



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 25, 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 requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – February 11, 2015	6-16
<i>THAT the minutes of the Board of Directors meeting held on February 11, 2015 be adopted.</i>	
b. Committee-of-the-Whole Meeting – February 11, 2015	17-24
<i>THAT the minutes of the Committee-of-the-Whole meeting held on February 11, 2015 be adopted.</i>	
c. West Coast Committee-Financial Planning Meeting – February 19, 2015	25-28
<i>THAT the minutes of the West Coast Committee-Financial Planning Meeting held on February 19, 2015 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Lori Wilson, Mapping Technician, Recognition – 15 years of Service	
Rob Gaudreault, Building Inspector/Property Maintenance Coordinator, Recognition – 5 Years of Service	
b. Mr. Bill Dawson, Deputy Assessor, BC Assessment regarding 2015 Assessment Roll.	
c. Mr. Christopher Donison, Executive Artistic Director, Music by the Sea-	

regarding update on activities.

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR LETTER** **29-32**
Skeena-Queen Charlotte Regional District, February 2, 2015 regarding a request that the Alberni-Clayoquot Regional District forward a letter to the Premier of British Columbia to request that Regional Districts be allowed representation in BC Environmental Stewardship Initiatives.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Premier of British Columbia expressing the need for local government representation in Environmental Stewardship Initiatives and Consultation Processes.

- b. **REQUEST FOR NOMINEE** **33**
Island Corridor Foundation, February 16, 2015 regarding request for a ICF Director Nominee 2015-2017 and ICF Representative 2015.
Note: Both positions are currently held by Ken McCrae. They do not need to be the same person.

Possible Motion:

THAT the Board of Directors:

Nominate _____ for the Island Corridor Foundation Director to be elected for a two year term at the Annual General Meeting April 23, 2015.

Appoint _____ as the member representative to the Island Corridor Foundation Board who will attend the Annual General Meeting April 23, 2015.

- c. **REQUEST FOR LETTER** **34-36**
City of Port Alberni, February 18, 2015 regarding the establishment of a new Standing Committee to be known as the McLean Mill Advisory Committee and request for an Alberni-Clayoquot Regional District representative on this Committee.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint a representative to sit on the McLean Mill Advisory Committee.

7. CORRESPONDENCE FOR INFORMATION

- a. **B.C. ROAD BUILDERS & HEAVY CONSTRUCTION ASSOCIATION** **37**
Congratulations on Election
- b. **DISTRICT OF TOFINO** **38-39**
Highway # 4
- c. **PUBLIC WORKS ASSOCIATION OF BC** **40-42**
National Public Works Week, May 17-23, 2015
- d. **ISLAND COASTAL ECONOMIC TRUST** **43-44**
Local Mayors Elected to Guide ICET Investment Decisions
- e. **R. ANDERSON & ASSOCIATES** **45**
Introduction Letter

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **46-47**
Westcoast Waste Management Budget

THAT the Alberni-Clayoquot Regional District Board of Directors receive the report clarifying proposed expenses in the 2015 West Coast Waste management 2015 Budget, with explanations as requested by the Westcoast Committee.

- b. **REQUEST FOR DECISION** **48**
1st Reading of the 2015-2019 Financial Plan
(Financial Plan-to be circulated separately)

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

- c. **REQUEST FOR DECISION** **49-80**
Alberni-Clayoquot Health Network Coordinator

THAT the Alberni-Clayoquot Regional District Board of Directors award the Alberni-Clayoquot Health Network Coordinator contract to Ms. Marcie DeWitt for a one year term commencing March 1, 2015 in the amount of \$80,000.00 including all travel, expenses and taxes.

- d. **REQUEST FOR DECISION** **81-82**
Tsunami Detection – WERA Radar Proposal

THAT the Alberni-Clayoquot Regional District Board of Directors agree to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport.

- e.. **REQUEST FOR DECISION** **83-84**
Bamfield Water Treatment Facility

THAT the Board of Directors fund its' contribution of \$506,220.00 for the Bamfield

Water Treatment Facility through short term borrowing for Electoral Area "A" (Bamfield).

9. PLANNING MATTERS

9.1 ALL DIRECTORS

- a. **AB14003, ADAMS, 5205 BATTY ROAD** **85-92**
Agricultural Land Reserve Application – Report

THAT the Board of Directors forward the application to the Agricultural Land Commission, noting that the application complies with the Beaufort Official Community Plan and ACRD Zoning Bylaw.

- b. **AE14004, COREY/HAWSER, 6176 SAUNDERS ROAD N** **93-98**
Agricultural Land Reserve Application – Report

THAT the Board of Directors forward the application to the Agricultural Land Commission.

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – February 20, 2015 **99-106**
b. Board of Directors Meeting Schedule – March 2015 **107**

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

10.2 COMMITTEE REPORTS

- a. **West Coast Solid Waste Management Committee Meeting – February 19, 2015 – (verbal)- J. Osborne**
b. **Beaver Creek Water Advisory Committee Meeting – February 23, 2015 (verbal)- J. McNabb**

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – M. Ruttan
b. Vancouver Island Regional Library - P. Cote
c. Central West Coast Forest Society – T. Bennett
d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan

- e. Alberni Valley Chamber of Commerce – Jack McLeman
- f. Coastal Community Network – T. Bennett
- g. West Island Woodlands Advisory Group –L. Banton
- h. Island Coastal Economic Trust – J. Osborne
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett/K. Wyton
- k. Association of Vancouver Island & Coastal Communities – M. Ruttan
- l. Beaver Creek Water Advisory Committee – J. McNabb

THAT the Board of Directors receives the Member Reports.

10.4 OTHER REPORTS

- a. RCMP Monthly Report for November/December 2014 **108-109**
- b. RCMP Monthly Report for January 2015 **110-111**

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. Section 21 of the Freedom of Information and Protection of Privacy Act.*

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

Next Board of Directors Meeting: Wednesday, March 11, 2015, 1:30 pm



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 11, 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)

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

Mike Kokura, Electoral Area "B" (Beaufort)

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

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

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

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet

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 being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Bennett

THAT the agenda be approved as circulated with the addition of resolution requesting that the Alberni-Clayoquot Regional District Staff investigate and prepare a report regarding damage to the crossing signal at the railway crossing on Kitsuksis Road.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 14, 2015

MOVED: Director Kokura

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on January 14, 2015 be adopted.

CARRIED

b. Alberni-Clayoquot Transportation Committee – January 16, 2015

MOVED: Director Bennett

SECONDED: Director Jack

THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on January 16, 2015 be adopted.

CARRIED

c. Alberni Valley & Bamfield Committee Financial Planning Meeting – February 4, 2015

MOVED: Director Jack

SECONDED: Director Kokura

THAT the minutes of the Alberni Valley & Bamfield Committee Financial Planning meeting held on February 4, 2015 be adopted.

CARRIED

d. Electoral Area Directors Committee Financial Planning Meeting – February 4, 2015

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the minutes of the Electoral Area Directors Committee Financial Planning meeting held on February 4, 2015 be adopted.

CARRIED

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

MOVED: Director Cootes

SECONDED: Director Jack

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Alex Dyer, Planner was recognized for 5 years of service with the Alberni-Clayoquot Regional District.

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence dated January 22, 2015 from Nuu-chah-nulth/WCVI Aquatic Management Society regarding a request for letter support**

MOVED: Director Bennett

SECONDED: Director McLeman

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

CARRIED

- b. **Correspondence dated January 15, 2015 from Canadian Union of Postal Workers regarding requesting a resolution for a halt to Canada Post's plans for cuts.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT the ACRD Board invite a representative of Canada Post to meet with the Board and provide an overview of their plans to change public postal service.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. **DUNCAN SABINE COLLYER PARTNERS LLP**
Practice Sold
- b. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**
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**
\$5,000 Grant to Help Hornby Island Economic Planning
- d. **ALBERNI VALLEY REGATTA ASSOCIATION**
Donation to the Sproat Lake Marine Patrol Programme

- e. **OMBUDSPERSON**
Files Closed from October 1 to December 31, 2014
- f. **VANCOUVER ISLAND UNIVERSITY**
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**
Highway 4
- h. **ISLAND CORRIDOR FOUNDATION**
Board Meeting Notes January 2015

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the ACRD Board of Directors write a letter to the federal Minister of Environment supporting the District of Tofino's request to consider building a bike path or safe highway shoulders along highway 4 in conjunction with their resurfacing project of 21.5 kilometers of highway #4 through Pacific Rim Nation Park.

CARRIED

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the ACRD Board of Directors forward a resolution for consideration at the 2015 AVICC Convention requesting the Provincial Government properly fund Search and Rescue operations.

CARRIED

MOVED: Director McLeman

SECONDED: Director Bennett

THAT the ACRD Board of Directors forward a resolution for consideration at the 2015 AVICC Convention requesting the Provincial Government fund 100% of the Victim Services programs.

CARRIED

MOVED: Director Ruttan

SECONDED: Director McLeman

THAT the ACRD Board of Directors forward a resolution for consideration at the 2015 AVICC Convention requesting the Provincial Government examine the situation with increased raw log exports on Vancouver Island and investigate options to re-craft the raw log industry on Vancouver Island.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding Plan for Communal Meeting Place & Correspondence from Property Owners at Salmon Beach.**
(Referred from January 14, 2015 Board Meeting)

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the RFD regarding the plan for the communal meeting place at Salmon Beach be deferred until proponent can speak to the proposal.

CARRIED

- b. Request for Decision regarding Fire Protection Services Agreement.**

MOVED: Director Ruttan
SECONDED: Director McNabb

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.

CARRIED

MOVED: Director Ruttan
SECONDED: Director Banton

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.

CARRIED

- c. Request for Decision regarding Parcel Tax Roll Review Panel.**

MOVED: Director Banton
SECONDED: Director McNabb

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 Directors McNabb, Ruttan and Banton to the Parcel Tax Roll Review Panel and Director Cote be appointment as an alternate;*
3. *Appoint Andrew McGifford, Accountant for the ACRD as the Collector for 2015.*

CARRIED

d. Request for Decision regarding Finance Warrant No. 549.

*MOVED: Director Bennett
SECONDED: Director Jack*

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

CARRIED

e. Request for Decision regarding Alberni Valley Regional Airport Runway Expansion.

*MOVED: Director Cote
SECONDED: Director Ruttan*

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.

CARRIED

*MOVED: Director Cote
SECONDED: Director Ruttan*

THAT 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 Ruttan*

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.

CARRIED

*MOVED: Director Cote
SECONDED: Director McLeman*

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, AV Drag Racing Association and Hupacasath First Nation.

CARRIED

f. Request for Decision regarding Renewal of Building Inspection Agreement with the City of Port Alberni.

*MOVED: Director McNabb
SECONDED: Director Kokura*

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.

CARRIED

g. Request for Decision regarding Proposed Building Inspection Agreement with the District of Tofino.

*MOVED: Director McNabb
SECONDED: Director Kokura*

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.

CARRIED

h. Request for Decision regarding Security Issuing Bylaw F114.

*MOVED: Director Kokura
SECONDED: Director Cote*

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".

CARRIED

MOVED: Director McNabb
SECONDED: Director McLeman

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".

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

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".

CARRIED

MOVED: Director Kokura
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Alberni-Clayoquot Regional District Security Issuing Bylaw No. F1114, 2015".

CARRIED

i. Request for Decision regarding Regional Parks.

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Board of Directors approve the Regional Parks proposed budget to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

j. Request for Decision regarding Regional Planning.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT budget line item 21 Agricultural Plan initiatives \$45,000.00 be referred to the Agricultural Development Committee requesting input on the proposed budget including additional information on agricultural plan initiatives.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors approve the Regional Planning proposed budget with the exception of line 21 to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

k. Request for Decision regarding E911 Emergency Telephone System.

MOVED: Director McNabb

SECONDED: Director Cote

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

CARRIED

l. Request for Decision regarding Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015.

MOVED: Director Bennett

SECONDED: Director Cote

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

CARRIED

MOVED: Director Bennett

SECONDED: Director McLeman

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

CARRIED

MOVED: Director Cote

SECONDED: Director McLeman

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

CARRIED

m. Request for Decision regarding General Government Services.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Board of Directors approve the General Government services proposed budget to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional

District Financial Plan.

CARRIED

9. PLANNING MATTERS

- a. AGRICULTURAL SUPPORT WORKERS JANUARY REPORT
Report**

MOVED: Director Bennett

SECONDED: Director Jack

THAT the Board of Directors receive the report.

CARRIED

10.1 STAFF REPORTS

- a. CAO Report – February 6, 2015
b. Planning and Development Report – February 6, 2015
c. Financial Manager Report – February 3, 2015
d. Staff Action Items Report – February 6, 2015
e. Solid Waste Management Plan Initiatives Update – February 5, 2015**

MOVED: Director Bennett

SECONDED: Director Jack

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Bennett

SECONDED: Director Jack

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

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

CARRIED

The meeting was closed to the public at 3:38 pm.

MOVED: Director Cote
SECONDED: Director Cootes

THAT the meeting be recessed at 3:38 pm in order to conduct the Alberni-Clayoquot Regional Hospital District meeting.

The meeting was re-opened to the public at 4:11 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director Kokura
SECONDED: Director McNabb

THAT this meeting be adjourned at 4:11 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, FEBRUARY 11, 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)
Bob Baden, Alternate Director, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
Penny Cote, Vice-Chair, 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

REGRETS:

Dianne St. Jacques, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułuꞑifꞑath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Andrew McGifford, Accountant
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 9:31 am.

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

2. APPROVAL OF AGENDA

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. CORRESPONDENCE FOR INFORMATION

- a. **Arrowsmith Amateur Radio Club**
Report on disbursement of 2014 Grant-In-Aid Funds awarded to the
Arrowsmith Amateur Radio Club

MOVED: Director Bennett
SECONDED: Director Ruttan

THAT this correspondence be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding 2015 Grants-In-Aid Application.**

GIA 1 Alberni District Fall Fair

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Committee-of-the-Whole approve an in-kind grant-in-aid in the amount of \$1,000.00 to the Alberni District Fall Fair in 2015 with the funds coming from ACRD electoral areas and municipalities.

CARRIED

Director Banton entered the meeting at 9:35 am.

GIA 2 Alberni Valley Rescue Squad

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$6,000.00 to the Alberni Valley Rescue Squad in 2015 with the funds coming from ACRD municipalities and electoral areas.

CARRIED

GIA 3 Westcoast Inland Search and Rescue Society

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$6,000.00 to the Westcoast Inland Search and Rescue Society in 2015 with the funds coming from ACRD municipalities and electoral areas.

CARRIED

GIA 4 Vancouver Island North Film Commission

MOVED: Director Cote
SECONDED: Director Banton

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$7,500.00 to the Vancouver Island North Film Commission in 2015 with the funds coming from ACRD municipalities and electoral areas.

CARRIED

GIA 5 Music By The Sea

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$2,000.00 in 2015 to Music by the Sea with the funds coming from ACRD municipalities and electoral areas.

CARRIED

GIA 6 Port Alberni Victim Services

MOVED: Director Cote
SECONDED: Director Ruttan

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$15,000.00 in 2015 to the Port Alberni Victim Services Society with the funds coming from Alberni Valley and Bamfield areas.

CARRIED

Director Jack entered the meeting at 10:01 am.

GIA 7 Strawberry Isle Marine Research Society

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$1,000.00 to Strawberry Island Marine Research Society in 2015 with the funds coming from the ACRD municipalities and electoral areas.

CARRIED

GIA 8 West Coast Aquatic Management Association

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$17,000.00 to West Coast Aquatic in 2015 with the funds coming from the ACRD municipalities and electoral areas.

CARRIED

GIA 9 Alberni Valley Chamber of Commerce

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$4,000.00 to the Alberni Valley Chamber of Commerce with the funds allocated as follows: electoral areas "A" (Bamfield) \$1,000.00, "D" (Sproat Lake) \$1,000.00, "E" (Beaver Creek) \$1,000.00 and "F" (Cherry Creek) \$1,000.00.

CARRIED

GIA 10 Eighth Avenue Backpack Program – Alberni Valley Community School

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$500.00 to the Eighth Avenue Backpack Program – Alberni Valley Community School with the funds coming from the City of Port Alberni and electoral areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

CARRIED

GIA 11 Pacific Rim Whale Festival Society

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$1,000.00 to the Pacific Rim Whale Festival Society in 2015 with the funds coming from the ACRD municipalities and electoral areas.

