



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS INAUGURAL MEETING

FRIDAY, DECEMBER 11, 2015, 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>	
Chief Administrative Officer To Call The Meeting To Order	
Recognition of Traditional Territories.	
<b>2. <u>ELECTIONS - CHAIR AND VICE-CHAIR</u></b>	
a. <b>Election of Chairperson</b> Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District	
b. <b>Election of Vice-Chairperson</b> Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District	
<b>3. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
• Late Item - Amendment to Bylaw A-1078, Board Remuneration, Expenses and Benefits.	
<b>4. <u>DECLARATIONS</u></b> <i>(conflict of interest or gifts)</i>	
<b>5. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – November 25, 2015</b>	<b>7-15</b>
<i>THAT the minutes of the Board of Directors meeting held on November 25, 2015 be adopted.</i>	
b. <b>West Coast Committee Meeting - November 30, 2015</b>	<b>16-17</b>
<i>THAT the minutes of the West Coast Committee meeting held on November 30, 2015 be adopted.</i>	

**6. PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Cam and Derek Appleton, MyAlberni, regarding Business Activities To Date and Future App Features.** **18-19**

**7. CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR SUPPORT** **20-21**  
BC Shrimp-By-Trawl Caucus, December 1, 2015, Regarding Request For Support For BC Shrimp Trawl By-Catch Reduction Proposal

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the BC Shrimp-By-Trawl Caucus supporting their BC Shrimp By-Catch Reduction Proposal.*

- b. **REQUEST FOR SUPPORT** **22**  
Community Wireless Networks, December 4, 2015, Regarding Request for a Letter of Support for a Grant to Upgrade and Expand Network in Bamfield.

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter supporting Community Wireless Networks application to Northern Development Initiative Trust for a \$25,000.00 grant for their project entitled WiMax to improve the quality of service and improved reliability of internet in Bamfield.*

**8. CORRESPONDENCE FOR INFORMATION**

- a. **LINDA LARSON, MLA, ASSOCIATION OF VANCOUVER ISLAND COASTAL COMMUNITIES** **23-34**  
UBCM follow up Ministry of Social Development and Social Innovation
- b. **HONOURABLE MIKE BERNIER, MINISTER, MINISTRY OF EDUCATION** **35**  
The Growth of Usage in the Vancouver Island Regional Libraries
- c. **HONOURABLE MARY POLAK, MINISTER, MINISTRY OF ENVIRONMENT** **36**  
Reply to Alberni-Clayoquot Regional District Request for Support for Our Horizon's Gas Pump Labeling Initiative
- d. **BC EMERGENCY HEALTH SERVICES/ISLAND HEALTH** **37-38**  
Districts of Tofino and Ucluelet Selected as Prototype Project for Community Paramedicine Initiative
- e. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES** **39-40**  
AVICC Member Update - Host Communities for the 2018 and 2019 Conventions

- f. **MINISTRY OF AGRICULTURE** **41-42**  
Thank you for UBCM Meeting and Response to Issues Raised at Meeting

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

**9. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **43-44**  
2016-2020 ACRD & ACRHD Financial Plan Meeting Schedule

*THAT the Board of Directors approve the proposed meeting schedule for the 2016 - 2020 Alberni-Clayoquot Regional District Financial Plan and the 2016 Regional Hospital District Budget.*

- b. **REQUEST FOR DECISION** **45-49**  
ESS Reception Centre Management Plan for the Alberni Valley

*THAT the Alberni-Clayoquot Regional District Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.*

- c. **REQUEST FOR DECISION** **50-51**  
Purchase and Installation of a 100 kw Genset

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the purchase and installation of a Simson-Maxwell 100kw Genset by Aines and Tyler Electric Co. Ltd at a cost of approximately \$60,957.00.*

- d. **REQUEST FOR DECISION** **52**  
Alberni-Clayoquot Table of Partners Representative

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director \_\_\_\_\_ to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2016.*

- e. **REQUEST FOR DECISION** **53-83**  
Finance Warrant No. 559

*THAT the Board of Directors approves Finance Warrant Number 559 in the amount of \$800,196.23 dated November 30, 2015.*

- f. **REQUEST FOR DECISION** **84-87**  
Port Alberni Airport Runway Expansion - Temporary Borrowing

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".*

- g.       **REQUEST FOR DECISION** **88-89**  
          West Coast Multiplex Facility - Confirmation of Location - Long Beach  
          Airport

*THAT the Board of Directors of the Alberni-Clayoquot Regional District confirm the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility as presented.*

## **10.    PLANNING MATTERS**

### **10.1   ELECTORAL AREA DIRECTORS ONLY**

- a.       **DVD15014, HICKMAN, 18580 PACIFIC RIM HIGHWAY** **91-104**  
          Development Variance Permit Application – Report

*THAT the Board of Directors pass a resolution to consider issuing development variance permit DVD15014 subject to a report by a Geotechnical Engineer certifying that the land is safe for the intended use with respect to steep slope.*

- b.       **RE15001, SIMISTER, 5825 SAUNDERS ROAD N** **105-117**  
          Rezoning Application – Memorandum and Bylaw P1326

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

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

*THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.*

*THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas*



*Amendment be read a third time.*

- c. **RF15002, KISS, 5819 STRATHCONA STREET** **118-129**  
Rezoning Application – Memorandum and Bylaw P1329

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

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

*THAT Bylaw P1329, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.*

*THAT Bylaw P1329, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.*

- d. **WILLOWBRAE CREEK RESTORATION PLAN** **130-134**  
Memorandum

*THAT the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek.*

## **11. REPORTS**

### **11.1 STAFF REPORTS**

- a. CAO Report – December 4, 2015 **135-136**  
b. Planning & Development Manager Report – December 2, 2015 **137**  
c. Staff Action Items Report – December 4, 2015 **138-143**  
d. Board of Directors Meeting Schedule - January 2016 **144**  
e. Building Inspector's Report - November 2015 **145**  
f. Alberni Valley Regional Airport (CBS8) Impacts to the Sand Hill Crane Migration - December 2, 2015 **146**

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

### **11.2 COMMITTEE REPORTS**

- a. **Beaver Creek Water Advisory Committee - Thursday, December 10, 2015 - J. McNabb (verbal)**

### **11.3 OTHER REPORTS**

- a. **Association of Vancouver Island and Coastal Communities AVICC Member Update - Call for Resolutions and Nominations** **147-156**  
b. **Air Quality Council - Minutes from November 19, 2015 Meeting** **157-160**

**12. UNFINISHED BUSINESS**

**13. LATE BUSINESS**

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to prepare an amendment to Bylaw A1078, A Bylaw to provide for Board Remuneration, Expenses and Benefits, Schedule "A" to permit director remuneration for committee meetings that occur on the same day as a regular board meeting day.*

**14. QUESTION PERIOD**

**15. ADJOURN**

**Next Board of Directors Meeting:   Wednesday, January 13, 2016, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 25, 2015, 1:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS**

John McNabb, Vice-Chair, Electoral Area "E" (Beaver Creek)

### **PRESENT:**

Josie Osborne, Chairperson, District of Tofino  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Ron Paulson, Alternate Director, Councillor, City of Port Alberni  
Randy Oliwa, Alternate Director, Councillor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government  
Jack McLeman, Councillor, City of Port Alberni

### **REGRETS:**

Mike Ruttan, Mayor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
John Jack, Councillor, Huu-ay-aht First Nation

### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

### **1. CALL TO ORDER**

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

The Vice-Chairperson 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 Banton*

*SECONDED: Director Kokura*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Cote declared she received a set of earrings from the Vancouver Island Regional Library Board in recognition of her 8 years of services on their Board.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting - November 12, 2015**

*MOVED: Director Cootes*

*SECONDED: Director McCarthy*

*THAT the minutes of the Board of Directors meeting held on November 12, 2015 be adopted.*

**CARRIED**

**b. Alberni Valley Solid Waste Plan Monitoring Advisory Committee Meeting – October 29, 2015**

*MOVED: Director Kokura*

*SECONDED: Director Paulson*

*THAT the minutes of the Alberni Valley Solid Waste Plan Monitoring Advisory Committee meeting held on October 29, 2015 be adopted.*

**CARRIED**

**c. Beaver Creek Water Advisory Committee Meeting – November 10, 2015**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on November 10, 2015 be adopted.*

**CARRIED**

**d. Alberni Valley & Bamfield Services Committee Meeting – November 12, 2015**

*MOVED: Director Wyton*

*SECONDED: Director McLeman*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on November 12, 2015 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 October 2015.**

Inspector Richards provided an overview of the October 2015 policing report. Property crime continues to be a concern.

**6. CORRESPONDENCE FOR ACTION**

- a. **Correspondence dated November 4, 2015 from Mr. T. Lyman Jardin requesting the Regional District Board of Directors support a proposal to explore the idea of a multi-faceted long term care complex to be situated on the former Alberni District Secondary School land.**

*MOVED: Director Bennett  
SECONDED: Director McLeman*

*THAT the correspondence from Mr. Jardin be received.*

**CARRIED**

- b. **Correspondence dated November 4, 2015 from the Vancouver Island Regional Library Board regarding request for the Alberni-Clayoquot Regional District appointment and alternate appointment to the Vancouver Island Regional Library for the year 2016.**

*MOVED: Director Bennett  
SECONDED: Director McLeman*

*THAT the ACRD Board of Directors appoint Director Banton as Director to the Vancouver Regional Library Board for 2016.*

**CARRIED**

*MOVED: Director Kokura  
SECONDED: Director Bennett*

*THAT the ACRD Board of Directors appoint Director McLeman as the Alternate Director to the Vancouver Island Regional Library Board for 2016.*

**CARRIED**

- c. **Correspondence dated October 27, 2015, from the Federation of Canadian Municipalities regarding renewal of FCM membership for 2016 -2017.**

*MOVED: Director Kokura*  
*SECONDED: Director Banton*

*THAT the Board of Directors refer membership renewal in the Federation of Canadian Municipalities to 2016 budget discussions.*

**CARRIED**

- d. Correspondence dated November 17, 2015, from the Regional District of Nanaimo regarding initiation of process to amend the Regional Growth Strategy, Minor Amendment Criteria and invitation to share views.**

*MOVED: Director McLeman*  
*SECONDED: Director Banton*

*THAT the Board of Directors acknowledges receipt of correspondence.*

**CARRIED**

## **7. CORRESPONDENCE FOR INFORMATION**

- a. MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**  
Timber Supply Review for the Arrowsmith Timber Supply Area
- b. ISLAND COASTAL ECONOMIC TRUST**  
Project will Create Strategic Plan to Market Vancouver Island and Sunshine Coast Trails to the World
- c. AUDITOR GENERAL LOCAL GOVERNMENT**  
Release of Performance Audit Report on the City of Merritt
- d. TSESHAHT FIRST NATION**  
Expansion of the Alberni Valley Airport
- e. CHERRY CREEK WATERWORKS DISTRICT**  
Thank you for Preparation of 2nd Application for the Infrastructure Planning Grant

*MOVED: Director Kokura*  
*SECONDED: Director McCarthy*

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

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director McLeman*

*THAT the ACRD Board of Directors instructs staff to request a meeting with the Ministry of Forests, Lands and Natural Resource Operations to provide input on the Timber Supply*

*Review for the Arrowsmith Timber Supply Area and impacts on properties within the Regional District.*

**CARRIED**

*MOVED: Director McLeman*

*SECONDED: Director Wyton*

*THAT the ACRD Board of Directors forward a thank you letter to the Tseshaht First Nation for providing a letter of support for the Alberni Valley Airport expansion project.*

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

### **a. Request for Decision regarding Alberni Valley Organics Diversion Strategy.**

*MOVED: Director Kokura*

*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors refer the report on the Alberni Valley Organics Diversion Strategy to the Alberni Valley & Bamfield Services Committee for further discussion.*

**CARRIED**

### **b. Request for Decision regarding Nordstrom Park, 6038 Beaver Creek Road.**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Board of Directors agrees in principle to the Nordstrom Playground Proposal as presented.*

**CARRIED**

### **c. Request for Decision regarding Agreement - Reception Centre Management Plan for the Alberni Valley.**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the report on the Reception Centre Management Plan for the Alberni Valley be referred to the next Board of Directors meeting and staff be requested to bring back further information on the service agreement.*

**CARRIED**

**d. Request for Decision regarding 2015 to 2019 Financial Plan Amendment Bylaw.**

*MOVED: Director Cote*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".*

**CARRIED**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".*

**CARRIED**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1".*

**CARRIED**

**9. PLANNING MATTERS**

**a. DVC15012, RUCKS, 1138 THIRD AVENUE – SALMON BEACH**  
Development Variance Permit Application – Memorandum and Permit

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

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

**CARRIED**



## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report - November 20, 2015**
- b. Meeting Schedule – December 2015**
- c. Financial Statements – October 2015**
- d. Building Inspector’s Report – October 2015**
- e. Dog Mountain Fire Review - November 19, 2015**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Board of Directors receives the staff reports a-e.*

**CARRIED**

Chairperson Osborne and the Chief Administrative Officer entered the meeting at 2:15 pm. The Vice-Chair continued to Chair the meeting.

### **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

- a. 9-1-1 Corporation – J. McNabb**

The Vice-Chair provided an update on the NI 911 Corporation.

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

Director Cote reported on her last meeting as Director on the VIRL Board. The Board received a presentation from the Heart and Stroke Foundation, BC and Yukon regarding the BC Public Access to Defibrillation Program. The program provides free defibrillation machines to community centres, libraries, arenas etc. The ACRD Board thanked Director Cote for 8 years of service on the VIRLB.

- c. Central West Coast Forest Society – T. Bennett**

Director Bennett reported the Society has a fundraiser coming up. He will forward Directors further information as it becomes available.

- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan**

Director McNabb reported there will be a Coastal Response Planning Table Top Session Thursday/Friday this week. A representative of Red Cross attended the last Emergency Planning meeting to discuss developing the Emergency Social Services program in the Alberni Valley.

- e. Alberni Valley Chamber of Commerce – J. McLeman**

Director McLeman reported the Chamber is meeting on Friday. The AV Chamber of Commerce Manager is championing the upcoming “Race the Train Marathon”.

**f. Coastal Communities Network – T. Bennett**

Director Bennett reported that he will be coming through the 2016 budget process with a request for funding for approximately \$1,000.00 for the Coastal Community Network.

**g. West Island Woodlands Advisory Group – L. Banton - No Report**

**h. Island Coastal Economic Trust –Josie Osborne - No Report**

**i. Air Quality Council, Port Alberni – J. McNabb - No Report**

**j. West Coast Aquatic Board – T. Bennett - No Report**

**k. Association of Vancouver Island & Coastal Communities – J. Osborne**

Chairperson Osborne reported on the Executive meeting held recently. There was discussion regarding the 2016 conference in Nanaimo and how to improve the resolution process. Chairperson Osborne advised she has put forward the session topic of physician recruitment as this is an issue for all small communities on Vancouver Island.

**l. Beaver Creek Water Advisory Committee – J. McNabb**

Director McNabb reported on the November 10<sup>th</sup> meeting. This was the best meeting of the Committee to date. The Manager of Environmental Services did an excellent updating the Committee on the services.

**m. Other Reports**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. ADJOURN**

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT this meeting be adjourned at 2:37 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON MONDAY, NOVEMBER 30, 2015, 2:00 PM

Ucluelet Community Centre, 500 Matteson Drive, Ucluelet, BC

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- MEMBERS PRESENT:** Josie Osborne, Mayor, District of Tofino  
Randy Oliwa, Alternate Director, Councillor, District of Ucluelet  
Tony Bennett, Director, Electoral Area "C" (Long Beach)
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?it?atḥ Government
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Mark Fortune, Airport Superintendant
- GUESTS:** Samantha Hackett, Geoff Lyons, Riley Varnes, Ryan Orr, West Coast Multiplex Society  
Morag Hutcheson, Jackie Godfrey, Parks Canada  
Marilyn McEwen, Councillor, Mayco Noel, Councillor, District of Ucluelet  
Catherine Thicke, Councillor, Bob MacPherson, CAO, District of Tofino

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:00 pm.

### 2. APPROVAL OF AGENDA

*MOVED: Director Osborne*

*SECONDED: Director Oliwa*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. INVITED GUESTS

#### a. **West Coast Multiplex Society - Update on Multiplex Facility on the West Coast**

The West Coast Multiplex Society delegates provided an update and circulated a summary of their efforts. They requested that the Alberni-Clayoquot Regional District confirm the proposed site for the West Coast Multiplex facility. They propose to complete a business plan and are assessing alternatives for the construction of the facility with a value of \$6 million.

The CAO explained the Regional District service and the operating cost limits. The Society must fund raise 100 per cent of the capital costs.

It was agreed that the Society and Regional District staff will meet in January 2016 to confirm the content of the business plan and recommend the roles of Regional District staff and the Society.

*MOVED: Director Osborne*

*SECONDED: Director Oliwa*

*THAT the West Coast Committee recommend the Board of Directors of the Alberni-Clayoquot Regional District confirm the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility.*

**CARRIED**

**4. ADJOURN**

*MOVED: Director Oliwa*

*SECONDED: Director Osborne*

*THAT this meeting be adjourned 3:00 pm.*

**CARRIED**

Certified Correct:

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Tony Bennett,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



MyAlberni App  
9597 Sproat Place  
Port Alberni, BC V9Y 9C5  
250 723 7434  
info@myalberni.ca

Friday, December 4, 2015

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

**RE: MyAlberni App Board Presentation December 11, 2015**

Thank you Madam Chair, Board Directors and Staff for the opportunity to introduce you to MyAlberni App - The Alberni Valley's first Community App. It is available on iOS or Android free of charge to anyone using Smartphones and Tablet and soon to also be available on PCs and Smart TVs.

Built-for residents and tourists who want to make the most of life in the Alberni Valley, MyAlberni is a local exploration tool and digital community center that creates a fun and easy way for you to explore the best of things to see and do in Port Alberni.

Choose from over 150 local listings including attractions, restaurants, destinations, stores, and more— updated twice daily. Interact with these listings to learn all kinds of information about the best of things to see and do in Port Alberni!

No matter your interests, you'll find something you love on MyAlberni.

Join our community of residents and tourists contributing insider tips, local content and media inside MyAlberni. Enjoy the wide-variety of dining hot-spots, destinations, outdoor adventures and more that the Alberni Valley has to offer you.

**How It Works:**

- It's your Alberni— Choose from over 60 interest categories, containing the best experiences available to you here in the Alberni Valley.
- Explore, the local way— Scroll through a feed of local places to see and things to do, including some new experiences you might not have known existed.
- Find what you need— Explore categories by distance from you or names, from activities to farmers markets and much, much more.
- Shop Local— Like never before, it pays to Shop Local. MyAlberni provides instant access to local business discounts, coupons, products and more.
- Recommend your favourites— What is your Alberni? Share your experiences and build credibility as a local influencer, by providing contributions about your different Alberni interests, right in the app. Use the hashtag #MyAlberni or visit [contribute.myalberni.ca](http://contribute.myalberni.ca) to get started. Your contributions will be APPreciated by residents and tourists for years to come!
- The Real Story— MyAlberni gives you the opportunity to learn about the people behind their business, their stories and experience, and explore first-hand what really makes the Alberni Valley great.

It's all-free, and it's all on your very own MyAlberni App!

Serving Port Alberni and the Alberni Valley with exclusive, relevant and accurate up-to-date local info, year round, MyAlberni creates an effective and interactive way to explore Alberni and experience the culture and spirit of our vibrant community.

Unlike the same-old conventional searching, MyAlberni App is a Fast, Easy and Fun way to explore Port Alberni and the Alberni Valley. Interact and collect your favourite listings with MyTrip, and share them with your friends! You can even contribute your favourite things about Alberni, anytime and anywhere.

In concluding, we plan to ask for two requests to be granted by the ACRD Board of Directors:

First is for you to as a Board, by motion formally proclaim, " That the ACRD declares MyAlberni App as the "Official Community App", of the Alberni Valley.

And second that the ACRD Board of Directors support our upcoming request to the BC Ministry of Transportation for signage along Hwy 4 from Cameron Lake to Sutton Pass similar to pre-existing community info/radio signs, currently on this highway.

Thank you again for the opportunity to introduce MyAlberni App and present to you.

Regards,

Cam Appleton  
Derek Appleton  
MyAlberni App



# ***BC SHRIMP-BY-TRAWL CAUCUS***



c/o 4829 MAPLEGROVE STREET  
VICTORIA, BC V8Y 3B9  
PHONE 250-658-0179 clayton@ieccorporate.com

December 1, 2015

Josie Osborne  
Chairperson District of Tofino  
Via email: osborne@tofino.ca

## **Re: Consideration of your support: Federal regulation change in support of BC shrimp trawl bycatch reduction proposal**

Chairperson Osborne:

As you may be aware the Pacific (BC) Shrimp Trawl Fishery, at one time, was amongst the top five shellfish fisheries in the Province. Through a series of unfortunate events, which included significant by-catch issues, primarily with Eulachon, the fishery was closed 19 years ago but with the assistance of the Province, was quickly reorganized and re-opened under a new series of management criteria. Since that time the fleet has addressed these issues, in part, through the development and implementation of by-catch reduction devices (BRDs), and fishing behavior, and has become a small but stable fishing entity with participation of around 45 vessels (out of a fleet of 237).

We are pleased that our collective fleet efforts, in 2014/15, resulted in the total documented by-catch of Eulachon on the West Coast of Vancouver Island at a **total 19.6 kg**.

In the past year our industry has gone through some significant changes as markets, shrimp volumes, and prices aligned for the first time in years. As a direct result, our harvest has increased, at this time, to about eight times previous year's level. At the same time we have been identifying additional technologies to further reduce by-catch, not only Eulachon, but other species.

In Oregon, the shrimp fleet, last year, began to utilize the placement of LED lights on their trawl. (*Tests of artificial light for by-catch reduction in an ocean shrimp (Pandalus jordani) trawl...* R. Hannah, et.al. Elsevier, May, 2015). Simply put, this technology allows the Eulachon and other fish species to see the trawl coming and avoid. This technology, which is now 100% adopted by the Oregon fleet have reduced their Eulachon by-catch by an additional **90.5%**. The States of California and Washington are now also in the process of adopting this technology.



In British Columbia, we have had the brief opportunity to examine the effectiveness of lights through a Scientific Permit, issued by DFO. While not a formal study, we found the use of LED lights on our trawl gear further reduced Eulachon By-Catch by 95% across several local shrimp species.

***The fleet, by adopting and using combined “BRD-LED” technologies, will totally reduce the by-catch of Eulachon by some 99%+.***

Unfortunately, due to an outdated **Canadian Fisheries Regulation**, introduced in the 1960’s to prevent pit-lamping in the herring fishery, the use of LED lights on fishing gear is illegal.

***8. (1) No person shall use torches or artificial lights in any manner to attract or repel fish other than squid.***

After several conversations with several DFO fishery managers we are assured that any issues that present themselves, related to the use of LED lights, can be dealt with within **Conditions of License** and, therefore, the regulation is outdated and no longer required in our modern fisheries.

It is the opinion of the Shrimp-by-Trawl Caucus that spending unnecessary funds, and time, on ongoing further scientific studies, and lengthy Regulation amendments, is counterproductive. At the same time we cannot justify the taking of any additional by-catch of Eulachon and other species that would result in any Regulatory delays. This is especially critical since the Eulachon in BC is currently being considered for SARA listing.

In this regard the **Directors of the PCSCA**, and the **BC Shrimp-By-Trawl Caucus** asks for the support of you community, in our upcoming request to the **Federal Minister of Fisheries and Oceans Canada** that the above regulation banning the use of lights be **repealed**, or at least amended, with an interim solution available immediately.

We will be requesting this for immediate implementation, so that the BC Shrimp-By-Trawl fishery can essentially exclude virtually all Eulachon from by-catch and can remain one of the cleanest shrimp fisheries in the World

Respectfully submitted on behalf of the Directors and Members of the PCSCA, and the Shrimp-by-Trawl Caucus of British Columbia.

Yours truly,



W. E. Lorne Clayton, RPBio., QEP, CC-IATTC  
Caucus Chair/ Exec. Director PCSCA

**From:** Community Wireless Networks [<mailto:cwn@mybamfield.com>]  
**Sent:** Friday, December 04, 2015 10:19 AM  
**To:** Wendy Thomson  
**Cc:** George Rose; [wyton@shaw.ca](mailto:wyton@shaw.ca)  
**Subject:** CWN Letter Request  
**Importance:** High

Dear Wendy,

We hope this email finds you well.

Community Wireless Networks is in the process of applying for funding to upgrade and expand our network in Bamfield. Part of the application requires letter of support from local government, could you provide this for us? The grant we are applying for is \$25,000.00, the project name is WiMax. As you are aware CWN serves the Bamfield Water System connection, these upgrades will allow us for a better quality of service and improved reliability. Here is the quote from application:

*"<sup>a</sup> Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a (insert type: grant and/or loan) of up to \$(insert amount) for the (insert project name) from the Connecting British Columbia account. "*

Thank you for your assistance with this, we look forward to your reply.

Kind Regards,  
Megan and Eric Geall  
Community Wireless Networks  
452 Pachena Rd  
Bamfield BC  
250 728 3647



RECEIVED  
NOV 20 2015

**Legislative Office:**  
Room 243, Parliament Buildings  
Victoria, BC V8V 1X4  
Phone: 250 952-6784  
Fax: 250 356-0596

**Province of  
British Columbia**  
Legislative Assembly

**Linda Larson, M.L.A.**  
Boundary-Similkameen

**Constituency Office:**  
6037 Main Street  
PO Box 998  
Oliver, BC V0H 1T0  
Phone: 250 498-5122  
Fax: 250 498-5427  
e-mail: linda.larson.mla@leg.bc.ca

**RE: UBCM follow up Ministry of Social Development and Social Innovation**

**Association of Vancouver Island and Coastal Communities**

Local Government House  
525 Government Street  
Victoria, BC, V8V 0A8

I hope many of you were able to attend discussions with Minister Stilwell at UBCM on our Governments commitment to make BC the most Accessible Province in Canada by 2024.

It is a lofty goal and will need all British Columbians to participate in some small way. As Leaders in your Communities you are in a position to help the Province move this initiative forward and make your own Communities safer and welcoming for all people with Disabilities through the process.

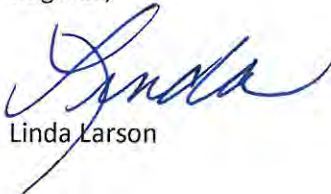
We are continuing to create inclusive environments and workspaces through the many initiatives and programs, many of them targeted to assist Municipalities that have been developed since the launch of Accessibility 2024.

I challenge all of you to look at your Communities through the eyes of people with any disability, (visual, hearing, mobility or developmental) and envision the challenges those people face every day in moving around the communities they live in.

Meaningful employment for all is also a 2024 goal so I have included an information sheet on Resources and Supports for Employers in addition to a sheet on Resources for Municipalities.

Please share this information with all of your Members and contact me if you have any questions.

