b>Finance Department</b>				
13.	June 25 <sup>th</sup> Board	Set-up a meeting with AV Drag Racing Association to review event and agreement for future years	Teri/ Andrew	Done – Report to AV Committee
14.	August 13 <sup>th</sup> Board	Amend the 2014-2018 Financial Plan to allocate \$30,000 of Electoral Area Administration Gas Tax Funding and \$20,000 of Millstream Water Capital Reserve to the Millstream Water Supply and Distribution System Upgrade.	Teri	October 2014
15.	Oct. 8 <sup>th</sup> Board	The Board gave three readings to Bylaw 791-1, Port Alberni Airport Extended Service Area Establishment Bylaw Amendment, 2014 – prepare for signatures and forward for approval by the Inspector of Municipalities	Teri	Forwarded to City for consent
<b>Environmental Services Department</b>				
16.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 <sup>th</sup>
17.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport	Russell	Will refer well results when complete
18.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In progress
19.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob G.	Design in progress
20.	Oct. 10/12 Board	Work with the Air Quality council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal	Andy	Sent to Advisory Planning Commissions for input
21.	April 23 <sup>rd</sup> Board	The Board of Directors directed staff to: 1. Meet with the Tseshaht and Hupacasath First Nations and the City of Port Alberni with respect to their consideration on providing a connection to their water systems for the Bell Road/Stuart Avenue water supply; and following the consultation, 2. Provide the information to the Bell Road/Stuart Avenue residents on the water servicing options	Russell	Waiting TFN Response – Chair has contacted TFN
22.	July 9 <sup>th</sup> Board	Work with contractors on the West Coast to educate and establish a formal aggressive follow up plan regarding the implementation of the MMBC rules on curbside recycling	Janice	In progress – Report to WC Committee

#	Date	Action Item	Assigned to	Target Date/Update
23.	August 13 <sup>th</sup> Board	Millstream-Ucluelet Emergency Water Connection and Watermain upgrade - Crow Excavating	Andy	Project started
24.	August 13 <sup>th</sup> Board	Salmon Beach Boat Ramp Upgrade - Crow Excavating & Trucking Ltd.	Andy	On budget, on schedule completion date Nov. 28 <sup>th</sup>
25.	August 13 <sup>th</sup> Board	South Side Ditch portion of the Salmon Beach Short Street Drainage - Denis Francoeur Backhoeing Ltd.	Andy	Completed
26.	August 13 <sup>th</sup> Board	Research an alternative to roundup to remove vegetation at Alberni Valley Regional Airport	Mark	In progress
27.	Oct. 8 <sup>th</sup> Board	The Board agreed to renew the Somass Estuary Leachate Line licence of use agreement with the Port Alberni Port Authority for a five (5) year term commencing November 1, 2014 for the fee of \$1.00 dollar per year – Prepare for signatures – Provide information on assessment for next Board meeting	Andy/ Janice	Done
28.	Oct. 8 <sup>th</sup> Board	The Board agreed to hire a consultant to investigate options for Solid Waste Management for Bamfield and, Anacla and Kildonan, including options of Stakeholder partnerships within the area for a maximum of \$5,000.00 – Proceed with hiring	Andy/ Janice	Consultant retained - Done
29.	Oct. 8 <sup>th</sup> Board	The Board approved the Alberni Valley Residential PPP Collection Services Contract Request for Proposals (RFP) proceed with advertising the RFP opportunity	Janice/ Andy	RFD to Nov. 13 <sup>th</sup> Board
30.	Oct. 8 <sup>th</sup> Board	The Board approved the West Coast Residential PPP and Garbage Collection Services Contract Request for Proposal (RFP) proceed with advertising the RFP opportunity	Janice/ Andy	Done
31.	Oct. 22 <sup>nd</sup> Board	The Board approved submitting an application for \$300,000.00 from the Alberni Valley Community Forest Reserve Fund to assist with the costs of the proposed runway extension, lighting enhancement and GPS	Mark/ Russell/ Janice/ Pat	In Progress
32.	Oct. 22 <sup>nd</sup> Board	The Board endorsed an application to the Build Canada fund for the purpose of integrating the two regional district airports to support consistent scheduled service and expansion of aerospace industries through the establishment of common runway surfaces (5,000' X 100'), compliance with OLS requirements, lighting upgrades for both airports and appropriate GPS within the parameters of the terrain of each location	Mark/ Russell/ Janice/ Pat	In progress