CARRIED

GIA 12 Alberni Valley Wrestling Club

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Committee-of-the-Whole approve a grant-in-aid to the Alberni Valley Wrestling Club in the amount of \$1,500.00 in 2015 with the funds coming from the ACRD municipalities and electoral areas.

CARRIED

GIA 13 Arrowsmith Amateur Radio Club

MOVED: Director Cote

SECONDED: Director McLeman

THAT the Committee-of-the-Whole refer the 2015 grant-in-aid application from the Arrowsmith Amateur Radio Club to staff requesting the application to provide specific details on their grant-in-aid application.

CARRIED

GIA 14 Cherry Creek Community Recreation Commission

MOVED: Director Banton

SECONDED: Director Kokura

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$20,000.00 to the Cherry Creek Community Recreation Commission in 2015 with the funds coming from electoral area "F" (Cherry Creek).

CARRIED

GIA 15 Air Quality Council

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$5,000.00 to the Air Quality Council in 2015 with the funds coming from the ACRD municipalities and electoral areas with the exception of area "C" (Long Beach).

CARRIED

GIA 16 Alberni Community and Women's Services Society

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Committee-of-the-Whole refer the grant-in-aid application from the Alberni Community and Women's Services Society to the Agricultural Development Committee for input and recommendation back to the ACRD Board.

CARRIED

GIA 17 Alberni Valley Transition Towns Society

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Committee-of-the-Whole deny the grant-in-aid application from the Alberni Valley Transition Towns Society.

CARRIED

GIA 18 Jericho Road Church

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Committee-of-the-Whole refer the grant-in-aid application from Jericho Road Church to staff requesting further details on their 2015 grant-in-aid application.

CARRIED

GIA 19 Kuu-us Crisis Line Society

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Committee-of-the-Whole deny the 2015 grant-in-aid application from the Kuu-us Crisis Line Society.

CARRIED

GIA 20 Port Alberni Maritime Heritage Society

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$2,000.00 in 2015 with the funds coming from the City of Port Alberni and electoral areas "B" (Beaufort) "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

CARRIED

GIA 21 Tofino Clayoquot Heritage Society

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Committee-of-the-Whole refer the grant-in-aid application from the Tofino Clayoquot Heritage Society to the West Coast Committee Financial Planning meeting on February 19, 2015.

CARRIED

GIA 22 Ucluelet & Area Childcare Society

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Committee-of-the-Whole refer the grant-in-aid application from the Ucluelet & Area Childcare Society to the West Coast Committee Financial Planning meeting on February 19, 2015.

CARRIED

b. Request for Decision regarding Grant-In-Aid – McLean’s Mill.

MOVED: Director Kokura

SECONDED: Director Banton

THAT the Committee-of-the-Whole approve a grant-in-aid in 2015 to McLean’s Mill in the amount of \$25,000.00 to be included in first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. Request for Decision regarding Grant-In-Aid – West Coast Multiplex Society.

MOVED: Director Bennett

SECONDED: Director Ruttan

THAT the Committee-of-the-Whole approve a Region Wide grant-in-aid for up to \$15,000.00 to perform a geotechnical assessment of the proposed West Coast Multiplex site at Long Beach Airport for the West Coast Multiplex Society and include in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. Request for Decision regarding Grant-In-Aid – Island Corridor Foundation.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT Alberni-Clayoquot Regional District not requisition the second half of the one-time grant-in-aid to the Island Corridor Foundation in 2015.

CARRIED

e. Request for Decision regarding Grant-In-Aid – Beaver Creek Community Club.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Committee-of-the-Whole approve a grant-in-aid in the amount of \$10,000.00 to the Beaver Creek Community Club with \$5,000.00 each coming from the Beaver Creek and Beaufort electoral areas to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

6. ADJOURN

MOVED: Director Cote

SECONDED: Director Ruttan

THAT this meeting be adjourned at 11:38 am.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE – FINANCIAL PLANNING MEETING HELD ON THURSDAY, FEBRUARY 19, 2015

District of Tofino Council Chambers, 121 3rd Street, Tofino, BC

- MEMBERS PRESENT:** Tony Bennett, Chairperson, Electoral Area “C” (Long Beach)
Dianne St. Jacques, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?if?atḥ Government
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Andrew McGifford, Accountant

1. CALL TO ORDER

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

The Chairperson recognized the meeting this morning is being held in the Tla-o-qui-aht First Nation Traditional Territory.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the agenda be approved as circulated with the addition of Olivia Szostek as a delegation.

CARRIED

3. DELEGATION

Ms. Szostek, a student from the University of British Columbia, introduced her directed studies project – a look at water supply and demand on the west coast. She has consulted with most water purveyors on the peninsula and will be conducting a meeting in early March 2015 to review.

4. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Tsunami Detection – WERA Radar Proposal.**

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors agree to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport.

CARRIED

b. Request for Decision regarding West Coast Waste Management.

MOVED: Director St. Jacques

SECONDED: Director Osborne

THAT the West Coast Committee request staff review hours of operation at the West Coast Landfill with the operator and users to determine if open hours should be reduced and report back to the West Coast Committee in 2015.

CARRIED

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee approve the West Coast Waste Management proposed budget subject to confirmation by staff on the funding requirements for illegal dumping, school programs, wood waste and solid waste management plan expenses, and include in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. Request for Decision regarding Long Beach Airport.

MOVED: Director Osborne

SECONDED: Director St. Jacques

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

CARRIED

d. Request for Decision regarding Grant-in-Aid – Central Westcoast Forest Society.

MOVED: Director Osborne

SECONDED: Director St. Jacques

THAT the West Coast Committee recommend that \$3,500 for the Central Westcoast Forest Society to address illegal dumping in the Kennedy Flat watershed be included in first reading of the Alberni-Clayoquot Regional District 2015-2019 Financial Plan.

CARRIED

e. **Request for Decision regarding West Coast Grant-in-Aid Applications**

- **Tofino Clayoquot Heritage Society**

MOVED: Director Osborne
SECONDED: Director St. Jacques

THAT the West Coast Committee deny the 2015 grant-in-aid application from Tofino Clayoquot Heritage Society.

CARRIED

- **Ucluelet & Area Childcare Society**

The grant-in-aid application from the Ucluelet & Area Childcare Society was deferred. Director Bennett to investigate the grant proposal and report back to the Board of Directors on February 25, 2015.

- **Air Quality Council**

MOVED: Director Osborne
SECONDED: Director St. Jacques

THAT the West Coast Committee recommend to the Board of Directors that the west coast communities, including electoral area "C", not participate in the 2015 grant-in-aid request of the Air Quality Council.

CARRIED

4. UNFINISHED BUSINESS

5. LATE BUSINESS

MOVED: Director St. Jacques
SECONDED: Director Osborne

THAT the West Coast Committee invite Parks Canada to attend West Coast Committee meetings.

CARRIED

6. CLOSE THE MEETING TO THE PUBLIC

MOVED: Director Osborne
SECONDED: Director St. Jacques

THAT the meeting be closed to the public to consider a matter pursuant to section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

The meeting was closed to the public at 12:02 pm.

The meeting was re-opened to the public at 12:15 pm.

7. ADJOURN

MOVED: Director Osborne

SECONDED: Director St. Jacques

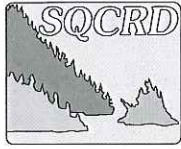
THAT this meeting be adjourned 12:15 pm.

CARRIED

Certified Correct:

Tony Bennett,
Chairperson

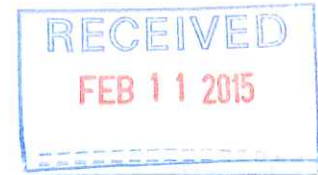
Russell Dyson,
Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5
Phone: (250) 624-2002 Fax: (250) 627-8493
Website: www.sqcrd.bc.ca

February 2, 2015

Alberni-Clayquot Regional District
3008 Fifth Avenue
Port Alberni, B.C. V9Y 2E3



Attention: Board of Directors

Dear Board of Directors:

Re: Regional District Representation in B.C. Environmental Stewardship Initiatives

Please be advised that, at its January 23, 2015 Regular meeting, the Board of the Skeena-Queen Charlotte Regional District passed the following resolutions:

MOVED by Director Nobels, SECONDED by Director Racz, that correspondence be sent to the Premier of British Columbia expressing the need for local government representation in Environmental Stewardship Initiatives and consultation processes;

AND THAT the correspondence be copied to the Ministry of Environment.

038-2015

CARRIED

MOVED by Director Brain, SECONDED by Director Nobels, that correspondence be sent to Regional Districts to notify them of the Skeena-Queen Charlotte Regional District's intent to request, from the Province of B.C., inclusion in Environmental Stewardship Initiatives and consultation processes;

AND THAT a copy of the letter sent to the Premier of B.C. expressing the need for local government representation in environmental stewardship initiatives be copied to all Regional Districts.

039-2015

CARRIED

The Environmental Stewardship Division of the Ministry of Environment works to develop, promote and measure achievement of provincial goals for the conservation of living resources, and provides fish and wildlife recreation services. Further to this, the Ministry of Environment's 2013/14 – 2015/16 Service Plan highlights, throughout the document, a plan to promote stewardship with other provincial agencies, industry, First Nations, local government, federal government and other stakeholders.

Currently, the provincial government is not upholding its commitment to engage with all levels of local government throughout the environmental stewardship consultation process taking place throughout the province, as Regional Districts are not receiving any information or invitation to that effect.

Regional Districts have a strong interest in participating in the development of information used to make resource management decisions. The intent in developing these environmental stewardship initiatives is for varied levels of government to incorporate different values and feedback into resource management decisions. As the environmental stewardship consultation process is currently structured, Regional Districts are not afforded the opportunity to provide feedback or consultation.

At this time, the Board of the Skeena-Queen Charlotte Regional District is requesting that the provincial government review the consultation process framework to allow for Regional District representation in the environmental stewardship initiatives taking place throughout the province, and would invite your Regional District Board to do the same.

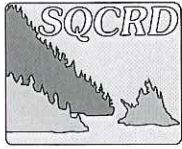
If you have any further questions or comments, please do not hesitate to contact the office of the Skeena-Queen Charlotte Regional District.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT



Barry Pages
Chair



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

February 1, 2015

Office of the Premier of British Columbia
PO Box 9041 STN Prov Govt
Victoria, B.C. V8W 9E1

Attention: Honourable Premier Christy Clark

Dear Premier Clark:

Re: Regional District Representation in Environmental Stewardship Initiatives

The Skeena-Queen Charlotte Regional District (Regional District) aims to provide a forum for direct representation of those areas that, without the Regional District, would have no political voice. It provides for greater control over services and issues of local importance to rural areas and it provides a mechanism for advancing the issues of those areas.

The Environmental Stewardship Division of the Ministry of Environment works to develop, promote and measure achievement of provincial goals for the conservation of living resources, and provides fish and wildlife recreation services. Further to this, the Ministry of Environment's 2013/14 – 2015/16 Service Plan highlights, throughout the document, a plan to promote stewardship with other provincial agencies, industry, First Nations, local government, federal government and other stakeholders.

Currently, the provincial government is not upholding its commitment to engage with all levels of local government throughout the environmental stewardship consultation process taking place in the Skeena region, as the Regional District has not received any information or invitation to that effect.

The Regional District has a strong interest in participating in the development of information used to make resource management decisions. The intent in developing these environmental stewardship initiatives is for varied levels of government to incorporate different values and feedback into resource management decisions. As the environmental stewardship consultation process is currently structured, Regional Districts are not afforded the opportunity to provide feedback or consultation.

At this time, the Board of the Skeena-Queen Charlotte Regional District requests that you please review the consultation process framework to allow for Regional District representation in the environmental stewardship initiatives taking place throughout the province.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

Cc: Minister of Environment
B.C. Regional Districts

DRAFT

February 16th 2015

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3
rdyson@acrd.bc.ca

Via Email

Attention: Russell Dyson, Chief Administrative Officer

Re: ICF Director Nominee 2015 - 2017 and ICF Member Representative 2015

Please provide a Nominee for Island Corridor Foundation (ICF) Director to be elected for a two year term at the Annual General Meeting.

We also request the name of your Member Representative to the Island Corridor Foundation Board who will attend the AGM April 23rd 2015. The Member Representatives elect the ICF Board of Directors.

Your current Director is: Ken McRae

Your current Member Representative is: Ken McRae

If there is a change to either position please provide the information requested below;

Member Representative:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Director Nominee:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

Signing Authority: _____ Date: _____

Thank you in advanced for your prompt response,



Graham Bruce
Chief Executive Officer
Island Corridor Foundation



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146
www.portalberni.ca

Fax: 250-723-1003

February 18, 2015

Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, BC

ATTN: Russell Dyson, CAO

Via Email: rdyson@acrd.bc.ca

Dear Russell:

Council for the City of Port Alberni recently established a new standing committee to be known as the McLean Mill Advisory Committee.

The Terms of Reference for this Committee have also been endorsed by Council and are attached for information. At this time, we would like to invite the appointment of a member from the Alberni-Clayoquot Regional District. Councillor McLeman has been appointed to this Committee to represent Council and we are currently advertising for members from the community at large.

We would appreciate confirmation of your appointee by Friday, February 27th, 2015 following which details will be provided regarding the Committee's first meeting. Contact information can be provided directly to me either by mail or by email (davina_hartwell@portalberni.ca).

Please contact the undersigned should you have any questions. I look forward to hearing from you.

Yours truly,
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

c. Councillor Jack McLeman
Mayor Mike Ruttan

J:\Clerks\Committees\McLean Mill Advisory_2015\L_ACRD_appointee_Feb18.docx



CITY OF PORT ALBERNI

McLean Mill Advisory Committee Terms of Reference

Establishment:

By resolution dated January 12, 2015 Council has established a committee to be known as the *McLean Mill Advisory Committee*.

Mandate:

The McLean Mill Committee is a committee of Council appointed for the purpose of (a) reviewing the McLean Mill and train operations and structure, (b) providing oversight for the City's investment in the mill and train and assess the effectiveness of the agreement signed by the City and IHS (c) find ways to improve income from tourism, sales of product and new ancillary cash streams.

Membership:

The committee shall be made up as follows:-

- Up to six members shall be appointed by the mayor from the community at large.
- Member appointed by Island Timberlands
- Member appointed by Western Forest Products
- Member appointed by the Alberni Valley Community Forest Corporation
- Two members appointed by the Western Vancouver Island Industrial Heritage Society
- Member appointed by the Young Professionals of the Alberni Valley
- One member of City council
- Member appointed by the Alberni Clayoquot Regional District
- Member appointed by Alberni Valley Heritage Commission
- Chamber of Commerce Executive Director

The following members shall be considered non-voting liaisons to the committee:

- McLean Mill manager
- Museum Manager

Timing and Term:

The committee will sit at the pleasure of City Council and will provide recommendations at regular times during each year. The due dates of each report to be determined by the committee in consultation with council and mill management. The recommendations will be forwarded to Council and the Mill Management.

- Members appointed from the community at large shall serve a two year term and may serve up to a maximum of three consecutive terms.

- Ex-officio members appointed by external agencies shall be appointed annually by the agency with no restriction on length of term.
- The Council member shall be appointed annually.

Governance:

- City's procedure by law applies to the conduct of the Committee.
- The Committee will elect a Chairperson from among its members.
- The Committee shall adopt a meeting schedule that will structure its activities to complete the required tasks within the time frames agreed to with the Council.
- The Committee will appoint a member to take minutes which will be forwarded to the City Clerk after being approved as accurate by the committee. Meeting minutes will then be forwarded to Council.
- Economic Development manager along with other staff will be available to the committee on request for areas of their expertise.

Duties and Responsibilities:

- The role of the committee is to familiarize itself with the agreements between the City and Canada and between the City and the Western Vancouver Island Industrial Heritage Society for the operation of McLean Mill National Historic site and review the strategic and business plans for the Mill.
- The committee will also identify opportunities to increase attendance and revenues including, but not limited to the sale of sponsorships.
- The Committee may request information from City Staff regarding technical, operational or legislative matters respecting the City of Port Alberni.



VISION

The B.C. Road Builders & Heavy Construction Association is the recognized advocate for a balanced, safe transportation system and infrastructure development that sustains and promotes provincial economic growth.

MISSION

We communicate strong, clear industry positions and expectations to government at all levels.