Regards,



Linda Larson





## Resources and Supports for Employers – Funding

Resource	Organization	Details	Contact Information
<b>Canada Job Fund</b>	Ministry of Jobs, Tourism and Skills Training	Three streams of eligible programs: <ol style="list-style-type: none"> <li>1. Canada BC Job Grant</li> <li>2. Employer Sponsored Training</li> <li>3. Employment Services and Supports</li> </ol>	<a href="http://www.jtst.gov.bc.ca/cjfaqreement/">www.jtst.gov.bc.ca/cjfaqreement/</a>  Email: <a href="mailto:cjfinfo@gov.bc.ca">cjfinfo@gov.bc.ca</a>
<b>Canada Job Grant</b>	Ministry of Jobs, Tourism and Skills Training	Employers determine what type of training is required.  Eligible training must lead to an available job in BC.	<a href="http://www.workbc.ca/canadabcjobgrant">www.workbc.ca/canadabcjobgrant</a>  Email: <a href="mailto:cjginfo@gov.bc.ca">cjginfo@gov.bc.ca</a>
<b>The Enabling Accessibility Fund</b>	Government of Canada	A federal Grants and Contributions program that supports capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in Canadian communities and workplaces.	<a href="http://www.esdc.gc.ca/eng/disability/index.shtml">www.esdc.gc.ca/eng/disability/index.shtml</a>  Phone: 1-800-622-6232 TTY: 1-800-926-9105
<b>Opportunities Fund for Persons with Disabilities</b>	Government of Canada	Helps people with disabilities prepare for, obtain and maintain employment or self-employment.	<a href="http://www.servicecanada.gc.ca/eng/of/index.shtml">www.servicecanada.gc.ca/eng/of/index.shtml</a>  Phone: 1-800-622-6232 Email:
<b>Training Tax Credit For Employers</b>	Government of Canada	The training tax credit provides refundable income tax credits for employers who employ apprentices enrolled in apprenticeship programs administered through the Industry Training Authority.  The enhanced tax credit is	<a href="http://www.gov.bc.ca">www.gov.bc.ca</a>  Phone: 1-877-387-3332 Email: <a href="mailto:ITBTaxQuestions@gov.bc.ca">ITBTaxQuestions@gov.bc.ca</a>



		available to employers of persons with disabilities who are entitled to a basic or completion tax credit, or who are entitled to the federal apprenticeship job creation tax credit for the year.	
<b>Disability Supports for Employment Fund (DSEF)</b>	Vancouver Foundation	<p>\$25 million Disability Supports for Employment Fund</p> <p>Provides grants to organizations that support specialized accommodation, tools and services to support people with disabilities in the workplace.</p>	<p><a href="http://www.vancouverfoundation.ca/grants">www.vancouverfoundation.ca/grants</a></p> <p>Phone: 1-604-688-2204</p> <p>Email: <a href="mailto:info@vancouverfoundation.ca">info@vancouverfoundation.ca</a></p>





## Resources and Supports for Employers – Programs and Services

Program	Organization	Services and Supports	Contact Information
<b>WorkBC Employment Services Centres</b>	Ministry of Jobs, Tourism and Skills Training	WorkBC provides a flexible range of services and supports related to employment for people with disabilities. Services and supports are delivered through over 100 WorkBC Employment Services Centres across the province, with multiple alternative service delivery locations.	WorkBCCentres.ca  Phone: 1-800-663-7867 TDD: 1-800-661-8773
<b>Disability Services or Disability Resource Centres</b>	Post-secondary institutions throughout BC	<p>The contact area at post-secondary institutions for students identifying as having a disability, and seeking to access disability services.</p> <p>The Disability office provides learning and environmental services and supports to student with disabilities and liaises with the student, faculty and other campus offices in a manner that is supportive of the students' educational needs.</p> <p>Disability Services or Disability Resource Centres are available in 26 post-secondary institutions on more than 80 campuses throughout BC.</p>	Varies by community  <a href="http://www.workbc.ca/workbc/media/workbc/documents/docs/disability_coordinators.pdf">www.workbc.ca/workbc/media/workbc/documents/docs/disability_coordinators.pdf</a>
<b>Technology @ Work</b>	Neil Squire Society	Provides Assistive Technology equipment, products and services to enable British Columbians with disabilities to secure and	<a href="http://www.neilsquire.ca">www.neilsquire.ca</a>  Phone: 1-877-673-4636 Email: <a href="mailto:info@neilsquire.ca">info@neilsquire.ca</a>



		obtain work	
<b>Community Action Employment Plan / Employment First</b>	Community Living BC (CLBC)	<p>CLBC released a three-year Community Action Employment Plan to help increase the number of job opportunities for adults with developmental disabilities who wish to work in their communities.</p> <p>One key element is Employment First, which is helping to create a shift in attitude and culture among all stakeholders toward a belief that individuals with developmental disabilities have a valuable contribution to make in inclusive employment situations.</p>	<p><a href="http://www.communitylivingbc.ca">www.communitylivingbc.ca</a></p> <p>Phone: 1-877-660-2522 Email: <a href="mailto:info@communitylivingbc.ca">info@communitylivingbc.ca</a></p>
<b>Ready, Willing and Able</b>	Inclusion BC	<p>Ready, Willing and Able is an exciting new initiative aimed at increasing the employment rate of British Columbians with a developmental disability and autism spectrum disorder.</p> <p>The initiative connects employers with individuals who are ready, willing and able to work.</p>	<p><a href="http://www.inclusionbc.org">www.inclusionbc.org</a></p> <p>Phone: 1-800-618-1119 Email: <a href="mailto:info@inclusionbc.org">info@inclusionbc.org</a></p>
	Open Door Group	<p>Open Door Group provides a full range of client-centered services to support British Columbians to achieve employment or community attachment.</p> <p>Open Door Group delivers employment services to over</p>	<p><a href="http://opendoorgroup.org">opendoorgroup.org</a></p> <p>Phone: 1-866-377-3670 Email: <a href="mailto:info@opendoorgroup.org">info@opendoorgroup.org</a></p>





		20,000 individuals per year across the province and is partnered with over 20 organizations to deliver these services. They offer resources free of charge to support employers who hire persons with disabilities and barriers to employment.	
	British Columbia Aboriginal Network on Disability Society (BCANDS)	BCANDS is an award winning, provincial, not for profit, charitable Society serving the unique and diverse disability and health resource / support service needs of the Aboriginal population of British Columbia. BCANDS provides a vast array of services to eligible clients and organizations, both within Aboriginal communities and within British Columbia's urban and rural centres.	<a href="http://www.bcands.bc.ca">www.bcands.bc.ca</a> Phone: 1-888-815 -5511 Email: <a href="mailto:bcands@bcands.bc.ca">bcands@bcands.bc.ca</a>
	Canadian Mental Health Association of BC (CMHA-BC)	<p>Promotes the mental health of British Columbians and supports the resilience and recovery of people experiencing mental illness through advocacy, workplace mental health education and training, community-based research, and services.</p> <p>CMHA-BC is hosting the 2016 National Bottom Line Conference, which brings together business leaders, policy-makers, researchers, and workers to improve mental health in Canadian workplaces.</p>	<a href="http://www.cmha.bc.ca">www.cmha.bc.ca</a> Phone: 1-800-555-8222 Email: <a href="mailto:info@cmha.bc.ca">info@cmha.bc.ca</a>





## Accessibility-related Funding Opportunities and Resources for Municipalities, Communities and Groups

Funding	Description	Contact Information
<b>Age-Friendly Communities</b>	The Age-Friendly grant program provides grants of up to \$20,000 to local governments to support age-friendly planning, policy development and implementation. Toolkits are available online.	<a href="http://gov.bc.ca/agefriendly">gov.bc.ca/agefriendly</a>
<b>Job Creation Partnerships/Community and Employer Partnerships (CEP)</b>	This initiative increases employment opportunities for unemployed British Columbians through the use of agency and business partnerships, shared information and technology, and innovative processes and practices. Fact sheets are available online.	<a href="http://workbc.ca/job-seekers">workbc.ca/job-seekers</a>
<b>Healthy Communities Capacity Building Grants for Local Governments</b>	The Healthy Communities Capacity Building Grants support local government learning about the community context for health and well-being, partnership development between sectors, collaborative priority setting for health and well-being in local planning and policy, and innovative action to influence local health outcomes.	<a href="http://planh.ca">planh.ca</a>
<b>Guidelines: Applying for a Community Gaming Grant</b>	A variety of gaming grants are available to communities through the Ministry of Finance Community Gaming Grants program. Guidelines to apply and details regarding applications and timeframes are available on the website.	<a href="http://gaming.gov.bc.ca">gaming.gov.bc.ca</a>
<b>Home Adaptations for Independence (HAFI)</b>	The Home Adaptations for Independence (HAFI) program provides financial assistance to help eligible low-income seniors and people with disabilities in British Columbia to continue to live in the comfort of their home.	<a href="http://bchousing.org/hafi">bchousing.org/hafi</a>
<b>Choice in Supports for Independent Living (CSIL)</b>	A self-managed care option for home support services where funds are provided to eligible clients to purchase and manage their own home support services.	<a href="http://www.viha.ca/hcc/services">www.viha.ca/hcc/services</a>
<b>Federal Enabling Accessibility Fund – Community Accessibility Stream</b>	The Community Accessibility Stream of the Enabling Accessibility Fund is designed to provide funding to eligible recipients for projects that improve accessibility in communities across Canada.	<a href="http://esdc.gc.ca">esdc.gc.ca</a>





<b>Quality of Life Program -Rick Hansen Foundation</b>	Grants to help remove barriers to participation in community life.	<a href="http://www.rickhansen.com/What-We-Do/Quality-of-Life">www.rickhansen.com/What-We-Do/Quality-of-Life</a>
<b>Social Development for Disability Programs</b>	The Disability Component of the Social Development Partnerships Program (SDPP-D) supports projects intended to improve the participation and integration of people with disabilities in all aspects of Canadian society.	<a href="http://www.esdc.gc.ca/eng/disability/index.shtml">www.esdc.gc.ca/eng/disability/index.shtml</a>
<b>Sports-related grant programs</b>	ViaSport administers sport-related grant programs funded by the government of BC that encourage sport participation and healthy living, develop high-performance athletes and improve delivery of sport and recreation programs to benefit all residents.	<a href="http://www.viasport.ca/grant-funding-programs">www.viasport.ca/grant-funding-programs</a>
<b>Resource</b>	<b>Description</b>	<b>Contact Information</b>
<b>Planat, an online accessibility tool from the Rick Hansen Foundation</b>	Promote your accessible business – Planat is an online tool that allows communities and users to post and find reviews on the accessibility of shops, restaurants, hotels, and more.	<a href="http://Planat.com">Planat.com</a>
<b>Emergency preparedness for people with disabilities</b>	Includes workshops, online training and downloadable resources to ensure emergency preparedness plans include aspects for all members of the community. Training manual for communities: Prepare to Survive, Prepare to Help.	<a href="http://disabilityalliancebc.org">disabilityalliancebc.org</a>
<b>Planning for the future: Age-friendly and Disability-friendly Official Community Plans</b>	This key document provides an introduction to Official Community Plans and outlines the following 5 guidelines with illustrative examples.	<a href="http://www.ubcm.ca">www.ubcm.ca</a>
<b>BC Healthy Communities Society: Plan H Program</b>	This Program, managed by BC Healthy Communities Society, supports local government engagement and partnerships across sectors for creating healthier communities, and provides learning opportunities, resources, and leading-edge practices for collaborative local action. Toolkits and additional information are available online.	<a href="http://planh.ca">planh.ca</a>
<b>2014 Building Access Handbook</b>	The content of the new handbook has been updated, from the 2007 edition, to align with the 2012 BC Building Code. This update also	<a href="http://housing.gov.bc.ca">housing.gov.bc.ca</a>





	includes adaptable housing guidelines, which were added to the BC Building Code in 2009. The handbook is available online.	
<b>The Accessible Communities Bylaws Guide</b>	Comprehensive outline of the benefits of implementing municipal bylaws with an accessibility focus related to planning, public facilities, parks streets, parking and housing.	sparc.bc.ca
<b>Making Space for Everyone: Accessible, Inclusive and Safe Communities</b>	Overview of areas of design to improve accessibility and inclusion to better meet the needs of individuals with disabilities related to mobility, hearing, vision and cognitive challenges.	sparc.bc.ca
<b>Accessible Community Garden Guidelines</b>	Includes basic steps and planning ideas to ensure that community gardens are be designed to eliminate some of the barriers that could potentially prevent people with disabilities from enjoying and participating in.	cydi.ca
<b>Creating Healthy Communities</b>	Includes tools and actions to foster environments for healthy living, including: outdoor activities, building community and connecting neighbors to each other.	smartgrowth.bc.ca
<b>BC Human Rights Code</b>	Online version of the BC Human Rights Code, including information about discrimination and the complaints process.	bclaws.ca
<b>United Nations Convention on the Rights of Persons With Disabilities (UNCRPD)</b>	Information about the UNCRDP which acts as outline of human rights for people with disabilities related to all facets of everyday life.	un.org/disabilities

For a more comprehensive list of programs and services, please visit the Government of B.C. Disability Services homepage at: [www.gov.bc.ca/disabilityservices](http://www.gov.bc.ca/disabilityservices). Or, email the Accessibility Secretariat at [Accessibility@gov.bc.ca](mailto:Accessibility@gov.bc.ca) for more information on specific programs.





## Disability-related Funding Opportunities, Resources and Discounts for Individuals

Funding / Resource / Reduction	Description	Contact Information
<b>Persons with Disabilities (PWD) Designation / Income Assistance</b>	The BC Employment and Assistance for Persons with Disabilities provides disability assistance and supplements to provide greater independence for people with disabilities, including security of income, enhanced well-being, and participation in the community.	<a href="http://www.sdsi.gov.bc.ca/pwd/eapwd.htm">www.sdsi.gov.bc.ca/pwd/eapwd.htm</a> Phone: 1-866-866-0800
<b>2014 Building Access Handbook</b>	The content of the new handbook has been updated, from the 2007 edition, to align with the 2012 BC Building Code. This update also includes adaptable housing guidelines, which were added to the BC Building Code in 2009.	<a href="http://www.housing.gov.bc.ca">www.housing.gov.bc.ca</a>
<b>Choice in Supports for Independent Living (CSIL)</b>	A self-managed care option for home support services where funds are provided to eligible clients to purchase and manage their own home support services.	<a href="http://www.viha.ca/hcc/services">www.viha.ca/hcc/services</a>
<b>Employment Program of BC (EPBC)</b>	The Employment Program of BC (EPBC) provides comprehensive employment services and supports based on an individuals' need. EPBC is delivered by contracted service providers through 85 WorkBC Employment Services Centres throughout BC, ensuring that British Columbians can access standardized needed services and supports.	<a href="http://www.workbc.ca">www.workbc.ca</a> Phone: 1-877-952-6914
<b>Enabling Accessibility</b>	A federal Grants and Contributions program that supports capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in communities and workplaces.	<a href="http://www.esdc.gc.ca/eng/disability/index.shtml">www.esdc.gc.ca/eng/disability/index.shtml</a> Phone: 1-800-622-6232 TTY: 1-800-926-9105
<b>Housing Adaptations for Independence (HAFI)</b>	Provides financial assistance to help eligible low-income seniors and people with disabilities in British Columbia to continue to live in the comfort of their	<a href="http://www.bchousing.org/Options">www.bchousing.org/Options</a> Phone: 1-800-257-7756





	home.	
<b>Endowment 150</b>  <b>Registered Disability Savings Plan (RDSP)</b>  <b>Disability Tax Credit</b>	<p>Endowment 150 promotes financial literacy and provides access to available tax credits and benefits. To help those who want to save, Endowment 150 offers one-time \$150 gifts to Registered Disability Savings Plans (RDSP). To receive the Endowment 150:</p> <ul style="list-style-type: none"> <li>You can provide a Registered Disability Savings Plan (RDSP) number and verification of a minimum \$25 deposit</li> <li>You are eligible for the Federal Disability Tax Credit</li> </ul> <p>The RDSP is a long-term savings plan to help Canadians with disabilities and their families save for the future.</p> <p>The Disability Tax Credit is a non-refundable tax credit used to reduce income tax payable on the income tax and benefit return. A person with a severe and prolonged impairment in physical or mental functions may claim the disability amount once they are eligible for the Disability Tax Credit.</p>	<b>Endowment 150</b> <a href="http://www.endowment150.ca/home.htm">www.endowment150.ca/home.htm</a> Phone: 1-866-523-3157 Email: <a href="mailto:info@endowment150.ca">info@endowment150.ca</a>  <b>Registered Disability Savings Plan</b> <a href="http://www.cra-arc.gc.ca/rdsp/">www.cra-arc.gc.ca/rdsp/</a> or <a href="http://www.rdsp.com">www.rdsp.com</a> Phone: 1 800-622-6232 TTY: 1-800-926-9105  <b>Disability Tax Credit</b> <a href="http://www.cra-arc.gc.ca/disability/">www.cra-arc.gc.ca/disability/</a> Phone: 1-800-959-8281
<b>Shelter Aid for Elderly Renters (SAFER)</b>	The Shelter Aid for Elderly Renters (SAFER) program provides monthly cash payments to subsidize rents for eligible BC residents who are age 60+ and pay rent for their homes.	<a href="http://www.bchousing.org/Options">www.bchousing.org/Options</a>  Phone: 1-800-257-7756
<b>BC Bus Pass Program</b>	The BC Bus Pass Program offers a reduced cost, annual bus pass for low income seniors and individuals receiving disability assistance from the Province of British Columbia. Passes are valid in communities serviced by BC Transit or TransLink. Handy Dart is not included in this program.	<a href="http://www.sd.gov.bc.ca/programs/bus-pass.html">www.sd.gov.bc.ca/programs/bus-pass.html</a>  Phone: 1-866-866-0800



<b>Fuel Tax Refund for Persons with Disabilities</b>	Individuals with certain disabilities may apply for a refund of the provincial motor fuel tax they pay on gasoline, diesel or propane used in their vehicle up to a maximum of \$500 per calendar year.	<a href="http://gov.bc.ca/consumertaxes">gov.bc.ca/consumertaxes</a> Phone: 1 877 388-4440 Email: <a href="mailto:CTBTaxQuestions@gov.bc.ca">CTBTaxQuestions@gov.bc.ca</a>
<b>Camping for Free at BC Provincial Parks</b>	Camping parties with an eligible person with disabilities can camp for free at BC Provincial Parks.	<a href="http://www.env.gov.bc.ca/bcparks/fees">www.env.gov.bc.ca/bcparks/fees</a> Email: <a href="mailto:ParkInfo@Victoria1.gov.bc.ca">ParkInfo@Victoria1.gov.bc.ca</a>
<b>Discounted BC Ferries' fares for residents of BC with permanent disabilities</b>	Discount fares are available for BC residents who have a permanent disability (passenger fares only). To receive the discounted fare, people with disabilities must apply for a BC Ferries Disabled Status Identification Card, which is presented to the Ticket Agent at the terminal.	<a href="http://www.bcferrries.com/travel_planning">www.bcferrries.com/travel_planning</a> Phone: 1-888- 223-3779 TTY users can contact BC Ferries through TELUS Relay Services at either: 711 or 1-800-972-6509

For a more comprehensive list of programs and services, please visit the Government of B.C. Disability Services homepage at: [www.gov.bc.ca/disabilityservices](http://www.gov.bc.ca/disabilityservices). Or, email the Accessibility Secretariat at [Accessibility@gov.bc.ca](mailto:Accessibility@gov.bc.ca) for more information on specific programs.





November 27, 2015

Ref: 184155

Josie Osborne, Chair  
Regional District of Alberni-Clayoquot  
**Email: Osborne@tofino.ca**

Dear Chairperson Osborne:

I am writing as a follow up to the meeting held at the 2015 UBCM convention in Vancouver. It was a pleasure to meet with you and your representatives and discuss the matters of concern from your District Board Members regarding the growth of usage in the Vancouver Island Regional Libraries and the challenge of supporting rural libraries to meet this increasing demand.

I recognize that public libraries and their services are important community assets and play an important role in supporting learning of all ages throughout the Province. The Province is committed to working with the library sector over the next year on the development of a shared vision and strategic priorities to provide direction and ensure effective use of available tax dollars within the fiscal plan. Ministry staff will initiate a funding allocation in the coming months and will be asking for input to help ensure that the Ministry is making the best use of the funding that is available.

I hope you had a successful meeting with other delegates from regional system and encourage you to forward any additional notes and information to Mari Martin, Director, Libraries Branch, Ministry of Education by phone at (250) 886-2584 or by email at Mari.Martin@gov.bc.ca. I have asked Ms. Martin to contact you to answer any further questions you may have regarding the current provincial funding allocations, governance and financial accountability within your library system.

Thank you, again, for bringing your concerns forward regarding the challenges of funding of rural libraries within the regional library system and attending the 2015 UBCM convention in Vancouver.

Sincerely,

Mike Bernier  
Minister

pc: Mari Martin, Director, Libraries Branch, Ministry of Education

Reference: 291819

*December 1, 2015*

Josie Osborne, Chair  
and Directors  
Alberni-Clayoquot Regional District  
c/o Tracy Bond  
Email: [tbond@acrd.bc.ca](mailto:tbond@acrd.bc.ca)

Dear Chair Osborne and Directors:

Thank you for your letter of October 2, 2015, which was also addressed to the Honourable Christy Clark, Premier, and the Honourable Terry Lake, Minister of Health, regarding your support for Our Horizon's climate action initiative. As your enquiry falls under the responsibility of the Ministry of Environment, I am pleased to respond on behalf of Premier Clark and Minister Lake.

Reducing fuel use, and related greenhouse gas impacts, is an important goal. Citizens need good climate information to make informed decisions about their actions and their emissions consequences. A broad range of approaches targeting behaviour change improves the chances of reaching our goals. British Columbia's (BC's) successful carbon tax helps to address people's decisions at the gas pump by providing a financial incentive to choose options with lower emissions.

A key principle of BC's climate change strategy is that all actors—the Province, municipalities, businesses and individuals—have to take action to reduce emissions. Municipalities taking steps to address fuel consumption in their communities is an important part of climate action in BC.

Thank you again for sharing information about the Our Horizon gas pump labeling initiative with me.

Sincerely,

Mary Polak  
Minister

cc: Honourable Christy Clark, Premier  
Honourable Terry Lake, Minister of Health



December 1, 2015

Ms. Josie Osborne  
Mayor, District of Tofino  
Chair, Alberni-Clayoquot Regional District

osborne@tofino.ca

Dear Mayor Osborne:

We are pleased to advise you, in your capacity as chair of the Alberni-Clayoquot Regional District and mayor of the District of Tofino, that BC Emergency Health Services (BCEHS) and Island Health have selected the Districts of Tofino and Ucluelet together as one of the prototype projects for British Columbia's first Community Paramedicine Initiative. The other communities selected in Island Health are Cortes Island and Port Hardy.

Community paramedicine is a new addition to the primary care team that will, in rural communities, strengthen the primary care system. The program objectives are to:

1. Contribute to the stabilization of paramedic staffing in rural and remote communities by introducing community paramedics with the ability to augment additional shifts in emergency response capabilities.
2. Bridge health service delivery gaps in the community, identified in collaboration with local primary care teams, consistent with the paramedics' scope of practice.

BCEHS is working closely with the Ministry of Health, the province's Health Authorities, the Ambulance Paramedics of BC (Local 873), the First Nations Health Authority and others to implement this initiative, which will see at least 80 new full-time equivalents (FTEs) hired to support community paramedicine programs in rural and remote communities over the next few years.

The initiative is being implemented in a phased approach. Phase One began in April of this year with Chetwynd, Fort St. James and Hazelton selected as prototype communities in Northern Health, and Creston and Princeton selected in Interior Health in August. This rolling start provides the opportunity to focus attention on one Health Authority at a time, and enables community paramedics to develop contacts needed in each community to ensure they will be well-integrated members of the established health care teams.

During Phase One, paramedic unit chiefs will be working with the Health Authority and local health care providers to define the scope of services required and develop a local service plan. Based on the experiences and lessons learned in Phase One, community paramedicine program components will be developed, and the initiative expanded into other communities beginning early next year.

Should you have any question about the Community Paramedicine Initiative in your community, please contact Kathryn Kilpatrick, Rural Site Director, Tofino General Hospital, Island Health at Kathryn.Kilpatrick@viha.ca or 250-725-4005; or Glen Greenhill, District Manager for BCEHS, at Glen.Greenhill@bcehs.ca or 250-286-0783.

Sincerely,



Linda M. Lupini  
Executive Vice President  
Provincial Health Services Authority  
And BC Emergency Health Services



Dr. Brendan Carr  
President and CEO  
Island Health Authority

cc: Russell Dyson, Chief Administrative Officer, Alberni-Clayoquot Regional District  
Bob MacPherson, Chief Administrative Officer, District of Tofino  
Abbie McPherson, Coordinator, Long Beach Division of Family Practice  
Marcie DeWitt, Coordinator, Alberni-Clayoquot Health Network  
Dr. Jeff Beselt, Executive Medical Director, Integrated Health Services, Island Health  
Jodi Jensen, Chief Operating Officer, BCEHS  
Nancy Kotani, Executive Director, Strategic Planning and Implementation, BCEHS  
Rita Jervis, Project Director, Community Paramedicine Initiative, BCEHS  
Rick Mowles, Area Director, Northern Region, BCEHS  
Lance Stephenson, Area Director, Coastal Districts, BCEHS  
Marie Duperreault, Director, Port Alberni/West Coast Community, Island Health  
Kathryn Kilpatrick, Rural Site Director, Tofino General Hospital, Island Health  
Glen Greenhill, District Manager, BCEHS

**From:** Liz [<mailto:lcookson@ubcm.ca>]  
**Sent:** Thursday, December 03, 2015 10:55 AM  
**To:** AVICC  
**Subject:** AVICC Member Update - Host Communities for the 2018 and 2019 Conventions

*Please forward to elected officials and the CAO.*

The dates for the 2018 and 2019 AVICC AGM & Convention have been set, and now we are looking for the location. The dates are:

2018 - April 13-15  
2019 - April 12-14

The AVICC Executive is seeking expressions of interest from local governments to host these Conventions. This is a great opportunity to promote your community to the membership. A list of Host Community Responsibilities is attached.

If your local government is interested in hosting the Convention for one of these years, please submit your expression of interest with Council/Board resolution in support of the expression by **January 7, 2016** to:

Association of Vancouver Island and Coastal Communities  
525 Government Street  
Victoria, BC V8V 0A8

Please don't hesitate to get in touch with any questions.

**Liz Cookson**  
Executive Coordinator, AVICC  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
(250) 356-5122



## 2018-19 AVICC AGM & CONVENTION HOST COMMUNITY RESPONSIBILITIES AND REQUIREMENTS

The following identifies the required meeting facilities and other supports that the AVICC AGM & Convention Host Community is expected to provide:

Meeting Facilities - provide without charge to AVICC, meeting venues, set up and janitorial services for the Convention, including the following:

- Executive meeting room – pre-Convention (Thursday afternoon)
- Pre-Conference Session – to accommodate up to 100 (Friday morning)
- Business Sessions - to accommodate up to 275 (Friday noon to Sunday noon)
- 2 – 3 Break Out Rooms - to accommodate up to 100-125 people each (Saturday afternoon)
- Adequate tradeshow space for at least 20 exhibitors in close proximity to the Refreshment Break service area and Business Sessions (Friday am to noon Sunday)
- Space to hold Breakfasts Saturday and Sunday to accommodate up to 225 people
- Space to hold Refreshment Break service in conjunction with the tradeshow (Friday to Sunday)
- Welcome Reception (Friday evening) - to accommodate up to 325 people
- Delegates Luncheon (Saturday noon) - to accommodate up to 275 people
- Annual Banquet and Dance (Saturday evening) - to accommodate up to 300 people
- 1 room to be used for AVICC Office (Thursday noon to Sunday 1 pm)

### Hotel Rooms

The host community must also have capacity for and block book 225 hotel rooms.

### Miscellaneous

- Decorations for Welcome Reception and Annual Banquet
- 6 – 8 Gifts for speakers representative of the Host Community
- Some staff assistance during the Convention, i.e. kit stuffing, registration, ticket taking if required
- Assist with obtaining through local donations a sufficient number of pens and pads for Convention kits and draw prizes
- Provide use of local government, BC and Canada flags

### Planning Assistance to Assist AVICC Executive and Staff

- Assist in identifying local suppliers for food and beverage service, audio visual equipment and support, banquet entertainment, piper, O'Canada singer, bus transportation, etc. and work with locally contracted suppliers and AVICC staff for purposes of logistical coordination
- Assist with identifying and providing a local liaison with the First Nations and local speakers that may positively contribute to the program
- Plan and administer any Partner Programs that the local host may want to offer and have been approved by the AVICC Executive



File: 0280-30  
Ref: 183084

Penny Cote  
Director  
Regional District of Alberni-Clayoquot  
3008 5th Ave  
Port Alberni BC V9Y 2E3

Dear Ms. Cote:

I would like to thank you and your colleagues for meeting with me at the 2015 Union of British Columbia Municipalities (UBCM) convention to discuss current agricultural issues in your area. Personal meetings are an important part of forging a good working relationship. It is also inspiring to see the passion and dedication local governments have for making their communities a better place to live.

Further to our discussion, I will be reviewing membership on the Minister's Agrifood Advisory Committee (MAAC), including possibly adding new members. Since convening in 2014, the MAAC has been productive in advising on how to grow a strong agrifood and seafood economy and on industry best practices, policy, and programs to support a competitive and sustainable sector. Continued diverse membership on the MAAC allows for a cohesive approach to addressing several common agrifood and seafood sector-wide challenges.

In addition, you raised concerns regarding water issues. I understand that a Regional Agrologist Jill Hatfield has been in touch with you to discuss your concerns, and is providing information to you and your Agricultural Support Worker regarding water availability and drought issues in the Port Alberni area. I trust that the information provided by Jill Hatfield will be helpful to you in addressing the issues regarding water availability and drought in the Port Alberni area. Should you require additional information, please feel free to contact Jill by telephone at 250-897-7518 or by email at [Jill.Hatfield@gov.bc.ca](mailto:Jill.Hatfield@gov.bc.ca).

.../2



British Columbia produces over 200 agriculture commodities, over 100 different seafood species and is home to over 1,400 processing businesses making our province one of the most diverse food producing regions in North America. Producers in BC need our continued support, not only for the fresh and healthy foods they provide us but because the agrifoods industry is a job-creator and an integral part of BC's economy. The Province is proud of our agrifoods sector and we will continue to work towards building an innovative, adaptive and globally competitive agrifoods sector for the benefit of all British Columbians.

Again, thank you for participating in this year's convention. Please accept my best wishes for another successful year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Norm Letnick', with a long horizontal line extending to the right.

Norm Letnick  
Minister



## MEMORANDUM

**To:** Board of Directors  
**From:** Andrew McGifford, Acting Manager of Finance  
**Date:** December 1, 2015  
**Subject:** 2015-2019 ACRD & ACRHD Financial Plan Meeting Schedule

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### Recommendation:

That the Board of Directors approve the proposed meeting schedule for the 2016 - 2020 Alberni-Clayoquot Regional District Financial Plan and the 2016 Regional Hospital District Budget.

### Background:

The attached meeting schedule outlines the proposed timetable for next year's budget process. This process is similar to previous years. Additional public meetings, in the individual areas, will be setup after coordinating with the area Directors in the New Year. Municipalities and First Nation's are asked to indicate if they would like a report to their elected body scheduled for February. If you would like a meeting, please advise the CAO by January 8th, 2016.

For services entirely within a single service area please contact Andrew McGifford, Acting Manager of Finance, directly to setup individual appointments.

Submitted by: \_\_\_\_\_  
Andrew McGifford, Acting Manager of Finance

Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

## Alberni-Clayoquot Regional District 2016-2020 Financial Plan Meeting Schedule

All meetings to be held in the Regional District Board Room unless otherwise specified

<b>Date, Time</b>	<b>Participants</b>	<b>Services to be Reviewed</b>
Wednesday, Feb 3rd 10:00am	Alberni Valley Committee and Bamfield (for Waste Management Services)	<ul style="list-style-type: none"> <li>• Alberni Valley Emergency Planning</li> <li>• Alberni Valley Waste Management</li> <li>• Alberni Valley Regional Airport</li> <li>• Proposed Regional Water</li> <li>• Custom Transit</li> <li>• Sproat Lake Marine Patrol</li> </ul>
Wednesday, Feb 3rd 1:30pm	Electoral Area Directors Meeting	<ul style="list-style-type: none"> <li>• Building Inspection</li> <li>• Electoral Area Administration</li> <li>• Mgmt of Development – Rural Areas</li> <li>• VI Regional Library</li> </ul>
Wednesday, Feb 10th to Wednesday, Mar 9th	Community, member Municipalities & FN meetings	<ul style="list-style-type: none"> <li>• Dependent on meeting location and participating services</li> </ul>
Wednesday, Feb 10th 9:00am	Committee-of-the-Whole Meeting	<ul style="list-style-type: none"> <li>• Grant-in-aid Applications</li> <li>• Grant-in-aid for Economic Development</li> </ul>
Wednesday, Feb 10th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• E911 Telephone Service</li> <li>• General Government Services</li> <li>• Regional Parks</li> <li>• Regional Planning</li> </ul>
Wednesday, Feb 10th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> reading – 2016 Hospital District Budget</li> </ul>
Thursday, Feb 18th 10:00am	West Coast Committee Meeting – (Tofino Council Chambers)	<ul style="list-style-type: none"> <li>• Long Beach Airport</li> <li>• Long Beach Emergency Planning</li> <li>• West Coast Waste Management</li> </ul>
Wednesday, Feb 24th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1st reading – 2016-2020 Financial Plan Bylaw</li> </ul>
Wednesday, Mar 9th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Continued debate on any unfinished Financial Plan items</li> </ul>
Wednesday, Mar 9th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup>, 3<sup>rd</sup> reading &amp; adoption – 2016 Hospital District Budget</li> </ul>
Wednesday, Mar. 16th 6:00pm	Special Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Public Consultation Session &amp; Debate</li> <li>• Second reading – 2016-2020 Financial Plan Bylaw</li> </ul>
Wednesday, Mar 23rd 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 3rd reading &amp; adoption of the Regional District 2016-2020 Financial Plan</li> </ul>

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





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** December 11, 2015

**Subject:** ESS Reception Centre Management Plan for the Alberni Valley

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### Recommendation:

**THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.**

### Desired Outcome:

To secure the services of the City of Port Alberni to develop and maintain Reception Centre resources throughout the Alberni Valley.

### Background:

At the November 25<sup>th</sup> Board of Directors meeting the attached report was deferred and staff were requested to bring back further information on the proposed agreement with the City of Port Alberni to develop and maintain a comprehensive reception centre management plan for the Alberni Valley.

