



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 11, 2015, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
- <i>Late Item: Resolution requesting that the ACRD staff investigate and prepare a report regarding damage to the crossing signal at the railway crossing on Kitsuksis Rd.</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – January 14, 2015	8-18
<i>THAT the minutes of the Board of Directors meeting held on January 14, 2015 be adopted.</i>	
b. Alberni-Clayoquot Transportation Committee – January 16, 2015	19-21
<i>THAT the minutes of the Alberni-Clayoquot Transportation meeting held on January 16, 2015 be adopted.</i>	
c. Alberni Valley & Bamfield Committee Financial Planning Meeting – February 4, 2105	22-26
<i>THAT the minutes of the Alberni Valley & Bamfield Committee Financial Planning meeting held on February 4, 2015 be adopted.</i>	
d. Electoral Area Directors Committee Financial Planning Meeting – February 4, 2015	27-29
<i>THAT the minutes of the Electoral Area Directors Committee Financial Planning meeting held on February 4, 2015 be adopted.</i>	

e. **Special Board of Directors Meeting – February 4, 2015**

30-31

THAT the minutes of the Special Board of Directors Meeting held on February 4, 2015 be adopted.

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

a. **Lori Wilson, Mapping Technician, Recognition -15 Years of Service**

**Rob Gaudreault, Building Inspector/Property Maintenance
Coordinator, Recognition - 5 Years of Service**

Alex Dyer, Planner, Recognition - 5 Years of Service

b. **Mr. Mark Hunter regarding Clean Energy.**

6. **CORRESPONDENCE FOR ACTION**

a. **REQUEST FOR LETTER OF SUPPORT**

32

Nuu-chah-nuluth/WCVI Aquatic Management Society, January 22, 2015
regarding a request for a letter of support for proposed Stewardship
Centre at Harbour Quay.

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of
support to the Nuu-chah-nuluth/WCVI Aquatic Management Society regarding
their proposed Stewardship Centre at Harbour Quay.*

b. **REQUEST FOR SUPPORT TO SAVE CANADA POST**

33-36

Canadian Union of Postal Workers, January 15, 2015 regarding request
for resolution requesting a halt to Canada Post's plan for cuts.

Board Direction

7. **CORRESPONDENCE FOR INFORMATION**

a. **DUNCAN SABINE COLLYER PARTNERS LLP**

37

Practice Sold

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

38-48

Last Call – 2015 AVICC Resolutions and Nominations
2015 AVICC AGM & Convention Brochure and Registration Form
Reminder – Resolutions and Nominations Deadline is February 23rd

c. **ISLAND COASTAL ECONOMIC TRUST**

49-50

\$5,000 Grant to Help Hornby Island Economic Planning

- d. **ALBERNI VALLEY REGATTA ASSOCIATION** **51**
Donation to the Sproat Lake Marine Patrol Programme
- e. **OMBUDSPERSON** **52-53**
Files Closed from October 1 to December 31, 2014
- f. **VANCOUVER ISLAND UNIVERSITY** **54-56**
Activity Report for the BC Regional Innovation Chair in Tourism and Sustainable Rural Development at Vancouver Island University
- g. **DISTRICT OF TOFINO TO MINISTER OF ENVIRONMENT** **57-58**
Highway 4
- h. **ISLAND CORRIDOR FOUNDATION** **59-62**
Board Meeting Notes January 2015

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **63-67**
Plan for Communal Meeting Place &
Correspondence from Property Owners at Salmon Beach
(Referred from January 14, 2015 Board Meeting)

THAT the Board of Directors of the Alberni Clayoquot Regional District approves 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:

- 1. All structures to meet BC Building Code*
- 2. "Use at own risk" signage is provided*
- 3. Material and construction costs are not from public funds*
- 4. Future Maintenance and inspection to be performed by ACRD*

As outlined in the staff report dated November 20, 2014.

- b. **REQUEST FOR DECISION** **68-79**
Fire Protection Services Agreement

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$1 (one dollar) for a one year term.

THAT the Alberni-Clayoquot Regional District Board of Directors sign a letter of understanding agreeing to review the expenses associated with the Ucluelet Volunteer Fire brigade and the Tofino Volunteer Fire Department responding to fire calls to the Long Beach Airport in January 2016, and decide how to allocate expenses across the signatories.

c. **REQUEST FOR DECISION**
Parcel Tax Roll Review Panel

80-81

THAT the Board of Directors:

- 1. Set the date for the Parcel Tax Roll Review Panel sitting for **Wednesday, February 25, 2015, 9:30am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;*
- 2. Appoint three directors and one alternate director to the Parcel Tax Roll Review Panel;*
- 3. Appoint Andrew McGifford, Accountant for the ACRD as the Collector for 2015.*

d. **REQUEST FOR DECISION**
Finance Warrant No. 549

82-117

THAT the Board of Directors approves Finance Warrant Number 549 in the amount of \$678,888.61 dated January 31, 2015.

e. **REQUEST FOR DECISION**
Alberni Valley Regional Airport Runway Expansion

118-154

THAT the ACRD Board of Directors apply to the Build Canada Fund for the AVRA expansion based on an extension to the runway to the east and no lighting or fencing for a total project cost of \$5.9 million as outlined in the Tetra Tech Report, Class A cost estimate.

THAT the ACRD Board of Directors fund its' 1/3 contribution (approximately \$2 million) for the AVRA runway expansion through borrowing.

THAT the ACRD Board of Directors amend the AVRA establishment bylaw to increase the maximum annual requisition to enable borrowing to a maximum amount of \$2 million dollars and associated operating costs for the 100' x 5000' runway, utilizing the alternate approval process.

THAT staff be instructed to consult with affected interests of the AVRA expansion including Greenmax, SD#70 (Alberni), Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies and the AV Drag Racing Association.

f. **REQUEST FOR DECISION**
Renewal of Building Inspection Agreement with the City of Port Alberni.

155-160

THAT the Board of Directors renew the BUILDING INSPECTION RESOURCE SHARING AGREEMENT between the ACRD and the City of Port Alberni, for a five

- k. **REQUEST FOR DECISION**
E911 Emergency Telephone System

191-206

THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

- l. **REQUEST FOR DECISION**
Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015

207-210

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

- m. **REQUEST FOR DECISION**
General Government Services

211-215

THAT the Board of Directors review the General Government proposed budget, make amendments if required, and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

9. PLANNING MATTERS

9.1 ALL DIRECTORS

- a. **AGRICULTURAL SUPPORT WORKERS JANUARY REPORT**
Report

216-225

THAT the Board of Directors receive the report.

10. REPORTS

10.1 STAFF REPORTS

- a. CAO Report – February 6, 2015
b. Planning & Development Manager Report –February 3, 2015

226-227

228

- | | | |
|----|---|----------------|
| c. | Financial Manager Report – February 3, 2015 | 229 |
| d. | Staff Action Items Report – February 6, 2015 | 230-234 |
| e. | Solid Waste Management Plan Initiatives Update – February 5, 2015 | 235-236 |

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

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to

- i. Labour or other employee relations;*
- ii. Litigation or potential litigation affecting the Regional District*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

Next Board of Directors Meeting: Wednesday, February 25, 2015, 1:30 PM



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 14, 2015

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

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

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

Keith Wyton, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

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

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

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

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

Jack McLeman, Councillor, City of Port Alberni

Mike Ruttan, Mayor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

The 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 Kokura

SECONDED: Director Banton

THAT the ACRD Board of Directors approve the addition of the following late items: correspondence from Julie Brix, Ken Kyler, Ron McKinlay and correspondence dated Jan. 14th regarding Communal Meeting Place in Salmon Beach and revised 2015 Committee Appointments to Outside Boards, Agencies Commissions.

CARRIED

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the ACRD Board of Directors approve the agenda as amended.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 5, 2014

MOVED: Director Bennett

SECONDED: Director Banton

THAT the minutes of the Board of Directors meeting held on December 5, 2014 be adopted.

CARRIED

b. West Coast Committee Meeting – December 11, 2014

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the minutes of the West Coast Committee meeting held on December 11, 2014 be adopted.

CARRIED

**c. Solid Waste Plan Monitoring Advisory Committee - West Coast –
December 11, 2014**

MOVED: Director Banton

SECONDED: Director McLeman

THAT the minutes of the Solid Waste Plan Monitoring Advisory Committee – West Coast meeting held on December 11, 2014 be adopted.

CARRIED

**d. Solid Waste Plan Monitoring Advisory Committee - Alberni Valley –
December 17, 2014**

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Solid Waste Plan Monitoring Advisory Committee – Alberni Valley meeting held on December 17, 2014 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. **Zoran Knezevic - President & CEO-Port Alberni Port Authority - Presentation of PATH and Port Activities (By Board Invitation)**

Mr. Knezevic provided an update on Port activities and ongoing development including the Port Alberni Transshipment Hub (PATH) project.

b. **James Edwards - Executive Director - Huu-ay-aht First Nation – Update LNG Project (By Board Invitation)**

Mr. Edwards, Executive Director, Huu-ay-aht First Nation introduced Chief Councillor, Jeff Cook, and Annie Merrit, LNG Community Engagement Coordinator.

Chief Councillor Cook provided opening remarks and shared a video on the LNG project in Sarita Bay. Mr. Edwards provided an update on the LNG Sarita Bay Project and upcoming communication initiatives.

c. **Mr. Scott Fraser, MLA, Alberni-Pacific Rim, regarding Welcome to New Board Members, Role of Member of the BC Legislature and Role of the Community MLA Office.**

MLA Scott Fraser welcomed new and returning ACRD Board members and provided an overview of his role as a member of the BC Legislature, role in the community and support he can provide to the Regional District.

d. **Adriane Schroeder, Alberni-Clayoquot Health Network, regarding ACHN Transportation Study.**

Ms. Schroeder presented the Affordable & Accessible Transportation study on behalf of the Alberni-Clayoquot Health Network.

6. CORRESPONDENCE FOR ACTION

a. **REQUEST FOR LETTER OF SUPPORT**

Central Westcoast Forest Society, December 10, 2014 regarding a request for a Letter of Support for Stream and Forest Restoration at Twin Rivers from Salmon Beach.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the ACRD Board of Directors forward a letter to the Central Westcoast Forest Society supporting their funding application for the Twin Rivers Stream and Forest Restoration Project.

CARRIED

b. REQUEST FOR SUPPORT

Sproat Lake Community Association, December 29, 2014, regarding a request for Investigation and Support for the expansion of cell phone coverage in the Sproat Lake Electoral Area.

MOVED: Director Cote

SECONDED: Director Bennett

THAT the ACRD Board of Directors forward a letter to Telus and other providers supporting improved cell phone coverage at Sproat Lake.

CARRIED

c. REQUEST FOR MEMBERSHIP

Federation of Canadian Municipalities, December 8, 2014, regarding request for 2015-2016 Membership Renewal.

MOVED: Director Ruttan

SECONDED: Director McLeman

THAT the Board of Directors re-new membership in the Federation of Canadian Municipalities for 2015-2016 in the amount of \$4,861.92.

CARRIED

d. INVITATION TO ATTEND CEO/CAO FORUM

Association of Vancouver Island Municipalities, January 6, 2015, regarding CEO/CAO Forum to be held in Victoria on March 24th and 25th, 2015.

MOVED: Director Kokura

SECONDED: Director McLeman

THAT the ACRD Board of Directors authorize the Chairperson and CAO to attend the CEO/CAO forum March 24th and 25th, 2015 in Victoria, BC.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. BC HYDRO

Ash River – Seismic Reviews and Dam Safety
Long Beach Area Reinforcement Project

b. BC TRANSIT

Congratulations on Recent Elections & Offer of Presentation of Benefits of Partnership with BC Transit

- c. **ISLAND COASTAL ECONOMIC TRUST**
Oceanside Initiatives to Lead Regional Economic Development Planning Process
Faster, More Secure Internet Means Jobs for Lasqueti Island
Grant Will Help Sayward Grow its Marine Sector
- d. **VANCOUVER ISLAND NORTH INFILM FILM COMMISSION**
Year End Report and 5 Year Business Plan
- e. **HUDSON'S HOPE**
Referral of Proposed Site C Dam Project to BC Utilities Commission
- f. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**
Second Call – 2015 AVICC Resolutions and Nominations
- g. **TRANS MOUNTAIN**
Trans Mountain Expansion Project
- h. **BC GOVERNMENT OFFICIAL OPPOSITION**
Congratulations on Recent Elections
- i. **METRO VANCOUVER BOARD**
Greater Vancouver Sewerage and Drainage District Municipal Solid Waste and
Recyclable Material Regulatory Bylaw No. 280.
- j. **PRA-BC**
Thank you for September 24, 2014 Letter in Support of Port Alberni
- k. **North Island College**
Congratulations on recent elections

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION**
Alberni Valley Landfill – Fencing Contract

MOVED: Director Ruttan

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors award the AV Landfill Fencing Contract to Agfor Industries Ltd. for a total tender price of \$38,433.15, including GST.

CARRIED

- b. **REQUEST FOR DECISION**
Revenue Anticipation Borrowing Bylaw

MOVED: Director Bennett

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1113, 2015".

CARRIED

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1113, 2015".

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1113, 2015".

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1113, 2015".

CARRIED

c. REQUEST FOR DECISION

Alberni Valley Regional Airport Bylaw Amendment Adoption

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "Bylaw 791-1, Port Alberni Airport Extended Service Area Establishment Bylaw Amendment, 2014".

CARRIED

d. REQUEST FOR DECISION

Motion to Cancel January 28, 2015 Board of Directors Meeting

MOVED: Director Cootes
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors cancel the regular Board of Directors meeting on Wednesday, January 28, 2015.

CARRIED

e. REQUEST FOR DECISION

Alberni Valley Emergency Response

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors support the four recommendations from the CAO's report on the December 9, 2014 storm event including the Chair writing to the province to request improved river monitoring in the Somas River water shed.

CARRIED

f. REQUEST FOR DECISION

Plan for Communal Meeting Place

Late correspondence: Julie Brix, Ken Kyler, Ron McKinlay and Jan. 14th email.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Request for Decision and late correspondence regarding the plan for the communal meeting place at Salmon Beach be referred to the next regular Board of Directors meeting.

CARRIED

g. REQUEST FOR DECISION

Franklin River Road Fire Protection

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Request for Decision regarding the Franklin River Road Fire Protection Service Agreement with the City of Port Alberni be deferred until the Regional District hears back from the City of Port Alberni.

CARRIED

h. REQUEST FOR DECISION

ACRD Confined Space Policy-(Policy Attached Separately)

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Confined Space Entry Program and Procedures Policy as presented.

CARRIED

i. REQUEST FOR DECISION

2015 Committee Appointments/Late Item: Revised Appointments to Outside Boards, Agencies, Commission.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Board of Directors approves the 2015 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented with the following amendments:

Municipal Insurance Association: Director Banton, Director McNabb (alternate)

Fisheries Resource Committee – Remove Director Jack

VI Film Commission: Director Ruttan

Reconciliation Committee: add Director Osborne and Director Ruttan

CARRIED

j. REQUEST FOR DECISION

Finance Warrant December 2014

MOVED: Director Ruttan

SECONDED: Director Banton

THAT the Board of Directors approves the 2015 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. RF14005, FRANCOEUR/ISLAND CORRIDOR, BLK 1447 & PART OF R/W VIP67988

Rezoning Application – Report and Bylaw P1325

MOVED: Director Banton

SECONDED: Director McNabb

THAT the Board of Directors receive the staff report.

CARRIED

MOVED: Director Banton

SECONDED: Director Kokura

THAT Bylaw P1325, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

*MOVED: Director Banton
SECONDED: Director Kokura*

THAT the public hearing for Bylaw P1325 be delegated to the Director for Electoral Area "F", the Alternate Director, or the Chairperson of the Regional Board.

CARRIED

9.2 ALL DIRECTORS

a. ABATTOIR FEASIBILITY STUDY Request for Decision

*MOVED: Director Kokura
SECONDED: Director Bennett*

THAT the Board of Directors provide \$5,000 in matching funds and a letter of support for an Abattoir Feasibility Study grant application to the Investment Agriculture Foundation of BC Local Government Agricultural Planning Program.

CARRIED

b. AGRICULTURAL SUPPORT WORKERS NOVEMBER REPORT Report

*MOVED: Director Kokura
SECONDED: Director McNabb*

THAT the Board of Directors receive the report.

CARRIED

c. AGRICULTURAL SUPPORT WORKERS DECEMBER REPORT Report

*MOVED: Director Bennett
SECONDED: Director Cote*

THAT the Board of Directors receive the report.

CARRIED

10.1 STAFF REPORTS

- a. CAO Report – January 9, 2015
- b. Planning & Development Manager Report – January 7, 2015

- c. Financial Manager Report – January 7, 2015
- d. Environmental Services Department Report – January 8, 2015
- e. Staff Action Items Report – January 9, 2015
- f. 2015 ACRD/ACRHD Board Meeting Schedule
- g. Building Inspector’s Report – December 2014

MOVED: Director Bennett

SECONDED: Director Cote

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

- a. **Strawberry Isle Marine Research Society**
2013 Year-End Report

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this report be received.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Cote

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

- i. *Purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to the Regional District’s interests;*
- ii. *Labour or other employee relations.*

CARRIED

MOVED: Director McLeman

SECONDED: Director Cootes

THAT the meeting be recessed at 3:42 pm in order to conduct the Alberni-Clayoquot Regional Hospital District meeting.

CARRIED

The meeting was closed to the public at 3:53 pm.

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

15. RISE AND REPORT FROM THE IN-CAMERA MEETING

The ACRD Board of Directors agrees in principle to enter into a section 219 covenant for Lot 1, District Lot 114, Clayoquot District Plan VIP73847 that ensures the property is protected from future sale and that the form and condition of the land does not change.

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director McLeman

THAT this meeting be adjourned at 4:51 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



**MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE
MEETING HELD ON JANUARY 16, 2015, 9:00AM**

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

MEMBERS

Jack McLeman, ACRD, Co-Chair

PRESENT:

Bob Cole, Alberni Valley Chamber of Commerce
Neil Malbon, Alberni Valley Chamber of Commerce
Lucas Banton, Director, ACRD
Mike Lang, PA&DLC
Mike Newton, R.F. Binnie & Associates

STAFF PRESENT:

Russell Dyson, CAO, ACRD
Tracy Bond, Administrative Assistant, ACRD
Pat Deakin, Economic Development Manager, City of Port Alberni

REGRETS:

Chris Alemany, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Dianne St. Jacques, Mayor, District of Ucluelet
Gillian Trumper, Port Alberni Port Authority, Co-Chair
Darren Deluca
Randy Orr, Island Timberlands

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:05 am.
Introductions were conducted.

2. APPROVAL OF AGENDA

MOVED: L. Banton
SECONDED: M. Lange

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. AC Transportation Committee Meeting held September 17, 2014

MOVED: L. Banton
SECONDED: B. Cole

THAT the minutes of the Transportation Committee meeting held on September 17, 2014 be adopted.

CARRIED

b. AC Transportation Committee Meeting held December 16, 2014

MOVED: L. Banton

SECONDED: B. Cole

THAT the minutes of the Transportation Committee meeting held on December 16, 2014 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. REPORTS & DISCUSSION

a. Connector Highway

Discussion regarding the Connector Highway, the Ministry of Transportation's Business Case and the UBCM Follow-up meeting with MOTI in relation to the Connector Highway.

b. Business Case

The Ministry of Transportation has agreed to do Business Case on the 2013 Alberni-Clayoquot Transportation Committee preferred alternate route to Port Alberni for a cost of \$100,000. The report is to be completed by November 30, 2015. The Alberni-Clayoquot Transportation Committee would like to make sure the Ministry's consultants have all the relevant information needed. More information regarding amount and length of closures on the highway is needed as the Ministry's list is incomplete. Not all road closures are recorded with the Ministry.

Mr. M. Newton entered the meeting at 9:30 am

M. Newton advised that he had not agreed to do a list of highway closures for the last 10 years. After much discussion it was found that the 911 Fire Dispatch may have this information. R. Dyson will contact them. The Ministry has identified 7 concerns. The Committee should address the concerns appropriately and show the problems currently experienced with the one road. Safety, delays, economic development issues must be supplied to consultants doing the study. Amount of traffic to and from the North Island must be looked at. Tofino did a tourism survey in 2014 showing origins of tourists. P. Deakin will see if he can get this information. The Lady Rose also keeps accounts of where their visitors come from. We should try and get this information. The commute time to the North Island should be looked at. The shorter time would be beneficial to workers as well as to industry. Failure to look at economic opportunities in this report could have a negative effect on our communities so this needs to be communicated to the Ministry and their

consultants. M. Newton suggested that the November 30th completion date of the study may be too lengthy. Committee members agreed and would like to see the study completed prior to a Federal election this fall. M. Newton asked Committee members to advise R. Dyson or P. Deakin of any changes they may wish and he will be in contact with them.

**c. UBCM Follow Up Meeting with MOTI - Dave Duncan and Kevin Richter
January 26, 1:30 pm, 5B – 940 Blanshard Street, Victoria, BC**

Discussion regarding on how this group should proceed at the UBCM Follow Up Meeting on January 26, 2015 in Victoria. Request that The Terms of Reference include a list of stakeholders. Speak about initiatives such as the shipping hub and suggest failure to look at economic development in the study could have a negative effect on our communities. Request completion of the report to be June 30th not November 30th, 2015. Express our appreciation for the Ministry's commitment to fund a business case on the 2013 Alberni-Clayoquot Regional District preferred connector road route. The Port Alberni group to bring information packages. The "Next Steps" in the R.F. Binnie Report are to be refined so they are not so vague prior to the meeting in Victoria. M. Newton will revise.

MOVED: J. McLeman

SECONDED: L. Banton

THAT D. Deluca, M. Newton and P. Deakin to examine the draft terms of reference for the Jan. 26th meeting.

CARRIED

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. NEW BUSINESS

8. NEXT MEETING

The next Committee meeting will be at the call of the Chairs.

9. ADJOURN

MOVED: J. McLeman

SECONDED: L. Banton

CARRIED

THAT this meeting be adjourned at 10:20 am.



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD COMMITTEE FINANCIAL PLANNING MEETING HELD ON WEDNESDAY, FEBRUARY 4, 2015

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

DIRECTORS PRESENT: John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Penny Cote, Electoral Area "D" (Sproat Lake)
Lucas Banton, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
John Jack, Councillor, Huu-ay-aht First Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Mike Irg, Manager of Planning and Development
Teri Fong, Manager of Finance
Andrew McGifford, Accountant
Wendy Thomson, Manager of Administrative Services
Mark Fortune, Airport Superintendent

OTHER: Al McGill, McGill & Associates Engineering

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Banton

THAT the agenda be approved as circulated.

CARRIED

3. CORRESPONDENCE FOR INFORMATION

- a. **Alberni Valley Social Planning Council**
Re: Regional Emergency Coordinator.

4. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley & Bamfield Waste Management.

*MOVED: Director Kokura
SECONDED: Director Banton*

THAT the Alberni Valley Committee approve the Alberni Valley Landfill & Bamfield Waste Management budget for inclusion in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

*MOVED: Director Banton
SECONDED: Director Ruttan*

THAT Alberni Valley Committee request the Consultant conducting the AV Solid Waste Monitoring Plan review to provide a report to the Board on increasing tipping fees at the Alberni Valley Landfill as soon as possible in order to consider during 2015 budget deliberations.

CARRIED

b. Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley Regional Airport.

*MOVED: Director Kokura
SECONDED: Director Ruttan*

THAT the Alberni Valley Committee approve the Alberni Valley Regional Airport budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley Regional Airport Runway Extension.

*MOVED: Director McLeman
SECONDED: Director Ruttan*

THAT the Alberni Valley Committee recommends the ACRD Board of Directors apply to the Build Canada Fund for the AVRA expansion based on an extension to the runway to the east and no lighting or fencing for a total project cost of \$5.9 million as outlined in the Tetra Tech Report, Class A cost estimate.

CARRIED

MOVED: Director Cote

SECONDED: Director Ruttan

THAT the Alberni Valley Committee recommends the ACRD Board of Directors fund its' 1/3 contribution (approximately \$2 million) for the AVRA runway expansion through borrowing.

CARRIED

MOVED: Director Cote

SECONDED: Director Banton

THAT the Alberni Valley Committee recommends staff be instructed to consult with affected interests of the AVRA expansion including Greenmax, SD#70 (Alberni), Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies and the AV Drag Racing Association.

CARRIED

MOVED: Director McLeman

SECONDED: Director Kokura

THAT the Alberni Valley Committee recommends the ACRD Board of Directors amend the AVRA establishment bylaw to increase the maximum annual requisition to enable borrowing to a maximum amount of \$2 million dollars and associated operating costs for the 100' x 5000' runway, utilizing the alternate approval process.

CARRIED

d. Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley Emergency Planning.

MOVED: Director Ruttan

SECONDED: Director Jack

THAT the Alberni Valley Committee approve the Alberni Valley Emergency Planning budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

e. Request for Decision regarding 2015-2019 Financial Plan – Custom Transit.

MOVED: Director Cote

SECONDED: Director Banton

THAT the Alberni Valley Committee invite Custom Transit to make a presentation to the ACRD Board to explain the deficit surplus carried forward from 2014.

CARRIED

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Alberni Valley Committee approve the Custom Transit budget to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

f. Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley Regional Water Proposed Service.

MOVED: Director Wilfred

SECONDED: Director Jack

THAT the Alberni Valley Committee approve the Alberni Valley Regional Water Proposed Service budget be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

g. Request for Decision regarding 2015-2019 Financial Plan – Sproat Lake Marine Patrol.

MOVED: Director Cote

SECONDED: Director Cootes

THAT the Alberni Valley Committee recommend that the Board of Directors authorize the transfer of the surplus amount contained within the Sproat Lake Community Parks budget that relates to the newly established Sproat Lake Marine Patrol including the capital funds reserved for the purchase of a new patrol boat.

CARRIED

MOVED: Director Ruttan

SECONDED: Director McLeman

THAT the Alberni Valley Committee approve the Sproat Lake Marine Patrol budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

5. UNFINISHED BUSINESS

6. LATE BUSINESS

7. ADJOURN

MOVED: Director Kokura
SECONDED: Director McLeman

THAT this meeting be adjourned 12:10 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING HELD ON FEBRUARY 4, 2015

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

DIRECTORS PRESENT: John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
Penny Cote, Electoral Area "D" (Sproat Lake)
Lucas Banton, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Andrew McGifford, Accountant

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:50 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Kokura

THAT the agenda be approved as circulated with the addition of the following late item: fish restoration within electoral areas.

CARRIED

3. CORRESPONDENCE FOR INFORMATION

4. REQUEST FOR DECISIONS & BYLAWS

a. **Request for Decision regarding 2015-2019 Financial Plan – Building Inspection.**

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Electoral Area Directors approve the Building Inspection budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

b. Request for Decision regarding 2015-2019 Financial Plan – Electoral Area Administration.

MOVED: Director Kokura

SECONDED: Director Cote

THAT the Electoral Area Directors approve the Electoral Area Administration Budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. Request for Decision regarding 2015-2019 Financial Plan – Management of Development – Rural Planning.

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Electoral Area Directors develop a line item of \$10,000.00 within the Management of Development – Rural Planning for salmon restoration and assessment in developed urban rural areas of the Regional District.

DEFEATED

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Electoral Area Directors approve the Management and Development – Rural Planning to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. Request for Decision regarding 2015-2019 Financial Plan – Vancouver Island Regional Library.

MOVED: Director Cote

SECONDED: Director Banton

THAT the Electoral Area Directors approve the Vancouver Island Regional Library budget to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

5. **UNFINISHED BUSINESS**

6. **LATE BUSINESS**

7. **ADJOURN**

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this meeting be adjourned 2:51 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 4, 2015

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

DIRECTORS

Josie Osborne, Chairperson, Mayor, District of Tofino

PRESENT:

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

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

Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵatꞵ Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 12:30 pm.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. CLOSE THE MEETING TO THE PUBLIC

MOVED: Director Cote

SECONDED: Director McNabb

THAT the meeting be closed to the public to discuss matters relating to labour or other employee negotiations.

CARRIED

The meeting was closed to the public at 12:30 pm.

4. RE-OPEN THE MEETING TO THE PUBLIC

The meeting was re-opened to the public at 1:49 pm.

5. ADJOURN

MOVED: Director Cote

SECONDED: Director McNabb

THAT the meeting be adjourned at 1:50 pm.

Certified Correct:

Josie Osborne,
Chairperson

Wendy Thomson,
Manager of Administrative Services

From: Sheena Falconer [<mailto:sheena@westcoastaquatic.ca>]
Sent: Thursday, January 22, 2015 11:12 AM
To: Russell Dyson; Wendy Thomson
Subject: Stewardship Centre

Hello Russ and Wendy,

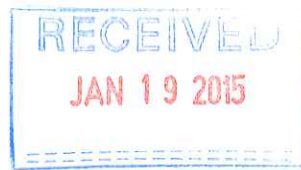
I would like to request a letter of support from the Board of Directors for our proposed Stewardship Centre. The Stewardship Centre will be located at the Harbour Quay and will serve as a centre to attract tourists and locals to experience hands on, interactive, engaging displays designed to connect them to the natural world, as they explore the "Life of Salmon". The displays will be designed to showcase the beauty of our region. Our society will work collaboratively with merchants and existing attractions.

Thank you for your time and attention in this matter.

Nuu chah nuluth/WCVI Aquatic Management Society
3- 4310 Tenth Avenue, Port Alberni, BC, V9Y 4X4
250-724-3600 ext 202

January 15, 2015

Ms. Cindy Solda
Chair
Regional District of Alberni-Clayoquot
3008 5th Ave
Port Alberni, BC V9Y 2E3



Dear Ms. Solda,

Re: Request for Support to Save Canada Post

Over a year ago, Canada Post Corporation announced a plan to change public postal service as we know it, and the government endorsed this plan. As a result, the corporation has dramatically hiked postage rates and is planning on eliminating door-to-door delivery, closing and downsizing post offices, reducing post office hours, and destroying thousands of decent jobs in communities throughout our country.

These major changes will be bad for seniors, people with mobility issues, charities, small businesses and many other people who rely on public postal service.

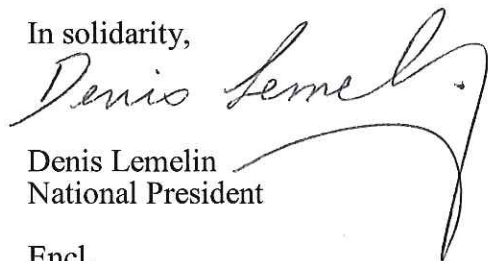
The Canadian Union of Postal Workers wants the federal government to reverse the Canada Post plan, and to look instead for ways to increase service and revenues in areas like postal banking, as other postal administrations have done. At the very least, we think the government should properly consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes.

CUPW has attached a fact sheet with more information about Canada Post's plan.

The union has also attached a resolution that it would like your municipality to consider passing. To date, over 400 municipalities and municipal organizations have passed resolutions opposing Canada Post plan for cuts, or calling for a halt to door-to-door delivery cuts until there is proper consultation. CUPW hopes you will think about joining and building on these efforts by passing our or your own resolution.

Thank you very much for considering this request. Thanks as well if your municipality passed an earlier resolution in support of postal banking or improving the Canadian Postal Service Charter. If you would like an electronic version of the resolution, please contact Brigitte Klassen at bklassen@cupw-sttp.org. Please call me at 613-236-7238 if you have any questions or concerns.

In solidarity,



Denis Lemelin
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225

SAVE CANADA POST - STOP THE CUTS

WHEREAS Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, drastically increasing postage rates and closing, downsizing and reducing hours at post offices:

WHEREAS Canada Post did not properly consult on these changes, effectively eliminating any opportunity for input from the people who will be most affected; and

WHEREAS closing and downsizing post offices, reducing post office hours, and eliminating door-to-door delivery will reduce service and eliminate thousands of jobs in communities throughout our country.

WHEREAS Canada Post offers a public service that needs to be protected;

BE IT RESOLVED THAT the (name of municipality) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post, and to look instead for ways to increase service and revenues in areas such as postal banking.

BE IT FURTHER RESOLVED THAT (name of municipality) ask the Federation of Canadian Municipalities to request that the federal government consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes to public postal service.

MAILING INFORMATION

Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to: Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website:
<http://www.parl.gc.ca/common/index.asp?Language=E>.

Brad Woodside, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/bk cope 225



Save Canada Post.ca

Canada Post has announced a plan to:

1. Attack the public postal network.

Canada Post plans to use more private post offices while streamlining the public postal network. This means closing and downsizing public post offices, as well as reducing their hours. Canada Post has closed about 40 urban and 75 rural post offices since 2012. This is the largest number of closures we have seen since the Conservatives closed about 1,500 rural and urban post offices in the eighties and nineties. More closures are expected. The corporation is also reviewing all urban offices to see if they can be made smaller and operated with fewer workers. In addition, it is dramatically reducing hours of service in rural communities.

2. Introduce huge postage rate hikes.

On March 31, 2014, the price of buying one stamp increased by 59% while the price of buying a book or coil of stamps increased by 35%. The price for pre-sorted and incentive letters increased by 15% and metred mail increased by 19%. These sudden and dramatic increases are unfair,

unreasonable and bad for the corporation's business. It would have been wiser and more reasonable for Canada Post to adopt gradual increases to keep up with rising costs.

3. Make our country the first in the world to eliminate door-to-door delivery.

Canada Post plans on taking away door-to-door delivery from over five million Canadian households and replacing it with community mailbox (CMB) delivery. There is a great deal of opposition to this plan, which will create huge problems for many Canadians, especially seniors and people with mobility issues. According to a recent poll, sixty per cent of people oppose the delivery cuts. In spite of this, Canada Post is determined to wipe out home mail delivery within a five year period. So far, Canada Post has announced its plans to convert more than a million households. The bulk of conversions will occur after the 2015 federal election. The federal government fully supports this major cut to public postal service.

4. Destroy 6000 to 8000 decent jobs.

Canada Post would need fewer employees if it goes to community mailbox delivery. It expects to eliminate 6000 to 8000 positions. Closing and downsizing post offices and reducing post office hours will also reduce the number of jobs in communities throughout the country. Our communities and our economy cannot afford to lose thousands of decent paying jobs.

The future of Canada Post

Canada Post and the Conservatives should consult on their plan to change public postal service as we know it. The public owns Canada Post. They have a right to input. This has not really happened in any meaningful way. Canada Post engaged in some discussions, but they were completely inadequate. The corporation held invite-only meetings in 46 communities and conducted a largely online public consultation on its future, focusing on cut. Since this time, over 400 municipalities and municipal organizations have passed resolutions or sent letters protesting the cuts or asking for a halt until there is meaningful consultation. Moreover, many thousands of Canadians have signed petitions and sent messages to their Members of Parliament (MPs). People have asked their federal representatives to tell Canada Post to stop the cuts and consider alternatives such as postal banking. Cutting might help Canada Post with its money problems in the short-term but it is not a good long-term strategy and it certainly won't improve the future of postal service in our country. The corporation should be following the lead of other postal administrations by innovating and introducing new revenue-generating services.

For more information, go to:

**Save
Canada
Post..**

Postal banking

The Canadian Union of Postal Workers (CUPW) believes that our country needs improved financial and banking services and that Canada Post is well placed to fulfill this need. Moreover, the union thinks that adding financial and banking services at Canada Post will help the corporation preserve public postal service and generate revenue. CUPW is not alone. Close to two-thirds of Canadians support Canada Post expanding revenue-generating services like bill payments, insurance and banking, according to a poll from April 2014. Many municipalities like the idea too. About 600 municipalities have passed resolutions endorsing the addition of financial and banking services at our public post office. Not only that, three former Canada Post Presidents have spoken favourably about the corporation getting more involved in financial services (i.e. Michael Warren, Andre Ouellet and Moya Greene). In recent years, Canada Post has even conducted studies on postal banking that appear to indicate that getting into financial services would be “a win-win strategy” and a “proven money-maker” for the corporation. This positive assessment was obtained through an Access to Information (ATI) request. Unfortunately, 701 of 811 pages of the ATI request were redacted. To date, Canada Post President Deepak Chopra has refused to release the 811 pages in their entirety.

Learn more. Check out *Why Canada Needs Postal Banking* at <https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

cupe 1979/cope 225



CERTIFIED GENERAL ACCOUNTANTS
MANAGEMENT CONSULTANTS



January 16, 2015

WWW.DSCP.CA

5155 ARGYLE STREET
PORT ALBERNI BC CANADA V9Y 1V3

T 250.724.5717
F 250.724.5155



Dear Friends and Clients:

It is a new year and we have news for you. We have sold our practice. The office stays the same, the staff stay and the same professional service that you have known and come to rely on, stays the same.

After much consideration, Don Jones and I have decided to sell our accounting practice. Rob Anderson and Linda Kuhr are relocating from the Fraser Valley. We have spent a good deal of time searching for the right people who are not only a match for our clients, but for the community as a whole.

Rob has many years of experience in both private and public accounting practices and is very well qualified to assist with your accounting and auditing needs. Linda has a number of years' experience in running her own manufacturing firm with her husband Pete and she will assist in running the firm.

We will be working closely with Rob and Linda over the next couple of months. In order to afford you the smoothest transition possible we will be available as needed over the coming year.

If you have any questions give one of us a call or email. We have enjoyed working with you over the years and appreciate your business. We will miss you and are most grateful for having had the opportunity to work with you.

Yours truly,

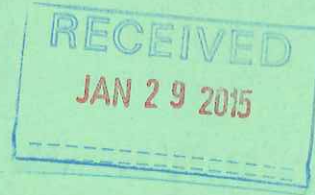
DUNCAN SABINE COLLYER PARTNERS LLP

Robert J. Duncan, CPA, CGA, CAFM
Partner



MEMORANDUM

TO: Corporate Officers
FROM: Iris Hesketh-Boles, Executive Coordinator
DATE: January 26, 2015
RE: **LAST CALL - 2015 AVICC RESOLUTIONS AND NOMINATIONS**



DEADLINE FOR RESOLUTIONS

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

SUBMISSION REQUIREMENTS

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

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online
http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form
 - b) Email to 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.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2015**.

- 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 ubcm.ca.

DEADLINE FOR NOMINATIONS TO BE INCLUDED IN THE REPORT ON NOMINATIONS

All nominations that are to be included on the *Report on Nominations* must be received in the AVICC office by **FEBRUARY 23, 2015**. Nomination and consent forms are available on avicc.ca. Nominations not received by the February 23, 2015 will be received from the floor of the AGM and Convention.



MEMORANDUM

TO: Staff Supporting the CAO and Elected Officials

FROM: Iris Hesketh-Boles, AVICC Executive Coordinator

DATE: January 26, 2014

RE: 2015 AVICC AGM & CONVENTION BROCHURE AND REGISTRATION FORM
REMINDER - RESOLUTIONS AND NOMINATIONS DEADLINE IS FEBRUARY 23

The 2015 AGM & Convention Program Brochure was sent out this week via email through your organization's general email contact. As email distribution is not 100% guaranteed, I am enclosing a single black and white copy to ensure that you, your CAO and elected officials do receive a copy. Color electronic copies are available on www.avicc.ca.

Because of the relatively small size of our Convention and the associated costs of online registration, we have chosen not to use an online registration and credit card payment option this year. For ease of completion, a downloadable form document in either Acrobat or Word is available on www.avicc.ca to assist you in completing the paperwork associated with registering your CAO and elected officials. Completed registrations can be scanned and emailed to avicc@ubcm.ca or faxed to 250-356-5119 as soon as they are completed noting that payment will follow. Member local governments are welcomed to submit one payment once all registrations have been completed. Once the registration has been entered into my system, your delegate will receive a confirmation email.

If you prefer to handwrite, the attached form can be copied as needed. The **Early Bird Registration and Cancellation deadline is March 20, 2015**. To assist with planning, I would appreciate receiving all notifications of cancellations even if a refund is not available.

If your delegate has any accessibility issues, please email me so that we can ensure that their needs are accommodated.

This is also another reminder that this year's **resolution and nomination deadline is February 23, 2015**. The electronic submissions can be made either online or via email. If emailing, I appreciate receiving a copy of the resolution in Word format to aid in preparing the *Annual Report and Resolutions Book*.

Please don't hesitate to contact me for further information or clarification. I will look forward to receiving completed registration forms and payment at your earliest convenience. If you are looking for the most up-to-date information, please do check www.avicc.ca.

As always, thank you for your assistance.

Regards,
Iris Hesketh-Boles
AVICC Executive Coordinator

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

2015 AGM & CONVENTION Courtenay, BC
April 10-12, 2015



The City of Courtenay is this year's host community. Courtenay successfully hosted AVICC Conventions in 1995 and 2005. This year local planners have been working diligently to provide delegates, sponsors and exhibitors with yet another memorable mid-island Convention experience.

In 2015, the City of Courtenay will be celebrating its centennial year with Homecoming Week set for June 26-July 5 and a series of signature events planned throughout the year highlighting the past, celebrating the present and inspiring the community's future with AVICC Life Member Ron Webber chairing the Centennial Celebration Planning Committee.

The AGM & Convention will be held in the Florence Filberg Centre with receptions being held in the historic Native Sons Hall and the Courtney and District Museum & Palaeontology Centre.



Keynote Speaker

Tonia S. Winchester
Deputy Campaign Director
Washington State Initiative 502

Marijuana legalization is an important topic facing Vancouver Island and its surrounding communities. With Washington state just across the border implementing a state-wide recreational marijuana system and the launch of the MMPR, Canada's nationwide medical marijuana mail-to-order program, the issue is even more pressing. What are the challenges of implementing full legalization, and how should communities start addressing the topic? What worked in Washington State, and how does

the current system in Canada actually operate? Tonia will provide an overview of the Washington state campaign, the current MMPR model, and will answer your questions about what your community needs to be thinking about as you approach the Canadian federal elections this year.

Tonia is a former Seattle Prosecutor who worked as Deputy Campaign Director, Washington State Initiative 502 that successfully legalized marijuana in Washington State by a 56-44 margin in November of 2012. Her role included forging alliances and getting endorsements from many groups traditionally seen as hostile to marijuana reform, as well as speaking across the state advocating for a new approach to Washington State's marijuana laws.

Most recently Tonia led the initial operational team that established and managed the Tilray medical marijuana production facility in Nanaimo, British Columbia - one of the largest medical marijuana production facilities in all of Canada. Tonia continues to speak across both the US and Canada advocating for the responsible and regulated legalization of cannabis, as well as working to help ethical and progressive businesses get established within the cannabis industry.

Tonia received her B.A. from the University of Washington and graduated cum laude from Seattle University School of Law.

2015 PROGRAM IN BRIEF

FRIDAY, APRIL 10, 2015

8:45 am	Pre-Conference Study Tour
1:45 pm	Official Opening, Keynote Address, Provincial Representative Address, Presentation
5:30 pm	Welcome Reception

SATURDAY, APRIL 11, 2015

7:30 am	Networking or Working Breakfast Presentation
8:00 am	Elections for Table Officers
8:30 am	UBCM President's Address and Resolutions
Noon	Delegates Luncheon
1:30 pm	Concurrent Workshop Sessions
2:30 pm	Elections for Director at Large
6:15 pm	Reception
7:30 pm	Dinner & Entertainment

SUNDAY, APRIL 12, 2015

7:30 am	Networking Hot Breakfast
8:30 am	Resolutions & Late Resolutions, Elections for EA Representative, Address by the Leader of the Opposition, Closing Session, Installation of New Executive & Grand Prize Award
12 noon	Adjournment

FRIDAY MORNING PRE-CONFERENCE PROGRAM

Building Cultural Bridges: Reconciliation in Action

8:30 am – Noon, Friday, April 10, 2015

Cost: \$35



Facilitated by naasʔatuk (John Rampanen). John's heritage stems from the Ahousaht First Nation in traditional Nuuchah-nulth territory. Through his collection of historical accounts, language and cultural practices across Vancouver Island he has developed an experiential workshop that provides an in-depth and intrinsic approach that explores the rich and diverse cultures, values and beliefs of the First Peoples of this island.

This is a half-day exploration of the history, current status and opportunities for local First Nations. In addition, this workshop will provide an opportunity for participants to explore, design and initiate meaningful cross-cultural dialogue and identify key common ground issues, opportunities for collaboration and respectful relationship building practices.

This workshop is ideal for delegates whose local governments or organizations are working alongside First Nations and/or are interested in enhancing relations and nurturing opportunities and potential within cross-cultural collaborations and decision-making.