We promote public awareness, innovative solutions to transportation issues and value to the public for tax dollars spent on infrastructure projects.

We provide training, safety awareness, support, fellowship, ethical leadership, and a strong voice for our members.

B.C. ROAD BUILDERS & HEAVY CONSTRUCTION ASSOCIATION

Suite 307, 8678 Greenall Ave. Burnaby, BC V5J 3M6

t 604 436 0220

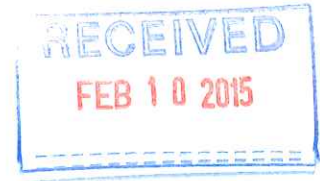
f 604 436 2627

info@roadbuilders.bc.ca

www.roadbuilders.bc.ca

February 3, 2015

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



Dear Mayor,

I wanted to take the opportunity to congratulate you and your council on being elected in this past November's municipal election.

The BC Road Builders and Heavy Construction Association is a non-profit organization that represents firms involved in asphalt and concrete manufacturing, grading, paving, utility construction, road and bridge building/maintenance, blasting, and the supply of related goods and services.

Our membership is made up of thousands of hard working men and women that are proud to keep people, goods, and services moving efficiently across the province. As you know, good transportation is the foundation of a strong economy – nothing moves until the roads, highways, and bridges are built.

To sustain our quality of life and generate the investment BC requires to maintain our collective prosperity, we must be competitive on a global level. Important considerations for key investors are municipal government factors such as taxation, regulation, security, and transportation. We would be pleased to work with you to address these important economic fundamentals.

British Columbia's competitiveness, productivity, and the need for increased investment in transportation infrastructure is explained on the enclosed handy bookmark.

If I can ever be of assistance to you/your team, please do not hesitate to be in touch.

Sincerely,

Jack W. Davidson
President

Enclosure.



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.

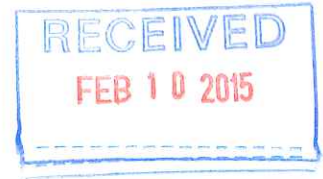
Sincerely,



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
Yuufuʔiʔath Government



February 2, 2015

Attention: Honourable Mayors,
Members of Council and
Chief Administrative Officers

Re: National Public Works Week, May 17-23, 2015 – "Community Begins Here"

The Public Works Association of British Columbia (PWABC) is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 17-23, 2015 as National Public Works Week in your community. This year's theme is "Community Begins Here".

National Public Works Week is observed each year during the third full week of May and this is the 55th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.pwabc.ca for information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 250.819.6290. Thank you for making a difference.

Please note that we have a new address and declarations should be forwarded to:

PWABC
#102 – 211 Columbia ST
Vancouver BC V6A 2R5

Yours truly,

Deryk Lee
PWABC President



40

#102 – 211 Columbia ST Vancouver BC V6A 2R5 1.877.356.0699
www.pwabc.ca



PROCLAMATION
"Community Begins Here"
PUBLIC WORKS WEEK
MAY 17-23, 2015

WHEREAS: *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

WHEREAS: *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

WHEREAS: *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

WHEREAS: *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

WHEREAS: *Public Works Week also recognizes the contributions of public works professionals.*

NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 17-23, 2015, as Public Works Week in Enter your municipality.

Dated this day of _____, 2014.

(Enter Mayor's Name), Mayor

SPRING COURSE SCHEDULE



INTRODUCTION TO PUBLIC WORKS

February 26, 2015

CONSTRUCTION MANAGEMENT

February 24–25, 2015

DEVELOPING A BUSINESS CASE

March 19, 2015

MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015

INFR 1110

March 23–27, 2015

INFR 1120

April 13–17, 2015

RISK MANAGEMENT

April 20, 2015

INFR 1130

May 4–8, 2015

INTRODUCTION TO PUBLIC WORKS

February 26, 2015 | 8:30 am–4:30 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

This course is intended for employees new to the public works field and administrative assistants who support the public works team. It provides a general overview of the many functions that make up Public Works and the administrative and organizational skills necessary to ensure each of these functions meets the needs of the community.

CONSTRUCTION MANAGEMENT

February 24–25, 2015 | Full Days
West Kelowna
\$550

Take your project and construction management skills to a new level by attending this two-day live workshop facilitated by a top expert in the field. Learn new tips and techniques to get your projects completed efficiently, safely, on time and on budget.

DEVELOPING A SOUND BUSINESS CASE

March 19, 2015 | 9 am–4 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

Participants will learn to write a business case that justifies decisions for a recommendation to senior management and council within the context of a municipal environment. We will look at problem identification, consider a broad range of options to address that problem and identify a best option considering municipal priorities. Finally, we will develop and articulate a rationale that justifies the expense, the risk and the resources necessary, as well as any potential benefits or risk to reputation.

MANAGEMENT TOOLKIT SERIES 1 & 2

March 20, 2015 | 9 am–12 pm
City of Victoria Public Works Facility
417 Garbally Road, Victoria, BC
\$295

The Management Toolkit is intended for new supervisors or those wishing to build their leadership skills. Attendees will develop specific practical skills that are in line with municipal or First Nations culture. Topics include; Sound Decision Making for Supervisors, Problem Solving Step by Step, Managing a Team, Conflict Resolution, Providing Effective Feedback, and Setting Key Performance Indicators.

INFR 1110

March 23–27, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Begin your education in the Public Works Supervisor Program by registering for INFR 1110: Public Works Institute I. This course covers Introduction to Leadership & Supervision, Introduction to Local Government and Introduction to Finance.

INFR 1120

April 13–17, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1120: Public Works Institute II. The course covers Presentation & Verbal Skills, Contracts & Contract Law and Government & Community topics.

RISK MANAGEMENT PLANNING

April 20, 2015 | 9 am–4 pm
Brix Studio
102-211 Columbia Street, Vancouver, BC
\$295

Participants will learn to write a usable Risk Management Plan that stratifies the risks inherent in public works projects and articulates corresponding mitigation strategies. A number of risk management models will be considered and evaluated, including ERM and COSO.

INFR 1130

May 4–8, 2015 | 8:30 am–4:30 pm
BCIT Downtown Campus
555 Seymour Street, Vancouver
\$1100

Continue your education in the Public Works Supervisor Program by registering for INFR 1130: Public Works Institute III. The course covers project management, asset management, environmental management, and sustainability and safety. This Level 3 course is only offered once per calendar year, so don't delay! Reserve your spot in this important course today.

Prices do not include GST.



FOR IMMEDIATE RELEASE

February 17, 2015

LOCAL MAYORS ELECTED TO GUIDE ICET INVESTMENT DECISIONS

COURTENAY – Four new Island mayors will be joining the 13 member Board of Directors of the Island Coastal Economic Trust, filling vacancies created by the November municipal elections.

The Island Coastal Economic Trust is seen as a successful economic development model largely because of its collaborative structure including more than 40 locally elected officials. This community-centred decision making process enables the region to set its own investment priorities.

Mayor Aaron Stone of Ladysmith and Mayor Bill McKay of Nanaimo were newly elected to ICET's Board of Directors by the Central South Island Regional Advisory Committee (CSIRAC). Mayor Jon Lefebure was also elected as Chair of the CSIRAC, and will sit on the Board ex-officio.

The North Island Sunshine Coast Regional Advisory Committee (NISCRAC) saw Mayor Andy Adams of Campbell River and Mayor Michael Berry of Alert Bay chosen to help direct the investments and strategic direction of ICET. Mayor John MacDonald of Sayward was elected as Vice-Chair of the Committee.

"ICET's success in helping communities leverage funding and create economic infrastructure that creates jobs is rooted in our local decision-making structure," said Board Chair Mayor Phil Kent of Duncan. "As a group, we bring our communities' perspectives forward, and make investments in projects that we all agree will benefit the region."

Both Regional Advisory Committees elect four Board members for two year terms and the Province appoints five members for 3 year terms. Continuing locally elected Board members include Mayor Phil Kent of Duncan, Joe Stanhope, Chair of the Nanaimo Regional District, Mayor Josie Osborne of Tofino and Mayor Paul Ives of Comox. Mayor Teunis Westbroek of Qualicum Beach continues as Chair of the NISCRAC. Provincially appointed members include Camela Tang, Dallas Smith, Dave Mannix, Arlette Raaen and Kevin Tevington.

The NISCRAC held elections on February 6th, and the CSIRAC on February 13th. The appointments are effective until July of 2016.

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



February 10, 2014

To: Clients of Robert Duncan and Donald Jones

We would like to take the time introduce ourselves. My name is Robert Anderson, and I have been in public practice and private industry for over 10 years and have had the privilege of serving clients in many different types of businesses. In August of 2014, I made the decision to return to public practice as a business owner. My partner Linda Kuhr and I have spent several months getting to know Rob and Don. We have learned that Rob and Don have a very strong belief in delivering outstanding levels of client service and providing tremendous passion in support of the community in which they live and work. Linda and I both share those same values..

Both Linda and I would like to ensure all our clients that the only change to the firm you have come to know, is that Rob and Don have chosen to retire and will be transitioning the practice over to us over the next several weeks. We want to strongly reinforce that other than a name change and corporate branding transformation, all the current staff, quality of service, and expectations you have had of Rob and Don over the years will remain the same. We will most assuredly strive to maintain that same high level of excellence they have served to you over your many years as clients.

Over the next several weeks the four of us expect to have a very smooth transition. Rob and Don will be reviewing your files with us as the upcoming tax season approaches. In addition, they have both agreed to be available to us for consultation during the next year. We are looking forward to speaking and meeting with every one of you and are very excited about serving you and all of your business and financial needs for a great number of years to come.

In the next few weeks we anticipate our brand new website to be finished and we would invite you visit it at www.andersonassociates.pro. There you will be able find information about our practice as well as informative articles and newsletters relating to tax matters, business, financial, and technology topics. In addition, you will find various links to financial tools relating to many areas including home refinancing, investment analysis, and retirement plans, as well as other useful tools for your business.

Please do not hesitate to call me with any questions or concerns you might have regarding your tax or accounting needs, our acquisition of the practice, or any other inquires you may have.

Sincerely,

Robert Anderson, CPA, CA
Principal



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, CAO
Meeting Date: February 19, 2015
Subject: Westcoast Waste Management Budget

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors receive the report clarifying proposed expenses in the 2015 West Coast Waste management 2015 Budget, with explanations as requested by the Westcoast Committee.

Advertising and Education

It is anticipated with the implementation of SWMP initiatives that advertising will be required next year and the budget should reflect the proposed \$6,000 expense.

Illegal Dumping

The Regional District provides \$3,500 to the Westcoast Forestry Society for efforts on the Kennedy Flats, additional funds are made available for unexpected response to illegal dumping, and the budget should remain as proposed.

School Programs

Last year we partnered with the Raincoast Education Society to deliver in the school programs. This was for \$4,000 and the expense was recorded in advertising and education, this will be corrected. It is proposed that the budget remain unchanged and the ACRD continue to work with non profits to provide education through the schools on the westcoast.

Wood waste expenses

The \$10,000 annual expense can be removed for 2015 and the expenses budgeted in the years when a need to chip woodwaste is anticipated.

Solid Waste Management Plan

There is \$40,000 proposed as an operating expense in 2015. The purpose of these funds was reviewed with the PMA Committee February 19. It includes:

- PMAC meetings
- Cardboard Disposal Ban – Stakeholder meetings, bylaw amendment, education and communication and enforcement follow-up
- Construction Renovation and Demo Waste Diversion
- Reports and Presentations



Submitted by: _____

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Bylaw No. F1115

A bylaw to adopt the 2015 – 2019 Financial Plan

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“2015 to 2019 Alberni-Clayoquot Regional District Financial Plan Bylaw No. F1115”***.

2. Schedule “A” attached hereto and forming part of this Bylaw is the 2015 to 2019 Alberni-Clayoquot Regional District Financial Plan.

Read a first time this day of , 2015.

Read a second time this day of , 2015.

Read a third time this day of , 2015.

Adopted this day of , 2015.

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: February 25, 2015

Subject: **Alberni-Clayoquot Health Network Coordinator**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors award the Alberni-Clayoquot Health Network Coordinator contract to Ms. Marcie DeWitt for a one year term commencing March 1, 2015 in the amount of \$80,000.00 including all travel, expenses and taxes.

Desired Outcome:

To hire a contractor to provide leadership and coordinator services to the Alberni-Clayoquot Health Network.

Background:

In 2011, the Alberni-Clayoquot Regional District was one of three Regional District's on Vancouver Island to receive one-time funding from the Vancouver Island Health Authority (Island Health) to support the formation of a health network. The ACRD was selected due to poor health statistics.

The Alberni-Clayoquot Health Network (ACHN) is a group committed to improving the quality of health care decisions, health services and well being in the Alberni-Clayoquot region. The ACHN serves as an open forum for discussion on the determinants of health, the identification of health service priorities, community and health services planning and development and other issues related to the health status of Alberni-Clayoquot citizens and communities. Attached is the 2014 Annual Report for the Alberni-Clayoquot Health Network.

The ACRD's contract with the previous Health Network Coordinator expired at the end of December 2014. The Network requires a full-time Contractor to oversee operations of the Network and incorporate the vision, mission, purpose, values, goals and objectives of the Network into action.

The ACRD, on behalf of the ACHN, put out an expression of interest in January 2015 for a new Coordinator. Ten submissions were received. A Hiring Committee was appointed by the ACHN Table of Partners. The Committee short listed and interviewed 3 candidates. The Committee recommends awarding the Coordinator contract to Ms. Marcie Dewitt. Ms. Dewitt has experience working with the ACHN and has worked with various other coalitions, networks and community organizations in the region.

Request for Decision – ACHN Coordinator

Time Requirements – Staff & Elected Officials:

Some staff time required to oversee the Contract. The ACRD is providing in-house secretarial support to the Network up to a maximum of 3 days per week.

Financial:

The original funding amount awarded in 2012 was \$505,000.00. The current funds remaining for the Network is \$256,033.04. (budget on page 4 of the attached 2014 annual report).

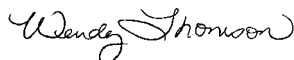
The ACHN has applied to Island Health for ongoing funding to support the Network in the amount of \$103,000.00 annually. Part of the role of the Coordinator will be to explore other funding options to sustain the Network into the future.

Funds for the Coordinator and part-time secretarial support comes out of the Network annual budget.

Policy or Legislation:

The ACRD's purchasing policy applies.