The following is from the provinces guidebook with respect to the ESS program:

*Under the Emergency Program Act, local authorities in BC, including regional districts, are legislated to be responsible for planning and managing emergency response operations within their jurisdiction.*

*An ESS Director, either volunteer or local authority staff, is appointed by the local Emergency Program Coordinator (EPC) to manage ESS in each community.*

It is the role of the Emergency Services Coordinator to appoint the director of the ESS program. There is no expectation in the contract for services with Dan Holder that he perform the function of Director. For the last four years the ACRD through the current and past coordinator has attempted to support and build capacity in the ESS, without success. These challenges are not uncommon for other jurisdictions.

ESS and reception centre support has been a budgeted item (\$30,000) for the last two years - commencing in 2014. Mr. Holder has been instrumental in putting these resources into place.

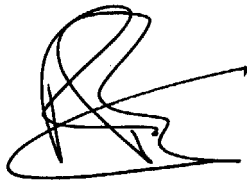
There are three levels of ESS Response.

Level one is a small localized event, for instance structure fires where there is immediate need for shelter, clothing and food. It may impact one or two households and up to 12 people. No EOC is established, first responders help to connect those in need with ESS volunteers who process and support. Generally three days of service is funded by the province. The ACRD has contracted the Red Cross to provide level one service and support capacity for subsequent levels. The advantage of the Red Cross is their organization may support those affected beyond the 3 days, with a seamless transition.

Level two is a significant event such as an apartment fire affecting more than 12 people. A reception centre is established and an EOC may be activated. It is proposed that the CPA build the capacity for reception centre operations through the use of volunteers (including Red Cross) and the City and ACRD employees. Reception centres may include city facilities and appropriate community buildings throughout the Alberni Valley.

Level three are major events typical of mass flooding, wild fires or earthquakes. An EOC is established and reception centres are required for evacuations. Again, the contract with the City is critical to have these resources and procedures in place and the Red Cross volunteers among others will be part of the plan.

The proposal is to complement the Red Cross service with a contract for the CPA to provide reception centre planning and support. There are other options for the ACRD, if the directors wish those to be explored further. However, the proposal to contract with the CPA recognizes they are partners in the ACRD service and will provide facility capacity in the event of a major event. The service that the City performs will build capacity across the Alberni Valley and will help coordinate and support the role of local community centres and other places of gathering.



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

Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**CC:** Dan Holder, EPC  
Ken Watson, CAO City of Port Alberni

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** November 25, 2015

**Subject:** Agreement – ESS Reception Centre Management Plan for the Alberni Valley

---

### **Recommendation:**

**THAT the ACRD Board of Directors enter into a three year agreement with the City of Port Alberni in the amount of \$20,000 per year for the City to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.**

### **Desired Outcome:**

To secure the services of the City of Port Alberni to develop and maintain Reception Centre resources throughout the Alberni Valley.

### **Background:**

Under the Emergency Program Act, regional districts are responsible for responding to emergencies, including providing emergency social services (ESS). ESS programs often depend on volunteers who provide the following services to communities: identify locations for reception centres and group lodging; recruiting other volunteers; working with local businesses, service organizations and government agencies; housing and feeding people forced from their homes; providing services to people who are unable to leave their homes and supporting other emergency responders.

The ACRD has entered in to a one year agreement with the Canadian Red Cross Society to recruit and train local volunteers for the basic ESS program in the Alberni Valley. They will cover all small events requiring support services for those relocated. The next step in developing the program is to identify facilities in the Alberni Valley that may be used for reception centre functions in the event of a medium to large scale disaster. This includes the development and maintenance of a record of identified facilities with contacts and potential uses in the event of a disaster and the training of volunteers and staff to operate such facilities.

The Red Cross and City proposals are complimentary, they do not conflict.

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

Oversight of the contract will be the responsibility of the Emergency Program Coordinator – Dan Holder.

**Financial:**

Funds coming from the Alberni Valley Emergency Planning annual budget. A total of \$30,000 was allocated in the 2015 budget and this covers the costs for both the Red Cross and City contracts.

**Policy or Legislation:**

Local Governments are responsible for these programs.



Submitted by:

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Russell Dyson, Chief Administrative Officer

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**BETWEEN: THE REGIONAL DISTRICT of ALBERNI CLAYOQUOT**  
3008 5<sup>th</sup> Ave  
Port Alberni, BC V9Y 2E3  
(Hereinafter called the "ACRD")

**AND: THE CITY OF PORT ALBERNI**  
4850 Argyle St  
Port Alberni, BC , BC V9Y 1V8  
(Hereinafter called the "City")

WHEREAS the ACRD wishes to secure the services of the City to develop and maintain an ESS Reception Centre Management Plan for the Alberni Valley.

AND WHEREAS the ACRD will pay to the City a fee of \$20,000 per year beginning on December 1, 2015 and continuing for three years with the last payment being on September 1, 2017. The end date of the contract will be November 30, 2018.

AND WHEREAS the City has agreed to perform the following work:

- Identify facilities in the Alberni Valley that may be used for Emergency Social Services functions in the event of a disaster.
- Maintain a record of identified facilities with contacts and potential uses in the event of a disaster. The record will include site plans and a list of resources for each facility. The facility operators will meet annually to update contacts and resources.
- Develop a training plan for volunteers and ACRD and City employees in reception centre duties. Training will include set up of a reception centre, registration of evacuees, customer service in stressful situations and other relevant topics. Needs will be reviewed annually.
- Develop tabletop exercises and drills for ACRD and City employees and volunteers, and participate in any full-scale exercises the ACRD and/or City are involved in.

Signed on behalf of the  
Regional District of Alberni Clayoquot

Signed on behalf of the  
City of Port Alberni

\_\_\_\_\_  
Josie Osborne, Chair

\_\_\_\_\_  
Mike Ruttan, Mayor

\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

\_\_\_\_\_  
Ken Watson, City Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Russell Dyson, CAO  
**Meeting Date:** December 11, 2015  
**Subject:** Purchase and Installation of a 100 kw Genset

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**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors approve the purchase and installation of a Simson-Maxwell 100kw genset by Aines and Tyler Electric Co. Ltd at a cost of approximately \$60,957.00.*

**Background:**

The Board budgeted for the installation of a generator for servicing the ACRD Administration building during times of power outages. The facility is the location for an Emergency Operations Centre and the generator will enable full building use during times of power disruption. Options were considered to partner with the City of Port Alberni for a single generator to service City Hall as well, but the costs associated with other works do not make this a more affordable solution.

Staff has evaluated the required capacity and has assessed the overall works required to undertake the installation. It has been determined that a 100 kw genset is the best alternative in consideration of the present and future demands of the building and needs during an emergency. While 100kw may be larger than current needs, retrofitting the installation at a later date would require excessive works and expense. It is better to accommodate it now. In the event of an actual prolonged power outage it may be required to service a much larger and unexpected demand.

Two quotes have recently been updated regarding the purchase and installation/connection of a diesel genset to supply back-up power for the ACRD Administrative Building and Emergency Operations Center. Aines and Tyler Electric Company and Addy Power Ltd. have provided quotes for a Simson-Maxwell genset. This generator will be diesel fuelled and its size and capacity is measured on a two day load.

Addy Power Ltd: 50kw genset for \$53,469.00  
Aines and Tyler: 100kw genset for \$60,957.00

Addy Power will be providing a quote for the 100kw option and it will be circulated in advance of the meeting. There may be slight differences regarding the control systems on the models, the starting and charging systems, air requirements, fuel consumption, fluids capacity, etcetera, however, both models are similar in size and will have the priming cycle programmed for the same time. The 100kw model is slightly taller however available sound transmission ratings show that as the capacity of the models increase, the decibels decrease (4 or 5 dBa's only). Both models will fit into the area provided.

**Request for Decision – Genset**

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Both models are shipped from the U.S. and we must allow price variations reflecting the current exchange rate at the time of purchase. We must also allow up to 12 weeks for delivery.

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

Some staff time required for administrative duties and oversight of renovations and installations.



Submitted by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Shelli Lyle, Administrative Assistant

**Meeting Date:** December 11, 2015

**Subject:** ACHN Table of Partners Representative

**Recommendation:**

*That the Alberni-Clayoquot Regional District Board of Directors appoint Director to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2016.*

**Background:**

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the regional district to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health.

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa. The Alberni Clayoquot Health Network’s Table of Partners have committed to a two year term, to ensure consistency it has been decided that half the seats will expire every December. The ACRD holds two (2) seats on the Table of Partners 12 member “board” one of which will become vacant January 1, 2016.

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

Monthly meetings (3 hours)

**Policy or Legislation:**

ACRD procedures and policies.

Submitted by: Shelli Lyle  
 Shelli Lyle, Administrative Assistant

Approved by: [Signature]  
 Russell Dyson, Chief Administrative Officer





**M E M O R A N D U M**

**TO:** Board of Directors  
**FROM:** Andrew McGifford, Acting Manager of Finance  
**DATE OF MEETING:** December 11, 2015  
**RE:** Finance Warrant No.559

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**Recommendation:**

That the Board of Directors approves Finance Warrant Number 559 in the amount of \$800,196.23 dated November 30, 2015.

**Chief Administrative Officer Comments:**

Concur

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**IMPLICATIONS OF THE RECOMMENDATION**

1. **GENERAL**

That the Regional District 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. **COMMUNICATIONS ISSUES** - none

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Submitted by: Andrew McGifford, Acting Manager of Finance

**ALBERNI-CLAYQUOIT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 1**  
**Date :** Dec 03, 2015 **Time :** 7:09 pm  
**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
**Cheque Date :** 01-Nov-2015 To 30-Nov-2015  
**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>00010</b>	<b>4IMPRINT INC.</b>						
38476	12-Nov-2015		Issued	228	C	1429.23	
4256781	01-4-2500-000	PAYABLES - TRADE			1429.23		
Invoice Description -->		AVLF - RECYCLING SCHOOL PROGRAM					
<b>Total :</b>					1429.23	0.00	1429.23
<b>Supplier Total :</b>					1429.23	0.00	1429.23
<b>00012</b>	<b>ABELL PEST CONTROL INC</b>						
38477	12-Nov-2015		Issued	228	C	89.25	
11727856	01-4-2500-000	PAYABLES - TRADE			89.25		
Invoice Description -->		AVLF - RECYCLING DEPOT - PEST CONTROL					
<b>Total :</b>					89.25	0.00	89.25
<b>Supplier Total :</b>					89.25	0.00	89.25
<b>00016</b>	<b>ACE COURIER SERVICES</b>						
000118-0001	16-Nov-2015		Issued	227	T	103.69	
14158438	01-4-2500-000	PAYABLES - TRADE			103.69		
Invoice Description -->		AVLF - SHIPPING \$9.55, AV EMERGENCY SERVICES \$49.73, BCWS \$13.69					
<b>Total :</b>					103.69	0.00	103.69
<b>Supplier Total :</b>					103.69	0.00	103.69
<b>00021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>						
38537	24-Nov-2015		Issued	235	C	1487.89	
SLVFD - OCT/15	01-4-2500-000	PAYABLES - TRADE			147.78		
Invoice Description -->		SLVFD - OCTOBER 2015 FUEL COSTS					
BCVFD - OCT/15	01-4-2500-000	PAYABLES - TRADE			153.37		
Invoice Description -->		BCVFD - OCTOBER 2015 FUEL COSTS					
BCWS - OCT/15	01-4-2500-000	PAYABLES - TRADE			433.08		
Invoice Description -->		BCWS - OCTOBER 2015 FUEL COSTS					
ACRD - OCT/15	01-4-2500-000	PAYABLES - TRADE			753.66		
Invoice Description -->		ACRD - OCTOBER 2015 FUEL COSTS					
<b>Total :</b>					1487.89	0.00	1487.89
<b>Supplier Total :</b>					1487.89	0.00	1487.89
<b>00030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
000118-0002	16-Nov-2015		Issued	227	T	1499.38	
4354 0538685	01-4-2500-000	PAYABLES - TRADE			-141.65		
Invoice Description -->		SLVFD - CREDIT - BUILDING SUPPLIES					
4354 0538687	01-4-2500-000	PAYABLES - TRADE			89.13		
Invoice Description -->		SLVFD - BUILDING SUPPLIES					
4354 0536380	01-4-2500-000	PAYABLES - TRADE			105.15		
Invoice Description -->		SLVFD - EQUIPMENT					

Cheque Register - Detail - Supp.



Supplier : 0003 To Z4209  
 Trans. Date : 01-Nov-2015 To 30-Nov-2015  
 Cheque Date : 01-Nov-2015 To 30-Nov-2015  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 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	
4354 0537845	01-4-2500-000	PAYABLES - TRADE		130.24		
Invoice Description --> BCWS - SMALL TOOLS						
4354 0538733	01-4-2500-000	PAYABLES - TRADE		408.03		
Invoice Description --> LBA - BUILDING SUPPLIES						
4354 0538553	01-4-2500-000	PAYABLES - TRADE		431.61		
Invoice Description --> SLVFD - BUILDING SUPPLIES						
4354 0538378	01-4-2500-000	PAYABLES - TRADE		476.87		
Invoice Description --> BCWS - SAFETY SUPPLIES						
<b>Total :</b>				1499.38	0.00	1499.38
00119-0001	27-Nov-2015	Issued	234	T		257.21
4354 0539318	01-4-2500-000	PAYABLES - TRADE		20.36		
Invoice Description --> BCWS - SUPPLIES - NORTH RESERVOIR MAINTENANCE						
4354 05391785	01-4-2500-000	PAYABLES - TRADE		95.20		
Invoice Description --> BCWS - SMALL TOOLS						
4354 0538665	01-4-2500-000	PAYABLES - TRADE		141.65		
Invoice Description --> SLVFD - SUPPLIES						
<b>Total :</b>				257.21	0.00	257.21
<b>Supplier Total :</b>				1756.59	0.00	1756.59

<b>0031 AGAT LABORATORIES</b>						
00118-0003	16-Nov-2015	Issued	227	T		600.86
15209532E	01-4-2500-000	PAYABLES - TRADE		148.31		
Invoice Description --> AVLF - WATER MONITORING						
48208980E	01-4-2500-000	PAYABLES - TRADE		148.31		
Invoice Description --> AVLF - WATER MONITORING						
15208979E	01-4-2500-000	PAYABLES - TRADE		304.24		
Invoice Description --> AVLF - WATER MONITORING						
<b>Total :</b>				600.86	0.00	600.86
<b>Supplier Total :</b>				600.86	0.00	600.86

<b>0032 ALBERNI LANDSCAPING</b>						
00118-0005	16-Nov-2015	Issued	227	T		1508.85
5979	01-4-2500-000	PAYABLES - TRADE		1508.85		
Invoice Description --> AVRA - LANDSCAPING						
<b>Total :</b>				1508.85	0.00	1508.85
<b>Supplier Total :</b>				1508.85	0.00	1508.85

<b>0056 AIRGAS CANADA INC.</b>						
38538	24-Nov-2015	Issued	235	C		27.78
254622	01-4-2500-000	PAYABLES - TRADE		27.78		
Invoice Description --> SLVFD - OXYGEN						
<b>Total :</b>				27.78	0.00	27.78

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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**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>				27.78	0.00	27.78

<b>0060 ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>							
000118-0004	16-Nov-2015		Issued	227	T	66.08	
20304	01-4-2500-000	PAYABLES - TRADE			28.00		
Invoice Description --> SLVFD - MINITOR BATTERY							
20362	01-4-2500-000	PAYABLES - TRADE			38.08		
Invoice Description --> SLVFD - PAGER MAINTENANCE							
<b>Total :</b>					66.08	0.00	66.08
<b>Supplier Total :</b>					66.08	0.00	66.08

<b>0090 ALBERNI DISTRICT FALL FAIR ASSOCIATION</b>							
38478	12-Nov-2015		Issued	228	C	420.00	
SASLMP2015	01-4-2500-000	PAYABLES - TRADE			420.00		
Invoice Description --> SLMP - BOAT STORAGE FOR 2015-16							
<b>Total :</b>					420.00	0.00	420.00
<b>Supplier Total :</b>					420.00	0.00	420.00

<b>0091 ALBERTA FIRE CHIEFS ASSOCIATION</b>							
38479	12-Nov-2015		Issued	228	C	321.53	
IN15-834	01-4-2500-000	PAYABLES - TRADE			321.53		
Invoice Description --> SLVFD - TRAINING MATERIAL							
<b>Total :</b>					321.53	0.00	321.53
38539	24-Nov-2015		Issued	235	C	843.21	
IN15-663	01-4-2500-000	PAYABLES - TRADE			843.21		
Invoice Description --> SLVFD - TRAINING							
<b>Total :</b>					843.21	0.00	843.21
<b>Supplier Total :</b>					1164.74	0.00	1164.74

<b>0270 ANDREW SHERET LTD.</b>						
000118-0006	16-Nov-2015		Issued	227	T	1625.02
DISCOUNTOCT2015	01-4-2500-000	PAYABLES - TRADE			-31.65	
Invoice Description --> BCWS - DISCOUNT TAKEN FOR EARLY PAYMENT						
03-044826	01-4-2500-000	PAYABLES - TRADE			69.28	
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
03-045014	01-4-2500-000	PAYABLES - TRADE			79.97	
Invoice Description --> BCWS - NORTH RES SUPPLIES						
03-044564	01-4-2500-000	PAYABLES - TRADE			93.50	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-045037	01-4-2500-000	PAYABLES - TRADE			411.83	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-045895	01-4-2500-000	PAYABLES - TRADE			496.79	
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
03-045304	01-4-2500-000	PAYABLES - TRADE		505.30		
Invoice Description --> BWS - TOWER RD - CAPITAL						
<b>Total :</b>				1625.02	0.00	1625.02
<b>Supplier Total :</b>				1625.02	0.00	1625.02

<b>0394 ASSOCIATED FIRE SAFETY EQUIPMENT</b>						
000118-0007	16-Nov-2015		Issued	227	T	921.04
13988	01-4-2500-000	PAYABLES - TRADE			308.41	
Invoice Description --> SLVFD - EQUIPMENT						
14052	01-4-2500-000	PAYABLES - TRADE			612.63	
Invoice Description --> SLVFD - EQUIPMENT						
<b>Total :</b>				921.04	0.00	921.04
<b>Supplier Total :</b>				921.04	0.00	921.04

<b>0473 BC FIRE TRAINING OFFICERS ASSOCIATION</b>						
038480	12-Nov-2015		Issued	228	C	5000.00
2016FIRETRAINING	01-4-2500-000	PAYABLES - TRADE			5000.00	
Invoice Description --> SLVFD - 2016 FIRE TRAINING CONFERENCE						
<b>Total :</b>				5000.00	0.00	5000.00
<b>Supplier Total :</b>				5000.00	0.00	5000.00

<b>0508 BAMFIELD BUILDERS SUPPLY</b>						
000118-0008	16-Nov-2015		Issued	227	T	159.84
175971	01-4-2500-000	PAYABLES - TRADE			11.50	
Invoice Description --> BWS - WATER SYSTEM SUPPLIES - TOWER ROAD						
175972	01-4-2500-000	PAYABLES - TRADE			68.90	
Invoice Description --> BWS - WATER SYSTEM SUPPLIES						
176845	01-4-2500-000	PAYABLES - TRADE			79.44	
Invoice Description --> BAMFIELD EMERGENCY PLANNING - SUPPLIES						
<b>Total :</b>				159.84	0.00	159.84
<b>Supplier Total :</b>				159.84	0.00	159.84

<b>0660 BC HYDRO</b>						
038540	24-Nov-2015		Issued	235	C	11309.83
105008538113	01-4-2500-000	PAYABLES - TRADE			662.39	
Invoice Description --> BVFD - BAMFIELD FD HALL - PACHENA RD						
400002554815	01-4-2500-000	PAYABLES - TRADE			10647.44	
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				11309.83	0.00	11309.83
<b>Supplier Total :</b>				11309.83	0.00	11309.83



Supplier : 0003 To Z4209  
 Trans. Date : 01-Nov-2015 To 30-Nov-2015  
 Cheque Date : 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>0700</b>	<b>BC TRANSIT</b>					
38481	12-Nov-2015		Issued	228	C	55870.00
131794	01-4-2500-000	PAYABLES - TRADE			2686.00	
Invoice Description -->		OCT 2015 MUNICIPAL YTD ADJ				
815602	01-4-2500-000	PAYABLES - TRADE			17513.00	
Invoice Description -->		AUGUST 2015 CUSTOM TRANSIT				
915602	01-4-2500-000	PAYABLES - TRADE			17711.00	
Invoice Description -->		SEPTEMBER 2015 CUSTOM TRANSIT				
715602	01-4-2500-000	PAYABLES - TRADE			17960.00	
Invoice Description -->		JULY 2015 CUSTOM TRANSIT				
<b>Total :</b>				55870.00	0.00	55870.00
<b>Supplier Total :</b>				55870.00	0.00	55870.00

<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>					
38482	12-Nov-2015		Issued	228	C	453.02
1510-745109	01-4-2500-000	PAYABLES - TRADE			6.56	
Invoice Description -->		SLVFD - MAINTENANCE SUPPLIES				
1510-746935	01-4-2500-000	PAYABLES - TRADE			7.84	
Invoice Description -->		SLVFD - FIREWORKS SUPPLIES				
1510-735600	01-4-2500-000	PAYABLES - TRADE			9.65	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLY				
1510-733331	01-4-2500-000	PAYABLES - TRADE			11.61	
Invoice Description -->		SLVFD - FIRE PREVENTION SUPPLIES				
1510-737819	01-4-2500-000	PAYABLES - TRADE			38.05	
Invoice Description -->		SLVFD - MINOR EQUIPMENT				
1510-743801	01-4-2500-000	PAYABLES - TRADE			95.73	
Invoice Description -->		SLVFD - MINOR EQUIPMENT				
1510-740343	01-4-2500-000	PAYABLES - TRADE			283.58	
Invoice Description -->		BWS - TOWER ROAD WATER MAIN RELOCATION				
<b>Total :</b>				453.02	0.00	453.02
<b>Supplier Total :</b>				453.02	0.00	453.02

<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>					
38541	24-Nov-2015		Issued	235	C	1757.82
28810	01-4-2500-000	PAYABLES - TRADE			1757.82	
Invoice Description -->		SLVFD - APPARATUS REPAIR				
<b>Total :</b>				1757.82	0.00	1757.82
<b>Supplier Total :</b>				1757.82	0.00	1757.82

<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>					
00118-0009	16-Nov-2015		Issued	227	T	148198.48
1708	01-4-2500-000	PAYABLES - TRADE			2242.82	
Invoice Description -->		AVLF - WOODGRINDING				
1693	01-4-2500-000	PAYABLES - TRADE			36466.35	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description -->	WCLF - OCT 2015 CONTRACT - FREON \$216.00					
1682	01-4-2500-000	PAYABLES - TRADE		42496.43		
Invoice Description -->	AVRA - VEGETATION CONTROL CONTACT - BEAVER DAM REMOVAL					
1692	01-4-2500-000	PAYABLES - TRADE		66992.88		
Invoice Description -->	AVLF - OCT 2015 CONTRACT - FREON \$192 - MMBC 806.18					
<b>Total :</b>				148198.48	0.00	148198.48
<b>Supplier Total :</b>				148198.48	0.00	148198.48

**0801 CORIX WATER PRODUCTS LTD.**

00118-0012	16-Nov-2015		Issued	227	T	1195.29	
1051508803	01-4-2500-000	PAYABLES - TRADE			-173.60		
Invoice Description -->	BWS - CREDIT FOR DEPOSIT						
10513131508	01-4-2500-000	PAYABLES - TRADE			1368.89		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>					1195.29	0.00	1195.29
<b>Supplier Total :</b>					1195.29	0.00	1195.29

**0825 BLACK PRESS GROUP LTD.**

338542	24-Nov-2015		Issued	235	C	563.84	
32711349	01-4-2500-000	PAYABLES - TRADE			80.48		
Invoice Description -->	PLANNING - OPEN HOUSE - ZONING						
32711914	01-4-2500-000	PAYABLES - TRADE			483.36		
Invoice Description -->	PLANNING - OPEN HOUSE - ZONING						
<b>Total :</b>					563.84	0.00	563.84
<b>Supplier Total :</b>					563.84	0.00	563.84

**0835 BOOKSTORE - ANNEX PUBLISHING & PRINTING**

338483	12-Nov-2015		Issued	228	C	229.39	
IN55137	01-4-2500-000	PAYABLES - TRADE			229.39		
Invoice Description -->	SLVFD - FIREFIGHTER TRAINING MATERIALS						
<b>Total :</b>					229.39	0.00	229.39
<b>Supplier Total :</b>					229.39	0.00	229.39

**0900 TRACY BOND (PETTY CASH)**

338543	24-Nov-2015		Issued	235	C	140.65	
NOV.23/15	01-4-2500-000	PAYABLES - TRADE			140.65		
Invoice Description -->	ACRD OFFICE - \$106.70, AVLF \$29090						
<b>Total :</b>					140.65	0.00	140.65
<b>Supplier Total :</b>					140.65	0.00	140.65

**0916 BOWMARK CONCRETE LTD.**

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
38484	12-Nov-2015	Issued	228	C		394.51	
14240	01-4-2500-000	PAYABLES - TRADE		394.51			
Invoice Description --> SLFV - FIRE PREVENTION SUPPLIES							
<b>Total :</b>					394.51	0.00	394.51
<b>Supplier Total :</b>					394.51	0.00	394.51
<b>0940</b>	<b>DUVALL, EDITH</b>						
00116-0004	06-Nov-2015	Issued	221	T		1750.00	
EDUVALL71202	01-4-2500-000	PAYABLES - TRADE		1750.00			
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
<b>Total :</b>					1750.00	0.00	1750.00
<b>Supplier Total :</b>					1750.00	0.00	1750.00
<b>0950</b>	<b>BRETT, KENNETH</b>						
00116-0001	06-Nov-2015	Issued	221	T		1000.00	
BRE171199	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>					1000.00	0.00	1000.00
<b>1035</b>	<b>BUTLER, LES</b>						
00118-0010	16-Nov-2015	Issued	227	T		3215.62	
2015-10	01-4-2500-000	PAYABLES - TRADE		3215.62			
Invoice Description --> BWS - OCTOBER 2015 CONTRACTOR							
<b>Total :</b>					3215.62	0.00	3215.62
<b>Supplier Total :</b>					3215.62	0.00	3215.62
<b>1050</b>	<b>BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
38485	12-Nov-2015	Issued	228	C		2745.43	
SEPT-OCT/15	01-4-2500-000	PAYABLES - TRADE		2745.43			
Invoice Description --> BVFD - SEPT TO OCT 2015 REIMBURSEMENT							
<b>Total :</b>					2745.43	0.00	2745.43
<b>Supplier Total :</b>					2745.43	0.00	2745.43
<b>1051</b>	<b>CARLSON, HAROLD</b>						
38544	24-Nov-2015	Issued	235	C		250.00	
NOV23/15	01-4-2500-000	PAYABLES - TRADE		250.00			
Invoice Description --> WOODSTOVE EXCHANGE REBATE - CARLSON							
<b>Total :</b>					250.00	0.00	250.00



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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>1065</b>	<b>CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA</b>					
38545	24-Nov-2015		Issued	235	C	106.40
412976	01-4-2500-000	PAYABLES - TRADE			106.40	
Invoice Description -->		2016 PSAB HANDBOOK SUBSCRIPTION				
<b>Total :</b>				106.40	0.00	106.40
<b>Supplier Total :</b>				106.40	0.00	106.40
<hr/>						
<b>1078</b>	<b>KONETZKA, LISA</b>					
38546	24-Nov-2015		Issued	235	C	250.00
NOV.23/15	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description -->		WOODSTOVE EXCHANGE REBATE - KONETZKA				
<b>Total :</b>				250.00	0.00	250.00
<b>Supplier Total :</b>				250.00	0.00	250.00
<hr/>						
<b>1079</b>	<b>K AND L HUNTER HOLDINGS LTD.</b>					
38486	12-Nov-2015		Issued	228	C	1396.50
2015-09	01-4-2500-000	PAYABLES - TRADE			1396.50	
Invoice Description -->		REGIONAL PARKS - LOG TRAIN TRAIL MAINTENANCE				
<b>Total :</b>				1396.50	0.00	1396.50
<b>Supplier Total :</b>				1396.50	0.00	1396.50
<hr/>						
<b>1106</b>	<b>KJG GOLF SERVICES</b>					
38487	12-Nov-2015		Issued	228	C	105.00
OCT21/15	01-4-2500-000	PAYABLES - TRADE			105.00	
Invoice Description -->		ACRD - WC COMMITTEE MEETING ROOM RENTAL				
<b>Total :</b>				105.00	0.00	105.00
<b>Supplier Total :</b>				105.00	0.00	105.00
<hr/>						
<b>1110</b>	<b>CANADA POST</b>					
38488	12-Nov-2015		Issued	228	C	293.09
9577555471	01-4-2500-000	PAYABLES - TRADE			293.09	
Invoice Description -->		PLANNING - ZONING BYLAW OPEN HOUSE - POSTAGE				
<b>Total :</b>				293.09	0.00	293.09
<b>Supplier Total :</b>				293.09	0.00	293.09
<hr/>						
<b>1113</b>	<b>CANADIAN ALBERNI ENGINEERING LTD</b>					
38547	24-Nov-2015		Issued	235	C	145.14
IN004628	01-4-2500-000	PAYABLES - TRADE			145.14	

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**Supplier :** 0003 To Z4209  
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**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> BCVFD - EQUIPMENT						
<b>Total :</b>				145.14	0.00	145.14
<b>Supplier Total :</b>				145.14	0.00	145.14

<b>1270 CDW CANADA INC</b>						
000118-0011	16-Nov-2015		Issued	227	T	1204.34
ZX19713	01-4-2500-000	PAYABLES - TRADE				49.62
Invoice Description --> ACRD - USB DATA TRAVELERS						
BCH1273	01-4-2500-000	PAYABLES - TRADE				1154.72
Invoice Description --> SALMON BEACH & LBA - LAPTOP						
<b>Total :</b>				1204.34	0.00	1204.34
000119-0002	27-Nov-2015		Issued	234	T	348.62
BDL61273	01-4-2500-000	PAYABLES - TRADE				18.52
Invoice Description --> ACRD - USB DATA TRAVELER						
BFV5697	01-4-2500-000	PAYABLES - TRADE				35.37
Invoice Description --> ACRD - USB DATA TRAVELER						
BFX1222	01-4-2500-000	PAYABLES - TRADE				80.01
Invoice Description --> LBA & SALMON BEACH - COMPUTER SUPPLIES - SPLIT						
BFT7554	01-4-2500-000	PAYABLES - TRADE				214.72
Invoice Description --> BCWS - ROUTER						
<b>Total :</b>				348.62	0.00	348.62
<b>Supplier Total :</b>				1552.96	0.00	1552.96

<b>1316 CERTITECH IT SERVICES</b>						
000116-0002	06-Nov-2015		Issued	221	T	6615.00
000170	01-4-2500-000	PAYABLES - TRADE				6615.00
Invoice Description --> OCTOBER 2015 - IT SUPPORT SERVICES \$5300, BCWS \$550, FIRE DEPTS\$100, AVRA\$200						
<b>Total :</b>				6615.00	0.00	6615.00
<b>Supplier Total :</b>				6615.00	0.00	6615.00