#	Date	Action Item	Assigned to	Target Date/Update
33.	Oct. 22 <sup>nd</sup> Board	Complete topographical survey and detailed design for the extension of the AVRA runway to 5,000' X 100' and lighting by Tetra Tech at a cost of \$50,000 to be funded from the Alberni Valley Regional Airport capital reserve	Mark/ Russell	In progress
34.	Oct. 22 <sup>nd</sup> Board	The Board approved submitting an application to the New Building Canada Fund – Small Communities Fund for a water treatment plant to address the high levels of Trihalomethanes (THM's) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines	Andy/ Teri	In progress
<b>PLANNING DEPARTMENT</b>				
35.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	Mike	Letter sent to TFN Jan 16 – Will include in new zoning bylaw
36.	June 1/09	Bamfield Official Community Plan Review	Mike	Done
37.	April 11/12 BD	Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure	Mike	Working with neighbor to move dock
38.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD	Mike	Contacted Hall Society – Society working on options
39.	July 24 <sup>th</sup> Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	2014 Budget
40.	June 25 <sup>th</sup> Board	Prepare a report on development cost charge options through the 2015 budget process to use parkland dedication monies for park development and other infrastructure	Mike	November 2014
41.	August 13 <sup>th</sup> Board	Agricultural Plan Implementation contract for the Alberni-Clayoquot Regional District submitted by Gardens on the Go Horticultural Training Services in the amount of \$29,900.00 before applicable taxes	Mike	Working with Contractor
42.	Oct. 22 <sup>nd</sup> Board	Forward a letter to Pam Shaw and the VIU Geography Department expressing thanks for their assistance with the Bamfield OCP project	Mike	Done

Issued: November 7, 2014



## MEMORANDUM

**To:** Alberni-Clayoquot Regional District Board of Directors  
Cherry Creek Waterworks District Board of Trustees

**From:** Teri Fong, CPA, CGA, Manager of Finance

**Date:** November 4, 2014

**Subject:** Cherry Creek Water Infrastructure Assessment Grant

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Earlier this spring the Alberni-Clayoquot Regional District to applied for an Infrastructure Planning Grant from the Ministry of Community, Sport and Cultural Development on behalf of the Cherry Creek Waterworks District. Please find attached the response from the Ministry informing us that the grant was not successful.

Staff has advised the Ministry that we would like the application to be considered in the Spring 2015 intake and has requested advice on how to strengthen the application.

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

Teri Fong, CPA, CGA, Manager of Finance

## Teri Fong

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**From:** Teri Fong  
**Sent:** October-28-14 8:35 AM  
**To:** 'Purdy, Regan CSCD:EX'  
**Subject:** RE: IPGP Cherry Creek Water Infrastructure Assessment

Hi Regan,

It is disappointing to hear that the Cherry Creek Water Infrastructure Assessment grant application was not successful. Do you have any suggestions of additional information that could be provided to support the application as we feel that it is very important to our region for the Waterworks District to undergo this assessment. We are definitely still interested in pursuing this project and ask that the application be considered in the next round of approvals.

Regards,

*Teri Fong, CPA, CGA*

Manager of Finance  
Alberni-Clayoquot Regional District  
(t) (250)720-2707  
(f) (250)723-1327

*This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.*

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**From:** Purdy, Regan CSCD:EX [<mailto:Regan.Purdy@gov.bc.ca>]  
**Sent:** October-24-14 10:21 AM  
**To:** Teri Fong  
**Subject:** RE: IPGP Cherry Creek Water Infrastructure Assessment

Hello Teri,

Thank you for submitting an application to the last round of reviews for the Infrastructure Planning Grant Program (IPGP) for the following project: **Cherry Creek Water Infrastructure Assessment**

Your application was not successful in the last round, however, as stated in our Program Guideline, grant applications that are not successful in their first assessment will be considered for a subsequent evaluation in the next round of approvals. Applications that are not successful within one year of submission are withdrawn from further assessment.