Submitted by: _____

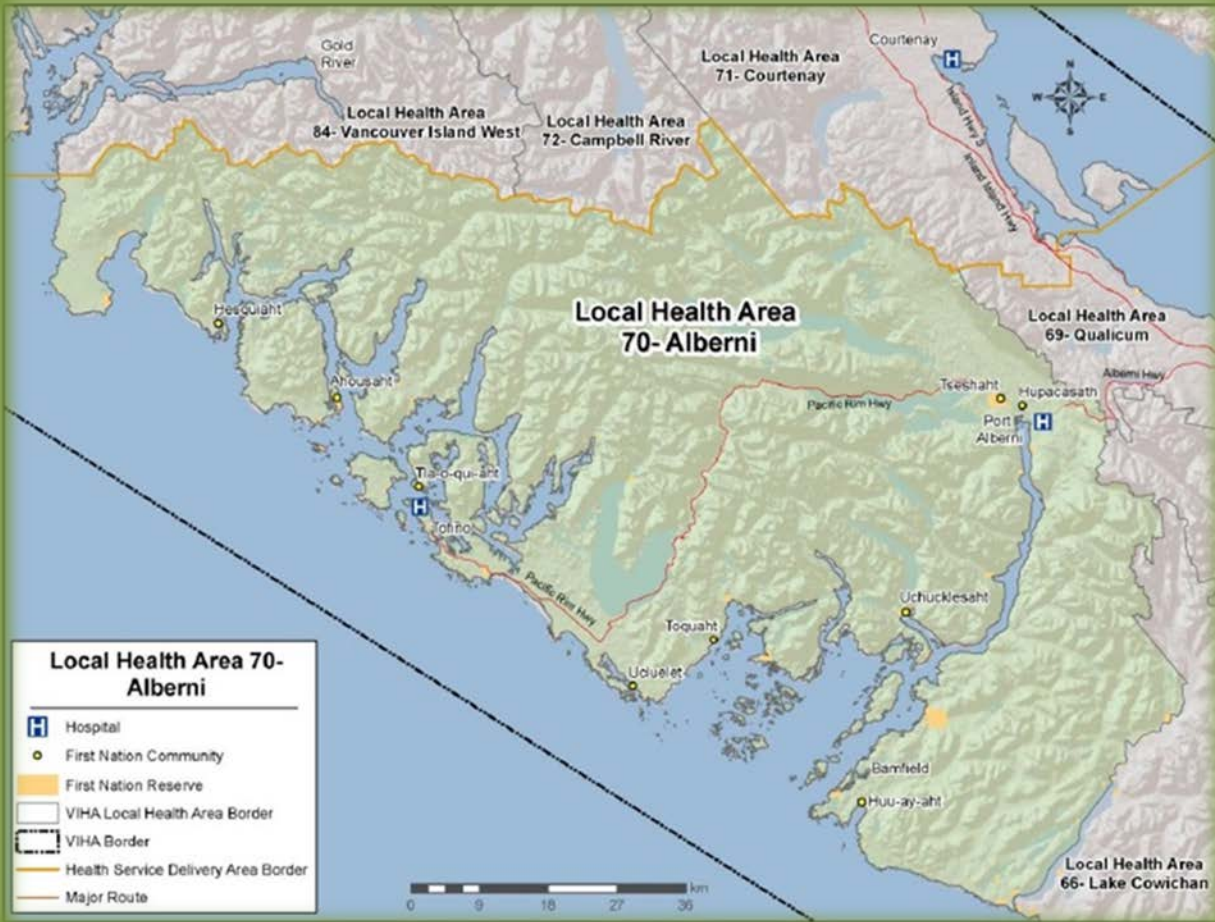


Wendy Thomson, Manager of Administrative Services

Approved by: _____



Russell Dyson, Chief Administrative Officer



ALBERNI CLAYOQUOT HEALTH NETWORK

2014 Annual Report

CONTENTS

Executive Summary2

Income Statement 2012-20143

Budget 2015 – 20174

In Kind Contributions5

Alberni Clayoquot Health Network: Our Story6

Our Mission.....7

Our Values7

Our Guiding Principles.....7

ACHN Coordinator Role & Function.....8

On the Horizon8

Coordinator Job Description.....9

EXECUTIVE SUMMARY

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 square kilometers with three Municipalities and ten Nuu Chah Nulth Nations within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) has undertaken a lengthy re-examination of how it can be most effective, leveraging the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and innovative solutions.

2014 Key Accomplishments

- Network review of structure and governance as well as a renewed shared understanding and focus for the role of the Network in the region.
- Table of Partners made up of regional representatives formed to direct high level Network decision making, resource allocation and to ensure work on identified issues and actions is moving forward
- Recognition of regional representation and the need to support participation of outlying communities.
- Creation of Regional Transportation Plan.

ACHN Coordinator Role and Function

- Decision to employ a full time coordinator – see page 9 for the revised Coordinator job description.
- Innovating to better serve the geographies and further enhance the ACHN’s ability to find broader regional solutions to local problems.

Alberni Clayoquot Regional District

- Negotiating a new MOU with the ACRD that will replace the Protocol Agreement signed between the ACRD and Island Health in 2012.
- The ACRD is committed to providing financial oversight, contract management and administrative oversight.

On the Horizon

- Transportation Action Table – moving forward on recommendations from 2014 plan.
- Revisit Strategic Priorities.
- Creation of Communications, Outreach and Engagement Plan.
- Formalizing process – networking the networks.
- Leveraging our assets through enhanced geographic representation – new working relationships!

We have accepted the challenge to examine unique solutions which only come from working collaboratively and embracing innovation. We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities.

INCOME STATEMENT 2012-2014

Revenue and expenses

	2012	2013	2014
Revenue			
Island Health Grant	511,392.93		
Reserve Carry Over		463,899.62	341,827.63
Other Grant	-	4,500.00	-
Total Revenue	511,392.93	468,399.62	341,827.63
Expenses			
Coordinator	32,083.31	54,999.96	55,000.00
Administration Support	8,750.00	15,861.54	10,411.05
Forums	3,000.00		
Forums	1,000.00		
		3,764.66	
		289.88	
Meetings	1,160.00	1,623.89	2,136.63
Capacity Building Workshops		6,827.31	
Advisory/Network MOU's		40,000.00	
Studies		4,825.86	11,618.68
		CBT - Youth Engagement	5,000.00
Operating	1,500.00	75.56	1,628.23
Contingency	-	-	
Total Expenditures	47,493.31	128,268.66	85,794.59
Reserve for carryforward	463,899.62	340,130.96	256,033.04

BUDGET 2015 – 2017

The Table of Partners has approved a three year budget. The ACHN is starting the 2015 fiscal year with reserve funds from Island Health’s original 2012 grant.

Our work is just beginning. With a renewed appreciation for the time required to build relationships and stimulate change we are requesting a 3 year commitment for \$103,000 annually from Island Health. These funds will support the ACHN to hire a full time coordinator, ensure geographic representation from our rural and remote communities and ensure sustainability in our efforts planning for long term health solutions.

Further details on the capacity building rational and revised coordination detailed in our budget are outlined on page 8 – 10.

ACHN Fiscal Year : Calendar Year

REVENUE	2015	2016	2017	
1 Reserve Opening Balance	\$256,033	\$210,033	\$174,033	
2 Funds Requested from Island Health	\$103,000	\$103,000	\$103,000	
3 Other Grants	\$8,000	\$10,000	\$12,000	
4 Total Revenue & Reserve	\$367,033	\$323,033	\$289,033	
BUDGET EXPENSES	2015	2016	2017	3 Year Budget
Operation & Administration				
5 ACHN Communications Strategy <i>Includes: outreach, engagement protocol, one pagers, ACHN stand alone web site development, newsletter, logo development.</i>	10,000	5,000	5,000	20,000
6 Coordination Contract	80,000	80,000	80,000	240,000
7 Administrative Support	15,000	15,000	15,000	45,000
8 Operating Expenses <i>Includes: A/V rental, printing, office supplies etc.</i>	2,000	2,000	2,000	6,000
9 Advertising <i>Includes: newspaper ads for RFP process and posts to websites.</i>	4,000	2,000	2,000	8,000
Capacity Building				
10 West Coast Capacity Building	20,000	20,000	20,000	60,000
11 Barkley Sound Capacity Building	3,000	3,000	3,000	9,000
Action Tables & Community Learning Resources				
12 Affordable and Accessible Transportation	6,000	5,000	5,000	16,000
13 Action Table TBD	5,000	5,000	5,000	15,000
14 Action Table TBD	5,000	5,000	5,000	15,000
15 ACHN CommunityEngagement, Events & Planning	7,000	7,000	7,000	21,000
Total Expenditures	\$157,000	\$149,000	\$149,000	\$455,000
<i>Reserve for Carryforward as of December 31, 2017</i>				\$140,033

IN KIND CONTRIBUTIONS

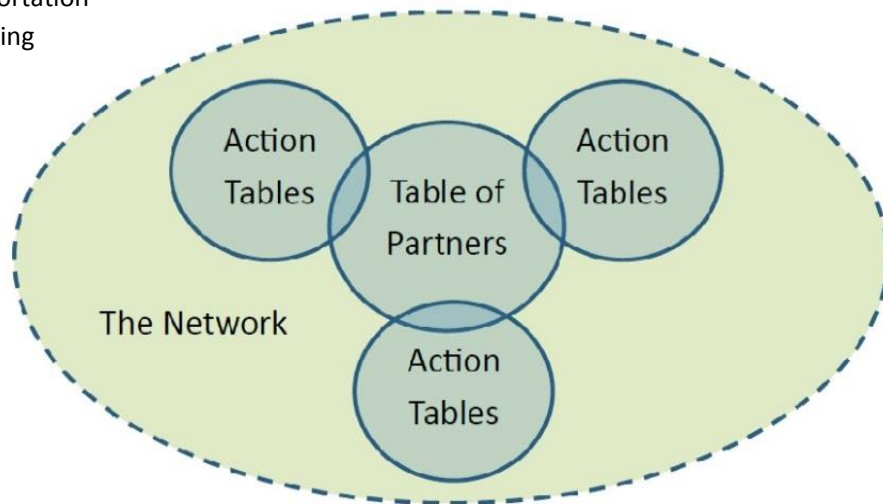
The ACHN in kind contribution table outlines a modest portrayal of current contributions from ACHN partners and professional support. With focused collaboration and partnerships in the region in kind contributions will undoubtedly grow. The newly established Table of Partners has representatives from a wide and diverse pool of regional professionals and local government. Membership includes representation from; Island Health, SD 70, First Nations Health Authority, MCFD, Coastal Family Resource Coalition, Clayoquot Biosphere Trust, Alberni Valley Shelter Society, District of Tofino, Alberni Valley Association for Community Living and ACRD.

In-Kind Contributions	2015	2016	2017
Table of Partners Leadership Table	\$35,988	\$35,988	\$35,988
<i>15 Representatives at Table of Partners</i>			
<i>Partners time = \$35/hr x (min) 5 hrs x 11 months x 15 = \$31,500</i>			
<i>Travel for outlying communities = \$0.51 x 200 km (average distance for outlying communities by road) x 11 months x 4 partners = \$4,488</i>			
Staff Support - Island Health	\$15,000	\$12,000	\$10,000
<i>Medical Health Officer</i>			
<i>IPCC- CDSI Manager and Developer</i>			
<i>PACE Consultant</i>			
Meeting Support: ACRD & Island Health	\$3,000	\$3,000	\$3,000
<i>meeting rooms</i>			
<i>teleconference</i>			
<i>videoconference</i>			
Action Tables, Community Learning Resources	\$15,000	\$15,000	\$15,000
<i>staff time, community knowledge holders, volunteers, meeting support, venues, promotion and knowledge exchange.</i>			
TOTAL	\$68,988	\$65,988	\$63,988

ALBERNI CLAYOQUOT HEALTH NETWORK: OUR STORY

In 2011 the region came together to work collaboratively towards improving health indicators in the region. With funding from Island Health a coordinator was hired in 2012 and our work began. Working from local health area research and community knowledge our 2012 strategic plan was created. The 2012 ACHN Strategic Plan highlights five priority areas:

- Network Development
- Healthy Children and Youth (0 - 18)
- Affordable and Accessible Regional Transportation
- Affordable Housing
- Health Literacy



In 2014 the ACHN set out to redefine their work to ensure meaningful and inclusive participation in our diverse and geographically unique region. Network governance and structure were redefined to recognize and address the challenges and strengths which working in the Alberni Clayoquot Region presents. Ensuring our process is built from the community up; we put in place mechanisms to facilitate equitable decisions, action on identified priorities and increased regional representation.

THE NETWORK	ACTION TABLES	THE TABLE OF PARTNERS
<ul style="list-style-type: none"> • Inclusive of community members, organizations and regional partners • A means to gather and distribute information, stories, and to capture the voices of the communities • To build relationships, helping people and organizations to find commonalities to take action to improve health outcomes in the region. • To connect people with information and resources, and to mobilize 	<ul style="list-style-type: none"> • Small committees of regional representatives and topical experts tasked with moving work on priorities forward • Utilize a regional lens to approach locally identified actions and needs that advance the ACHN Strategic Plan. • Roles include framing issues in ways that are inclusive, respectful and that bring people together. 	<ul style="list-style-type: none"> • Made up of regional decision makers and representatives with strong ties to communities and identified priority groups • Exists to support the work and priorities of the ACHN and link with Action Tables. • Look at evidence, facilitate strategic thinking and planning and seek resources as needed. • Ensure feedback is collected from Network members and ensure that work on identified issues and agreed upon actions is moving forward.

ALBERNI CLAYOQUOT HEALTH NETWORK

Healthy & Connected People & Places

OUR MISSION

To speak with a collective voice on regional and local health issues by facilitating dialogue and understanding amongst citizens and stakeholders. The Network is a community driven mechanism that helps to build partnerships and capacity; share concerns, ideas and resources and create innovative solutions that impact the social determinants of health and work towards sustainable healthy communities.

OUR VALUES

1. **Inclusion:** We are open to anyone that wants to be involved and recognize, encourage and value each other's contributions.
2. **Learning:** we share knowledge, listen to each other, explore new ideas and apply information in ways that generate new understanding and solutions.
3. **Compassion and Respect:** We have compassion for all people with whom we interact and are mindful and respectful of differing opinions.
4. **Hishuk ish tswalk:** We embrace the Nuu-Chah-Nulth world view that everything is one and all is interconnected and health is holistic in nature.
5. **Connection, Collaboration and Sharing:** We cultivate relationships, connect people to each other, promote a culture of participation and sharing of resources in order to better serve our communities and advance the common good. Together we are better.
6. **Sustainability:** We are accountable with the resources entrusted to us, strive for cost-effectiveness and efficiencies and aim towards sustainability of solutions and initiatives.
7. **Innovation:** We want to constantly find better and more efficient ways to serve our communities.

OUR GUIDING PRINCIPLES

In all that we do, we:

- A. **Employ** a population health approach that focuses on improving the health and well-being of the entire population of the region and across the lifespan.
- B. **Focus** on the social determinants of health and address policies that impact health inequities.
- C. **Believe** that health is a shared responsibility and that collaboration leads to innovation.
- D. **Are** solution oriented & committed to building on community assets, strengths, efficiencies, social capital and reduce duplication.
- E. **Utilize** approaches that build knowledge, health literacy, capacity and citizenship.
- F. **Acknowledge** that local realities, population demographics, socio-economics and health indicators can vary significantly (remote, rural, and urban).
- G. **Recognize** that the Health Network exists within the ha'houlthee (chiefly territories) of the Nuu-chah-nulth First Nations. We strive to find new, better and culturally appropriate ways to collaborate, plan and work together that legitimize traditional knowledge.

ACHN COORDINATOR ROLE & FUNCTION

LHA 70 is a large geographic area, home to three municipalities, ten Nuu-Chah-Nulth Nations and 6 electoral areas. The size and diversity in communities create a unique working environment and culture in the region. The past five years four Nations in our region have undergone treaty ratification, now sitting as members of the Maa-Nulth Treaty Society and are self-governing nations. Three of these Nations have representation at the Alberni Clayoquot Regional District. Maa-Nulth Nations maintain connection with the Nuu-Chah-Nulth Tribal Council (NTC) through the purchase of services. NTC is an organization which provides social, economic, political, and technical support to the fourteen Nuu-Chah-Nulth Nations. The NTC has been in operation for over forty years; six Nations in our region maintain original working arrangements with the NTC.

Physical geography adds an additional layer of complexity to the region. The largest population is in the Alberni Valley, the city of Port Alberni and Nuu Chah Nulth Nations of Tseshaht and Hupacasath. The remaining ten municipalities and nations of Huu-ay-aht, Uchucklesaht, Ditidaht, Toquaht, Yuu-thlu-ilth-aht, Tla-o-qui-aht, Ahousaht, Hesquiaht and the municipalities of Bamfield, Ucluelet and Tofino are rural and remote. Transportation to these communities is a minimum of 90 kilometres from the city of Port Alberni through mountainous highway or logging roads with additional challenges to offshore communities with only boat or float plane access.

Acknowledging the realities of work in the Alberni Clayoquot Region the role of the coordinator as a connector – networker of the networks – becomes evident.

Embracing an asset based approach the ACHN has committed to hiring a full time coordinator to guide strategic planning, engaging the region in discussions which are relevant to community needs and moving forward action on shared priorities which no one organization or community can do in isolation. The ACHN mandate presents an opportunity to innovate solutions to gaps in services to address community and regional health.

ON THE HORIZON

For 2015 we have committed to moving forward work in a new way, acting on opportunities as defined by our community partners and identified needs. With a new leadership table and the final stages of process development in sight we look forward to our upcoming work.

- Transportation Action Table – moving forward on recommendations from 2014 plan.
- Revisit Strategic Priorities – connecting with communities, organizations and other partners to check in on priorities and emerging opportunities.
- Creation of Communications, Outreach and Engagement Plan – formalizing the way which we work with communities and communicate to reduce duplication and increase meaningful engagement.
- Formalizing process – networking the networks.
- Leveraging our assets through enhanced geographic representation – we acknowledge the history of work being done to connect communities in the rural and remote communities. We aim to support what is working by formalizing relationships and supports to these initiatives by adopting a mutually beneficial working arrangement.