<b>1342 CITY OF PORT ALBERNI</b>						
38489	12-Nov-2015		Issued	228	C	149.35
SEPT30/15	01-4-2500-000	PAYABLES - TRADE				149.35
Invoice Description --> AVLF WEREW LEACHATE JULY 1 - SEPT 30, 2015						
<b>Total :</b>				149.35	0.00	149.35
38548	24-Nov-2015		Issued	235	C	140466.00
2015P&RSL	01-4-2500-000	PAYABLES - TRADE				24243.00
Invoice Description --> 2015 SPROAT LAKE PARKS & REC CONTRIBUTION						
2015GIAMCL	01-4-2500-000	PAYABLES - TRADE				25000.00
Invoice Description --> 2015 GRAINT IN AID MACLEAN MILL						
2015GIAED	01-4-2500-000	PAYABLES - TRADE				28833.00
Invoice Description --> 2015 GRANT IN AID ECONOMIC DEVELOPMENT						

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**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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**Batch No. :** All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>1378</b>	<b>CIT</b>						
38549	24-Nov-2015	Issued	235	C			245.28
14864997	01-4-2500-000	PAYABLES - TRADE			245.28		
Invoice Description -->		FORMER BCID PRINTER LEASE - 780-0460648-001 - INVOICE 14864997					
<b>Total :</b>					140466.00	0.00	140466.00
<b>Supplier Total :</b>					140615.35	0.00	140615.35
<b>1382</b>	<b>COAST CATERING COMPANY</b>						
38490	12-Nov-2015	Issued	228	C			50.40
#46	01-4-2500-000	PAYABLES - TRADE			50.40		
Invoice Description -->		ACRD - COMMITTEE LUNCH					
<b>Total :</b>					50.40	0.00	50.40
<b>Supplier Total :</b>					245.28	0.00	245.28
38550	24-Nov-2015	Issued	235	C			56.70
#47	01-4-2500-000	PAYABLES - TRADE			56.70		
Invoice Description -->		ACRD - COMMITTEE LUNCH					
<b>Total :</b>					56.70	0.00	56.70
<b>Supplier Total :</b>					107.10	0.00	107.10
<b>1435</b>	<b>COMOX VALLEY LEGAL DOCUMENT SERVICE LTD</b>						
38491	12-Nov-2015	Issued	228	C			99.75
20150445	01-4-2500-000	PAYABLES - TRADE			99.75		
Invoice Description -->		AV EMERGENCY RESPONSE - DOG MOUNTAIN					
<b>Total :</b>					99.75	0.00	99.75
<b>Supplier Total :</b>					99.75	0.00	99.75
<b>1650</b>	<b>CUPE - LOCAL 118</b>						
38492	12-Nov-2015	Issued	228	C			1523.17
DUESOCT15	01-4-2500-000	PAYABLES - TRADE			1523.17		
Invoice Description -->		OCTOBER 2015 UNION DUES					
<b>Total :</b>					1523.17	0.00	1523.17
<b>Supplier Total :</b>					1523.17	0.00	1523.17

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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**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					
38493	12-Nov-2015	Issued	228	C			1537.20
2632	01-4-2500-000	PAYABLES - TRADE			1537.20		
Invoice Description --> SALMON BEACH TRANSPORTATION							
<b>Total :</b>					1537.20	0.00	1537.20
<b>Supplier Total :</b>					1537.20	0.00	1537.20
<b>1712</b>	<b>PACIFIC SAFETY CENTER LTD</b>						
38551	24-Nov-2015	Issued	235	C			246.75
3465	01-4-2500-000	PAYABLES - TRADE			246.75		
Invoice Description --> ACRD - SAFETY COMMITTEE CONFERENCE - DYER							
<b>Total :</b>					246.75	0.00	246.75
<b>Supplier Total :</b>					246.75	0.00	246.75
<b>1845</b>	<b>DUMAS FREIGHT CO.</b>						
38494	12-Nov-2015	Issued	228	C			336.00
30145	01-4-2500-000	PAYABLES - TRADE			336.00		
Invoice Description --> SB - MAINTENANCE SUPPLIES							
<b>Total :</b>					336.00	0.00	336.00
<b>Supplier Total :</b>					336.00	0.00	336.00
<b>1847</b>	<b>DUPERE, JOHANNE</b>						
00116-0003	06-Nov-2015	Issued	221	T			200.00
DUP171200	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>					200.00	0.00	200.00
<b>1889</b>	<b>TERRA REMOTE SENSING INC</b>						
38552	24-Nov-2015	Issued	235	C			639.20
3229	01-4-2500-000	PAYABLES - TRADE			639.20		
Invoice Description --> PLANNING - AERIAL LIDAR							
<b>Total :</b>					639.20	0.00	639.20
<b>Supplier Total :</b>					639.20	0.00	639.20
<b>1890</b>	<b>TETRA TECH EBA INC.</b>						
00119-0011	27-Nov-2015	Issued	234	T			8218.77
60487908	01-4-2500-000	PAYABLES - TRADE			8218.77		
Invoice Description --> LBA - AIRFIELD LIGHTING DESIGN - CAPITAL							
<b>Total :</b>					8218.77	0.00	8218.77

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						8218.77	0.00	8218.77
-----								
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>							
38495	12-Nov-2015		Issued	228	C	2504.38		2504.38
4ACRD	01-4-2500-000	PAYABLES - TRADE				2504.38		
Invoice Description -->		PANNING - AGRICULTURAL PLAN IMLEMENTATION						
<b>Total :</b>						2504.38	0.00	2504.38
<b>Supplier Total :</b>						2504.38	0.00	2504.38
-----								
<b>1970</b>	<b>EQUIFAX CANADA INC.</b>							
38496	12-Nov-2015		Issued	228	C	15.75		15.75
9393229	01-4-2500-000	PAYABLES - TRADE				15.75		
Invoice Description -->		AVLF - CREDIT CHECK FEES						
<b>Total :</b>						15.75	0.00	15.75
<b>Supplier Total :</b>						15.75	0.00	15.75
-----								
<b>1990</b>	<b>EVITT ELECTRIC</b>							
00118-0013	16-Nov-2015		Issued	227	T	556.76		556.76
34955	01-4-2500-000	PAYABLES - TRADE				556.76		
Invoice Description -->		SLVFD - BUILDING MAINTENANCE						
<b>Total :</b>						556.76	0.00	556.76
<b>Supplier Total :</b>						556.76	0.00	556.76
-----								
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>							
38497	12-Nov-2015		Issued	228	C	132.30		132.30
191	01-4-2500-000	PAYABLES - TRADE				132.30		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
<b>Total :</b>						132.30	0.00	132.30
<b>Supplier Total :</b>						132.30	0.00	132.30
-----								
<b>2010</b>	<b>OUGHTRED COFFEE &amp; TEA LTD.</b>							
00119-0006	27-Nov-2015		Issued	234	T	106.21		106.21
INV142498	01-4-2500-000	PAYABLES - TRADE				106.21		
Invoice Description -->		OFFICE SUPPLIES						
<b>Total :</b>						106.21	0.00	106.21
<b>Supplier Total :</b>						106.21	0.00	106.21
-----								
<b>2028</b>	<b>FIRST AID &amp; SURVIVAL TECHNOLOGIES LTD.</b>							
38498	12-Nov-2015		Issued	228	C	420.00		420.00
069276	01-4-2500-000	PAYABLES - TRADE				420.00		

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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**Batch No. :** All

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description --> BAMFIELD EMERGENCY PLANNING - SUPPLIES							
<b>Total :</b>				420.00	0.00		420.00
<b>Supplier Total :</b>				420.00	0.00		420.00
-----							
<b>2067</b>	<b>FORTISBC</b>						
38499	12-Nov-2015	Issued	228	C			46.40
OCT23/15	01-4-2500-000	PAYABLES - TRADE		46.40			
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL							
<b>Total :</b>				46.40	0.00		46.40
<b>Supplier Total :</b>				46.40	0.00		46.40
-----							
<b>2079</b>	<b>FLOORING DEPOT</b>						
38500	12-Nov-2015	Issued	228	C			9454.84
42294	01-4-2500-000	PAYABLES - TRADE		9454.84			
Invoice Description --> ACRD OFFICE - DOWNSTAIRS CARPET- CAPITAL							
<b>Total :</b>				9454.84	0.00		9454.84
<b>Supplier Total :</b>				9454.84	0.00		9454.84
-----							
<b>2099</b>	<b>FOOTPRINTS SECURITY PATROL INC.</b>						
00117-0001	12-Nov-2015	Issued	225	T			21236.53
59986	01-4-2500-000	PAYABLES - TRADE		3488.63			
Invoice Description --> AV EMERGENCY PLANNING - RESPONSE - DOG MOUNTAIN							
60878	01-4-2500-000	PAYABLES - TRADE		4798.00			
Invoice Description --> AV EMERGENCY PLANNING - RESPONSE - DOG MOUNTAIN							
59986	01-4-2500-000	PAYABLES - TRADE		12949.90			
Invoice Description --> AV EMERGENCY PLANNING - RESPONSE - DOG MOUNTAIN							
<b>Total :</b>				21236.53	0.00		21236.53
<b>Supplier Total :</b>				21236.53	0.00		21236.53
-----							
<b>2140</b>	<b>GEDDES, RICHARD D.</b>						
00116-0005	06-Nov-2015	Issued	221	T			55.00
RG-SLVFD0171203	01-4-2500-000	PAYABLES - TRADE		55.00			
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT							
<b>Total :</b>				55.00	0.00		55.00
00119-0003	27-Nov-2015	Issued	234	T			2400.00
97	01-4-2500-000	PAYABLES - TRADE		900.00			
Invoice Description --> BCVFD - FIRST RESPONDER - INITIAL CERT. - 3 MEMBERS							
99	01-4-2500-000	PAYABLES - TRADE		1500.00			
Invoice Description --> SLVFD - FIRST RESPONDER - INITIAL CERT. - 5 MEMBERS							
<b>Total :</b>				2400.00	0.00		2400.00

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 Trans. Date : 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				2455.00	0.00	2455.00

<b>2320 THE GRAPHICS FACTORY</b>					
38501	12-Nov-2015		Issued	228	C 140.00
23120	01-4-2500-000	PAYABLES - TRADE			140.00
Invoice Description --> BUILDING INSPECTION - DECALS FOR NEW TRUCK - CAPITAL					
<b>Total :</b>					140.00 0.00 140.00
<b>2350 GREENMAX RESOURCES</b>					
38553	24-Nov-2015		Issued	235	C 145.60
23136	01-4-2500-000	PAYABLES - TRADE			145.60
Invoice Description --> AVLF - BAMFIELD TRANSFER STATION SIGNS					
<b>Total :</b>					145.60 0.00 145.60
<b>Supplier Total :</b>					285.60 0.00 285.60

<b>2350 GREENMAX RESOURCES</b>					
38475	04-Nov-2015		Issued	223	C 12788.96
2015-ACRD-01	01-4-2500-000	PAYABLES - TRADE			12788.96
Invoice Description --> AVRA - TREE CLEARING - CAPITAL					
<b>Total :</b>					12788.96 0.00 12788.96
<b>Supplier Total :</b>					12788.96 0.00 12788.96

<b>2383 HANSON, TY</b>					
38502	12-Nov-2015		Issued	228	C 250.00
NOV.03/15	01-4-2500-000	PAYABLES - TRADE			250.00
Invoice Description --> WOODSTOVE REBATE - HANSON					
<b>Total :</b>					250.00 0.00 250.00
<b>Supplier Total :</b>					250.00 0.00 250.00

<b>2410 HARVEST THYME FINE FOODS LTD.</b>					
38554	24-Nov-2015		Issued	235	C 200.00
NOV.08/15	01-4-2500-000	PAYABLES - TRADE			200.00
Invoice Description --> REGIONAL PLANNING - AGRICULTURE INITIATIVES					
<b>Total :</b>					200.00 0.00 200.00
<b>Supplier Total :</b>					200.00 0.00 200.00

<b>2485 HOLDER, DAN</b>					
38555	24-Nov-2015		Issued	235	C 5773.45
OCT31/15-FSC	01-4-2500-000	PAYABLES - TRADE			2207.66
Invoice Description --> FIRE SERVICES COORDINATOR - CONTRACTOR - OCTOBER					
OCT31/15-ESC	01-4-2500-000	PAYABLES - TRADE			3565.79
Invoice Description --> EMERGENCY SERVICES COORDINATOR - CONTRACTOR - OCTOBER 2015					

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				5773.45	0.00	5773.45
<b>Supplier Total :</b>				5773.45	0.00	5773.45

**2492 HOMEOWNER PROTECTION OFFICE BRANCH OF BC HOUSING**

38503	12-Nov-2015		Issued	228	C	80.00	
R826124	01-4-2500-000	PAYABLES - TRADE			80.00		
Invoice Description --> BUILDING INSPECTION - SEMINAR - ESHPETER							
<b>Total :</b>					80.00	0.00	80.00
<b>Supplier Total :</b>					80.00	0.00	80.00

**2499 HOMETOWN AUTOMOTIVE LTD.**

00119-0004	27-Nov-2015		Issued	234	T	92.18	
4863	01-4-2500-000	PAYABLES - TRADE			92.18		
Invoice Description --> BCWS - 2007 FORD RANGER - OIL CHANGE							
<b>Total :</b>					92.18	0.00	92.18
<b>Supplier Total :</b>					92.18	0.00	92.18

**2560 HOULE PRINTING**

00118-0014	16-Nov-2015		Issued	227	T	1020.32	
14616	01-4-2500-000	PAYABLES - TRADE			276.64		
Invoice Description --> BUILDING INSPECTION - OCCUPANCY PERMIT BOOKS							
14569	01-4-2500-000	PAYABLES - TRADE			336.00		
Invoice Description --> PLANNING - ZONING BYLAW MAIL OUT							
14615	01-4-2500-000	PAYABLES - TRADE			407.68		
Invoice Description --> BUILDING INSPECTION - B.I. REPORT BOOKS							
<b>Total :</b>					1020.32	0.00	1020.32
<b>Supplier Total :</b>					1020.32	0.00	1020.32

**2827 JAL DESIGNS**

38556	24-Nov-2015		Issued	235	C	2168.54	
40496434	01-4-2500-000	PAYABLES - TRADE			2168.54		
Invoice Description --> SLVFD - UNIFORMS							
<b>Total :</b>					2168.54	0.00	2168.54
<b>Supplier Total :</b>					2168.54	0.00	2168.54

**2840 JUSTICE INSTITUTE OF BC**

38504	12-Nov-2015		Issued	228	C	420.00	
20042969	01-4-2500-000	PAYABLES - TRADE			420.00		
Invoice Description --> SLVFD - TRAINING							
<b>Total :</b>					420.00	0.00	420.00



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Supplier : 0003 To Z4209  
 Trans. Date : 01-Nov-2015 To 30-Nov-2015  
 Cheque Date : 01-Nov-2015 To 30-Nov-2015  
 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>2890 L.B. WOODCHOPPERS LTD.</b>							
00118-0015	16-Nov-2015		Issued	227	T	182.56	
227982	01-4-2500-000	PAYABLES - TRADE			182.56		
Invoice Description -->		BWS - SMALL TOOLS					
<b>Total :</b>					182.56	0.00	182.56
<b>Supplier Total :</b>					182.56	0.00	182.56
<b>3011 LANDWORKS CONSULTANTS INC</b>							
38505	12-Nov-2015		Issued	228	C	3671.23	
1606	01-4-2500-000	PAYABLES - TRADE			3671.23		
Invoice Description -->		PLANNING - ZONING BYLAW REWRITE					
<b>Total :</b>					3671.23	0.00	3671.23
<b>Supplier Total :</b>					3671.23	0.00	3671.23
<b>3025 LADY ROSE MARINE SERVICES</b>							
38506	12-Nov-2015		Issued	228	C	1126.15	
2010-19296	01-4-2500-000	PAYABLES - TRADE			12.08		
Invoice Description -->		BAMFIELD - EMERGENCY PLANNING SUPPLIES					
2010-19413	01-4-2500-000	PAYABLES - TRADE			26.69		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES					
2010-19420	01-4-2500-000	PAYABLES - TRADE			173.88		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES					
2010-19325	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->		AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-19386	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->		AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
2010-19414	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->		AVLF - BAMFIELD GARBAGE BIN TRANSPORT					
<b>Total :</b>					1126.15	0.00	1126.15
<b>Supplier Total :</b>					1126.15	0.00	1126.15
<b>3027 LADYBIRD ENGRAVING &amp; WEB CREATIONS LTD</b>							
38474	04-Nov-2015		Issued	222	C	1579.20	
759	01-4-2500-000	PAYABLES - TRADE			1579.20		
Invoice Description -->		SLVFD - BANQUET					
<b>Total :</b>					1579.20	0.00	1579.20
<b>Supplier Total :</b>					1579.20	0.00	1579.20
<b>3128 LINUS, LUCAS</b>							
38557	24-Nov-2015		Issued	235	C	250.00	

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
NOV.23/15	01-4-2500-000	PAYABLES - TRADE		250.00			
Invoice Description --> WOODSTOVE EXCHANGE REBATE - LUCAS							
<b>Total :</b>				250.00	0.00		250.00
<b>Supplier Total :</b>				250.00	0.00		250.00
<b>3147</b>	<b>M &amp; D AUTO PART LTD.</b>						
38507	12-Nov-2015	Issued	228	C			9.66
6087280	01-4-2500-000	PAYABLES - TRADE		9.66			
Invoice Description --> BCVFD - AUTO SUPPLIES							
<b>Total :</b>				9.66	0.00		9.66
<b>Supplier Total :</b>				9.66	0.00		9.66
<b>3174</b>	<b>MARTIN, MADELINE</b>						
38558	24-Nov-2015	Issued	235	C			250.00
NOV.23/15	01-4-2500-000	PAYABLES - TRADE		250.00			
Invoice Description --> WOODSTOVE EXCHANGE REBATE - MARTIN							
<b>Total :</b>				250.00	0.00		250.00
<b>Supplier Total :</b>				250.00	0.00		250.00
<b>3214</b>	<b>MARCIE DEWITT</b>						
38508	12-Nov-2015	Issued	228	C			7250.00
OCT31/15	01-4-2500-000	PAYABLES - TRADE		7250.00			
Invoice Description --> ACHN - COORDINATOR - OCTOBER 2015							
<b>Total :</b>				7250.00	0.00		7250.00
<b>Supplier Total :</b>				7250.00	0.00		7250.00
<b>3233</b>	<b>CAREY MCIVER &amp; ASSOCIATES LTD.</b>						
38509	12-Nov-2015	Issued	228	C			5476.12
15.11.01	01-4-2500-000	PAYABLES - TRADE		5476.12			
Invoice Description --> AVLF - \$3537.56, WCLF \$1938.56 - SOLID WASTE MANAGEMENT							
<b>Total :</b>				5476.12	0.00		5476.12
<b>Supplier Total :</b>				5476.12	0.00		5476.12
<b>3270</b>	<b>MCCOY LAKE EXCAVATING LTD</b>						
000118-0017	16-Nov-2015	Issued	227	T			5719.89
2711	01-4-2500-000	PAYABLES - TRADE		479.93			
Invoice Description --> SLVFD - DRY HYDRANTS - CAPITAL							
2714	01-4-2500-000	PAYABLES - TRADE		5239.96			
Invoice Description --> SLVFD - DRY HYDRANT - CAPITAL							
<b>Total :</b>				5719.89	0.00		5719.89

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				5719.89	0.00	5719.89

**3272 MCCONNELL, SHAWN**

000118-0016	16-Nov-2015		Issued	227	T	1979.25	
177542	01-4-2500-000	PAYABLES - TRADE			929.25		
Invoice Description -->		OCTOBER 2015 - MILLSTREAM WATER CONTRACTOR					
177541	01-4-2500-000	PAYABLES - TRADE			1050.00		
Invoice Description -->		OCTOBER 2015 - LONG BEACH WATER CONTRACTOR					
<b>Total :</b>					1979.25	0.00	1979.25
<b>Supplier Total :</b>					1979.25	0.00	1979.25

**3280 MCGILL & ASSOCIATES ENGINEERING**

000119-0005	27-Nov-2015		Issued	234	T	12403.71	
15291	01-4-2500-000	PAYABLES - TRADE			140.96		
Invoice Description -->		AVLF - INTERCEPTION WELLS - CAPITAL					
15292	01-4-2500-000	PAYABLES - TRADE			189.00		
Invoice Description -->		WCLF - LEACHATE INVESTIGATION AND REMEDIATION - CAPITAL					
15281	01-4-2500-000	PAYABLES - TRADE			244.13		
Invoice Description -->		AVLF - MCCOY LAKE RD PUMPHOUSE - CAPITAL					
15283	01-4-2500-000	PAYABLES - TRADE			252.79		
Invoice Description -->		WCLF - VEGETATION ENHANCEMENT - CAPITAL					
15288	01-4-2500-000	PAYABLES - TRADE			330.75		
Invoice Description -->		LBA - WATER SYSTEM EVALUATION - CAPITAL					
15286	01-4-2500-000	PAYABLES - TRADE			504.00		
Invoice Description -->		AVLF - LEACHATE INTERCEPTION CONTROL					
15280	01-4-2500-000	PAYABLES - TRADE			551.25		
Invoice Description -->		WCLF - GENERAL CONSULTING					
15279	01-4-2500-000	PAYABLES - TRADE			782.78		
Invoice Description -->		AVLF - GENERAL CONSULTING					
15285	01-4-2500-000	PAYABLES - TRADE			997.34		
Invoice Description -->		WCLF - ANNUAL REPORTING					
15290	01-4-2500-000	PAYABLES - TRADE			1443.49		
Invoice Description -->		AVLF - ACCESS RD PAVING - CAPITAL					
15284	01-4-2500-000	PAYABLES - TRADE			1624.56		
Invoice Description -->		AVLF - ANNUAL REPORTING					
15287	01-4-2500-000	PAYABLES - TRADE			1681.47		
Invoice Description -->		AVLF - SCADA MONITORING - CAPITAL					
15289	01-4-2500-000	PAYABLES - TRADE			3661.19		
Invoice Description -->		AVLF - GAS MANAGEMENT PLAN - CAPITAL					
<b>Total :</b>					12403.71	0.00	12403.71
<b>Supplier Total :</b>					12403.71	0.00	12403.71

**3340 MINISTER OF FINANCE**

38510	12-Nov-2015		Issued	228	C	1962.00
MSPNOV/15	01-4-2500-000	PAYABLES - TRADE			1962.00	

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**Supplier :** 0003 To Z4209  
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**Cheque Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> MSP PREMIUMS FOR NOVEMBER							
<b>Total :</b>					1962.00	0.00	1962.00
<b>Supplier Total :</b>					1962.00	0.00	1962.00
-----							
<b>3354</b>	<b>MERIT FURNITURE &amp; APPLIANCE</b>						
38559	24-Nov-2015		Issued	235	C	500.00	
50260	01-4-2500-000	PAYABLES - TRADE			500.00		
Invoice Description --> ACRD - DISHWASHER - CAPITAL							
<b>Total :</b>					500.00	0.00	500.00
<b>Supplier Total :</b>					500.00	0.00	500.00
-----							
<b>3375</b>	<b>MINISTER OF FINANCE (TECH INN. &amp; CITIZENS SVCS)</b>						
38560	24-Nov-2015		Issued	235	C	70.60	
9355195	01-4-2500-000	PAYABLES - TRADE			70.60		
Invoice Description --> SLVFD - HALL SUPPLIES							
<b>Total :</b>					70.60	0.00	70.60
<b>Supplier Total :</b>					70.60	0.00	70.60
-----							
<b>3479</b>	<b>GARY MOSER CONSULTING LTD</b>						
38511	12-Nov-2015		Issued	228	C	2429.16	
0611	01-4-2500-000	PAYABLES - TRADE			2429.16		
Invoice Description --> ACRD - LABOUR NEGOTIATIONS							
<b>Total :</b>					2429.16	0.00	2429.16
<b>Supplier Total :</b>					2429.16	0.00	2429.16
-----							
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>						
EFT-23	05-Nov-2015		Issued	233	E	9069.80	
PP#22 - 2015	01-4-2500-000	PAYABLES - TRADE			9069.80		
Invoice Description --> PAYPERIOD #22 - 2015 PENSION REMITTANCE							
<b>Total :</b>					9069.80	0.00	9069.80
EFT-24	19-Nov-2015		Issued	233	E	9303.28	
PP#23 - 2015	01-4-2500-000	PAYABLES - TRADE			9303.28		
Invoice Description --> PAYPERIOD #23 - 2015 PENSION REMITTANCE							
<b>Total :</b>					9303.28	0.00	9303.28
<b>Supplier Total :</b>					18373.08	0.00	18373.08
-----							
<b>3505</b>	<b>MFA LEASING</b>						
AUTO71201	28-Nov-2015		Issued	220	E	2553.97	
BAMFIRE71201	01-4-2500-000	PAYABLES - TRADE			2553.97		
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT							

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name						Amount			
Chq/Ref #	Cheque Date	Status	Batch	Medium						
Invoice No.	Account No.	Account Description		Debit	Credit					
<b>Total :</b>								2553.97	0.00	2553.97
AUTO71204	28-Nov-2015	Issued	220	E			1654.31			
6140271204	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>3510 MUNICIPAL INSURANCE ASSOCIATION</b>										
38512	12-Nov-2015	Issued	228	C			1433.87			
26543	01-4-2500-000	PAYABLES - TRADE		1433.87						
Invoice Description -->		LEGAL FEES								
<b>Total :</b>								1433.87	0.00	1433.87
<b>Supplier Total :</b>								1433.87	0.00	1433.87
<b>3622 NICKLIN WASTE DISPOSAL</b>										
38513	12-Nov-2015	Issued	228	C			75.60			
7124	01-4-2500-000	PAYABLES - TRADE		75.60						
Invoice Description -->		COUGAR SMITH PARK - GARBACK PICKUP APRIL - JUNE 2015								
<b>Total :</b>								75.60	0.00	75.60
<b>Supplier Total :</b>								75.60	0.00	75.60
<b>3627 NEXCAR SALES LTD.</b>										
38561	24-Nov-2015	Issued	235	C			186.54			
10725	01-4-2500-000	PAYABLES - TRADE		186.54						
Invoice Description -->		BUILDING INSPECTION - CHEROKEE - DETAIL								
<b>Total :</b>								186.54	0.00	186.54
<b>Supplier Total :</b>								186.54	0.00	186.54
<b>3693 NUU-CHAH-NULTH TRIBAL COUNCIL</b>										
38514	12-Nov-2015	Issued	228	C			35.00			
6542	01-4-2500-000	PAYABLES - TRADE		35.00						
Invoice Description -->		HA-SILTH-SA NEWSPAPER SUBSCRIPTION								
<b>Total :</b>								35.00	0.00	35.00
<b>Supplier Total :</b>								35.00	0.00	35.00
<b>3792 PACIFIC BLUE CROSS</b>										
EFT-10	01-Nov-2015	Issued	231	E			8093.11			
306960	01-4-2500-000	PAYABLES - TRADE		8093.11						
Invoice Description -->		NOVEMBER 2015 - HEALTH, DENTAL, LIFE & DISABILITY								

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				8093.11	0.00	8093.11
<b>Supplier Total :</b>				8093.11	0.00	8093.11

**3797 PITEAU ASSOCIATES**

00118-0018	16-Nov-2015		Issued	227	T	12325.25	
17642	01-4-2500-000	PAYABLES - TRADE			12325.25		
Invoice Description --> BCVFD - LEACHATE INTERCEPTION - CAPITAL							
<b>Total :</b>					12325.25	0.00	12325.25
<b>Supplier Total :</b>					12325.25	0.00	12325.25

**4115 PRICE'S ALARM SYSTEM LTD**

38562	24-Nov-2015		Issued	235	C	157.50	
2193066	01-4-2500-000	PAYABLES - TRADE			157.50		
Invoice Description --> BCVFD - ALARM MONITORING SYSTEM OCT.01-DEC.31/15							
<b>Total :</b>					157.50	0.00	157.50
<b>Supplier Total :</b>					157.50	0.00	157.50

**4180 PUROLATOR COURIER SERVICE**

38515	12-Nov-2015		Issued	228	C	456.82	
429261626	01-4-2500-000	PAYABLES - TRADE			47.64		
Invoice Description --> DOG MOUNTAIN REPORT - SHIPPING							
428987676	01-4-2500-000	PAYABLES - TRADE			409.18		
Invoice Description --> LBA - SHIPPING; ACRD GEN - SHIPPING							
<b>Total :</b>					456.82	0.00	456.82
<b>Supplier Total :</b>					456.82	0.00	456.82

**4187 QUALITY FOODS-PORT ALBERNI**

00118-0019	16-Nov-2015		Issued	227	T	193.47	
65 104267	01-4-2500-000	PAYABLES - TRADE			55.94		
Invoice Description --> ACRD - OFFICE SUPPLIES							
64 080871	01-4-2500-000	PAYABLES - TRADE			63.64		
Invoice Description --> ACRD - OFFICE SUPPLIES							
67 1423943	01-4-2500-000	PAYABLES - TRADE			73.89		
Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>					193.47	0.00	193.47

00119-0007	27-Nov-2015		Issued	234	T	439.80
64 079404	01-4-2500-000	PAYABLES - TRADE			62.12	
Invoice Description --> SLVFD - TRAINING						
62 467263	01-4-2500-000	PAYABLES - TRADE			377.68	
Invoice Description --> SLVFD - TRAINING						

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>Total :</b>				439.80	0.00		439.80
<b>Supplier Total :</b>				633.27	0.00		633.27
<b>4220</b>	<b>RAYNER &amp; BRACHT LTD</b>						
38516	12-Nov-2015	Issued	228	C			2685.20
2015207	01-4-2500-000	PAYABLES - TRADE		2685.20			
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES OCTOBER 2015					
<b>Total :</b>				2685.20	0.00		2685.20
<b>Supplier Total :</b>				2685.20	0.00		2685.20
<b>4227</b>	<b>RAPID TAGGERS PROCESS SERVING LTD</b>						
38517	12-Nov-2015	Issued	228	C			81.90
104795	01-4-2500-000	PAYABLES - TRADE		81.90			
Invoice Description -->		AV EMERGENCY PLANNING- RESPONSE - DOG MOUNTAIN					
<b>Total :</b>				81.90	0.00		81.90
<b>Supplier Total :</b>				81.90	0.00		81.90
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>						
38518	12-Nov-2015	Issued	228	C			13692.21
4280 - 71287	01-4-2500-000	PAYABLES - TRADE		13692.21			
Invoice Description -->		Payroll Remittance BN: 107882813RP0001					
<b>Total :</b>				13692.21	0.00		13692.21
<b>Supplier Total :</b>				13692.21	0.00		13692.21
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>						
38563	24-Nov-2015	Issued	235	C			15548.07
4280 - 71485	01-4-2500-000	PAYABLES - TRADE		1107.90			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL PAYPERIOD #24 - DIRECTORS					
4280 - 71486	01-4-2500-000	PAYABLES - TRADE		14440.17			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL PAYPERIOD #24					
<b>Total :</b>				15548.07	0.00		15548.07
<b>Supplier Total :</b>				29240.28	0.00		29240.28
<b>4475</b>	<b>ROCKY MOUNTAIN PHOENIX</b>						
00118-0020	16-Nov-2015	Issued	227	T			13154.40
IN92324	01-4-2500-000	PAYABLES - TRADE		6567.12			
Invoice Description -->		SLVFD - HALL #2 - CAPITAL					
IN92326	01-4-2500-000	PAYABLES - TRADE		6587.28			
Invoice Description -->		SLVFD - HALL #1 - CAPITAL					
<b>Total :</b>				13154.40	0.00		13154.40
<b>Supplier Total :</b>				13154.40	0.00		13154.40
<b>4491</b>	<b>ROMPRE, SUZANNE</b>						