To be considered in future rounds, a new grant application with updated information will need to be submitted.

As we are currently doing a review for our next round of approvals in the Spring, can you please reply directly to this email with confirmation that you are still interested in pursuing this project? If not, please let me know and I will remove your application from consideration.

Regards,

*Regan Purdy, M.A., P.Ag.* | Infrastructure Resource Officer  
Local Government Infrastructure and Finance Division  
Ministry of Community, Sport and Cultural Development | P: 250-356-7255





## MEMORANDUM

**To:** Board of Directors

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

**Date:** November 6, 2014

**Subject:** Request for Decision - Licence of Use renewal Somass Estuary  
Leachate Line

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The attached letter report is from McGill and Associates Ltd and is included in request of Director Cote at the October 22, 2014 Board Meeting to provide the review of the visual inspection of the leachate line. It includes a staged plan to provide routine maintenance and is already underway.

The contractors who will carry out this work will be required to follow all Licence of Use environmental regulations.

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Andy Daniel, Manager, Environmental Services



November 5, 2014

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, B.C. V9Y 2E3

Attention: Andy Daniel

Re: Alberni Valley Landfill Leachate Pipe Line  
Our Reference 2258

Dear Sirs:

McGill & Associates Engineering Ltd. has done a preliminary review on the leachate pipe line from the landfill to the City Sewage Lagoon. The visible inspection of the infrastructure revealed that the system appears to be intact and in satisfactory condition.

The inline gate valves were exercised and will require maintenance as anticipated prior to the pigging of the leachate line to ensure sections can be isolated as required.

Following the completion of the gate valve maintenance, the leachate line will be pigged to remove any buildup that has accumulated in the pipe. We are currently in the process of obtaining three quotes to complete the pigging work. We do not anticipate any issues regarding the pigging, as it was previously completed in 2005. All environmental concerns will be reviewed and addressed prior to the start of any work.

The last part of the maintenance that is required will be inspecting the air valves and the gate valves controlling the drain manholes. This will require that the drain manholes be pumped out as part of the inspection.

If you have any questions or require further information, please let me know.

Yours truly,

For McGill & Associates Engineering Ltd.

Mike Lange, P. Eng.

ML/wm



## Conference Creek

The first phase of the 2014 Conference Creek Restoration Project is complete and CWFS project manager Jaime Pascoe is gearing up to start phase 2. This summer at Secret Beach CWFS reconnected a small creek flowing into Kennedy Lake with the upstream habitat. A series of deep pools and spawning riffles were constructed from boulders and gravels to decrease the slope of the channel and allow fish to access the culvert and upstream habitat at lower flows. The area disturbed by machinery constructing the spawning platforms was replanted last week with 110 native shrubs and herbaceous plants, and 23 conifers. With the funding provided by MOT and DFO we will be reconnecting 2 other creeks in this watershed this fall. These creeks were rerouted to the ditch when the Highway was constructed, our plan is to construct the channels now and reconnect them to their historic drainages next summer during the fish window.



## Twin Rivers

Twin Rivers Restoration Project will continue into the fall we have a tree topper booked to create wildlife trees and cavities in the second-growth riparian stand. We will be hosting a volunteer planting day in November to encourage the folks from Salmon Beach and the surfers who use the watershed to take part in its restoration. The volunteers, with help from the CWFS Toquaht restoration crew, will be planting young conifers on the banks of this river. An interpretive sign will also be installed this fall. The sign will speak to the restoration work completed, the project goals, and what local people can do to help maintain the health of this river. The sign will be installed where the road has been deactivated and where people previously drove through the river in their vehicles.