Study Tour of the North Island Hospitals Project and the Vancouver Island Visitor Centre

8:30-11:30 am, Friday, April 10, 2015

Cost: \$15



The \$606.2M **North Island Hospitals Project (NIHP)** is the largest project that Island Health (VIHA) has undertaken to date. This Public-Private Partnership approach will provide new and expanded infrastructure that will ensure enhanced quality and safety, greater efficiency, flexibility, adaptability, and maximum recruitment and retention potential for Island Health. The NIHP Project is responsible for the building of a new \$331.7 million, 153-bed Comox Valley Hospital and a new \$274.5 million, 95-bed Campbell River Hospital, both slated for completion in late 2017.

Along with major innovations in building design and technology, the project is also unique in the efforts placed on community consultation and information sharing through quarterly community information sessions, the formation of a Public-Patient Advisory Committee, an Aboriginal Working Group, and design team consultation with clinical user groups. NIHP has been recognized by the Canadian Council for Public-Private Partnerships for innovation and excellence in public-private partnerships receiving the Silver Award for Infrastructure Sustainability. Nearly 90% of the total employment on both sites to date is from Vancouver Island.

Chief Project Officer Tom Sparrow will provide delegates with personal insight and lessons learned showcasing some of the unique demands placed on the municipalities and outline the processes to assist municipal leaders and staff with regards to effectively managing those demands when large infrastructure projects of this scope and magnitude are introduced into their communities. The delegates will be able to watch construction taking place at the Comox Valley Hospital site from the safety of their tour bus and see/speak directly with clinical and technical project team representatives about key clinical rooms that are in the final stages of design.

Since opening in 2011, the **Vancouver Island Visitor Centre** in the Comox Valley has been welcoming locals and visitors alike. Delegates will tour the award-winning facility and exhibits.

See www.avicc.ca for an expanded program description.



2015 AVICC AGM & CONVENTION

Courtenay, BC
April 10-12, 2015

CONVENTION PROGRAM

The Program Format

Based on a successful tradition, the 2015 program will integrate the regular business of the annual general meeting, debate on resolutions and holding of elections with a variety of presentations and workshops on topical issues, addresses by key political speakers and opportunities for networking.

A draft of the detailed program is expected to be available by mid-February on AVICC.ca. In order to accommodate emergent issues the program does not become final until just prior to the AGM & Convention.

Some program highlights that have been confirmed include:

Why Municipal Support is Necessary: Building Strong Communities Through Affordable Housing

With greater proportions of our population living in core housing need (221,470 of British Columbia households in Core Housing Need in 2006 and 23% of all British Columbia households are paying more than 50% of their income on rent in 2014), compounded by limited funds and shrinking federal government support for housing, non-profit organizations are experiencing increased pressure to service our vulnerable sector with inadequate support. This session is a push for action by local governments to positively utilize their planning power to advance affordable housing initiatives. This session will provide an overview of why effective collaboration between municipal governments and non-profits is necessary, and will highlight specific ways municipal governments can support non-profits in developing affordable housing.

Presenters: *Kevin Albers, CEO and Kaela Schramm, Director of Projects and Planning, M'akola Development Services*

Wastewater Treatment/Resource Recovery Advances

An advanced wastewater treatment facility, Sechelt's Water Resource Centre (WRC) is designed to process wastewater into dewatered biosolids suitable for composting and high quality effluent water suitable for a wide range of reuses. State of the art technology and innovation in design reduce both pollutant discharge and operating costs. With noise and odour minimization, a compact footprint and appealing design, the WRC is integrated into a park space that complements the adjacent nature reserve and residential community. Removal of hormones and pharmaceuticals from effluent water using biochar made from the biosolids is slated to be tested at the WRC in 2015.

Presenter: *Paul Nash, Project Coordinator, Sechelt Water Resource Centre*

Planning for Island-wide Intermodal Transportation

Whether the focus is rapid transit in Greater Victoria, container shipping in Nanaimo, LNG in Port Alberni, passenger/cargo rail, export capacity, BC Ferry schedules, new road proposals, airport expansions, public transit efficiencies, foot passenger ferries, peak session shipping capacity, or barging solid waste, it is time for a comprehensive intermodal transportation plan to turn what is widely viewed as an 'Island liability' into an economic advantage. Our panel of experts will engage your ideas as we work toward a prioritized plan to improve connectiveness, efficiency and accessibility.

RESOLUTIONS

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions received prior to the **February 23, 2015** deadline will be processed and included in the Annual Report and Resolutions book that will be mailed to members in late-March. See www.AVICC.ca for more information.

Late Resolutions:

Resolutions received after the deadline are considered "late" but will be accepted by the Executive Coordinator up until noon, **Wednesday, April 8, 2015**.

Members are reminded that, to be admitted for debate, a late resolution must be deemed to be of an urgent or emergency nature and should address an issue that has arisen after the February 23 deadline date.

The Resolutions Committee will review all late resolutions and prepare a report to the Convention including a recommendation as to whether the resolution meets the criteria and should be admitted for debate.

Reminder

*Resolutions and Nominations
Deadline
February 23, 2015*

See www.AVICC.ca for submission requirements and nomination forms.



2015 AVICC AGM & CONVENTION

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CONVENTION PROGRAM

Open Space Workshop

Open Space is an interactive opportunity for conference participants to seize control of the agenda and talk about the topics that matter to you - so come armed with ideas, questions, and an open mind, and follow the law of two feet: If you find yourself in a situation where you are not contributing or learning, move somewhere where you can."

Facilitator: AVICC Director and Port Hardy Councillor Jessie Hemphill

Other sessions under development include:

- Future of Coastal Ferry Services
- Converting Waste to Energy Information Session
- UBCM Resolutions Process

Political Speakers

Invitations have been extended to Premier Christy Clark; Leader of the Official Opposition Mr. John Horgan; Community, Sport and Cultural Development Minister Coralee Oakes and UBCM President, Burnaby Councillor Sav Dhaliwal.

Working Breakfast Session

Regulation of Forest Management Activities on Private Managed Forest Land

The Managed Forest Council will discuss its role as the regulator of forest management practices on private managed forest land. The session will provide delegates with specific knowledge on the Managed Forest Program, its provincial mandate and the effectiveness of its professional reliance model in protecting five key resource areas on private managed forest land. The presentation is designed to answer questions elected officials may have around Council regulatory standards and how an owner's performance around these standards are evaluated through its ongoing inspection and investigation program.

Presenter: Rod Davis, Chair, Managed Forest Council

ELECTIONS

The membership elects directors during the AGM & Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to AVICC between Conventions.

The following positions are open for nomination:

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

To be included in *The Report on Nominations*, nominations must be received by February 23, 2015.

For further information on the elections process or to submit a nomination, please contact:

Past President Joe Stanhope
Chair, 2015 Nominating Committee
c/o AVICC, 525 Government Street
Victoria, BC V8V 0A8
Fax: 250-356-5119
EM: iheskethboles@ubcm.ca
or visit our website at www.AVICC.ca



NETWORKING AND SOCIAL ACTIVITIES

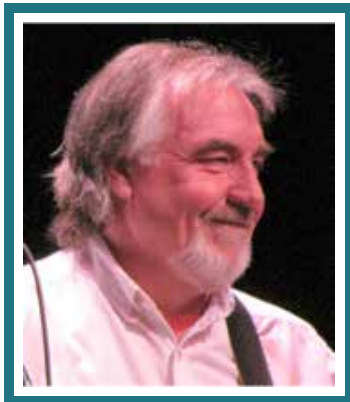
Providing delegates with the opportunity to connect with colleagues and develop new relationships are key program objectives. In addition to breakfasts both Saturday and Sunday morning, morning and afternoon refreshment breaks and Saturday's Delegates Lunch, two networking and social highlights of the 2015 AGM & Convention will be the Friday evening Welcome Reception and the Saturday evening Annual Banquet.

2015 Welcome Reception

The Welcome Reception will be held from 5:30-7:30 pm Friday evening in the historic Native Sons Hall, the largest free span log building in Canada. Built in 1928 as Courtenay's original recreation centre, it was renovated in 2010. The annual Mini Marketplace and Tradeshow will be open for delegates to peruse while enjoying delectable hors d'oeuvres and beverages served by Tria Fine Catering.

Annual Banquet

The pre-banquet reception will be held in the Courtney and District Museum & Palaeontology Centre, a short distance from the Florence Filberg Centre. The banquet itself will be in the main Conference Hall of the Filberg Centre and will feature a thoughtful menu created and prepared by Tria Fine Catering with seasonal ingredients and sourced from local growers and producers.



John Reynolds

Executive is delighted that singer, songwriter and comedian John Reynolds will be singing and storytelling for delegates at the 2015 Convention Annual Banquet. Reynolds was born in Belfast Northern Ireland and worked with the Irish Rovers for over 20 years. He has been nominated for two Canadian Academy of Recording Arts Awards and is a producer and performer of many radio jingles. He has numerous appearances on radio and television including on CTV's The Rita McNeil Show and Madly Off In All Directions, and on two PBS specials.

Also performing is 16 year old Keisja Cox, an accomplished singer/songwriter from the Comox Valley. Keisja is a passionate anti bullying advocate and a thought provoking motivational speaker on youth supporting youth.



Keisja Cox

Mini Marketplace/Tradeshow

As in past years, AVICC will host a small tradeshow. Many of our sponsors will be staffing information booths. The tradeshow will be open during the Friday evening Welcome Reception, the Saturday morning breakfast and in conjunction with the Saturday luncheon dessert and coffee time.

THANK YOU TO OUR 2015 SPONSORS

The AVICC AGM & Convention benefits from the significant contributions of our sponsors – some who have been sponsoring this event for many years.

FortisBC

Delegate Luncheon

BC Hydro

Delegate Gift

BC Lottery Corporation

Annual Banquet Entertainment

Vancouver Island University

Welcome Reception

Municipal Finance Authority

Gold Level General Sponsor

Municipal Insurance Association

Sunday Morning Hot Breakfast

BC Assessment

Silver Level General Sponsor

ICBC

Saturday Morning Breakfast

Island Health

Annual Banquet Reception

Association for Mineral Exploration BC/ Geoscience BC

Annual Banquet Wine Co-Sponsors

Western Forest Products

Bronze General Sponsor

Shaw Communications

Partner Programs

KPMG

Friday Afternoon Refreshment Break

Private Forest Landowners Association

Saturday Morning Refreshment Break

BC Ferries

Grand Prize Award

Lorena P.D. Staples Law Corporation

Parliamentary Services

Sponsors are thanked for their generosity. Delegates will look forward to various opportunities provided by the AGM & Convention to learn about your organization's new programs or services and plans for the future.



ACTIVITIES FOR PARTNERS

Partners and other guests are encouraged to accompany delegates. In addition to joining delegates for the Friday Welcome Reception and the Saturday Reception and Banquet, the City of Courtenay is offering two special tours for partners.

Historic Walking Tour of Cumberland Village

Friday, April 10 - 2:15 - 4:15 pm

Cost: \$25 per person

Once Canada's smallest and westernmost city, the Village of Cumberland has a rich history as a coal-mining town.

The Village Walking Tour offers a lively and engaging tour filled with facts, rumours, tragedies and tales from Cumberland's colourful history. From the great fires and the great strikes, to lavish garden parties, wartime injustices and small pox isolation houses, the Village Walking Tour gives a lively glimpse into the unique history and folklore of the Village. Ambassador Tours will transport participants from the Florence Filberg Centre to Cumberland, a short 13 minute drive from downtown Courtenay.

Comox Valley Wine Tour and Lunch

Saturday, April 11 - 10:30 am to 4:00 pm

Maximum Participants: 35

Cost: \$50 per person

Sit back, relax and let Ambassador Tours take care of all the details! They will take you on a leisurely visit to four of the Comox Valley's finest wineries in comfort and luxury:

- **Beaufort Winery** - Beaufort wines are carefully handcrafted to produce consistent, high quality, award winning wines from grapes grown on the Beaufort Estate and other BC family-owned vineyards. Participants will enjoy sampling their handcrafted wines while enjoying spectacular views of the Beaufort Mountains.
- **Blue Moon Winery** - Located on a quaint organic blueberry farm, Blue Moon crafts their wine from 100% BC organic fruit, picked at the peak of the harvest.
- **Coastal Black Estate Winery** - The award winning 800 acre estate fruit winery is a family farm, made up of four generations living and working together to produce product of the highest standard, whether it be wine, fresh market fruit, or raw honey.
- **40 Knots Winery** - The name is inspired by the wind and seaside atmosphere, complete with salty air, sea lions, eagles, and playful swallows. The unique windswept environment at 40 Knots results in a drier leaf canopy, which creates an ideal growing environment for vines when combined with plentiful sunshine and warm days.

Delegates must pre-register using the conference registration form. Tours will proceed rain or shine. Please bring an umbrella and raincoat if the weather is inclement.

OPTIONAL ACTIVITIES

The City of Courtenay and neighboring communities offer a host of activities including golfing, hiking, mountain biking, walking tours, fossil-hunting and exploring spectacular gardens.

See <http://www.discovercomoxvalley.com> for information on where to explore, eat, play and special offers. Delegates and their guests may want to consider coming early or staying on after the Convention to take advantage of the varied offerings.



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LOGISTICS

Accommodations

Three hotels have been identified as the main accommodation providers for Convention delegates. Visit www.avicc.ca for rates and booking information.

Conference Venues

Business Sessions: Florence Filberg Centre, 411 Anderton Avenue
 Welcome Reception: Native Sons Hall, 360 Cliff Avenue
 Saturday Annual Banquet Reception: Courtenay Museum, 207 Fourth Street
 Saturday Annual Banquet: Florence Filberg Centre, 411 Anderton Avenue

Travelling to Courtenay

- From Nanaimo – 110 km, 1 hour, 15 minutes driving
- From Victoria – 220 km, 2 hours, 40 minutes driving

<http://www.drivebc.ca>

Parking

Ample parking is available between the Florence Filberg Centre and Native Sons Hall. The two facilities are across from one another. For those that like to walk, the Best Western Westerly Hotel and the Old House Village Hotel are about a 1 km walk following the scenic Courtenay Riverway to the Filberg Centre.

How To Register

Registration forms are available on AVICC.ca or by emailing avicc@ubcm.ca. As in the past, there is an early bird and cancellation deadline of **Friday, March 20, 2015**.

	Early (By March 20)	Late (After March 21)
Delegate Fees Includes Welcome Reception	\$150	\$180
Non-Member Delegate Fees	\$180	\$216
Annual Banquet	\$47	\$56
Welcome Reception for Partners	\$29	\$35

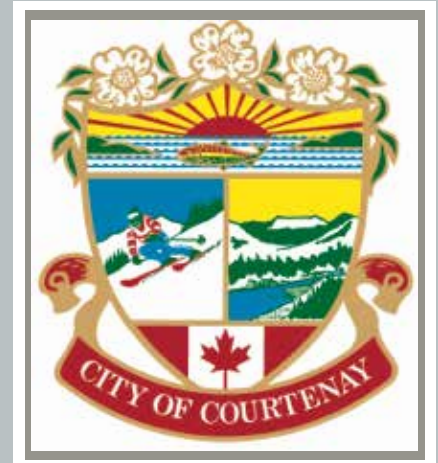
For More Information

The most current information will be posted on the www.AVICC.ca website. Please check back regularly for updates. For specific questions, please contact:

Iris Hesketh-Boles, AVICC Executive Coordinator
 Email: iheskethboles@ubcm.ca
 Telephone: 250-356-5122



HOST COMMUNITY



The host community for the 2015 AGM & Convention is the City of Courtenay. Mayor Larry Jangula and Council are thanked for their generous hospitality.

The local host planning committee includes Susan Karvalics, Legislative Services Executive Assistant; Randy Wiwchar, Director of Community Services; and John Ward, Corporate Administrator.

All local contributors are thanked for their contribution in making the 2015 AGM & Convention a terrific experience for all.



Community photos are courtesy of:
 Boomer Jerritt and Sarah Kerr



2015 AGM & CONVENTION

April 10-12, 2015

Courtenay, BC

DELEGATE REGISTRATION FORM

IMPORTANT: If completing by hand, please print. For electronic completion, download the Word form document from www.AVICC.ca and use only the tab key (not the return key) to move through the fields and a mouse click to check the boxes. Thank you.

Delegate Surname: _____ First Name: _____
(to appear on nametag)

Partner/Guest Surname: _____ First Name: _____
(to appear on nametag)

Delegate Title: _____
(e.g. Mayor, Councillor, Chair, Director, CAO)

		For AVICC Use	
Municipality/RD/Ministry/Org:	_____	Cheque #:	_____
Hotel/Motel/B&B Where Delegate is Staying:	_____	Date:	_____
Delegate Email Address:	_____	Amount:	_____

Can we add the delegate's email address to the AVICC Newsletter Distribution List? Yes No

Support Staff Email Address: _____

Food Allergies/Intolerances: _____
Delegate Partner

REGISTRATION FEES

	Postmarked by March 20, 2015	Postmarked after March 21, 2015	Amount Enclosed
<input type="checkbox"/> AVICC Member (Voting and Non-voting) Delegate Business Sessions	\$150	\$180	_____
<input type="checkbox"/> Non-Member Delegate Business Sessions	\$180	\$216	_____
<input type="checkbox"/> Delegate Banquet (Saturday evening)	\$47	\$56	_____
<input type="checkbox"/> Delegate Welcome Reception (Friday evening)	\$29	\$35	_____
<input type="checkbox"/> Pre-Conf. Visitor Centre & Hospitals Project Study Tour (Friday AM)	\$15	\$18	_____
<input type="checkbox"/> Or Pre-Conf. Reconciliation in Action Workshop (Friday AM)	\$35	\$42	_____
<input type="checkbox"/> Saturday Working Breakfast: Private Managed Forest Land Session*	Incl.	Incl.	Incl.
<input type="checkbox"/> Or Saturday Networking Breakfast *	Incl.	Incl.	Incl.
<input type="checkbox"/> Sunday Networking Hot Breakfast*	Incl.	Incl.	Incl.

* **IMPORTANT:** Please check only one breakfast for Saturday morning. If not planning to attend any breakfasts, leave boxes unchecked.

Partner or Guest:

<input type="checkbox"/> Partner/Guest Welcome Reception (Friday evening)	\$29	\$35	_____
<input type="checkbox"/> Partner/Guest Banquet (Saturday evening)	\$47	\$56	_____
<input type="checkbox"/> Partner/Guest Historic Walking Tour of Cumberland Village (Friday PM)	\$25	\$30	_____
<input type="checkbox"/> Partner/Guest Comox Valley Wine Tour & Lunch (Saturday Full Day)	\$50	\$60	_____

Registration forms can be scanned and emailed to avicc@ubcm.ca or faxed to 250-356-5119 advising that a cheque will follow. For efficiency, members can opt to submit one payment for all their delegates' registrations.

Registration Fees Sub-total	_____
Add 5% GST (82945 4362)	_____
TOTAL FEES ENCLOSED	_____
<small>(Payment must accompany registration.)</small>	

CANCELLATION POLICY

Full Refund: Notice of cancellation received **by March 20, 2015.**
 Non-Refundable: Notice of cancellation received **after March 20, 2015.**
 Note: Please forward notifications by email to avicc@ubcm.ca even if fees are non-refundable. Any refunds owing will be processed after the AGM & Convention.

PLEASE RETURN FORM AND MAKE CHEQUE PAYABLE TO:

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

For program, registration or other information please see www.AVICC.ca, or email avicc@ubcm.ca or call 250-356-5122.

FOR IMMEDIATE RELEASE

January 28, 2015

\$5,000 GRANT TO HELP HORNBY ISLAND ECONOMIC PLANNING

COURTENAY – Community and stakeholder consultation will combine with existing research to build a comprehensive economic roadmap for Hornby Island, thanks to a \$5,000 grant from the Island Coastal Economic Trust.

“Like many communities, Hornby Island has seen changes to its economy over the past number of years,” said ICET Chair Phil Kent. “While these changes present challenges, they also present opportunities. An economic action plan will develop the framework, strategies, and concrete steps to take full advantage of those opportunities.”

An Economic Action Plan committee, made up of Hornby Island Community Economic Enhancement Corporation (HICEEC) board members and other community members, will come together to develop a new strategic plan. Consultation with the broader community, research, and analysis of trends and best practices will result in a clear road map for the community to help guide its economic priorities and long-term investment attraction strategies.

“Our community recognizes the need for opportunities to promote a thriving, diversified local economy,” said John Heinegg, chair of HICEEC. “This funding will enable us to develop a concrete action plan to support the type of high-value, sustainable businesses that we envision for our community.”

Hornby Island is a community within the Comox Valley Regional District with a population of approximately 1,000 year-round residents. This Northern Gulf Island is a popular summer destination due to its great beaches, parklands, and recreational and cultural attractions for visitors and residents alike.

About the Island Coastal Economic Trust

The Island Coastal Economic Trust is a \$50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast.

ICET is guided by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees. This exceptional team of leaders collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved \$48 million for over 125 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged more than \$270 million in incremental funding into the region.

A full overview of ICET can be found at www.islandcoastaltrust.ca

-30-

For further information:

Line Robert, CEO
Island Coastal Economic Trust
Tel. 250-871-7797, ext. 227
line.robert@islandcoastaltrust.ca

Mayor Phil Kent, ICET Chair
City of Duncan
Tel. 250-709-0186
mayor@duncan.ca

Daniel Arbour, HICEEC Administrator
Tel. 250-335-1199
daniel@hiceec.com



Alberni Valley Regatta Association
8735 Faber Road
Port Alberni, BC
V9Y 9B7
nassp@telus.net

Jan 21, 2015

ACRD Board Members

Enclosed please find our cheque in the amount of One thousand Dollars that we would like to donate to the Sproat Lake Marine Patrol programme and if possible, we would like to see it ear marked towards buying a new boat for the S.L. Marine Patrol. We, the Alberni Valley Regatta Association, believe it is very important to keep the Sproat Lake Marine Patrol active on the lake, and their presence is a constant reminder of safe boating, and that they are there to help and assist boaters if they encounter problems.

Yours truly,

A handwritten signature in black ink, appearing to read "Pat Nass", written over a horizontal line.

Pat Nass

Secretary

Alberni Valley Regatta Association

nassp@telus.net

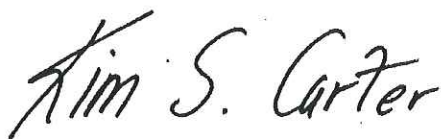


Ms. Josie Osborne
Chair
Alberni-Clayoquot Regional District
3008 5th Ave.
PORT ALBERNI BC V9Y 2E3

Files Closed from October 1 to December 31, 2014
Alberni-Clayoquot Regional District

1. Requests for Information or Assistance	0
2. Complaints with No Investigation	1
<i>a. Assistance and/or referral</i>	1
<i>b. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>d. Not a matter of administration</i>	0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>	0
3. Complaints Investigated	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

d. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
e. Investigation completed - Findings - Not substantiated	0	
4. Ombudsperson Initiated Investigations		0
a. Investigation ceased (discretion) - No findings	0	
b. Investigation completed - Findings - Substantiated		
• Remedied in whole	0	
• Remedied in part	0	
• Not remedied	0	
• Recommendations made - remedy to be implemented over time	0	
c. Investigation completed - Findings - Not substantiated	0	



Kim S. Carter
 Ombudsperson
 Province of British Columbia

09/01/2015

Prepared by Dr. Nicole L. Vaugeois for the Alberni Clayoquot Regional District – January 2015

Long Term Objective	Activities and milestones
<p>Infuse innovation into systems and organizations to enable sustainable tourism and rural regions</p>	<ul style="list-style-type: none"> • Maintain an active blog for the BCRIC sharing innovation, ideas and insight. • Continue to host extension tours to bring students into rural areas for projects and to facilitate mobile learning opportunities for those in industry and government. Fall 2014 focused on mid sized cities in the Island region including Courtenay, Port Alberni, Duncan and Victoria. This brought 24 grad students into the ACRD region. • Share research findings widely with academic and non-academic communities. Presentations delivered recently include: (full list on attached) <ul style="list-style-type: none"> ○ Agritourism presentations at the Islands Agriculture Show Feb 2014, again to the District of North Cowichan, and the Canadian Federation of University Women; ○ Economic Rationale for investments in Active Transportation and Trail networks given in Powell River, the Vancouver Island Spine Trail Conference and in Port Alberni in November. ○ Creating resilient coastal communities given in Powell River in 2014 & Deep Bay (June). ○ Promoting and Protecting Paradise – invited speaker at the Statia Sustainability Conference, 2014. • Current project with the Ministry of Agriculture to develop a manual to guide BC Farmers on Agritourism development, a revised signage manual will be released in June 2015 and a revised visitor experience manual will be released this year as well. • Participate on advisory committees and boards relevant to the work of the Chair. Milestone: 2015 – Final term on Nanaimo Tourism Leadership Committee. 2015: To be determined.
<p>Develop education opportunities and learning tools to advance sustainable tourism development in BC.</p>	<ul style="list-style-type: none"> • Secured funding and ran a successful pilot for an Aboriginal Ecotourism training program with the Heiltsuk Tribal Council, North Island College and Aboriginal Tourism BC. Ran courses in Bella Bella, Alert Bay, Tofino and Powell River for 12 students who all completed their program in Jan 2015. Plans to continue this pending future funding. • Developing an educational tourism series called the “Sustainability Learning Series” which will bring professionals to the island for professional development opportunities in aboriginal tourism, active transportation and trail networks, island resilience and active aging. The group focusing on aboriginal tourism will be staying in Tofino for 3 nights in May 2015.
<p>Address identified gaps in knowledge by collaborating with partner organizations.</p>	<ul style="list-style-type: none"> • Respond to requests for community or regional based research through student projects or collaborative teams of academics. <ul style="list-style-type: none"> ○ Working on the Agritourism manual for the Ministry of Agriculture (value \$15,000) ○ Submitted a multi stakeholder partnership development grant for \$300,000 to the Social Sciences and Humanities Research Council with BC’s resort municipalities. If funded, this will engage MA research in the resort communities and enable future funding of up to \$2.5 million post project. Results to be announced in March 2015. ○ Proposal going in to research and write case studies on collaboration in trail networks across BC to the Real Estate Foundation of BC (value \$30,000) ○ Ran another year of successful community based research to determine visitors. This included Tofino, Ucluelet, Cowichan Valley and Nanaimo. In 2015 this is being expanded to include Port Alberni, the Parksville, Qualicum areas and North Island communities. This is being done in partnership with the Sociable Scientists and is intended as a long term initiative to enable BC communities to have access to their own visitor data.

Knowledge Mobilization Activities – Jan 2014 to Jan 2015

SUSTAINABLE RURAL DEVELOPMENT. <http://sustainableurltourism.ca/>

Single Author of a blog that shares information, ideas and insight with a diverse range of stakeholders on amenity based rural development. The site also contains numerous resources, how to manuals, case studies and reports creating open access to resources and tools for business owners, community leaders and policy makers.

BOOKS, BOOK CHAPTERS AND THESIS

Sharpley, R.; J. Saarinen; and Vaugeois, N. (eds.) Rural Tourism: From Concept to Practice. Book in development for ORIC Publications

Vaugeois, N. (2014 in development). Innovation Theory in Tourism. In Donohue, H. and Kelly (eds). Demystifying Theories in Tourism.

PAPERS AND PUBLISHED ABSTRACTS

Vaugeois, N. (2014). Rethinking innovation and sustainability. Abstract published in the Proceedings of the World Leisure Congress held in Mobile, Alabama. September 6-9, 2014.

Vaugeois, N.; N. Evernden and L. Sliskovic (2014). Modernizing systems to provide enhanced market intelligence to communities for tourism development decisions. Abstract published in the Proceedings of the World Leisure Congress held in Mobile, Alabama. September 6-9, 2014.

Vaugeois, N; M. Shore, P. Knoglinger, N. Evernden and J. Horn) 2014). Labour of Love: Insights on the Traditional Draft Trades Sector in Canada. Abstract published in the Proceedings of the World Leisure Congress held in Mobile, Alabama. September 6-9, 2014.

INVITED PRESENTATIONS:

- Creating resilient communities through sustainable tourism planning. Presentation with Cheeying Ho at the Livable Cities Forum held in Vancouver, BC April 2, 2014.
- Moving Forward on Active Transportation. Public presentation to local political candidates in Port Alberni, BC on November 4, 2014.
- Build it and they will come: Insights on tourism product development. Invited moderator for a panel including Lillian Hunt, Cathy Mailhot and Janet Docherty. Vancouver Island Economic Alliance, Nanaimo, BC October 30, 2014.
- The important role of agritourism in the resilience of the family farm and regional economy. Invited presentation to the Canadian Federation of University Women, Nanaimo Chapter. October 27, 2014.
- Promoting and protecting paradise: Insights on sustainable island tourism. Invited speaker to the Statia Sustainable Tourism Conference held in St. Eustatius Sept 25-27, 2014.
- Enhancing agritourism supports in the Vancouver Island region. Invited presentation to the Agriculture Advisory Committee for the District of North Cowichan. May 2014.
- Enhancing innovation in agritourism: Expanding synergies between agriculture and tourism. Invited speaker at the Islands Agriculture Show, February 2014.
- Creating resilient, attractive, sustainable coastal communities for tomorrow's generations. Invited keynote presentation to the Rural Economic Development Meeting held in Deep Bay, BC, June 3, 2014.
- Economic rationale for investment in active transportation networks. Invited speaker to the Walkable Communities Meeting held in Powell River, May 2014.
- Trail networks: Attractive amenities for regional economic investment. Invited speaker to the Vancouver Island Spine Trail conference held in Courtenay. June 2014.

TEACHING:

- Taught 24 MA students in the SLM program at VIU: Case Studies in Sustainability. I took the students to focus on mid sized cities in the Vancouver Island region in November including a stay in Port Alberni.
- Teaching 25 students in the TRMT 490 – Graduating Seminar in Recreation and Tourism Management program. I am assisting students to integrate their learning across the curriculum and to transition out of university into the field. They are also doing their own research project and plan to participate in the VIU CREATE event in March 2014.

EXPERIENTIAL LEARNING:

- I am planning to lead four one week long educational tours in the Vancouver Island region in 2015 including: a) aboriginal tourism (Alert Bay and Tofino/Ucluelet), active transportation and trail networks (Powell River and Cowichan Valley), Active aging (Parksville Qualicum Beach) and Island Resilience (Saltspring, Mayne and Pender Islands). These will bring learning opportunities for professionals into the VIU region to learn about sustainability issues from communities that are innovating in these areas.

GRADUATE STUDENT SUPERVISION:

- Supervising 6 MA students and 2 PhD students



DISTRICT OF TOFINO

P.O. Box 9, 121 3rd Street, Tofino, B.C. V0R 2Z0

Telephone: 250.725.3229 | Fax: 250.725.3775 | Email: office@tofino.ca | Website: www.tofino.ca

February 2, 2015

The Honourable Leona Aglukkaq
Minister of the Environment
Les Terrasses de la Chaudière
10 Wellington Street, 28th Floor
Gatineau, Quebec K1A 0H3

LGMA # 0400-20 / CR – 2026

Dear Minister Aglukkaq,

Re: Highway #4

It has come to the attention of the District of Tofino that the Government of Canada has issued a notice of proposed procurement for the resurfacing of 21.5 kilometers of BC Highway #4 through Pacific Rim National Park Reserve (the Park), on the west coast of Vancouver Island.

While the news of such an investment in the Park is welcomed and appreciated by the District of Tofino, we are very concerned about the safety of cyclists, pedestrians and drivers on this section of Highway #4 through the Park. Many sections of the highway have narrow or almost non-existent paved shoulders, meaning that cyclists and pedestrians are dangerously close to traffic that travels at or above posted speeds of 70 or 80 kph. These sections of the highway do not appear to meet or exceed the Transportation Association of Canada (BC Supplement) standards for shoulder widths for rural highways.

We recognize that highway resurfacing is a significant investment, but we must draw your attention to the once-in-a-generation opportunity that lies before us to maximize safety and link west coast communities by ensuring that this investment includes:

- (1) Either a separated bike and pedestrian path running parallel to the highway or the provision of sufficient shoulder widths that meet or exceed TAC standards
- (2) The creation of pullouts for transit and hitchhikers at key locations, such as near the First Nations communities of Esowista and Ty-Histanis.

In addition to safety, there are other compelling reasons to consider altering the proposed project now:

Cost-savings

Due to the significant costs of mobilization, demobilization, and establishing aggregate and asphalt storage and production areas for the proposed resurfacing project, it will never be more cost-effective than now to build safer bicycle and pedestrian access through the Pacific Rim National Park Reserve. To retrofit this highway with wider shoulders or a dedicated path at a later date would result in significant and unwarranted costs.

Improved safety and transportation for First Nations communities

Residents of the Tla-o-qui-aht First Nations communities of Esowista and Ty-Histanis regularly drive, hitchhike, or cycle the ~11 kilometer distance to Tofino to shop, access health services, and visit friends and family in Tofino or Opitsaht (another Tla-o-qui-aht community on Meares Island, one kilometer offshore from Tofino). Lack of transportation is regularly cited as an obstacle to medical appointments and employment. While a bicycle lane and a transit/hitchhiking stop does not solve all transportation problems, it makes it much safer and enjoyable for Esowista and Ty-Histanis residents to travel to Tofino (or to Ucluelet, ~30 km south).

Links to investments already made by local governments

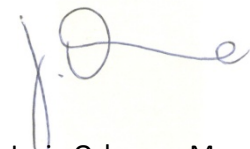
Safer bicycle and pedestrian travel between Tofino and Ucluelet has been a topic of discussion in the region for over 20 years, with countless meetings between municipal councils, federal and provincial elected officials, and government staffs. Both Tofino and Ucluelet have built dedicated, separated paths: Tofino's 6.2 km multi-use path connects downtown to Cox Bay, Tofino's most popular surfing beach, and Ucluelet's 8 km multi-use path links the Tofino-Ucluelet highway junction to downtown Ucluelet. Local governments are investing significant resources into these paths: the missing link between our communities now lies largely in Pacific Rim National Park Reserve.

In closing, BC Highway #4 is more than just a road through a park: it is our community lifeline for ambulance, fire protection, schools, employment and the tourism economy. It is an integral part of the highway system that links communities, including the ~3,500 residents of this region and the hundreds of thousands of visitors to the west coast.

We urge you to ensure that this once-in-a-generation investment maximizes the safety of residents and visitors for the next 30 – 50 years through the building of a bike path or safe highway shoulders, and other safety features as described above.

Thank you for your attention to this letter; we look forward to your response.

Sincerely,

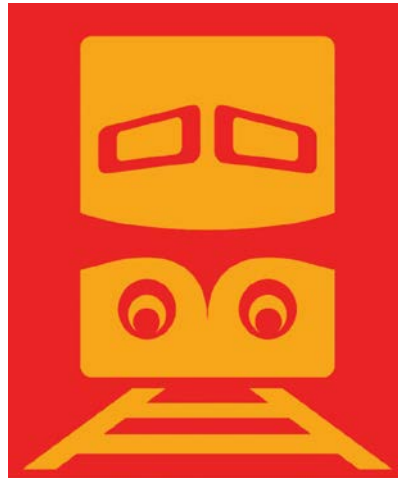


Josie Osborne, Mayor
District of Tofino

Copy:

James Lunney, Member of Parliament, Nanaimo-Alberni
Jim Morgan, Superintendent, Pacific Rim National Park Reserve
Alberni-Clayoquot Regional District
District of Ucluelet
Tla-o-qui-aht First Nations
Toquaht Nation
Yuułuʔiłʔatḥ Government

From: Island Corridor Foundation [<mailto:info@islandrail.ca>]
Sent: Tuesday, February 03, 2015 4:50 PM
To: Wendy Thomson
Subject: Board Meeting Notes



Island Corridor Foundation

Board Meeting Notes January 2015



Approval of Regional District of Nanaimo Director Replacement

Nanaimo Mayor Bill McKay was confirmed to be the newest Director of the Island Corridor Foundation Board. Mayor McKay will represent the Regional District of Nanaimo. He completes the term of former Nanaimo councilor and RDN director Ted Greves. Mayor McKay will join the twelve member Board which is made up of representatives from ten First Nations and five regional districts and two members at large.



New Requirements for the Alberni Subdivision

The British Columbia Safety Authority expressed concern with the operational procedures on the Alberni Sub. A meeting was arranged with the BCSA and the Alberni Pacific Railway to explore the possibility of APR taking on a more formal role for the entire Alberni Sub.

The APR will develop rules and regulations that all APR volunteers must adhere to; equipment certification requirements as laid out by the BCSA; and a members code of

conduct.

The ICF will provide additional funding for monthly track and bridge inspections.

It was made clear by the BCSA that they regard the Alberni Sub as an operating track and that all volunteers and equipment must be in compliance with the new procedures.

With a more formal arrangement it is hoped that other rail uses can be developed for the Alberni line.

Federal Crossing Regulations

In an initial report to the ICF about the new federal crossing regulations it was stated that there is a nine to ten year window for whatever upgrades are necessary to be completed.

Although the Island rail is provincially regulated it is expected the province will implement the federal recommendations. There is no indication yet whether the federal or provincial governments will provide funding assistance to the road authorities for the upgrades.

SVI has started a review of all 225 crossings on the Victoria subdivision.



Hayes Stewart Little Co. to preform Year End Audit

Hayes Stewart Little Co. presented their audit plan to the Board, ensuring the Foundation's financial statements are in accordance with the Canadian Accounting Standards for Not-For-Profit Organizations. The approved financial statements will be presented at the upcoming AGM in April.



Courtenay Train Station

The Courtenay Rotary is prepared to consider a second phase of station improvements. They provided funding and manpower to put on a new roof and upper siding. The ICF is keen to incorporate a 'Rotary Community Room' as part of the next phase. Plans are being provided by Tectonica Management to assist in the redevelopment of the station.

Victoria Train Station

Discussions are ongoing with Bayview Properties and the City of Victoria to determine the location(s) for the Victoria terminus that would accommodate inter-city passenger service,(VIA Rail) and provide for a future commuter service between Langford and Victoria.



Track Infrastructure Upgrade

The complete set of business, bridge and track plans has been in the hands of the provincial and federal governments since late October 2014. The provincial ministry of transport requested the British Columbia Safety Authority to update their three year old

assessment of the project. The report is now in the hands of the Ministry. Once provincial and federal approvals are given SVI will tender the work. No work will begin until tenders for all works are received and within budget.



First Nation Liaison Report

We have had several meetings regarding the Halalt First Nation rail trail discussing planning, construction, manpower, and securing funding. Met with CVRD Parks management to discuss this project. They are also working with Malahat Nation in regards to trail construction. These dollars would fund 1/3 of the total cost of the Halalt trail construction.



Land Management

Approved a utility crossing for Cowichan Tribes
Approved a utility crossing for the City of Duncan
Approved land use for the City of Duncan
Approved a temporary license of occupation for a driveway
Esquimalt Nation is moving forward with construction of See Nuu Pin Road crossing



Rail Trail

Capital Regional District is working on finishing the section from four mile bridge to connect to the galloping goose trail. Phase 2 of the E & N Trail will be opening in April. Wilson Road to Esquimalt Road is under construction set to finish in early summer.

Cowichan Valley Regional District finished a section of trail up to Sherman Road from Lake Cowichan. Also finished in late 2014 is the section linking Chemainus to already constructed links within the Nanaimo Regional District.

Halalt First Nation working on securing partners for their section of rail trail.

Nanaimo Regional Rail Trail group is working on an alignment study for the downtown sections of the trail.

Regional District of Nanaimo is completing its alignment study of the 10 kilometer section from Parksville to Coombs and Parksville to French Creek.

City of Courtenay and Courtenay Rotary clubs are continuing working together to build more sections of trail, most recently Phase 4 was completed connecting 21st to 26th

Street.

VISIT OUR WEBSITE

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Island Corridor Foundation | Box 375 Stn A | Nanaimo | BC | V9R 5L3 | Canada



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, CAO
Date: November 20, 2014
Subject: Plan for Communal Meeting Place

Recommendation:

That the Board of Directors of the Alberni Clayoquot Regional District approves 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:

- 1. All structures to meet BC Building Code**
- 2. "Use at own risk" signage is provided**
- 3. Material and construction costs are not from public funds**
- 4. Future Maintenance and inspection to be performed by ACRD**

As outlined in the staff report dated November 20, 2014.

Background:

In the spring of 2013 several owners salvaged a stern from a shipwreck that had washed up at Salmon Beach. They asked the Salmon Beach Manager and some members of the Salmon Beach Committee if it could be relocated to the top of the Salmon Beach boat ramp to create a fish weighing station with a scale, and it was informally agreed upon. It was allowed to be placed in that location and was done so with donated labor and equipment. It was not anticipated that this "fish weighing station" would attract people to congregate at the site; however a concrete pad was poured (only cost to service approx \$650) and log stools were placed in front and behind it and it became a focal point for people to congregate.

ACRD staff were alerted by some concerned owners to the issue and determined that the structure was located on the ACRD License of Occupation 1406360 tenure for the boat ramp area lease. The close proximity of the structure to the boat ramp created a conflict and safety concerns by staff and owners.

It was made clear to the owners through email and at the annual public meetings that the "The ACRD only supports use of this tenure for boat launching and maintenance of the boat launching facilities. Any further use or construction without the Regional District's consent would not be supported."

It was kept temporarily in its current location until a better location could be approved or until the boat ramp widening project is completed. Information was provided that the area was not to be frequented as a social meeting place while the boat ramp is in use.

Summary:

A vote was taken at the 2014 Fall General Meeting – Budget Discussion and Approval by the owners for support to relocate the meeting place. It was proposed that it could be relocated to the ACRD’s lot 10 adjacent to the boat ramp (see attached drawing) and build stairs leading down to the beach level where a 2’ high and 20’ x 20’ area deck would be constructed to BC Building Code standards; by volunteers with donated funds. The vote passed with 28 votes for and 21 votes against.

Financial

There are no costs estimated for the service other than inspection and future maintenance.

Timeline

The new deck would be built at the volunteers scheduling likely early in 2015.



Approved by:

Russell Dyson, Chief Administrative Officer

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

RE: Board Meeting January 14, 2015
Plan for Communal Meeting Place, Salmon Beach

Dear Sirs & Madams,

We have reviewed the Staff Report dated November 20, 2014 regarding the Plan for Communal Meeting Place at Salmon Beach.

The Report includes a plan by McGill & Associates Engineering that shows the location of the existing “Meeting Place” relative to the boundaries of Lot 10.

A second sketch is a rough drawing that shows a “Proposed Meeting Place” on Lot 10. This sketch does not appear to have been prepared by a BC Land Surveyor or a Professional Engineer, and may not correctly show the features on the site.

The bank of Fifth Avenue is steep rip-rap which extends to, and possibly past, the natural boundary of Lot 10.

The Staff Report Summary refers to “... build stairs leading down to the beach level where a 2’ high and 20’ x 20’ area deck would be constructed ...”

When we viewed the site in June 2014, there were stakes and flagging marking the proposed location of the Meeting Place, which appeared to be seaward of the bottom of the rip-rap bank and amongst the driftwood on the beach.

The Staff Report Summary and the location of the stakes and flagging indicate the proposed location is on the beach. This raises serious concerns regarding:

- whether the proposed location of the Meeting Place is on Lot 10 or on the Crown Foreshore
- the structural stability of a structure located on the beach below the natural boundary and subject to the action of the sea.

The potential costs and liabilities to the Salmon Beach Association and the ACRD could be significant if the proposed Meeting Place is not located and engineered appropriately.

We would suggest that it would be prudent for the Board of Directors to table this Request for Decision until the applicant can submit:

- a site survey with elevations showing the location of the boundaries of Lot 10, the rip-rap bank, and the location of the proposed Meeting Place
- engineered drawings to show details and structural stability of the proposed Meeting Place.

Yours truly,
Electronic Signatures

Julie Brix 1182 7 th Avenue Salmon Beach	Ken Kyler, BCLS JE Anderson & Associates Box 247, #203 - 177 Weld St Parksville, BC, V9P 2G4 250-248-5755
---	---

Russell Dyson

From: [REDACTED]
Sent: January-14-15 10:47 AM
To: Russell Dyson
Subject: Salmon Beach meeting place

Dear Mr. Dyson

I have just read the agenda for tomorrow's ACRD board meeting and your recommendation for the meeting place. I feel that the historical information on the original meeting place is misleading yes you could weigh your fish there but the intent from day one was for it to be a place to meet and drink and was called the Wrecker Bar. That being said I attended the lots owners meeting where this was voted on and we were told there would be no cost to lot owners but according to this recommendation the cost of construction will not come out of taxes but if I am reading the recommendation properly any future inspection and maintenance will and for where they want to put this there will probably be a lot of maintenance.

I am against this new meeting place if there will be any cost to the lot owners at any time.