Supplier : 0003 To Z4209  
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 Medium :  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00118-0021	16-Nov-2015	Issued	227	T		850.00
OCT31/15	01-4-2500-000	PAYABLES - TRADE		850.00		
Invoice Description --> OCTOBER BAMFIELD TRANSFER STATION CONTRACTOR						
<b>Total :</b>				850.00	0.00	850.00
<b>Supplier Total :</b>				850.00	0.00	850.00

<b>4508 ROYAL CANADIAN LEGION</b>						
38519	12-Nov-2015	Issued	228	C		40.00
916207	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> REMEMBRANCE DAY WREATH						
<b>Total :</b>				40.00	0.00	40.00
<b>Supplier Total :</b>				40.00	0.00	40.00

<b>4610 SIGNWORKS</b>						
38520	12-Nov-2015	Issued	228	C		3080.00
5233	01-4-2500-000	PAYABLES - TRADE		3080.00		
Invoice Description --> BCVFD - DECALS FOR TRUCK#54 - CAPITAL						
<b>Total :</b>				3080.00	0.00	3080.00
<b>Supplier Total :</b>				3080.00	0.00	3080.00

<b>4626 SERV-IT PROCESS SERVICES (1995) INC</b>						
38564	24-Nov-2015	Issued	235	C		53.55
191225	01-4-2500-000	PAYABLES - TRADE		53.55		
Invoice Description --> EMERGENCY PLANNING - DOG MOUNTAIN						
<b>Total :</b>				53.55	0.00	53.55
<b>Supplier Total :</b>				53.55	0.00	53.55

<b>4645 SHAW CABLE</b>						
38565	24-Nov-2015	Issued	235	C		860.55
01-NOV-15	01-4-2500-000	PAYABLES - TRADE		860.55		
Invoice Description --> ACCT #012-80958259- ACRD CONSOLIDATED INTERNET/CABLE -						
<b>Total :</b>				860.55	0.00	860.55
<b>Supplier Total :</b>				860.55	0.00	860.55

<b>4646 SHAW CABLESYSTEMS G.P.</b>						
38521	12-Nov-2015	Issued	228	C		45.29
OCTOBER 16, 2015	01-4-2500-000	PAYABLES - TRADE		45.29		
Invoice Description --> SLVFD - CABLE SERVICES - NOV.16 - DEC.15/15						
<b>Total :</b>				45.29	0.00	45.29
38566	24-Nov-2015	Issued	235	C		13.44



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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
**Cheque Date :** 01-Nov-2015 To 30-Nov-2015  
**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	
NOV01/153	01-4-2500-000	PAYABLES - TRADE		13.44		
Invoice Description --> EMERGENCY PLANNING - NOV - DEC 2015						
<b>Total :</b>				13.44	0.00	13.44
<b>Supplier Total :</b>				58.73	0.00	58.73

<b>4717 SMITH, RYAN</b>						
000118-0022	16-Nov-2015		Issued	227	T	6149.72
PCOCT/15	01-4-2500-000	PAYABLES - TRADE			85.97	
Invoice Description --> SALMON BEACH SEWAGE						
OCT31/15	01-4-2500-000	PAYABLES - TRADE			6063.75	
Invoice Description --> SALMON BEACH SWERWAGE						
<b>Total :</b>				6149.72	0.00	6149.72
<b>Supplier Total :</b>				6149.72	0.00	6149.72

<b>4725 SOFTCHOICE CORPORATION</b>						
38522	12-Nov-2015		Issued	228	C	3398.32
4117424	01-4-2500-000	PAYABLES - TRADE			-447.53	
Invoice Description --> ACRD - CREDIT LED MONITOR						
4102845	01-4-2500-000	PAYABLES - TRADE			511.86	
Invoice Description --> ACRD - LED MONITOR						
4105411	01-4-2500-000	PAYABLES - TRADE			663.65	
Invoice Description --> LBA - TONER \$211.58, PLANNING \$380.96						
4105106	01-4-2500-000	PAYABLES - TRADE			2670.34	
Invoice Description --> ACRD - LICENSE USER FOR SERVER						
<b>Total :</b>				3398.32	0.00	3398.32
<b>Supplier Total :</b>				3398.32	0.00	3398.32

<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
000118-0023	16-Nov-2015		Issued	227	T	13596.17
23593	01-4-2500-000	PAYABLES - TRADE			13596.17	
Invoice Description --> OCTOBER 2015 WC GARBAGE & RECYCLING						
<b>Total :</b>				13596.17	0.00	13596.17
<b>Supplier Total :</b>				13596.17	0.00	13596.17

<b>4742 SONORA CONTRACTING</b>						
38523	12-Nov-2015		Issued	228	C	624.75
346100	01-4-2500-000	PAYABLES - TRADE			624.75	
Invoice Description --> BWS - PUMPHOUSE MAINTENANCE						
<b>Total :</b>				624.75	0.00	624.75

38567	24-Nov-2015		Issued	235	C	2404.50
969903	01-4-2500-000	PAYABLES - TRADE			2404.50	

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> AVLF - BAMFIELD TRANSFER STATION - CAPITAL						
<b>Total :</b>				2404.50	0.00	2404.50
<b>Supplier Total :</b>				3029.25	0.00	3029.25

4765	SPROAT LAKE FORESTRY SERVICES LTD.						
000119-0008	27-Nov-2015		Issued	234	T	1760.55	
15003	01-4-2500-000	PAYABLES - TRADE			1760.55		
Invoice Description --> SL PARKS - MAINTENANCE							
<b>Total :</b>					1760.55	0.00	1760.55
<b>Supplier Total :</b>					1760.55	0.00	1760.55

4785	STEWART MCDANNOLD STUART						
000119-0010	27-Nov-2015		Issued	234	T	12832.50	
71246	01-4-2500-000	PAYABLES - TRADE			133.56		
Invoice Description --> LEGAL FEES							
71247	01-4-2500-000	PAYABLES - TRADE			303.87		
Invoice Description --> LEGAL FEES							
71458	01-4-2500-000	PAYABLES - TRADE			858.66		
Invoice Description --> LEGAL FEES							
71251	01-4-2500-000	PAYABLES - TRADE			1954.90		
Invoice Description --> LEGAL FEES							
71248	01-4-2500-000	PAYABLES - TRADE			2752.82		
Invoice Description --> LEGAL FEES							
71245	01-4-2500-000	PAYABLES - TRADE			2899.40		
Invoice Description --> LEGAL FEES							
71457	01-4-2500-000	PAYABLES - TRADE			3929.29		
Invoice Description --> LEGAL FEES							
<b>Total :</b>					12832.50	0.00	12832.50
<b>Supplier Total :</b>					12832.50	0.00	12832.50

4788	STAPLES ADVANTAGE						
38524	12-Nov-2015		Issued	228	C	67.94	
39767282	01-4-2500-000	PAYABLES - TRADE			67.94		
Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>					67.94	0.00	67.94

38568	24-Nov-2015		Issued	235	C	664.41
39954954	01-4-2500-000	PAYABLES - TRADE			-37.70	
Invoice Description --> BCWS - CREDIT OFFICE SUPPLIES						
39954864	01-4-2500-000	PAYABLES - TRADE			82.35	
Invoice Description --> EMERGENCY PLANNING SUPPLIES						
39950020	01-4-2500-000	PAYABLES - TRADE			117.01	
Invoice Description --> ACRD - OFFICE SUPPLIES \$57.96, EMERGENCY PLANNING \$46.52						
39903944	01-4-2500-000	PAYABLES - TRADE			167.27	

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description --> ACRD - OFFICE SUPPLIES							
40028137	01-4-2500-000	PAYABLES - TRADE			335.48		
Invoice Description --> ACRD - OFFICE SUPPLIES \$55.57, EMERGENCY PLANNING \$243.86							
<b>Total :</b>					664.41	0.00	664.41
<b>Supplier Total :</b>					732.35	0.00	732.35
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<b>4845</b>	<b>STAPLES BUSINESS DEPOT #321</b>						
338525	12-Nov-2015	Issued	228	C			344.58
1998628	01-4-2500-000	PAYABLES - TRADE			344.58		
Invoice Description --> ACRD - OFFICE SUPPLIES							
<b>Total :</b>					344.58	0.00	344.58
<b>Supplier Total :</b>					344.58	0.00	344.58
-----							
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>						
00118-0024	16-Nov-2015	Issued	227	T			23970.83
137988	01-4-2500-000	PAYABLES - TRADE			23970.83		
Invoice Description --> OCTOBER 2015 - AV RECYCLING CONTRACT							
<b>Total :</b>					23970.83	0.00	23970.83
<b>Supplier Total :</b>					23970.83	0.00	23970.83
-----							
<b>4974</b>	<b>THUNDER BAY AIRPORT SERVICES INC.</b>						
338526	12-Nov-2015	Issued	228	C			26.25
D 009093	01-4-2500-000	PAYABLES - TRADE			26.25		
Invoice Description --> SLMP - MARINE NAVIGATION - SERVICES FEE							
<b>Total :</b>					26.25	0.00	26.25
<b>Supplier Total :</b>					26.25	0.00	26.25
-----							
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>						
338569	24-Nov-2015	Issued	235	C			1567.13
20322435178	01-4-2500-000	PAYABLES - TRADE			1567.13		
Invoice Description --> ACRD CELLPHONES							
<b>Total :</b>					1567.13	0.00	1567.13
<b>Supplier Total :</b>					1567.13	0.00	1567.13
-----							
<b>4984</b>	<b>TELUS</b>						
338570	24-Nov-2015	Issued	235	C			2523.35
NOV07/15	01-4-2500-000	PAYABLES - TRADE			2523.35		
Invoice Description --> ACRD CONSOLIDATED							
<b>Total :</b>					2523.35	0.00	2523.35



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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						2523.35	0.00	2523.35
<hr/>								
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>							
00119-0009	27-Nov-2015		Issued	234	T			158.50
151021539101	01-4-2500-000	PAYABLES - TRADE				158.50		
Invoice Description -->		ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - NOVEMBER 2015						
<b>Total :</b>						158.50	0.00	158.50
<b>Supplier Total :</b>						158.50	0.00	158.50
<hr/>								
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>							
38571	24-Nov-2015		Issued	235	C			78.75
7413	01-4-2500-000	PAYABLES - TRADE				78.75		
Invoice Description -->		ACRD COMPUTER - MONTHLY WEB HOSTING						
<b>Total :</b>						78.75	0.00	78.75
<b>Supplier Total :</b>						78.75	0.00	78.75
<hr/>								
<b>5131</b>	<b>TSESHAHT MARKET</b>							
38572	24-Nov-2015		Issued	235	C			179.28
1939354	01-4-2500-000	PAYABLES - TRADE				75.60		
Invoice Description -->		SLVFD - FUEL TRUCK #47						
1956707	01-4-2500-000	PAYABLES - TRADE				103.68		
Invoice Description -->		SLVFD - FUEL TRUCK #41						
<b>Total :</b>						179.28	0.00	179.28
<b>Supplier Total :</b>						179.28	0.00	179.28
<hr/>								
<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>							
38573	24-Nov-2015		Issued	235	C			185.25
LBA - OCT/15	01-4-2500-000	PAYABLES - TRADE				185.25		
Invoice Description -->		LBA - OCTOBER FUEL						
<b>Total :</b>						185.25	0.00	185.25
<b>Supplier Total :</b>						185.25	0.00	185.25
<hr/>								
<b>5180</b>	<b>UNION OF B.C. MUNICIPALITIES</b>							
38574	24-Nov-2015		Issued	235	C			346.50
REGISTER - L.BAN	01-4-2500-000	PAYABLES - TRADE				173.25		
Invoice Description -->		ELECTORAL AREA DIRECTORS FORUM REGISTRATION - BANTON						
REGISTER-P.COTE	01-4-2500-000	PAYABLES - TRADE				173.25		
Invoice Description -->		ELECTORAL AREA DIRECTORS FORUM REGISTRATION -COTE						
<b>Total :</b>						346.50	0.00	346.50

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**Supplier :** 0003 To Z4209  
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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>5287 VANCOUVER ISLAND REGIONAL LIBRARY</b>								
38527	12-Nov-2015		Issued	228	C	105402.00		
4THQRT2015	01-4-2500-000	PAYABLES - TRADE			105402.00			
Invoice Description --> 4TH QUARTER LIBRARY LEVY 2015								
<b>Total :</b>						105402.00	0.00	105402.00
<b>Supplier Total :</b>						346.50	0.00	346.50
<b>5340 VECTOR YACHT SERVICES LTD</b>								
38528	12-Nov-2015		Issued	228	C	873.97		
21046	01-4-2500-000	PAYABLES - TRADE			873.97			
Invoice Description --> SLMP - BOAT MAINTENANCE								
<b>Total :</b>						873.97	0.00	873.97
<b>Supplier Total :</b>						873.97	0.00	873.97
<b>5402 TD VISA (BCVFD)C. STARRATT</b>								
38575	24-Nov-2015		Issued	235	C	693.13		
NOV05/15	01-4-2500-000	PAYABLES - TRADE			693.13			
Invoice Description --> BCVFD - EQUIPMENT \$661.85, COMPUTER\$31.28								
<b>Total :</b>						693.13	0.00	693.13
<b>Supplier Total :</b>						693.13	0.00	693.13
<b>5405 TD VISA (SLVFD)</b>								
38576	24-Nov-2015		Issued	235	C	122.10		
NOV.05/15	01-4-2500-000	PAYABLES - TRADE			122.10			
Invoice Description --> SLVFD - FF RETENTION \$122.10								
<b>Total :</b>						122.10	0.00	122.10
<b>Supplier Total :</b>						122.10	0.00	122.10
<b>5410 TD VISA</b>								
38577	24-Nov-2015		Issued	235	C	7287.91		
NOV.05/15	01-4-2500-000	PAYABLES - TRADE			7287.91			
Invoice Description --> ACRD - \$2035.67, 2016 UBCM DEP. \$2270, BUILD INS \$1508.47, FIRE DEPTS \$390.32, BCWS \$:								
<b>Total :</b>						7287.91	0.00	7287.91
<b>Supplier Total :</b>						7287.91	0.00	7287.91
<b>5500 WESTERLY NEWS</b>								
38578	24-Nov-2015		Issued	235	C	84.55		
UW0000416053	01-4-2500-000	PAYABLES - TRADE			84.55			

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
**Cheque Date :** 01-Nov-2015 To 30-Nov-2015  
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> ACRD - SUBSCRIPTION RENEWAL							
<b>Total :</b>					84.55	0.00	84.55
<b>Supplier Total :</b>					84.55	0.00	84.55
-----							
<b>5511</b>	<b>WESTERN TANK AND LINING LTD</b>						
38579	24-Nov-2015		Issued	235	C	3012.45	
38742	01-4-2500-000	PAYABLES - TRADE			3012.45		
Invoice Description --> BCWS - NORTH RESERVOIR REPAIR							
<b>Total :</b>					3012.45	0.00	3012.45
<b>Supplier Total :</b>					3012.45	0.00	3012.45
-----							
<b>5533</b>	<b>WINDSOR PLYWOOD (PORT ALBERNI)</b>						
38529	12-Nov-2015		Issued	228	C	47.01	
173238	01-4-2500-000	PAYABLES - TRADE			47.01		
Invoice Description --> ACRD - SUPPLIES FOR BUILDING MAINTENANCE							
<b>Total :</b>					47.01	0.00	47.01
<b>Supplier Total :</b>					47.01	0.00	47.01
-----							
<b>5543</b>	<b>WL SOLUTIONS LTD</b>						
00118-0025	16-Nov-2015		Issued	227	T	330.75	
2163	01-4-2500-000	PAYABLES - TRADE			330.75		
Invoice Description --> BCWS - STRICK RD PUMPHOUSE MAINTENANCE							
<b>Total :</b>					330.75	0.00	330.75
<b>Supplier Total :</b>					330.75	0.00	330.75
-----							
<b>5774</b>	<b>SPENCE, ED</b>						
38530	12-Nov-2015		Issued	228	C	250.00	
NOV.10/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - SPENCE							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
-----							
<b>6002</b>	<b>ZENS, FRITZ</b>						
38531	12-Nov-2015		Issued	228	C	96.00	
OCT.21/15	01-4-2500-000	PAYABLES - TRADE			96.00		
Invoice Description --> BCWS \$32, LBA,\$64 - HAY BALES							
<b>Total :</b>					96.00	0.00	96.00
<b>Supplier Total :</b>					96.00	0.00	96.00

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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Nov-2015 To 30-Nov-2015  
**Cheque Date :** 01-Nov-2015 To 30-Nov-2015  
**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>O219</b>	<b>STANTON, WILLIAM J</b>					
38580	24-Nov-2015	Issued	235	C		500.00
NOV.23/15#2	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - STANTON #2						
NOV.24/15	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - STANTON						
<b>Total :</b>				500.00	0.00	500.00
<b>Supplier Total :</b>				500.00	0.00	500.00

<b>Total Computer Paid :</b>	459,319.32	<b>Total EFT PAP :</b>	30,674.47	<b>Total Paid :</b>	800,196.23
<b>Total Manually Paid :</b>	0.00	<b>Total EFT File Transfer :</b>	310,202.44		



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andrew McGifford, Acting Manager of Finance/Mgr. of Environmental Services

**Meeting Date:** December 11, 2015

**Subject:** Port Alberni Airport Runway Expansion – Temporary Borrowing

---

### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".***

***THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".***

***THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015".***

### Desired Outcome:

To provide the funds required while construction of the Alberni Valley Regional Airport (Port Alberni Airport) expansion is being completed. Borrowing through the Municipal Finance Authority of British Columbia up to a maximum of \$6,000,000 as authorized through "Port Alberni Airport Expansion Loan Authorization Bylaw No. F1120, 2015".

### Background:

This is the final step required to provide the Board of Directors the ability to proceed with the AVRA runway expansion and borrow funds as required through that process.

### Time Requirements – Staff & Elected Officials:

Minimal staff time required to initiate borrowing.

### Financial:

There will be a need to borrow in the short term for the AVRA expansion and will be done through the Municipal Finance Authority of British Columbia in order to take advantage of the low short term




borrowing program rates. The current short term lending rate (at time of writing) is 1.34% and through the construction phase and only interest on the amounts borrowed would be charged and due monthly. Funds are only drawn down as needed in order to minimize borrowing costs.

Staff requests the adoption of the attached bylaw which requires affirmative vote of at least two-thirds of the votes cast in order to be adopted.


**Policy or Legislation:**

Per the Local Government Act:

Temporary Borrowing under loan authorization bylaw – LGA Sec. 823.2 – a board that has adopted a loan authorization bylaw may, by bylaw, temporarily borrow money not exceeding the difference between the total amount authorized by the loan authorization bylaw and the amount already borrowed in relation to that bylaw. The process for obtaining a loan authorization bylaw can be found under the long term borrowing section under approval process. This bylaw is not reviewed or approved by the Ministry. Money borrowed under this section must be repaid or transferred to long term debt within 5 years from the first advance.



Submitted by: \_\_\_\_\_  
Andrew McGifford, Acting Manager of Finance/Mgr. of Environmental Services



Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

**Bylaw F1123**

**A BYLAW TO PROVIDE TEMPORARY BORROWING OF MONEY FOR THE PORT  
ALBERNI AIRPORT RUNWAY EXPANSION**

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**WHEREAS** it is provided by section 823.2 of the Local Government Act that the Regional Board may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

**AND WHEREAS** the Regional Board has adopted Bylaw No. F1120, cited as “Port Alberni Airport Runway Expansion Loan Authorization, “authorizing the expansion of the Port Alberni Airport runway, in the amount of \$6,000,000;

**AND WHEREAS** the sale of debentures has been temporarily deferred;

**NOW THEREFORE** the Regional Board of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts as follows:

1. The Regional Board is hereby empowered and authorized to borrow upon the credit of the Regional District an amount or amounts not exceeding the sum of \$6,000,000, as the same may be required.
2. The form of obligation to be given as acknowledgment of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. F1120.
4. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This Bylaw may be cited as **“Port Alberni Airport Runway Expansion – Temporary Borrowing Bylaw No. F1123, 2015”**.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time this

day of , 2015.

ADOPTED this  
of at least two-thirds the votes cast.

day of , 2015, by an affirmative vote

Certified true and correct copy of  
**"Port Alberni Airport Runway  
Expansion - Temporary Borrowing  
Bylaw No. F1123, 2015."**

The Corporate seal of the Regional  
District of Alberni-Clayoquot was  
hereto affixed in the presence of:

---

Russell Dyson,  
Chief Administrative Officer

---

Josie Osborne,  
Chairperson



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** West Coast Committee/  
Russell Dyson, Chief Administrative Officer

**Meeting Date:** December 11, 2015

**Subject:** West Coast Multiplex Facility – Confirmation of Location – Long Beach Airport

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### Recommendation:

**THAT the Board of Directors of the Alberni-Clayoquot Regional District confirm the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility as presented.**

### Desired Outcome:

To confirm with the West Coast Multiplex Society the site location for the proposed Multiplex Facility at the Long Beach Airport.

### Background:

The ACRD has been working with the Westcoast Multiplex Society to determine a suitable location to build the multiplex at the Long Beach Airport. The facility is intended to be a recreational hub for the West Coast including an ice rink in the first phase and the ability to accommodate a swimming pool in subsequent phases.

Following various geotechnical reports, the current location has been determined to be the most appropriate for the proposed facility (see attached map). The Society requests a resolution of the ACRD Board to confirm that this location would be available for the multiplex if they are able to secure 100% of the capital costs for construction.

The ACRD would be responsible for operations and a service has been established following the successful referendum.

### Time Requirements – Staff & Elected Officials:

The West Coast Committee has asked staff to meet with the Society in the new year to agree to terms for a business plan and provide recommendations for the role of the Society and the ACRD.

**Financial:**

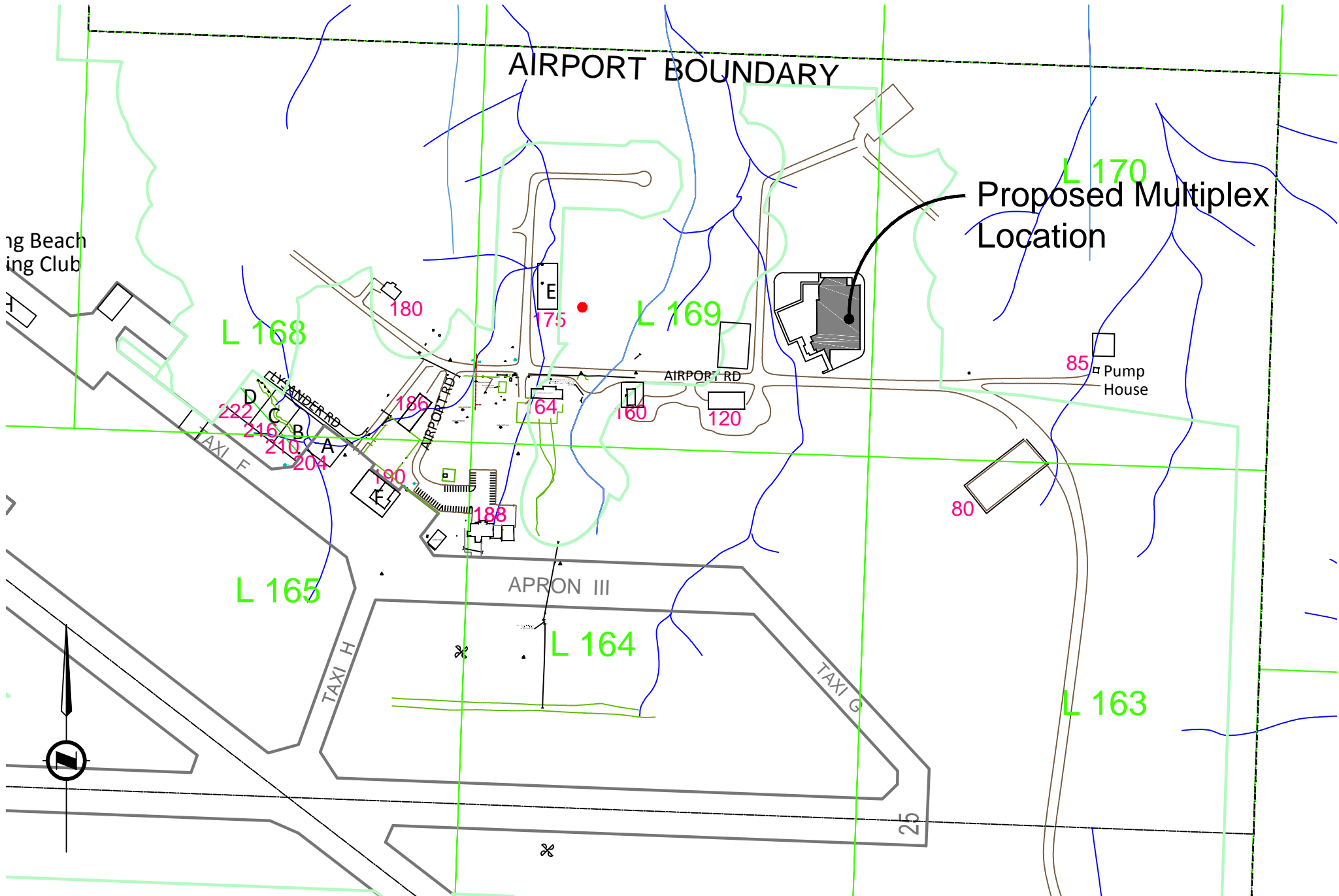
Paid for by the participants of the services area: District of Tofino, District of Ucluelet and Long Beach Electoral area.

**Policy or Legislation:**

*Local Government Act and Community Charter apply.*



Submitted by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



Long Beach  
Golf Club

L 170  
Proposed Multiplex  
Location

L 168

L 169

L 165

L 164

L 163





**Development Variance Application**

**DATE:** November 23, 2015

**ACRD FILE NO.:** DVD15014

**APPLICANTS:** Robert & Carolyn Hickman

**LEGAL**

**DESCRIPTION:** LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT, PLAN 1103 EXCEPT PART IN PLAN 2645 RW

**LOCATION:** 18580 Pacific Rim Highway

**ELECTORAL AREA:** "D" Sproat Lake

**APPLICANT'S INTENTION:** The applicants intend to construct a two storey addition with a 340 square foot footprint to the west side of the existing cabin. The construction will include the removal of a lower deck, replacement of a deck extending from the main floor and the addition of a deck extending from the second floor.

---

**Recommendation:**

*THAT the Board of Directors pass a resolution to consider issuing development variance permit DVD15014 subject to a report by a Geotechnical Engineer certifying that the land is safe for the intended use with respect to steep slope.*

**Development Variance DVD15014:**

- i. Development variance of Section 200 – Schedule II – Bulk and Site Regulations of ACRD Zoning Bylaw No. 15 to reduce the required side yard setback in the Vacation Home (RVH) District from 15 feet to 8.8 feet on the west side as shown on the site plan attached to the permit as Schedule 'A'.

---

**Procedure:** Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

**DVD15014**

## Observations:

i. **Status of Property:** The 0.38 acre property is steep rising sharply from the foreshore of the lake to the highway at the rear of the property. The attached report from Dave Clough, R.P. Bio noted that the slope rising from the foreshore is +/- 66%. The rear portion of the parcel is primarily treed with second growth conifers. The area immediately upland of the cabin and a few trees on the west side have been recently cleared to allow for construction on the site and the placement of a new sewage disposal system. The trees and vegetation on the lake side of the cabin remain intact. A 288 square foot cabin was constructed on the property in 1976 (Building Permit SL291) although it is not clear if this is the same cabin that is on the property at this time. A 192 square foot accessory building storage shed was built in 2007 (Building Permit SL07-04).

ii. **Services**

- a. **Sewage Disposal:** The property is not served by an on-site sewage disposal system. An outdoor pit toilet was built under permit from VIHA in 1976 located upland of the cabin which remains in place. As a condition of the building permit for the proposed addition, a sewage disposal system designed and installed by a Registered On-Site Wastewater Practitioner will be required.
- b. **Water Supply:** Sproat Lake.
- c. **Fire Protection:** Sproat Lake Volunteer Fire Department
- d. **Access:** The property is accessed via a steep driveway from the Pacific Rim Highway that is shared among a number of neighbouring property owners. There is no easement in place formalizing legal shared access.

iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The property is designated "Recreational Residential Use" in the Sproat Lake OCP. This designation provides an opportunity for seasonal residency and permits part-time residential use for seasonal or recreational purposes.

The OCP designates two Development Permit Areas that impact development on this property: "Development Permit Area I – Riparian Areas Protection" and "Development Permit Area II – Protection from Natural Hazards".

Development Permit Area I – Riparian Areas Protection

DPA I includes all lands within 30 metres of a major stream and 15 metres of a minor stream. Sproat Lake is defined as a minor stream for the purposes of the Development Permit Area in the OCP. This designation is used to ensure that the

### DVD15014

ecological values of sensitive riparian and wetland habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems.

The applicants engaged Dave Clough, Registered Professional Biologist (R.P. Bio) from D.R. Clough Consulting to assess the site with respect to the proposed renovation and addition to the existing cabin. The report notes that a portion of the main dwelling is located within the 15 metre riparian zone while the upper and lower deck attached to the cabin are approximately 10 metres and 8 metres from the lake. The property owners are proposing to expand the main floor of the cabin and expand the upper deck although neither will extend any further towards the lake. The lower deck would be removed to increase the riparian area where native plants would be planted within the old footprint of the lower deck.

The report concludes that there are no concerns with the development plans subject to the removal of the lower deck closest to the lake, the recovered area being replanted with native plants and no large trees being removed within the riparian area.

#### Development Permit Area II – Protection from Natural Hazards

DPA II includes land which may be subject to natural hazard including, but not limited to, erosion, slides, rock falls and steep slopes with an incline of 30 percent or more. The slope within the riparian area is up to +/- 66% slope as noted by the biologist.

The DPA II guidelines require that a Geotechnical Engineer review the project to certify that the land is safe for the intended use and/or prescribe any geotechnical works or changes in the design which would be required to maintain the safety of the development.