### **Sandhill Creek**

The Sandhill Creek Project is nearly complete. 18 yards (8 dump truck loads) of gravel, rip rap and boulders were used to construct two spawning platforms downstream of the culvert on Sandhill Creek. The spawning platforms will increase the amount available spawning habitat and hopefully enhance the productivity of this system. The area disturbed by machinery constructing the spawning platforms was replanted with 76 herbs and native shrubs, 10 red cedar and 10 Sitka spruce each 1 m tall. Over 2.8 ha of riparian restoration was also completed on the red alder stands and the dense second-growth stands adjacent the stream. The thinning in the red alder stands was completed to help improve the health and vigor of retained conifers. The high-density second-growth conifer forests are thinned to increase sunlight reaching the understory thereby increasing the diversity and density of vegetation in these riparian forests. Thinning in these dense sites means a lot of work for the restoration crew who were busy limbing, stacking and piling the branches of the fallen trees. A tree topper was also brought in for 3 days, topping a total of 17 trees and creating wildlife cavities in each.

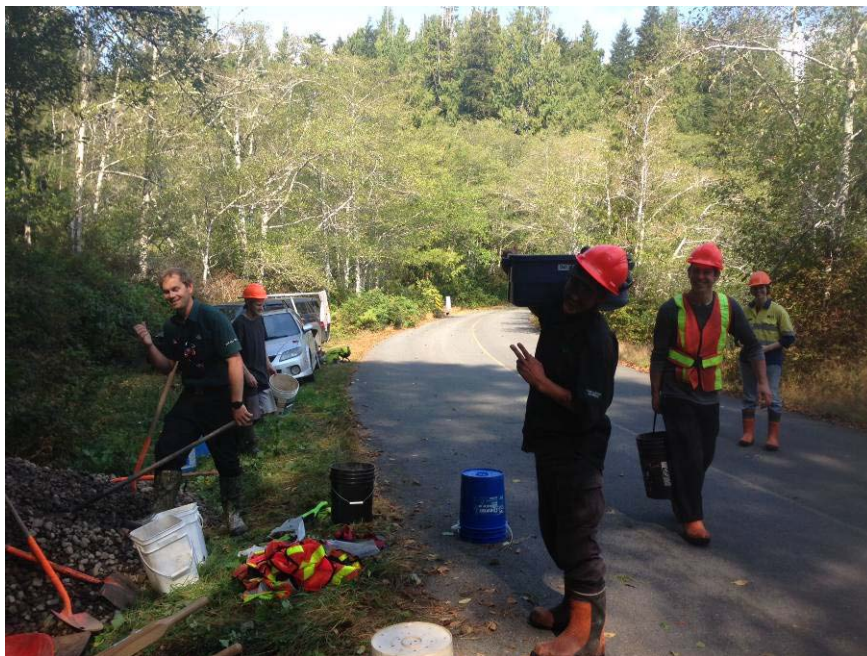






## Coho Creek

Thanks to the funding provided by Creative Salmon and the in-kind support of PRNPR we moved 6 yards of spawning gravel by hand with bucket-brigade half a kilometer upstream to the head of Coho Creek. This was hard work!! The Creative Salmon crew and project manager Jaime Pascoe were amazing! They had strong arms and big hearts....and sore backs by the end of two long days. A special thanks to the PRNPR staff that also came out to lend a hand. This will be the first year where close to 600 m of habitat will be accessible and of suitable quality for spawning. We hope to see increased numbers of salmon as a result in the years to come.



## BC Hydro Submarine Cable Replacement Project

Opitsaht Planting Project is now complete. This was a component of the BC Hydro Submarine Cable Replacement Project that CWFS has been involved in since early April. The CWFS Opitsaht crew planted a total of 80 native shrubs and herbaceous plants on the shore of Opitsaht. The guys were re-vegetating the foreshore that was disturbed by the submarine cable replacement project. BC Hydro also hired the CWFS Opitsaht crew to construct a fenced orchard beside their community garden and plant 15 apple and plum fruit bearing trees. See picture attached. The final stage of the BC Hydro submarine cable replacement is a bivalve mitigation report that Tribal Parks Guardian Cory Charlie and myself will be working on in the coming weeks. This plan will summarize the best management practices to reduce risk to bivalves during submarine cable replacement projects.



### **Atleo River**

We are waiting patiently for the weather to improve so we can begin work on the Atleo River. We had fallers scheduled for today...but the lightning and thunder threw a bit of a wrench in that plan. Thankfully we called it off at o'dark hundred. The CWFS Ahousaht restoration crew is also ready to go, they will get to work after the fallers have finished. Our goal is to complete over 2 ha of riparian restoration on the lower reaches of Atleo River this fiscal year.