[REDACTED]
[REDACTED] Salmon Beach

I request that my name be kept confidential

Sent from my iPad

Russell Dyson

From: RON MCKINLAY [rmckinlay@shaw.ca]
Sent: January-14-15 12:26 PM
To: Russell Dyson
Subject: Salmon Beach meeting place

Mr Dyson

After reading the agenda for this afternoons meeting I have some concerns with the Salmon Beach Meeting place. At a meeting I attended on August 31 2014 there was a discussion about the community gathering place. At that meeting we were told that It need to be moved and that there is a new proposed location. Also at that meeting we were told that the cost of moving and upkeep for the meeting place would not be funded by Salmon Beach owners it would be covered by donation. But after reading the Request for Decision it is clear that yes the move is to be covered by donations but future maintenance is to be covered by ACRD funds. After looking at the location of the proposed site I feel when we have a storm combined with a high tide their will be damage done and do not feel we should be responsible for the incurred costs of the repairs. With this being said I cannot support this request in it entirety. If it is no cost to the tax payers of the ACRD I have no opinion.

Thanks for your attention
Ron McKinlay
1041 Seventh Ave
Salmon Beach



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: February 11, 2015

Subject: Fire Protection Services Agreement

Recommendations:

That the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$1 (one dollar) for a one year term.

And

That the Alberni-Clayoquot Regional District Board of Directors sign a letter of understanding agreeing to review the expenses associated with the Ucluelet Volunteer Fire brigade and the Tofino Volunteer Fire Department responding to fire calls to the Long Beach Airport in January 2016, and decide how to allocate expenses across the signatories.

Desired Outcome:

That the Long Beach Airport has sufficient firefighting support.

Summary:

Fire Protection Service Agreement participation by local jurisdictions forms a vital part of the airport Emergency Response Plan (ERP). The airport ERP can now be fully implemented, providing improved levels of safety to airport infrastructure and the travelling public alike.

Background:

The Long Beach Airport fire service agreement established between the Federal Government and the Districts of Tofino and Ucluelet and was effectively terminated upon transfer of the federal airport lands to the Alberni-Clayoquot Regional District in 2000. Numerous attempts to re-establish the fire service agreement between the participating jurisdictions have failed over the years. This agreement with the District of Ucluelet brings us one step closer to having the agreements in place. The agreement with the District of Tofino is forthcoming, with hopes to have that finalized early spring 2015.

Time Requirements – Staff & Elected Officials:

Staff time will be required to develop initial and recurrent training for fire service personnel on airport operations and ERP requirements. The Airport Superintendent will coordinate these activities.

Financial:

There is \$8000.00 in the proposed 2015 Budget for fire fighter / aircraft awareness training. The training will be provided by the Justice Institute of BC and coordinated by the ACRD.

The Regional District will pay the District of Ucluelet \$1.00 for a one year term. The fee will be reviewed in one year's time. Costs associated with this service will be allocated to participating areas – Tofino, Ucluelet and Electoral Area C.

Submitted by: 

Janice Hill, Environmental Services Coordinator

Approved by: 

Russell Dyson, Chief Administrative Officer

FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of this 17th day of December, 2014

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, British Columbia, V9Y 2E3

(the "**Regional District**")

OF THE FIRST PART

AND:

DISTRICT OF UCLUELET

200 Main Street
PO Box 999
Ucluelet, British Columbia, V0R 3A0

(the "**District of Ucluelet**")

OF THE SECOND PART

WHEREAS:

- A. The Regional District has requested the District of Ucluelet to provide firefighting services to the Long Beach Airport (CYAZ).
- B. The District of Ucluelet operates the Ucluelet Volunteer Fire Department and is prepared to offer firefighting services, subject to the terms and conditions contained in this Agreement;
- C. The Regional District Board of Directors have approved this Agreement and its resolution is attached as Schedule "A" to this Agreement;
- D. The Mayor and Council of the District of Ucluelet have approved this Agreement by a Council Resolution, attached as Schedule "A" to this Agreement.

NOW THEREFORE in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Regional District and the District of Ucluelet, do hereby covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

"Fire Chief" means the person who is the head of the Ucluelet Volunteer Fire Department or that person's lawfully appointed designate;

"Airport" means the Long Beach Airport (CYAZ)

"Senior Officer" means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene.

"Aircraft Accident" means any occurrence associated with the operation of an aircraft that takes place between the time a person boards the aircraft with the intention of flight and the time such person has disembarked, in which a person suffer death or serious injury as a result of the occurrence or in which the aircraft receives substantial damage.

"Aircraft Incident" means any occurrence associated with the operation of an aircraft that is not considered an "aircraft accident"

"Airport Emergency" means any occasion or instance, natural or man-made that warrants action to save lives and protects property and public health.

"Airport Emergency Response Plan" The Emergency Response Plan (ERP) contains roles and responsibilities for a multi jurisdiction response to occurrences on airport property. The procedures contained in the ERP are published to provide guidance before, during and after any emergency involving aircraft, structures and other events affecting the operations of the airport.

2.0 WATER SUPPLY

2.1 The District of Ucluelet, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Airport due to insufficient supply of water, insufficient water pressure or any other reason outside the Regional District's control.

3.0 EXTENT OF SERVICE

3.1 The District of Ucluelet, through the Ucluelet Volunteer Fire Department, agrees to provide structural firefighting services to the Airport as of the date of this Agreement. A fire service area map is attached as Schedule "B"

- 3.2 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the District of Ucluelet in respect of the supply of fire protection services to the Airport than that which applies to the supply of such services to inhabitants of District of Ucluelet. Nothing in this Agreement shall require the District of Ucluelet to provide a fire service under this Agreement higher than the level of fire protection service provided to the District of Ucluelet. The Airport Emergency Response Plan (ERP) shall be used as a guide in operations.
- 3.3 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Airport and the Ucluelet Fire Hall will result in longer response times. The parties acknowledge and agree that the Ucluelet Volunteer Fire Department has limited resources for fighting fires including limited personnel, training and equipment. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Airport.
- 3.4 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the Ucluelet Volunteer Fire Department has limited resources to fight aircraft fires. The department will fight fires using equipment and apparatus designed for use for combating Structural Firefighting.
- 3.5 Nothing in this Agreement requires the Fire Chief of the Ucluelet Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment to the Airport, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire protection within the District of Ucluelet fire service area.

4.0 NATURE OF SERVICE

- 4.1 The District of Ucluelet shall provide the firefighting service on a twenty-four hour on call basis from the Ucluelet Fire Hall, utilizing the manpower and equipment available at the time of notification of a fire.

5.0 INDEMNITY

- 5.1 The Regional District shall indemnify and save harmless the District of Ucluelet, its elected officials and appointed officers, employees and volunteers from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the District of Ucluelet entering into or carrying out the provisions of this Agreement.

6.0 FEES

6.1 The annual fee for fire protection services provided by the District of Ucluelet under this Agreement shall be \$1 (one dollar).

7.0 COST OF ADDITIONAL AID

7.1 The Regional District agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the Regional District that the Regional District considers necessary to assist with an emergency situation on the Airport.

8.0 RIGHTS RESERVED

8.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the District of Ucluelet in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Ucluelet Volunteer Fire Department and the fire protection services provided hereunder and any other function of the District of Ucluelet as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the District of Ucluelet under the *Local Government Act* and the *Community Charter*.

9.0 TERM OF AGREEMENT

9.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for (1) one year or until earlier terminated as provided for in this Agreement.

10.0 ASSIGNMENT

10.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

11.0 TIME

11.1 Time shall be of the essence of this Agreement.

12.0 INTERPRETATION

12.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship a landlord-tenant, or a principal-agent relationship.

13.0 HEADINGS

13.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

14.0 WAIVER

14.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

15.0 LANGUAGE

15.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

16.0 BINDING EFFECT

16.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

17.0 TERMINATION BY THE DISTRICT of UCLUELET

17.1 The District of Ucluelet may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to the Regional District.

18.0 TERMINATION BY THE REGIONAL DISTRICT

18.1 The Regional District may terminate this Agreement at any time upon giving ninety (90) days' notice in writing to the District of Ucluelet.

19.0 NOTICE

19.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

3008 Fifth Avenue
Port Alberni BC V9Y 2E3

if to the District of Ucluelet:

200 Main Street
PO Box 999
Ucluelet, British Columbia, V0R 3A0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

20.0 DISPUTE RESOLUTION

20.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).

20.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

21.0 ENTIRE AGREEMENT

21.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

21.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the District of Ucluelet and the Regional District only if the amendments are in writing and executed by the parties hereto.


IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT by its authorized signatories)
)

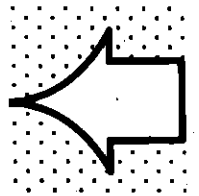
Name:)
)

Name:)
)
)

DISTRICT OF UCLUELET by its authorized Signatories)
)


Name:)
)


Name:)
)
)



SCHEDULE "A"
COUNCIL RESOLUTIONS

Alberni-Clayoquot Regional District

Regular Board of Directors Meeting – xxxxxxxxxxxxxx

"That the Alberni-Clayoquot Regional District Board of Directors enters into a Fire Protection Services Agreement with the District of Ucluelet for the Ucluelet Volunteer Fire Department to provide structural firefighting to the Long Beach Airport for a fee of \$1 (one dollar) for a one year term"

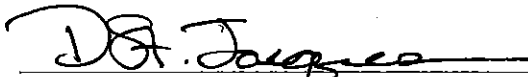
District of Ucluelet

Regular Council Meeting – xxxxxxxxxxxxxxxxxxxx

"That the Mayor and Council for the District of Ucluelet enters into a Fire Protection Services Agreement with the Alberni-Clayoquot Regional District to provide structural firefighting to the Long Beach Airport for a fee of \$1 (one dollar) for a one year term"

LETTER OF UNDERSTANDING

The District of Ucluelet, the District of Tofino, and the Alberni-Clayoquot Regional District will agree to review the expenses associated with the Ucluelet Volunteer Fire Brigade and the Tofino Volunteer Fire Department responding to fire calls to the Long Beach Airport in January 2016, and decide how to allocate expenses across the signatories.

District of Ucluelet**District of Tofino**

Dianne St. Jacques, Mayor

Josie Osborne, Mayor

Andrew Yeates, CAO

Name:*December 19, 2014*_____
Date Signed_____
Date Signed**Alberni-Clayoquot Regional District**_____
Name:_____
Name:_____
Date Signed



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: Parcel Tax Roll Review Panel

Recommendation:

That the Board of Directors:

1. Set the date for the Parcel Tax Roll Review Panel sitting for **Wednesday, February 25, 2015, 9:30am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;
2. Appoint three directors and one alternate director to the Parcel Tax Roll Review Panel;
3. Appoint Andrew McGifford, Accountant for the ACRD as the Collector for 2015.

Desired Outcome:

To hold a Review Panel to update the Parcel Tax Roll for 2015.

Summary:

The ACRD operates several services in which bylaws have been adopted authorizing the collection of a parcel tax. These include:

- Arena – Beaver Creek
- Arena – Cherry Creek
- Arena – Sproat Lake
- Bamfield Water System
- Beaver Creek Water System
- Sproat Lake Community Association
- South Long Beach Multi-Purpose Path
- Salmon Beach Garbage
- Salmon Beach Power
- Salmon Beach Security
- Salmon Beach Sewage
- Salmon Beach Recreation
- Salmon Beach Transportation
- Salmon Beach Water

The ACRD must prepare and authentic the parcel tax assessment rolls each year before February 28th. As there are no new parcel taxes in 2015 the tax roll only requires an update but this must still be done by a Parcel Tax Roll Review Panel sitting. The Regional District is required to appoint at least three people to sit on the review panel and set the date, time and place of the sitting.

Owners of properties located in the rural areas of the ACRD have been able to view the roll since February 2, 2015 at the Regional District office in Port Alberni during regular office hours. The portion of the roll that is applicable to Electoral Area 'C' - Long Beach is also available at the District of Ucluelet office during regular office hours. Advertisements were placed in both the AV Times and the Westerly to notify the public of the process to update the parcel tax roll.

In 2014 the finance department performed an internal audit of the Bamfield Water System Parcel Tax properties and found two properties that appear as though they should be subject to the water system tax. In order to comply with the Community Charter requirements for public notice, the ACRD issued parcel tax assessment notices to these property owners in early February to notify them of their inclusion in the parcel tax roll.

As per Section 205 of the Community Charter, a person may make a complaint to the parcel tax roll review panel for the following:

- a. There is an error or omission respecting a name or address on the assessment roll;
- b. There is an error or omission respecting the inclusion of a parcel;
- c. An exemption has been improperly allowed or disallowed.

In order for a request to be considered by the panel, it must be made in writing and received at the ACRD office at least 48 hours prior to the sitting of the Parcel Tax Roll Review Panel. The complaints received will be reviewed by the collector and those that qualify under the above criteria, will be added to the Parcel Tax Roll Review Panel meeting agenda for consideration by the panel. Any complaints regarding the amount of the various parcel taxes is not for consideration by the parcel tax roll review panel.

Once the parcel tax roll has been authenticated by the panel members, the parcel tax data is sent electronically to the Surveyor of Taxes. The Province will then include the parcel tax on the rural property tax notices that they issue each May to all rural property owners. The Province is responsible for collection of the parcel taxes on behalf of the ACRD and remits the funds collected to the ACRD in August each year.

Time Requirements – Staff & Elected Officials:

Updating the Parcel Tax Roll does require some staff time each year based on the requirements of the Community Charter. A limited amount of elected officials' time will also be required to conduct the Review Panel sitting.

Financial:

The financial impact of the two additional parcels in Bamfield will be minimal and there are no other financial implications anticipated.

Policy or Legislation:

Part 7, Division 4 – Parcel Taxes of the Community Charter applies.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

TO: Board of Directors
FROM: Teri Fong, CPA, CGA, Manager of Finance
DATE: February 4, 2015
RE: Finance Warrant No.549

Recommendation:

That the Board of Directors approves Finance Warrant Number 549 in the amount of \$678,888.61 dated January 31, 2015.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

That the Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

Improve financial controls by increasing the transparency of the Regional District's financial affairs.

6. COMMUNICATION ISSUES - none

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

ALBERNI-CLAYQUOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



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Date : Feb 04, 2015 **Time :** 1:50 pm
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-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	
0016	ACE COURIER SERVICES					
37070	06-Jan-2015	Issued	3	C		123.10
14133884	01-4-2500-000	PAYABLES - TRADE		123.10		
Invoice Description --> ACRD - ADMIN POSTAGE \$16.10, BCWS SHIPPING - \$80.00						
Total :				123.10	0.00	123.10
37129	21-Jan-2015	Issued	11	C		70.91
14134434	01-4-2500-000	PAYABLES - TRADE		70.91		
Invoice Description --> WCLF - SHIPPING COST						
Total :				70.91	0.00	70.91
Supplier Total :				194.01	0.00	194.01
0019	0946982 BC LTD (DBA - ACE FLAGGING)					
00078-0001	09-Jan-2015	Issued	2	T		547.60
102-2101	01-4-2500-000	PAYABLES - TRADE		547.60		
Invoice Description --> BCWS - BEAVER CREEK RD WATER BREAK						
Total :				547.60	0.00	547.60
Supplier Total :				547.60	0.00	547.60
0021	ALBERNI DISTRICT CO-OP ASSOCIATION					
37130	21-Jan-2015	Issued	11	C		1602.06
SLVFD - DEC/14	01-4-2500-000	PAYABLES - TRADE		125.20		
Invoice Description --> SLVFD - DECEMBER 2014 FUEL COSTS						
BCVFD - DEC/14	01-4-2500-000	PAYABLES - TRADE		353.76		
Invoice Description --> BCVFD - DECEMBER 2014 FUEL COSTS						
BCWS - DEC/14	01-4-2500-000	PAYABLES - TRADE		473.41		
Invoice Description --> BCWS - DECEMBER FUEL COSTS						
ACRD - DEC/14	01-4-2500-000	PAYABLES - TRADE		649.69		
Invoice Description --> ACRD - DECEMBER 2014 FUEL COSTS						
Total :				1602.06	0.00	1602.06
Supplier Total :				1602.06	0.00	1602.06
0030	ACKLANDS-GRAINGER INC.					
37071	06-Jan-2015	Issued	3	C		1439.76
4354 0528180	01-4-2500-000	PAYABLES - TRADE		241.36		
Invoice Description --> SLVFD - BOOTS						
4354 0528404	01-4-2500-000	PAYABLES - TRADE		1198.40		
Invoice Description --> BCVFD - JACKETS WITH REVERSIBLE LINER						
Total :				1439.76	0.00	1439.76
37149	28-Jan-2015	Issued	14	C		53.33
4354 0529354	01-4-2500-000	PAYABLES - TRADE		53.33		
Invoice Description --> BCWS - WATER SUPPLIES						

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0003 To Z4209
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 Cheque No. : All
 Batch No. : All

Bank : 0099 To 4
 Status : All
 Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				53.33	0.00	53.33
Supplier Total :				1493.09	0.00	1493.09

0031 AGAT LABORATORIES

37072	06-Jan-2015		Issued	3	C	4652.03	
14120147E	01-4-2500-000	PAYABLES - TRADE			1913.10		
Invoice Description --> WCLF - WATER MONITORING							
1411827E	01-4-2500-000	PAYABLES - TRADE			2738.93		
Invoice Description --> AVLF - WATER MONITORING							
Total :					4652.03	0.00	4652.03
Supplier Total :					4652.03	0.00	4652.03

0056 AIRGAS CANADA INC.

37131	21-Jan-2015		Issued	11	C	24.86	
216220	01-4-2500-000	PAYABLES - TRADE			24.86		
Invoice Description --> SLVFD - OXYGEN							
Total :					24.86	0.00	24.86
Supplier Total :					24.86	0.00	24.86

0060 ALBERNI COMMUNICATIONS & ELECTRONICS

37073	06-Jan-2015		Issued	3	C	1691.32	
18505	01-4-2500-000	PAYABLES - TRADE			266.11		
Invoice Description --> BCVFD - IMPRESS 750/860 BATTERY							
18513	01-4-2500-000	PAYABLES - TRADE			363.45		
Invoice Description --> SLVFD - HEADSET							
18495	01-4-2500-000	PAYABLES - TRADE			1061.76		
Invoice Description --> LBA - SUPPLY PARTS EMERGENCY RADIO							
Total :					1691.32	0.00	1691.32

37094	14-Jan-2015		Issued	7	C	228.48	
18527	01-4-2500-000	PAYABLES - TRADE			66.08		
Invoice Description --> LBA - MICROPHONE							
18532	01-4-2500-000	PAYABLES - TRADE			162.40		
Invoice Description --> SLVFD - PAGER REPAIRS							
Total :					228.48	0.00	228.48

37132	21-Jan-2015		Issued	11	C	537.99
18609	01-4-2500-000	PAYABLES - TRADE			22.35	
Invoice Description --> SLVFD - MINITOR BATTERY						
18612	01-4-2500-000	PAYABLES - TRADE			120.91	
Invoice Description --> SLVFD - PAGER REPAIRS						
18568	01-4-2500-000	PAYABLES - TRADE			394.73	
Invoice Description --> SLVFD - PAGER REPAIRS						

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Cheque Date : 01-Jan-2015 To 31-Jan-2015
Cheque No. : All
Batch No. : All

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Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				537.99	0.00	537.99
Supplier Total :				2457.79	0.00	2457.79

0270 ANDREW SHERET LTD.

00078-0002	09-Jan-2015		Issued	2	T	8791.41	
DISCOUNTDEC2014	01-4-2500-000	PAYABLES - TRADE			-263.05		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT DECEMBER 2014							
03-087588	01-4-2500-000	PAYABLES - TRADE			628.48		
Invoice Description --> BCWS - WATER REPAIR							
03-087532	01-4-2500-000	PAYABLES - TRADE			8425.98		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM							
Total :					8791.41	0.00	8791.41
Supplier Total :					8791.41	0.00	8791.41

0394 ASSOCIATED FIRE SAFETY EQUIPMENT

37074	06-Jan-2015		Issued	3	C	991.57	
12923	01-4-2500-000	PAYABLES - TRADE			56.15		
Invoice Description --> SLVFD - RADIO POCKET AND MIC LOOP							
12951	01-4-2500-000	PAYABLES - TRADE			935.42		
Invoice Description --> SLVFD - JACKETS							
Total :					991.57	0.00	991.57
Supplier Total :					991.57	0.00	991.57

0439 ALBERNI VALLEY OUTDOOR CLUB

37075	06-Jan-2015		Issued	3	C	494.06	
OCT.14-DEC11, 2014	01-4-2500-000	PAYABLES - TRADE			494.06		
Invoice Description --> AVOC - ALBERNI INLET TRAIL MAINTENANCE WORK							
Total :					494.06	0.00	494.06
Supplier Total :					494.06	0.00	494.06

0530 BEST WESTERN BARCLAY HOTEL

37076	06-Jan-2015		Issued	3	C	5749.11	
2014011494	01-4-2500-000	PAYABLES - TRADE			105.22		
Invoice Description --> ELI MINA - ACCOMODATION FOR NEW DIRECTORS SEMINAR							
2014011183	01-4-2500-000	PAYABLES - TRADE			5643.89		
Invoice Description --> ACRD CHRISTMAS PARTY							
Total :					5749.11	0.00	5749.11

37133	21-Jan-2015		Issued	11	C	245.51
2014011551	01-4-2500-000	PAYABLES - TRADE			96.38	
Invoice Description --> COMMITTEE MTGT FOOD - FIREFIGHTERS - DEC.18/14						
2015000105	01-4-2500-000	PAYABLES - TRADE			149.13	

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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 --> COMMITTE MTG FOOD - FIREFIGHTERS - JAN05/15						
Total :				245.51	0.00	245.51
Supplier Total :				5994.62	0.00	5994.62

0660 BC HYDRO						
37095	14-Jan-2015		Issued	7	C	1514.94
116007715307	01-4-2500-000	PAYABLES - TRADE				1514.94
Invoice Description --> BCWS - STRICK RD PUMP STATION HYDRO						
Total :				1514.94	0.00	1514.94
37134	21-Jan-2015		Issued	11	C	10944.11
400002404028	01-4-2500-000	PAYABLES - TRADE				10944.11
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
Total :				10944.11	0.00	10944.11
Supplier Total :				12459.05	0.00	12459.05

0677 BC WATER & WASTE ASSOC.						
37135	21-Jan-2015		Issued	11	C	35.00
BCWWA-7004-2014	01-4-2500-000	PAYABLES - TRADE				35.00
Invoice Description --> 2015 MEMBERSHIP - JOHN THOMAS #7004						
Total :				35.00	0.00	35.00
Supplier Total :				35.00	0.00	35.00

0740 BEAVER CREEK HOME CENTER						
37096	14-Jan-2015		Issued	7	C	87.02
688604	01-4-2500-000	PAYABLES - TRADE				8.90
Invoice Description --> SLVFD - FIRE PREVENTION						
682231	01-4-2500-000	PAYABLES - TRADE				32.27
Invoice Description --> SLVFD - SUPPLIES						
687696	01-4-2500-000	PAYABLES - TRADE				45.85
Invoice Description --> SLVFD - FIRE PREVENTION						
Total :				87.02	0.00	87.02
37136	21-Jan-2015		Issued	11	C	14.04
681617	01-4-2500-000	PAYABLES - TRADE				14.04
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
Total :				14.04	0.00	14.04
Supplier Total :				101.06	0.00	101.06

0750 BEAVER CREEK VOL. FIRE DEPARTMENT						
37150	28-Jan-2015		Issued	14	C	1096.93
BCVFD-Q4-2014	01-4-2500-000	PAYABLES - TRADE				1096.93

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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 --> BCVFD - EQUIPMENT \$300, COMPUTER \$179.19, TRAVEL \$457.29, MEALS \$\$\$\$77.41, TRAIN \$77.						
Total :				1096.93	0.00	1096.93
Supplier Total :				1096.93	0.00	1096.93

0791 BERRY & VALE CONTRACTING LTD							
00078-0003	09-Jan-2015		Issued	2	T	102386.73	
1511	01-4-2500-000	PAYABLES - TRADE			6520.50		
Invoice Description --> AVLF - FABRICATE & INSTALL SAFETY RAILINGS - TRANSFER STATION							
1512	01-4-2500-000	PAYABLES - TRADE			34857.11		
Invoice Description --> WCLF - DECEMBER CONTRACTOR, FREON REMOVAL \$24.00							
1513	01-4-2500-000	PAYABLES - TRADE			61009.12		
Invoice Description --> AVLF - DECEMBER CONTRACTOR, FREON REMOVAL \$231, MMBC \$1612.36							
Total :					102386.73	0.00	102386.73
Supplier Total :					11439.69	0.00	11439.69
00080-0001	23-Jan-2015		Issued	10	T	11439.69	
1510	01-4-2500-000	PAYABLES - TRADE			11439.69		
Invoice Description --> ALVF - FORCEMAIN TEE'S							
Total :					11439.69	0.00	11439.69
Supplier Total :					113826.42	0.00	113826.42

0801 CORIX WATER PRODUCTS LTD.							
00080-0004	23-Jan-2015		Issued	10	T	37768.71	
10513000949	01-4-2500-000	PAYABLES - TRADE			236.67		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
10513000952	01-4-2500-000	PAYABLES - TRADE			292.04		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
4041300521	01-4-2500-000	PAYABLES - TRADE			37240.00		
Invoice Description --> BWS - PILOT PROJECT - CAPITAL							
Total :					37768.71	0.00	37768.71
Supplier Total :					37768.71	0.00	37768.71

0806 CORIX - CONTROL SOLUTIONS LP							
00078-0005	09-Jan-2015		Issued	2	T	267.81	
INV36829	01-4-2500-000	PAYABLES - TRADE			267.81		
Invoice Description --> BCWS - PUMPHOUSE MAINTENANCE							
Total :					267.81	0.00	267.81
Supplier Total :					267.81	0.00	267.81

0825 BLACK PRESS GROUP LTD.						
37137	21-Jan-2015		Issued	11	C	166.63
32448176	01-4-2500-000	PAYABLES - TRADE			166.63	
Invoice Description --> AD - BCWS \$75.45, BUILDING INSPETOR RECRUITMENT \$83.25						

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-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		
Total :						166.63	0.00	166.63
Supplier Total :						166.63	0.00	166.63

0827	BLAKEY ELECTRIC							
37077	06-Jan-2015		Issued	3	C			2031.93
91487	01-4-2500-000	PAYABLES - TRADE			289.19			
	Invoice Description --> BWS - PUMP HOUSE MAINTENANCE							
91488	01-4-2500-000	PAYABLES - TRADE			1742.74			
	Invoice Description --> BCWS - INSTALL NEW MOTOR ON PUMP # 1							
Total :						2031.93	0.00	2031.93
Supplier Total :						2031.93	0.00	2031.93

0940	DUVALL, EDITH							
00078-0006	09-Jan-2015		Issued	2	T			1750.00
EDUVALL67025	01-4-2500-000	PAYABLES - TRADE			1750.00			
	Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL							
Total :						1750.00	0.00	1750.00
Supplier Total :						1750.00	0.00	1750.00

0950	BRETT, KENNETH							
00079-0001	16-Jan-2015		Issued	6	T			1000.00
BRE167088	01-4-2500-000	PAYABLES - TRADE			1000.00			
	Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
Total :						1000.00	0.00	1000.00
Supplier Total :						1000.00	0.00	1000.00

0965	BROKEN ISLAND ADVENTURES LTD.							
37097	14-Jan-2015		Issued	7	C			1056.05
1265	01-4-2500-000	PAYABLES - TRADE			1056.05			
	Invoice Description --> BWS - SUGSAW LAKE SOUNDINGS FOR LINE EXTENTION							
Total :						1056.05	0.00	1056.05
Supplier Total :						1056.05	0.00	1056.05

0992	BUILDING OFFICIALS ASSOCIATION OF B.C.							
37098	14-Jan-2015		Issued	7	C			388.50
BOA-4583	01-4-2500-000	PAYABLES - TRADE			388.50			
	Invoice Description --> BUILDING INSPECTION - JOB POSTING							
Total :						388.50	0.00	388.50

ALBERNI-CLAYQUOT REGIONAL DISTRICT
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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		
1035 BUTLER, LES								
00079-0002	16-Jan-2015		Issued	6	T	2940.00		
2014-12	01-4-2500-000	PAYABLES - TRADE			2940.00			
Invoice Description --> BWS - DECEMBER 2014 CONTRACTOR								
Total :						388.50	0.00	388.50
<hr/>								
1065 CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA								
37138	21-Jan-2015		Issued	11	C	106.40		
372297	01-4-2500-000	PAYABLES - TRADE			106.40			
Invoice Description --> 2015 PSAB HANDBOOK SUBSCRIPTION								
Total :						106.40	0.00	106.40
<hr/>								
Supplier Total :						106.40	0.00	106.40
<hr/>								
1075 KEVIN P. SMITH HOLDINGS LTD. (CANADIAN TIRE #488)								
37151	28-Jan-2015		Issued	14	C	28.29		
974852	01-4-2500-000	PAYABLES - TRADE			28.29			
Invoice Description --> BCWS - WATER SUPPLIES								
Total :						28.29	0.00	28.29
<hr/>								
Supplier Total :						28.29	0.00	28.29
<hr/>								
1110 CANADA POST								
37099	14-Jan-2015		Issued	7	C	20.48		
9555834335	01-4-2500-000	PAYABLES - TRADE			20.48			
Invoice Description --> PLANNING - POSTAGE S.L. BYLAW								
Total :						20.48	0.00	20.48
<hr/>								
Supplier Total :						20.48	0.00	20.48
<hr/>								
1270 CDW CANADA INC								
00078-0004	09-Jan-2015		Issued	2	T	501.43		
RG45315	01-4-2500-000	PAYABLES - TRADE			62.13			
Invoice Description --> BCWS - OTTERBOX , ACRD - PEN FOR TABLET								
RJ22164	01-4-2500-000	PAYABLES - TRADE			219.46			
Invoice Description --> ACRD - TONER								
RL28927	01-4-2500-000	PAYABLES - TRADE			219.84			
Invoice Description --> ACRD - TONER								
Total :						501.43	0.00	501.43
<hr/>								
00080-0002	23-Jan-2015		Issued	10	T	359.76		
RV29041	01-4-2500-000	PAYABLES - TRADE			359.76			

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 Batch No. : All

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 Status : All
 Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> PLANNING - TONER						
Total :				359.76	0.00	359.76
Supplier Total :				861.19	0.00	861.19

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1316 CERTITECH IT SERVICES						
00080-0003	23-Jan-2015		10	T	5013.75	
00149	01-4-2500-000	PAYABLES - TRADE		5013.75		
Invoice Description --> DECEMBER 2014 - IT SUPPROT SERVICES \$3950.00 - BCWS - \$525 - AVRA - \$300						
Total :				5013.75	0.00	5013.75
Supplier Total :				5013.75	0.00	5013.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1342 CITY OF PORT ALBERNI						
37152	28-Jan-2015		14	C	37109.19	
DEC10/14-A	01-4-2500-000	PAYABLES - TRADE		64.76		
Invoice Description --> AVLF - 3620 3RD AVE WATER & SEWER - SEPT 1 TO DEC 31,2014						
DEC10/14	01-4-2500-000	PAYABLES - TRADE		242.96		
Invoice Description --> ACRD OFFICE - WATER & SEWER FEES - SEPT. TO DEC. 31/14						
DEC31/14	01-4-2500-000	PAYABLES - TRADE		36801.47		
Invoice Description --> BCWS - BULK WATER PURCHASE SEPTEMBER 1 TO DECEMBER 31, 2014						
Total :				37109.19	0.00	37109.19
Supplier Total :				37109.19	0.00	37109.19

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1351 CIVICINFO BC						
37139	21-Jan-2015		11	C	435.75	
2015164	01-4-2500-000	PAYABLES - TRADE		435.75		
Invoice Description --> 2015 CIVIC INFO MEMBERSHIP						
Total :				435.75	0.00	435.75
Supplier Total :				435.75	0.00	435.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1378 CIT						
37140	21-Jan-2015		11	C	245.28	
14637818	01-4-2500-000	PAYABLES - TRADE		245.28		
Invoice Description --> ORMER BCID PRINTER LEASE 780-0460648-001 - INVOICE 14637818						
Total :				245.28	0.00	245.28
Supplier Total :				245.28	0.00	245.28

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
1382 COAST CATERING COMPANY					
37141	21-Jan-2015		11	C	232.05
80	01-4-2500-000	PAYABLES - TRADE		232.05	
Invoice Description --> ACRD - COMMITTEE LUNCH - DIRECTORS ORIENTATION					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				232.05	0.00	232.05
Supplier Total :				232.05	0.00	232.05

1424 COMOX VALLEY REGIONAL DISTRICT

37078	06-Jan-2015		Issued	3	C	663.54
36250	01-4-2500-000	PAYABLES - TRADE			663.54	
Invoice Description --> AVLF & WCLF SPLIT - SOLID WASTE WORKSHOP COSTS - CAPITAL						
Total :				663.54	0.00	663.54
Supplier Total :				663.54	0.00	663.54

1432 COKELY WIRE ROPE LTD.

37142	21-Jan-2015		Issued	11	C	18.90
IN0000340	01-4-2500-000	PAYABLES - TRADE			18.90	
Invoice Description --> LBA - EXTINGUISHERS INSPECTIONS						
Total :				18.90	0.00	18.90
Supplier Total :				18.90	0.00	18.90

1459 COLYN'S LANDSCAPING LTD.

37079	06-Jan-2015		Issued	3	C	682.50
140930	01-4-2500-000	PAYABLES - TRADE			682.50	
Invoice Description --> SL PARKS - COUGAR SMITH PARK FERTILIZE						
Total :				682.50	0.00	682.50
Supplier Total :				682.50	0.00	682.50

1626 CROW EXCAVATING & TRUCKING LTD.

00079-0003	16-Jan-2015		Issued	6	T	26601.31
PC#3-2493	01-4-2500-000	PAYABLES - TRADE			26601.31	
Invoice Description --> MSWS - EMERGENCY WATER CONNECTION & WATERMAIN - CAPITAL						
Total :				26601.31	0.00	26601.31
Supplier Total :				26601.31	0.00	26601.31

1650 CUPE - LOCAL 118

37100	14-Jan-2015		Issued	7	C	680.75
DUESDEC14	01-4-2500-000	PAYABLES - TRADE			680.75	
Invoice Description --> DECEMBER 2014 - UNION DUES						
Total :				680.75	0.00	680.75
Supplier Total :				680.75	0.00	680.75

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Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-2015
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Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37153	28-Jan-2015	Issued	14	C		588.00
DEC22-JAN20/15	01-4-2500-000	PAYABLES - TRADE		588.00		
Invoice Description --> SLVFD - TRAINING SITE - CAPITAL						
Total :				588.00	0.00	588.00
Supplier Total :				588.00	0.00	588.00

1709 DEER BAY CONTRACTING						
00079-0004	16-Jan-2015	Issued	6	T		4771.20
2463	01-4-2500-000	PAYABLES - TRADE		4771.20		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
Total :				4771.20	0.00	4771.20
00080-0005	23-Jan-2015	Issued	10	T		1984.00
2467	01-4-2500-000	PAYABLES - TRADE		1984.00		
Invoice Description --> SALMON BEACH - TRANSPORTATION - GRADING						
Total :				1984.00	0.00	1984.00
00081-0001	30-Jan-2015	Issued	16	T		8871.45
2470	01-4-2500-000	PAYABLES - TRADE		8871.45		
Invoice Description --> LBA - VEGETATION MANAGEMENT - CAPITAL						
Total :				8871.45	0.00	8871.45
Supplier Total :				15626.65	0.00	15626.65

1780 DOLANS CONCRETE LTD.						
37080	06-Jan-2015	Issued	3	C		7963.23
G42843	01-4-2500-000	PAYABLES - TRADE		538.41		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
75643A	01-4-2500-000	PAYABLES - TRADE		638.20		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
G42848	01-4-2500-000	PAYABLES - TRADE		866.54		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
G42849	01-4-2500-000	PAYABLES - TRADE		925.19		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
75544	01-4-2500-000	PAYABLES - TRADE		931.10		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
C38150	01-4-2500-000	PAYABLES - TRADE		935.12		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS - FERGUSON RD						
75644	01-4-2500-000	PAYABLES - TRADE		1046.52		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
75542	01-4-2500-000	PAYABLES - TRADE		2082.15		
Invoice Description --> EMERGENCY RESPONSE - SAND BAGS						
Total :				7963.23	0.00	7963.23
Supplier Total :				7963.23	0.00	7963.23

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1847	DUPERE, JOHANNE					
00079-0005	16-Jan-2015		Issued	6	T 200.00	
DUP167089	01-4-2500-000	PAYABLES - TRADE			200.00	
Invoice Description --> SPROAT PARKS CARETAKER						
Total :				200.00	0.00	200.00
Supplier Total :				200.00	0.00	200.00
1855	DYNAMEX CANADA LIMITED (670)					
37101	14-Jan-2015		Issued	7	C 20.95	
1032191	01-4-2500-000	PAYABLES - TRADE			20.95	
Invoice Description --> SALMON BEACH - WATER MONITORING						
Total :				20.95	0.00	20.95
Supplier Total :				20.95	0.00	20.95
1890	TETRA TECH EBA INC.					
37154	28-Jan-2015		Issued	14	C 9024.75	
60459892	01-4-2500-000	PAYABLES - TRADE			9024.75	
Invoice Description --> AVRA - RUNWAY EXTENSION DESIGN - CAPITAL						
Total :				9024.75	0.00	9024.75
Supplier Total :				9024.75	0.00	9024.75
1932	ELI MINA CONSULTING					
37102	14-Jan-2015		Issued	7	C 4414.78	
141213	01-4-2500-000	PAYABLES - TRADE			4414.78	
Invoice Description --> DIRECTOR TRAINING - SPLIT - CPA, ACRD, DISTRICT OF UCLUELET/TOFINO, UCHUCKLESAH						
Total :				4414.78	0.00	4414.78
Supplier Total :				4414.78	0.00	4414.78
1970	EQUIFAX CANADA INC.					
37155	28-Jan-2015		Issued	14	C 26.25	
8885996	01-4-2500-000	PAYABLES - TRADE			26.25	
Invoice Description --> AVLF - CREDIT CHECK FEES						
Total :				26.25	0.00	26.25
Supplier Total :				26.25	0.00	26.25
1990	EVITT ELECTRIC					
00078-0007	09-Jan-2015		Issued	2	T 5764.56	
75342C	01-4-2500-000	PAYABLES - TRADE			31.56	
Invoice Description --> SLVFD - SMALL TOOLS						
3453	01-4-2500-000	PAYABLES - TRADE			1407.00	
Invoice Description --> SLVFD - HALL#3 DOOR UPGRADES - CAPITAL						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3295	01-4-2500-000	PAYABLES - TRADE		4326.00		
Invoice Description --> SLVFD - HALL #2 UPGRADES - CAPITAL						
Total :				5764.56	0.00	5764.56
00081-0002	30-Jan-2015	Issued	16	T		3540.62
74918C	01-4-2500-000	PAYABLES - TRADE		23.35		
Invoice Description --> AVRA - LOCK AND KEYS						
76034A	01-4-2500-000	PAYABLES - TRADE		54.88		
Invoice Description --> SLVFD - SAMLL TOOLS						
34322	01-4-2500-000	PAYABLES - TRADE		196.88		
Invoice Description --> SLVFD - TRUCK # 46 - ELECTRICAL WORK						
34342	01-4-2500-000	PAYABLES - TRADE		937.00		
Invoice Description --> SLVFD - TRUCK # 46 - ELECTRICAL WORK						
3346	01-4-2500-000	PAYABLES - TRADE		1076.14		
Invoice Description --> SLVFD - TRUCK # 46 - ELECTRICAL WORK						
34323	01-4-2500-000	PAYABLES - TRADE		1252.37		
Invoice Description --> SLVFD - HALL # 3 ELECTRICAL						
Total :				3540.62	0.00	3540.62
Supplier Total :				9305.18	0.00	9305.18

1999 E-Z SEE REFLECTIVE ADDRESS SYSTEMS						
37081	06-Jan-2015	Issued	3	C		365.40
0110	01-4-2500-000	PAYABLES - TRADE		92.40		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
0109	01-4-2500-000	PAYABLES - TRADE		273.00		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :				365.40	0.00	365.40
37103	14-Jan-2015	Issued	7	C		92.40
0115	01-4-2500-000	PAYABLES - TRADE		92.40		
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :				92.40	0.00	92.40
Supplier Total :				457.80	0.00	457.80

2025 FEDERATION OF CANADIAN MUNICIPALITIES						
37156	28-Jan-2015	Issued	14	C		4861.92
34709	01-4-2500-000	PAYABLES - TRADE		4861.92		
Invoice Description --> 2015 FCM MEMBERSHIP						
Total :				4861.92	0.00	4861.92
Supplier Total :				4861.92	0.00	4861.92

2049 FORFIRE ENTERPRISES						
37157	28-Jan-2015	Issued	14	C		44.92
440	01-4-2500-000	PAYABLES - TRADE		44.92		

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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 --> SLVFD - DECALS FOR HELMETS						
Total :				44.92	0.00	44.92
Supplier Total :				44.92	0.00	44.92

2067	FORTISBC					
37082	06-Jan-2015		Issued	3	C	281.15
DEC19/14	01-4-2500-000	PAYABLES - TRADE			281.15	
Invoice Description --> BCVFD - MONTHLY NATRUAL GAS FOR HALL						
Total :				281.15	0.00	281.15
Supplier Total :				281.15	0.00	281.15

2075	FYFE WELL & WATER SERVICES (DIVISION OF FYFE HOLDINGS LTD.)					
37083	06-Jan-2015		Issued	3	C	7563.15
2014-1490	01-4-2500-000	PAYABLES - TRADE			7563.15	
Invoice Description --> LBA - WATER SYSTEM SUPPLIES						
Total :				7563.15	0.00	7563.15
Supplier Total :				7563.15	0.00	7563.15

2089	FRASER, RANDY W					
37158	28-Jan-2015		Issued	14	C	3000.00
01	01-4-2500-000	PAYABLES - TRADE			3000.00	
Invoice Description --> ACRD - CONTRACTED SERVICES - RANDY FRASER						
Total :				3000.00	0.00	3000.00
Supplier Total :				3000.00	0.00	3000.00

2112	GALLOWAY ELECTRIC					
37159	28-Jan-2015		Issued	14	C	170.12
1/8/2015	01-4-2500-000	PAYABLES - TRADE			170.12	
Invoice Description --> LBA - ANTENNA INSTALL						
Total :				170.12	0.00	170.12
Supplier Total :				170.12	0.00	170.12

2117	GARDENS ON THE GO					
37160	28-Jan-2015		Issued	14	C	4633.13
01051501	01-4-2500-000	PAYABLES - TRADE			4633.13	
Invoice Description --> PLANNING - FARM PLAN IMPLEMENTATION						
Total :				4633.13	0.00	4633.13
Supplier Total :				4633.13	0.00	4633.13

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2121	GEMMELL, CHANTEL					
37161	28-Jan-2015	Issued	14	C		870.00
DECEMBER2014	01-4-2500-000	PAYABLES - TRADE		870.00		
Invoice Description --> LBA - RUNWAY INSPECTIONS FOR DECEMBER						
Total :				870.00	0.00	870.00
Supplier Total :				870.00	0.00	870.00
2240	GIBSON BROTHERS CONTRACTING LTD.					
37084	06-Jan-2015	Issued	3	C		14311.50
13260	01-4-2500-000	PAYABLES - TRADE		14311.50		
Invoice Description --> LBA- ESOWISTA SEWAGE						
Total :				14311.50	0.00	14311.50
Supplier Total :				14311.50	0.00	14311.50
37162	28-Jan-2015	Issued	14	C		420.00
13688	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> LBA - AIRPORT ROAD GRADING						
Total :				420.00	0.00	420.00
Supplier Total :				14731.50	0.00	14731.50
2253	IRIDIA MEDICAL					
37163	28-Jan-2015	Issued	14	C		105.00
14-1510	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> SLVFD - ANNUAL AED MEDICAL DIRECTION FEE						
Total :				105.00	0.00	105.00
Supplier Total :				105.00	0.00	105.00
2300	GRAND & TOY					
37085	06-Jan-2015	Issued	3	C		231.39
G929319	01-4-2500-000	PAYABLES - TRADE		231.39		
Invoice Description --> ACRD OFFICE SUPPLIES						
Total :				231.39	0.00	231.39
37164	28-Jan-2015	Issued	14	C		198.79
G989938	01-4-2500-000	PAYABLES - TRADE		8.70		
Invoice Description --> ACRD - OFFICE SUPPLIES						
G986819	01-4-2500-000	PAYABLES - TRADE		190.09		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				198.79	0.00	198.79
Supplier Total :				430.18	0.00	430.18
2320	THE GRAPHICS FACTORY					
37086	06-Jan-2015	Issued	3	C		77.28