A report from a Geotechnical Engineer has not been provided but will be required prior to final approval of the Development Variance and approval of the Development Permit.

***The Professional Biologist report appears to satisfy the requirements DPA I. A report from a Geotechnical Engineer certifying that the land is safe for the intended use with respect to the steep slope hazard will be required. The Development Permit application will be reviewed and brought forward to the Board for consideration should the variance be considered for approval and once the engineering report is received.***

## DVD15014

- c. **Zoning:** The property is zoned Vacation Home (RVH) District which permits one single family dwelling to be used as a vacation or seasonal residence for a family maintaining a permanent residence elsewhere.

<b>Zoning Bulk and Site Regulations</b>	
	<b>RVH District</b>
Minimum Lot Area:	0.46 acres
Minimum Lot Width:	100 feet
Lot Coverage:	10%
Maximum Building Height	2 storeys and 30 feet
Minimum Building Setbacks	
Front:	35 feet
Rear:	35 feet
Side:	15 feet

The existing cabin on the property is non-conforming to the RVH District setbacks. The BCLS survey provided by the applicants demonstrates that the existing cabin is 40.0 feet from the title boundary in the front yard, 14.4 feet from the side yard to the east and +/- 20 feet from the side yard to the west. The only encroachment for the existing cabin is the 14.4 foot side yard setback on the east side. The setback from the front of the cabin (excluding the deck) to the present natural boundary of the lake is 35 feet.

The site survey also shows an existing deck extending 10 feet from the first storey at the front of the cabin and a lower deck that will be removed. A deck is permitted to project up to 6 feet into the front yard and side yard setbacks as per Section 6.13 of the Zoning Bylaw.

The proposed new construction will be a two storey addition with 340 square feet of living space on each floor added to the cabin on the west side. A new deck will be constructed extending 10 feet from the first storey of the cabin, which will partially replace the existing deck, and a new deck extending 6 feet from the second storey addition.

The end result of the project will be a house with +/- 1,000 square feet of living space and a +/- 370 square foot deck on the first storey and 340 square feet of living space and a 72 square foot deck on the second storey.

**The proposed construction will require a development variance to reduce the required side yard setback from 15 feet to 8.8 feet on the west side as shown on the attached site plan. This will allow the first and second storey decks to project into the side yard setback as shown on the site plan. All other new construction complies with the requirements of the Zoning Bylaw.**

### **DVD15014**

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

**Comments:** The proposed project will result in an improvement to the overall safe use of the property. In order to make room for the addition onto the west side of the cabin, an old shed with a poor foundation will be removed. The walkways, stairs and decking surrounding the cabin on the west side are in poor condition and will also be removed or replaced. As a requirement of the building permit, a new septic system will be designed and installed. At this point there is no septic system in place to deal with any grey water produced on site and a pit toilet is being used upland of the existing cabin.

The variance for the addition to the west side of the cabin will result in the least impact on neighbouring properties. There will be minimal impact on the viewscape of the neighbouring house to the west. The two storey addition will also provide for a more efficient use of the property by minimizing the overall footprint. The variance does not include an increase to the permitted building height of the addition so the height will be restricted to 30 feet from average natural grade to mid-truss of the new structure.

Planning staff is supportive of the variance application provided that a report from a Geotechnical Engineer is provided certifying that the land is safe for the intended use with respect to steep slope hazard.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

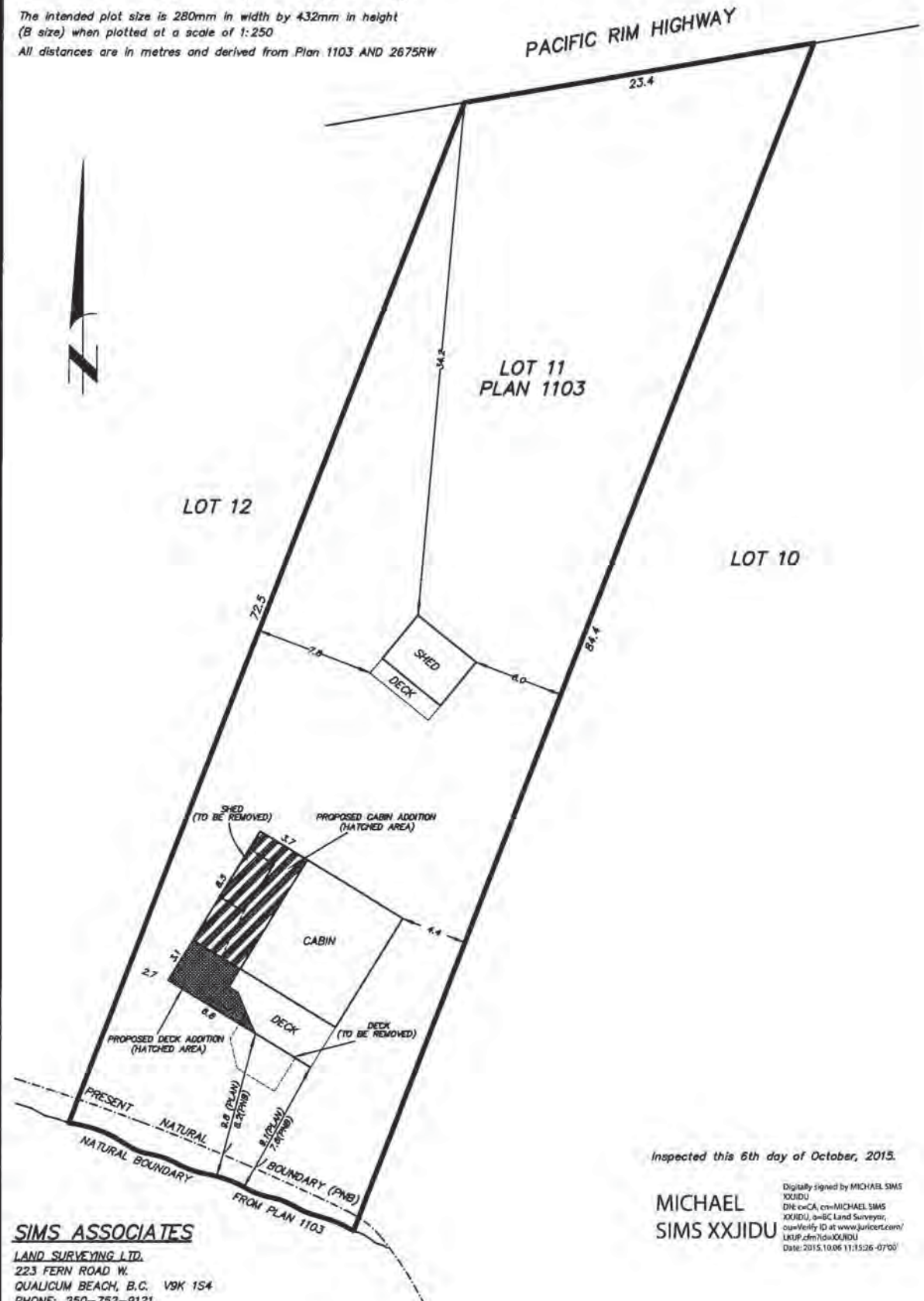
Reviewed by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

**DVD15014**

PLAN OF LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT  
PLAN 1103, EXCEPT PART IN PLAN 2645RW  
SHOWING PROPOSED ADDITION TO DECK AND CABIN FOR D.P. WITH VARIANCE APPLICATION



The intended plot size is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250  
All distances are in metres and derived from Plan 1103 AND 2675RW

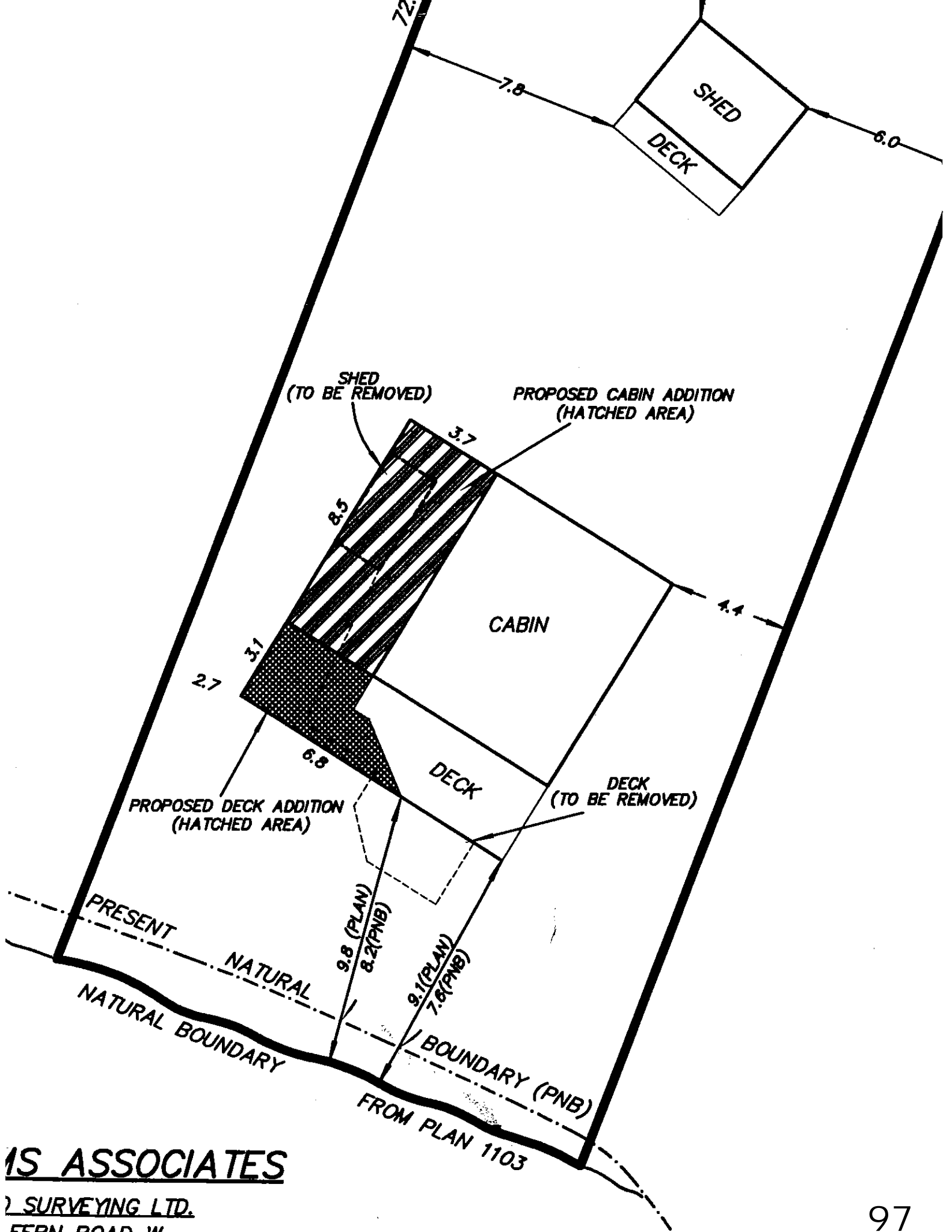


Inspected this 6th day of October, 2015.

MICHAEL  
SIMS XXJIDU

Digitally signed by MICHAEL SIMS  
XXJIDU  
DN: cn=CA, cn=MICHAEL SIMS  
XXJIDU, o=BC Land Surveyors,  
ou=Verify ID at www.juricert.com/  
UKJP.cfm?id=XXJIDU  
Date: 2015.10.06 11:15:26 -0700

**SIMS ASSOCIATES**  
LAND SURVEYING LTD.  
223 FERN ROAD W.  
QUALICUM BEACH, B.C. V9K 1S4  
PHONE: 250-752-9121  
FAX: 250-752-9241  
FILE NUMBER: 15-176  
DRAWING NUMBER: 15-176 BL1.dwg  
DATE: 2015/10/06



**IS ASSOCIATES**

**SURVEYING LTD.**  
 FERN ROAD W.



D. R. Clough Consulting  
*Fisheries Resource Consultants*  
6966 Leland Road Lantzville B.C. V0R 2H0  
Ph/fax: 1-250-390-2901, email: drclough@shaw.ca

September 15th, 2015

Attn: Bob Hickman  
18580 Pacific Rim Highway  
Port Alberni BC

**RE: 18580 Pacific Rim Highway, Sproat Lake, Port Alberni, Environmental Assessment for House Renovation.**

**Introduction:** The landowner (Hickman family) has requested this assessment in order to complete a renovation. This report is an assessment of the foreshore and advice on environmental protection with respect to the renovation.

**Methods:** A site inspection of the property was conducted by Brad Remillard, RP Bio and James Milne, Fisheries Technician on September 2nd, 2015. It concentrated on the foreshore and riparian habitat.

**Site Location:** Located at 18580 Pacific Rim Highway (Lot 11, Block 2, Section 507, Clayoquot District, Plan 1103) along Sproat Lake (Figure 1). The site featured an existing residential house with upper and lower level decks and a stair case leading down to the lake shore where a breakwater and floating dock were located.

**Area Description:**

This property is extremely steep raising 10m over 15m slope distance. The riparian canopy of the shoreline consists of primarily second growth Cedar and Douglas Fir with occasional Maple trees higher up on the property. The canopy is approximately 15 to 20m height with an understory of younger deciduous trees with Salal covering approximately 60% of the foreshore area. There were no old growth trees within the property. There were several small second growth Douglas Fir trees previously removed on the west side of the building; the owner explained they were growing through the existing lower deck. There are six Cedar and two Douglas Fir located on the east side of the property which will remain untouched.

Below the house the steep gradient continues down to the foreshore where it meets a small beach consisting of a substrate of small (1") gravel.

**Riparian DPA Area;** Portions of the buildings are located within the DPA riparian area of Sproat Lake. The 15m line passes through the middle of the main dwelling with an attached deck at approximately 10m and a second lower deck at approximately 8m from the lake (see Fig. 1)

**Development Plans:** The property owner is proposing to renovate and expand their main floor of the existing building and expand the upper deck. The width of the building and upper deck will increase approximately 3.5 m to the west but not outward to the lake (south).

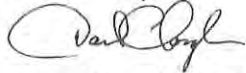
The lower deck is to be removed to increase the riparian area on the frontage side of the lake. Native plants (shrubs) are to be planted in the old footprint of the lower deck.

No further trees are planned to be removed but some shrubs may be removed for the construction of the addition of the upper deck.

**Discussion:** The removal of the lower deck closest to the lake offsets the impacts of the expansion further west. The recovered area will be replanted with native plants which can be transplanted onsite. No large trees will be removed and native plants will be replanted in the old footprint of the lower deck.

**Conclusion:** If the owner follows this plan there should be no further concerns to the development area.

Yours Truly,



Dave Clough RpBio

**Native Plant List**

Below are recommended native species found in the deck area for replanting;

Salal – *Gaultheria shalon*

Oregon Grape – *Mahonia nervosa*

Huckle berry – *Vaccinium spp*

Other species that *may* be selected but are more particular to localized site locations include;

Red Osier Dogwood – *Cornus stolonifera* (lower wet areas)

Ocean Spray - *Holodiscus discolor* (dryer sunny areas)

Figure 1: Site Location .

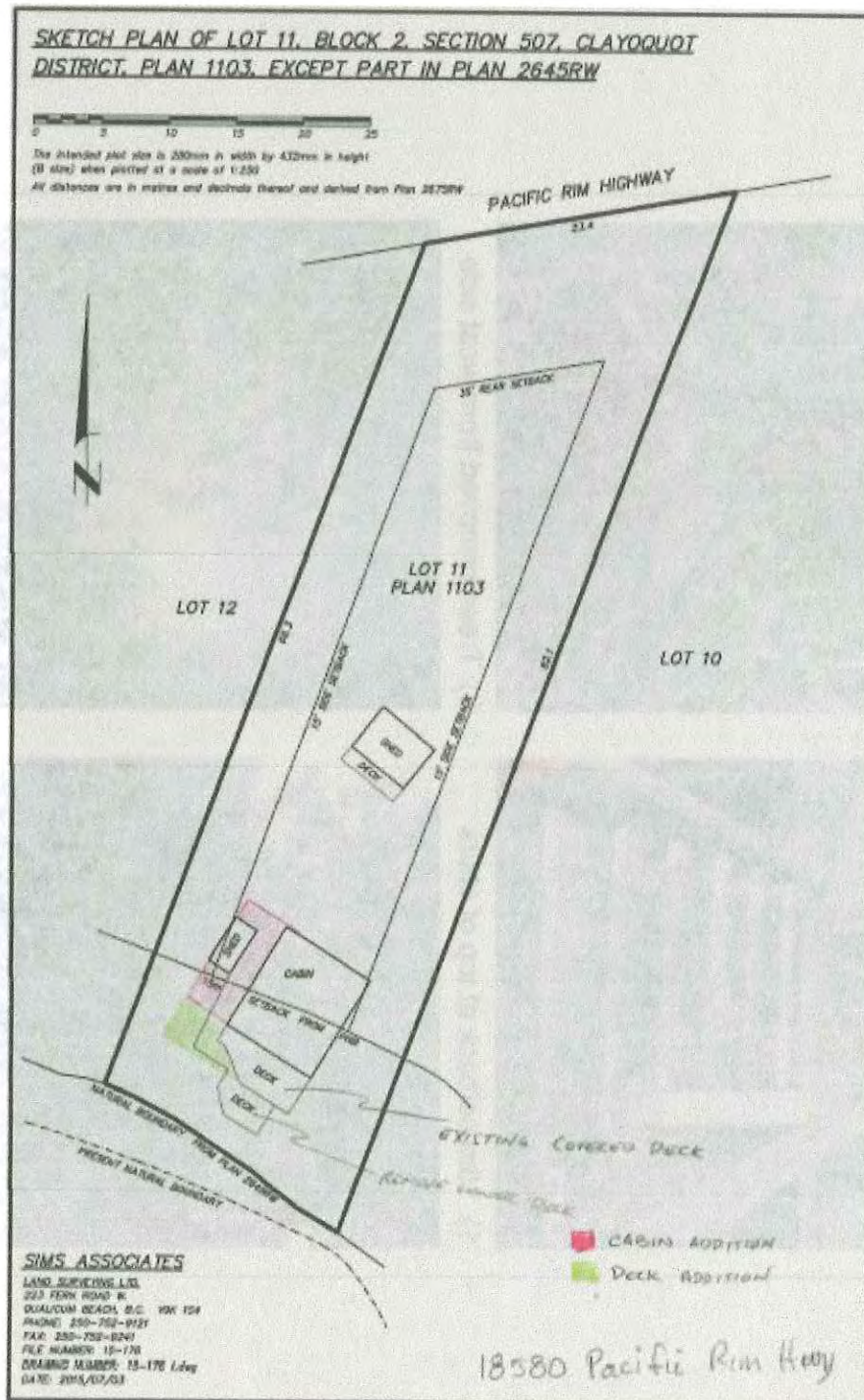




Figure 2: Site Photos



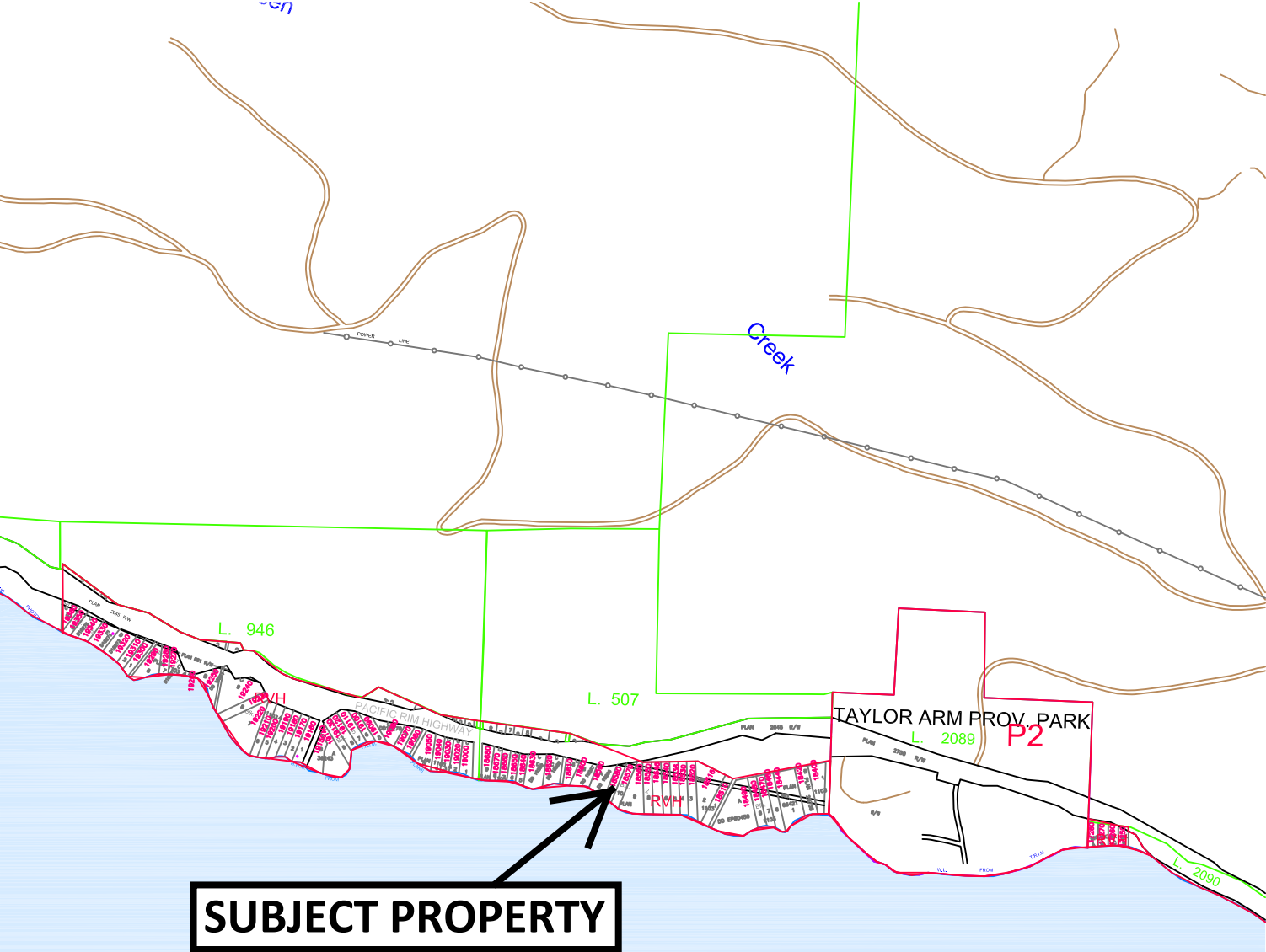












**SUBJECT PROPERTY**

Taylor

WF1

104

L. 947

L. 413

SOUTH TAYLOR MAIN





## **MEMORANDUM**

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

**FROM:** Charity Hallberg Dodds, Planning Assistant

**DATE:** December 2, 2015

**RE:** Public Hearing Report for Bylaw P1326 (5825 Saunders Rd N)

---

A Public Hearing for Bylaw P1326 was held on Tuesday, December 1<sup>st</sup>, 2015 in the Board Room at the Alberni-Clayoquot Regional District office. The hearing was chaired by John McNabb, Director for Beaver Creek, and attended by ACRD planning staff members Alex Dyer and Charity Hallberg Dodds, applicants/property owners Ronald and Theresa Simister and two members of the public.

No written submissions from the public were received. Referral agency comments were received from Vancouver Island Health Authority, Ministry of Transportation and Infrastructure (MoTI), ACRD Beaver Creek Water System and Beaver Creek Fire Department. Three recommended approval subject to standard conditions and one is unaffected. The applicant provided a letter from a Registered Onsite Wastewater Practitioner (ROWP) and an email from MoTI which were read out by ACRD staff. A subdivision site plan prepared by a BCLS on June 26, 2015 was also provided by the applicants/property owners. Copies of all documents were available at the hearing and are attached to the minutes of the hearing.

### **Recommendation**

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

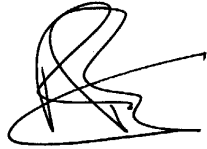
THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.

THAT Bylaw P1326, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.

RE15001

Submitted by: CH Dodds  
Charity Hallberg Dodds, Planning Assistant

Reviewed by: Michael Irg  
Mike Irg MCIP, Manager of Planning and Development



Russell Dyson  
Russell Dyson, Chief Administrative Officer

RE15001



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
DECEMBER 1, 2015 – ELECTORAL AREA 'E'

Minutes of a Public Hearing held on Tuesday, December 1, 2015 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: John McNabb, Electoral Area 'E' Director  
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant  
Applicant: Ronald & Theresa Simister  
Members of the Public: 2

1. The meeting was called to order at 7:00 pm.
2. Director McNabb introduces himself and planning staff and asks staff to read out Notice of Public Hearing.
3. The notice is read by A. Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area "E" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Tuesday, December 1, 2015 to consider the following bylaw:

**Bylaw P1326** to rezone LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a subdivision to create a one-acre lot.

**(Ronald & Theresa Simister, Property Owners – 5825 Saunders Road N)**

All persons who consider their interest in property affected by the proposed bylaw will be given an opportunity to be heard in matters contained in the bylaw.

The Public Hearing for Bylaw P1326 is to be held by the Director for Electoral Area 'E', the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from November 19, 2015 to December 1, 2015 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

Mike Irg, Manager of Planning and Development

4. Director McNabb explains the purpose of the public hearing and asks staff to read out any correspondence received ahead of the public hearing.
5. A. Dyer states that no letters were received from members of the public and that agency referral comments (Appendix 'A'), including a letter from a Registered Onsite Wastewater Practitioner (ROWP), correspondence from the Ministry of Transportation and Infrastructure (MoTI), and a recent site plan (Appendix 'B'), were received and copies are available. He then reads the ROWP letter (Appendix 'C') and MoTI correspondence (Appendix 'D') into the minutes.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
DECEMBER 1, 2015 - ELECTORAL AREA 'E'

6. Director McNabb asks the applicants if they would like to speak to their proposal. Neither had anything new to add, there were no changes to their proposal and the recent site plan was what they are going forward with.
7. Director McNabb asked for representations from the members of the public. There are none. He then asks if staff has any additional comments.
8. A. Dyer responds that he has nothing more to add.
9. C. Hallberg Dodds clarifies with the members of the public and applicants that if there are any more questions, now is the time to ask. There are no more questions.
10. Director McNabb proceeds to explain that no new information can be received by the Board members between the end of the hearing and the meeting where they make a decision on the bylaw. He calls three times for further representation. Hearing none, Director McNabb declares the hearing terminated.
11. The hearing is terminated at 7:05 pm.

Certified Correct:

John McNabb, Director for Beaver Creek

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

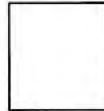
**BYLAW NO.: P1326      ACRD FILE NO.: RE15001**

**APPLICANT NAME: Ron & Theresa Simister      ACRD CONTACT: Alex Dyer**

**Date of Referral: October 14, 2015**



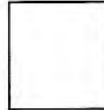
Approval Recommended for Reasons  
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to  
Conditions Below



Approval NOT Recommended Due to  
Reasons Outlined Below

*As per the details of the report and  
in the belief that the typical referral from  
the Min of Trans. & Infra. will be forwarded  
to VIHA to ensure this proposal meets  
the intent of our Subdivision Standards.  
Thank You*

Agency (please print): VIHA

Name (please print): Glenn J. Gibson Title: EHO

Signature: *Glenn J. Gibson* Date: Oct 14/15



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1326      ACRD FILE NO.: RE15001**

**APPLICANT NAME: Ron & Theresa Simister      ACRD CONTACT: Alex Dyer**

**Date of Referral: October 14, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

The Ministry has no objection to the bylaw. The potential maximum number of lots that could be created under the new zoning would not detrimentally affect the transportation network within the area.

Please note, all review relating to a subdivision of the lot will be assessed at the time of subdivision application. At this time the Ministry can confirm that the current access at 5825 Saunders Road meets the standards for use as a common access for two lots.

Agency (please print): Ministry of Transportation and Infrastructure

Name (please print): Anika Johal

Title: District Development Technician

Signature:

Date: October 27, 2015





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

**BYLAW NO.: P1326      ACRD FILE NO.: RE15001**

**APPLICANT NAME: Ron & Theresa Simister      ACRD CONTACT: Alex Dyer**  
**Date of Referral: October 14, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

WATER SERVICES CAN BE PROVIDED AND ARE SUBJECT TO  
THE FEES AND CHARGES UNDER BYLAW F1119 - RATES  
AND REGULATIONS FOR THE BEAVER CREEK WATER SYSTEM  
LOCAL SERVICE AREA

Agency (please print): ACRD - BEAVER CREEK WATER SYSTEM  
Name (please print): ANDREW MCGIFFORD Title: MGR. of ENV. SERVICES  
Signature: *Andrew McGifford* Date: OCT 26 / 15



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

## BYLAW RESPONSE SUMMARY

**BYLAW NO.: P1326**

**ACRD FILE NO.: RE15001**

**APPLICANT NAME: Ron & Theresa Simister**

**ACRD CONTACT: Alex Dyer**

**Date of Referral: October 14, 2015**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

Agency (please print): Beaver Creek Volunteer Fire Department

Name (please print): Charlie Starratt

Title: Fire Chief

Signature:

*Charlie Starratt*

Date: Oct. 26, 2015

PLAN OF PROPOSED SUBDIVISION OF LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503.

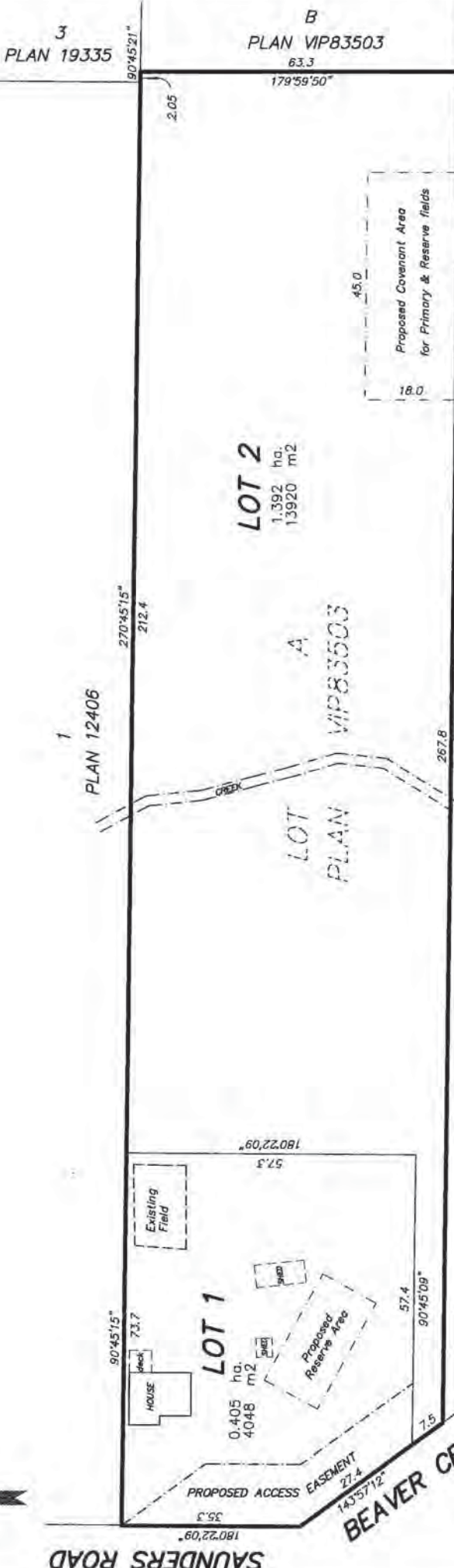
BCGS 92F.026



The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1 : 750.