### **Lost Shoe Creek and Off-Channel**

A tree topper was brought in to create wildlife trees and cavities in the dense second-growth riparian forest adjacent Lost Shoe Creek and LS2A in PRNPR. In total the faller topped 18 trees. With funding provided by WWF we planted 63 native shrubs and herbs on the banks of LS2A and planted an additional 20 Sitka spruce and western red cedar that were 1 m in height. The trees will help create the multilayered canopy that is characteristic of an old-growth forest but not found in even aged second-growth forests.

The Wyatt Visuals and Burke Electric Media film crew were also on site during the topping, capturing images for the production of our third highly anticipated film! This film will speak to restoration efforts in second-growth forests and try to explain the goals of our forests restoration projects and the value in this work.





CENTRAL  
WESTCOAST  
FOREST  
SOCIETY

1920 #2 Lyche Road  
Po Box 641 Ucluelet BC, V0R 3A0  
250-726-2424  
info@clayoquot.org  
clayoquot.org



With funding provided by MOT the CWFS crew has been planting vegetation and trees at the off-channel on Lost Shoe Creek. Our goal is to increase the amount of shade and cover on the stream to moderate water temperatures during the warmer summer months, and to increase the productivity of the channel by increasing available food for invertebrates and in turn rearing salmon. In total the CWFS is planting over 240 native shrubs and herbaceous plants on the off-channel banks.

### **Spawner Surveys**

Dani Francis, with the help of volunteers and Parks staff, are counting spawning salmon on Lost Shoe Creek, Coho Creek and Sandhill Creek. This monitoring project helps improve our knowledge about the number, species, timing and location of spawning salmon in these watersheds. This is hopefully the start of a multi-year monitoring program that will only increase in value over time.



## **Courses**

Next week CWFS is hosting a 3 day riparian restoration course by UVic. Participants will include the Toquaht and Ahousaht restoration crews and CWFS staff. It is my hope that this course provides the crews with the ecological knowledge and rationale behind the restoration practices and techniques they use. We still have a few empty seats available so please let me know if you know any other interested and willing participants.

## **Audit**

Our CRA audit is nearly complete. I do not have the final word back yet but he seemed reasonably happy with our processes and procedures. He did request we make some changes to how we issue charitable tax receipts but all of these were simple fixes. The one issue he did mention was we need to update our mandate to include education. Much of our work seems to be geared towards stewardship, training and capacity building - items that are not currently included in our mandate. I will have an amended mandate drafted for the AGM.

## **Future Endeavors**

We just received word that CWFS has received over \$110,000 from DFO to replace a culvert on Highway 4 near Mallard Lake and the Tofino Cemetery. Well done Jaime for writing this grant! We also have some financial and in-kind support from MOT for this project. Also congrats to Dani for her successful grant application to TD Friends of the Environment for funding to help restore Centennial Creek in Tofino.

Please let me know if you have any questions about the projects or if any of you are interested in coming to see any of the restoration projects underway.



CENTRAL WESTCOAST FOREST SOCIETY

Financial Statements

Year Ended March 31, 2014

*(Unaudited - See Notice To Reader)*

**CENTRAL WESTCOAST FOREST SOCIETY**

**Index to Financial Statements**

**Year Ended March 31, 2014**

*(Unaudited - See Notice To Reader)*

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	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Revenues and Expenditures	2
Statement of Changes in Net Assets	3
Statement of Financial Position	4
Notes to Financial Statements	5



CERTIFIED GENERAL ACCOUNTANTS  
MANAGEMENT CONSULTANTS

WWW.DSCP.CA

5155 ARGYLE STREET  
PORT ALBERNI BC CANADA V9Y 1V3

T 250.724.5717  
F 250.724.5155

 RAN-ONE member  
building business value

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## NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of Central Westcoast Forest Society as at March 31, 2014 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Port Alberni, B.C.  
July 28, 2014