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
22317	01-4-2500-000	PAYABLES - TRADE		77.28			
Invoice Description --> BUSINESS CARDS - WYTON							
Total :				77.28	0.00		77.28
37165	28-Jan-2015	Issued	14	C			80.48
22336	01-4-2500-000	PAYABLES - TRADE		26.83			
Invoice Description --> ACRD - NAME PLAQUE							
22320	01-4-2500-000	PAYABLES - TRADE		53.65			
Invoice Description --> ACRD - TWO NAME PLAQUES							
Total :				80.48	0.00		80.48
Supplier Total :				157.76	0.00		157.76

2322	GUILLEVIN INTERNATIONAL CO.						
37166	28-Jan-2015	Issued	14	C			415.15
0428-491968	01-4-2500-000	PAYABLES - TRADE		415.15			
Invoice Description --> SLVFD - HOSE							
Total :				415.15	0.00		415.15
Supplier Total :				415.15	0.00		415.15

2350	GREENMAX RESOURCES						
37087	06-Jan-2015	Issued	3	C			6600.00
DECEMBER 8, 2014	01-4-2500-000	PAYABLES - TRADE		6600.00			
Invoice Description --> AVRA - CANCELLATION OF "NON-EXCLUSIVE LICENCE OF USE" CONTRACT							
Total :				6600.00	0.00		6600.00
Supplier Total :				6600.00	0.00		6600.00

2366	HACH SALES & SERVICE CANADA LP						
37167	28-Jan-2015	Issued	14	C			1556.80
93854	01-4-2500-000	PAYABLES - TRADE		1556.80			
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
Total :				1556.80	0.00		1556.80
Supplier Total :				1556.80	0.00		1556.80

2485	HOLDER, DAN						
37168	28-Jan-2015	Issued	14	C			2125.20
DEC.31/14	01-4-2500-000	PAYABLES - TRADE		2125.20			
Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - DECEMBER 2014							
Total :				2125.20	0.00		2125.20
Supplier Total :				2125.20	0.00		2125.20

2499	HOMETOWN AUTOMOTIVE LTD.						

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 Batch No. : All

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 Status : All
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 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	
37169	28-Jan-2015	Issued	14	C		140.98
4341	01-4-2500-000	PAYABLES - TRADE		43.13		
Invoice Description --> BUILDING INSPECTION - JEEP CHEROKEE - OIL CHANGE						
4365	01-4-2500-000	PAYABLES - TRADE		97.85		
Invoice Description --> BCWS - FORD RANGER - OIL CHANGE						
Total :				140.98	0.00	140.98
Supplier Total :				140.98	0.00	140.98

2555	HOUGHTON, DAVID					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37170	28-Jan-2015	Issued	14	C		7275.00
JAN02-JAN20/15	01-4-2500-000	PAYABLES - TRADE		1950.00		
Invoice Description --> SLVFD - TRAINING SITE - REPAIRS - CAPITAL						
DEC8-DEC31/14	01-4-2500-000	PAYABLES - TRADE		5325.00		
Invoice Description --> SLVFD - TRAINING SITE - CAPITAL						
Total :				7275.00	0.00	7275.00
Supplier Total :				7275.00	0.00	7275.00

2560	HOULE PRINTING					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37104	14-Jan-2015	Issued	7	C		400.96
13610	01-4-2500-000	PAYABLES - TRADE		400.96		
Invoice Description --> BUILDING INSPECTION - INSPECTION REPORTS						
Total :				400.96	0.00	400.96
Supplier Total :				400.96	0.00	400.96

2690	INSURANCE CORPORATION OF B.C.					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37148	23-Jan-2015	Issued	12	C		17913.00
ICBC-2015FLEET	01-4-2500-000	PAYABLES - TRADE		17913.00		
Invoice Description --> 2015 FLEET INSURANCE						
Total :				17913.00	0.00	17913.00
Supplier Total :				17913.00	0.00	17913.00

2761	ISLAND RADIO LTD.					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37088	06-Jan-2015	Issued	3	C		110.25
183939	01-4-2500-000	PAYABLES - TRADE		110.25		
Invoice Description --> AVLF - OLD ELECTRONICS RADIO AD						
Total :				110.25	0.00	110.25
Supplier Total :				110.25	0.00	110.25

2787	JACKSON, ROBERT					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37105	14-Jan-2015	Issued	7	C		66.18
CSPNOV1267091	01-4-2500-000	PAYABLES - TRADE		66.18		
Invoice Description --> AVLF - OLD ELECTRONICS RADIO AD						
Total :				66.18	0.00	66.18
Supplier Total :				66.18	0.00	66.18

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 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE								
Total :						66.18	0.00	66.18
Supplier Total :						66.18	0.00	66.18
2798	MIKE KOBUS							
37171	28-Jan-2015		Issued	14	C	762.50		
330077	01-4-2500-000	PAYABLES - TRADE				762.50		
Invoice Description --> BCVFD - SERVICE AWARD								
Total :						762.50	0.00	762.50
Supplier Total :						762.50	0.00	762.50
2801	J & L AUTO ELECTRIC LTD.							
37172	28-Jan-2015		Issued	14	C	1566.76		
1135	01-4-2500-000	PAYABLES - TRADE				696.00		
Invoice Description --> SLVFD - TRUCK #46 ELECTRICAL MAINTENANCE								
1120	01-4-2500-000	PAYABLES - TRADE				870.76		
Invoice Description --> SLVFD - TRUCK # 46 ELECTRICAL MAINTENANCE								
Total :						1566.76	0.00	1566.76
Supplier Total :						1566.76	0.00	1566.76
2828	JARDINE LLOYD THOMPSON CANADA							
37106	14-Jan-2015		Issued	7	C	7845.00		
53929	01-4-2500-000	PAYABLES - TRADE				7845.00		
Invoice Description --> VOLUNTEER FIRE DEPTS INSURANCE - SLVFD/BCVFD/BFD SPLITS								
Total :						7845.00	0.00	7845.00
Supplier Total :						7845.00	0.00	7845.00
2840	JUSTICE INSTITUTE OF BC							
37089	06-Jan-2015		Issued	3	C	90.00		
20040323	01-4-2500-000	PAYABLES - TRADE				90.00		
Invoice Description --> BCVFD - EXAMS								
Total :						90.00	0.00	90.00
37107	14-Jan-2015		Issued	7	C	60.00		
20040397	01-4-2500-000	PAYABLES - TRADE				60.00		
Invoice Description --> SLVFD - FIRE FIGHTER II EXAMS								
Total :						60.00	0.00	60.00
Supplier Total :						150.00	0.00	150.00
2845	J. ROBBINS CONSTRUCTION							
37108	14-Jan-2015		Issued	7	C	1846.25		

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Supplier : 0003 To Z4209
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
2042	01-4-2500-000	PAYABLES - TRADE	1846.25				
Invoice Description --> BCWS - BUILDING OFFICE UPGRADE - CAPITAL							
Total :			1846.25	0.00		1846.25	
Supplier Total :			1846.25	0.00		1846.25	
2858	KGC FIRE RESCUE INC.						
37173	28-Jan-2015		Issued	14	C	960.82	
233775	01-4-2500-000	PAYABLES - TRADE	960.82				
Invoice Description --> BCVFD - EQUIPMENT							
Total :			960.82	0.00		960.82	
Supplier Total :			960.82	0.00		960.82	
2877	KOERS & ASSOCIATES ENGINEERING LTD.						
00078-0008	09-Jan-2015		Issued	2	T	11300.23	
1245-019	01-4-2500-000	PAYABLES - TRADE	170.89				
Invoice Description --> BWS - WATER REVIEW - SOUTH BAMFIELD RD							
1245-020	01-4-2500-000	PAYABLES - TRADE	526.45				
Invoice Description --> BCWS - DRINKWATER RD SUBDIVISION REVIEW 2014							
1232-022	01-4-2500-000	PAYABLES - TRADE	986.74				
Invoice Description --> BCWS - STRICK RD WATERMAIN							
1481-001	01-4-2500-000	PAYABLES - TRADE	3456.06				
Invoice Description --> BCWS - HILL SD WATERMAIN REPLACEMENT							
1476-002	01-4-2500-000	PAYABLES - TRADE	6160.09				
Invoice Description --> BWS - PILOT TESTING FOR BAMFIELD WATER SYSTEM							
Total :			11300.23	0.00		11300.23	
00081-0003	30-Jan-2015		Issued	16	T	3796.86	
1245-021	01-4-2500-000	PAYABLES - TRADE	1302.45				
Invoice Description --> BCWS - ENGINEERING SERVICES							
1476-003	01-4-2500-000	PAYABLES - TRADE	2494.41				
Invoice Description --> BCW - PILOT TESTING FOR BAMFIELD WATER SYSTEM							
Total :			3796.86	0.00		3796.86	
Supplier Total :			15097.09	0.00		15097.09	
2890	L.B. WOODCHOPPERS LTD.						
00078-0009	09-Jan-2015		Issued	2	T	79.69	
206947	01-4-2500-000	PAYABLES - TRADE	79.69				
Invoice Description --> BCWS - SMALL TOOL - REMOTE SWITCH							
Total :			79.69	0.00		79.69	
00081-0004	30-Jan-2015		Issued	16	T	558.06	
208796	01-4-2500-000	PAYABLES - TRADE	40.82				
Invoice Description --> BCWS - FLAG TAPE FOR TREE CLEARING							
208775	01-4-2500-000	PAYABLES - TRADE	517.24				

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Trans. Date : 01-Jan-2015 To 31-Jan-2015
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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 --> BWS - WATER SUPPLIES						
Total :				558.06	0.00	558.06
Supplier Total :				637.75	0.00	637.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
3005 LGMA						
37174	28-Jan-2015		14	C	1197.00	
2015MEMBER	01-4-2500-000	PAYABLES - TRADE		1197.00		
Invoice Description --> 2015 LGMA MEMBERSHIP						
Total :				1197.00	0.00	1197.00
Supplier Total :				1197.00	0.00	1197.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
3008 LAND TITLE AND SURVEY AUTHORITY OF B.C.						
EFT-1	12-Jan-2015		17	E	250.00	
FT169213	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> PLANNING PROPERTY INQUIRIES ACCOUNT TOP UP						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
3025 LADY ROSE MARINE SERVICES						
37109	14-Jan-2015		7	C	1207.50	
2010-16771	01-4-2500-000	PAYABLES - TRADE		294.00		
Invoice Description --> ALVF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16836	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16892	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-16927	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
Total :				1207.50	0.00	1207.50
Supplier Total :				1207.50	0.00	1207.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
3057 THE LOCKSMITH MONSTER						
37175	28-Jan-2015		14	C	207.69	
CH3213	01-4-2500-000	PAYABLES - TRADE		207.69		
Invoice Description --> BCWS - KEYS FOR WATER SYSTEM						
Total :				207.69	0.00	207.69
Supplier Total :				207.69	0.00	207.69

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
3117 LORDCO					
37110	14-Jan-2015		7	C	19.79
272215	01-4-2500-000	PAYABLES - TRADE		19.79	

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Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-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	
Invoice Description --> SLVFD - PARTS FOR VEHICLE						
Total :				19.79	0.00	19.79
Supplier Total :				19.79	0.00	19.79

3201	MALLORY, JARED					
37176	28-Jan-2015	Issued	14	C		2963.39
151504	01-4-2500-000	PAYABLES - TRADE		2963.39		
Invoice Description --> SALMON BEACH - REPLACE LOADING RAMPS RECYCLING AREA						
Total :				2963.39	0.00	2963.39
Supplier Total :				2963.39	0.00	2963.39

3205	MAGIC MOMENTS					
37111	14-Jan-2015	Issued	7	C		92.12
14-112801	01-4-2500-000	PAYABLES - TRADE		92.12		
Invoice Description --> SLVFD - VEST WITH 2014 EXCEPTIONAL SERVICE EMBROIDERED						
Total :				92.12	0.00	92.12
Supplier Total :				92.12	0.00	92.12

3233	CAREY MCIVER & ASSOCIATES LTD.					
37143	21-Jan-2015	Issued	11	C		7344.61
15.01.01	01-4-2500-000	PAYABLES - TRADE		7344.61		
Invoice Description --> AVLF & WCLF - SOLID WASTE MANAGEMENT PLAN - CAPITAL						
Total :				7344.61	0.00	7344.61
Supplier Total :				7344.61	0.00	7344.61

3270	MCCOY LAKE EXCAVATING LTD					
37090	06-Jan-2015	Issued	3	C		958.57
3255	01-4-2500-000	PAYABLES - TRADE		441.44		
Invoice Description --> EVERGREEN PARK - ROAD REPAIR						
3299	01-4-2500-000	PAYABLES - TRADE		517.13		
Invoice Description --> AVLF - ILLEGAL DUMPING CLEANUP						
Total :				958.57	0.00	958.57
Supplier Total :				958.57	0.00	958.57

3272	MCCOY LAKE EXCAVATING LTD					
37177	28-Jan-2015	Issued	14	C		1392.86
3256	01-4-2500-000	PAYABLES - TRADE		1392.86		
Invoice Description --> BCWS - WATER MAIN BREAK BEAVER CREEK RD						
Total :				1392.86	0.00	1392.86
Supplier Total :				1392.86	0.00	1392.86

3272	MCCOY LAKE EXCAVATING LTD					
00081-0005	30-Jan-2015	Issued	16	T		2067.65

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
415910	01-4-2500-000	PAYABLES - TRADE		970.40		
Invoice Description --> DECEMBER 2014 MILLSTREAM WATER CONTRACT						
415911	01-4-2500-000	PAYABLES - TRADE		1097.25		
Invoice Description --> DECEMBER 2014 - LONG BEACH AIRPORT WATER CONTRACT						
Total :				2067.65	0.00	2067.65
Supplier Total :				2067.65	0.00	2067.65

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3273	MCDUGALL'S LANDSCAPING					
37178	28-Jan-2015		Issued	14	C	832.13
3555	01-4-2500-000	PAYABLES - TRADE		84.00		
Invoice Description --> AVLF - 3RD AVE RECYCLING BUILDING - SALTING IN DECEMBER						
3554	01-4-2500-000	PAYABLES - TRADE		748.13		
Invoice Description --> ACRD OFFICE - OCTOBER - DECEMBER - MAINTENANCE						
Total :				832.13	0.00	832.13
Supplier Total :				832.13	0.00	832.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3280	MCGILL & ASSOCIATES ENGINEERING					
00081-0006	30-Jan-2015		Issued	16	T	18181.44
14940	01-4-2500-000	PAYABLES - TRADE		221.16		
Invoice Description --> AVLF - CLEANING LEACHATE PIPELINE - CAPITAL						
14947	01-4-2500-000	PAYABLES - TRADE		362.25		
Invoice Description --> LBA - WATER SYSTEM EVALUATION - WELL DRILLING - CAPITAL						
14941	01-4-2500-000	PAYABLES - TRADE		395.33		
Invoice Description --> WEST COAST MULTIPLEX						
14942	01-4-2500-000	PAYABLES - TRADE		505.10		
Invoice Description --> SALMON BEACH - SHORT STREET DRAINAGE						
14946	01-4-2500-000	PAYABLES - TRADE		541.12		
Invoice Description --> WCLF - GENERAL CONSULTING						
14951	01-4-2500-000	PAYABLES - TRADE		630.00		
Invoice Description --> SALMON BEACH - BOAT RAMP - CAPITAL						
14948	01-4-2500-000	PAYABLES - TRADE		906.20		
Invoice Description --> ALVF - NORTH EAST EXPANSION - CAPITAL						
14949	01-4-2500-000	PAYABLES - TRADE		2312.15		
Invoice Description --> ALVF - FENCING - CAPITAL						
14939	01-4-2500-000	PAYABLES - TRADE		3296.88		
Invoice Description --> CCID - WATERMAIN REPLACEMENT GAS TAX INITIATIVE - MILLIGAN TO MOZART						
14945	01-4-2500-000	PAYABLES - TRADE		3469.50		
Invoice Description --> AVLF - GENERAL CONSULTING						
14950	01-4-2500-000	PAYABLES - TRADE		5541.75		
Invoice Description --> MILLSTREAM - UCLUELET WATER CONNECTION						
Total :				18181.44	0.00	18181.44
Supplier Total :				18181.44	0.00	18181.44

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 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	
37179	28-Jan-2015	Issued	14	C		420.00
62915	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> BCWS - WATER TESTING						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

3287 McLEAN & HIGGINS LTD.						
37180	28-Jan-2015	Issued	14	C		122.85
38883	01-4-2500-000	PAYABLES - TRADE		122.85		
Invoice Description --> SL - COUGAR SMITH PARK MAINTENANCE						
Total :				122.85	0.00	122.85
Supplier Total :				122.85	0.00	122.85

3331 MEGA-TECH						
37091	06-Jan-2015	Issued	3	C		2640.49
110670	01-4-2500-000	PAYABLES - TRADE		2640.49		
Invoice Description --> SLVFD - APPARATUS REPAIRS						
Total :				2640.49	0.00	2640.49
Supplier Total :				2640.49	0.00	2640.49

3340 MINISTER OF FINANCE						
37112	14-Jan-2015	Issued	7	C		2092.50
MSPJAN/15	01-4-2500-000	PAYABLES - TRADE		2092.50		
Invoice Description --> MSP PREMIUMS FOR JANUARY 2015						
Total :				2092.50	0.00	2092.50
Supplier Total :				2092.50	0.00	2092.50

3371 MINISTER OF FINANCE-QUEENS PRINTER						
37113	14-Jan-2015	Issued	7	C		60.80
93368301	01-4-2500-000	PAYABLES - TRADE		60.80		
Invoice Description --> ELECTION RESULTS						
Total :				60.80	0.00	60.80
Supplier Total :				60.80	0.00	60.80

3378 MIECM						
37181	28-Jan-2015	Issued	14	C		100.00
2015-03	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> EMERGENCY PLANNING - 2015 MEMBERSHIP DUES						
2015-04	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> EMERGENCY PLANNING - 2015 MEMBERSHIP DUE BAMFIELD						

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Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-2015
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				100.00	0.00	100.00
Supplier Total :				100.00	0.00	100.00

3401	MISA BC					
37182	28-Jan-2015		Issued	14	241.50	
2015109	01-4-2500-000	PAYABLES - TRADE			241.50	
Invoice Description --> 2015 MEMBERSHIP DUES						
Total :				241.50	0.00	241.50
Supplier Total :				241.50	0.00	241.50

3490	MUNICIPAL PENSION PLAN					
EFT-1	01-Jan-2015		Issued	18	9491.72	
PP#26 - 2014	01-4-2500-000	PAYABLES - TRADE			9491.72	
Invoice Description --> PAYPERIOD #26 - 2014 PENSION PLAN REMITTANCE						
Total :				9491.72	0.00	9491.72
EFT-2	19-Jan-2015		Issued	18	8946.02	
PP#1 - 2015	01-4-2500-000	PAYABLES - TRADE			8946.02	
Invoice Description --> PAYPERIOD #1 - 2015 PENSION PLAN REMITTANCE						
Total :				8946.02	0.00	8946.02
EFT-3	29-Jan-2015		Issued	18	8809.72	
PP#2 - 2015	01-4-2500-000	PAYABLES - TRADE			8809.72	
Invoice Description --> PAYPERIOD #2 - 2015 PENSION PLAN REMITTANCE						
Total :				8809.72	0.00	8809.72
Supplier Total :				27247.46	0.00	27247.46

3505	MFA LEASING					
AUTO67090	30-Jan-2015		Issued	5	2553.97	
BAMFIRE67090	01-4-2500-000	PAYABLES - TRADE			2553.97	
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
Total :				2553.97	0.00	2553.97
AUTO67092	28-Jan-2015		Issued	5	1654.31	
6140267092	01-4-2500-000	PAYABLES - TRADE			1654.31	
Invoice Description --> LBA TRACTOR LEASE						
Total :				1654.31	0.00	1654.31
Supplier Total :				4208.28	0.00	4208.28

3510	MUNICIPAL INSURANCE ASSOCIATION				
37144	21-Jan-2015		Issued	11	3389.00
25201	01-4-2500-000	PAYABLES - TRADE			3389.00

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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 --> 2015 INSURANCE PREMIUMS						
Total :				33389.00	0.00	33389.00
Supplier Total :				33389.00	0.00	33389.00

3600	NEOPOST	Status	Batch	Medium	Amount	
37183	28-Jan-2015	Issued	14	C	199.31	
2139613	01-4-2500-000	PAYABLES - TRADE		199.31		
Invoice Description --> ACRD OFFICE - INK FOR POSTAGE MACHINE						
Total :				199.31	0.00	199.31
Supplier Total :				199.31	0.00	199.31

3622	NICKLIN WASTE DISPOSAL	Status	Batch	Medium	Amount	
37114	14-Jan-2015	Issued	7	C	157.50	
4808	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> SLVFD - GARBAGE DISPOSAL FOR OCT, NOV & DEC 2014						
Total :				157.50	0.00	157.50
37184	28-Jan-2015	Issued	14	C	315.00	
4522	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> SLVFD - GARBAGE DISPOSAL FOR JULY, AUG., SEPT						
4769	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> BCFVD - GARBAGE DISPOSAL FOR OCT, NOV, DEC						
Total :				315.00	0.00	315.00
Supplier Total :				472.50	0.00	472.50

3651	NORTH ISLAND LABORATORIES	Status	Batch	Medium	Amount
37092	06-Jan-2015	Issued	3	C	9226.35
64275	01-4-2500-000	PAYABLES - TRADE		131.25	
Invoice Description --> SALMON BEACH - WATER TESTING					
94050	01-4-2500-000	PAYABLES - TRADE		165.90	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					
94052	01-4-2500-000	PAYABLES - TRADE		525.00	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					
94114	01-4-2500-000	PAYABLES - TRADE		625.80	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					
94206	01-4-2500-000	PAYABLES - TRADE		1081.50	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					
94514	01-4-2500-000	PAYABLES - TRADE		1345.05	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					
94414	01-4-2500-000	PAYABLES - TRADE		2546.25	
Invoice Description --> BWS - WATER TESTING					
94301	01-4-2500-000	PAYABLES - TRADE		2805.60	
Invoice Description --> BWS - PILOT PROJECT WATER TESTING - CAPITAL					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				9226.35	0.00	9226.35
Supplier Total :				9226.35	0.00	9226.35

3797 PITEAU ASSOCIATES							
37185	28-Jan-2015		Issued	14	C	4977.23	
17239	01-4-2500-000	PAYABLES - TRADE			1161.56		
Invoice Description --> AVLF - MONITORING PROGRAM							
17240	01-4-2500-000	PAYABLES - TRADE			3815.67		
Invoice Description --> WCLF - ANNUAL MONITORING PROGRAM							
Total :					4977.23	0.00	4977.23
Supplier Total :					4977.23	0.00	4977.23

3840 PARKSVILLE HEAVY EQUIPMENT RENTALS							
37093	06-Jan-2015		Issued	3	C	1403.61	
12106	01-4-2500-000	PAYABLES - TRADE			1403.61		
Invoice Description --> EMERGENCY RECOVERY - AVRA CULVERT REPAIRS							
Total :					1403.61	0.00	1403.61
Supplier Total :					1403.61	0.00	1403.61

3887 PLANNING INSTITUTE OF B.C.							
37115	14-Jan-2015		Issued	7	C	1060.00	
13489	01-4-2500-000	PAYABLES - TRADE			530.00		
Invoice Description --> ALEX DYER - 2015 MEMBERSHIP							
13497	01-4-2500-000	PAYABLES - TRADE			530.00		
Invoice Description --> MIKE IRG - 2015 MEMBERSHIP							
Total :					1060.00	0.00	1060.00
Supplier Total :					1060.00	0.00	1060.00

3890 PORT ALBERNI PORT AUTHORITY							
37186	28-Jan-2015		Issued	14	C	2563.13	
2014-378	01-4-2500-000	PAYABLES - TRADE			2563.13		
Invoice Description --> AVLF - LEACHATE AGREEMENT 2014							
Total :					2563.13	0.00	2563.13
Supplier Total :					2563.13	0.00	2563.13

4115 PRICE'S ALARM SYSTEM LTD						
37116	14-Jan-2015		Issued	7	C	611.10
2044510	01-4-2500-000	PAYABLES - TRADE			126.00	
Invoice Description --> BCFD - ALARM SYSTEM MONITORING						
2045185	01-4-2500-000	PAYABLES - TRADE			220.50	
Invoice Description --> AVLF - SCALE SHACK ALARM MONITORING JAN - JUNE 2015						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2045184	01-4-2500-000	PAYABLES - TRADE		264.60		
Invoice Description --> ACRD OFFICE ALARM MONITORING JAN - JUNE 2015						
Total :				611.10	0.00	611.10
Supplier Total :				611.10	0.00	611.10

4118 ERNIE PRESTON						
37187	28-Jan-2015		Issued	14	C	250.00
1001	01-4-2500-000	PAYABLES - TRADE			250.00	
Invoice Description --> 2015 WOODSTOVE EXCHANGE REBATE						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

4145 PROFIRE EMERGENCY EQUIPMENT INC.						
37117	14-Jan-2015		Issued	7	C	2426.35
INV012157	01-4-2500-000	PAYABLES - TRADE			528.71	
Invoice Description --> BCVFD - PUMPER TRUCK # 53 SERVICE						
INV012156	01-4-2500-000	PAYABLES - TRADE			947.32	
Invoice Description --> BCVFD - PUMPER TRUCK #51 SERVICE						
INV012159	01-4-2500-000	PAYABLES - TRADE			950.32	
Invoice Description --> BVCFD - PUMPER TRUCK #52 SERVICE						
Total :				2426.35	0.00	2426.35
37145	21-Jan-2015		Issued	11	C	6145.44
INV012168	01-4-2500-000	PAYABLES - TRADE			1160.86	
Invoice Description --> SLVFD - PUMPER TRUCK SERVICE						
INV012175	01-4-2500-000	PAYABLES - TRADE			1778.50	
Invoice Description --> SLVFD - PUMPER TRUCK SERVICE						
INV012167	01-4-2500-000	PAYABLES - TRADE			3206.08	
Invoice Description --> SLVFD - PUMPER TRUCK SERVICE						
Total :				6145.44	0.00	6145.44
Supplier Total :				8571.79	0.00	8571.79

4187 QUALITY FOODS-PORT ALBERNI						
37118	14-Jan-2015		Issued	7	C	87.59
67 1244482	01-4-2500-000	PAYABLES - TRADE			9.13	
Invoice Description --> ACRD OFFICE SUPPLIES						
63 351949	01-4-2500-000	PAYABLES - TRADE			15.00	
Invoice Description --> SLVFD - BANQUET SUPPLIES						
61 1013937	01-4-2500-000	PAYABLES - TRADE			27.33	
Invoice Description --> SLVFD - FIRE FIGHTER RETENTION						
62 407598	01-4-2500-000	PAYABLES - TRADE			36.13	
Invoice Description --> SLVFD - OFFICERS MEETING						
Total :				87.59	0.00	87.59

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					87.59	0.00	87.59

4220	RAYNER & BRACHT LTD						
37188	28-Jan-2015		Issued	14	C	1887.20	
2014242	01-4-2500-000	PAYABLES - TRADE			1887.20		
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES DECEMBER 2014					
Total :					1887.20	0.00	1887.20
Supplier Total :					1887.20	0.00	1887.20

4280	RECEIVER GENERAL FOR CANADA						
37146	21-Jan-2015		Issued	11	C	34577.78	
PP#2 - 2015 - DIR	01-4-2500-000	PAYABLES - TRADE			390.13		
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #2 - DIRECTORS					
PP#2 - 2015	01-4-2500-000	PAYABLES - TRADE			17015.70		
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #2					
PP#1 - 2015	01-4-2500-000	PAYABLES - TRADE			17171.95		
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #1					
Total :					34577.78	0.00	34577.78
Supplier Total :					34577.78	0.00	34577.78

4323	R.F. BINNIE & ASSOCIATES LTD.						
37119	14-Jan-2015		Issued	7	C	1041.60	
35260	01-4-2500-000	PAYABLES - TRADE			1041.60		
Invoice Description -->		ACRD - HORNE LAKE CONNECTOR - BUSINESS CASE					
Total :					1041.60	0.00	1041.60
Supplier Total :					1041.60	0.00	1041.60

4491	ROMPRE, SUZANNE						
00079-0006	16-Jan-2015		Issued	6	T	850.00	
DEC1-31/14	01-4-2500-000	PAYABLES - TRADE			850.00		
Invoice Description -->		DECEMBER BAMFIELD TRANSFER STATION CONTRACT					
Total :					850.00	0.00	850.00
Supplier Total :					850.00	0.00	850.00

4645	SHAW CABLE						
37189	28-Jan-2015		Issued	14	C	810.15	
01-JAN-15	01-4-2500-000	PAYABLES - TRADE			810.15		
Invoice Description -->		CCT#012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - FEBRUARY 2015					
Total :					810.15	0.00	810.15

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					810.15	0.00	810.15

4646	SHAW CABLESYSTEMS G.P.						
37190	28-Jan-2015		Issued	14	C	84.22	
DECEMBER 16, 201	01-4-2500-000	PAYABLES - TRADE			42.11		
Invoice Description -->		SLVFD - CABLE SERVICES - JAN.16/15-FEB.15/15					
JANUARY 16, 2015	01-4-2500-000	PAYABLES - TRADE			42.11		
Invoice Description -->		SLVFD - CABLE SERVICES - FEB.16-MAR.15/15					
Total :					84.22	0.00	84.22
Supplier Total :					84.22	0.00	84.22

4647	BOB SHAW						
37191	28-Jan-2015		Issued	14	C	150.00	
DVD14007	01-4-2500-000	PAYABLES - TRADE			150.00		
Invoice Description -->		SHAW DVD14007 DEVELOPMENT VARIANCE 50% REFUND					
Total :					150.00	0.00	150.00
Supplier Total :					150.00	0.00	150.00

4717	SMITH, RYAN						
00081-0007	30-Jan-2015		Issued	16	T	91.35	
PCDEC31/14	01-4-2500-000	PAYABLES - TRADE			91.35		
Invoice Description -->		SALMON BEACH - SEWAGE					
Total :					91.35	0.00	91.35
Supplier Total :					91.35	0.00	91.35

4728	SONBIRD REFUSE & RECYCLING LTD.						
00080-0006	23-Jan-2015		Issued	10	T	13596.17	
20893	01-4-2500-000	PAYABLES - TRADE			13596.17		
Invoice Description -->		DECEMBER 2014 WC GARBAGE & RECYCLING					
Total :					13596.17	0.00	13596.17
Supplier Total :					13596.17	0.00	13596.17

4730	RYAN SMITH SERVICES						
00079-0007	16-Jan-2015		Issued	6	T	3969.00	
495493	01-4-2500-000	PAYABLES - TRADE			3969.00		
Invoice Description -->		SALMON BEACH - SEWAGE & TRANSPORTATION					
Total :					3969.00	0.00	3969.00
Supplier Total :					3969.00	0.00	3969.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37192	28-Jan-2015	Issued	14	C		47.05
469342	01-4-2500-000	PAYABLES - TRADE		47.05		
Invoice Description -->		LBA - VEHICLE REPAIR - FUSES				
Total :				47.05	0.00	47.05
Supplier Total :				47.05	0.00	47.05

4785 STEWART MCDANNOLD STUART						
37147	21-Jan-2015	Issued	11	C		7117.38
68753	01-4-2500-000	PAYABLES - TRADE		78.40		
Invoice Description -->		LEGAL FEES				
68750	01-4-2500-000	PAYABLES - TRADE		84.00		
Invoice Description -->		LEGAL FEES				
68755	01-4-2500-000	PAYABLES - TRADE		92.96		
Invoice Description -->		LEGAL FEES				
68754	01-4-2500-000	PAYABLES - TRADE		314.64		
Invoice Description -->		LEGAL FEES				
68751	01-4-2500-000	PAYABLES - TRADE		636.23		
Invoice Description -->		LEGAL FEES				
68752	01-4-2500-000	PAYABLES - TRADE		2579.51		
Invoice Description -->		LEGAL FEES				
68968	01-4-2500-000	PAYABLES - TRADE		3331.64		
Invoice Description -->		LEGAL FEES				
Total :				7117.38	0.00	7117.38
Supplier Total :				7117.38	0.00	7117.38
<hr/>						
37193	28-Jan-2015	Issued	14	C		3366.75
68756	01-4-2500-000	PAYABLES - TRADE		3366.75		
Invoice Description -->		LEGAL FEES				
Total :				3366.75	0.00	3366.75
Supplier Total :				3366.75	0.00	3366.75

4788 STAPLES ADVANTAGE						
37194	28-Jan-2015	Issued	14	C		85.69
37580854	01-4-2500-000	PAYABLES - TRADE		14.54		
Invoice Description -->		OFFICE SUPPLIES				
37525696	01-4-2500-000	PAYABLES - TRADE		71.15		
Invoice Description -->		OFFICE SUPPLIES				
Total :				85.69	0.00	85.69
Supplier Total :				85.69	0.00	85.69

4845 STAPLES BUSINESS DEPOT #321						
37195	28-Jan-2015	Issued	14	C		71.59
1885280	01-4-2500-000	PAYABLES - TRADE		71.59		
Invoice Description -->		ACRD - OFFICE SUPPLIES				

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Total :						71.59	0.00	71.59
Supplier Total :						71.59	0.00	71.59

4885	SUN COAST WASTE SERVICES							
00080-0007	23-Jan-2015		Issued	10	T			22469.91
124605	01-4-2500-000	PAYABLES - TRADE			22469.91			
Invoice Description --> DECEMBER 2014 AV RECYCLING CONTRACT								
Total :						22469.91	0.00	22469.91
Supplier Total :						22469.91	0.00	22469.91

4917	SUPERIOR PROPANE							
37120	14-Jan-2015		Issued	7	C			555.09
41210	01-4-2500-000	PAYABLES - TRADE			555.09			
Invoice Description --> BWS - PROPANE								
Total :						555.09	0.00	555.09
Supplier Total :						555.09	0.00	555.09

4922	SWANA							
37196	28-Jan-2015		Issued	14	C			234.00
2016-96400	01-4-2500-000	PAYABLES - TRADE			234.00			
Invoice Description --> 2015 ANNUAL MEMBERSHIP FEE - JOHN THOMAS								
Total :						234.00	0.00	234.00
Supplier Total :						234.00	0.00	234.00

4974	THUNDER BAY AIRPORT SERVICES INC.							
37197	28-Jan-2015		Issued	14	C			26.25
D 008102	01-4-2500-000	PAYABLES - TRADE			26.25			
Invoice Description --> BVFD - FIRE BOAT								
Total :						26.25	0.00	26.25
Supplier Total :						26.25	0.00	26.25

4984	TELUS							
37198	28-Jan-2015		Issued	14	C			1932.41
JAN7/15	01-4-2500-000	PAYABLES - TRADE			1932.41			
Invoice Description --> ACRD CONSOLIDATED								
Total :						1932.41	0.00	1932.41
Supplier Total :						1932.41	0.00	1932.41

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
00081-0008	30-Jan-2015		Issued	16	T	237.38		
141221539101	01-4-2500-000	PAYABLES - TRADE				237.38		
Invoice Description -->		ACRD - CALL-IN SERVICE - EMPLOYEE SAFETY						
Total :						237.38	0.00	237.38
Supplier Total :						237.38	0.00	237.38
5015	iCOMPASS TECHNOLOGIES INC							
37121	14-Jan-2015		Issued	7	C	1118.95		
15140	01-4-2500-000	PAYABLES - TRADE				1118.95		
Invoice Description -->		COUNCIL VIEWS ANNUAL MEMBERSHIP 2015						
Total :						1118.95	0.00	1118.95
Supplier Total :						1118.95	0.00	1118.95
5025	TOM HARRIS CELLULAR LTD							
37199	28-Jan-2015		Issued	14	C	425.60		
PORTAIN90107	01-4-2500-000	PAYABLES - TRADE				425.60		
Invoice Description -->		BCWS - BOOSTER FOR NORTH RESERVOIR						
Total :						425.60	0.00	425.60
Supplier Total :						425.60	0.00	425.60
5114	TRINEX INTERNET SOLUTIONS INC							
37122	14-Jan-2015		Issued	7	C	5407.50		
6920	01-4-2500-000	PAYABLES - TRADE				5407.50		
Invoice Description -->		ACRD - WEB DEV - CAPITAL \$4700, JUN/14-NOV/15 WEB HOSTING						
Total :						5407.50	0.00	5407.50
37200	28-Jan-2015		Issued	14	C	78.75		
7009	01-4-2500-000	PAYABLES - TRADE				78.75		
Invoice Description -->		ACRD COMPUTER - MONTHLY WEBSITE HOSTING						
Total :						78.75	0.00	78.75
Supplier Total :						5486.25	0.00	5486.25
5131	TSESHAHT MARKET							
37123	14-Jan-2015		Issued	7	C	315.76		
1684942	01-4-2500-000	PAYABLES - TRADE				87.72		
Invoice Description -->		SLVFD - FUEL TRUCK # 47						
1677291	01-4-2500-000	PAYABLES - TRADE				110.00		
Invoice Description -->		SLVFD - PROPANE HALL #1						
1694405	01-4-2500-000	PAYABLES - TRADE				118.04		
Invoice Description -->		SLVFD - FUEL #41						
Total :						315.76	0.00	315.76

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ALBERNI-CLAYQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



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Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-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
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					315.76	0.00
						315.76

5136	TREES, JULIE					
37124	14-Jan-2015		Issued	7	C	20.00
REFUND-FRIDGE	01-4-2500-000	PAYABLES - TRADE			20.00	
Invoice Description --> AVLF - USER PAID IN ERROR AS NO MOTOR IN FRIDGE - S/B FREE TIPPING						
Total :						
					20.00	0.00
						20.00
Supplier Total :						
					20.00	0.00
						20.00

5145	UCLUELET CONSUMERS CO-OP ASSN					
37201	28-Jan-2015		Issued	14	C	133.15
LBA - DEC/14	01-4-2500-000	PAYABLES - TRADE			133.15	
Invoice Description --> LBA - DECEMBER FUEL						
Total :						
					133.15	0.00
						133.15
Supplier Total :						
					133.15	0.00
						133.15

5186	UCLUELET RENT-IT CENTER					
00079-0008	16-Jan-2015		Issued	6	T	393.75
19742	01-4-2500-000	PAYABLES - TRADE			393.75	
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL						
Total :						
					393.75	0.00
						393.75
Supplier Total :						
					393.75	0.00
						393.75

5245	UPS CANADA					
37125	14-Jan-2015		Issued	7	C	100.20
881218093	01-4-2500-000	PAYABLES - TRADE			100.20	
Invoice Description --> BCWS - BROKERAGE & GST ON US PRODUCTS						
Total :						
					100.20	0.00
						100.20
Supplier Total :						
					100.20	0.00
						100.20

5249	URGEL'S AUTO COLLISION LTD.					
37126	14-Jan-2015		Issued	7	C	1826.95
10433	01-4-2500-000	PAYABLES - TRADE			1826.95	
Invoice Description --> SLVFD - REPAIR TO TRUCK #41						
Total :						
					1826.95	0.00
						1826.95
Supplier Total :						
					1826.95	0.00
						1826.95

5278	VANCOUVER ISLAND PUBLISHING GROUP A/R					
00079-0009	16-Jan-2015		Issued	6	T	1957.73
AVTD00011836	01-4-2500-000	PAYABLES - TRADE			354.38	

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ALBERNI-CLAYQUOT REGIONAL DISTRICT
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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-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			
Invoice Description --> BUILDING INSPECTION RECRUITMENT AD \$168, ACRD CLOSURE \$169.50							
AVTD00011871	01-4-2500-000	PAYABLES - TRADE	1603.35				
Invoice Description --> AVLF - ADS \$945, BUILDING INSPECTOR AD \$189, BID AD LBA - \$191.50/BCWS \$191.50							
Total :			1957.73	0.00	1957.73		
00081-0009	30-Jan-2015		Issued	16	T		2093.89
WNDI00004087	01-4-2500-000	PAYABLES - TRADE	92.57				
Invoice Description --> ACHN COORDINATOR AD							
AVTD00012008	01-4-2500-000	PAYABLES - TRADE	579.87				
Invoice Description --> ACHN - RFP COORDINATOR \$171., WOODSTOVE EXCHANGE \$157.50, EMBERGENCY COORD							
AVTD00011941	01-4-2500-000	PAYABLES - TRADE	699.83				
Invoice Description --> LBA/BCWS BIDS \$94.50EA, AVLF GIFT WRAP REC \$315, WOODSTOVE EXCHANGE\$157.50							
AVTD00012044	01-4-2500-000	PAYABLES - TRADE	721.62				
Invoice Description --> ACRD GRANT IN AID - \$302.50, ACHN COORDINATOR \$171.00, EMERGENCY COORDINATOR \$							
Total :			2093.89	0.00	2093.89		
Supplier Total :			4051.62	0.00	4051.62		

5311	VANCOUVER ISLAND APPRAISALS LTD.						
37202	28-Jan-2015		Issued	14	C		2480.00
36621	01-4-2500-000	PAYABLES - TRADE	2480.00				
Invoice Description --> SLVFD - INSURANCE FOR FIRE HALLS							
Total :			2480.00	0.00	2480.00		
Supplier Total :			2480.00	0.00	2480.00		

5401	TD VISA (BCVFD)M. KOBUS						
37203	28-Jan-2015		Issued	14	C		128.17
JAN5/15	01-4-2500-000	PAYABLES - TRADE	128.17				
Invoice Description --> BCVFD - TRAINING \$124.72, OFFICE SUPPLIES \$3.45							
Total :			128.17	0.00	128.17		
Supplier Total :			128.17	0.00	128.17		

5402	TD VISA (BCVFD)C. STARRATT						
37204	28-Jan-2015		Issued	14	C		666.54
JAN5/15	01-4-2500-000	PAYABLES - TRADE	666.54				
Invoice Description --> BCVFD - EQUIPMENT \$666.54							
Total :			666.54	0.00	666.54		
Supplier Total :			666.54	0.00	666.54		

5405	TD VISA (SLVFD)						
37205	28-Jan-2015		Issued	14	C		609.10
JAN5/15	01-4-2500-000	PAYABLES - TRADE	609.10				
Invoice Description --> SLVFD - TRAINING \$246.93, FINAL ALARM FORCE \$315, SMALL TOOLS \$ 47.17							

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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Trans. Date : 01-Jan-2015 To 31-Jan-2015
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Cheque No. : All
Batch No. : All

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Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Total :					609.10	0.00	609.10
Supplier Total :					609.10	0.00	609.10
5410	TD VISA						
37206	28-Jan-2015		Issued	14	C	1944.56	
JAN5/15	01-4-2500-000	PAYABLES - TRADE			1944.56		
Invoice Description --> ACRD - EMERGENCY PLANNING \$18.91, BUILDING INSPECTOR - \$1267.20, WC INTERNET\$226							
Total :					1944.56	0.00	1944.56
Supplier Total :					1944.56	0.00	1944.56
5432	WALLACE TECHNICAL LTD.						
37207	28-Jan-2015		Issued	14	C	304.50	
20150102	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description --> BCWS - VIBRATION ANALYSIS							
Total :					304.50	0.00	304.50
Supplier Total :					304.50	0.00	304.50
5558	WYNANS, TERRI-ANN						
37127	14-Jan-2015		Issued	7	C	900.00	
NOV-DEC2014	01-4-2500-000	PAYABLES - TRADE			900.00		
Invoice Description --> SLVFD - ADMIN SUPPORT							
Total :					900.00	0.00	900.00
Supplier Total :					900.00	0.00	900.00
5620	WORKSAFE BC						
37128	14-Jan-2015		Issued	7	C	3189.92	
4THQTR2014	01-4-2500-000	PAYABLES - TRADE			3189.92		
Invoice Description --> 4TH QUARTER 2014 WCB PREMIUMS							
Total :					3189.92	0.00	3189.92
Supplier Total :					3189.92	0.00	3189.92
0241	GOWLING LAFLEUR HENDERSON LLP IN TRUST						
37208	28-Jan-2015		Issued	14	C	155.70	
NOV.28/14	01-4-2500-000	PAYABLES - TRADE			155.70		
Invoice Description --> RETURN OVERPAYMENT FOR RECYCLING							
Total :					155.70	0.00	155.70
Supplier Total :					155.70	0.00	155.70

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0003 To Z4209
Trans. Date : 01-Jan-2015 To 31-Jan-2015
Cheque Date : 01-Jan-2015 To 31-Jan-2015
Cheque No. : All
Batch No. : All

Bank : 0099 To 4
Status : All
Medium :
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description			Debit	Credit
Total Computer Paid :	341,039.73	Total EFT PAP :		31,705.74		Total Paid : 678,888.61
Total Manually Paid :	0.00	Total EFT File Transfer :		306,143.14		



REQUEST FOR DECISION

To: Board of Directors

From: Alberni Valley Committee/
Russell Dyson, Chief Administrative Officer

Meeting Date: February 11, 2015

Subject: Alberni Valley Regional Airport Runway Expansion

Recommendation:

That the Alberni Valley Committee recommends:

1. THAT the ACRD Board of Directors apply to the Build Canada Fund for the AVRA expansion based on an extension to the runway to the east and no lighting or fencing for a total project cost of \$5.9 million as outlined in the Tetra Tech Report, Class A cost estimate.
2. THAT the ACRD Board of Directors fund its' 1/3 contribution (approximately \$2 million) for the AVRA runway expansion through borrowing.
3. THAT the ACRD Board of Directors amend the AVRA establishment bylaw to increase the maximum annual requisition to enable borrowing to a maximum amount of \$2 million dollars and associated operating costs for the 100' x 5000' runway, utilizing the alternate approval process.
4. THAT staff be instructed to consult with affected interests of the AVRA expansion including Greenmax, SD#70 (Alberni), Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies and the AV Drag Racing Association.