All distances hereon are in metres and decimals thereof. Azimuths are astronomic and derived from Plan VIP83503.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
JUL 22 2015  
**RECEIVED**



**APPENDIX 'B'**

AMENDED: - JUNE 26, 2015.  
ACRES & POLLOCK,  
B.C. LAND SURVEYORS,  
PORT ALBERNI, B.C.  
PHONE: - 250 723 5412  
FILE: - 14,933.  
DATE: - JANUARY 4, 2012.

**BOWERMAN EXCAVATING LTD.**

PHONE (250) 723-8775

FAX (250) 723-8785

October 14, 2015

Alberni Clayoquot Regional District

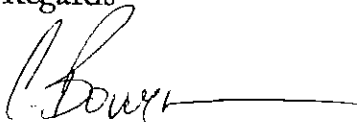
Re: 5825 Saunders Road North

Bowerman Excavating was requested to inspect for suitable soils for proposed two lot subdivision to accommodate onsite sewage disposal systems on each lot. Upon inspection we have located an existing system and a reserve area for lot 1 and primary and reserve area for lot 2 both are suitable sites and there are located on proposed subdivision plan prepared June 26, 2015. Providing each lot is created with no less than .405 hectare.

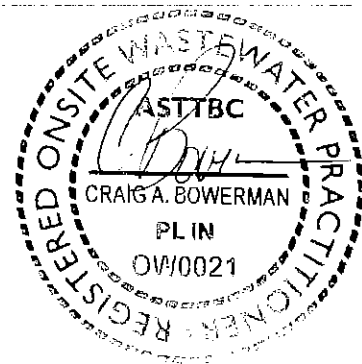
Any questions please call

**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**  
  
OCT 14 2015  
  
**RECEIVED**

Regards



Craig Bowerman



"Silbernagel, Tim TRAN:EX" <Tim.Silbernagel@gov.bc.ca>

25 June, 2015 2:09 PM

To: Morn Simister  
Penhandle driveway

Good afternoon Theresa. Please be advised that the Ministry of Transportation and Infrastructure has reviewed and approved of the existing panhandle driveway providing access to the proposed lot.

**Tim Silbernagel**

Development Approvals Technician  
Ministry of Transportation and Infrastructure  
Vancouver Island District Office  
3rd Floor - 2100 Labieux Road, Nanaimo V9T 6E9  
(250) 751-3253 / cell (250) 713-4316  
fax (250) 751-3289

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1326**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 678**

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

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

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1326.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of April, 2015  
Public Hearing held this 1<sup>st</sup> day of December, 2015  
Read a second time this      day of      , 2015  
Read a third time this      day of      , 2015

Adopted this      day of      , 2015

---

Russell Dyson, CAO

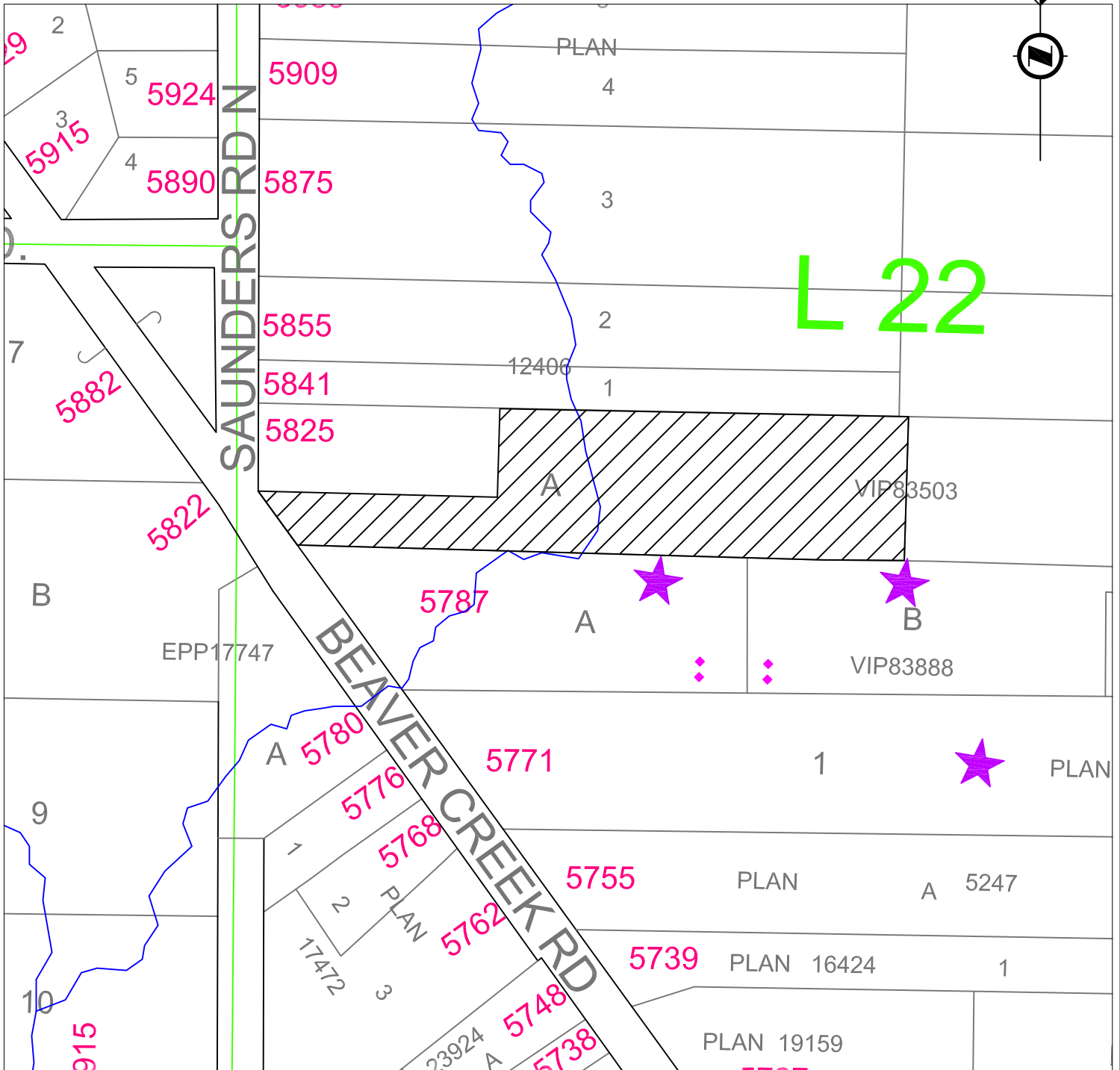
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Chair of the Regional Board



# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1326



Legal Description: LOT A, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP83503



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





## **MEMORANDUM**

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

**FROM:** Charity Hallberg Dodds, Planning Assistant

**DATE:** December 1, 2015

**RE:** Public Hearing Report for Bylaw P1329 (5819 Strathcona Street)

---

A Public Hearing for Bylaw P1329 was held on Monday, November 30<sup>th</sup>, 2015 in the Board Room at the Alberni-Clayoquot Regional District office. The hearing was chaired by Lucas Banton, Director for Cherry Creek, and attended by ACRD planning staff members Mike Irg and Charity Hallberg Dodds, and applicant/property owner Roy Kiss. There were no members of the public present.

No written submissions from the public were received. Referral agency comments were received from Vancouver Island Health Authority, Ministry of Transportation and Infrastructure, Cherry Creek Waterworks District and Cherry Creek Fire Department. All recommended approval subject to standard conditions. The applicant provided a letter from a Registered Onsite Wastewater Practitioner (ROWP) which was read out by ACRD staff. Copies of the agency comments and the ROWP letter were available at the hearing and are attached to the minutes of the hearing.

### **Recommendation**


THAT the Board of Directors receive the public hearing report.


THAT the Board of Directors receive the public hearing minutes.

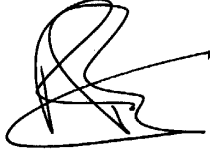
THAT Bylaw P1329, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time.

THAT Bylaw P1329, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time.

RF15002

Submitted by:   
Charity Hallberg Dodds, Planning Assistant

Reviewed by:   
Mike Irg MCIP, Manager of Planning and Development

  
Russell Dyson, Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
NOVEMBER 30, 2015 – ELECTORAL AREA 'F'

Minutes of a Public Hearing held on Monday, November 30, 2015 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: Lucas Banton, Electoral Area 'F' Director  
Staff: Mike Irg, Manager of Planning and Charity Hallberg Dodds, Planning Assistant  
Applicant: Roy Kiss  
Members of the Public: 0

1. The meeting was called to order at 7:07 pm.
2. Director Banton introduces himself and planning staff and asks staff to read out Notice of Public Hearing.
3. The notice is read by M. Irg as follows:

A Public Hearing for residents and property owners within Electoral Area "F" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Monday, November 30, 2015 to consider the following bylaw:

**Bylaw P1329** to rezone LOT 1, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN VIP85667 from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a two (2) lot subdivision.

**(Roy Kiss, Property Owner – 5819 Strathcona Street)**

All persons who consider their interest in property affected by the proposed bylaw will be given an opportunity to be heard in matters contained in the bylaw.

The Public Hearing for Bylaw P1329 is to be held by the Director for Electoral Area 'F', the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, from November 19, 2015 to November 30, 2015 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

4. Director Banton explains the purpose of the public hearing and asks staff to read out any correspondence received ahead of the public hearing.
5. M. Irg states that no letters were received from any members of the public, that some questions were answered in person or over the phone, and that agency referral comments (Appendix 'A'), including a letter from a Registered Onsite Wastewater Practitioner (ROWP), were received and copies are available. He then reads the ROWP letter (Appendix 'B') into the minutes.
6. Director Banton asks the applicant, Roy Kiss, to explain his proposal.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
PUBLIC HEARING MINUTES  
NOVEMBER 30, 2015 - ELECTORAL AREA 'F'

7. R. Kiss explains that his intention is to subdivide the subject property in order to create one lot with an area around 1.0 acre in size. He would like to down-size and build a smaller home for himself. He wishes to remain in the neighbourhood because his mother lives close by.
8. As there are no members of the public present, Director Banton proceeds to explain that no new information can be received by the Board members between the end of the hearing and the meeting where they make a decision on the bylaw. He calls three times for further representation. Hearing none, Director Banton declares the hearing terminated.
9. The hearing is terminated at 7:14 pm.

Certified Correct:

*Lucas Banton*

Lucas Banton, Director for Cherry Creek

Minutes Prepared by:

*CHodds*

Charity Hallberg Dodds, Planning Assistant



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1329**

**ACRD FILE NO.: RF15002**

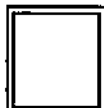
**APPLICANT NAME: Roy Kiss**

**ACRD CONTACT: Alex Dyer**

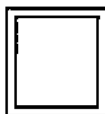
**Date of Referral: June 3, 2015**



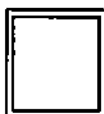
Approval Recommended for Reasons Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to Conditions Below



Approval NOT Recommended Due to Reasons Outlined Below

that i see this proposal through the current referral process with the Ministry of Transportation and Infrastructure. thanks

Agency (please print): V I H A

Name (please print): GLENN J GIBSON

Title: EHO

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

Date: June 12, 2015





### BYLAW RESPONSE SUMMARY

**BYLAW NO.:** P1329      **ACRD FILE NO.:** RF15002

**APPLICANT NAME:** Roy Kiss      **ACRD CONTACT:** Alex Dyer  
**Date of Referral:** June 3, 2015

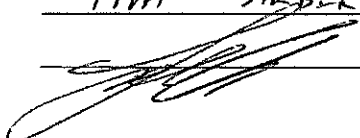
Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

- Not to be construed as a subdivision approval;
- All buildings or structures are to meet or exceed the minimum 4.5m setback limitations from the boundary of any public road under the jurisdiction of the Ministry of Transportation and Infrastructure as specified by B.C. Regulation 513/04;
- No additional drainage is to be directed to the Ministry's drainage system (ie. Post development drainage flow is not to exceed pre development flows);
- Valid permits may be required from the Ministry of Transportation and Infrastructure for installation of utilities within public road dedications. Detailed designs are to be submitted to the Ministry for consideration prior to permit issuance;
- Utility services may require Statutory Right-of-Ways;
- Panhandle width must be able to fully contain the access driveway, its cuts and fills, drainage ditches and utility services (if required).

Agency (please print): MINISTRY of TRANSPORTATION + INFRASTRUCTURE  
 Name (please print): TIM SILBERNAGEL Title: DEVELOPMENT TECH.  
 Signature:  Date: JUNE 23, 2015



### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1329

ACRD FILE NO.: RF15002

APPLICANT NAME: Roy Kiss

ACRD CONTACT: Alex Dyer

Date of Referral: June 3, 2015

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

The Cherry Creek Board of Trustees has no objections provided Mr. Kiss obtains a proper easement for the water line from Strathcona St. to Lot A as well as a new connection paid in full for Lot B.

Agency (please print):

Cherry Creek Water District

Name (please print):

Michelle Price

Title:

Administrator

Signature:

M. Price

Date:

June 15/15

## Alex Dyer

---

**From:** Cherry Creek Fire Department [ccvfd@shaw.ca]  
**Sent:** June-05-15 9:59 AM  
**To:** Alex Dyer  
**Subject:** Bylaw Referral Request - P1329 (5819 Strathcona Street)

Hi Alex,

The only concerns that I can see with this subdivision is the fact that the roadway going to the back lot should be straightened, kept open, a minimum of 15 feet wide, maximum 8% grade, and be able to support a 20 ton vehicle, in order for us to access the property correctly.

Regards,

Mike Sparrow  
Fire Chief  
Cherry Creek Fire Department  
5920B Cherry Creek Road  
Port Alberni, BC  
V9Y 8R7  
e-mail [ccvfd@shaw.ca](mailto:ccvfd@shaw.ca)

**B. Van Vliet Excavating Ltd**

4707 Ires Road  
Port Alberni, B.C  
V9Y 8H4  
ph: 250 724 6762  
fax: 250 724 6792  
bjvv@shaw.ca

To Whom It May Concern:

Roy Kiss  
Lot DL 112 RA3  
1 acre

3 bedroom house



After observing the site on July 8<sup>th</sup>, observation holes that had been dug June 24<sup>th</sup> were dry, no water table present.

Good slope east to west, treed area northeast and on the west area of site. Proposed 1 Acre site has existing garage with a suite with its own tank and field as described by owner. Perc. test hole results were 13 - 15 mins, slow due to the chunky soils. Approximately 18in of percable soil based treatment.

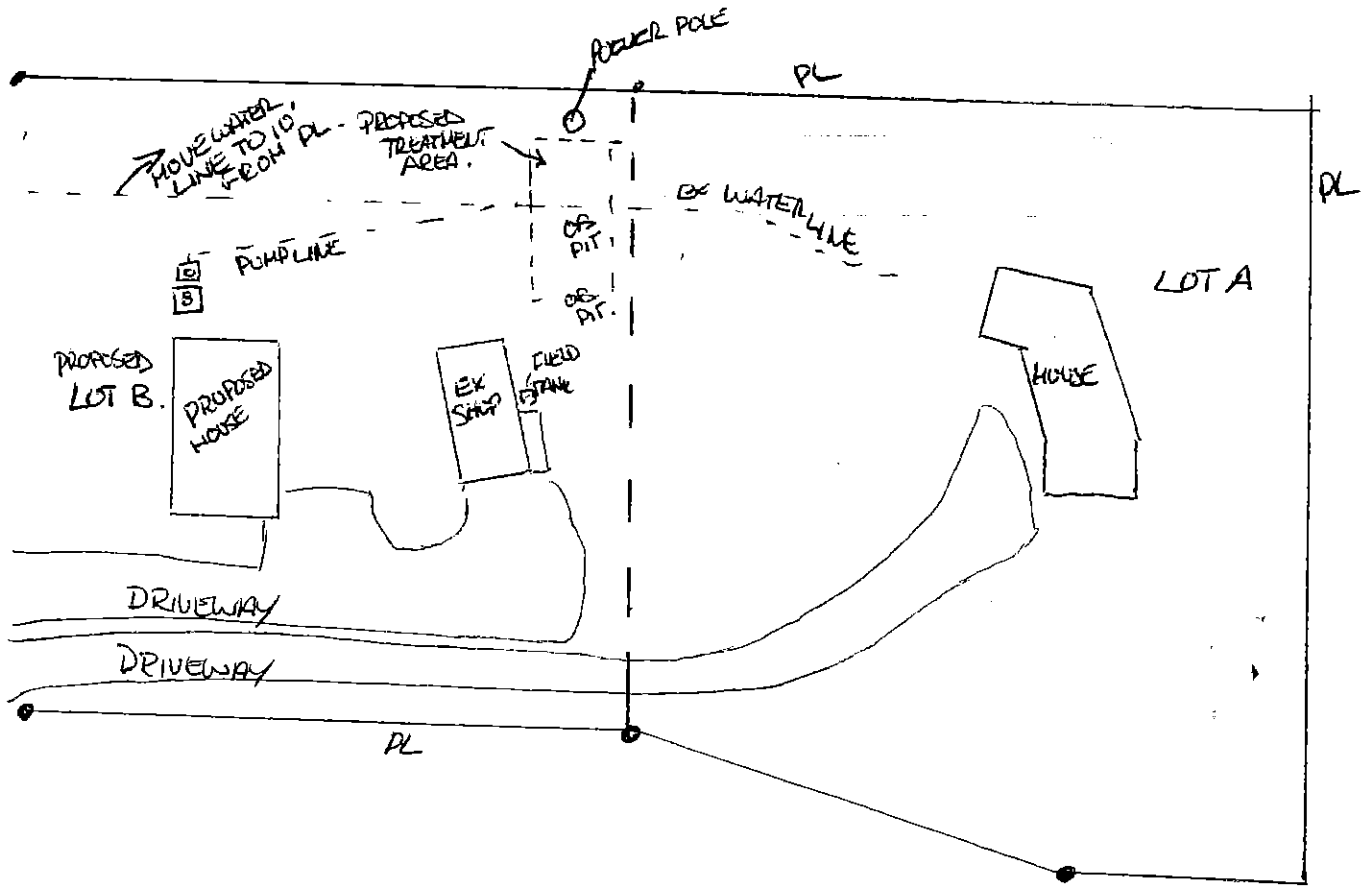
With these conditions present, recommendations are, a raised sand bed area with demand dosing, native soil plus 30 cm of sand media fill, concrete tanks with filters, discharge runs to have cleanouts on ends, each controlled by ball valves. Treatment area to be in North East corner of proposed site.

Sincerely, Brent Van Vliet

A handwritten signature in black ink, appearing to read "Brent Van Vliet".

REGISTERED  
AUG 14 2015

STRATHCANA STREET



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1329**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 679**

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

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

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1329.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 1, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN VIP85667 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 27<sup>th</sup> day of May, 2015  
Public Hearing held this 30<sup>th</sup> day of November, 2015  
Read a second time this     day of     , 2015  
Read a third time this     day of     , 2015

Adopted this     day of     , 2015

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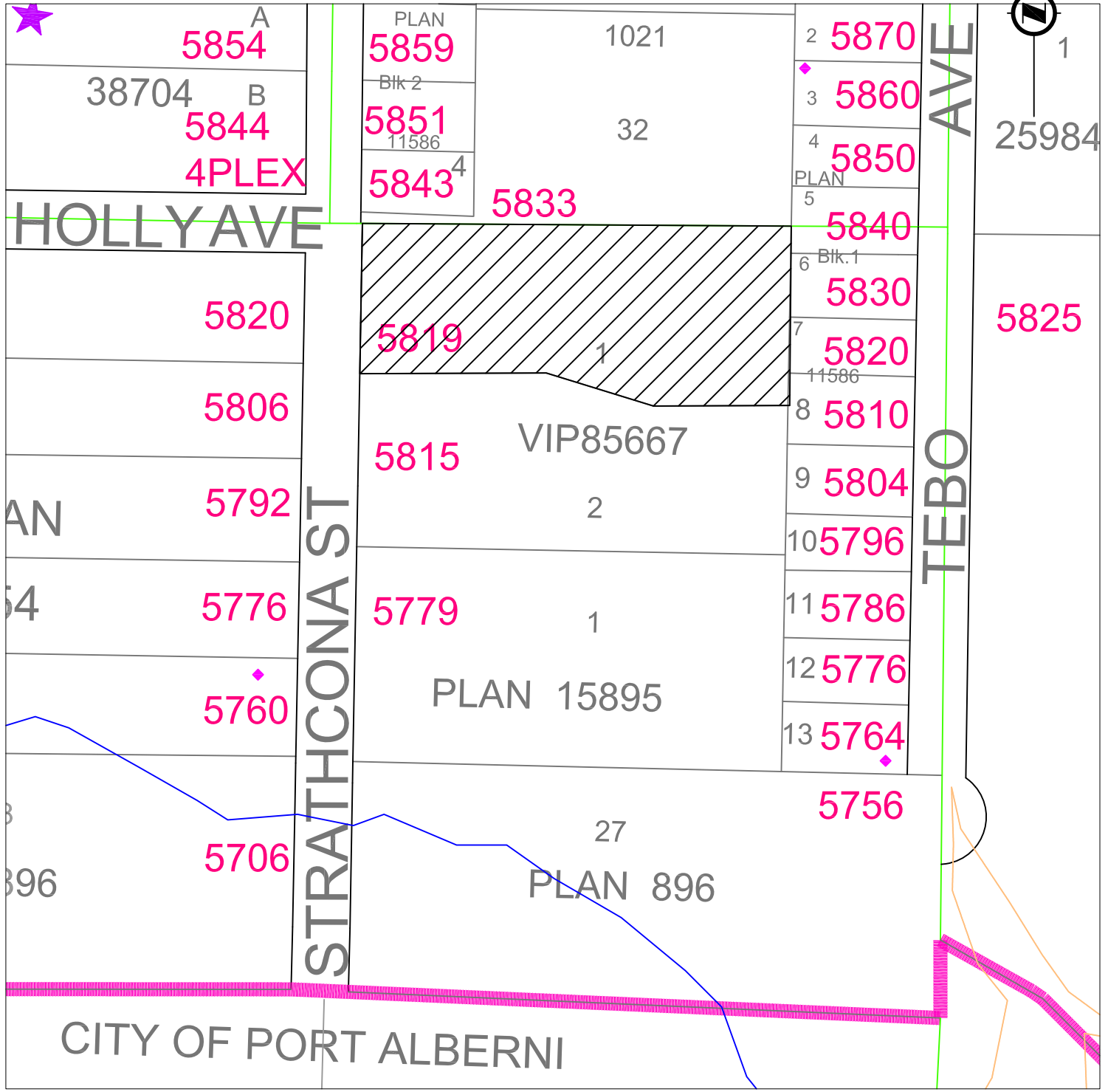
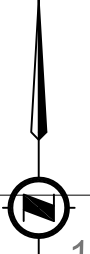
Russell Dyson, CAO

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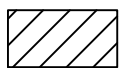
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1329



Legal Description: LOT 1, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN VIP85667



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000







## MEMORANDUM

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

**FROM:** Alex Dyer, Planner

**DATE:** December 3, 2015

**RE:** Willowbrae Creek Restoration Plan

---

### Recommendation

THAT the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek

### Background


The Electoral Area Directors Committee considered a Request for Decision at their November 4, 2015 meeting to provide funding to develop a restoration plan for Willowbrae Creek located in the Electoral Area "C" (Long Beach) approximately 2 km south of the Tofino-Ucluelet Highway junction.


The Electoral Area Directors Committee passed the following resolutions at the November 4, 2015 meeting:

*THAT the Electoral Area Directors Committee recommend that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek with the funds coming from the Rural Planning budget.*

*THAT funding for fish habitat assessments and restorations in the electoral areas be referred for consideration during 2016 budget discussions.*

The attached Request for Decision provides greater detail on the Willowbrae Creek fish habitat assessment and restoration project.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Russell Dyson, Chief Administrative Officer; and  
Electoral Area Directors

**From:** Alex Dyer, Planner

**Meeting Date:** October 29, 2015

**Subject:** Willowbrae Creek Restoration Plan

---

**Recommendation:**

THAT the Electoral Area Directors Committee recommend that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek.

**Desired Outcome:**

To complete a fish habitat assessment and develop a restoration plan for Willowbrae Creek in the Long Beach area. Willowbrae Creek is located +/- 2 km south of the Tofino-Ucluelet Highway junction.

**Summary:**

The project would include a detailed fish habitat assessment of the full length of Willowbrae Creek and provide recommendations for a restoration plan that would result in an improvement in the fish habitat values of the stream.

**Background:**

In 2013, Planning staff reviewed an application for a development variance and a development permit for an addition to a single family dwelling in the Long Beach area. Willowbrae Creek dissects the property and as a condition of the variance being approved, a report from a Professional Biologist was required.

Dave Clough, R.P.Bio assessed the site and prepared a report dated June 19, 2013. The report provided the following description of the stream:

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

The assessment of the stream for this development application did not extend beyond the confines of the subject property in any great detail. The Area Director for Electoral Area "C" (Long Beach) asked staff

to look into options for a full assessment of the stream which would propose a restoration plan.

Dave Clough provided an overview for a complete fish habitat assessment of the stream using standard urban salmon habitat methodology (attached as Appendix A). The assessment would identify the physical size and habitat complexity of the stream and look at key aspects such as small/large wood debris, spawning gravel, erosion, fish barriers and riparian health.

The assessment would require one day in the field with two people and two days writing up the habitat assessment report and restoration plan. The estimated cost for an assessment of this nature is \$1,850. He also provided details and an estimate for completing the restoration of the creek which includes wood debris movement, spawning gravel placement, culvert work and riparian planting. This full restoration of the stream is estimated to cost up to \$10,000.

Planning staff have done some preliminary work with staff at the Central West Coast Forest Society (CWCFS) to identify grant opportunities to fund the restoration of the stream. Potential grants have been identified with Mountain Equipment Co-op, TD Friends of the Environment Foundation, Real Estate Foundation and the Royal Bank of Canada Blue Water Project.

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


Minimal staff time required to liaise with the Biologist.

**Financial:**

The cost of the stream assessment would come from the Rural Planning budget in the 2015-2019 Financial Plan.