COORDINATOR JOB DESCRIPTION

Prepared by: Alberni-Clayoquot Health Network (ACHN)

Date prepared: December 15, 2014

To be reviewed on an annual basis: December 15, 2015

Reports to: ACHN Table of Partners Co-Chair

Nature of Position: Contract

Reporting to the Co-Chair of the Alberni-Clayoquot Health Network (ACHN) the ACHN Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of the ACHN into action. The Coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding amongst citizens and stakeholders.

Role and Responsibilities:

Under the direction of the ACHN Co-Chair and in accordance by the ACHN Strategic Plan the Coordinator will advance the goals and objectives established as priorities by:

1. Creating, and following through to completion, strategic and operational action plans that coordinate the implementation of the goals and objectives;
2. Supporting the activities and strategies of the ACHN by:
 - fostering strong relationships with partners (stakeholders) that build on community assets, strengths, efficiencies, social capital while reducing duplication. Actively seeks out and connects with current and future stakeholders;
 - raising awareness and maintaining the public profile of the ACHN;
 - developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, working groups, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.);
 - collaboratively preparing agendas and organizing opportunities including meeting sites, technology needed, minutes of meeting, etc.;
 - objectively facilitating dialogue and gathering information that advances the priority goals and objectives;
 - connecting the right people to the right conversations and group work;
 - developing and articulating common goals and a focus for the conversations;
 - knowing when to course correct and amend direction of work (with approval from the Co-Chair and Table of Partners) to reflect the needs of the people represented;
 - actively participating in discussion and community engagement opportunities with external stakeholders that will further the work of the ACHN;
 - strengthening/increasing the capacity of the health network to support peoples of all ages, cultures, ethnicity, socio and economic backgrounds by respecting, valuing and incorporating the:
 - history and traditions;
 - traditional family and social structures;
 - traditional medicinal knowledge and practice; and
 - culturally based stigmas affecting First Nations peoples;
 - acting as the navigator and communication link for the stakeholders, committees and Table of Partners by:

- gathering and sharing information including themes (similarities of issues/solutions/strategies that traverses groups), what is working, what is not working, internal and external barriers, initiatives of the Health Care system that will enhance or be a barrier to the work being done, etc. Bringing this information to the Table of Partners to review and re-set priorities if needed;
 - researching statistics and information about population health and determinants of health required by stakeholders that will support informed/evidenced based discussed and decisions;
 - analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
3. Seeking out additional funding or resource opportunities for consideration that support the work of the ACHN. Preparing applications for grants consideration as directed;
 4. Evaluating on a consistent and ongoing basis the work being done to ensure on track;
 5. Reporting on a monthly basis to the Table of Partners using the format provided;
 6. Being fiscally responsible, working within a set budget and following financial reporting processes;
 7. Other duties as assigned.

Service Contract Requirements:

1. Post-secondary degree preferred in health sciences/administration/information, public or business administration;
2. Three (3) to five (5) years of related experience in community development and health;
3. Or the equivalent combination of education and experience;
4. Well versed in the key health and well-being indicators in the Alberni-Clayoquot region in particular how they pertain to the determinants of health, Integrated Primary and Community Care, Patients as Partners and health services delivery.

Skills, Knowledge and Competencies Required:

1. Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies;
2. Proven communication style that supports individuals/groups to achieve optimum performance that align with goals and objectives while simultaneously building collaborative relationships;
3. Highly organized and well-developed oral and written communication skills;
4. Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
5. Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts;
6. Demonstrated sound judgment, decision-making and problem-solving skills;
7. Proven team player that can follow a system and protocol to achieve a common goal;
8. Self-disciplined, energetic, passionate, innovative, collaborative;
9. Ability to prioritize and organize work;
10. Ability to foster and promote good public relations;
11. Ability to promote positive change.
12. Proficient computer skills, including Microsoft Office and health care related systems;

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference the ____ day of _____, 201_

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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

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

OF THE FIRST PART

AND:

Marcie DeWitt

Box 845
Ucluelet, BC, V0R 3A0
Email: marcie_dewitt@hotmail.com

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

OF THE SECOND PART

WHEREAS:

- A. The ACRD called for proposals for the provision of services for Alberni-Clayoquot Health Network Coordinator (the "**Project**"), and the Contractor in reply submitted a proposal dated February 1, 2015. A copy of the call for proposals is attached as Schedule "C" to this Agreement, and a copy of the Contractor's proposal is attached as Schedule "D" to this Agreement.
- B. The ACRD has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "A" to this Agreement (the "**Services**") to the ACRD in respect of the Project on the terms and conditions set out in this Agreement.

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

CONTRACTOR'S OBLIGATIONS:

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

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

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

PAYMENT

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

TERMINATION AND SUSPENSION

16. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have.
17. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors named in your proposal and set forth in this Agreement for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
18. **Suspension** If your Services are suspended by the ACRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the ACRD to terminate this Agreement upon giving written notice thereof to the ACRD. In such an event, you shall be paid by the ACRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.
19. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate this Agreement by giving you fifteen (15) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out

the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination.

GENERAL

20. **Client to Provide Information** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the ACRD, in the preparation of the call for proposals and this Agreement, the supply of oral or written information to you, the review of proposals or the carrying out of the ACRD's responsibilities under this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the ACRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the call for proposals, the supply of oral or written information to proponents, the review of proposals, or carrying out of the ACRD's responsibilities under this Agreement.
21. **Client to Respond** We will give prompt consideration to all draft reports, drawings, proposals and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
22. **Site Access** We will arrange and make provision for your entry and ready access to property (public and private) as well as to the Project site, as necessary, to enable you to perform the Services. We will arrange a safety orientation for you and your employees, to identify the hazards of the site. Once we have provided such a safety orientation, you will be responsible for arranging any additional safety orientations necessary as a result of a change in your personnel or otherwise.
23. **Jurisdiction** This agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
24. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
25. **Entire Agreement** This Agreement, including the schedules attached to it, constitutes the entire Agreement between the ACRD and the Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the ACRD and the Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the ACRD and the Contractor.
26. **Conflict** In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.
27. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

28. **Designation of Parties** In this Agreement, “we”, “us” and “our” refer to the ACRD alone and never refer to the combination of the Contractor and ACRD. The combination of the ACRD and the Contractor is referred to as “the parties”.
29. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
30. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
31. **Time** Time is of the essence in this Agreement.
32. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.
33. **Term** This Agreement is for a one year term commencing March 1, 2015 and expiring on February 29, 2016.
34. **Renewal** This Agreement may be renewed for an additional one year term upon agreement between both parties.

DISPUTE RESOLUTION

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

DESIGNATED REPRESENTATIVES

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

NOTICE

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

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

ALBERNI-CLAYOQUOT REGIONAL DISTRICT by its authorized signatories:)
)
)
_____)
Name:)
)
)
_____)
Name:)
)
)
_____)
Marcie DeWitt)
)

SIGNED, SEALED AND DELIVERED)
in the presence of:)
)
_____)
Witness)
)
_____)
Address)
)
_____)
Occupation)

_____)
Name:

SCHEDULE "A"

SERVICES AND FEES

Fees: \$80,000.00 inclusive of all travel expenses, other expenses, and taxes.

Services: Services of the Alberni-Clayoquot Health Network Coordinator as detailed in the Call For Proposals attached as Schedule "C" and the Contractor's Proposal attached as Schedule "D", for a term of one (1) year commencing March 1, 2015, and expiring February 29, 2016.

Payment: The Contractor will be paid monthly upon receipt of invoice from Contractor.

SCHEDULE "B"
INSURANCE REQUIREMENTS

No additional requirements.



Alberni-Clayoquot Health Network

EXPRESSIONS OF INTEREST

Alberni-Clayoquot Health Network Coordinator (1 year contract with option for renewal)

Expressions of interest are invited from qualified individuals (the "Proponent") to provide leadership capacity and coordination services for the Alberni-Clayoquot Health Network (ACHN) for a one year contract, with option for renewal.

The Alberni-Clayoquot Health Network (ACHN) is a group committed to improving the quality of health care decisions, health services and well being in the Alberni-Clayoquot communities. Established in the spring of 2011, the ACHN serves as an open forum for discussion on the determinants of health, the identification of health service priorities, community and health services planning and development, and other issues related to the health status of Alberni-Clayoquot citizens and communities.

Reporting to the Co-Chair of the Alberni-Clayoquot Health Network (ACHN) the ACHN Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of the ACHN into action. The coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding amongst citizens and stakeholders.

The Proponent must understand the determinants of health and population health in order to inform the strategic and policy direction of the ACHN. The Proponent will have working knowledge of local government and First Nations culture and communities. As the ACHN intends to engage the Proponent under a contract for services, the Proponent must be capable of meeting legal requirements of being an independent contractor.

Submission: Written submissions are to be a maximum of 10 pages, and should outline relevant experience and qualifications in the fields of community development or health sciences. The budget for this engagement is a maximum \$80,000, which includes all fees and expenses. To express your interest in this contract position please access the website for the Expression of Interest Package.

Any requests for clarification or for a detailed description of the position contact: Wendy Thomson Manager of Administrative Services.

Deadline for submissions is 4:00 pm, February 6, 2015

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
(250) 720-2700 Fax (250) 723-1327
Email: mailbox@acrd.bc.ca Website: www.acrd.bc.ca

ACHN Coordinator - Description of Position

Prepared by: Alberni-Clayoquot Health Network (ACHN)

Date prepared: December 15, 2014

To be reviewed on an annual basis: December 15, 2015

Reports to: ACHN Table of Partners Co-Chair

Nature of Position: Contract

Reporting to the Co-Chair of the Alberni-Clayoquot Health Network (ACHN) the ACHN Coordinator will be responsible to incorporate the vision, mission, purpose, values, guiding principles, goals and objectives of the ACHN into action. The Coordinator will be the conduit that builds and fosters healthy and connected people and places with a collective voice on regional and local health issues. This will be achieved by the Coordinator leading a culture of cooperation, collaboration, innovation and partnering while facilitating dialogue and an understanding amongst citizens and stakeholders.

Role and Responsibilities:

Under the direction of the ACHN Co-Chair and in accordance by the ACHN Strategic Plan the Coordinator will advance the goals and objectives established as priorities by:

1. Creating, and following through to completion, strategic and operational action plans that coordinate the implementation of the goals and objectives;
2. Supporting the activities and strategies of the ACHN by:
 - fostering strong relationships with partners (stakeholders) that build on community assets, strengths, efficiencies, social capital while reducing duplication. Actively seeks out and connects with current and future stakeholders;
 - raising awareness and maintaining the public profile of the ACHN;
 - developing and maintaining systems of communication and opportunities for stakeholders to share knowledge and gain common understandings through meetings, sub-committees, working groups, outreach activities, workshops, presentations and electronic sources (e.g., website, newsletters, social media, etc.);
 - collaboratively preparing agendas and organizing opportunities including meeting sites, technology needed, minutes of meeting, etc.;
 - objectively facilitating dialogue and gathering information that advances the priority goals and objectives;
 - connecting the right people to the right conversations and group work;
 - developing and articulating common goals and a focus for the conversations;
 - knowing when to course correct and amend direction of work (with approval from the Co-Chair and Table of Partners) to reflect the needs of the people represented;
 - actively participating in discussion and community engagement opportunities with external stakeholders that will further the work of the ACHN;
 - strengthening/increasing the capacity of the health network to support peoples of all ages, cultures, ethnicity, socio and economic backgrounds by respecting, valuing and incorporating the:
 - history and traditions;
 - traditional family and social structures;
 - traditional medicinal knowledge and practice; and
 - culturally based stigmas affecting First Nations peoples;

- acting as the navigator and communication link for the stakeholders, committees and Table of Partners by:
 - gathering and sharing information including themes (similarities of issues/solutions/strategies that traverses groups), what is working, what is not working, internal and external barriers, initiatives of the Health Care system that will enhance or be a barrier to the work being done, etc. Bringing this information to the Table of Partners to review and re-set priorities if needed;
 - researching statistics and information about population health and determinants of health required by stakeholders that will support informed/evidenced based discussions and decisions;
 - analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
- 3. Seeking out additional funding or resource opportunities for consideration that support the work of the ACHN. Preparing applications for grants consideration as directed;
- 4. Evaluating on a consistent and ongoing basis the work being done to ensure on track;
- 5. Reporting on a monthly basis to the Table of Partners using the format provided;
- 6. Being fiscally responsible, working within a set budget and following financial reporting processes;
- 7. Other duties as assigned.

Service Contract Requirements:

1. Post-secondary degree preferred in health sciences/administration/information, public or business administration;
2. Three (3) to five (5) years of related experience in community development and health;
3. Or the equivalent combination of education and experience;
4. Well versed in the key health and well-being indicators in the Alberni-Clayoquot region in particular how they pertain to the determinants of health, Integrated Primary and Community Care, Patients as Partners and health services delivery.

Skills, Knowledge and Competencies Required:

1. Proven ability to coordinate and facilitate public participation, community development processes and quality improvement methodologies;
2. Proven communication style that supports individuals/groups to achieve optimum performance that align with goals and objectives while simultaneously building collaborative relationships;
3. Highly organized and well-developed oral and written communication skills;
4. Demonstrated knowledge of population health and determinants of health, and experience analyzing qualitative and quantitative research studies to directly inform strategic and/or policy direction;
5. Strong conflict resolution, critical thinking and problem-solving skills including the ability to ascertain the 'real issue' and facilitate a respectful, healthy dialogue that builds on ideas/thoughts;
6. Demonstrated sound judgment, decision-making and problem-solving skills;
7. Proven team player that can follow a system and protocol to achieve a common goal;
8. Self-disciplined, energetic, passionate, innovative, collaborative;
9. Ability to prioritize and organize work;
10. Ability to foster and promote good public relations;
11. Ability to promote positive change;
12. Proficient computer skills, including Microsoft Office and health care related systems.

Attachment: ACHN – Strategic Plan, November 2012

CONTENTS

Letter of Introduction 2

Detailed Resume..... 3

Work Breakdown Structure..... 5

Travel Budget..... 7

References 8

LETTER OF INTRODUCTION

Alberni Clayoquot Health Network c/o Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC
V9Y 2E3

February 1, 2015

To the Alberni Clayoquot Health Network Table of Partners,

I am excited to submit my proposal for the role of Coordinator with the Alberni Clayoquot Health Network (ACHN).

For the past seven years I have called the West Coast of Vancouver Island home. In that time I have had the privilege to work closely with eight communities on the west coast, developing close relationships and a greater understanding of the region. I have seen my career evolve from an eclectic mix of nonprofit roles and proficiencies to a challenging career in community development.

Since taking on the Coastal Family Resources Coalition (CFRC) in 2009, I have had the opportunity to develop my capacity while contributing to the team effort of building capacity in our region. Through the CFRC I initiate mechanisms for community engagement, facilitate conversations around health and provide communication support to ensure local knowledge is shared. My career path has enabled me to develop skills in facilitation, advocacy, project management, community engagement and communications. Formally and informally, I am always looking for learning experiences to move myself and my work forward.

I am forever grateful for the lessons learned while working in the non-profit sector, as well as the creative projects I have had the pleasure of participating in. As you will see in my detailed resume my roles in network, community and organizational development evolve throughout my career. I aim to continually progress, taking on new and exciting opportunities while employed as a counselor, facilitator, community developer or consultant.

I am currently looking for new challenging opportunities to apply my skills. I have prepared this expression of interest for your consideration for the coordination role with the ACHN; the following pages contain my resume, travel budget, references and a work break down structure outlining a high level work plan for network development in 2015/2016.

I look forward to future correspondence and welcome any questions you may have.