Desired Outcome:

To seek the ACRD Board direction on the process for moving forward on the expansion of the AVRA runway.

Background:

The Alberni Valley Regional Airport (AVRA) is a registered airport with a single 3,952 x 75 foot runway (1205 metres in length). There is no published instrument approach at this time. Activity at the site

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?if?ath 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)

includes a BC Forest Service crew base, Coulson Aviation, and recreational activities, including the Alberni Valley Flying Club, the Vancouver Island Soaring Centre and the Alberni Valley Soaring Association. Avgas and Jet A are sold at the airport via a card lock system. The airport was opened in 1993.

In 2014, the Board of Directors of the Alberni-Clayoquot Regional District provided direction to pursue a runway expansion with the completion of the detail design, business case and an application for funding to the Build Canada Fund.

The airport expansion was based on a pre-design report prepared by Tetra Tech, which outlined four options for the expansion, the direction was to proceed with an option whereby the runway would be extended by approx 500' off of either end and widened by 25' for the full length to provide for an 100' X 5,000' runway. The runway was to be provided with lighting and GPS capability. This would include the associated groundwork and fencing required for the expanded operation. The cost estimate of the pre-design was \$6.2 million.

The Board proposed that the application include lighting for the Long Beach Airport. This would have increased overall costs without a significant improvement to the business plan rational. Therefore this has not been pursued in this proposal.

Grant applications require a formal business case. Pat Deakin, City of Port Alberni Economic Development Manager agreed to oversee and fund this work. The attached Business Case has been prepared by Rob Beynon, it has evaluated the potential increase in airport operations from such an investment and the tangible economic spinoffs. The business case has determined that the investment is justified with the objective to extend the runway and retain and expand aerospace employment at AVRA, supporting the Canadian economy and its international competitiveness. Secondary objectives of this project include supporting other aerospace development at the site, tourism within the ACRD, regional economic development and transportation services.

The principle benefit of this project would be the result of accommodating increased opportunities for the Coulson Group of Companies retrofitting and servicing C130 Hercules for firefighting capacity at the AVRA. The expansion also provides for other benefits given the close association of services for the Long Beach Airport and the potential to secure scheduled services, but these benefits were less tangible.

The detailed design included an accurate survey of the airport and surrounding lands, preliminary results from the survey determined that the best option for expansion is in fact constructing the works off of the east end, rather than off both ends of the runway. It also determined that there is substantial clearing and groundwork to be completed to satisfy the obstacle limitation surfaces of the new runway and anticipated aircraft to be using such a facility. The detailed design has been completed on the basis of this configuration; it has enabled a Class A estimate of costs - \$8.3 million.

We have been advised that the Build Canada Fund has limits for the overall expenditures within each constituency; the advice is to keep the overall cost of the application below \$6 million. In order to

accomplish this it is proposed that the application proceed without lighting or fencing. These components can be considered at a later date and alternative funding pursued. The amended cost without lighting and fencing is \$5.9 million of which the regional district would be responsible for 1/3 - \$2 million.

The Board of Directors needs to determine spending limits for the AVRA Service. The annual limit in the AVRA establishing bylaw (791 & 791-1) is currently \$50,000.00 and new limits need to accommodate for increased operating costs and servicing anticipated debt.

Options to Consider:

What is the level of capital investment to be funded by borrowing?

- a. \$2 million – this would enable the runway expansion subject to successful Build Canada grant.
- b. \$3 million - this would enable both phases to be realized subject to grants for both projects. (Phase I – expansion; Phase II – lighting and fencing).
- c. \$6 million – this would enable the runway expansion to be realized without grant funding.

Note: \$6 million is the maximum borrowing for the alternate approval (AAP) process, anything further would be subject to a referendum.

As per the *Local Government Act*, participating area approval is be required for all of the above borrowing options as well as to increase the establishing bylaw’s maximum annual requisition.

The following are the options for obtaining participating area approval:

- a. Municipalities: Municipal Council’s can consent on behalf of the electors by a resolution of Council or can choose to proceed with an AAP or referendum.
- b. Electoral areas: Consent can be obtained by conducting an AAP or referendum. Regional District staff recommends conducting an AAP process. The AAP process is less time consuming and more cost effective at an approximate total cost of \$2,000.00. Conducting a referendum will require considerable staff resources and cost approximately \$8,000.00.

Time Requirements – Staff & Elected Officials:

Substantial staff resources will be required for this project.

Financial:

The costs of providing the service are apportioned by the participating areas on the basis of converted vale of land and improvements. Participants of the service area are: City of Port Alberni and electoral areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

Policy or Legislation:

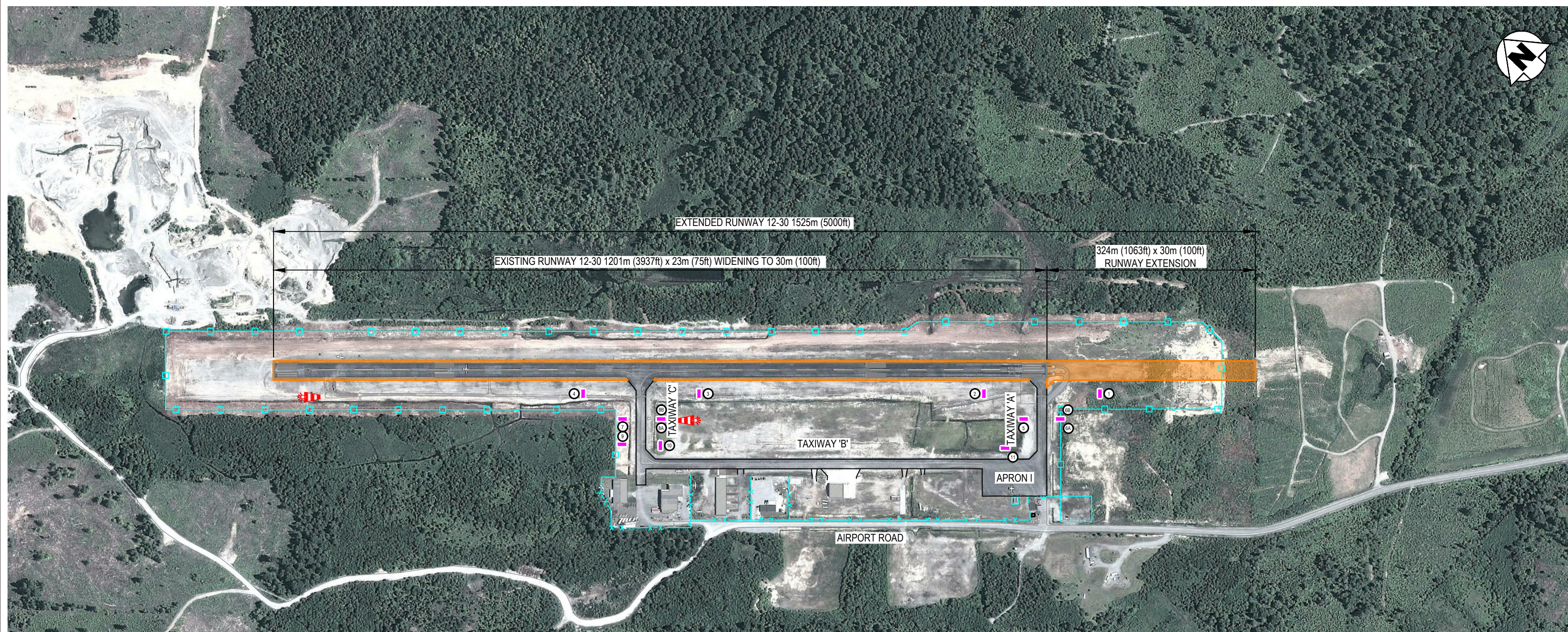
Bylaw 791 and 791-1, *Port Alberni Airport Extended Service Area Establishment & Amendment, Local Government Act* and *Community Charter* apply. The establishment bylaw will require amendment to increase maximum allowable requisition in order to proceed with the project.



Submitted by: _____

Russell Dyson, Chief Administrative Officer

G:\C31103399-01 Alberni Valley Rwy Exten\Phase 002\Figures\C31103399-01-002 Figure 1.dwg [FIGURE 1] January 23, 2015 - 1:30:22 pm (BY: JOHNSON, TANNER)

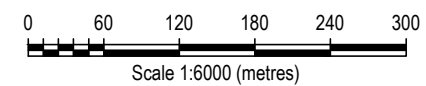


1		6A		9	
2		6B		10	
3		7		11	
4		8A			
5		8B			

SIGN SCHEDULE

LEGEND:

	RUNWAY EXTENSION & WIDENING		SIGN
	EXISTING WILDLIFE FENCING		
	EXISTING CHAIN LINK FENCING		
	EXISTING WINDSOCK		



	RUNWAY EXTENSION DESIGN ALBERNI VALLEY REGIONAL AIRPORT (CBS8)			
	SITE PLAN			
	PROJECT NO. C31103399-01-002	DWN T.J.	CKD S.S.	REV 0
	OFFICE CALGARY	DATE JANUARY 23, 2015		Figure 1



**Alberni Valley Regional Airport (CBS8)
Runway Extension
Class 'A' Estimate of Probable Costs
Runway 30 Extension 324m (1063 ft)**

January 23, 2015

Item	Estimate of Probable Costs Summary				Total
1.00	Civil General Requirements				\$ 360,000
2.00	Civil Site Works - Runway Extension (324m x 30m)				\$ 4,960,420
	Total Estimate of Probable Construction Costs				\$ 5,320,420
3.00	Estimated Engineering Costs - Design, Construction Inspection (rounded)			4%	\$ 212,800
4.00	Project Contingencies (rounded)			8%	\$ 425,600
	Total Estimate of Probable Project Costs				\$ 5,958,820

Item	Description	Unit	Est Quantity	Unit Price	Total Price
1.00	Civil General Requirements				
1.01	Temporary Facilities - Mob / Demob, Survey etc.	Lump Sum	1	\$ 150,000	\$ 150,000
1.02	Tree Clearing/Felling for Obstacle Limitation Surface (OLS) Compliance	Hectare	50	\$ 3,700	\$ 185,000
1.03	Conduct Testing & Commissioning	Lump Sum	1	\$ 25,000	\$ 25,000
	Subtotal General Requirements				\$ 360,000
2.00	Civil Site Works - Runway Extension (324m x 30m)				
2.01	Clearing, Grubbing for Rwy Strip Along Extension	m ²	35,000	\$ 4	\$ 140,000
2.02	Topsoil Stripping and Stockpile for future reuse	m ³	4,200	\$ 13	\$ 54,600
2.03	Milling Existing HMAc (Approx. 50mm) for Butt Joint	m ²	60	\$ 17	\$ 1,020
2.04	Removal and Dispose On-Site - Drag Strip Asphalt Facilities - (Full Depth)	m ²	780	\$ 16	\$ 12,480
2.05	Common Excavation and Dispose On-Site - Runway Footprint (710mm structure) and Graded Strip - Depth Varies Based on Existing Ground	m ³	104,000	\$ 12	\$ 1,248,000
2.05	Place and Compact Fill	m ³	1,400	\$ 40	\$ 56,000
2.06	Granular Subbase Course (GSBC) - 420mm thick	m ³	4,100	\$ 55	\$ 225,500
2.07	Granular Base Course (GBC) - 200mm thick	m ³	2,000	\$ 60	\$ 120,000
2.07	3.5m Granular Shoulder - 90mm thick	m ³	220	\$ 60	\$ 13,200
2.08	Hot-Mix Asphalt Concrete Paving (HMAc) - 90mm thick	Tonne	2,200	\$ 160	\$ 352,000
2.09	Eradicate All Existing Runway 12-30 Centerline Pavement Markings, Runway 30 Threshold and Aiming Point Marking, Runway 12 Threshold and Aiming Point Marking (Black Paint)	Lump Sum	1	\$ 20,000	\$ 20,000
2.10	New Runway 12-30 Centerline Painting, Runway 30 Threshold, Aiming Point and Touchdown Zone Marking, Runway 12 Threshold, Aiming Point and Touchdown Zone Marking	Lump Sum	1	\$ 20,000	\$ 20,000
2.11	Geotextile fabric, Non-woven (Provisional Item)	m ²	5,000	\$ 4	\$ 20,000
2.12	Geogrid (Provisional Item)	m ²	5,000	\$ 4	\$ 20,000
2.13	Finish Grading	m ²	28,000	\$ 5	\$ 140,000
	3.5m Runway Widening Each Side (Total RWY Width of 30m) Runway Strip 75m Each Side of Centerline				
2.14	Clearing, Grubbing for Rwy Strip	m ²	81,000	\$ 4	\$ 324,000
2.15	Topsoil Stripping and Stockpile for future reuse	m ³	840	\$ 13	\$ 10,920
2.16	Milling Existing HMAc (Approx. 50mm) for Butt Joint	m ²	4,500	\$ 17	\$ 76,500
2.17	Common Excavation (81,000cu.m) and Place as Common Fill (50,000cu.m) - Runway Footprint (710mm structure) and 150m Graded Strip - Depth Varies Based on Existing Ground	m ³	130,000	\$ 10	\$ 1,300,000
2.17	Granular Subbase Course (GSBC) - 420mm thick	m ³	3,600	\$ 55	\$ 198,000
2.18	Granular Base Course (GBC) - 200mm thick	m ³	1,700	\$ 60	\$ 102,000
2.19	Hot-Mix Asphalt Concrete Paving (HMAc) - 90mm thick	Tonne	1,900	\$ 160	\$ 304,000
2.20	Eradicate Existing Pavement Markings	Lump Sum	1	\$ 3,000	\$ 3,000
2.21	New Pavement Markings (Edge Marking)	Lump Sum	1	\$ 3,000	\$ 3,000
2.21	New 600mm dia. CSP Extension	Lin.m.	85	\$ 140	\$ 11,900
2.22	New 900mm dia. CSP Extension	Lin.m.	110	\$ 180	\$ 19,800
2.23	Supply and Install 1200mm DIA. MH c/w Bedding and Backfill, including Frame and Grate	Lump Sum	1	\$ 6,000	\$ 6,000
2.24	Geotextile fabric, Non-woven (Provisional Item)	m ²	1,500	\$ 4	\$ 6,000
2.25	Geogrid (Provisional Item)	m ²	1,500	\$ 5	\$ 7,500
2.26	Finish Grading	m ²	29,000	\$ 5	\$ 145,000
	Subtotal Civil Works				\$ 4,960,420



Notes:

- 1.0 Costs noted above are estimates based on similar works completed over the past five years. It is not to be interpreted as a guarantee by Tetra Tech of the actual project costs. The actual project cost shall be determined by the tender and construction process.
- 2.0 The estimates include 2-5% contingency to account for fluctuations between assumptions made and actual ground conditions.
- 3.0 Quantity under item 1.02 is an estimate to cover costs associated with clearing OLS protrusions as surveyed by SNC Lavalin. It has been extrapolated to include additional clearing for the runway extension options. Some localized clearing efforts may be required for areas of taller trees outside the main clearing footprint.
- 4.0 Quantity under item 2.03 is based on the cut required for the runway extension plus the required runway strip and OLS allowances beyond the current Airport boundary. Due to a lack of survey beyond the present Airport fence, 20% has been added to this value to account for what is expected to be additional ground cut on the tree farm property.
- 5.0 Temporary Facilities have been estimated at 3%(rounded) of the Subtotal Civil Site Works.

Airport Runway Extension Business Case

Alberni-Clayoquot Regional District and City of Port Alberni

23 January 2015

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Checklist

The checklist below is provided in the Build Canada Program Guide. This table explains where each of these elements is addressed within this business case.

Checklist of Business Case Elements

Business Case Element	Section Where Addressed
Problem statement	1.1
Identification and analysis of options (relevance, feasibility)	4.1
Rationale for chosen option	4.1
Project objective	1.2
Description of activities	4.2
Timelines and milestones	4.3
Expected benefits	5.3
Performance and progress measures	4.4
Project risks	4.5
Rationale	1.3

1. Overview

1.1. Problem Statement

An aerospace company based at the Alberni Valley Regional Airport (AVRA) has contracts to modify aircraft for international forest fighting and the company wants to conduct this work at its AVRA base. However, the company cannot conduct the work at AVRA now because the heavier versions of the modified aircraft, C130, are too large for the existing runway. To complete this work at AVRA requires a runway extension.

Without an extended runway, confirmed high value aerospace work may be lost to another country, and the Alberni Valley will miss out on this and future significant opportunities.

This high value aerospace work will not take place at Port Alberni, and probably not in Canada, unless the runway is extended. This is because the Coulson's already have operations and relationships in the U.S. and Singapore and it would be easier (read more profitable) to utilize them than to develop a new operation in Canada. The airport is also underutilized, and Port Alberni is the mid-size community in B.C. without scheduled air service. The Alberni-Clayoquot Regional District (ACRD) and the City of Port Alberni have therefore developed this business case for the extension and improvement of the runway.

1.2. Project Objective

The project objective of the ACRD and the City of Port Alberni is to extend the runway and retain and expand aerospace employment at AVRA, supporting the Canadian economy and its international competitiveness. Secondary objectives of this project include supporting other aerospace development at the site, tourism within the ACRD, regional economic development and transportation services.

1.3. Project Rationale

If the project is not approved, Port Alberni will lose potential aerospace activity in coming years. This immediate loss will probably lead to the loss of other as yet unidentified opportunities because the proponent will expand its operations somewhere else to complete the contracts it has signed. The loss of this opportunity could therefore become a significant “missed opportunity.”

The aerospace company, Coulson Aviation, a member of the Coulson Group of Companies, has been clear that it cannot complete the aerospace contracts it has signed without a longer runway at AVRA. The company already has multi-year contracts for this work in place and is seeking somewhere to complete its work. The Coulson Group’s first choice of location is AVRA.

2. Current Situation

2.1. Alberni Valley Regional Airport

AVRA is a registered airport with a single 3,952 x 75 foot runway (1205 metres in length). There is no published instrument approach at this time. Activity at the site includes a BC Forest Service crew base, Coulson Aviation, and recreational activities, including the Alberni Valley Flying Club, the Vancouver Island Soaring Centre and the Alberni Valley Soaring Association. Avgas and Jet A are sold at the airport via a card lock system. The airport was opened in 1993.

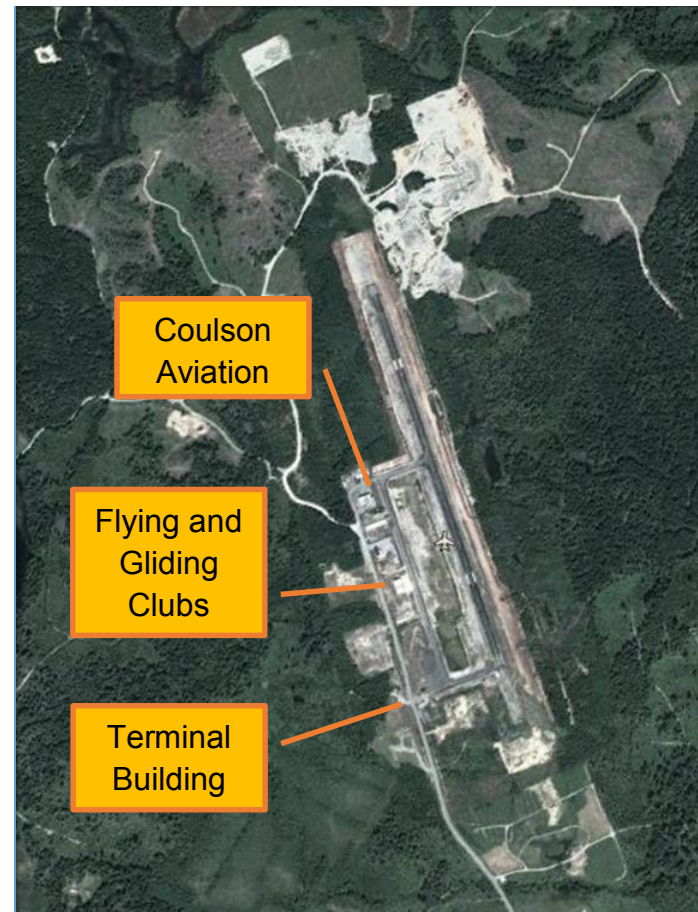
An overview of the site is shown in **Figure 2-1**. A quarry at the north end of the airport is shown on the map. The access road to Highway 4 is at the south end of the site.

2.2. Aerospace

Coulson Aviation is based at the north end of the airport taxiway. The company is part of the Coulson Group of Companies, based in Port Alberni. The company includes the following divisions:

- Forest Products
- Lumber Manufacturing

Figure 2-1: AVRA Site



Source: Google Earth, November 2014.

- Coulson Cedar, and
- Other developments.

The Coulson Group of Companies has been active in forestry in the area since the 1930s and diversified into aviation in the 1960s. Aviation companies owned by the group include Coulson Airplane Ltd., Coulson Airplane (U.S.A.) Inc., Coulson Flying Tankers, and Coulson Aero Technologies Ltd. The Group owns a fleet of fixed and rotary wing aircraft.

The Group has a long history of success and exports. The Group has been used by BDC (Business Development Bank of Canada) as a model which “positions itself as a global player.”¹ The example used by BDC is the project which requires the extended runway, modifying L100 (C130) Hercules to be water bombers.² The company also sold its successful helicopter maintenance operations to CHC Helicopter and it developed the operations into Heli One. CHC Helicopter is the Canadian-based, largest helicopter operator in the world. Heli-One is the largest helicopter support company in the world.

2.3. C130 Initiative

The Group’s current initiative driving the need for an extended runway at Port Alberni is the conversion of military C130 aircraft into water tankers. The Company has contracts with Lockheed Martin to complete the work and owns the Type Certificate for the C130. A type certificate is issued by a regulator such as the FAA or Transport Canada to show that a design is considered airworthy. It cannot be changed. Only companies that own a type certificate may modify an aircraft significantly.

The Coulson Group has signed contracts to complete the aerospace work. It is seeking a location for the work. The first aircraft was modified in the U.S.

¹ BDC, “Testimonial: Coulson Group of Companies,” provided in **Appendix A**.

² Civil versions of the aircraft are L100s and military versions are C130s.

The key activity that Coulson plans to undertake is the manufacturing and installation of tanking systems on C130 aircraft, transforming them into water bombers. The 4,000 US gallon tanks were designed by the Coulson Group and are manufactured in Port Alberni. There are also opportunities to do similar work for Airbus aircraft. Installing one tank kit requires 8,000 hours of labour. Each tanker install would be completed within 90 days. There are approximately 2100 C130s in the world and a significant number of these may be transformed into tankers in coming years. **Figure 2-2** shows the modified aircraft in flight.

Figure 2-2: Modified C130 Water Bomber



Source: The Coulson Group

Coulson already has three to five years of signed contracts (depending on how quickly they can be fulfilled) to complete aircraft modifications. The Group already has completed the first install and is planning the second; neither was (or will be) done in Canada. The first C130 work was done at San Bernardino, California and a second project will be completed in Singapore. The company already has the approvals to do the work in the U.S. if it cannot complete it in Canada.

The development could quickly generate up to 15 high paying aerospace positions in the Alberni Valley.

If Coulson can complete the work at AVRA, it would generate up to 15 new Aircraft Maintenance Engineer (AME) positions each paying approximately \$70,000 annually. The training of these new positions would create demand for services from North Island College (NIC) which would support its ongoing operations.

3. Potential Activity

3.1. Aerospace

The proposed development at AVRA by the Coulson Group will generate up to 15 AME full-time equivalent jobs.

AME Description. Canadian Aircraft Maintenance Engineers earn, not including overtime, approximately \$65,000 annually. AMEs are highly trained and must pass Transport Canada certified tests to be rated as M1 or M2 AMEs.³ Minimum requirements for both designations include 1000 hours of theory (usually via college), 48 months of experience, and a log of all maintenance tasks required. After meeting these minimum requirements, AME candidates may take the tests for federal certification. These are skilled and high tech jobs. Canada and B.C. have both initiated programs to attract aerospace jobs.

AMEs are skilled, high tech workers earning \$65,000 or more annually.

Additional Opportunities. In addition to the Coulson Group C130 program, other aerospace opportunities may be created by the proposed infrastructure improvement. Coulson has spoken with other aerospace companies who have expressed an interest in completing work at AVRA if Coulson expands its operations there. These additional potential opportunities have not been included in the economic or taxation estimates in the Multiple Accounts Evaluation (MAE) in **Section Five**. Successful B.C. aerospace firms and potential targets for activity include Viking Air, Kelowna Flightcraft, Cascade Aerospace, and CHC.

³ <https://www.tc.gc.ca/eng/civilaviation/standards/maintenance-aarpb-general-general-2535.htm>

3.2. Other

The proposed infrastructure could also support the following additional regional developments:

- **Alternate Airport.** With the additional runway length and new lighting, AVRA will be better able to act as an alternate airport for the Long Beach Airport (CYAZ) on the west coast. The airport has developed strongly in recent years, supporting the growing tourism cluster in the Tofino-Ucluelet region. The area suffers from seasonal fogging. When this occurs, aircraft cannot land at CYAZ. With the proposed improvements, AVRA will be better positioned to act as an alternate airport seasonally.
- **New Courier Service.** Coulson Aviation is already FedEx's third largest client on Vancouver Island. FedEx has advised Coulson that if it develops its proposed aerospace activity, FedEx may initiate a new non-stop courier service to AVRA. This new courier capacity would be a benefit to all economic activity in the region.
- **Tourism.** Local tourism operators have complained about difficulties flying aircraft into AVRA. The extended runway and new lighting would improve the usability of the site for tourism operators.
- **Transportation Services.** Improvements to the airport will support the development of scheduled air transport from AVRA to destinations such as Vancouver. This will assist the social and economic development of Port Alberni.
- **Container Terminal Development.** The proposed Port Alberni Transshipment Hub (PATH), an Alberni Inlet container terminal development, would benefit from improved airport and aviation services in the region. Projects and operations of this type require significant aviation support for the construction phase and ongoing operations.
- **LNG Terminal.** The proposed LNG terminal in Alberni Inlet would also benefit from an improved airport. Moving crews in and out of a project site is one of the key concerns for construction of an LNG plant. The proposed infrastructure improvements would facilitate this. On November 29, 2014, the Huu-ay-aht First Nation voted in favour of continuing to explore the benefits arising out of a proposed LNG plant and to offer

the Steelhead LNG proponents an opportunity to lease the Huu-ay-aht's Sarita Bay Treaty Settlement Lands for the project which is estimated at \$30 **billion**.

4. Proposed Infrastructure Improvement

4.1. Options Development

In September 2014 the ACRD contracted with Tetra Tech EBA Inc. to complete an options analysis.⁴ The report identified five options to serve the identified demand:

- Option 1 - 1,063' (324m) Extension of Runway 12
- Option 2 - 1,063' (324m) Extension of Runway 30
- Option 3 - 531.5' (162m) Extension of both ends of Runway 12-30
- Option 4 - Extending and Widening Runway 12-30 by 100' (30m)
- Option 5 - Extending and Widening Runway 12-30 by 150' (45m)

After considering the options, the Alberni-Clayoquot Regional District has voted in support of Option 4.⁵

4.2. Proposed Activities

Activities proposed within this option include

- Extending the south end of the runway by 324m,
- Expansion of the runway width to 30m,
- Addition of a Medium Intensity Airfield Lighting System, and
- Related civil engineering work.

⁴ Tetra Tech EBA Inc., "Runway 12-30 Extension Pre-Design Report, Alberni Valley Regional Airport (AVRA)," September 2014.

⁵ For those who may be unfamiliar with airport terminology, there is only one physical runway but from an operational perspective there are two runways because a pilot can approach the runway from either direction. The runway numbers represent the compass bearing of the runway's orientation.

4.3. Timelines and Milestones

With proper phasing, the proposed project can be completed in 2015.

The proposed project could be completed in 2015.

4.4. Performance and Progress Measures

The project is a relatively small capital project. It will require phasing but no interim progress measures should be required.

4.5. Project Risks

No significant risks for the project have been identified. The ACRD paid for geo-tech and soil testing which established that the conditions are suitable for the planned runway structures.

4.6. Project Budget

Tetra Tech completed a Class A estimate for the proposed project, which are shown in **Figure 4-1**. Including lighting, the total project cost is ~ \$6.0 million.

Figure 4-1: Class A Project Estimates

Line Item	Value
Estimated Construction Costs	\$ 5,533,220
Contingency (8%)	\$ 425,600
TOTAL	\$5,958,820

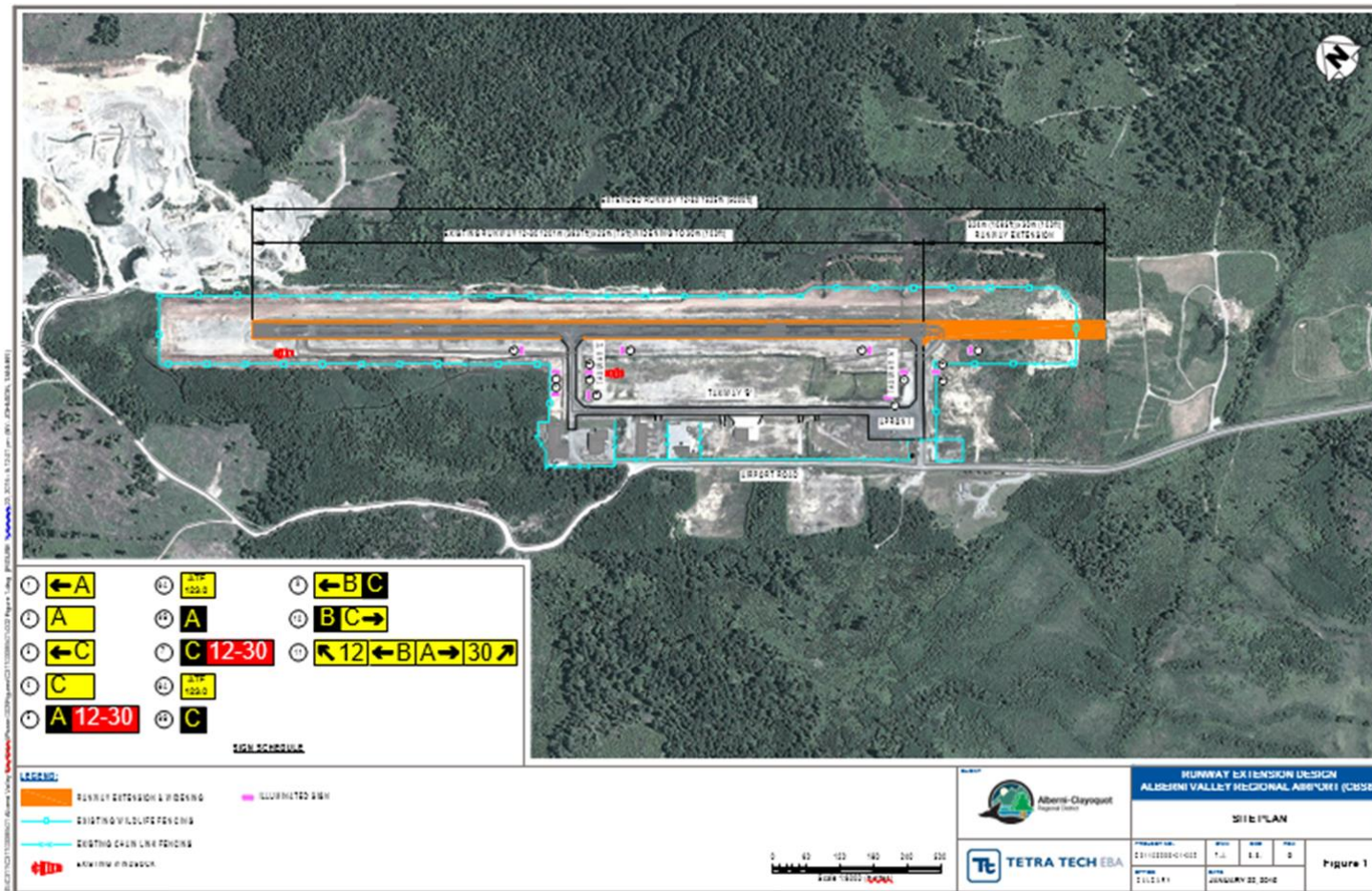
Source: Tetra Tech EBA

An illustration of the airport showing the proposed runway extension is shown in **Figure 4-2**. The proposed extension is displayed in orange.

4.7. P3 Participation

The ACRD seeks a partnership agreement with the federal and provincial governments to complete the proposed project. The proposed cost sharing would be one third each, or approximately \$2.0 million each.

Figure 4-2: Proposed Runway Extension



5. Multiple Accounts Evaluation

5.1. Methodology

Multiple account evaluation (MAE) is a decision matrix tool designed to provide a balanced perspective to infrastructure decision making. The BC Ministry of Transportation and Infrastructure has a formal MAE process it uses for highway development projects for example.

It is a simplified form of cost-benefit analysis. True cost-benefit requires that all costs and benefits be accurately given a dollar value, so that costs can be subtracted from benefits to determine the cost-benefit. The higher the resulting value the higher the value of the project, but it is very difficult to convert many accounts such as the environment into dollar values.

MAE analysis is a method of cost benefit analysis in which not all values are monetized. Accounts are compared in different scenarios so the potential impacts of projects can be understood.

5.2. Evaluation

Table 5-1 offers a matrix evaluation of the proposed development by examining different accounts. The table compares the current situation with the potential impacts from the proposed airport expansion. In this evaluation, the following accounts are discussed:

- Capital Investment;
- Economic Impact;
- Aerospace
- Trade;

- Tourism;
- First Nation;
- Government Revenues;
- Regional Development;
- Environment;
- Social;
- Training;
- Transportation; and
- Political.

Figure 5-1: MAE Analysis

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
<p>CAPITAL INVESTMENTS</p>	<p>No capital investment</p>	<p>Up to \$ 6.0 million in one-time capital investment. This estimate is for extending the main runway, constructing runway and taxiway lighting, and related preparatory work.</p> <p>The Coulson Group will be able to complete work at AVRA, work it has already contracted for, if these improvements are completed.</p> <p>The proposed construction would generate one-time direct impacts of up to:</p> <ul style="list-style-type: none"> ▪ 34 FTEs

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
<p>ECONOMIC IMPACTS</p>	<p>Limited economic impact currently.</p>	<ul style="list-style-type: none"> ▪ \$1.99 million in wages ▪ \$2.6 million in GDP and ▪ \$3.1 million in economic output <p>The development of proposed C130 modification at AVRA would result in a variety of economic impacts in the region as well as making other opportunities possible.</p> <p>Jobs resulting from this would be primarily at the airport and support activities for aerospace activities. The activity generated by the Coulson Group directly and related activity would generate direct annual activity including up to</p> <ul style="list-style-type: none"> ☐ 15 FTEs; ☐ \$1.0 million in wages; ☐ \$1.4 million in GDP; and ☐ \$4.3 million in economic output. <p>Total economic outputs would be greater.</p>

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
		<p>A scenario for scheduled air services to AVRA from Vancouver has also been developed. Assuming 70% loads on an 8-seat aircraft and two flights per weekday (one on weekend days), 8,176 one-way passengers per year would be served. In Port Alberni, the equivalent of 5 FTEs would be created by this activity. The impacts of this would be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5 FTEs; <input type="checkbox"/> \$193,000 in wages; <input type="checkbox"/> \$276,000 in GDP; and <input type="checkbox"/> \$480,000 in economic output. <p>The total direct impacts of the aerospace and air transportation estimates are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 20 FTEs; <input type="checkbox"/> \$1.2 million in wages; <input type="checkbox"/> \$1.7 million in GDP; and <input type="checkbox"/> \$4.8 million in economic output.

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
<p>AEROSPACE</p>	<p>The BDC says Coulson “positions itself as a global partner in forest fire fighting.” See Appendix A.</p> <p>Coulson will complete the planned C130 refits in the U.S. or overseas.</p>	<p>The proposed development will further numerous federal and provincial goals and initiatives.</p> <p>The proposed runway expansion will help retain high skill, high paying jobs in Port Alberni, which might otherwise got to another country.</p> <p>Coulson has already held talks with other B.C. aerospace firms who may contract additional work, that they have been unable to take on up to this point, to Coulson if the runway is extended.</p> <p>The B.C. government identified and committed to supporting the potential of aerospace and supporting it in the 2014 Budget by entering into a \$5 million partnership agreement with the Aerospace Industry Association of Canada (AIAC) Pacific.⁶</p> <p>Development of aerospace trade opportunities is an explicit goal of the federal government and supported by the</p>

⁶ http://bcbudget.gov.bc.ca/2014/highlights/2014_Highlights.pdf

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
		<p>federal government’s mandated 2012 aerospace review.⁷</p> <p>Aerospace development is an explicit goal of the B.C. government’s 2012 Aviation Strategy.⁸</p>
TRADE	Limited impact.	<p>The proposed aerospace activity is planned for trade to foreign countries. This activity would therefore support reducing Canada’s current account balance deficit.</p>
TOURISM	AVRA airport supports gliding activity.	<p>A longer runway would allow larger aircraft to use the airport which may make it more attractive to charter tourism operators.</p> <p>A scheduled air service to AVRA would further support tourism activity.</p>
FIRST NATION	No impact.	<p>Improvement of the airport is anticipated to be beneficial to initiatives local First Nations are partnering in, such as the development of the proposed PATH container and LNG terminals.</p>

⁷ Aerospace Review mandated by the Government of Canada, “Beyond the Horizon: Canada’s Interest and Future in Aerospace,” November 2012.

⁸ BC Ministry of Transportation and Infrastructure, “Connecting with the World.”

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
<p>GOVERNMENT REVENUES</p>	<p>Airport supports limited tax revenue.</p>	<p>The proposed runway extension is not on land subject to comprehensive treaty negotiations.</p> <p>The planned aerospace activity at AVRA would generate significant tax revenue for the federal and provincial governments paid by employees and employers.</p> <p>Estimated annual ongoing incremental tax increases from the 20 direct employees by level of government would be</p> <ul style="list-style-type: none"> ▪ Federal: \$150,000; and ▪ Provincial: \$54,000. <p>This includes CPP and EI but does not include other forms of direct taxation, but does not include other forms of taxation such as corporate income tax.</p>
<p>REGIONAL DEVELOPMENT</p>	<p>Limited impact.</p>	<p>The proposed infrastructure improvements will create new opportunities for aerospace development at AVRA by the Coulson Group, a company with decades of recognized success in this sector.</p> <p>Other B.C. aerospace companies have said in confidence that they may contract additional work to companies at AVRA if there is improved infrastructure.</p>

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
ENVIRONMENT	Limited impact.	<p>This improvement will ensure high tech aerospace jobs in a region struggling with unemployment and with a desperate need for high paying jobs..</p> <p>The activity generated by Coulson may result in a direct daily courier service from FedEx which will support other opportunities in the region. Coulson is FedEx's third largest client on Vancouver Island today.</p> <p>The proposed airport development would support the development of the proposed LNG and container terminals in Alberni Inlet by making transportation to and from the area easier.</p> <p>Limited environmental impact has been identified, including increased noise and emissions.</p> <p>The airport may be required to prepare an Environmental Screening (ES) for the proposed project.</p>
SOCIAL	Limited impact.	<p>The lengthened runway and new lighting will make it more likely that medevac flights could fly directly into AVRA with fixed wing</p>

ACCOUNT	CURRENT SITUATION	AIRPORT DEVELOPMENT SCENARIO
TRAINING	Limited	<p>aircraft, resulting in significant savings from the current helicopter medevac operations.</p> <p>The new aerospace workers at AVRA would require ongoing training. This demand for training would support aerospace training activity at North Island College, and help ensure that program’s sustainability. The program already works with Coulsons.</p>
TRANSPORTATION	Limited impact.	<p>Based on the proposed improvements, the airport’s importance to transportation in the Alberni Valley would develop significantly.</p> <p>A scenario for scheduled air services to AVRA from Vancouver is two flights per weekday (one on weekend days) with 70% loads on an 8-seat aircraft. This would transport 8,176 one-way passengers per year. This activity would support the social and economic development of the region.</p>
POLITICAL	Regional political support for airport development.	<p>The City of Port Alberni and the Alberni-Clayoquot Regional District support the proposed runway expansion. Regional First Nations and the Port Alberni Port Authority also support the initiative.</p>

Appendix A: BDC Coulson Testimonial



TESTIMONIAL

COULSON GROUP OF COMPANIES
 THE COMPANY POSITIONS ITSELF AS A GLOBAL PLAYER
 IN FOREST FIRE FIGHTING

PROFILE

The Coulson Group of Companies is a privately owned family business based in Port Alberni, British Columbia. The company began operations in 1960 with forestry and then expanded into aviation and lumber manufacturing. Coulson Aircrane Ltd. in Canada has been in the aviation business for over 25 years and operates a fleet of light and heavy lift helicopters, and aircraft such as the Martin Mars and the C130 Hercules. The Coulson Group also has companies registered in the U.S. and Australia.

Need

The company needed financing to purchase a C130 Hercules and refill the aircraft to convert it into a next generation air tanker for use in fire fighting efforts. This was crucial for the company, which was looking to partner with the U.S. Forest Service and develop this new market initiative.

Solution

The Corporate Financing team, a business line of BDC, provided long-term high ratio financing to the Coulson Group of Companies for both the purchase and refitting of the aircraft. BDC also ensured that the terms and conditions of the sizeable loan, such as postponing capital payments at the start of the loan, protected Coulson's cash flow during a critical growth period.

Results

The Coulson Group of Companies was able to purchase and refill the aircraft, positioning itself as a global leader in fire fighting technologies. Today, the company carries out fire fighting operations in Canada, the U.S., Mexico and Australia. This initiative has helped the company develop business in new markets and set the stage for further growth. The repayment terms and conditions of the loan also helped the company retain vital capital for growth opportunities.



Converting the C130 Hercules into a next generation air tanker was a real game changer for us. The Corporate Financing team recognized how important this project was for our business. They came through with the financing, which showed their confidence in our excellent track record and our vast experience in this field. BDC gave us the breathing room we needed to reposition ourselves and grow our business. That's invaluable for any entrepreneur!

WAYNE COULSON
 President
 Coulson Group of Companies
www.coulsongroup.com

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Canada

TM COULSONGRUPE 409

Appendix B: Tetra Tech Estimates

Tetra Tech Class A Estimates are provided on the following pages.