*Duncan Sabine Collyer Partners LLP*

CERTIFIED GENERAL ACCOUNTANTS

**CENTRAL WESTCOAST FOREST SOCIETY**

**Statement of Revenues and Expenditures**

**Year Ended March 31, 2014**

*(Unaudited - See Notice To Reader)*

	<b>2014</b>	2013
<b>REVENUE</b>		
Project revenue	\$ 278,677	\$ 189,393
Miscellaneous revenue	1,497	-
Donations	93,823	52,204
	<b>373,997</b>	241,597
<b>EXPENSES</b>		
Advertising and promotion	521	1,290
Amortization	1,224	1,359
Consulting fees	12,440	8,336
Delivery, freight and express	311	643
Equipment rentals	7,866	7,687
Insurance	5,832	4,131
Interest and bank charges	23	13
Office	5,062	1,824
Contract field supervision and labour	60,232	47,478
Training	13,147	6,000
Professional fees	2,125	2,450
Rental	3,802	2,446
Salaries and wages	217,138	138,883
Project supplies and materials	14,299	37,199
Transportation and travel	12,424	3,713
Utilities	826	1,546
	<b>357,272</b>	264,998
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 16,725</b>	<b>\$ (23,401)</b>

**CENTRAL WESTCOAST FOREST SOCIETY**

**Statement of Changes in Net Assets**

Year Ended March 31, 2014

*(Unaudited - See Notice To Reader)*

	General Fund	Invested in Capital Assets	2014	2013
NET ASSETS - BEGINNING OF YEAR	\$ 26,225	\$ 5,248	\$ 31,473	\$ 54,874
Excess of revenue over expenses	16,725	-	16,725	(23,401)
Amortization	1,224	(1,224)	-	-
Capital additions	(773)	773	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 43,401</b>	<b>\$ 4,797</b>	<b>\$ 48,198</b>	<b>\$ 31,473</b>

**CENTRAL WESTCOAST FOREST SOCIETY**

Statement of Financial Position

As at March 31, 2014

*(Unaudited - See Notice To Reader)*

	2014	2013
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 2,865	\$ 54,199
Accounts receivable	122,068	55,553
Prepaid expenses	2,702	2,347
	<b>127,635</b>	112,099
<b>CAPITAL ASSETS (Note 2)</b>	<b>4,796</b>	5,247
	<b>\$ 132,431</b>	<b>\$ 117,346</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 36,682	\$ 16,616
Sales and services tax payable	729	3,341
Wages payable	7,869	-
Employee deductions payable	9,878	8,261
Deferred income	29,075	57,655
	<b>84,233</b>	85,873
<b>NET ASSETS</b>		
General fund	43,401	26,225
Invested in capital assets	4,797	5,248
	<b>48,198</b>	31,473
	<b>\$ 132,431</b>	<b>\$ 117,346</b>

ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes are an integral part of these financial statements



# CENTRAL WESTCOAST FOREST SOCIETY

## Notes to Financial Statements

Year Ended March 31, 2014

(Unaudited - See Notice To Reader)

### 1. DESCRIPTION OF OPERATIONS

The Society was incorporated under the laws of the Province of British Columbia on November 23, 1995 as a not-for-profit organization and as of October 28, 1999 is a registered charity under the Income Tax Act. Its main activity is protection, conservation and enhancement of the natural environment for the public good through the restoration of aquatic and forest ecosystems and the construction and maintenance of recreational infrastructure.

### 2. CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Equipment	\$ 34,128	\$ 30,142	\$ 3,986	\$ 4,112
Computer equipment	6,890	6,211	679	971
Other machinery and equipment	6,684	6,553	131	164
	\$ 47,702	\$ 42,906	\$ 4,796	\$ 5,247

### 3. DEFERRED REVENUE

Deferred revenue consists of funds advanced to the Society for the completion of various projects.

### 4. RELATED PARTY TRANSACTIONS

During the course of the fiscal year the Society made several transactions with its directors. The following is a summary of the society's related party transactions:

	2014	2013
Equipment rental	\$ 240	\$ 360
Milage	385	-
Contract labour	5,604	2,673
	\$ 6,229	\$ 3,033

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.