Sincerely,



Marcie Jennifer DeWitt
Box 845
Ucluelet BC
V0R 3A0
marcie_dewitt@hotmail.com
250.726.5019

DETAILED RESUME

EDUCATION

2014 – Present	Project Management Graduate Certificate, Royal Roads University
2012	United Way Public Policy Institute, United Way/UBC
2005	Bachelors of Arts in Psychology, University of Calgary
2002	Basic Skills Training for Caregivers, Athabasca University

PROJECT WORK

- 2014 **Pacific Rim Hospice Society Strategic Planning**
- Liaise with staff to provide guidance on environmental scan and plan for strategic planning
 - Facilitate strategic planning session
 - Prepared an interactive and engaging final report to summarize the session while mapping out strategic goals and activities
- 2014 **Toquaht Nation Health Plan**
- Work with Community Services department to develop community engagement strategy
 - Prepare 2014 health plan, a template for future plans and community engagement
 - Design and implement training to model planning, involving team in community engagement and report creation to foster self-determination in future health planning
- 2013 **Canadian Biosphere Reserve Video** <https://www.youtube.com/watch?v=KHxeOTJaiHI>
- Facilitate collaborative participation with national team of Biosphere Reserve staff through Social Sciences and Humanities Research Council Grant
 - Develop story board through consultation process
 - Lead video development through online communication and project management tools
 - Present process, launch video at 2013 UNESCO European Man and the Biosphere (MAB) conference
- 2013 **Biosphere Centre Visioning Report**
- Lead community engagement and consultation to define opportunities and intent of the Clayoquot Biosphere Trusts core priority - the development of a Biosphere Centre
 - Prepare report based on community and board feedback, research and information from previous visioning sessions
- Spring 2012 **Healing Broken Lands – Indicator Monitoring Proposal**
- Work with team from Eco Trust Canada and Tla-o-qui-aht First Nation
 - Set social indicator measurements related to new housing and community development
 - Contribute to research methodology and funding plan prepared for the Real Estate Foundation
- Summer 2012 **West Coast Restorative Justice Program**
- Liaise with community partners and RCMP
 - Develop work plan, program guidelines and best practices document
 - Secure funds and host society agreements
- 2011 - 2012 **Coastal Family Resource Coalition Website** www.coastalfamilyresources.ca
- Partner consultation for logo design, website content and layout
 - Manage subcontractors and timelines
- 2012 - 2014 **Eat West Coast**
- Develop network targeting regional food security
 - Identify and engage partners
 - Facilitate planning and network meetings, lead projects and events

2010 **West Coast Central Region Community Consultation**

- Consultation with eight west coast communities to assess health needs, assets and opportunities
- Comprehensive report created and presented to community partners
- Report utilized by regional partners - in Local Health Area 70 review and other ministry partners

CONTRACT WORK2012 – 2013 **Community Coordinator/ Contractor, Clayoquot Biosphere Trust**

- Identify and develop projects which align with the core priorities
- Grant writing
- Clayoquot participant in partnership project with Canadian Biosphere Reserves and the University of Saskatchewan through a Social Science and Humanities Research Council (SSHRC) Grant
- Ongoing project work relating to health, youth and food security

2010 – Present **Community Developer/ Facilitator, Coastal Family Resource Coalition**

- Facilitate monthly meetings throughout the west coast to engage regional service providers and decision makers
- Engage community members through event coordination and facilitation
- Community consultation design, implementation and reporting
- Coordinate relationship building, community and project development
- Develop and implement evaluation frameworks and regional planning
- Grant writing – secure between \$5 000 and \$30 000 for network projects annually

2007- 2008 **Vocational Coach and Job Developer for Western Communities Employment Program for People with Disabilities (EPPD), SookeWorks Employment Centre/ Triumph Vocational Services**

- Established EPPD office in Western Communities, Vancouver Island
- Assist individuals with wide range of abilities to explore, plan and train for employment
- Developed relationships with employers to successfully place and support clients participating in the EPPD program

EMPLOYMENT2008- 2012 **Community Outreach Program Coordinator, Westcoast Community Resources Society**

- Provide outreach services to all members of west coast communities
- Manage department while increasing its viability and funding base
- Source and coordinate universal programming relevant and beneficial to west coast communities

VOLUNTEER

Jun 2013 – Present	President, Long Beach Fly Fishing Foundation
Nov 2013 – Present	Tofino Community Economic Development Advisory Committee Member
Apr 2012- Present	Ucluelet Affordable Housing Committee Member
Apr 2010- Present	Community Development Committee Member, Clayoquot Biosphere Trust
Sep 2010- Sep 2012	Director, Vancouver Island Food Network
Nov 2009- Nov 2010	Director, Ucluelet Community Food Initiative
Oct 2005- Jan 2007	Communications Director, Alberta Association of Supportive Employment

WORK BREAKDOWN STRUCTURE

Network and community development is a process which is reliant on collaboration, trust and transparency. In order to facilitate this development, basic mechanisms for engagement can be implemented but work is directed by community engagement and opportunities which arise. The following work breakdown structure highlights key processes which may be implemented while acknowledging the role of the ACHN TOP and regional communities as guides in moving this work forward. This high level work breakdown structure (WBS) has been prepared to highlight the primary function of the coordinator – to develop mechanisms for collaborations and partnerships to flourish. In order to provide seamless transition between contracts a phased approach to the role is proposed.

Outline of Seasonal Work Breakdown	
Winter/Spring 2015	Summer 2015
20 - 30 hours/week Formalize mechanisms of TOP, Action Tables and Networks Environmental Scan	25 – 30 hours/week Environmental Scan Report Strategic plan check in – research, gap analysis and plan creation
Fall 2015	Winter 2016
30 – 40 hours/week Strategic planning Actions as identified through engagement process	30 – 40 hours/week Strategic action as identified through engagement process Evaluate/Plan for 2016

Priority Area	WBS #	Task	Timeline
1.Network Development			
	1.1	Organize and facilitate monthly meeting of TOP	Ongoing monthly
	1.2	Increase capacity of TOP meetings to include opportunity for priority identification by partners	Winter/Spring 2015
	1.3	Follow up on identified TOP/community leads, define opportunities and report back	Ongoing
	1.4	Utilize strategic planning to identify gaps and increase representation	Fall 2015
	1.5	Increase relationships and partner base through communications, presentations, identified outreach opportunities, action tables and consistency	Ongoing
	1.6	Touch in with network through surveys, communications, strategic planning, meetings and events	Ongoing

Priority Area	WBS #	Task	Timeline
2. Communications			
	2.1	Evaluate network communications – aim to reduce duplication and increase impact	Spring/Summer 2015
	2.2	Formalize communications plan – begin implementation	Spring/Summer 2015
	2.3	Annual community presentations to leadership – partner with and support medical health officer and partner networks to maximize presentations	Ongoing as needed
3. Strategic Planning			
	3.1	Environmental scan of regional assets, opportunities and challenges	Spring 2015
	3.2	Survey network, partners and community for further information – include focus groups, presentations and research	Summer/Fall 2015
	3.3	Identify and utilize local reports/ consultations as starting point for strategic plan check in	Spring/Summer 2015
	3.4	Host education event(s)/sponsor forums to fill gaps in information gathering	Fall 2015
4. Strategic Priorities			
	4.1	Utilize communications and outreach to support and validate work in priority areas	Ongoing
	4.2	Support the formation and work of action tables through facilitation, template and resource development	Beginning Spring 2015 Ongoing
	4.3	Communicate progress to TOP, network and local leadership through briefing notes and other engagement strategies to gain buy in	Ongoing
	4.4	Develop action tables and regional collaborations to strategically support work	Beginning Spring 2015 Ongoing

TRAVEL BUDGET

Acknowledging that the ACHN Coordinator travel is covered within the proposed contract amount the following budget has been prepared utilizing numbers for maximum anticipated annual travel from home community of Ucluelet. As indicated in the request for proposals travel to Bamfield has not been included but trips to Alberni Valley for this purpose were included in planning.

Destination	Number of trips	Cost of travel	Annual Cost
Alberni Valley	Up to 6 trips/ month	202 kms @ \$0.51/km = \$103.02/trip	\$7,417.44
Offshore Communities (as needed)	4 trips annually: 2 Ahousaht 2 Hot Springs Cove	Ahousaht - boat travel \$40 Hot Spring Cove - float plane \$180	\$440.00
Regional Communities	Up to 4 trips/month	80 kms @ \$0.51/km = \$40.80	\$1958.40
Travel for meetings outside of ACRD	Up to 6 meetings annually in communities outside of ACRD – broke out to three most likely cities with 2 trips each	Nanaimo - 364 kms @ \$0.51 = \$185.64 Victoria – 584kms @ \$0.51 = \$297.84 Vancouver – 364 kms @ \$0.51 + \$140 ferry or float plane = \$325.00	\$1616.96
Total Annual Travel (Maximum)			\$11,432.80



REQUEST FOR DECISION

To: Board of Directors

From: West Coast Committee and Mark Fortune, Airport Superintendent

Meeting Date: February 25, 2015

Subject: Tsunami Detection – WERA Radar Proposal

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors agree to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport.

Summary:

The WERA radar system will assist Ocean Networks in establishing a real-time tsunami detection system on the West Coast of BC. The WERA radar will compliment a current set of bottom pressure sensors already in place off the West Coast. It is anticipated that the WERA radar will be able to detect ocean surface anomalies between 80 – 100 kilometers offshore. Detection at such distances could provide critical information prior to tsunami impacts on coastal communities within the radars field of range.

The West Coast Committee met on February 19, 2015 and recommends that the ACRD Board of Directors agree to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport.

Background:

Ocean Networks Canada identified three possible sites for a WERA radar installation for the West Coast of Vancouver Island, Ucluelet, Pacific Rim National Park and the Long Beach Airport (CYAZ). Late in 2014 the three sites were evaluated with temporary transmit and receive antenna arrays deployed. The test results concluded that the Long Beach Airport location would be the most advantageous location to set up a permanent installation.

Time Requirements – Staff & Elected Officials:

Minimal.

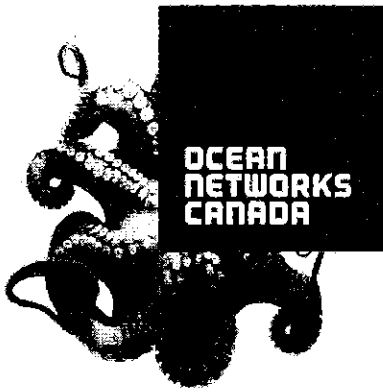
Financial:

To be determined; a minimum lease rate for the proposed lease site would be in the range of \$3000.00 annually.

Submitted by: _____
Mark Fortune, Airport Superintendent

Approved by: _____

Russell Dyson, Chief Administrative Officer



TSUNAMI DETECTION: WERA RADAR Proposal

A Wellen¹ radar (WERA) array is a high-frequency radar that uses electromagnetic waves, within a specific frequency range, to measure surface ocean currents, ocean waves, and wind speed. After the Tōhoku earthquake and tsunami, it was demonstrated that WERA data were able to identify tsunami waves from as far offshore as ~100 kilometers. Detection at such a distance could provide critical information up to 20 minutes prior to tsunami impact in coastal communities like Tofino and about an hour prior to impact in Port

Alberni.

Ocean Networks Canada is testing the WERA system for real-time tsunami detection on the west coast of British Columbia to augment the system of bottom pressure sensors already in place off our coast. In addition to the potential for the WERA system to detect an incoming tsunami, it can also measure sea-state in real-time, which is important information for improving day-to-day safety of coastal visitors and community members.

The system comprises a linear array of 12 receive antennas and four transmit antennas. The total system footprint spans about 300 metres in length depending upon the site configuration (see proposed layout below).

Ocean Networks Canada is proposing that the radar be installed at the Tofino/Long Beach Airport and has been in contact with airport authorities towards this goal. Once the proposal is considered, permits are approved and installation completed, a public forum will be held in the Tofino area to learn about the system and what it means for the local community and for the coast of BC.

To Be Installed Configuration





REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: February 25, 2015
Subject: **Bamfield Water Treatment Facility**

Recommendation:

That the Board of Directors fund its' contribution of \$506,220.00 for the Bamfield Water Treatment Facility through short term borrowing for Electoral Area "A" (Bamfield).

Desired Outcome:

To confirm the ACRD Board of Directors commitment to its 1/3 contribution for the Bamfield Water Treatment Facility project for the Build Canada Fund grant application.

Background:

Bamfield's current surface water supply is not able to comply with the Canadian Drinking Water Objectives (Microbiological) for Surface Water Supplies in BC and concerns remain regarding raw water bacterial quality and production of chlorine disinfection by-products. The community remains on long standing advisory which will not be lifted until treatment processes are improved. Bamfield will require the implementation of filtration in order to address drinking water quality. A motion was passed by the Board of Directors at the October 22, 2104 board meeting to submit an application to the New Building Canada Fund for a water treatment plant to address the high levels of Triahlomethanes (THM's) in the Bamfield Water System that currently exceeds the Canadian Drinking Water Guidelines.

A Dissolved Air Flotation (DAF) Pilot Study was conducted for pilot testing in Bamfield from November 8th to November 25, 2014 to assess the efficacy of DAF water treatment in order to meet the desired water quality. The treated water quality goals from the DAF process were in conformance with the Guidelines for Canadian Drinking Water Quality. From these findings of the DAF Pilot Study an application was prepared. The total cost of this project is estimated at \$1,534,000. The application submitted on February 18th to Building Canada Fund was in the amount of \$1,027,780. The information submitted along with the application was the budget, maps with the location of the facility, facility drawings, Island Health's Water Quality Advisory, Island Health Medical Health Officer support letter, Koers Bamfield Water System Study, Corix Pilot Study Report and the Bamfield OCP.

The project has been reviewed at the community at the Community Affairs meeting in February. There is concern about the cost of the project and the community may want to explore long term borrowing but the ACRD must confirm funds will be available for this application to be considered. The ACRD must eventually treat the water as proposed.

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 area (Bamfield) on the basis of water tolls and parcel tax. Capital costs are funded by a parcel tax.

Policy or Legislation:



Submitted by: _____
Russell Dyson, Chief Administrative Officer



Application to Subdivide within the ALR

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

Date: February 17, 2015

File No.: AB14003

Owners: John & Sharon Adams

Legal Description: DISTRICT LOT 94, ALBERNI DISTRICT, EXCEPT PARCEL A (DD 49714N), EXCEPT PART IN PLANS 14643 AND 17031, AND EXCEPT PART DESCRIBED AS COMMENCING AT A POINT ON THE SOUTH BOUNDARY OF SAID LOT DISTANT 12 CHAINS FROM THE SOUTH EAST CORNER, THENCE NORTH FOR A DISTANCE OF 911 FEET, THENCE WEST FOR A DISTANCE OF 239.1 FEET, THENCE SOUTH FOR A DISTANCE OF 911 FEET MORE OR LESS TO AN INTERSECTION WITH THE SOUTH BOUNDARY, THENCE EASTERLY ALONG THE SOUTH BOUNDARY TO THE POINT OF COMMENCEMENT.

Location: 5205 Batty Road

Electoral Area: Area "B" (Beaufort)

Recommendation:

That the Regional Board:

- Pass a resolution to forward the application to the Agricultural Land Commission noting that the application complies with the Beaufort Official Community Plan and ACRD Zoning Bylaw.

Applicant's Intention: To subdivide a +/- 7 acre parcel off the southern portion of the subject property that would front onto Batty Road to create a separate parcel for an existing second house. The owners' son has lived in the house for 12 years and wishes to purchase the parcel once it is subdivided. The entire property is within the ALR and requires Agricultural Land Commission approval for subdivision in the ALR.

AB14003

Observations:

- 1. Property Description:** The property is approximately 130 acres in size. There are two houses and several outbuildings on the property. The main house, two barns and a number of agricultural buildings are located in the western portion of the property and a second house and shed is located in the southern portion of the property adjacent to Batty Road. The proposed +/- 7 acre lot would encompass the second house. Roughly half of the property has been developed into hay fields and pasture with the western edge and north east left as second growth forest. Kitsuksis Creek dissects the parent parcel but does not impact the proposed lot. The terrain is generally level with some rolling topography, increased elevation in the north west corner and a low lying wetland area on the east side of the creek.
- 2. Land Capability for Agriculture:** Provincial soil mapping, which indicates the land capability for agriculture, classifies the property into a number of groups. The bulk of the property is classified as Class 3 and 4 soil capability (60%) with some Class 2 in the north (15%), a pocket of Class 5 in the north east corner (10%) and some Class 7 (excess water) on the east side of Kitsuksis Creek (15%).

Capability Subclasses include:

Stoniness: Soils are limited by the presence of coarse fragments which significantly hinder tillage, planting and/or harvesting. This subclass encompasses nearly the entire property except for the Class 2 soils in the north.

Topography: Soils are limited by steepness or pattern of slopes which hinders the use of farm machinery. This subclass encompasses the western half of the property.

Soil Moisture Deficiency: Crops are adversely affected by drought caused by low soil water holding capacity. This covers the majority of the property but the maps indicate that this can be limited if the soil is improved.

Excess Water: Soils are limited by excess water which may be due to poor drainage, high water tables, seepage and/or runoff from surrounding areas. Excess water is present in the areas adjacent to Kitsuksis Creek but can be limited if the soil is improved. There is a pocket of land to the east of the creek where 70% of the soil is Class 7 that cannot be improved to remove excess water. This is a low lying wet area that is unsuitable for agriculture.