Albany Valley Regional Airport (CBS8)
Runway Extension
Class 'A' Estimate of Probable Costs
Runway 30 Extension 324m (1063 ft)

January 22, 2015

Item	Estimate of Probable Costs Summary	Total
1.00	Civil General Requirements	\$ 360,000
2.00	Civil Site Works - Runway Extension (324m x 30m)	\$ 4,960,420
	Total Estimate of Probable Construction Costs	\$ 5,320,420
3.00	Estimated Engineering Costs - Design, Construction Inspection (rounded)	\$ 212,900
4.00	Project Contingencies (rounded)	\$ 425,900
	Total Estimate of Probable Project Costs	\$ 5,959,820

Item	Description	Unit	Est Quantity	Unit Price	Total Price
1.00	Civil General Requirements				
1.01	Temporary Facilities - Mobil/Demob, Survey etc.	Lump Sum	1	\$ 150,000	\$ 150,000
1.02	Tree Clearing/Grading for Obstacle Limitation Surface (OLS) Compliance	Hectare	50	\$ 3,700	\$ 185,000
1.03	Conduct Testing & Commissioning	Lump Sum	1	\$ 29,000	\$ 29,000
	Subtotal General Requirements				\$ 360,000

2.00	Civil Site Works - Runway Extension (324m x 30m)				
2.01	Cleaning, Grubbing to Rwy Strip Along Extension	m ²	35,000	\$ 4	\$ 140,000
2.02	Topsoil Stripping and Stockpile for future reuse	m ²	4,200	\$ 13	\$ 54,600
2.03	Milling Existing HMA/C (Approx. 30mm) for Butt Joint	m ²	60	\$ 17	\$ 1,020
2.04	Removal and Dispose On-Site - Drag Strip Asphalt Facilities - (Full Depth)	m ²	780	\$ 16	\$ 12,480
2.05	Common Excavation and Dispose On-Site - Runway Footprint (710mm structure) and Graded Strip - Depth Varies Based on Existing Ground	m ³	104,000	\$ 12	\$ 1,248,000
2.06	Place and Compact Fill	m ³	1,400	\$ 40	\$ 56,000
2.07	Granular Subbase Course (GSBC) - 420mm thick	m ³	4,100	\$ 55	\$ 225,500
2.07	Granular Base Course (GBC) - 200mm thick	m ³	2,000	\$ 60	\$ 120,000
2.08	3.5m Granular Shoulder - 90mm thick	m ³	220	\$ 60	\$ 13,200
2.08	Hot-Mix Asphalt Concrete Paving (HMA/C) - 90mm thick	Tonne	2,200	\$ 190	\$ 352,000
2.09	Eradicate All Existing Runway 12-30 Centreline Pavement Markings, Runway 30 Threshold and Aiming Point Marking, Runway 12 Threshold and Aiming Point Marking (Black Paint)	Lump Sum	1	\$ 20,000	\$ 20,000
2.10	New Runway 12-30 Centreline Painting, Runway 30 Threshold, Aiming Point and Touchdown Zone Marking, Runway 12 Threshold, Aiming Point	Lump Sum	1	\$ 20,000	\$ 20,000
2.11	Geotextile fabric, Non-woven (Provisional item)	m ²	5,000	\$ 4	\$ 20,000
2.12	Geogrid (Provisional item)	m ²	2,000	\$ 4	\$ 20,000
2.13	Finish Grading	m ²	28,000	\$ 5	\$ 140,000
	3.5m Runway Widening Each Side (Total Rwy Width of 30m) Runway Strip 7m Each Side of Centreline				
2.14	Cleaning, Grubbing to Rwy Strip	m ²	81,000	\$ 4	\$ 324,000
2.15	Topsoil Stripping and Stockpile for future reuse	m ²	840	\$ 13	\$ 10,920
2.16	Milling Existing HMA/C (Approx. 50mm) for Butt Joint	m ²	4,500	\$ 17	\$ 76,500
2.17	Common Excavation (81,000cu m) and Place as Common Fill (50,000cu m) - Runway Footprint (710mm structure) and 150m Graded Strip - Depth Varies Based on Existing Ground	m ³	130,000	\$ 10	\$ 1,300,000
2.17	Granular Subbase Course (GSBC) - 420mm thick	m ³	3,900	\$ 55	\$ 198,000
2.18	Granular Base Course (GBC) - 200mm thick	m ³	1,700	\$ 60	\$ 102,000
2.19	Hot-Mix Asphalt Concrete Paving (HMA/C) - 90mm thick	Tonne	1,900	\$ 160	\$ 304,000
2.20	Eradicate Existing Pavement Markings	Lump Sum	1	\$ 3,000	\$ 3,000
2.21	New Pavement Markings (Edge Marking)	Lump Sum	1	\$ 3,000	\$ 3,000
2.21	New 600mm dia. CSP Extension	Lm.m	85	\$ 140	\$ 11,900
2.22	New 900mm dia. CSP Extension	Lm.m	110	\$ 180	\$ 19,800
2.23	Supply and install 1200mm DIA. MH c/w bedding and Backfill, including Frame and Grate	Lump Sum	1	\$ 6,000	\$ 6,000
2.24	Geotextile fabric, Non-woven (Provisional item)	m ²	1,500	\$ 4	\$ 6,000
2.25	Geogrid (Provisional item)	m ²	1,500	\$ 5	\$ 7,500
2.26	Finish Grading	m ²	29,000	\$ 5	\$ 145,000
	Subtotal Civil Works				\$ 4,960,420

Class 'A' Estimate - September 15/2014.doc

1 of 2

TETRA TECH

CONFIDENTIAL DRAFT



Notes:

- 1.0 Costs noted above are estimates based on similar works completed over the past five years. It is not to be interpreted as a guarantee by Tetra Tech of the actual project costs. The actual project cost shall be determined by the tender and construction process.
- 2.0 The estimates include 2-5% contingency to account for fluctuations between assumptions made and actual ground conditions.
- 3.0 Quantity under Item 1.02 is an estimate to cover costs associated with clearing OLS protrusions as surveyed by SNC Lavalin. It has been extrapolated to include additional clearing for the runway extension options. Some localized clearing efforts may be required for areas of taller trees outside the main clearing footprint.
- 4.0 Item 1.02 is intended to estimate the cost of replacing the existing deteriorated wildlife fence along the all sides of the airfield as well as to extend it to the new runway strip limits as dictated by a Code D Runway. Should a chain link security fence be provided, the final metre unit cost per metre is estimated at \$ 140 per final metre.
- 5.0 Quantity under Item 2.03 is based on the cut required for the runway extension plus the required runway strip and OLS allowances beyond the current lease of the airport. Due to a lack of survey beyond the fence of the airport, 20% has been added to this value to account for what is expected to be additional ground cut on the tree farm property.
- 6.0 Temporary Facilities have been estimated at 3%(rounded) of the Subtotal Civil Site Works.

Cost Estimate Amendment 09122466

2 of 2

TETRA TECH



Operations Economics Inc.
Suite 2000 – 1066 West Hastings Street
Vancouver V6E 3X2
Canada

1-604-417-5642
info@operationseconomics.com



REQUEST FOR DECISION

To: Russell Dyson, CAO
and
Board of Directors, Alberni-Clayoquot Regional District

From: Mike Irg, Manager of Planning and Development

Date: February 3, 2015

Subject: Renewal of Building Inspection Agreement with the City of Port Alberni

Recommendation:

That the Board of Directors renew the BUILDING INSPECTION RESOURCE SHARING AGREEMENT between the ACRD and the City of Port Alberni, for a five (5) year term.

Desired Outcome:

That the City of Port Alberni and the ACRD continue to share building inspection services for coverage as required.

Summary:

The ACRD and the City of Port Alberni have been sharing building inspection services to provide coverage to each other when necessary for number of years. The agreement has expired and requires renewal.

Time Requirements – Staff & Elected Officials:

The ACRD building inspection department has the ability to provide this service.

Financial:

The agreement proposes a cost recovery system based on the time spent on the City of Port Alberni building inspections and travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits and supervision, plus a 10% administration fee. Vehicle mileage will be \$0.55/km.

Policy or Legislation:

The proposed renewal is the same as the previous agreement. The ACRD has the ability to enter into agreements with other governments. As the recommended term of this agreement is five years, the building inspection service arrangements can be reviewed and there is a clause that allows either party to provide notice and terminate the contract.


Options Considered:

The options are to renew the contract and share building inspection services or not to renew the agreement.



Submitted by: _____

Mike Irg, M.C.I.P.
Manager of Planning and Development



Approved by: _____

for: Russell Dyson, Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE THIS 9 DAY OF FEBRUARY, 2015.

BETWEEN:

CITY OF PORT ALBERNI, a municipal Corporation duly incorporated under the laws of the Province of British and having an office at 4850 Argyle Street,
in the City of Port Alberni, Province of British Columbia, V9Y 1V8.

(hereinafter called **the City**)

AND:

ALBERNI CLAYOQUOT REGIONAL DISTRICT, a Regional District duly incorporated under the laws of the Province of British and having an office at 3008 5th Avenue, Port Alberni, Province of British Columbia, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the **“BUILDING INSPECTION RESOURCE SHARING AGREEMENT”**

WHEREAS

The Region wishes to occasionally retain the services of City building inspection staff to undertake building inspection work within the Region’s jurisdiction.

The City wishes to occasionally retain the services of the Regional building inspection staff to undertake building inspection work within the City’s jurisdiction

The Region and City are mutually willing to make their building inspection staff available to each other under the terms and conditions outlined in this agreement.

THEREFORE in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

- 1.1 “Alberni Valley” means the area covered by the jurisdiction of the City of Port Alberni as well as the Sproat Lake, Beaver Creek, Cherry Creek and Beaufort Electoral areas.
- 1.2 “City Building Inspector” means the incumbent in the City’s full time employment position titled “Building Inspector”

- 1.3 “City Collective Agreement” means the prevailing collective agreement in place between the City and the Canadian Union of Public Employees Local 118.
- 1.4 “City Supervisor” means the City Planner.
- 1.5 “Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region
- 1.6 “Regional Supervisor” means the Manager of Planning and Development
- 1.7 “Regional Collective Agreement” means the prevailing collective agreement in place between and the Region and the Canadian Union of Public Employees Local 118.

2. City Covenants:

- 2.1 Provided that the City Supervisor determines that the City’s operational needs can be met, the City will make the City Building Inspector available to the Region when requested by the Regional Supervisor.
- 2.2 The City will continue to pay all wages and benefits for the City Building Inspector while working on Regional inspections. The City will subsequently invoice the Region for all time the City Building Inspector spends on Regional inspections based on the specified hourly rate in the City Collective Agreement times a factor of 1.59 to cover benefits and supervision plus a 10%administration fee.
- 2.3 The City will provide a vehicle for the City Building Inspector’s use for transportation to and from assigned Regional Inspections within the Alberni Valley and will subsequently invoice the Region for required mileage at a rate of \$0.55/km.
- 2.4 The City assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys’ fees), or demands of whatsoever nature arising from the actions of the Regional Building Inspector’s providing inspections, approvals, reports, permits, and other activities in good faith at the City’s request and within the jurisdiction of the City.

3. Region Covenants

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to the City when requested by the City Supervisor.
- 3.2 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on City inspections. The Region will subsequently invoice the City for all time the Regional Building Inspector spends on City inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits and supervision plus a 10% administration fee.
- 3.3 The Region will provide a vehicle for the Regional Building Inspector's use for transportation to and from assigned City Inspections within the Alberni Valley and will subsequently invoice the City for required mileage at a rate of \$0.55/km.
- 3.4 The Region will provide a vehicle for transportation to and from all Regional inspections assigned to the City Building Inspector outside of the Alberni Valley.
- 3.5 The Region assumes all risk and agrees to indemnify and hold the City harmless, and to defend the City against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the City Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at the Region's request and within the jurisdiction of the Region.

4. Mutual Covenants:

- 4.1 The City Supervisor and Regional Supervisor shall use their best efforts to mutually coordinate scheduling of Building Inspectors to allow resource sharing when needed.

5. Term of Agreement:

- 5.1 The term of this agreement shall be from the 1st day of January 2015 to the 31st day of December, 2019 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.
- 5.2 Notwithstanding Section 5.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by

mediation, either party may terminate the agreement following thirty days written notice.

IN WITNESS WHEREOF the Corporate Seals of the parties have hereunto been affixed in the presence of their duly authorized officers the day and year first above written.

THE CORPORATE SEAL OF THE
CITY OF PORT ALBERNI
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

Mayor: Mike Ruttan

Clerk: Davina Hartwell

THE CORPORATE SEAL OF THE
ALBERNI CLAYOQUOT REGIONAL DISTRICT
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

Chair: Josie Osborne

CAO: Russell Dyson



REQUEST FOR DECISION

To: Russell Dyson, CAO
and
Board of Directors, Alberni-Clayoquot Regional District

From: Mike Irg, Manager of Planning and Development

Date: February 3, 2015

Subject: Proposed Building Inspection Agreement with the District of Tofino

Recommendation:

That the Board of Directors enters into a two (2) year agreement with the District of Tofino to provide building inspection services and direct the CAO and Vice-Chairperson to sign the attached BUILDING INSPECTION RESOURCE SHARING AGREEMENT.

Desired Outcome:

The District of Tofino requires a building inspector to provide building inspection services for the District on an interim basis for coverage and has requested the ACRD building inspectors provide this service.

Summary:

District of Tofino staff requested that the ACRD draft an agreement to provide building inspection for the District of Tofino on an as-needed basis to cover holidays and leave. ACRD building inspectors would be called with as much advance notice as possible and would coordinate inspections in the District of Tofino with ACRD inspections in Area "C". The next step is for the ACRD Board to pass a resolution to enter into the agreement.

Under the proposed agreement, the District of Tofino would establish, charge, and collect all fees. The ACRD would bill the District of Tofino for the time spent on building permits and wood stove inspections.

This agreement is modeled on similar agreements with the City of Port Alberni and the District of Ucluelet.

Background:

The District of Tofino has requested that the ACRD provide interim building inspection for the District, while their building inspector is away.

Time Requirements – Staff & Elected Officials:

The ACRD building inspection service has the ability to provide this service. Trips to Tofino can be coordinated with scheduled trips to the West Coast.

Financial:

The agreement proposes a cost recovery system based on the time spent on the District of Tofino building permits and travel. The hourly rate will be at 1.59 times the building inspector's hourly rate to cover benefits, supervision, and administration. Vehicle mileage will be \$0.55/km. Where ever possible, mileage and travel time will be shared with travel to the West Coast.

Policy or Legislation:

The proposed agreement, including fees, has been modeled on the existing agreements the ACRD has with the City of Port Alberni and the District of Ucluelet to share building inspection services. The ACRD has the ability to enter into agreements with other governments. As the recommended term of this agreement is two years, the building inspection service arrangements can be reviewed and there is a clause that allows either party to provide notice and terminate the contract.

The proposed agreement includes an indemnity clause (section 2.1) and stipulates that the ACRD Building Inspectors will only provide plan checks and inspect construction for compliance with the BC Building Code. The District of Tofino is responsible for confirming compliance with the District of Tofino bylaws and all Federal and Provincial Acts and Regulations.

Options Considered:

The options are to enter into the contract and provide building inspection services or not to enter into the agreement.



Submitted by: _____

Mike Irg, M.C.I.P.
Manager of Planning and Development



Approved by: _____

Russell Dyson, Chief Administrative Officer

THIS AGREEMENT MADE IN DUPLICATE THIS ____ DAY OF _____, 2015.

BETWEEN:

DISTRICT OF TOFINO
121 3rd Street, Tofino, BC, V0R 2Z0

(hereinafter called **Ucluelet**)

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
3008 5th Avenue, Port Alberni, BC, V9Y 2E3

(hereinafter called **the Region**)

This Agreement shall be known as the “**BUILDING INSPECTION RESOURCE SHARING AGREEMENT**”

WHEREAS

Tofino wishes to occasionally retain the services of the Region’s building inspection staff to undertake building inspection work within Tofino’s jurisdiction.

The Region is willing to make their building inspection staff available to Tofino under the terms and conditions outlined in this agreement.

THEREFORE in consideration of the mutual covenants and other considerations recited below, the parties agree as follows:

1. Definitions

“Tofino Supervisor” means the Manager of Planning.

“Regional Building Inspector” means the incumbent in an employment position titled “Building Inspector” at the Region.

“Regional Supervisor” means the Manager of Planning and Development.

“Regional Collective Agreement” means the prevailing collective agreement in place between and the Region and the Canadian Union of Public Employees Local 118.

2. Tofino Covenants

- 2.1 Tofino assumes all risk and agrees to indemnify and hold the Region harmless, and to defend the Region against and from any claims, costs, liabilities, expenses (including, without limitation, court costs and attorneys' fees), or demands of whatsoever nature arising from the actions of the Region's Building Inspector's providing inspections, approvals, reports, permits, and other activities in good faith at Tofino's request and within the jurisdiction of Tofino.
- 2.2 The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and provincial Acts and Regulations.

3. Region Covenants

- 3.1 Provided that the Regional Supervisor determines that the Region's operational needs can be met, the Region will make the Regional Building Inspector available to Tofino when requested by the Tofino Supervisor.
- 3.2 The Regional Building Inspector will only conduct plan checks, inspect construction for compliance with the B.C. Building Code and provide woodstove inspections. The Tofino Supervisor will be responsible for confirming that all construction complies with District of Tofino bylaws and all other applicable Federal and Provincial Acts and Regulations.
- 3.3 The Region will continue to pay all wages and benefits for the Regional Building Inspector while working on Tofino inspections. The Region will subsequently invoice Tofino for all time the Regional Building Inspector spends on Tofino inspections based on the specified hourly rate in the Regional Collective Agreement times a factor of 1.59 to cover benefits, supervision, and administration.
- 3.4 The Region will provide a vehicle for the Regional Building Inspector's use for transportation to and from assigned Tofino inspections and will subsequently invoice Tofino for required mileage at a rate of \$0.55/km.

4. Term of Agreement:

- 4.1 The term of this agreement shall be from the 12 day of February, 2015 to the 12 day of February, 2017 and shall continue in force from month to month thereafter until a new agreement is reached or the agreement is terminated by either party upon 30 days written notice to the other party.

4.2 Notwithstanding Section 4.1 above, if a dispute arises between the parties concerning the interpretation or performance of the obligations provided for in this agreement which dispute cannot be resolved informally or by mediation, either party may terminate the agreement following thirty days written notice.

IN WITNESS WHEREOF the Corporate Seals of the parties have hereunto been affixed in the presence of their duly authorized officers the day and year first above written.

THE CORPORATE SEAL OF THE
DISTRICT OF TOFINO
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

Josie Osborne, Mayor

Bob MacPherson, CAO

THE CORPORATE SEAL OF THE
ALBERNI-CLAYOQUOT REGIONAL DISTRICT
WAS HEREUNTO AFFIXED
IN THE PRESENCE OF:

John McNabb, Vice Chairperson

Russell Dyson, CAO



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: February 11, 2015
Subject: Security Issuing Bylaw F1114

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 2015”.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 2015”.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 2015”.

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 2015”.

Summary:

The Regional District has been requested by the City of Port Alberni to borrow money on their behalf. The ACRD, for itself and on behalf of its member municipalities, has access to long term debt through the Municipal Finance Authority. Port Alberni will be responsible for all of the costs of repaying this debt.

The bylaw is attached for your consideration. Please note that Schedule ‘A’ will be provided by the MFA upon issuance of the debenture debt.

Time Requirements – Staff & Elected Officials:

Minimal time is required by staff and elected officials.


Financial:

There is no net financial impact on the Regional District. However, it should be noted that in the unlikely event that Port Alberni defaults on the debt the ACRD will be responsible for the payments. This would include the District of Tofino, District of Ucluelet and all electoral areas but would not include Treaty First Nation members as they do not access borrowing through the MFA. Subsequently, if the ACRD defaults on its or a member municipality’s debt then all of the members of the Municipal Finance Authority will assume responsibility for the payments. BC Municipalities enjoy an extremely high credit rating and therefore lower interest rates as a result of this mutual guarantee.

Policy or Legislation:

As per Section 795.4 of the Local Government Act, Treaty First Nations members are not jointly liable for

municipal borrowing and therefore may not vote on this bylaw.

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

Approved by: 
Russell Dyson, Chief Administrative Officer

Regional District Security Issuing Bylaw

Regional District of Alberni-Clayoquot

Bylaw No. F1114

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Alberni-Clayoquot and the Municipal Finance Authority of British Columbia

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS the City of Port Alberni is a member municipality of the Regional District of Alberni-Clayoquot (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipalities, under the provisions of Section 824 of the *Local Government Act*, the works to be financed pursuant to the following loan authorization bylaws:

<u>Municipality</u>	<u>L/A Bylaw Number</u>	<u>(Optional) Purpose</u>	<u>Amount of Borrowing Authorized</u>	<u>Amount Already Borrowed</u>	<u>Borrowing Authority Remaining</u>	<u>Term of Issue</u>	<u>Amount of Issue</u>
City of Port Alberni	4846, 2014	Dry Creek Improvements	\$912,000	\$0	\$912,000	20 years	\$912,000
City of Port Alberni	4848, 2014	Bainbridge Water Treatment Plan	\$2,000,000	\$0	\$2,000,000	30 years	\$2,000,000
Total			<u>\$2,912,000</u>	<u>\$0</u>	<u>2,912,000</u>		<u>\$2,912,000</u>

GRAND TOTAL: \$ 2,912,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

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

1. The Regional Board hereby consents to financing the debt of the City of Port Alberni in the amount of Two Million Nine Hundred and Twelve Thousand Dollars (\$2,912,000) in accordance with the following terms.

2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Two Million Nine Hundred and Twelve Thousand Dollars (\$2,912,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$2,912,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of the City of Port Alberni Loan Authorization Bylaw Number 4846, 2014 and City of Port Alberni Loan Authorization Bylaw Number 4848, 2014 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement,

provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 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.

RECONSIDERED and FINALLY PASSED and ADOPTED
this day of , 2015.

Chair

Secretary

Certified a true copy of Bylaw No. F1114 as adopted.

Secretary

SCHEDULE "A" to Bylaw No. _____

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

Regional District of

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of _____ dollars (\$_____) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the day of _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ___ day of _____, 20__

IN TESTIMONY WHEREOF and under the authority of Bylaw No. _____ cited as "_____". This Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

(Financial Administration Officer)

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____ (month, day) 20__

Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	<u>Principal and/or Sinking Fund Deposit</u>	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____



REQUEST FOR DECISION

To: Board of Directors

From: Mike Irg, Manager of Planning & Development
Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: Regional Parks

Recommendation:

That the Board of Directors review the Regional Parks proposed budget, make amendments if required, and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

Highlights:

The following are highlights of the 2014 draft Regional Parks budget:

- Line 4 - Revenue is received each year from the contract with the Port Alberni Port Authority for the operation of the China Creek Campground.
- Lines 7 & 10 – The administration charge and labour and benefits have increased in 2015 to recognize the amount of staff time that is required to support the Parks & Trails Strategic Plan development and implementation. The Parks & Trails Strategic Plan will be taken to the board in March 2015 for approval. The direction for this service will be provided by the Board and staff time will be adjusted accordingly for 2015.
- Line 23 - In 2014 additional trail signage was installed on the Alberni Inlet Trail completing the project in terms of the grant funding that we received from Island Coastal Economic Trust.

Upcoming for 2015:

- The main focus in 2015 will be finalizing the Regional Parks and Trails Strategic Plan and the plan implementation as directed by the ACRD Board. If approved by the Board, staff anticipates the bulk of the work in 2015 will involve establishing an implementation program for Regional Parks and Trails.
- The tax requisition will cover staff time and there is a small amount included for maintenance of existing Regional Parks.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

The requisition increased by \$16,000 from 2014 and the residential tax rate increased from \$0.001 to

\$0.004 per \$1,000 of taxable assessed value.

Disclosure:

The prior year actual balances may yet change as 2014 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Mike Irg, Manager of Planning & Development



And _____
Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

2015-2019 FINANCIAL PLAN

REGIONAL PARKS

PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
REVENUE									
1	\$ 8,392	\$ 8,392	Surplus (deficit) from prior years	\$ 2,593	\$ -	\$ -	\$ -	\$ -	1
2	7,608	7,608	Tax requisition	23,727	27,400	27,800	28,200	28,600	2
3	148	-	Grants in lieu of taxes						3
4	422	680	Grants & other contributions	680	-	-	-	-	4
5	5,041	5,000	Licenses & fees	5,000	5,000	5,000	5,000	5,000	5
6	1,349	-	Other sources	-	-	-	-	-	6
7	\$ 22,960	\$ 21,680	TOTAL REVENUE	\$ 32,000	\$ 32,400	\$ 32,800	\$ 33,200	\$ 33,600	7
EXPENDITURES									
8	\$ 10,000	\$ 10,000	Administration charge	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	8
9	1,349	-	Capital fund contribution from operating	-	-	-	-	-	9
10	422	680	Capital fund contribution from grants	-	-	-	-	-	10
11	7,788	8,000	Labour & benefits	16,000	16,400	16,800	17,200	17,600	11
12	808	3,000	Operating costs	5,000	5,000	5,000	5,000	5,000	12
13	\$ 20,367	\$ 21,680	TOTAL EXPENDITURES	\$ 32,000	\$ 32,400	\$ 32,800	\$ 33,200	\$ 33,600	13
14	\$ 2,593	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	14
15	1,771	680	Add: Transfer to reserves	-	-	-	-	-	15
16	-	-	Deduct: Estimated amortization not included	-	-	-	-	-	16
17	8,392	8,392	Surplus from previous year	2,593	-	-	-	-	17
18	-\$ 4,028	-\$ 7,712	ANNUAL SURPLUS/(DEFICIT)	-\$ 2,593	\$ -	\$ -	\$ -	\$ -	18



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 REGIONAL PARKS (continued)
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			CAPITAL FUND						
19	\$ 121,748	\$ 121,748	Balance, beginning of year	\$ 113,013	\$ 92,295	\$ 93,495	\$ 94,695	\$ 95,895	19
20	-	-	Contribution from operating fund	-	-	-	-	-	20
21	422	680	Grants & other contributions	-	-	-	-	-	21
22	1,349	1,300	Interest earnings	1,300	1,200	1,200	1,200	1,200	22
23			<i>Less - capital expenditures</i>						23
24	1,013	680	China Creek bridge	-	-	-	-	-	24
25	9,493	31,511	Regional trails & parks plan	22,018	-	-	-	-	25
26	10,506	32,191	Total capital expenditures	22,018	-	-	-	-	26
27	\$ 113,013	\$ 91,537	BALANCE, END OF YEAR	\$ 92,295	\$ 93,495	\$ 94,695	\$ 95,895	\$ 97,095	27



REQUEST FOR DECISION

To: Board of Directors

From: Mike Irg, Manager of Planning & Development
Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: Regional Planning

Recommendation:

That the Board of Directors review the Regional Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

2014 Highlights:

The Regional Planning service was very much business as usual in 2014 with the following items to note:

- A team of Agricultural Support Workers have been contracted for a six month term to aid in the implementation of primary goals identified in the Agricultural Plan.
- Worked with the West Coast Aquatic and the Province regarding a float home strategy.
- Assisted with the mapping of the Official Community Plans for Toquaht, Uchucklesaht and mapping for Uchucklesaht zoning.
- Assisted with mapping for Toquaht and Uchucklesaht important harvest areas.
- The field survey work for the second phase of the Integrated Cadastral Mapping project has been completed. The field data has been sent to Geo BC and Geo BC will use survey work to update the ACRD maps. Once completed, the map data will be loaded into our CityView program and will be accessible throughout our organization. This project is cost shared with Regional Planning.

Upcoming for 2015:

The projects planned for 2015 include:

- The aerial photos are done every five years and cost the ACRD approximately \$60,000 each time. In order to eliminate the tax spike that occurs from this periodic cost the aerial photos have been moved from the operating budget to the capital reserve fund and the contribution to capital has been increased to fund these photos over time. This project is cost shared with Management of Development – Rural Planning.
- The Agricultural Development Committee has requested the same budget to support the implementation of the Agricultural Plan. The initiatives planned for 2015 include:
 - Continuation of the work being done with the Agricultural Support Workers.
 - Participation in the Islands Agricultural Show in Comox on February 13-14.
 - Coordination of the Family Farms Day event on September 19.

- Alberni Valley Growers Guide to be published in the spring in partnership with the AV Times and the AV Transition Towns Society.
- Farmer Workshop planned for April.
- Gathering feedback and compiling information from the farmer surveys, shellfish/aquaculture surveys and restaurants surveys that were sent out.
- Coordinating and preparing grant applications for additional funding opportunities to complete projects including an abattoir feasibility study and the farmer workshop.
- Investigating options for the development of an improved farmer's market.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

The requisition is 16.07% higher than that of the prior year. The residential tax rate has increased from \$0.019 to \$0.022 per \$1,000 of assessed value.

Disclosure:

The prior year actual balances may yet change as 2014 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Mike Irg, Manager of Planning & Development



And _____
Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
REVENUE									
1	\$ 65,385	\$ 65,385	Surplus (deficit) from prior years	\$ 53,749	\$ -	\$ -	\$ -	\$ -	1
2	106,616	106,615	Tax requisition	123,751	171,100	172,300	173,500	174,700	2
3	1,883	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	3
4	1,800	1,000	Sales of services	1,000	1,000	1,000	1,000	1,000	4
5	1,706	-	Other sources	-	-	-	-	-	5
6	\$ 177,390	\$ 174,000	TOTAL REVENUE	\$ 179,500	\$ 173,100	\$ 174,300	\$ 175,500	\$ 176,700	6
EXPENDITURES									
7	\$ 15,000	\$ 15,000	Administration charge	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	7
8	9,706	8,000	Capital fund contribution	8,000	8,000	8,000	8,000	8,000	8
9			<i>Labour & related costs</i>						9
10	1,576	1,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	10
11	62,517	68,000	Labour & benefits	57,000	58,100	59,300	60,500	61,700	11
12	-	500	Recruiting costs	500	500	500	500	500	12
13	64,093	69,500	Total labour & related costs	59,500	60,600	61,800	63,000	64,200	13
14			<i>Office costs</i>						14
15	4,799	5,000	Office operations	5,000	5,000	5,000	5,000	5,000	15
16	4,006	10,000	Computer operations	10,000	10,000	10,000	10,000	10,000	16
17	1,118	1,000	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	17
18	9,923	16,000	Total office costs	16,500	16,500	16,500	16,500	16,500	18
19			<i>Other costs</i>						19
20	96	2,000	Agricultural Advisory Committee	2,000	2,000	2,000	2,000	2,000	20
21	17,009	45,000	Agricultural Plan initiatives	45,000	45,000	45,000	45,000	45,000	21
22	-	1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	22
23	17,105	48,000	Total other costs	48,000	48,000	48,000	48,000	48,000	23



Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			EXPENDITURES (continued)						
24			<i>Professional fees</i>						24
25	\$ 5,880	\$ 2,000	Consultant costs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	25
26	-	1,000	Float homes	1,000	1,000	1,000	1,000	1,000	26
27	1,934	2,000	Legal costs	2,000	2,000	2,000	2,000	2,000	27
28	-	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	28
29	7,814	17,500	Total professional fees	20,500	13,000	13,000	13,000	13,000	29
30	\$ 123,641	\$ 174,000	TOTAL EXPENDITURES	\$ 179,500	\$ 173,100	\$ 174,300	\$ 175,500	\$ 176,700	30
31	\$ 53,749	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	31
32	9,706	8,000	Add: Transfer to reserves	8,000	8,000	8,000	8,000	8,000	32
33		3,500	Deduct: Estimated amortization not included	3,500	3,500	3,500	3,500	3,500	33
34	65,385	65,385	Surplus from previous year	53,749	-	-	-	-	34
35	-\$ 1,930	-\$ 60,885	ANNUAL SURPLUS/(DEFICIT)	-\$ 49,249	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	35
			CAPITAL FUND						
36	\$ 19,590	\$ 19,590	Balance, beginning of year	\$ 14,880	\$ 15,580	\$ 23,780	\$ 1,980	\$ 10,080	36
37	9,550	8,000	Contribution from operating fund	8,000	8,000	8,000	8,000	8,000	37
38	155	200	Interest earnings	200	200	200	100	200	38
39			<i>Less - capital expenditures</i>						39
40	-	-	Aerial photos^	-	-	30,000	-	-	40
41	2,126	2,500	Color printer^		-	-	-	-	41
42	7,283	7,500	Mapping software^	7,500	-	-	-	-	42
43	5,006	8,500	Plotter^		-	-	-	-	43
44	14,415	18,500	Total capital expenditures	7,500	-	30,000	-	-	44
45	\$ 14,880	\$ 9,290	BALANCE, END OF YEAR	\$ 15,580	\$ 23,780	\$ 1,980	\$ 10,080	\$ 18,280	45

^costs shared with Management of Development - Rural Areas



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Agricultural Support Workers
Connie Kuramoto, Gardens on the Go
Anna Lewis
Heather Shobe

Report for Month Ending **January 31, 2015**

Drafted and Compiled by Heather Shobe

ACRD Agricultural Support Workers Report, January 2015

Summary of Project

The Agricultural Support Worker Team was contracted by the Alberni-Clayoquot Regional District in September, 2014 to assist with implementation of the 2011 Agricultural Plan.

The following were identified by the ACRD as the key initiatives for the current phase of the project.

- A. Realizing Improvements to Farmers Markets
- B. Identifying Opportunities Through Farm Gate Sales
- C. Developing Local Marketing Opportunities in the Alberni Valley, on the West Coast and Across Vancouver Island
- D. Including Shellfish Growers in Local Agricultural Initiatives
- E. Identifying and Securing Grant Opportunities

Scope of Report

This periodic activity report:

- 1) Contains an overview of the activities carried out during the reporting period
- 2) Offers an overview of next steps and upcoming actions
- 3) Describes progress in relation to the project objectives, milestones and deliverables and identifies any required changes to the project or timeline
- 4) Identifies any support measures, key info or key decisions required by the ACRD

Section 1: Overview of Activities

General

The team continued data collection, project related research and investigation into applicable grants. A survey was drafted for shellfish producers and outreach conducted with First Nation interests. Promotional and outreach material was developed for farmers and the public. Progress continued with development of the local Farmer and Buyer Directory.

Project Surveys

- Deadline for submission of surveys has been extended until at least February 15.
- Advertisements for the project and surveys were secured in the AV Times, AV News and Westerly newspapers
- Some preliminary results from Farmer Surveys are being identified
 - 1) Local Abattoir
Virtually all of the respondents so far have indicated that a local abattoir facility would be useful and desirable to them.
 - 2) Water
Some farmers have identified the municipal water rate as being prohibitive in the expansion of their farming operations. They would like to see a two tiered water rate in place, offering a lower rate for people using municipal systems for agricultural purposes.
 - 3) Marketing is less of an issue than production constraints
Farmers have told us that it is issues with production capacity, rather than marketing opportunities that limit sales revenues.

ACRD Agricultural Support Workers Report, January 2015

4) Need for recruiting new farmers

Farmers are concerned for the future of their industry. As their average age rises, they become acutely aware of the need to recruit more young people into agriculture. Perceived barriers include the price of land and low profile of agriculture as a career. Supports and education are needed to facilitate the influx of young people into agriculture. Note: the second run of the Agricultural 12 curriculum program begins February 2, 2015 at Alberni District Secondary School)

Farmer Directory/Buyers Directory

- Letter of introduction signed by Rick Major finalized for mail out Feb 4th to farmers, stakeholders and advertisers
- Newsletter created for mail out Feb 4th including form for soliciting information for farmer's listings
- Continued to recruit articles and content for Farm Directory
- 'Small Producers Guide to Selling to Restaurants, Distributors and Retailers' drafted
- Required listing info finalized for buyer directory
- General intro article with overview of ACRD agriculture drafted
- There is good interest from restaurants in participating in Buyer Listings. The outreach undertaken by team members and general project attention seem to be increasing the interest of Alberni Valley restaurants in purchasing locally. More restaurants in the Alberni Valley also seem to be willing to pay a premium for local product.
- Change of date for Farmer Workshop event may enable the directory to be launched at the same event
- Awaiting info from AV Times about status of application for Buy Local Funding

Farmers' Market Site Options

- Stirling Field
 - Scott Kenny of the City Of Port Alberni advised that any proposed uses of the site should include planned usage for more than one day per week.
 - The site currently has facilities for limited irrigation and power
 - Dave Clough, a biologist with the City of Port Alberni, advised as to the need to preserve sensitive riparian habitat near the site.
 - He suggested building methods such as permeable paving, rainwater/storm water treatment, and rain gardens.
 - He is currently working on a planting plan for the site and invited an ACRD Agricultural Support Worker to meet on site and discuss possibilities and constraints.
 - A number of years ago there was another initiative to develop a Farmers' Market at Stirling Field which fizzled out, seemingly due to personal and political reasons.
- 17 Acres behind No Frills
 - A board member from Community Forest indicated some interest in the possibility of involvement in a project. It was suggested that any actions geared to supporting McLean Mill would be well received, such as the donation of wood for milling to be subsequently used for building on site.
 - Some interest in interpretive site but Community Forest mandate is more related to harvest of timber
 - Could possibly perform harvest and manage the woodlot

ACRD Agricultural Support Workers Report, January 2015

- Quality of stand has to be assessed
- Sheena from West Coast Aquatic advised that there is an identified interest in and funding available for a trout pond project in the region, similar to Como Lake in Burnaby
- The ideal trout pond would be stocked with fish, available free for anglers and have a 1Km walking trail around the perimeter.
- Expressed interest in the site, as it has the necessary shade and some groundwater/ wet areas.
- Sheena suggested a walk through the site with various stakeholders.
- Contacted Julia Peters from North Island College. The college is considering the development of a Permaculture Course, and one idea for this land has been to develop a demonstration garden that uses Permaculture Techniques. Partnership may be a possibility in this regard.
- Correspondence sent to Pat Deakin RE need to send preliminary investigative letter to Agricultural Land Reserve, determining general eligibility of this type of project.
- See also Comox Valley Farm Market Preliminary Study under Review of Documents below.
 - Comox has done detailed investigation and planning for a large new year round farmers' market facility, results of which are publicly accessible.

Local Food Store

- ACAWS was successful in their grant application for a feasibility study for a local food store and submitted a application for an ACRD Grant-In-Aid prior to the January 31st deadline.
- They plan to open a social enterprise business in their building on 3rd Avenue which will offer 100% locally produced goods for sale to the public (including vegetables, a living salad wall, honey and vinegars) as well as other locally crafted and environmentally friendly products.
- The project will also offer public educational sessions and/or lectures monthly including ones on gardening, food preservation and sustainability related activities.
- This social enterprise will offer a new venue for farmers to sell their products and will increase the use and availability of local products in the uptown area.
- ACAWS is also investigating the possibility of accessing Buy Local Funds but does not have the matching funds required in their current budget.

Alberni Valley Transition Towns Society

- AVTTS has submitted an application for an ACRD-Grant-In-Aid in support of the Alberni Valley Gleaning Project. The project harvested almost 10,000 lbs of fruit from the valley in 2014. The program is an action-oriented tool for greater regional food security. It also promotes the use of local produce and the viability of agriculture in the community.
- AVTTS has pledged \$1000 towards an effort to support school gardens in the region. The money will be used for the creation of a School Gardens Committee and development of a presentation to the school board with the goal of official SD70 endorsement of school garden projects in the district.

Review of Relevant Documents, Policy and Organizations

- [Opportunities to Increase Farming Production in the Comox Valley, April 2014](#)
 - Funded by Real Estate Foundation for the Comox Valley Roundtable and LUSH Valley Food HUB
 - Interviewed farmers and conducted focus groups

ACRD Agricultural Support Workers Report, January 2015

- Likely similar results would be found in a similar study of the ACRD, particularly if polling new or want-to-be farmers
- Significant interest in land leasing
- ALR/zoning issues include the desire for multiple farm dwellings on one site, cooperative ownership structures, and changes to ALR restrictions and regulations
- Farmers keen on pooling resources - buying clubs, tool sharing, work shares
- Recommendations were 3-fold
 - 1) Education - WCB/Insurance, business planning/financial management, collective marketing, effective lease agreements, alternative land ownership models, farming 101
 - 2) Other Supports - Land linking events, tool library, resource directories, farm library, networking opportunities for farmers
 - 3) New Farmer Participation - New/young farmers on Farmer Institute Board and Ag Development Committee (ACRD has achieved this but could recruit more)

- [Vancouver Island Coast Regional Agriculture Framework for Action](#)
 - Goal to highlight common themes in local agricultural plans, inspire discussion around cooperative strategies and provide recommendations to strengthen regional agricultural business development and cooperation across the region (Vancouver Island except south of the Malahat, Sunshine Coast, Northern Gulf Islands)
 - Less than 1/3 of agricultural land is currently being used in the region. Revenue per acre much lower than Fraser Valley/Okanagan
 - Opportunities are; good soils/climate, amount of available land, increased production, room in consumer market, energy of new farmers
 - Challenges; absence of central agricultural organization and regional strategy, low profitability
 - Recommendations focus on:
 - Strengthening farm organizations (Farmer Institutes, Farmers' Markets, Committees)
 - Recruiting and supporting new farmers (education, community gardens, incubator farms)
 - Reducing operating costs (collaboration, buyers clubs, community assets)
 - Improving access to and use of capital (business planning, micro-loans, lease registry, identify underutilized infrastructure such as freezers)
 - Improving productivity of farmland (access to water, drainage, using water for energy)
 - Maintaining and encouraging growth of forage-based livestock products (community pastures)
 - Expanding consumer education and outreach (build relationships between producers and buyers, food festivals)
 - Improving marketing of regional agricultural products (branding, growers guides)
 - Improving access to the mass distribution system (collective storage, processing and distribution, education around labeling, traceability and food safety)
 - Protecting the environment (environmental farm plan, waste reuse and recycling, manage wildlife impacts)

- [Comox Valley Gap Analysis](#)
 - Study conducted to identify strengths/opportunities of local agriculture
 - Objectives-to enhance market development and promote agri-food industry
 - Study recommended a full time farmer's market
 - Opportunities to expand markets for small scale producers include
 - increased sales through farmer markets

ACRD Agricultural Support Workers Report, January 2015

- niche market products and value added products
- increased sales to restaurants
- Average annual household spending on food is \$8000 with 2.3 members
- Reasons to increase local food consumption are: economic development, food security, sustainability/energy cost (food miles), efficient use of resources (using the good soils/ climate we have)
- Challenges of producing vegetables are high labour costs and water
- Strengths of shellfish industry - strong export market, first nations participation, more marketing knowledge could increase consumption
- Challenges of shellfish industry - seed stock is limited, labour challenges, tenures, neighbors, trespassers, environmental challenges
- Results of restaurant survey was that 90% want to buy local
- Challenges of restaurateurs are poor marketing, seasonality, inconsistency of supply and price to a lesser extent
- 90% of restaurants buy local food direct from a producer. Reasons are to support local producers and quality. Price is usually higher but would buy more if available,
- Restaurants buy about 10% local year round and 20% in season
- Workshops recommended - marketing to grocery stores and restaurants, on farm drainage, direct marketing, small scale processing
- Recommendations for large farms - recruit farmers from other areas
- Recommendations for small farms - permanent farmers' market especially if with community processing, recruit new farmers
- General recommendations - promote niche markets, agri-tourism and culinary tourism, host events to promote agriculture like food festivals(shellfish) and feast of fields, develop full time year round marketplace including processing facilities, encourage cooperation

•[Comox Valley Farm Market Preliminary Study](#)

- Comox's Agricultural and Conservation Center concept will provide a number of benefits to the local agricultural industry including;
- A permanent location for the farmers market with a certified processing/teaching kitchen
- Water and power for vendors and indoor washroom facilities for customers.
- A sales and marketing incubator for new farmers.
- An easily identifiable landmark for the local industry.
- A distribution center and a marketplace for local products to serve the local retail and restaurant industries.
- An information center which will improve awareness of tourists and local residents about all aspects of local agriculture and improve access to local products for the same group.
- A world class education center to improve awareness of local agriculture, its contribution to habitat for trumpeter swans, and to educate the public about waterfowl and trumpeter swans and why the agricultural habitat is so important.
- A place to celebrate local agriculture, to host events related to local food production.
- A networking Center that will allow agriculture to connect with other agencies and industries in the Comox Valley
- The center could also include services that benefit the user groups, i.e. offices for the Farmers' Market and the Farmers' Institute.
- Some permanent stalls, with display coolers and freezers
- Composting education center
- Trails/outdoor space
- Greenhouse (teaching)

ACRD Agricultural Support Workers Report, January 2015

- Butcher shop
- The report details specific design considerations for the building and property
- Cost of building project 6.6 million dollars

Public Land Survey

- The Comox Valley is in the process of creating an Agricultural Asset Map
- This is a public survey and documentation of lands available for use for agriculture within the Regional District.
- A similar project could be initiated in the ACRD, particularly within the City of Port Alberni, to identify areas for community gardens or other agricultural initiatives.

Shellfish

- Shellfish producer survey has been created and posted on the project website
- An introductory letter detailing the project and soliciting stakeholder input was delivered as part of the meeting package at the Jan 29/Jan 30 Nuu-Chah-Nulth All Nations Fisheries Conference
- Possibility of a presentation at the next meeting in late March
- Surveys ready to be sent out to ACRD mailing list of shellfish farms
- Detailed correspondence with Larry Johnson of the Nuu-Chah-Nulth Seafood Development Corporation (NSDC)
- The non-profit society Aquatrust was created to access research funding and to offer training, educational and research development opportunities for NTC members through NSDC
- It is working with fisheries management to develop a 5 year plan and Local Gathering initiative.
- Considering development of a 1000 square foot processing plant for shellfish in Bamfield
- Considering creating a five minute video to raise awareness and promote shellfish from the region.
- Team member shared relevant information about the Buy Local Funding opportunity.