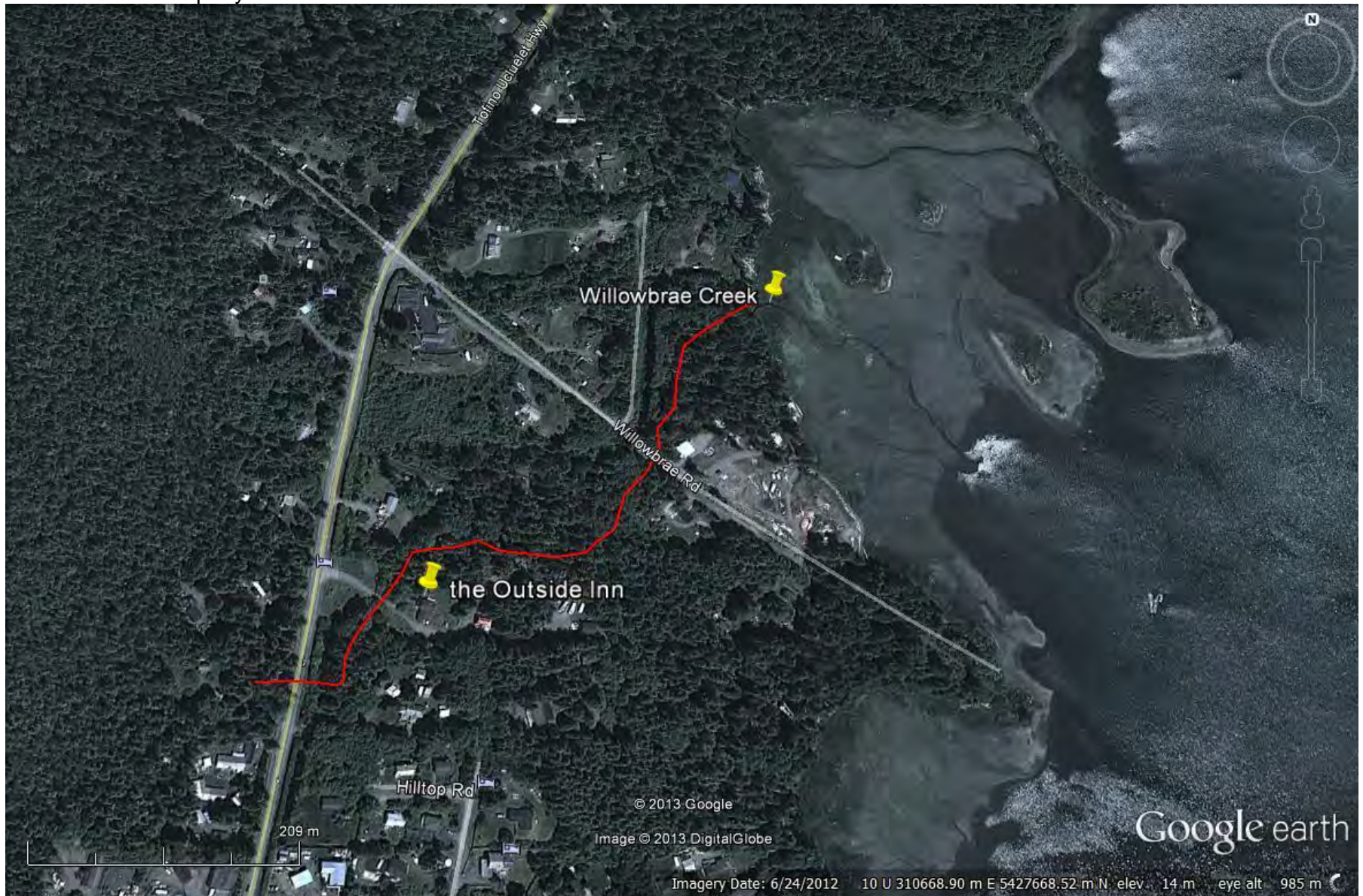
**Options Considered:**

- 1) Continue to look for grant opportunities to fund the stream assessment as well as the realization of a restoration plan.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg MCIP, Manager of Planning and Development

Willowbrae Creek/Property Location





CRIMINAL PARK (each)

70

3694

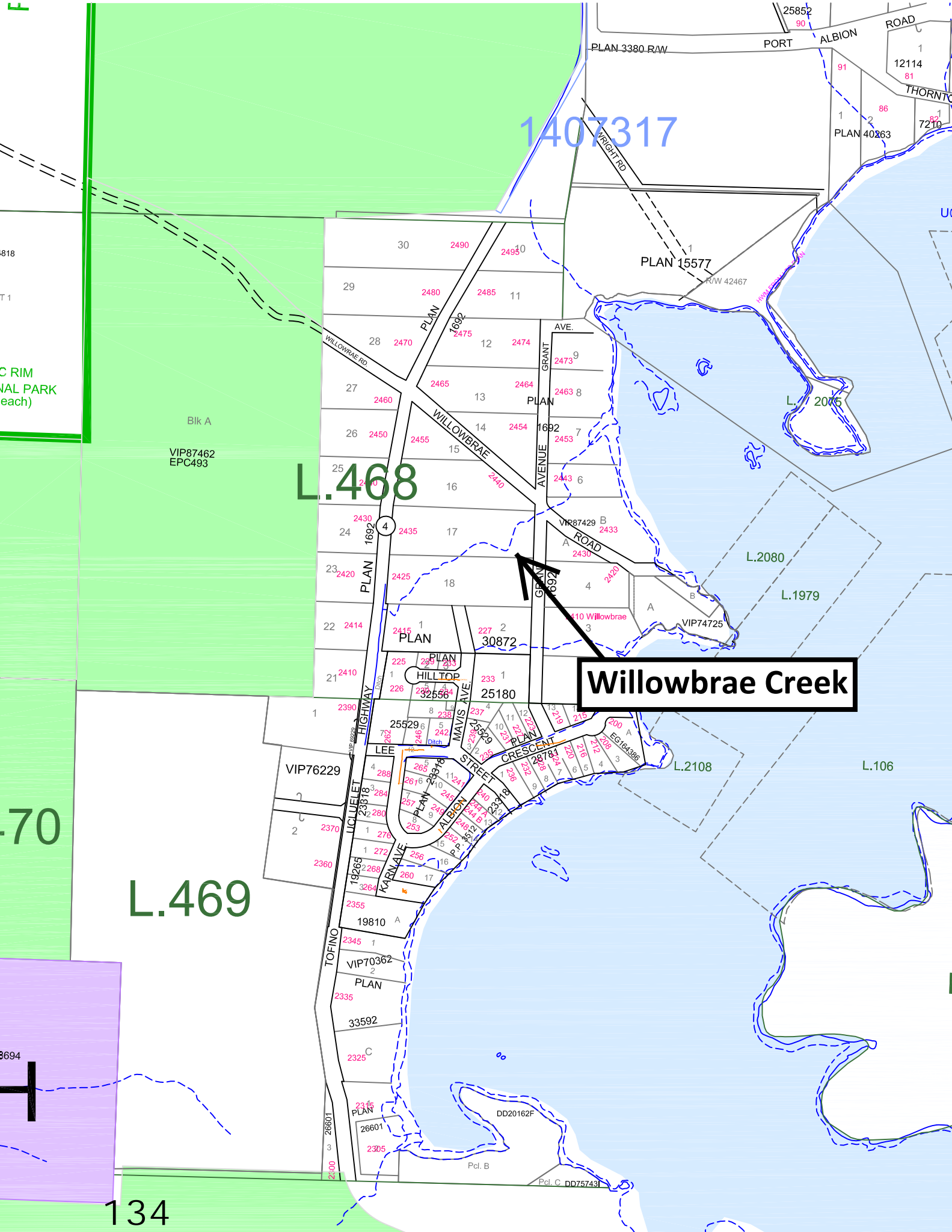
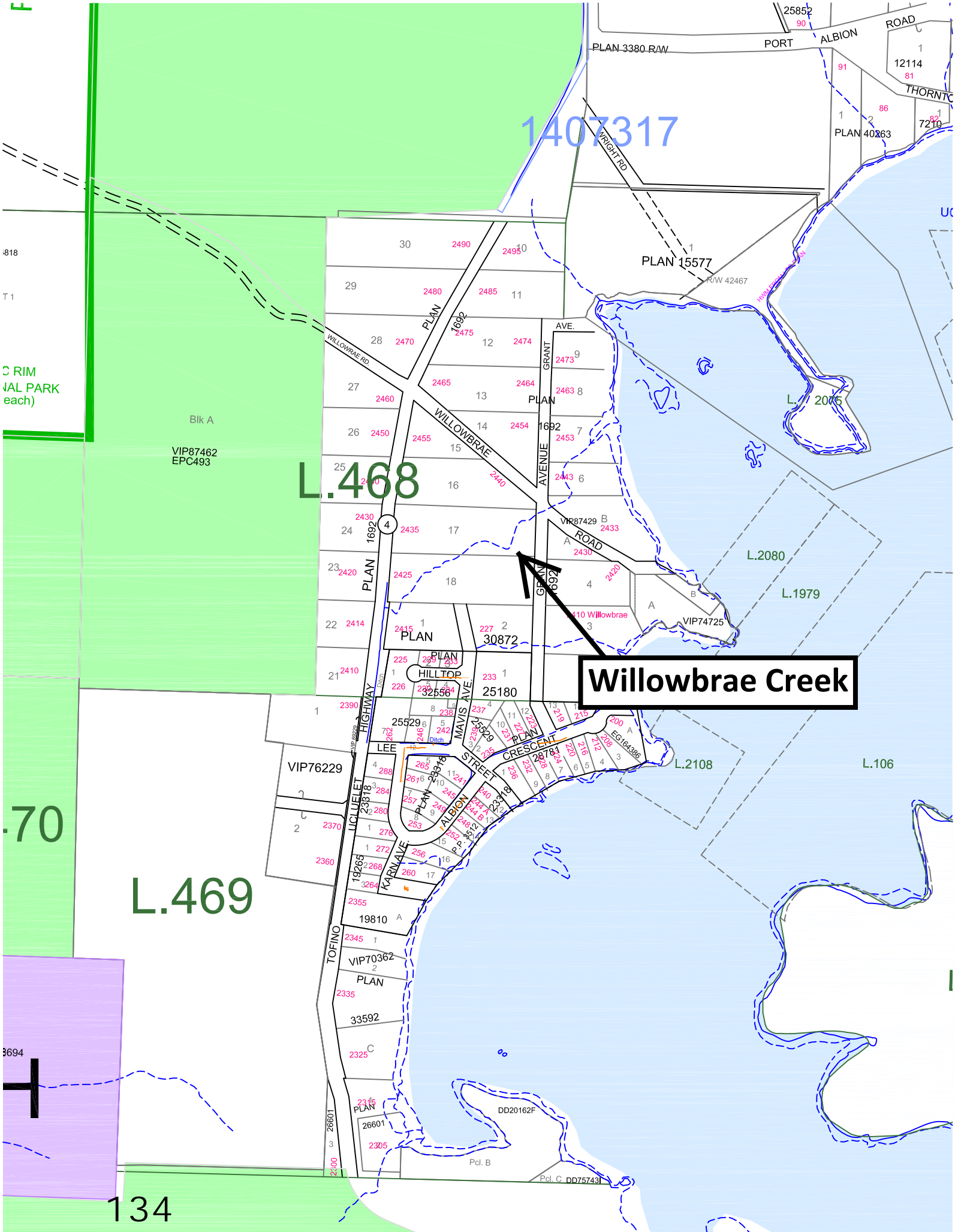
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**Willowbrae Creek**





## MEMORANDUM

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** December 4, 2015  
**Subject:** Staff Report

---

The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- 2016 Budget preparation;
- AV Regional Airport Runway Extension - responding to information requests; meetings with license holders; FLNR application; Meeting with Minister of FLNR; lease proposal
- Salmon Beach Services – Assess water study results; refer to Island Health
- 2015 CUPE Negotiations – Contract finalized and signed;
- Dog Mountain – Review mitigation report and public inquiries;
- Negotiations with regards to various land interests;
- Background work for June 2016 Exercise Coastal Response – Attended planning session and developing local response;
- Discussions and improved Somass River monitoring;
- Electoral Area Initiatives;
- NI 911 Repeater Sites – Agreements;
- Sproat Lake Volunteer Fire Department Review;
- Continued Administration of 2015 Woodstove Exchange Program & Funding application for 2016;
- Securing ESS Services through Canadian Red Cross Society;
- EOC Upgrades and personnel overview;
- Reception Centre planning with the City of Port Alberni
- Preparation – Board Strategy Session



Submitted by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer





## MEMORANDUM

**TO:** Regional Board of Directors

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

**DATE:** December 2, 2015

**RE:** **Monthly Activity Report – Planning and Development**

---

2014 Total	2015 Total	APPLICATION
5	7	Rezoning
15	24	Development Permit and Development Variance Permit
11	4	Subdivisions
4	0	Agricultural Land Reserve
3	1	Board of Variance
12	10	Crown Leases
30	31	Bylaw Enforcement
11	15	Miscellaneous
91	92	TOTAL APPLICATION RECEIVED

### Other Planning Projects

Work continues on the new zoning bylaw.

Planning staff continue to work on the AV Airport expansion project and the OLS clearing.

Mapping for the Long Beach Airport.

Two public hearings were held and another is scheduled for December 17.

Work continues with local agricultural initiatives.

Bylaw enforcement continues to be a busy area.

Mike Irg, Manager of Planning and Development

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of December 4, 2015**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?if?ath Government possible participation in the South Long Beach Multi Purpose Bike Path in the future.	Russell	Yuułu?if?ath to respond
2.	July 10 <sup>th</sup> Board	Contact and work with the Nuuchahnulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation.	Reconcil. Committee	Committee met with Friendship Centre – Oct. 20
3.	April 9th Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings.	Reconcil. Committee	Committee to review status
4.	Feb. 11 <sup>th</sup> Board	Consult with affected interests of the AVRA expansion including Greenmax, SD#70, Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies, AV Drag Racing Assoc. and Hupacasath First Nation and Tseshaht First Nation	Russell	Ongoing - TFN support received
5.	May 27 <sup>th</sup> Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	Assessing water system
6.	Sept. 16 <sup>th</sup> Special Board	Coastal Response Local Planning Committee to prepare a report outlining a local plan to participate in the June 2016 Coastal Response Exercise	Russell	Awaiting feedback EMBC
7.	Sept. 16 <sup>th</sup> AV & Bamfield Services Comm.	A 3 person committee made up of the CAO, Chairperson Osborne and Director McNabb was established to continue to meet with the Tseshaht First Nation to discuss tenure at the AV Landfill - arrange next meeting	Russell	Next steps requested of Tseshaht FN
8.	Oct. 14 <sup>th</sup> Board	The Board directed staff to investigate the possibility of assisting Alberni Valley Transition Towns Society with office space for their part time coordinator	Russell	Investigating
9.	Nov. 25 <sup>th</sup> Board	The Board appointed Director Banton to the Vancouver Regional Library Board for 2016 and Director McLeman as Alternate – Send in appointment paperwork	Wendy/ Tracy	Done
10.	November 25 <sup>th</sup> Board	Request a meeting with the Ministry of Forests, Lands and Natural Resource Operations to provide input on the Timber Supply Review for the Arrowsmith Timber Supply Area and impacts on properties within the Regional District	Wendy	Meeting arranged – Dec. 10 <sup>th</sup> , 10:00 am

#	Date	Action Item	Assigned to	Target Date/Update
11.	November 25 <sup>th</sup> Board	Forward a thank you letter to the Tseshaht First Nation for providing a letter of support for the Alberni Valley Airport expansion project	Wendy	Done
12.	November 25 <sup>th</sup> Board	The report on the Reception Centre Management Plan for the Alberni Valley was referred to the next Board of Directors meeting – provide further information on the service agreement and a budget	Russell	Dec. 11 <sup>th</sup> Agenda package
<b>Finance Department</b>				
13.	July 22 Board	The Board approved staff re-applying for an Infrastructure Planning Grant on behalf of the Cherry Creek Waterworks District (CCWW) to develop an infrastructure improvement plan – submit application.	Andrew/ Janice	Awarded - Contacted CCWW to advise & start process
14.	Oct. 7 <sup>th</sup> WC Comm.	Include a review of lease rates at the LB Airport for consideration during 2016 Budget deliberations	Andrew	In progress – Investigating options
15.	October 28 <sup>th</sup> Board	The Board of Directors approved applying for a UBCM 2016 Asset Management Planning Grant in the amount of \$10,000 to assist in the funding the ACRD's Asset Management plan initiative process – Apply for the grant	Andrew	Applied for grant
16.	November 25 <sup>th</sup> Board	The Board referred membership renewal in the Federation of Canadian Municipalities to 2016 budget discussions	Andrew	Referred
17.	November 25 <sup>th</sup> Board	The Board of Directors gave 4 readings to the bylaw cited as “2015 to 2019 Financial Plan Amendment Bylaw No. F1115-1” – Prepare for signatures	Andrew	Done
<b>Environmental Services Department</b>				
18.	Apr. 8/10 <sup>th</sup> WC	Work with Parks Canada on the landfill road agreement.	Russell	Letter sent January 12 <sup>th</sup>
19.	May 11/11 <sup>th</sup> AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
20.	June 13/12 <sup>th</sup> BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners.	Luc	Design in progress – GPS Complete
21.	Oct. 10/12 <sup>th</sup> 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.	Russell	Drafting a bylaw for board review

#	Date	Action Item	Assigned to	Target Date/Update
22.	Nov. 13 <sup>th</sup> Board	The ACRD Board approved the replacement of 480 m or waterline on Grandview Road connecting through the Vaughn Chase subdivision to Drinkwater Road with the developer completing installation of the works and the Beaver Creek Water System contributing \$179,880 upon completion of the project – proceed with project and necessary agreements.	Mike	Project underway
23.	Nov. 13 <sup>th</sup> Board	The ACRD Board adopted the ACRD Contractor Safety and Coordination Policy as presented – Implement the Policy & provide copies to all ACRD Contractors.	Russell	In progress
24.	June 10 <sup>th</sup> Board	The Board of Directors adopt the following implementation policy for penalties at the Alberni Valley Landfill: <ul style="list-style-type: none"> <li>• Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard;</li> <li>• Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard</li> <li>• Update ACRD policy book etc.</li> </ul>	Janice/ Andrew	In progress – Reviewing with contractors to see buy in
25.	July 8 <sup>th</sup> Board	The Board of Directors passed a resolution directing staff to proceed with the three obstacle limitation surface projects on the Alberni Valley Regional Airport property and lands surrounding as outlined in the June 2015 request for proposals and the work be awarded	Mark / Heather	Done
26.	Aug. 12 <sup>th</sup> Board	Prepare a report for the next West Coast Committee regarding review of lease rates at the Long Beach Airport.	Andrew/ Janice/Mark	In Progress
27.	Sept. 9 <sup>th</sup> Board	Refer the correspondence from the District of Tofino regarding working with Eco West on green infrastructure to staff for consideration and report back to the West Coast Committee and then the Board of Directors – Prepare a report for consideration at the October 7 West Coast Committee Meeting	Andrew	In Progress
28.	Oct. 14 <sup>th</sup> Board	Award the contract for the roof removal and metal roofing installation at the 3rd Avenue Recycle Depot to Al Brown in the amount of \$85,865 plus GST	Luc	Done
29.	Oct. 14 <sup>th</sup> Board	Explore the potential hazards to air traffic regarding the 1000 Sand Hill Cranes who appear a couple times a year at the Alberni Valley Airport and take action to mitigate	Mark Fortune	Done

#	Date	Action Item	Assigned to	Target Date/Update
30.	November 25 <sup>th</sup> Board	The Board of Directors referred the report on the Alberni Valley Organics Diversion Strategy to the Alberni Valley & Bamfield Services Committee for further discussion	Andrew/ Janice	Referred to January AV & Bamfield Svs. Comm. meeting
<b>Planning Department</b>				
31.	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	Including in new zoning bylaw
32.	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
33.	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
34.	May 27 <sup>th</sup> EA Directors	Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas - The EA Directors passed a resolution instructing planning staff to re-designate major and minor streams within all electoral area official community plan areas.	Mike	Planning staff to review
35.	May 27 <sup>th</sup> EA Directors	Electoral Area Directors Committee instructed staff to bring a report to the Board on options for dealing with vacation rentals.	Mike	Planning staff to review
36.	May 27 <sup>th</sup> Board	The Board approved the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with: <ol style="list-style-type: none"> <li>1. All structures to meet BC Building Code</li> <li>2. "Use at own risk" signage is provided</li> <li>3. Material and construction costs are not from public funds</li> <li>4. Future Maintenance and Inspection to be performed by ACRD</li> </ol> As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
37.	May 27 <sup>th</sup> Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.	Mike	Planning staff to review

#	Date	Action Item	Assigned to	Target Date/Update
38.	June 24 <sup>th</sup> Board	Staff investigate Transport Canada's Ports Asset Transfer Program relating to the West Bamfield dock & report back to the Board.	Mike	On going
39.	July 22 Board	Contact the Ministry of Environment regarding the ACRD request for investigation of improved river monitoring for the Somass River Watershed and have their staff arrange for conferencing with key players.	Mike	In progress
40.	Sept. 9 <sup>th</sup> & Nov. 25 <sup>th</sup> Board	The Board passed the following resolution with regards to Nordstrom Park, 6028 Beaver Creek Road: Agree in principle to the Nordstrom Playground Proposal subject to: <ul style="list-style-type: none"> <li>• the specific make and model being approved by the ACRD staff prior to fundraising;</li> <li>• the installation of the playground structure being supervised by a qualified professional;</li> <li>• support of the Beaver Creek Advisory Planning Commission;</li> <li>• support from applicable referral agencies;</li> </ul> support from the Beaver Creek Volunteer Fire Department	Heather	Done – Private fundraising underway
41.	Oct. 9 <sup>th</sup> WC Comm.	Investigate the request from Rod's Power and Marine Ltd. to lease boat storage, indoor and outdoor at the LB Airport and report back to the Committee	Mike/ Alex	Investigating potential sites
42.	Oct. 14 <sup>th</sup> Board	The Board supported the application of the Agricultural Development Committee to host the 2017 Islands Agriculture Show (IAS) in Port Alberni and host the 2016 IAS Welcome Reception in Cowichan.	Mike	Done – Port Alberni to host event in Feb. 2017
43.	Nov. 4 <sup>th</sup> EA Directors	The Electoral Area Directors Committee directed staff to prepare a Development Approval Procedures Bylaw that includes a section that delegates the power to issue Development Permits, under sections 919.1 (1) (a) protection of the natural environment and (b) protection of development from hazardous conditions only, to the CAO – Present the draft bylaw for consideration by the EA Directors Committee prior to taking to the Board of Director for adoption	Mike	Spring 2016
44.	Nov. 4 <sup>th</sup> EA Directors	The Electoral Area Directors Committee recommends that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae	Mike	Dec. 11 <sup>th</sup> Board

#	Date	Action Item	Assigned to	Target Date/Update
		Creek with the funds coming from the Rural Planning budget – Prepare RFD to the Board		
45.	Nov. 4 <sup>th</sup> EA Directors	Refer the following for consideration during 2016 budget discussions: funding for fish habitat assessments and restorations in electoral areas	Mike	2016 Budget

Issued: December 4, 2015





Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule  
JANUARY 2016**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Wednesday, January 13th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Staff
Wednesday, January 20th	Electoral Area Directors Committee Meeting	10:30 am - Regional District Board Room	Committee, Staff
	Alberni Valley & Bamfield Services Committee Meeting	1:30 pm - Regional District Board Room	Committee, Staff
Wednesday, January 27th	Reconciliation Committee Meeting	10:00 am - Regional District Board Room	Committee, Staff
	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Staff

December 4, 2015

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
NOVEMBER, 2015**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	267,558							1	346,000	1	211,000	3	824,558
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial					1	1,000,000							1	1,000,000
Miscellenaous							2	35,324	2	42,000	1	32,000	5	109,324
<b>Totals</b>	<b>1</b>	<b>267,558</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1,000,000</b>	<b>2</b>	<b>35,324</b>	<b>3</b>	<b>388,000</b>	<b>2</b>	<b>243,000</b>	<b>9</b>	<b>1,933,882</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
NOVEMBER, 2015 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	267,558	1	420,784	9	1,438,307	5	1,075,241	6	1,799,640	4	727,615	26	5,729,146
Mobile Homes	0	0	0	0	0	0	1	105,000	0	0	2	52,602	3	157,602
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	1	4,500	4	225,253	2	34,023	1	3,000	8	266,776
Commercial	0	0	0	0	0	0	1	18,500	0	0	1	10,000	2	28,500
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	1	1,000,000	0	0	0	0	1	35,000	2	1,035,000
Miscellenaous	0	0	0	0	3	76,562	17	404,926	16	463,821	8	140,330	44	1,085,639
<b>Totals</b>	<b>1</b>	<b>267,558</b>	<b>1</b>	<b>420,784</b>	<b>14</b>	<b>2,519,369</b>	<b>28</b>	<b>1,828,920</b>	<b>24</b>	<b>2,297,484</b>	<b>17</b>	<b>968,547</b>	<b>85</b>	<b>8,302,662</b>

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>		<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>10</b>	<b>65</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2014	70	6,551,200	73	7,121,200					
2013	77	7,891,578	81	8,208,948					
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900



## MEMORANDUM

**To:** Board of Directors  
**From:** Mark Fortune, Airport Superintendent  
**Date:** December 2, 2015  
**Subject:** Alberni Valley Regional Airport (CBS8) impacts to the Sand Hill Crane migration.

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In regards to local ornithology questions, I refer to West Coast resident and bird expert Adrian Dorst.

Mr. Dorst had the following comments in regards to the Alberni Valley Regional Airport (AVRA) current operation and proposed expansion in regards to the Sand Hill Crane migration.

- The AVRA is within a migration corridor for Sandhill Cranes and Canadian Geese both spring and fall.
- A count of Sandhill Cranes was conducted for Mr. Dorst in the year 2000 by George Bradd, (who resides near Sproat Lake) with the following results:
  - Spring 2000, April 11<sup>th</sup> - 16<sup>th</sup> – 1500 hundred cranes flew North in large flocks
  - Fall 2000, Sept. 14<sup>th</sup> - 24<sup>th</sup> – large crane flocks flying South (numbers can be retrieved if required)
- Sandhill Cranes rarely land in the Alberni Valley vicinity, they overfly the area.
- General Airport activities such as flying planes during the migration periods could have an effect on Cranes and Geese.
- The actual clearing of the airport lands will not affect the migration, as they do not usually rest, and definitely do not nest in Alberni Valley.
- The clearing of the airport should not impact the Sandhill Crane migration but could attract them as they prefer big open spaces with water.

### **Conclusion:**

Bird migratory routes, elevations and calendar dates are published in the Transport Canada publication, Aeronautical Information Manual (AIM) TP 14371E as a general guidance to aviators.

There are no adverse effects to the Sandhill Crane migration anticipated with current operation or proposed construction at the Alberni Valley Regional Airport.

**From:** Liz Cookson [<mailto:lcookson@ubcm.ca>]  
**Sent:** Thursday, November 12, 2015 5:02 PM  
**To:** Liz Cookson  
**Subject:** AVICC Member Update - Call for 2016 Resolutions and Nominations

*Please forward to elected officials and the CAO.*

Attached is a memo from AVICC President, Barbara Price with the Resolutions Notice for the 2016 Convention to be held in Nanaimo from April 8-10, 2016. This attachment also includes the Call for Nominations for the AVICC Executive to be elected for 2016-2017. This year's resolutions and nomination deadline is Monday, February 22, 2016.

Members are encouraged to submit proposals for sessions they would like to see included in the 2016 Convention, especially if they relate to resolutions they expect to forward on new policy topics. Proposals may be submitted online at [http://ubcm.formstack.com/forms/avicc\\_2016\\_proposals](http://ubcm.formstack.com/forms/avicc_2016_proposals) by Friday, December 11, 2015.

Please don't hesitate to get in touch if you have any questions about the process.

Regards,

**Liz Cookson**  
Executive Coordinator, AVICC  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
(250) 356-5122



# MEMORANDUM

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

**FROM:** President Barbara Price

**DATE:** November 10, 2015

**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 22, 2016**.

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. The AVICC Executive continues to review the resolutions process to see if there are any opportunities for improvement.

#### 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.

#### Number of Resolutions

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 two resolutions after the regular resolutions deadline with only one recommended that it 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 22, 2016**.
- ✓ 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 2015 resolutions by **December 1, 2015** though 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.



# 2016 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 22, 2016**

#### **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\\_2016\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2016_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 6, 2016**.
- 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)**



## 2016 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) under the Bylaws.

A nomination and consent form should be used for all nominations (attached or on the website at [Nominations](#)).

The Chair of the 2016 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 22, 2016**

#### **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 XXXX

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 2016-17 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 22, 2016**.

- 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 emailed 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**

## Air Quality Council Meeting: November 19<sup>th</sup>, 2015

Notes from the meeting held on Thursday, November 19<sup>th</sup>, 2015 at 2:00 pm in the ACRD Downstairs Room, 3008 Fifth Avenue, Port Alberni, BC

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Present:	Judy Carlson Dave Jarrett Andrew McGifford (ACRD Environmental Services) Earle Plain (MOE) Gary Swann Sarah Thomas (Chair)
Regrets:	Larry Cross (Catalyst Paper) Ashley Popovich (Catalyst Paper) Sharie Minions (City of Port Alberni) John McNabb (ACRD) Patty Edwards (MLA's Office) Tim Pley (Fire Department)

### 1. Chair – Updates (Sarah)

#### AQC Representation

ACHN

Sarah presented to the Alberni-Clayoquot Health Network and put in a request/call to that table for a health rep.

Hupucasath

Interested in being involved but don't have resource capacity to be on the council at this time. At present they would like to receive correspondence and potentially work with us on the woodstove exchange. Infrastructure and install costs are a concern.

Tsashaht

Interested in more information. Sarah forwarded AQC mandate and info to CEO. Also spoke to the Housing manager.

Huu-ay-at

John mentioned interest. Actively promoted the Burn-it-Smart workshop. Have not heard back re: interest in the council. Andrew will follow up in his meeting next week.

**CanTimber**

Production has not yet begun. Awaiting federal permits. Will plan a tour for the AQC once production has commenced. Indication that CanTimber is considering installing an EBAM for 1 year at least to do some confirmatory monitoring.

**Cycling Advocacy**

There is an opportunity for the AQC to support cycling advocacy in town and to promote cycling as an alternative to driving to save on air emissions. In BC, vehicles account for 60% of air pollution (BC Lung).



	<p>The AQC was supportive of Sarah pursuing this. Good timing since the City Food Security and Climate Change Committee is interested in promoting cycling and can put their weight behind it.</p> <p>It was also discussed that vehicle emission clinics (historically were offered through the Ministry of Transportation and Highways) could be a good public education tool to discuss vehicle emissions.</p> <p>Anti-idling campaign would be good at some point as well.</p>
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## 2. Signage/Advisory Protocol (Earle)

MOE Advisory Notifications	MOE Air Advisory notices will now include the new provisions from the updated City of Port Alberni Fire Control Bylaw which bans all outdoor burning within the city during times of poor air quality. That way the information is all in one place for people.
Digital signs, Echo and Multiplex	Progress is underway to utilize digital sign boards at Echo and the multiplex during air quality advisories to announce “Air Quality Advisory – No Outdoor Burning”

## 3. City Bylaws Update

Fire Control Bylaw	Allows fines. Allows fire dept to ban burning during poor air quality events.
Backyard burn ban	City passed a back yard burn ban effective April 2016. Work is underway to plan an event in February or March as a means of launching into this ban. It will hopefully also get action at the ACRD to work towards unifying their bylaws to follow the City.
Bylaw Unification with ACRD?	<p>Potential challenges: How does it get enforced? How is it payed for? &gt;&gt; Conservation Officers did an audit program a few years ago. This worked well. Earle is looking into this to see if we can do such a program again for next burn season.</p> <p>A lot of it is education. Check CVRD. How do they approach it? One approach would be to instigate a guidelines document which could be promoted and distributed. Means of education. Let people know the hazards of burning plastic, leaves etc. Burning leaves for example is completely unnecessary and are actually a good compost material.</p>

Compost	<p>Could leaves get picked up? City / ACRD program? Organics pilot program might be starting. Could/would this include yard waste (grass, leaves)? Examples:</p> <ul style="list-style-type: none"> <li>• Oak Bay say has a vacuum truck which goes along the curb and gathers the leaves.</li> <li>• Qualicum has a branch chipping program which occurs twice annually.</li> </ul>
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#### 4. Slash Burning and Air Quality Data (Earle)

The last air advisory (Nov 5).  
Challenges with close proximity to town.

Slash burning put particulate matter over the top in town during the first week of November. Residential woodsmoke is a real issue as well.

Issued the advisory on the 5<sup>th</sup>. In theory could have been on 4<sup>th</sup> but there was some hope that it would clear out. Unfortunately it didn't.

Earle showed graphs depicting particulate matter and wind speed and direction over the days surrounding the last air advisory. From the data, one can see that air pollution from woodstoves is significant and separate from the issue of slash burning. All of the sources need to be reduced.

MOE Regulations

Would be good to get better images of air events in order to pin point sources etc.

New regulations are in the works regarding land clearing burning. Hopefully they will be finalized before next burn season. In draft stages now.

New regulations include high, medium, low scale to reflect the differing health risk. High (proximity to population density of 200 people per square kilometer) is proposing to have buffers of 500m from the property line. Still results based and complaint driven.

Smoke management regulation – Large forestry companies sign on to voluntarily comply with stricter burning regulation that includes curing material for 9-24 months so that would not be burned when it is green, hence reducing pollution.

Currently limit the number of piles that any given company can burn at the same time. It was suggested that perhaps it would be good to limit the total number of piles and then have people bid for them and perhaps have a permit fee which would pay for the cost of air quality monitoring etc.

Air Quality Data	Port Alberni Air Quality Data report should be finished by the end of the year. In draft form now. This report compares data from the Alberni Elementary School to data from the Firehall monitoring that happened last year.
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**5. Wood Stove Exchange (Andrew)**

How did the program finish up last Spring?	23 stoves were exchanged last spring. 17 vouchers that remained for the program from September-December are all fully assigned.
What is the status of the current Program?	The program has gone well. There have been some wrinkles with new retailers coming on board et cetera but the issues are getting ironed out. Andrew has been helping out with the coordination of the program from the ACRD side.
2016 funding application	ACRD applied for 50 more stoves. Have not heard back yet.

**6. Burn it Smart Workshop (Sarah)**

Burn it Smart Workshop	<p>Part of the Woodstove Exchange AQC is organizing it in conjunction with the Port Alberni Firehall.</p> <p>Will be November 21, 2015. 2-4pm at the Port Alberni Firehall.</p> <p>Come if you can! Everyone is welcome.</p>
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**7. Tire Derived Fuel** – Larry and Ashley were unable to make it so this discussion is postponed for the next meeting.

**Next Meeting**

January. Date to be confirmed.

**Adjourn** – Meeting adjourned at 3:30 pm.