There is a mix of soil capabilities across the entire property. The best soil is in the north where Class 2 soils are located (unimproved and improved). Class 2 is land that has minor limitations that require good management practices. The poorest land for

AB14003

Page | 2

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

agricultural capability lies adjacent to Kitsuksis Creek where there is a pocket of Class 7 land. Class 7 land has no capability for agriculture. Where the +/- 7 acre proposed lot is located is a mix of Class 3 and Class 4 unimproved soil with stoniness, soil moisture deficiency and topography which can be improved to limit stoniness and soil moisture deficiency.

3. Services:

- (a) **Sewage Disposal:** On-site sewage disposal. There are separate sewage disposal systems for each house.
- (b) **Water Supply:** Cherry Creek Waterworks District.
- (c) **Fire Protection:** Cherry Creek Volunteer Fire Department.
- (d) **Access:** There are two driveways connecting to Batty Road. The driveway accessing the main house and barns connects with Batty directly to the west of a neighbouring house located at 5203 Batty Road while the driveway accessing the second house connects with the road just to the east of 5203 Batty Road.

4. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** The property is located entirely within the Agricultural Land Reserve.
- B. **Official Community Plan:** The Beaufort Official Community Plan designates the property as Agricultural Use. The Agricultural Use designation supports a minimum lot size of 2 hectares (4.94 acres) for subdivision purposes.

Relevant Objectives of the Agricultural Use designation include:

- Objective 4.1.1 Maintain and foster agricultural use and food production
- Objective 4.1.2 Promote the diversification of agricultural products

Relevant Policies of the Agricultural Use designation include:

- Policy 4.2.1 Maintain a minimum lot size of 2 hectares, subject to approval by the ALC, in areas designated for Agricultural use
- Policy 4.2.4 Discourage the removal of viable agricultural land from the ALR
- Policy 4.2.8 Discourage the subdivision of land within the ALR, which requires the approval of the ALC, into small uneconomic lots

The OCP also designates “Development Permit Area I – Riparian Areas Protection” as a 15 metre strip of land surrounding Kitsuksis Creek. The DPA I designation is used to ensure that the ecological values of sensitive riparian and wetland habitats have been considered prior to development. The OCP does

AB14003

however exempt land from the requirements of a Development Permit Area where the land is used for farming activities within the ALR. If the subdivision is supported by the ALC, staff will work with the applicants at the subdivision referral stage to determine if a development permit is required prior to final subdivision approval.

The proposed subdivision complies with the objectives and policies of the Beaufort OCP.

C. **Zoning:** The property is zoned Rural (A2) District.

Rural (A2) District requires:
Minimum Lot Area: 5 acres
Minimum Lot Width: 330 feet
Minimum Setbacks: Front: 50 feet Rear: 30 feet Side: 15 feet

The proposed lot to be subdivided from the +/- 130 acre parent parcel is +/- 7 acres in size and +/- 810 feet in width.

The proposed subdivision complies with the minimum lot size and lot width of the Rural (A2) District but will require approval from the Agricultural Land Commission for subdivision in the ALR.

History: In 1975, previous owners of the property applied to subdivide a 5 acre parcel in the same location as the proposed 7 acre parcel under application. The proposed 5 acre lot was a different layout which did not meet the minimum lot width required by the Rural (A2) District at the time. The ACRD Board passed a resolution in September 1975 to notify the Agricultural Land Commission that the ACRD does not approve of the authorization of the proposed subdivision. In January 1976 the ALC refused the subdivision application.

The letter from the ALC states that the Commission refused the application “on the grounds that the property, with irrigation, has the capability to support a fairly wide range of crops. A number of small “hobby farm” sized parcels have already been subdivided from Lot 94 and the Commission is extremely reluctant to allow yet further reduction of parcel size because in the long run, such action reduces the option for commercial agriculture use in the future and defeats the intent of the Land Commission Act.”

Comments: The proposed subdivision to subdivide a +/- 7 acre parcel from the 130 acre parent parcel complies with the Beaufort OCP and the ACRD Zoning Bylaw. Planning staff supports this


AB14003

application being forwarded to the Agricultural Land Commission for their consideration.

It should be noted that the proposed subdivision will create a situation where the remainder of the parcel will not comply with the minimum 10% road frontage requirement in the *Local Government Act*. The proposed 7 acre lot would have approximately 35% of its lot perimeter fronting onto a public road while the remainder parcel would only have approximately 2.8% of its perimeter fronting onto a public road. The minimum road frontage requirement can be waived by Regional Board and will need to be considered at the time of the subdivision referral from the Ministry of Transportation should the Agricultural Land Commission support the subdivision in the ALR.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development



Wendy Thomson, Manager of Administrative Services

AB14003

Page | 5

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

90
20
acres

25
acres

35
acres

16
acres

3
acres

+/- 7 acres

Proposed
Subdivision

2nd
House

BATTY Rd.

9
acres

20
acres

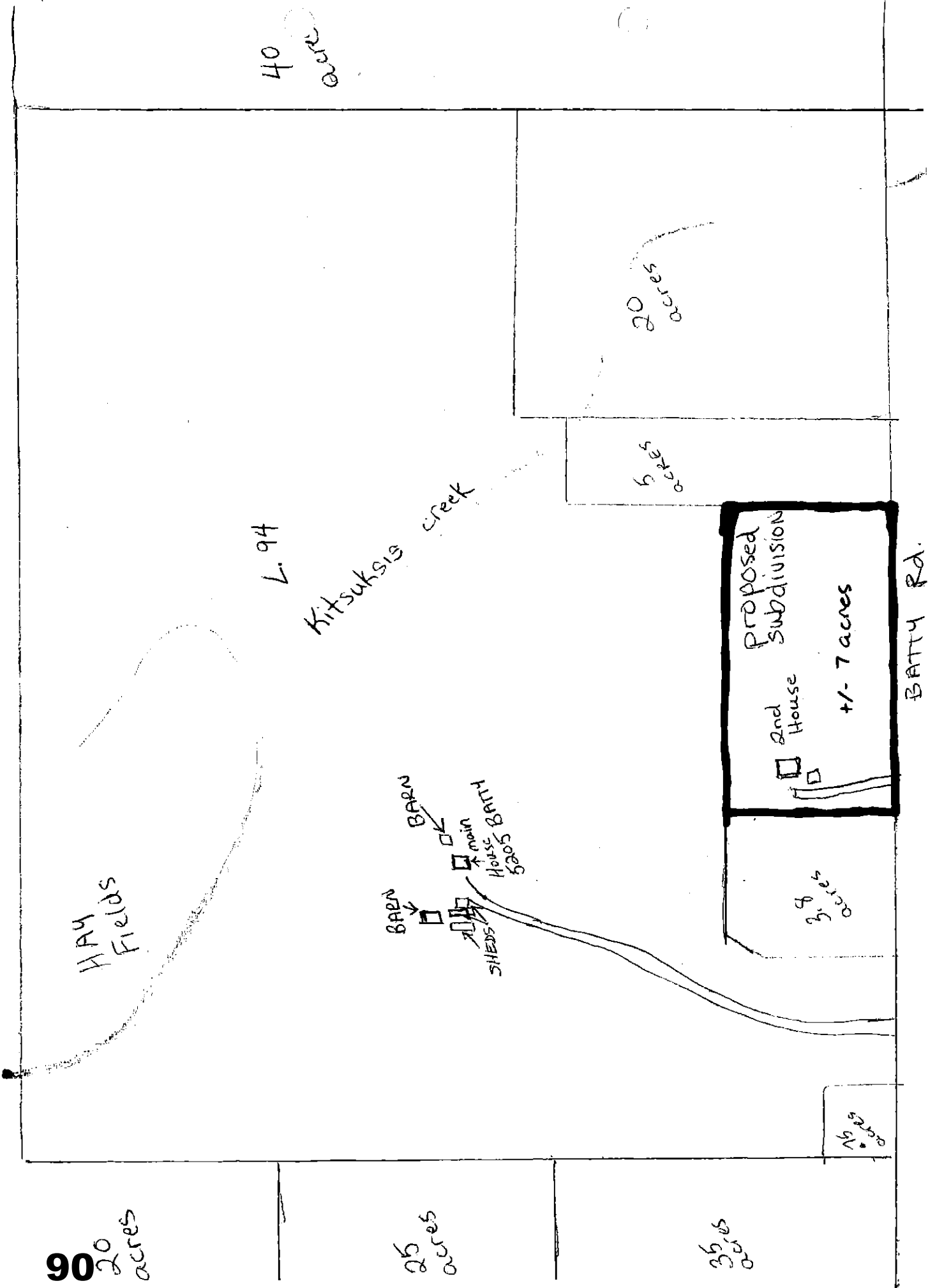
L. 94

KITSUKSIS Creek

40
acres

HAY
Fields

BARN
SHEDS
BARN
Main
House
GOOD BATTY





A2

A3

SUBJECT PROPERTY

Kitsuksis

A2

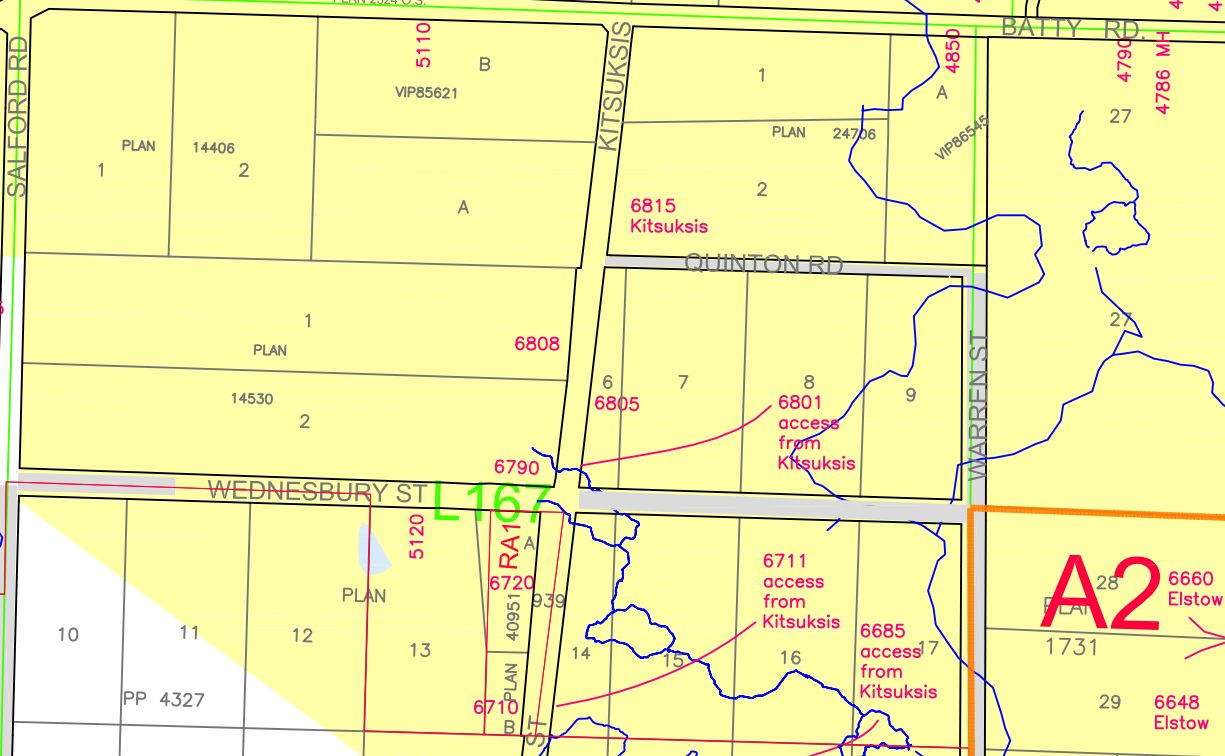
L. 94

W 10 CH OF 4

Rem 3

Rem 2

Rem 1



92

A2

2



Application to Subdivide within the ALR

To: Russell Dyson, CAO and Regional Board of Directors

Date: February 13, 2015

File No.: AE14004

Owners: Doris Corey and Kenneth Hawser (Jo-Anne Asher-agent)

Legal Description: LOT 12, DISTRICT LOT 88, ALBERNI DISTRICT, PLAN 910.

Location: 6176 Saunders Road N

Electoral Area: Area "E" (Beaver Creek)

Recommendation:

That the Regional Board:

- Pass a resolution to forward the application to the Agricultural Land Commission.
-

Applicant's Intention: To subdivide within the ALR creating two lots of approximately 1.2 hectares (3 acres) and 0.8 hectares (2 acres).

Observations:

- 1. Property Description:** There is a home and a few small outbuildings located on the property.

Provincial soil mapping, which indicates the "land capability for agriculture", shows that the subject property's unimproved soil conditions for this property are class 3A:

Class 3 – Land in this class has limitations that require moderately intensive management practices or moderately restrict the range of crops, or both.

Further soil descriptions note low moisture holding capacity, undesirable soil structure and topographic limitations.

This particular property is bisected by a small stream which can be seen on the attached map. Of note, the north property line is also the ALR boundary. The properties to the north have the same soil classification, but are not in the ALR.

AE14004

2. Services:

- (a) Sewage Disposal:** On-site septic disposal
- (b) Water Supply:** Beaver Creek Water System
- (c) Fire Protection:** Beaver Creek Fire Protection
- (d) Access:** Access for both lots would be Wadena Road

3. Existing Planning Documents Affecting the Site:

- A. Agricultural Land Reserve:** Within the ALR
- B. Official Community Plan:** The Beaver Creek Official Community Plan designates the subject property as “Rural Use”. The minimum parcel size for this designation is 2.0 hectares (4.94 acres).
The subject property is also within Development Permit Area I – Riparian Area Protection. If the application proceeds to subdivision, a development permit will be required at that time.
- C. Zoning:** Rural (A2) District

District requires: Minimum Lot Area: 5 acres Minimum Lot Width: 330 feet Minimum Setbacks: Front: 50 feet Rear: 30 feet Side: 15 feet

The proposed subdivision does not comply with the ACRD zoning bylaw. If this application is approved by the Land Commission, the owners would need to apply to amend the OCP and zoning or apply to subdivide for a residence for relative under section 946 of the *Local Government Act*.

Comments:

The proposed subdivision does not comply with ACRD zoning or the Beaver Creek OCP. If approval is received from the Land Commission, the applicant would need to apply for a rezoning and OCP amendment or apply for subdivide under section 946 of the *Local Government Act*.

Staff recommends that this application be forwarded to the Land Commission, if the Land Commission approves the subdivision the applicant could then decide to make a rezoning application or a section 946 subdivision application.

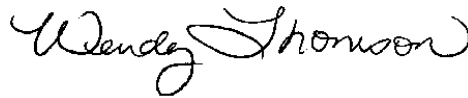
This property is on the ALR boundary with the same soil classification as neighboring properties that are not in the ALR.