Upcoming Conference Participation

- A member of the Agricultural Support Worker Team is currently registered for [Thrive, BC Association of Farmers' Markets Conference](#) on Feb 20-22, 2015 in Cowichan Bay (Includes Successful Market Management, Networking Round Table, Environmental Farm Plans, Liquor Sales at Markets, The ALR Matters, Indigenous Foods at the Market, Marketing the Market, Working with Local Governments and more)
- A member of the Agricultural Support Worker Team is currently registered for the [2015 Certified Organic Association of BC Conference](#) in Chilliwack February 28-March 1, 2015 (Includes Slaughter Panel Discussion, Crowd Funding, Co-operatives, Farmers Markets, Farm to School Programs, Land Linking, Restoration Agriculture, Weaving an Indigenous Narrative)
- A member of the team is currently registered for the [Island Agricultural Show](#) conference on Feb 13/14, 2015 in Courtenay. (Includes Human Resource fundamentals for farmers, Innovations in Agriculture, Building the Islands Beef Industry, Selling beyond the Farmers' Market, Small and Successful)

ACRD Agricultural Support Workers Report, January 2015

Internet/Social Media and Project Outreach

- Continued updates to [project website](#), [Facebook page](#), [Twitter Page](#) and [Pinterest](#) page.
- ACRD What's On Your Fork Facebook page now has 218 'likes'
- An advertisement was placed in the AV Times, AV News and Westerly news recruiting survey completion and advising farmers and food related business' about the project and the upcoming farmer workshop event.

Island Agriculture Show

- Some preliminary planning undertaken for ACRD booth at Island Agriculture Show
- Developed newsletter for local farmers which can also serve as a 'take-away' at the booth

Agricultural Development Committee

- Interest in the committee appears strong, and new members are being actively recruited.
- Some members of the committee have expressed interest in a more formal approach, including distribution of minutes and an agenda that offers a chance for individual members to speak and/or make requests on behalf of their particular projects and areas of interest.

Logo

- Sprout Landing Restaurant interested in using the 'What's On Your Fork' logo on their menus
- A suggestion by Investment Agriculture Foundation of BC that we charge, restaurants at least, for use of logo as a source of matching funds
- Need to determine criteria for use of and trademarking regulations

Upcoming Event for Local Farmers 'Outstanding in Their Fields'

- The team applied for a grant to host a workshop and speaker event for ACRD farmers and other stakeholders on March 8, 2015
- Feedback from the funding agency was that the topics were too similar and timing too close to the February 22 Farmers' Market Conference in the Cowichan Valley.
- They did, however, sound positive about the chance of acceptance of the application if we moved the event into April, even though the funding was originally supposed to be used prior to the end of March.
- We have decided to go ahead and move the event ahead until late April, possibly the weekend of April 24/25. This will offer an opportunity to launch the new Farmer Directory at the same time. In addition there may be opportunities for promotion at the Island Ag Show and Seedy Saturday.
- Speakers, caterer and room had been confirmed at North Island College but need to be adjusted for new date.
- Event Brite website was identified and set up for participant registration

Grant Opportunity - Buy Local Program

- Funds for this program are going fast. It is recommended that applications are made before the March 9th deadline.

ACRD Agricultural Support Workers Report, January 2015

- The team has highlighted the opportunity with various community groups and business' including the AV Times, Aquatrust, Alberni Valley Transition Towns Society, ACAWS and Farmer's Institute members.
- A representative from the program suggested we charge a fee for the use of our logo then use that towards a contribution for matching funds for a logo and branding initiative.
- The Alberni Valley has yet to establish a strong and collaborative network of farmers and food buyers and as such it is difficult to launch a campaign quickly and efficiently.
- This particular grant has been available on and off for a number of years. Going forward it would be excellent to keep in mind in regards to planning new initiatives.

Grant Opportunity - Feasibility Study for Abattoir

- It was determined that as this is a small grant application (<\$10,000) the application can be made at any time. We will know within two weeks of applying whether or not the application was successful.
- We were further advised that for an application of this nature we are strongly recommended to get financial contribution from individual business' and/or community stakeholders as well as from government. Letters of support are useful however cash contributions carry a more significant weight.
- We are considering fundraising options for this recommendation including a burger and a beer night or other social event. Discussion with the Farmers' Institute has been delayed as the president is out of town until the week of February 2nd.
- A team member watched a video put out by Investment Agriculture Foundation of BC describing their application process and guidelines.
- A letter of support for the study has been secured by the Farmers Institute
- Makenna Cyr will write letter of support on behalf of 4H Club
- Outreach done towards individual farmers for letters of support
- Hertels, Pete's Mountain Meats, Double R Meats identified as potential funders as well

Section 2: Next Steps and Upcoming Activities

1. Organize burger/beer night or other abattoir fundraiser
2. Apply for abattoir feasibility study grant
3. Contact Realtors for Farm Listings for Island Agriculture Show
4. Assist with general booth organization for Island Agriculture Show
5. Finalize details and confirm speakers for Farmer Event late April
6. Continue work on Farmer Directory
 - Assist AV Times with application for Buy Local Grant
 - Create and/or gather editorial content
 - Create index and secure farmer listings submissions
 - Create map
 - Secure listings for Buyer Directory
7. Continue to gather more info about identified real estate options and possible partnerships for new farmer market. Meet interested stakeholders for tour of properties
8. Draft reports
9. Continue to draft databases of
 - local farmers for internal use
 - list of applicable grants for ACRD, farmers, non-profits and public interest

ACRD Agricultural Support Workers Report, January 2015

10. Continue to seek out input and participation from West Coast and First Nation Communities
11. Formalize process for Agricultural Development Committee meetings

Section 3: Progress relative to proposed objectives and deviations required

Progress

- Generally on track with projected outcomes to date
- We have been able to accommodate new tasks and initiatives as they come up. Project has been developing and progressing organically while keeping true to specified objectives.
- Anticipate ability to complete all deliverables by projected end date of April 30, 2015

Deviations

- Participation in the three upcoming conferences were not specifically identified within the project proposal or budget.
- No changes to budget anticipated

Section 4: Items Required from ACRD

1. Mail out of package for farmers including newsletter, letter from AV Times about Farmer Directory, copy of project brochure and stamped return envelope on Feb 4th. Strict deadline necessary to get directory submissions back in time for publication.
2. Mail out of Shellfish Producer Survey to those on ACRD shellfish producer list and send copy of that list to Agricultural Support Worker team.
3. Staff support to create a map for the Farmer Directory
4. Staff support to create map with Real Estate for sale for Island Agriculture Show
5. Printing of material for Island Agricultural Show Booth
6. Input into ACRD requirements for use of What's On Your Fork Logo
7. Please forward this monthly report to Agricultural Development Committee members



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: E911 Emergency Telephone System

Recommendation:

That the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

Background:

The North Island 911 Corporation governs the service and the budget is based on the 2015-2019 recommended financial plan from the corporation board. The 911 staff report has been included to explain the budgeted amounts.

In a separate memo, ACRD staff is also recommending an amendment to the E911 Emergency Telephone Service Bylaw 845 to expand the service area to include Yuułuʔiłʔatḥ. This is based on discussions between North Island 911 Corporation and Yuułuʔiłʔatḥ and following receipt of a resolution requesting the amendment from Yuułuʔiłʔatḥ. The draft budget assumes that this process will be completed prior to March 31, 2015 but if for some reason the process is not completed in time Yuułuʔiłʔatḥ will be removed from the 2015 budget and requisition.

Financial:

The requisition is 5.17% higher than that of the prior year. The residential tax rate has increased from \$0.049 to \$0.050 per \$1,000 of taxable assessed value.

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

Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 E 911 EMERGENCY TELEPHONE SYSTEM
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, YUUÍU?H?ATH, & ALL ELECTORAL AREAS

Draft for discussion purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
REVENUE									
1	\$ 7,244	\$ 7,244	Surplus (deficit) from prior years	\$ 6,033	\$ -	\$ -	\$ -	\$ -	1
2	274,755	274,756	Tax requisition	288,967	310,100	318,300	322,500	325,700	2
3	5,304	-	Grant in lieu of taxes	-	-	-	-	-	3
4	\$ 287,303	\$ 282,000	TOTAL REVENUE	\$ 295,000	\$ 310,100	\$ 318,300	\$ 322,500	\$ 325,700	4
EXPENDITURES									
5	\$ 5,000	\$ 5,000	Administrative charge	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	5
6	3,767	4,000	Labour & benefits	5,000	5,100	5,300	5,500	5,700	6
7	272,503	273,000	Operating costs	286,000	301,000	309,000	313,000	316,000	7
8	\$ 281,270	\$ 282,000	TOTAL EXPENDITURES	\$ 295,000	\$ 310,100	\$ 318,300	\$ 322,500	\$ 325,700	8
9	\$ 6,033	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	9
10	7,244	7,244	Deduct: Surplus from previous year	6,033	-	-	-	-	10
11	-\$ 1,211	-\$ 7,244	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	-\$ 6,033	\$ -	\$ -	\$ -	\$ -	11

DATE: January 27, 2015

FILE: 9-FIN

TO: President and Directors
Corporation Board

FROM: Debra Oakman
Chief Administrative Officer

RE: **2015-2019 Recommended budget and financial plan**

Purpose

To provide the board of the North Island 9-1-1 Corporation (NI 9-1-1) with the 2015 recommended budget and five year financial plan.

Policy analysis

The North Island 9-1-1 Corporation was established on January 5, 1995 to manage the provision of 9-1-1 to the Comox Valley Regional District, Strathcona Regional District, Regional Districts of Mt. Waddington and Alberni-Clayoquot and a portion of the Nanaimo Regional District. The Powell River Regional District (excluding Electoral Area 'E' - Lasqueti Island) joined the service in 1999.

Executive summary

NI 9-1-1 operates within a sophisticated technology and communication environment. The technology and communication systems require ongoing assessment of current and future needs in order to provide a high level of service over the six regional districts and to maintain the long term financial health of the corporation. The 2015-2019 recommended financial plan, attached as appendix 'A', reflects the operational and capital requirements for the provision of 9-1-1 services over the next five years.

In 2014, the board completed a review of service provider options for the public safety answering point (PSAP) and fire dispatch. Proposals were requested and received from E-Comm and the City of Campbell River for the PSAP and fire dispatch services. Based on the proposals received, the board decided to contract with E-Comm for the PSAP service and remain with the City of Campbell River for the fire dispatch service. A five year contract was signed on July 25, 2014 with E-Comm with service commencing October 21, 2014 and a term end date of October 20, 2019. The existing contract with the City of Campbell River has a term of five years from April 1, 2013 to March 31, 2018. These two contracts make up a substantial portion of the annual operating budget of NI 9-1-1.

For the Campbell River fire dispatch operations, the 2015 recommended budget and five year financial plan reflect the terms of the agreement effective April 1, 2013 between NI 9-1-1 and the City of Campbell River. Successive negotiated labour agreements between the City of Campbell River and the fire department have had significant impact on the budget requirements for fire dispatch operations. This continues to be an area of budget uncertainty. The City of Campbell River provided a revised 2015-2019 cost estimate on January 23, 2015 that included finalized pay rates for 2015 and retroactive pay estimates for 2016-2019.

All other operating budget items remain stable over the five years, however there is a growing demand on technical support provided to fire departments and this impact will need to be addressed.

The tax requisition for the 2015 recommended budget has not changed from the 2015 provisional budget adopted October 17, 2014 and represents an increase over the 2014 requisition by 4.5%. This increase however, is less than what was estimated (14.5%) in the 2014-2018 financial plan. The reduction in costs is directly related to the transfer of the PSAP service from the RCMP Operational Communications Centre (OCC) to E-Comm in late 2014.

The replacement of the radio control system (fire dispatch) was completed in 2014. The 2015-2019 financial plan provides for reserve contributions in each year. The reserve balance by 2019 is estimated to be approximately \$542,000.

Recommendation from the secretary:

THAT the 2015-2019 recommended financial plan be received for discussion.

Respectfully:

D. Oakman

Debra Oakman, CMA
Secretary

History/background factors

NI 9-1-1 system technology

NI 9-1-1 is a highly technical communication system, responsible for ensuring that initial emergency calls are received and transferred to the appropriate emergency service dispatch office. Once received, the 9-1-1 operator asks ‘what is the nature of the emergency’ and transfers the call to police, ambulance or fire. The PSAP service provider staff then dispatch police officers to police emergency calls, the BC ambulance service dispatch ambulance attendants to health emergency calls and/or transfer the call to fire dispatch for fire and first responder incidents. The primary (initial) call is managed via Telus communications systems into the 9-1-1 dispatch centre contracted to E-Comm’s call answer centre in Vancouver, BC.

PSAP – E-Comm call answer service centre

During the summer of 2013, the consulting firm of Pomax was engaged by the North Island 9-1-1 Corporation (cost shared with other 9-1-1 providers) to “review and develop a rationale for the 9-1-1 call taking function within the RCMP OCC of the participating 9-1-1 service provider organizations”. The primary objective of the study was to develop a formula for calculating 9-1-1 call taking resources for various service levels. Subsequent to this study and as a result of discussion with the RCMP on call centre resources, the NI 9-1-1 board engaged Pomax for an additional period to review service options for the transfer of PSAP service from the RCMP to other service providers. The NI 9-1-1 Corporation was experiencing substantial cost increases for the PSAP service as provided by the RCMP and embarked on a process to analyze what the best way forward would be for the PSAP.

Proposals for PSAP and fire dispatch were requested from E-Comm and the City of Campbell River. These proposals were analyzed and the board decided, based on the proposals received, to transfer the PSAP service to E-Comm and keep the fire dispatch with the City of Campbell River.

The NI 9-1-1 Corporation signed a contract with E-Comm Emergency Communications for Southwest British Columbia Incorporated (E-Comm) in 2014. The term of the contract with E-Comm is from October 21, 2014 to October 20, 2019.

The contract with E-Comm is based on the volume of calls received. The contract rate or call levy is based on an annual call volume of 62,244 inbound 9-1-1 calls for year one with a 3% increase in each following year. The rates assume all abandoned 9-1-1 calls are down streamed to the RCMP for follow up. The service level metrics are 95/5 meaning that 95% of the calls are answered within 5 seconds. The call answer levy may increase in years two to five should the call volume go above the base year by more than 3% per year. Since this is the first year of the contract with E-Comm, a provision in the NI 9-1-1 budget has been added to the contract levy line item to offset additional costs should the call volume go higher than the contract parameters. See appendix 'C' for the fees, invoicing and payments schedule "D" from the contract with E-Comm.

City of Campbell River Fire Dispatch

The City of Campbell River staff at the NI 9-1-1 fire dispatch centre dispatch fire and first responder calls to the appropriate fire department within the north island 9-1-1 system. There are fifty (50) fire departments operating within the boundaries of the NI 9-1-1 dispatch catchment area. The catchment area includes the Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Powell River (excluding Electoral Area 'E') regional districts and the School District No. 69 portion of the Nanaimo regional district (includes City of Parksville, Town of Qualicum Beach, Electoral Areas 'E', 'F', 'G' and 'H').

The system technology that keeps this highly responsive communication flowing is a series of towers, radios and telephone technology. NI 9-1-1 has utilized the expertise of the fire dispatch manager, the NI 9-1-1 technology manager and the CVRD senior manager of information systems and GIS to install, repair and maintain the various systems. The fire dispatch manager and the NI 9-1-1 technology manager work closely to bring the technical expertise needed to keep on top of the ongoing technology demands necessary for the effective, reliable and efficient delivery of 9-1-1 services on the North Island and Powell River Regional District.

A five year service agreement between the City of Campbell River and the North Island 9-1-1 Corporation was signed effective April 1, 2013. Included in the agreement is a provision for an annual support services fee of \$20,000 to cover the City of Campbell River administration costs relating to the fire dispatch resources allocated to NI 9-1-1.

Financial factors

Tax impact

The requisition for 2015 has been increased over the 2014 requisition by 4.5% to \$2,215,823. This was the same requisition level as the provisional budget adopted in October 2014. The 2015 increase is less than the estimated 2015 increase of 14.5% if the PSAP were to have remained with the RCMP. The 2014 assessed property values have decreased slightly overall by 0.5% compared to 2013 values. With the requisition for 2015 increasing over 2014 levels and with the overall decrease in property assessments, the tax rate levy per \$1,000 has increased to \$.065 from the 2014 rate of \$.062.

The impact on each regional district shareholder is variable depending on the change in the property assessed values for each jurisdiction. The table below provides a comparative to 2014 allocations. An additional column has been added to illustrate the comparison to the estimated 2015 requisition that

was in the 2014-2018 financial plan and the savings realized by switching to E-Comm for the provision of PSAP services.

<i>Requisition Comparisons for 2015 – 4.5% net change over 2014</i>				
Regional District	2014 BV allocations	2015 allocations (2014-2018 FV)	2015 RB allocations	\$ Change over 2014 BV
Comox Valley	\$671,796	\$769,533	\$700,214	\$28,418
Strathcona	\$364,941	\$418,035	\$386,251	\$21,310
Nanaimo	\$567,172	\$649,688	\$586,077	\$18,905
Mount Waddington	\$68,550	\$78,523	\$77,986	\$9,436
Alberni-Clayoquot	\$272,503	\$312,149	\$285,094	\$12,591
Powell River	\$174,438	\$199,817	\$180,201	\$5,763
Total Requisition	\$2,119,400	\$2,427,745	\$2,215,823	\$96,423

Attached to this report (appendix 'B') is the comparative relative percentage allocations based on the assessed values as of March 2014.

Support Services

- a. Support Services – The Comox Valley Regional District (CVRD) provides management, financial, human resources, administrative and information system support to the North Island 9-1-1 Corporation. The chief administrative officer is appointed as the secretary of the Corporation and the senior manager of information technology and GIS is appointed as deputy secretary of the Corporation.
- b. Support Services – Mapping coordinator. The CVRD provides one person to the North Island 9-1-1 Corporation for the purpose of coordinating all six regional district mapping and house numbering databases into the fire dispatch CAD system.

9-1-1 Emergency dispatch – E-Comm call answer centre (E-Comm)

A contract between the NI 9-1-1 Corporation and E-Comm for the provision of PSAP was signed July 25, 2014 for a term of five years commencing October 21, 2014. The annual call levy is based on the estimated 2014 call volume of 62,244 as the base year. The call volume metric will increase by 3% each year thereafter. Since this is a new contract for NI 9-1-1, a provision for additional call volume has been added to the 2015-2019 financial plan. Taking a three year average of RCMP OCC stats on call volumes, the average annual total calls taken by PSAP was 66,662. This number includes a yearly average of 6,369 abandoned calls.

Fire Dispatch –Campbell River

A new agreement was signed on April 1, 2013 between the North Island 9-1-1 Corporation and the City of Campbell River for the operation of an emergency response dispatch system whereby the Campbell River Fire Department agrees to act as the 9-1-1 Fire Dispatch Centre to all fire departments included in the NI 9-1-1 system. The term of this agreement is five years with an option for one additional five year term. The key obligations and responsibilities of the parties are outlined in the terms of the agreement.

Chris Vrabel is the manager of fire dispatch services. Under the contract with the City of Campbell River, fire dispatch staff wages are tied to the fire fighters agreement subject to the Vancouver fire

fighters agreement. Based on recent contract settlements in Delta and Surrey, the City of Campbell River recommends that additional funds be budgeted for wage settlements for years 2016-2019. Revised 2015-2019 cost estimates were received from the City of Campbell River on January 23, 2015. The revised five year estimates included wage rate increases for 2015-2019 and associated future years retroactive pay projections. See appendix ‘D’ for the revised 2015-2019 cost summary from the City of Campbell River for fire dispatch.

An invoice was received from the City of Campbell River in 2014 for the 2010-2012 payouts. The payment of this invoice fully depleted the general operating contingency reserve. In 2014 there is a provision of \$69,290 in the adopted budget for 2014 retroactive payments. We have not received an invoice from the City of Campbell River as of yet and if not received by the time 2014 year end is closed, the amount will be transferred to the general operating contingency reserve.

Minor capital

The minor capital account includes allowances for equipment and minor asset replacements as required. The total line item is \$46,500.

Operational plan changes

The following operational changes for 2015 are included in the 2015-2019 recommended budget summary attached to this report (appendix ‘A’).

Account Description (Operations)	Increases (Decreases) 2014 BV to 2015 RB	Comments
Contract services – RCMP (214)	(\$477,324)	Transfer of PSAP service provision to E-Comm
Contract services – PSAP (215)	\$416,123	New contract for PSAP service provision by E-Comm (includes provision for additional call volume)
Municipal contract (216)	\$52,580	Costs relating to contract with the City of Campbell River and anticipated dispatch operator contract rates and retro pay.
Licenses/permits (275)	\$13,478	Increase in Industry Canada licences
Software licence/maintenance (276)	\$15,500	Tritech software supports
Professional services (387)	(\$30,000)	Completion of call options analysis for PSAP in 2014.
Reserve contribution (487)	\$30,000	Identified 2014 surplus from equipment repair and maintenance and minor capital line items.

Capital expenditures

Proposed capital expenditures for 2015 are as follows:

1. Microwave link from Lerwick to Dogwood - \$30,000
2. Quadra repeater carry forward from 2012/13/14 - \$20,000
3. Diesel generator and containment for Dogwood site - \$60,000
4. Air Conditioning system at Dogwood site - \$10,000
5. Carry forward from 2014 of the console station units to be delivered in early 2015 - \$18,640

Total is \$138,640

All capital projects in the five year plan are funded from the future expenditure (capital works) reserve. Details of the capital projects projected over the five year plan are outlined in a separate staff report. Significant dollars are required to maintain the integrity of the communication and technical infrastructure that supports the operation of NI 9-1-1. The five year capital plan identifies those projects that are anticipated to be critical in meeting the emergency response expectations of the north island and Powell River communities.

Reserve fund

The reserve for future expenditures was established to provide for expenditures for capital works, machinery and equipment and the replacement of equipment and software made inefficient through amortization and obsolescence. The future expenditure reserve fund balance is \$831,220 as per the financial statements dated December 31, 2013. The following table illustrates the budgeted contributions and applications of the future expenditures reserve fund over the 2015-2019 five year financial plan.

Future Expenditure Reserve (machinery & equipment) Activity	2014	2015	2016	2017	2018	2019
Beginning balance	\$831,220	\$520,220	\$411,580	\$423,961	\$421,958	\$481,958
Contributions to reserve	\$0	\$30,000	\$12,381	\$57,997	\$60,000	\$60,000
Applied to capital	\$311,000	\$138,640	\$0	\$60,000	\$0	\$0
<i>Estimated balance at year end</i>	<i>\$520,220</i>	<i>\$411,580</i>	<i>\$423,961</i>	<i>\$421,958</i>	<i>\$481,958</i>	<i>\$541,958</i>

It is anticipated at this point that capital projects for 2015-2019 will be funded through reserve dollars. The radio control system replacement project completed in 2014 depleted the future expenditure reserve balance substantially. It is estimated that it would cost approximately \$500,000 to replace the most critical component of the system. In light of this, it would be reasonable to maintain the reserve close to this threshold ensuring that the NI 9-1-1 system can provide uninterrupted service in the long term. The 2015-2019 financial plan has planned reserve contributions in each year. These contributions will replenish the reserve fund to the targeted reserve balance. At the end of 2019, it is anticipated that the reserve fund balance will be approximately \$542,000.

An annual contribution to the reserve is optimal given the cost of new technology and the need to replace aging systems within the NI 9-1-1 Corporation. Requisition levels need to be considered in order to allow for contributions and replenishment to this reserve in preparation for future needs.

As of December 31, 2013, there are two additional reserve funds held by NI 9-1-1:

1. Insurance reserve fund –balance as of December 31, 2013 is \$50,367. The insurance reserve represents self-insurance to assist with any deductible arising from insurance claims. We do not anticipate accessing these funds in 2014.
2. General operational contingency reserve fund – balance as of December 31, 2013 is \$0. This reserve is for general operational contingencies.

Debt

The North Island 9-1-1 Corporation had no debt as of December 31, 2013 and none is foreseen for the remainder of 2014 or in 2015.

Legal factors

Sound fiscal management and planning is critical in the provision of 9-1-1 services on north Vancouver Island and Powell River. The ongoing maintenance of the existing infrastructure and the planned replacement of aging assets ensures that the residents of the catchment area have uninterrupted access to 9-1-1 services.

Liability and property insurance policies are reviewed on an ongoing basis to ensure the corporation has adequate and appropriate coverage. Risk mitigation items and associated costs are considered on an ongoing basis to minimize the corporation's risk exposure.

Intergovernmental factors

NI 9-1-1 is comprised of shareholders from six regional districts on north Vancouver Island and the Sunshine Coast. The shareholders are the regional districts of Comox Valley, Strathcona, Mt. Waddington, Alberni-Clayoquot, Nanaimo (SD 69) and Powell River. Governed by a board comprised of a designated representative from each of the regional districts, the board works together to achieve the goals of the corporation.

The inclusion of Electoral Area 'E' of the Powell River Regional District is currently being analyzed and considered by the board. If this electoral area were to be included, the apportionment of the requisition will be adjusted to reflect this change. At this point, the full costs and logistical requirements are still being assessed.

Interdepartmental involvement

The chief administrative officer of the Comox Valley Regional District is the secretary of the corporation and the CVRD senior manager of information systems and GIS is the deputy secretary. The one staff member of the corporation works closely with the deputy secretary of the corporation, the City of Campbell River fire dispatch manager and CVRD administration staff.

Citizen/public relations

Citizens rely on the NI 9-1-1 system to report emergency situations. The efficient and effective delivery of a 9-1-1 dispatch system is an expectation of citizens. Ongoing improvements to the system will enable citizens to access NI 9-1-1 assistance over a broader range of locations within the catchment area.

Prepared by:

Concurred

W. Byrne

B. Dunlop

Wendy Byrne
Manager of Financial Planning

Beth Dunlop
Corporate Financial Officer

Attachments: Appendix 'A' – 2015-2019 NI 9-1-1 Corporation five year recommended budget and financial plan
Appendix 'B' – 2015 Annual requisition allocation
Appendix 'C' – E-Comm - Schedule 'D' Fees, Invoicing and Payments
Appendix 'D' – Revised City of Campbell 2015-2019 Cost Summary

North Island 9-1-1 Corporation
Budget Departmental Report

From Category : 0 To Category : 0
Account Code : ??-?-???-??? To : ??-?-???-???

Account Code	Account Description	CC1	CC2	CC3	2014 Actual Values	2014 Budget Values	2015 Recommended Budget	2016 Financial Plan	2017 Financial Plan	2018 Financial Plan	2019 Financial Plan
GENERAL REVENUE FUND - N ISL 9-1-1 CORP											
911 CORPORATION											
REVENUES											
91-1-000-021	REGIONAL DISTRICTS				2,119,400	2,119,400	2,215,823	2,314,846	2,374,889	2,400,715	2,428,569
91-1-000-025	SALES OF SVCS OTHER LOCAL GOVT				2,058	2,058	0	0	0	0	0
91-1-000-090	SUB-LICENCE REVENUE				37,479	37,578	37,928	38,878	39,828	39,978	39,978
91-1-000-120	INTEREST ON INVESTMENTS				14,042	5,000	5,000	5,000	5,000	5,000	5,000
91-1-000-128	OTHER REVENUE				103	0	0	0	0	0	0
91-1-000-133	RECOVERIES - OTHER				12,780	6,720	6,720	6,720	6,720	6,720	6,720
91-1-000-150	SURPLUS - PRIOR YEAR				107,998	107,998	52,830	0	0	0	0
Total REVENUES					2,293,860	2,278,754	2,318,301	2,365,444	2,426,437	2,452,413	2,480,267
EXPENSES											
91-2-000-200	SUPPORT SERVICES				130,000	130,000	130,000	130,000	130,000	130,000	130,000
91-2-000-201	SUPPORT SERVICES - MAPPING COORDIN.				78,181	80,381	81,537	83,167	84,831	86,537	88,255
91-2-000-214	CONTRACT SERVICES - RCMP				405,385	477,324	0	0	0	0	0
91-2-000-215	CONTRACT SERVICES - PSAP				89,630	0	416,123	427,130	438,468	450,131	462,165
91-2-000-216	MUNICIPAL CONTRACT				967,758	1,040,451	1,093,031	1,141,423	1,139,758	1,146,574	1,157,069
91-2-000-220	SALARIES & WAGES				83,825	87,550	87,550	90,177	92,882	95,666	98,538
91-2-000-225	BENEFITS				19,454	18,386	21,012	21,642	22,292	22,960	23,649
91-2-000-238	WCB				777	814	1,392	1,434	1,476	1,521	1,567
91-2-000-246	BANK CHARGES				278	1,000	1,000	1,000	1,000	1,000	1,000
91-2-000-266	DELIVERIES/TRANSPORTATION				33	500	500	500	500	500	500
91-2-000-275	LICENSES/PERMITS				20,220	12,538	26,016	26,040	26,244	26,244	26,244
91-2-000-276	SOFTWARE LICENCE/MAINTENANCE				59,502	48,400	63,900	63,900	63,900	63,900	63,900
91-2-000-284	MEETING EXPENSES				1,782	1,500	1,500	1,500	1,500	1,500	1,500
91-2-000-293	OFFICE EXPENSES				1,689	4,000	4,000	4,000	4,000	4,000	4,000
91-2-000-314	TELEPHONE				115,041	119,924	119,924	119,924	119,924	119,924	119,924
91-2-000-319	TRAINING/DEVELOPMENT				675	6,000	7,000	7,000	7,000	7,000	7,000
91-2-000-320	TRAVEL EXPENSES				9,393	7,000	7,000	7,000	7,000	7,000	7,000
91-2-000-335	ADVERTISING				363	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-340	MEMBERSHIPS/DUES				355	700	700	700	700	700	700
91-2-000-353	PUBLIC RELATIONS				1,356	0	0	0	0	0	0
91-2-000-360	ACCOUNTING & AUDIT FEES				8,367	11,000	11,000	11,000	11,000	11,000	11,000
91-2-000-369	INSURANCE - LIABILITY				15,303	16,085	16,085	16,085	16,085	16,085	16,085
91-2-000-372	INSURANCE - PROPERTY				13,553	14,790	15,080	15,370	15,660	15,950	15,950

North Island 9-1-1 Corporation
Budget Departmental Report

From Category : 0 To Category : 0
 Account Code : ???-?-???-??? To : ???-?-???-???

Account Code	Account Description	CC1	CC2	CC3	2014 Actual Values	2014 Budget Values	2015 Recommende d Budget	2016 Financial Plan	2017 Financial Plan	2018 Financial Plan	2019 Financial Plan
91-2-000-381	LEGAL FEES				7,521	10,000	10,000	10,000	10,000	10,000	10,000
91-2-000-387	PROFESSIONAL SERVICES				10,613	40,000	10,000	10,000	10,000	10,000	10,000
91-2-000-400	CONTRACTED SERVICES BLDG/LAND MTCI				0	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-409	HYDRO				3,299	7,090	7,230	7,350	7,500	7,500	7,500
91-2-000-424	RENTAL/LEASE - LAND				20,273	22,221	22,221	22,221	22,221	22,221	22,221
91-2-000-430	WATER				192	500	500	500	500	500	500
91-2-000-444	RENTAL/LEASES MACH/EQUIP				615	1,600	0	0	0	0	0
91-2-000-447	REPAIRS & MTCE - MACH/EQUIP				44,247	55,000	70,000	70,000	70,000	70,000	70,000
91-2-000-458	VEHICLE FUEL				4,730	5,000	5,000	5,000	5,000	5,000	5,000
91-2-000-461	INSURANCE - VEHICLE				1,737	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-464	REPAIRS & MTCE VEHICLES				2,341	5,000	5,000	5,000	5,000	5,000	5,000
91-2-000-468	MINOR CAPITAL				31,494	46,500	46,500	46,500	46,500	46,500	46,500
91-2-000-487	RESERVE CONTR FUTURE EXPENDITURE				0	0	30,000	12,381	57,997	60,000	60,000
Total EXPENSES					2,149,981	2,278,753	2,318,301	2,365,444	2,426,437	2,452,413	2,480,267
Surplus/(Deficit)					143,879	0	0	0	0	0	0
CAPITAL - SOURCE OF FUNDING											
91-5-000-145	TRANSFER FROM RESERVE FUND				0	357,000	138,640	0	60,000	0	0
Total CAPITAL - SOURCE OF FUNDING					0	357,000	138,640	0	60,000	0	0
CAPITAL - APPLIED											
91-6-000-473	IT INFRASTRUCTURE & SOFTWARE				34,421	45,000	0	0	0	0	0
91-6-000-474	COMMUNICATIONS INFRASTRUCTURE				268,376	292,000	50,000	0	0	0	0
91-6-000-475	CAPITAL ASSET - EQUIPMENT/MACHINERY				0	0	60,000	0	0	0	0
91-6-000-476	CAPITAL ASSET - FURNITURE/EQUIPMENT				7,262	20,000	28,640	0	60,000	0	0
Total CAPITAL - APPLIED					310,059	357,000	138,640	0	60,000	0	0
CAPITAL Surplus/(Deficit)					-310,059	0	0	0	0	0	0
Category Total -->					-166,180	0	0	0	0	0	0
Grand Total -->					-166,180	0	0	0	0	0	0

Each Shareholders respective contribution percentage of funds required from time to time by the Company shall be reassessed by the Company annually, on the basis of **net taxable value of land and improvements assessed for hospital purposes**, within the Shareholders' jurisdiction, commencing from the date of this Agreement, upon the withdrawal or addition of a Shareholder, any such change to be determined as if as if a Major Decision of the Board.
Annually reviewed: based on BC Assessment Authority report # RG618, March each year-
Authenticated Net Taxable Values for hospital purposes.

Regional Districts	RG618-Mar 20/14 Total Hospital Values 2015 PV	2015 Requisition Allocations	2014 Requisition Allocations %	2013 Requisition Allocations	2012 Requisition Allocations %	2011 Requisition Allocations %	2010 Requisition Allocations %	2009 Requisition Allocations %	2008 Requisition Allocations %	
Comox Valley Regional District	\$ 10,734,994,308	31.60%	31.70%	31.22%	30.82%	30.58%	30.31%	30.39%	30.47%	
Strathcona Regional District	\$ 5,921,615,062	17.43%	17.22%	17.12%	17.42%	17.67%	17.99%	17.99%	17.87%	
Nanaimo - School District 69 (excluding Lantzille and Area C) only for E911 purposes										
City of Parksville	2,136,606,460									
Town of Qualicum Beach	1,846,125,405									
Electoral Area E	1,726,072,184									
Electoral Area F	931,543,924									
Electoral Area G	1,472,894,799									
Electoral Area H	871,917,386	8,985,160,158	26.45%	26.76%	27.07%	26.91%	26.69%	26.75%	26.74%	27.05%
Mount Waddington	1,195,600,703	3.52%	3.23%	3.25%	3.18%	3.31%	3.14%	3.18%	3.11%	
Alberni-Clayoquot	4,370,784,540	12.87%	12.86%	12.92%	13.07%	13.21%	13.32%	13.18%	13.03%	
Powell River (excluding Electoral Area E)	2,762,667,677	8.13%	8.23%	8.42%	8.59%	8.53%	8.48%	8.52%	8.47%	
TOTAL ASSESSMENTS FOR HOSPITAL PURPOSES	33,970,822,448	100.00%	100%	100%	100%	100%	100%	100%	100%	
TOTAL REQUISITION PER REGIONAL DISTRICT:										
Y2015 Budget tax requisition levy:										
									\$ -	
RD Comox Valley	\$ 700,214	\$ 700,214	\$ 671,796	\$ 620,760	\$ 590,398	\$ 585,855	\$ 580,637	\$ 570,727	\$ 538,724	
RD Strathcona	\$ 386,251	\$ 386,251	\$ 364,941	\$ 340,439	\$ 333,665	\$ 338,535	\$ 344,696	\$ 337,913	\$ 316,014	
RD Nanaimo	\$ 586,077	\$ 586,077	\$ 567,172	\$ 538,255	\$ 515,536	\$ 511,259	\$ 512,450	\$ 502,075	\$ 478,218	
RD Mount Waddington	\$ 77,986	\$ 77,986	\$ 68,550	\$ 64,673	\$ 60,974	\$ 63,330	\$ 60,204	\$ 59,789	\$ 54,981	
RD Alberni-Clayoquot	\$ 285,094	\$ 285,094	\$ 272,503	\$ 256,848	\$ 250,328	\$ 253,052	\$ 255,184	\$ 247,503	\$ 230,379	
RD Powell River	\$ 180,201	\$ 180,201	\$ 174,438	\$ 167,470	\$ 164,613	\$ 163,483	\$ 162,343	\$ 159,947	\$ 149,684	
	\$ 2,215,823	\$ 2,215,823	\$ 2,119,400	\$ 1,988,445	\$ 1,915,514	\$ 1,915,514	\$ 1,915,514	\$ 1,877,953	\$ 1,768,000	
Total Assessed Value		33,970,822,448	34,149,050,763	34,636,456,781	34,910,011,196	33,675,102,182	34,025,924,290	33,415,803,252	29,018,225,839	
TAX RATE PER \$1000.00/ASSESSED VALUE	\$ 0.065		0.065	0.062	0.057	0.055	0.057	0.056	0.056	

SCHEDULE "D"
FEEs, INVOICING AND PAYMENTS

E-Comm 9-1-1

Schedule D
Pricing

**9-1-1 Public Safety Answer Point Services
 North Island 9-1-1 Corporation
 June 18, 2014**

Levy Estimates by Calendar Year				
Time Period	% Increase	Annual Levy by Calendar Yr	Pro-rata # of Months	Levy by Calendar Year
Oct 21, 2014 - Dec 31, 2014	n/a	\$ 368,480	2.35	\$ 72,160
Jan 1, 2015 - Dec 31, 2015	3.00%	\$ 379,530	12.00	\$ 379,530
Jan 1, 2016 - Dec 31, 2016	3.00%	\$ 390,920	12.00	\$ 390,920
Jan 1, 2017 - Dec 31, 2017	3.00%	\$ 402,650	12.00	\$ 402,650
Jan 1, 2018 - Dec 31, 2018	3.00%	\$ 414,730	12.00	\$ 414,730
Jan 1, 2019 - Oct 20, 2019	3.00%	\$ 427,170	9.65	\$ 343,520
Total Estimated Contract Cost				\$ 2,003,510

- Notes:**
- a) - Based on the 2014 Budget Approved by the E-Comm Board of Directors.
 - % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
 - 2015 - 2018 Estimates expected to be 3.0% Increase annually.

The % Impact on North Island 9-1-1 Corporation's Operating Costs in Year 2 through Year 5 due to all factors (except those factors in note (c)), will be applied fairly and equitably where ever possible but for further certainty will be no greater than the Vancouver annual consumer price index (CPI), as published by Statistics Canada for the previous calendar year (the "Base Year"), as compared to the CPI for the calendar year immediately preceding the Base Year, or 3% per year, whichever is greater.

Capital - Equipment and Implementation costs	Summary	
One time capital costs	\$ 175,880	Includes net taxes
Amortization Rate	5.00	Yrs
	4.0%	Interest
Annualized Cost (Levy Recovery)	\$ 39,150	

The above capital costs are based on quotes as provided by Telus and other vendors. Should these costs change, the actual costs will be billed to the agencies.

The advantage of including the capital and related costs in the annual levy is that assuming the contract is renewed, technology refresh costs (assuming similar replacements costs) are included as part of the ongoing levy and additional funding would not be required. However, should replacement/refresh costs be less than the original investment, there would be a corresponding reduction in the annual cost and if the replacement/refresh cost is higher there would be an incremental corresponding increase in the annual cost.

E-Comm 9-1-1

**Schedule D
Pricing**

**9-1-1 Public Safety Answer Point Services
North Island 9-1-1 Corporation
June 18, 2014**

Notes (continued):

The above costs are incremental and required in order to provide the increased capacity to accommodate North Island 9-1-1 calls at both E-Comm and our Backup facility at BCAS. If additional agencies were to also transition to E-Comm, some of these costs may be reduced due to the sharing of the infrastructure (effective when others requiring the same infrastructure were to join).

b) *This pricing assumes all abandoned 9-1-1 calls are downstreamed to the RCMP for call-back, follow-up investigation, file creation, and dispatch (if applicable).*

c) *The above estimated rates are based on agency metrics as follows:
- 62,244 inbound 9-1-1 calls per year with an average service level of 95/5*

Should agency metrics increase by 3% or more, the 9-1-1 Call Answer Levy may be subject to increases higher than the preliminary estimated rates for 2014 to 2018 noted above.

d) *Allocation of Net Corporate and Overhead is factored into the levies.
Corporate & overhead refer to direct operations management and support costs, and company wide corporate, staffing and system support costs.*

e) *Specific items related to transition that may require funding will be determined during project planning.
The estimate below relates to one time project management and related costs.*

One - Time Project Management (Operating) Costs (1st year only) 21,000

f) *If there are any agreements to provide backup service to other PSAPs, they have not been assessed and therefore are not included in the quotation above.*

g) *As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors.
This will take place once the Service Agreement has been finalized.*



**E911 Cost Summary for NI911 Corporation
2015 - 2019**

	2015	2016	2017	2018	2019
ADMINISTRATION					
Salaries and Benefits	125,366	125,892	126,429	126,976	127,534
Travel and Business	6,700	6,834	6,971	7,110	7,252
Telephone	1,000	1,000	1,000	1,000	1,000
Advertising	500	500	500	500	500
Memberships and Fees	800	800	800	800	800
Equipment Maintenance	1,000	1,000	1,000	1,000	1,000
Supplies and Materials	2,400	2,448	2,497	2,547	2,598
Insurance	500	500	500	500	500
	138,266	138,974	139,697	140,433	141,185
DISPATCH OPERATIONS					
Salaries and Benefits	906,624	919,763	924,687	929,710	936,581
Office Space	9,676	9,869	10,067	10,268	10,473
Memberships and Fees	700	700	700	700	700
	917,000	930,332	935,454	940,678	947,754
TRAINING					
Salaries and Benefits	8,165	8,165	8,165	8,165	8,165
Training and Travel	9,600	9,792	9,988	10,188	10,391
	17,765	17,957	18,153	18,353	18,556
SUPPORT SERVICES					
HR and Finance Services	20,000	20,000	20,000	20,000	20,000
TOTAL COSTS	1,093,031	1,107,264	1,113,304	1,119,464	1,127,495
Estimated Retro	-	34,160	26,454	27,110	29,574



REQUEST FOR DECISION

To: Board of Directors

cc: Tamara Nelson, Chief Financial Officer, Yuułuʔiłʔatḥ Government
Debra Oakman, NI 911 Corporation

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: February 11, 2015

Subject: **Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

Desired Outcome:

To amend the boundaries of the E911 Emergency Telephone Service to include the Yuułuʔiłʔatḥ Government as part of the service and participating area.

Background:

The Yuułuʔiłʔatḥ Government's contract with the NI 911 Corporation for emergency dispatch services is up for renewal. A review was conducted by the Yuułuʔiłʔatḥ Government on continuing with a direct contract with the NI 911 Corporation versus joining the 911 service through the ACRD as a participating member. They have determined that it would be more cost effective and would address liability issues to join the 911 Service as a participating member through the ACRD. Attached please find a resolution from the Yuułuʔiłʔatḥ Government Executive requesting to join the service.

Attached for consideration of three readings by the ACRD Board of Directors is **Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015** which expands the service area to include the Yuułuʔiłʔatḥ Government. As per the *Local Government Act* section 802 (1) (b), at least 2/3 of the participants of the service area must consent to amend the bylaw. This bylaw requires inspector approval prior to adoption.

The NI 911 Corporation has been consulted and supports the Yuufu?i?ath Government joining through the ACRD.

Once the bylaw is adopted by the ACRD Board of Directors, Regional District staff will need to work with the NI 911 Corporation on amendments to the service agreements.

Time Requirements – Staff & Elected Officials:

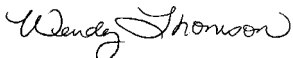
Some staff time required to work with the NI 911 Corporation on including the Yuufu?i?ath Government as part of the ACRD.

Financial:

The tax requisition for this service is apportioned on the basis of property value taxation (taxable land and improvements). It is estimated that Yuufu?i?ath Government will pay \$482 for this service in 2015 based on the 2015 – 2019 draft financial plan.

Policy or Legislation:

Local Government Act applies.

Submitted by: 

 Wendy Thomson, Manager of Administrative Services

Approved by: 

 Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Bylaw 845-1

A Bylaw to amend the boundaries of the E911 Emergency Telephone Service for the Alberni-Clayoquot Regional District

WHEREAS the Regional District Board may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

AND WHEREAS the Regional District Board has established and operates the E911 Emergency Telephone Service as an extended service described in Bylaw 845 cited as, “E 9-1-1 Emergency Telephone Extended Service Bylaw, 1993”;

AND WHEREAS the Regional District Board wishes to amend the boundaries of the service area to include the Yuułuʔiłʔatḥ (Ucluelet First Nation);

AND WHEREAS written consent has been received from at least two-thirds of the participants of the service area, including the Yuułuʔiłʔatḥ (Ucluelet First Nation), to amend Bylaw 845;

AND WHEREAS the approval of the Inspector of Municipalities is required under the *Local Government Act*;

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

1. Sections 2 and 3 of Bylaw 845 cited as, “E 9-1-1 Emergency Telephone Extended Service Bylaw, 1993” is hereby repealed and replaced with the following:

SERVICE AREA AND PARTICIPATING AREA

2. The service area boundaries for the E911 Emergency Telephone Service shall be the boundaries of the City of Port Alberni, District of Tofino, District of Ucluelet, Electoral Areas “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek), “F” (Cherry Creek) and Yuułuʔiłʔatḥ (Ucluelet First Nation).
3. The participating areas shall be the City of Port Alberni, District of Tofino, District of Ucluelet, Electoral Areas “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek), “F” (Cherry Creek) and Yuułuʔiłʔatḥ (Ucluelet First Nation).

2. This Bylaw may be cited as **“Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 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.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as **“Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015”** as read a third time by the Board of the Alberni-Clayoquot Regional District on the day of , 2015.

Russell Dyson,
Chief Administrative Officer

Consented to on behalf of the electors on the day of , 2015.

Approved by the Inspector of Municipalities the day of , 2015.

ADOPTED this day of 2015.

Certified true and correct copy of
“Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.”

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

Russell Dyson,
Chief Administrative Officer

Josie Osborne,
Chairperson



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 11, 2015

Subject: General Government Services

Recommendation:

That the Board of Directors review the General Government proposed budget, make amendments if required, and approve to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

2014 Highlights:

The General Government service was hectic again in 2014 including the following projects:

- The joining of the Uchucklesaht Tribe Government to the Regional District Board.
- The installation of a new phone system as well as the update, design and implementation of a new website.
- Office renovations including upgrading the heating and cooling system as well as a reconfiguration of the storage and staff room upstairs.

Upcoming for 2015:

The projects planned for 2015 include:

- Lines 12 to 16 – The continuation of the Health Network using the initial funding provided by Island Health. Based on the draft budget provided by the Network the funding should last into 2016 before requiring further funding to support the program.
- Line 20 – The ACRD will participate in negotiations this year as the CUPE 118 contract expires on June 30th. A consultant will be brought in to assist the Regional District with the negotiation process.
- Line 27 – A new line item called Directors Education has been created in 2015 to reflect training provided to ACRD Directors such as the Reconciliation events and legislative training that the Directors received in 2014. The cost of such education in the past was included in Directors travel but staff felt it was important to differentiate between travel and education.
- Line 72 – The office renovation planned for this year includes:
 - Upgrading of the interior lighting system
 - Change of entrance to building to become wheel chair accessible
 - New signage for exterior of office
 - Upgrades to the area rented by the Emergency Operations Center downstairs
 - Duct cleaning of the heating & cooling system.

Background:

This budget was developed with input from the following people:

- Manager of Administrative Services
- Chief Administrative Officer
- Property Maintenance Coordinator
- George Rose – Information Systems Contractor
- Shelli Lyle – Health Network Assistant

Financial:

The requisition is 36.40% higher than the prior year. In 2014, much of the surplus was utilized to support the service. The residential tax rate is increasing from \$0.120 to \$0.160 per \$1,000 of assessed values.

Disclosure:

The prior year actual balances may yet change as 2014, invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2015-2019 FINANCIAL PLAN
GENERAL GOVERNMENT SERVICES
PARTICIPANTS: ALL MEMBERS**

Draft for discussion
purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
REVENUE									
1	\$ 137,375	\$ 137,375	Surplus (deficit) from prior years	\$ 38,144	\$ -	\$ -	\$ -	\$ -	1
2	341,828	341,827	Committed surplus from prior years	261,033	101,033	-	-	-	2
3	675,130	675,125	Tax requisition	920,856	943,700	965,300	987,300	1,009,700	3
4			<i>Government grants</i>						4
5	3,105	-	Conditional	-	-	-	-	-	5
6	125,740	126,000	Unconditional	125,000	125,000	125,000	125,000	125,000	6
7	128,845	126,000	Total government grants	125,000	125,000	125,000	125,000	125,000	7
8	13,038	8,000	Grant in lieu of taxes	8,000	8,000	8,000	8,000	8,000	8
9	174,794	85,000	Other sources	85,000	85,000	85,000	85,000	85,000	9
10	\$ 1,471,010	\$ 1,373,327	TOTAL REVENUE	\$ 1,438,033	\$ 1,262,733	\$ 1,183,300	\$ 1,205,300	\$ 1,227,700	10
EXPENDITURES									
11	\$ 63,675	\$ 60,000	Capital fund contribution	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	11
12			<i>Health Network</i>						12
13	49,762	55,000	Coordinator	80,000	80,000	-	-	-	13
14	10,411	16,000	Labour & benefits	15,000	15,000	-	-	-	14
15	20,622	82,000	Operating	65,000	6,033	-	-	-	15
16	80,795	153,000	Total Health Network costs	160,000	101,033	-	-	-	16
17			<i>Labour & related costs</i>						17
18	17,288	10,000	Convention/professional development	12,000	12,000	12,000	12,000	12,000	18
19	964,941	889,000	Labour & benefits	1,004,000	1,024,100	1,044,600	1,065,500	1,086,800	19
20	-	-	Labour negotiations	10,000	-	-	-	-	20
21	3,073	3,000	Occupational health & safety committee	3,000	3,000	3,000	3,000	3,000	21
22	-	500	Recruiting	1,000	500	500	500	500	22
23	985,302	902,500	Total labour & related costs	1,030,000	1,039,600	1,060,100	1,081,000	1,102,300	23
24			<i>Legislative costs</i>						24
25	-	5,000	Coastal Communities Network	5,000	-	-	-	-	25
26	128,228	130,000	Directors indemnities	130,000	130,000	130,000	130,000	130,000	26
27	-	-	Directors education	5,000	5,000	5,000	5,000	5,000	27
28	27,766	38,000	Directors travel	33,000	33,000	33,000	33,000	33,000	28
29	4,773	6,500	FCM convention & membership	6,500	6,600	6,700	6,800	6,900	29
30	160,767	179,500	Total legislative costs	179,500	174,600	174,700	174,800	174,900	30



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 GENERAL GOVERNMENT SERVICES (continued)
 PARTICIPANTS: ALL MEMBERS

Draft for discussion
 purposes only

Line	History			Budget					Line
	2014 ACTUAL	2014 PLAN		2015	2016	2017	2018	2019	
			EXPENDITURES (continued)						
31	\$ 1,824	\$ 5,000	Natural Resources Committee	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	31
32			<i>Office costs</i>						32
33	9,660	10,000	Building maintenance	10,000	10,000	10,000	10,000	10,000	33
34	20,336	20,000	Building utilities	21,000	22,000	23,000	24,000	25,000	34
35	46,491	50,000	Computer expenses	60,000	60,000	60,000	60,000	60,000	35
36	52,925	50,000	IT contractor	60,000	60,000	60,000	60,000	60,000	36
37	21,466	20,000	Janitorial service	20,000	20,000	20,000	20,000	20,000	37
38	2,047	3,000	Office equipment	3,000	3,000	3,000	3,000	3,000	38
39	21,530	22,000	Office supplies - general	20,000	20,000	20,000	20,000	20,000	39
40	6,604	7,000	Office supplies - toner	7,000	7,000	7,000	7,000	7,000	40
41	7,305	8,000	Postage	8,000	8,000	8,000	8,000	8,000	41
42	15,398	16,000	Telephone	16,000	16,000	16,000	16,000	16,000	42
43	203,762	206,000	Total office costs	225,000	226,000	227,000	228,000	229,000	43
44			<i>Other costs</i>						44
45	4,083	4,000	Advertising & publicity	4,000	4,000	4,000	4,000	4,000	45
46	737	1,000	Bank interest & bad debts	1,000	1,000	1,000	1,000	1,000	46
47	4,887	6,000	Committee expenses	6,000	6,000	6,000	6,000	6,000	47
48	6,568	6,500	Memberships & subscriptions	7,000	7,000	7,000	7,000	7,000	48
49	3,095	5,000	Staff travel	4,000	4,000	4,000	4,000	4,000	49
50	5,226	8,000	Vehicle operation	8,000	8,000	8,000	8,000	8,000	50
51	24,596	30,500	Total other costs	30,000	30,000	30,000	30,000	30,000	51
52			<i>Professional fees & insurance</i>						52
53	20,175	22,000	Audit fees	22,000	22,000	22,000	22,000	22,000	53
54	32,151	33,000	Insurance - liability	33,500	33,500	33,500	33,500	33,500	54
55	6,788	8,000	Insurance - property	8,000	8,000	8,000	8,000	8,000	55
56	38,413	30,000	Legal fees	30,000	30,000	30,000	30,000	30,000	56
57	97,527	93,000	Total professional fees & insurance	93,500	93,500	93,500	93,500	93,500	57
58	28,787	30,000	Studies & reports	30,000	40,000	40,000	40,000	40,000	58
59	- 475,202	- 475,000	Recovery of administration costs	- 466,000	- 457,000	- 457,000	- 457,000	- 457,000	59
60	\$ 1,171,833	\$ 1,184,500	TOTAL EXPENDITURES	\$ 1,337,000	\$ 1,262,733	\$ 1,183,300	\$ 1,205,300	\$ 1,227,700	60



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015-2019 FINANCIAL PLAN
 GENERAL GOVERNMENT SERVICES (continued)
 PARTICIPANTS: ALL MEMBERS

Draft for discussion
 purposes only

		History				Budget					
		2014	2014			2015	2016	2017	2018	2019	
		ACTUAL	PLAN								
61	\$	299,177	\$ 188,827	FINANCIAL PLAN BALANCE		\$ 101,033	\$ -	\$ -	\$ -	\$ -	61
62		63,675	60,000	Add: Transfer to reserves		50,000	10,000	10,000	10,000	10,000	62
63			38,000	Deduct: Estimated amortization not included		38,000	38,000	38,000	38,000	38,000	63
64		479,203	479,202	Surplus from previous year		299,177	101,033	-	-	-	64
65	-\$	116,351	-\$ 268,375	ANNUAL SURPLUS/(DEFICIT)		-\$ 186,144	-\$ 129,033	-\$ 28,000	-\$ 28,000	-\$ 28,000	65
(for Financial Reporting purposes)											
CAPITAL FUND											
66	\$	86,760	\$ 86,760	Balance, beginning of year		\$ 10,716	\$ 10,716	\$ 10,716	\$ 10,716	\$ 10,716	66
67		63,675	60,000	Contribution from operating fund		50,000	10,000	10,000	10,000	10,000	67
68		-	-	Interest earnings		-	-	-	-	-	68
69				<i>Less - capital expenditures</i>							69
70		-	-	Folder/stuffer		-	-	-	-	-	70
71		81,015	90,000	HVAC upgrade		-	-	-	-	-	71
72		35,915	17,000	Office renovation/upgrades		45,000	10,000	10,000	10,000	10,000	72
73		14,089	20,000	Phone system		-	-	-	-	-	73
74		-	5,000	Postage meter		5,000	-	-	-	-	74
75		8,700	10,000	Website		-	-	-	-	-	75
76		139,719	142,000	Total capital expenditures		50,000	10,000	10,000	10,000	10,000	76
77	\$	10,716	\$ 4,760	BALANCE, END OF YEAR		\$ 10,716	\$ 10,716	\$ 10,716	\$ 10,716	\$ 10,716	77



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Agricultural Support Workers
Connie Kuramoto, Gardens on the Go
Anna Lewis
Heather Shobe

Report for Month Ending **January 31, 2015**

Drafted and Compiled by Heather Shobe

ACRD Agricultural Support Workers Report, January 2015

Summary of Project

The Agricultural Support Worker Team was contracted by the Alberni-Clayoquot Regional District in September, 2014 to assist with implementation of the 2011 Agricultural Plan.

The following were identified by the ACRD as the key initiatives for the current phase of the project.

- A. Realizing Improvements to Farmers Markets
- B. Identifying Opportunities Through Farm Gate Sales
- C. Developing Local Marketing Opportunities in the Alberni Valley, on the West Coast and Across Vancouver Island
- D. Including Shellfish Growers in Local Agricultural Initiatives
- E. Identifying and Securing Grant Opportunities

Scope of Report

This periodic activity report:

- 1) Contains an overview of the activities carried out during the reporting period
- 2) Offers an overview of next steps and upcoming actions
- 3) Describes progress in relation to the project objectives, milestones and deliverables and identifies any required changes to the project or timeline
- 4) Identifies any support measures, key info or key decisions required by the ACRD

Section 1: Overview of Activities

General

The team continued data collection, project related research and investigation into applicable grants. A survey was drafted for shellfish producers and outreach conducted with First Nation interests. Promotional and outreach material was developed for farmers and the public. Progress continued with development of the local Farmer and Buyer Directory.

Project Surveys

- Deadline for submission of surveys has been extended until at least February 15.
- Advertisements for the project and surveys were secured in the AV Times, AV News and Westerly newspapers
- Some preliminary results from Farmer Surveys are being identified
 - 1) Local Abattoir
Virtually all of the respondents so far have indicated that a local abattoir facility would be useful and desirable to them.
 - 2) Water
Some farmers have identified the municipal water rate as being prohibitive in the expansion of their farming operations. They would like to see a two tiered water rate in place, offering a lower rate for people using municipal systems for agricultural purposes.
 - 3) Marketing is less of an issue than production constraints
Farmers have told us that it is issues with production capacity, rather than marketing opportunities that limit sales revenues.

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4) Need for recruiting new farmers

Farmers are concerned for the future of their industry. As their average age rises, they become acutely aware of the need to recruit more young people into agriculture. Perceived barriers include the price of land and low profile of agriculture as a career. Supports and education are needed to facilitate the influx of young people into agriculture. Note: the second run of the Agricultural 12 curriculum program begins February 2, 2015 at Alberni District Secondary School)

Farmer Directory/Buyers Directory

- Letter of introduction signed by Rick Major finalized for mail out Feb 4th to farmers, stakeholders and advertisers
- Newsletter created for mail out Feb 4th including form for soliciting information for farmer's listings
- Continued to recruit articles and content for Farm Directory
- 'Small Producers Guide to Selling to Restaurants, Distributors and Retailers' drafted
- Required listing info finalized for buyer directory
- General intro article with overview of ACRD agriculture drafted
- There is good interest from restaurants in participating in Buyer Listings. The outreach undertaken by team members and general project attention seem to be increasing the interest of Alberni Valley restaurants in purchasing locally. More restaurants in the Alberni Valley also seem to be willing to pay a premium for local product.
- Change of date for Farmer Workshop event may enable the directory to be launched at the same event
- Awaiting info from AV Times about status of application for Buy Local Funding

Farmers' Market Site Options

- Stirling Field
 - Scott Kenny of the City Of Port Alberni advised that any proposed uses of the site should include planned usage for more than one day per week.
 - The site currently has facilities for limited irrigation and power
 - Dave Clough, a biologist with the City of Port Alberni, advised as to the need to preserve sensitive riparian habitat near the site.
 - He suggested building methods such as permeable paving, rainwater/storm water treatment, and rain gardens.
 - He is currently working on a planting plan for the site and invited an ACRD Agricultural Support Worker to meet on site and discuss possibilities and constraints.
 - A number of years ago there was another initiative to develop a Farmers' Market at Stirling Field which fizzled out, seemingly due to personal and political reasons.
- 17 Acres behind No Frills
 - A board member from Community Forest indicated some interest in the possibility of involvement in a project. It was suggested that any actions geared to supporting McLean Mill would be well received, such as the donation of wood for milling to be subsequently used for building on site.
 - Some interest in interpretive site but Community Forest mandate is more related to harvest of timber
 - Could possibly perform harvest and manage the woodlot

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- Quality of stand has to be assessed
- Sheena from West Coast Aquatic advised that there is an identified interest in and funding available for a trout pond project in the region, similar to Como Lake in Burnaby
- The ideal trout pond would be stocked with fish, available free for anglers and have a 1Km walking trail around the perimeter.
- Expressed interest in the site, as it has the necessary shade and some groundwater/ wet areas.
- Sheena suggested a walk through the site with various stakeholders.
- Contacted Julia Peters from North Island College. The college is considering the development of a Permaculture Course, and one idea for this land has been to develop a demonstration garden that uses Permaculture Techniques. Partnership may be a possibility in this regard.
- Correspondence sent to Pat Deakin RE need to send preliminary investigative letter to Agricultural Land Reserve, determining general eligibility of this type of project.
- See also Comox Valley Farm Market Preliminary Study under Review of Documents below.
 - Comox has done detailed investigation and planning for a large new year round farmers' market facility, results of which are publicly accessible.

Local Food Store

- ACAWS was successful in their grant application for a feasibility study for a local food store and submitted a application for an ACRD Grant-In-Aid prior to the January 31st deadline.
- They plan to open a social enterprise business in their building on 3rd Avenue which will offer 100% locally produced goods for sale to the public (including vegetables, a living salad wall, honey and vinegars) as well as other locally crafted and environmentally friendly products.
- The project will also offer public educational sessions and/or lectures monthly including ones on gardening, food preservation and sustainability related activities.
- This social enterprise will offer a new venue for farmers to sell their products and will increase the use and availability of local products in the uptown area.
- ACAWS is also investigating the possibility of accessing Buy Local Funds but does not have the matching funds required in their current budget.

Alberni Valley Transition Towns Society

- AVTTS has submitted an application for an ACRD-Grant-In-Aid in support of the Alberni Valley Gleaning Project. The project harvested almost 10,000 lbs of fruit from the valley in 2014. The program is an action-oriented tool for greater regional food security. It also promotes the use of local produce and the viability of agriculture in the community.
- AVTTS has pledged \$1000 towards an effort to support school gardens in the region. The money will be used for the creation of a School Gardens Committee and development of a presentation to the school board with the goal of official SD70 endorsement of school garden projects in the district.

Review of Relevant Documents, Policy and Organizations

- [Opportunities to Increase Farming Production in the Comox Valley, April 2014](#)
 - Funded by Real Estate Foundation for the Comox Valley Roundtable and LUSH Valley Food HUB
 - Interviewed farmers and conducted focus groups

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- Likely similar results would be found in a similar study of the ACRD, particularly if polling new or want-to-be farmers
- Significant interest in land leasing
- ALR/zoning issues include the desire for multiple farm dwellings on one site, cooperative ownership structures, and changes to ALR restrictions and regulations
- Farmers keen on pooling resources - buying clubs, tool sharing, work shares
- Recommendations were 3-fold
 - 1) Education - WCB/Insurance, business planning/financial management, collective marketing, effective lease agreements, alternative land ownership models, farming 101
 - 2) Other Supports - Land linking events, tool library, resource directories, farm library, networking opportunities for farmers
 - 3) New Farmer Participation - New/young farmers on Farmer Institute Board and Ag Development Committee (ACRD has achieved this but could recruit more)
- [Vancouver Island Coast Regional Agriculture Framework for Action](#)
 - Goal to highlight common themes in local agricultural plans, inspire discussion around cooperative strategies and provide recommendations to strengthen regional agricultural business development and cooperation across the region (Vancouver Island except south of the Malahat, Sunshine Coast, Northern Gulf Islands)
 - Less than 1/3 of agricultural land is currently being used in the region. Revenue per acre much lower than Fraser Valley/Okanagan
 - Opportunities are; good soils/climate, amount of available land, increased production, room in consumer market, energy of new farmers
 - Challenges; absence of central agricultural organization and regional strategy, low profitability
 - Recommendations focus on:
 - Strengthening farm organizations (Farmer Institutes, Farmers' Markets, Committees)
 - Recruiting and supporting new farmers (education, community gardens, incubator farms)
 - Reducing operating costs (collaboration, buyers clubs, community assets)
 - Improving access to and use of capital (business planning, micro-loans, lease registry, identify underutilized infrastructure such as freezers)
 - Improving productivity of farmland (access to water, drainage, using water for energy)
 - Maintaining and encouraging growth of forage-based livestock products (community pastures)
 - Expanding consumer education and outreach (build relationships between producers and buyers, food festivals)
 - Improving marketing of regional agricultural products (branding, growers guides)
 - Improving access to the mass distribution system (collective storage, processing and distribution, education around labeling, traceability and food safety)
 - Protecting the environment (environmental farm plan, waste reuse and recycling, manage wildlife impacts)
- [Comox Valley Gap Analysis](#)
 - Study conducted to identify strengths/opportunities of local agriculture
 - Objectives-to enhance market development and promote agri-food industry
 - Study recommended a full time farmer's market
 - Opportunities to expand markets for small scale producers include
 - increased sales through farmer markets

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- niche market products and value added products
- increased sales to restaurants
- Average annual household spending on food is \$8000 with 2.3 members
- Reasons to increase local food consumption are: economic development, food security, sustainability/energy cost (food miles), efficient use of resources (using the good soils/ climate we have)
- Challenges of producing vegetables are high labour costs and water
- Strengths of shellfish industry - strong export market, first nations participation, more marketing knowledge could increase consumption
- Challenges of shellfish industry - seed stock is limited, labour challenges, tenures, neighbors, trespassers, environmental challenges
- Results of restaurant survey was that 90% want to buy local
- Challenges of restaurateurs are poor marketing, seasonality, inconsistency of supply and price to a lesser extent
- 90% of restaurants buy local food direct from a producer. Reasons are to support local producers and quality. Price is usually higher but would buy more if available,
- Restaurants buy about 10% local year round and 20% in season
- Workshops recommended - marketing to grocery stores and restaurants, on farm drainage, direct marketing, small scale processing
- Recommendations for large farms - recruit farmers from other areas
- Recommendations for small farms - permanent farmers' market especially if with community processing, recruit new farmers
- General recommendations - promote niche markets, agri-tourism and culinary tourism, host events to promote agriculture like food festivals(shellfish) and feast of fields, develop full time year round marketplace including processing facilities, encourage cooperation

•[Comox Valley Farm Market Preliminary Study](#)

- Comox's Agricultural and Conservation Center concept will provide a number of benefits to the local agricultural industry including;
- A permanent location for the farmers market with a certified processing/teaching kitchen
- Water and power for vendors and indoor washroom facilities for customers.
- A sales and marketing incubator for new farmers.
- An easily identifiable landmark for the local industry.
- A distribution center and a marketplace for local products to serve the local retail and restaurant industries.
- An information center which will improve awareness of tourists and local residents about all aspects of local agriculture and improve access to local products for the same group.
- A world class education center to improve awareness of local agriculture, its contribution to habitat for trumpeter swans, and to educate the public about waterfowl and trumpeter swans and why the agricultural habitat is so important.
- A place to celebrate local agriculture, to host events related to local food production.
- A networking Center that will allow agriculture to connect with other agencies and industries in the Comox Valley
- The center could also include services that benefit the user groups, i.e. offices for the Farmers' Market and the Farmers' Institute.
- Some permanent stalls, with display coolers and freezers
- Composting education center
- Trails/outdoor space
- Greenhouse (teaching)

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- Butcher shop
- The report details specific design considerations for the building and property
- Cost of building project 6.6 million dollars

Public Land Survey

- The Comox Valley is in the process of creating an Agricultural Asset Map
- This is a public survey and documentation of lands available for use for agriculture within the Regional District.
- A similar project could be initiated in the ACRD, particularly within the City of Port Alberni, to identify areas for community gardens or other agricultural initiatives.

Shellfish

- Shellfish producer survey has been created and posted on the project website
- An introductory letter detailing the project and soliciting stakeholder input was delivered as part of the meeting package at the Jan 29/Jan 30 Nuu-Chah-Nulth All Nations Fisheries Conference
- Possibility of a presentation at the next meeting in late March
- Surveys ready to be sent out to ACRD mailing list of shellfish farms
- Detailed correspondence with Larry Johnson of the Nuu-Chah-Nulth Seafood Development Corporation (NSDC)
- The non-profit society Aquatrust was created to access research funding and to offer training, educational and research development opportunities for NTC members through NSDC
- It is working with fisheries management to develop a 5 year plan and Local Gathering initiative.
- Considering development of a 1000 square foot processing plant for shellfish in Bamfield
- Considering creating a five minute video to raise awareness and promote shellfish from the region.
- Team member shared relevant information about the Buy Local Funding opportunity.

Upcoming Conference Participation

- A member of the Agricultural Support Worker Team is currently registered for [Thrive, BC Association of Farmers' Markets Conference](#) on Feb 20-22, 2015 in Cowichan Bay (Includes Successful Market Management, Networking Round Table, Environmental Farm Plans, Liquor Sales at Markets, The ALR Matters, Indigenous Foods at the Market, Marketing the Market, Working with Local Governments and more)
- A member of the Agricultural Support Worker Team is currently registered for the [2015 Certified Organic Association of BC Conference](#) in Chilliwack February 28-March 1, 2015 (Includes Slaughter Panel Discussion, Crowd Funding, Co-operatives, Farmers Markets, Farm to School Programs, Land Linking, Restoration Agriculture, Weaving an Indigenous Narrative)
- A member of the team is currently registered for the [Island Agricultural Show](#) conference on Feb 13/14, 2015 in Courtenay. (Includes Human Resource fundamentals for farmers, Innovations in Agriculture, Building the Islands Beef Industry, Selling beyond the Farmers' Market, Small and Successful)

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Internet/Social Media and Project Outreach

- Continued updates to [project website](#), [Facebook page](#), [Twitter Page](#) and [Pinterest](#) page.
- ACRD What's On Your Fork Facebook page now has 218 'likes'
- An advertisement was placed in the AV Times, AV News and Westerly news recruiting survey completion and advising farmers and food related business' about the project and the upcoming farmer workshop event.

Island Agriculture Show

- Some preliminary planning undertaken for ACRD booth at Island Agriculture Show
- Developed newsletter for local farmers which can also serve as a 'take-away' at the booth

Agricultural Development Committee

- Interest in the committee appears strong, and new members are being actively recruited.
- Some members of the committee have expressed interest in a more formal approach, including distribution of minutes and an agenda that offers a chance for individual members to speak and/or make requests on behalf of their particular projects and areas of interest.

Logo

- Sprout Landing Restaurant interested in using the 'What's On Your Fork' logo on their menus
- A suggestion by Investment Agriculture Foundation of BC that we charge, restaurants at least, for use of logo as a source of matching funds
- Need to determine criteria for use of and trademarking regulations

Upcoming Event for Local Farmers 'Outstanding in Their Fields'

- The team applied for a grant to host a workshop and speaker event for ACRD farmers and other stakeholders on March 8, 2015
- Feedback from the funding agency was that the topics were too similar and timing too close to the February 22 Farmers' Market Conference in the Cowichan Valley.
- They did, however, sound positive about the chance of acceptance of the application if we moved the event into April, even though the funding was originally supposed to be used prior to the end of March.
- We have decided to go ahead and move the event ahead until late April, possibly the weekend of April 24/25. This will offer an opportunity to launch the new Farmer Directory at the same time. In addition there may be opportunities for promotion at the Island Ag Show and Seedy Saturday.
- Speakers, caterer and room had been confirmed at North Island College but need to be adjusted for new date.
- Event Brite website was identified and set up for participant registration

Grant Opportunity - Buy Local Program

- Funds for this program are going fast. It is recommended that applications are made before the March 9th deadline.

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- The team has highlighted the opportunity with various community groups and business' including the AV Times, Aquatrust, Alberni Valley Transition Towns Society, ACAWS and Farmer's Institute members.
- A representative from the program suggested we charge a fee for the use of our logo then use that towards a contribution for matching funds for a logo and branding initiative.
- The Alberni Valley has yet to establish a strong and collaborative network of farmers and food buyers and as such it is difficult to launch a campaign quickly and efficiently.
- This particular grant has been available on and off for a number of years. Going forward it would be excellent to keep in mind in regards to planning new initiatives.

Grant Opportunity - Feasibility Study for Abattoir

- It was determined that as this is a small grant application (<\$10,000) the application can be made at any time. We will know within two weeks of applying whether or not the application was successful.
- We were further advised that for an application of this nature we are strongly recommended to get financial contribution from individual business' and/or community stakeholders as well as from government. Letters of support are useful however cash contributions carry a more significant weight.
- We are considering fundraising options for this recommendation including a burger and a beer night or other social event. Discussion with the Farmers' Institute has been delayed as the president is out of town until the week of February 2nd.
- A team member watched a video put out by Investment Agriculture Foundation of BC describing their application process and guidelines.
- A letter of support for the study has been secured by the Farmers Institute
- Makenna Cyr will write letter of support on behalf of 4H Club
- Outreach done towards individual farmers for letters of support
- Hertels, Pete's Mountain Meats, Double R Meats identified as potential funders as well

Section 2: Next Steps and Upcoming Activities

1. Organize burger/beer night or other abattoir fundraiser
2. Apply for abattoir feasibility study grant
3. Contact Realtors for Farm Listings for Island Agriculture Show
4. Assist with general booth organization for Island Agriculture Show
5. Finalize details and confirm speakers for Farmer Event late April
6. Continue work on Farmer Directory
 - Assist AV Times with application for Buy Local Grant
 - Create and/or gather editorial content
 - Create index and secure farmer listings submissions
 - Create map
 - Secure listings for Buyer Directory
7. Continue to gather more info about identified real estate options and possible partnerships for new farmer market. Meet interested stakeholders for tour of properties
8. Draft reports
9. Continue to draft databases of
 - local farmers for internal use
 - list of applicable grants for ACRD, farmers, non-profits and public interest

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10. Continue to seek out input and participation from West Coast and First Nation Communities
11. Formalize process for Agricultural Development Committee meetings

Section 3: Progress relative to proposed objectives and deviations required

Progress

- Generally on track with projected outcomes to date
- We have been able to accommodate new tasks and initiatives as they come up. Project has been developing and progressing organically while keeping true to specified objectives.
- Anticipate ability to complete all deliverables by projected end date of April 30, 2015

Deviations

- Participation in the three upcoming conferences were not specifically identified within the project proposal or budget.
- No changes to budget anticipated

Section 4: Items Required from ACRD

1. Mail out of package for farmers including newsletter, letter from AV Times about Farmer Directory, copy of project brochure and stamped return envelope on Feb 4th. Strict deadline necessary to get directory submissions back in time for publication.
2. Mail out of Shellfish Producer Survey to those on ACRD shellfish producer list and send copy of that list to Agricultural Support Worker team.
3. Staff support to create a map for the Farmer Directory
4. Staff support to create map with Real Estate for sale for Island Agriculture Show
5. Printing of material for Island Agricultural Show Booth
6. Input into ACRD requirements for use of What's On Your Fork Logo
7. Please forward this monthly report to Agricultural Development Committee members



MEMORANDUM

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Date: February 6, 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:

- Regional Water Improvement Program;
- Updating/renewing various agreements;
- Occupational Health and Safety initiatives and policy development;
- Implementing the Confined Space Policy;
- Updating various ACRD Bylaws;
- 2015 Budget preparations;
- Legal Issues and Negotiations;
- Personnel Issues;
- AV Regional Airport Runway Extension Study & Geotech Report;
- Review AV Drag Racing Association Agreement;
- Follow-up from Parliamentary Training Session and Board orientation sessions;
- Developing information packages for new ACRD Directors including the development of a web portal for all Directors to download ACRD Policies, procedures bylaws etc.
- Developing and revising Terms of Reference for all ACRD Committees
- Processing FOI Requests
- Reviewing organization options for Environmental Services Department
- Implementing temporary staffing – Finance Department
- Emergency Coordinator Contractor recruitment process
- Alberni-Clayoquot Health Network Coordinator recruitment process

- Investigating and preparing amendments to the ACRD 911 Bylaw to amend the boundaries to include the Yuułu?it?ath Government.



Submitted by: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM

TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: February 3, 2015

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

2014 Total	2015 Total	APPLICATION
5	0	Rezoning
15	0	Development Permit and Development Variance Permit
11	1	Subdivisions
4	0	Agricultural Land Reserve
3	0	Board of Variance
12	0	Crown Leases
30	2	Bylaw Enforcement
11	1	Miscellaneous
91	4	TOTAL APPLICATION RECEIVED

Other Planning Projects

The Regional Parks Plan will be presented to the Board in February.

The zoning bylaw rewrite will be sent to the Electoral Area APCs in March.

Staff continues to assist with the Alberni Valley Airport plans.

The Agricultural Development Committee, staff and the contractors from Gardens on the Go continue to work on the Agricultural Plan implementation.

A new building inspector was hired.

Staff continues to work with and the Province on a Float Cabin Strategy.

Assisting with Environmental Services.

Mike Irg, Manager of Planning and Development



MEMORANDUM

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Date: February 3, 2015
Subject: Finance Department Staff Report

In addition to day-to-day activities, the finance department has been working on the following in January 2015:

- Attended the Island Health Capital Planning meeting on January 23, 2015. Topics discussed included:
 - The implementation of an electronic health record that pursues the goal of “One Patient, One Record, One Plan for Care and Health”. The process is well underway with more data being added to the record this year.
 - From a capital planning standpoint there have been some changes in priorities for VIHA in the last year including the need to replace the boilers at both the Royal Jubilee Hospital in Victoria and the Nanaimo General Hospital. These unanticipated projects will impact the scope of the project planned at the West Coast General Hospital Emergency Room.
- Renewed fleet insurance with the exception of the LBA Backhoe (that was being used by BCWS) and the BCWS pumper truck that were sold in January.
- Met the new owner of Duncan, Sabine, Collyer Partners, who are the auditors of the ACRD. The audit plan for the 2014 audit includes Don Jones remaining as our main auditor with a change in personnel being assigned the following year.
- Created a Revenue Anticipation Borrowing bylaw for 2015.
- Advertised and responded to inquiries regarding the Grant in Aid process.
- Completed year end entries for the Regional Hospital District and drafted the 2015 Annual Budget.
- Continued working on finalizing numbers for the 2014 financials.
- Worked on gathering budgeting numbers and preparing reports for director’s consideration with assistance from internal staff and external contractors.
- Worked with Fire Services Coordinator, Dan Holder, and SLVFD Fire Chief, Wade Hepp, to ensure proper procedures are in place for the SLVFD Burn Site.

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of February 6, 2015

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10 th Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation	Russell/ Tony/ Penny	Letter sent
3.	April 9 th Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings	Russell	Letter sent
4.	May 14 th Board	Prepare a report for consideration by the Board with a terms of reference for an Economic Development Meeting in the region.	Russell/ Pat	Budget 2015
5.	June 17 th AV Comm	Investigate and report back to the AV Committee with options for improvements to the Alberni Valley Sign at the entrance into Port Alberni	Rob	Budget 2015
6.	June 25 th Board	Proceed with the drilling development and testing of a production well at the Long Beach Airport with the services of GW Solutions at the estimated cost of \$116,081, as outlined in the CAO report	Russell	Draft received
7.	July 23 rd Board	Bell Road consultation with TFN and the City	Russell	Letter sent to TFN – Chair follow-up
8.	August 13 th Board	Arrange meeting with Dan Holder, Director Cote regarding Firepro RMS	Russell	Next AV Committee
9.	Aug. 27 th Board	Come back with a proposal for Cherry Creek Improvement District to participate in the Regional Fire Records Management System only, not the ACRD's Fire Services Contract with Mr. Dan Holder	Russell/ Dan	Next AV Committee with Fire Chiefs
10.	Jan. 14/15 Board	Forward a letter to the Central Westcoast Forest Society supporting their funding application for the Twin Rivers Stream and Forest Restoration Project	Wendy	Done
11.	Jan. 14/15 Board	Directors forward a letter to Telus and other providers supporting improved cell phone coverage at Sproat Lake cc SLCA	Wendy	Done
12.	Jan. 14/15 Board	The Board passed a resolution supporting the four recommendations from the CAO's report on the December 9, 2014 storm event including the Chair writing to the province to request improved river monitoring in the Somas River water shed	Russell	Met with flood management – ongoing

#	Date	Action Item	Assigned to	Target Date/Update
13.	Jan. 14/15 Board	The RFD Regarding Plan for communal meeting place at Salmon Beach and late correspondence from property owners was referred to the next regular Board of Directors meeting – Place on next agenda	Wendy	On Feb. 11 th Board agenda
14.	Jan. 14/15 Board	The Franklin River Road Fire Protection Service Agreement with the City of Port Alberni was deferred	Russell	Waiting to hear back from the City of PA
15.	Jan. 14/15 Board	The Board approved the 2015 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented with amendments. Update Committee List, post on website circulate to board and staff & advise outside agencies	Wendy/ Tracy	Done
16.	Jan.14/15 Board	The Regional Hospital Board approved the 2014 Committee Appointments as presented – Circulate, post on website etc.	Wendy/ Tracy	Done
17.	Feb. 4/15 AV & Bamfield Financial Plan	Request for Decision regarding 2015-2019 Financial Plan – Alberni Valley Regional Airport Runway Extension – Forward for consideration by the ACRD Board	Wendy	Feb. 11 th Board Agenda
Finance Department				
18.	June 25 th Board	Set-up a meeting with AV Drag Racing Association to review event and agreement for future years	Teri/ Andrew	Done – Report to AV Committee
19.	Feb. 4/15 AV & Bamfield Financial Plan	The AV Committee invite Custom Transit to make a presentation to the ACRD Board to explain the deficit surplus carried forward from 2014	Teri	Invited
Environmental Services Department				
20.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
21.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport	Russell	Will refer well results when complete
22.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
23.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob G.	Design in progress
24.	Oct. 10/12 Board	Work with the Air Quality council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal	Russell	Drafting a bylaw for board review

#	Date	Action Item	Assigned to	Target Date/Update
25.	April 23 rd Board	The Board of Directors directed staff to: 1. Meet with the Tseshaht and Hupacasath First Nations and the City of Port Alberni with respect to their consideration on providing a connection to their water systems for the Bell Road/Stuart Avenue water supply; and following the consultation, 2. Provide the information to the Bell Road/Stuart Avenue residents on the water servicing options	Russell	Waiting TFN Response – Chair has contacted TFN
26.	July 9 th Board	Work with contractors on the West Coast to educate and establish a formal aggressive follow up plan regarding the implementation of the MMBC rules on curbside recycling	Janice	In progress – Report to WC Committee
27.	Oct. 22 nd Board	The Board approved submitting an application for \$300,000.00 from the Alberni Valley Community Forest Reserve Fund to assist with the costs of the proposed runway extension, lighting enhancement and GPS	Mark/ Russell/ Janice/ Pat	Done
28.	Oct. 22 nd Board	The Board endorsed an application to the Build Canada fund for the purpose of integrating the two regional district airports to support consistent scheduled service and expansion of aerospace industries through the establishment of common runway surfaces (5,000' X 100'), compliance with OLS requirements, lighting upgrades for both airports and appropriate GPS within the parameters of the terrain of each location	Mark/ Russell/ Janice/ Pat	In progress
29.	Oct. 22 nd Board	Complete topographical survey and detailed design for the extension of the AVRA runway to 5,000' X 100' and lighting by Tetra Tech at a cost of \$50,000 to be funded from the Alberni Valley Regional Airport capital reserve	Mark/ Russell	In progress
30.	Oct. 22 nd Board	The Board approved submitting an application to the New Building Canada Fund – Small Communities Fund for a water treatment plant to address the high levels of Trihalomethanes (THM's) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines	Shelli	In progress
31.	Nov. 13 th 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	Notified developer -

#	Date	Action Item	Assigned to	Target Date/Update
32.	Nov. 13 th Board	The ACRD Board adopted the ACRD Contractor Safety and Coordination Policy as presented – Implement the Policy & provide copies to all ACRD Contractors	Wendy	In progress
33.	Nov. 26 th Board	Forward a letter to Earle Plain, Environmental Protection reiterating the discussion with Director Bennett and request they keep the Regional District up to date on any changes in policy with regards to industrial slash burning taking into account long term weather forecasts	Russell	In Progress
34.	Jan. 14/15 Board	Board of Directors awarded the AV Landfill Fencing Contract to Agfor Industries Ltd. for a total tender price of \$38,433.15, including GST – Award the contract	Janice	Done
35.	Jan. 14/15 Board	The Board of Directors adopted the Alberni-Clayoquot Regional District Confined Space Entry Program and Procedures Policy as presented – Implement the policy	Russell	Ongoing
36.	Feb. 4/15 AV & Bamfield Financial Plan Meeting	The AV Committee requests the Consultant conducting the AV Solid Waste Monitoring Plan review to provide a report to the Board on increasing tipping fees at the Alberni Valley Landfill as soon as possible in order to consider during 2015 budget deliberations	Janice	Report on SWMP Implem. In Feb. 11 th Board agenda
PLANNING DEPARTMENT				
37.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	Mike	Letter sent to TFN Jan 16 – Will include in new zoning bylaw
38.	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
39.	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
40.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	Will work with area Director

#	Date	Action Item	Assigned to	Target Date/Update
41.	June 25 th Board	Prepare a report on development cost charge options through the 2015 budget process to use parkland dedication monies for park development and other infrastructure	Mike	Feb. Board
42.	August 13 th Board	Agricultural Plan Implementation contract for the Alberni-Clayoquot Regional District submitted by Gardens on the Go Horticultural Training Services in the amount of \$29,900.00 before applicable taxes	Mike	Working with Contractor

Issued: February 6, 2015



MEMORANDUM

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Date: February 5, 2015

Subject: Solid Waste Management Plan Initiatives Update

This memo is to provide an update on the Solid Waste Plan Monitoring Advisory committees and the implementation of outstanding solid waste management plan components. Carey McIver & Associates have been retained to work with the ACRD on this project.

The Alberni Valley and West Coast Solid Waste Plan Monitoring Advisory Committees (PMAC) were re-established in August of 2014 to assist with reviewing the 2007 Solid Waste Management Plan and implementing outstanding plan components. To date there have been 3 meetings for each committee and they have been very well attended.

The meetings focused on the implementation and proposed schedule of the following initiatives:

1. Industrial/Commercial/Institutional (ICI) Disposal Bans
2. Organic Waste Diversion
3. Construction Demolition & Renovation (CR&D) Waste Management

Along with bi-monthly PMAC meetings for both the West Coast and the Alberni Valley, there have been stakeholder meetings held in Tofino and Ucluelet, a Haulers meeting in the Alberni Valley and a presentation to the Alberni Valley Chamber of Commerce. On February 25th we will be presenting to the AV Chamber of Commerce dinner meeting. Another meeting is also proposed to be held with stakeholder groups in Ucluelet in February.

Based on feedback from the committees the following implementation schedule is proposed for 2015/2016:

Task	Timeline
ICI Disposal Bans	
Stakeholder consultation	January to April 2015
Bylaw amendment	May 2015
Phase-in enforcement	June 2015-December 2015
Full enforcement	January 2016

Task	Timeline
Organic Waste Diversion	
Organics diversion opportunities assessment – Alberni Valley	April 2015
Organics diversion opportunities assessment – West Coast	April 2015
Organics Diversion Strategy	June 2015
Program Implementation	September 2015-March 2016
Construction, Renovation and Demolition Waste	
Investigate markets for wood waste	October 2015
Implement disposal ban	January 2016
Bamfield, Anacla and Kildonan Solid Waste Management System	
Investigate options	April 2015
Develop system	May 2015

Listed below is the proposed PMAC meeting schedule for 2015:

Date	Agenda
February 19/26	<ul style="list-style-type: none"> • ICI Disposal Bans – Progress Report • Communication Plan Progress Report
April 16/23	<ul style="list-style-type: none"> • ICI Disposal Bans – Bylaw Amendment • Organic Waste Diversion Opportunities – Results
June 18/25	<ul style="list-style-type: none"> • ICI Disposal Bans – Progress Report • Organic Waste Diversion Strategy
September 2015	<ul style="list-style-type: none"> • Organic Waste Diversion Implementation Plan • Wood Waste Diversion Opportunities
November 2015	<ul style="list-style-type: none"> • Organic Waste Diversion Progress Report • Wood Waste Disposal Ban



Janice Hill, Environmental Services Coordinator