Submitted by:



Mike Irg, MCIP
Manager of Planning and Development

Reviewed by:



Wendy Thomson, Manager of Administrative Services

PLAN 29445

RA2

PLAN

51383

6228

A

6210

Part of the W 10 Chns
of the S 10 Chns

A5

PLAN 1439

1

6171

KENNETH

DORIS

3 acres

2 acres

6000

12

6176

6167

11

PL

6155

13

6132

PLAN 910

6143

B

6119

A

EPP4968

6102

AR

A2

96



97

SUBJECT PROPERTY

FERN ROAD

LAMARQUE RD

WALKER RD

WADENA RD

A1

A1

A5

C3

BEAVER CREEK RD

L88

A2

A3

RA2

RA3

A1

A1

A1

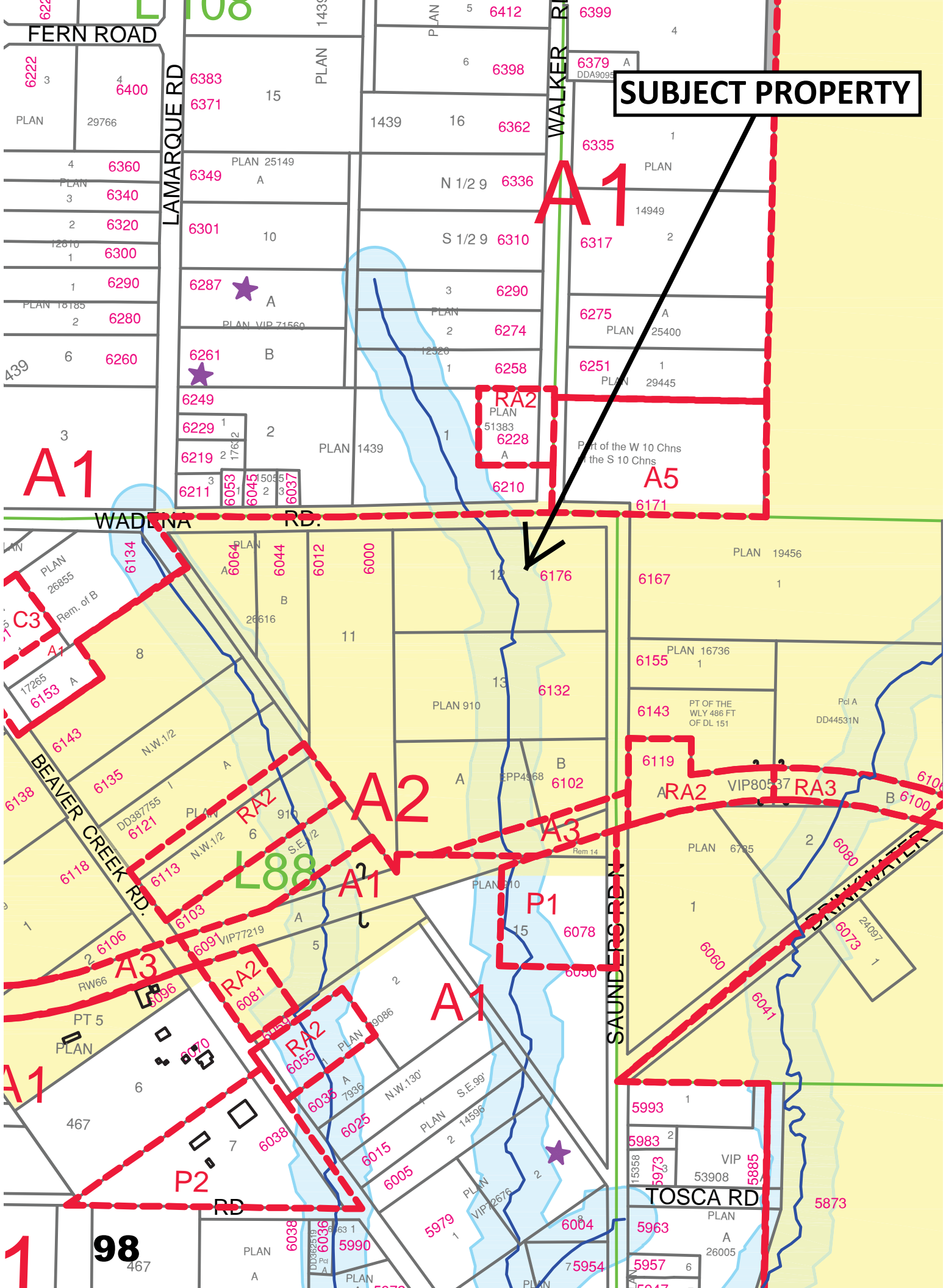
SAUNDERS RD

98

1

RD

TOSCA RD



Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of February 20, 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	Reconcil. Committee	Committee to review status
3.	April 9 th Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings	Reconcil. Committee	Committee to review status
4.	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	Feb. 25 th COW
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	Received - report to be provided to TFN/Parks Canada
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	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
11.	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
12.	Feb. 11 th COW	The 2015 grant-in-aid application from the Arrowsmith Amateur Radio Club was referred back to staff to get more specific details on their grant-in-aid application	Russell	Presentation to the EOC Committee on Feb. 19 th

#	Date	Action Item	Assigned to	Target Date/Update
13.	Feb. 11 th Board	Draft a support letter to the Nu-u-chah-nuluth/WCVI Aquatic Management Society regarding their proposed Stewardship Centre at Harbour Quay	Wendy/ Shelli	Drafting
14.	Feb. 11 th Board	Invite a representative of Canada Post meet with the Board to provide an overview of their plans to change public postal service	Wendy	In progress
15.	Feb. 11 th Board	Draft a letter to the Minister of Environment supporting the District of Tofino's position regarding resurfacing Highway 4 through Pacific Rim National Park and the opportunity to build a bike path or safe highway shoulders at the same time	Wendy/ Shelli	Drafting
16.	Feb. 11 th Board	Draft the following resolutions for consideration at the 2015 AVICC Convention: <ul style="list-style-type: none"> - Request the Provincial Government properly fund Search and Rescue operations - Provincial Government to fund 100% of the Victim Services programs - Provincial Government examine the situation with increased raw log exports on Vancouver Island and investigate options to re-craft the raw log industry on Vancouver Island 	Josie/ Russell/ Wendy	Drafting – deadline Feb. 23 rd
17.	Feb. 11 th Board	The RFD regarding the plan for the communal meeting place at Salmon Beach is deferred until proponent can speak to the proposal	Russell	April 2015
18.	Feb. 11 th Board	The Board passed a resolution to 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 – Draft amending bylaw and prepare for AAP	Wendy	April 2015
19.	Feb. 11 th Board	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, AV Drag Racing Association and Hupacasath First Nation regarding the AVRA Expansion	Russell	
20.	Feb. 11 th Board	The Board gave 3 readings to Bylaw 845-1, E911 Emergency Telephone Extended Service Bylaw Amendment, 2015 to include Yuuṭuʔitʔath Government as part of the service area – send to inspector for approval	Wendy	Forwarded to Inspector of Municipalities for approval

#	Date	Action Item	Assigned to	Target Date/Update
21.	Feb. 11 th COW	Send a memo to the ACRD First Nation Governments asking if they are interested in participating in 2015 Grants-in-Aid	Russell	Done
22.	Feb. 19 th WC Comm.	The West Coast Committee invite Parks Canada to attend West Coast Committee meetings	Wendy	Sending invitation
Finance Department				
23.	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
24.	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
25.	Feb. 11 th COW	The following grant-in-aid applications were referred to the West Coast Committee: Tofino Clayoquot Heritage Society & Ucluelet & Area Child Care Society	Teri/ Andrew	Considered at WC Comm. meeting Feb. 19 th
26.	Feb. 11 th COW	Several Grant-in-aids were approved for inclusion of First Reading of the 2015 – 2019 Financial Plan – prepare for First Reading	Andrew	Done
27.	Feb. 11 th Board	The Parcel Tax Roll Review Panel sitting is set for Wednesday, February 25, 2015, 9:30am in the Regional District Board Room - Directors McNabb, Ruttan and Banton have been appointed to the Panel and Director Cote appointed as an alternate – Andrew appointed Collector – Arrange Panel sitting	Andrew/ Wendy	Arranged if required
28.	Feb. 11 th Board	The ACRD gave 4 readings to the bylaw F1114, Alberni-Clayoquot Regional District Security Issuing Bylaw, 2015" – arrange for signatures, send to MFA and City of PA	Andrew	Done
29.	Feb. 11 th	The Board approved the budgets for the following to be included in the first reading of the 2015- 2019 ACRD Financial Plan – Regional Parks, E911 Telephone Service, General Government Services – Regional Planning Budget was also approved with the exception of Line 21 – Agricultural Plan Initiatives referred to AG Dev. Committee – Prepare for 1 st reading of financial plan bylaw	Andrew	Included for 1 st Reading of FP Bylaw
30.	Feb. 11 th RHD	Invite Chris Sullivan, Manager, Capital Planning, Island Health to meet with the Hospital District Board to discuss the proposed budget	Wendy	Invitation sent

#	Date	Action Item	Assigned to	Target Date/Update
31.	Feb. 11 th RHD	The Regional Hospital District Board of Directors gave first reading to Bylaw 118, Alberni-Clayoquot Regional Hospital District 2015 Annual Budget – prepare for next readings March 11 th	Andrew	Done
32.	Feb. 19 th WC Comm.	The West Coast Committee approved the West Coast Waste Management proposed budget subject to confirmation by staff on the funding requirements for illegal dumping, school programs, wood waste and solid waste management plan expenses, and include in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan	Russell	Feb. 25 th Board
33.	Feb. 19 th WC Comm.	The West Coast Committee approved the Long Beach Airport budget to be included in the first reading of the 2015-2019 Alberni-Clayoquot Regional District Financial Plan	Andrew	Included in first reading of FP Bylaw
34.	Feb. 19 th WC Comm.	The West Coast Committee recommend that \$3,500 for the Central Westcoast Forest Society to address illegal dumping in the Kennedy Flat watershed be included in first reading of the Alberni-Clayoquot Regional District 2015-2019 Financial Plan	Andrew	Included in first reading of FP Bylaw
35.	Feb. 19 th WC Comm.	The West Coast Committee recommend to the Board of Directors that the west coast communities, including electoral area "C", not participate in the 2015 grant-in-aid request of the Air Quality Council	Andrew	Advise Board Feb. 25 th meeting
Environmental Services Department				
36.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
37.	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
38.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
39.	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
40.	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
41.	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
42.	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
43.	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
44.	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	Complete
45.	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	Done – Submitted Feb. 18 th
46.	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	Design in progress
47.	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	Rob	In progress

#	Date	Action Item	Assigned to	Target Date/Update
48.	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
49.	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
50.	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
51.	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
52.	Feb. 11 th Board	The Board approved entering 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 – Arrange for signatures, forward copies to Ucluelet and Tofino for execution	Janice	Done
53.	Feb. 11 th Board	The Board of Directors approved signing 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 – arrange for signatures	Janice	Review Dec. 2015 – signatures obtained
54.	Feb. 11 th Board	The Board passed a resolution to 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 and to fund its' 1/3 contribution (approximately \$2 million) for the AVRA runway expansion through borrowing – include certified resolutions in the funding application package	Janice	Submitted February 18 th

#	Date	Action Item	Assigned to	Target Date/Update
55.	Feb. 19 th WC Comm.	The West Coast Committee recommends the Regional District Board agree to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport	Janie	RFD in Feb. 25 th Agenda pkg.
56.	Feb. 19 th WC Comm.	The West Coast Committee request staff review hours of operation at the West Coast Landfill with the operator and users to determine if open hours should be reduced and report back to the West Coast Committee in 2015		
PLANNING DEPARTMENT				
57.	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
58.	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
59.	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
60.	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
61.	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	March 11 Board
62.	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
63.	Feb. 11 th Board	The Committee-of-the-Whole referred the grant-in-aid application from the Alberni Community and Women's Services Society to the Agricultural Development Committee for input and recommendation back to the ACRD Board	Mike	Meeting Feb. 23 rd

#	Date	Action Item	Assigned to	Target Date/Update
64.	Feb. 11 th Board	The Board renewed the building inspection resource sharing agreement between the ACRD and the City of Port Alberni, for a five (5) year term – arrange for signatures and forward to City	Mike / Charity	Done
65.	Feb. 11 th Board	The Board renewed the building inspection resource sharing agreement between the ACRD and the City of Port Alberni, for a five (5) year term – arrange for signatures and forward to City	Mike / Charity	Done
66.	Feb. 11 th Board	Line 21 of the Regional Planning Budget - Agricultural Plan initiatives \$45,000.00 was referred to the Agricultural Development Committee requesting input on the proposed budget including additional information on agricultural plan initiatives and proposal to become self sustaining – Forward to the Committee and report back to Board for inclusion in the budget	Mike	Meeting – Feb. 23 rd

Issued: February 20, 2015



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
March 2015**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, March 11 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Senior Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Senior Staff
	Special Board of Directors Meeting – Public Consultation Session 2015 – 2019 Financial Plan	6:00 pm – Regional District Board Room	Directors, Senior Staff
Wednesday, March 25 th	Board of Directors Meeting	1:30 pm – Board Room	Directors, Staff

Issued: February 20, 2015



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during November and December 2014. I have included an update on policing activities thus far in 2014 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month.

- Officers received and responded to 803 calls for service during the month of November and 812 in December.
- An investigation focusing on controlled substances led to charges relating to methamphetamines.
- A robbery occurred at a business within the City of Port Alberni. This investigation has resulted in charges against two persons in relation to a number of robberies from convenience stores.
- Officers proudly marched for Remembrance Day ceremonies and accepted the challenge by the Port Alberni Fire Department to a hockey game for charity.
- During the month of December an increase in the detection of driving offences was noted, particularly in relation to driving while impaired.
- The Victim Services Unit assisted 33 new clients in November and 35 in December. For the year the Victim Services Unit assisted 459 new clients. In addition another 364 people were provided services for a yearly total of 823 individuals.

December marked the three-quarter point in the Port Alberni RCMP's 2014/15 Annual Performance Plan. The following is an update of the goals and progresses made:

- **Crime Reduction:** Reduce the incidents of criminal activity by focussing on offenders.
 - Goal conduct 1200 curfew checks, 897 conducted
 - Goal reduce thefts by 5% to 1000 presently 621
- **Substance abuse** (alcohol and drugs): Reduce the impact of substance abuse in the community.
 - Goal reduce substance abuse in calls for service by 5% to 2500 presently 1522
- **Youth:** Reduce youth involvement as offenders and victims.
 - Increase youth diversion by 10% to 140 presently 84
- **Visibility/engagement:** The RCMP will be active within the community.
- **Traffic:** Detection and removal of impaired drivers
 - Increase detection by 5% to 100 presently 84

The Detachment is on track to meet its objectives in these five areas. This will continue with the trend of reducing crime and victimization within the Port Alberni RCMP Detachment area.

Insp Mac Richards, OIC Port Alberni Detachment

Detailed Crime - 2014 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	43	50	61	53	43	52	49	66	43	35	49	31	575
Relationship Violence	9	9	12	17	16	7	9	12	13	11	11	5	131
Thefts	90	65	75	75	68	73	85	93	72	91	60	62	909
Break and enter	27	26	24	21	17	13	21	19	20	18	24	21	251
Mischief	32	35	42	90	54	59	48	52	33	46	37	32	560
Drugs	31	21	29	28	19	19	31	23	21	36	17	12	287
Provincial Traffic	62	82	84	81	101	90	118	113	91	79	66	80	1047
Criminal Code Traffic	16	20	16	16	21	30	37	31	26	22	20	27	282
Motor Vehicle Inciden	26	40	22	22	35	27	33	41	31	30	28	21	356
Calls for Service	906	860	946	964	987	1045	1139	1140	1032	1003	803	812	11637

6 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	766	728	628	616	622	512			3872
Relationship Violence	222	175	158	112	140	87			894
Thefts	1508	1288	1159	1077	1124	961			7117
Break and enter	450	325	298	359	251	287			1970
Mischief	738	679	538	555	582	583			3675
Drugs	445	323	257	372	329	331			2057
Provincial Traffic	1212	1199	1211	1150	1042	1112			6926
Criminal Code Traffic	373	359	398	374	354	294			2152
Motor Vehicle Incidents	518	484	406	364	389	360			2521
Calls for Service	14340	12848	12077	12429	11790	11591			75075

2008 – 2013 Average

Assault	645
Relationship Violence	149
Thefts	1186
Break and enter	328
Mischief	612
Drugs	342
Provincial Traffic	1154
Criminal Code Traffic	358
Motor Vehicle Incidents	420
Calls for Service	12512



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during January 2015. I have included an update on policing activities thus far in 2015 and a comparator to previous years.

The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month.

- Officers received and responded to 843 calls for service during the month
- A number of search warrants were executed which resulted in the seizure of controlled drugs and Canadian currency.
- Detachment officers continued to focus on impaired driving:
 - An impaired driving investigation resulted in charges for driving under the influence of drugs. In this instance it has been determined that amphetamines, methamphetamines, cocaine, ecstasy and opiates were the cause of the impairment
 - An impaired driving investigation led to the recovery of stolen firearms and a break and enter.
 - Fifteen drivers had their licenses suspended during the month
- Detachment members assisted with the Totem basketball Tournament by selecting the MVP's for each game.
- The Victim Services Unit assisted 44 new clients in January. Thirty six percent of the referrals had suicide as a component.
- The Aboriginal Policing Section continues to work with the First Nations and youth in particular. Work continues on the investigation into elk poaching, DARE is being presented at Maquinna School and is being planned for Bamfield and Haahuupayak. "Steve`s Story" a true account of drug addictions was produced by Cst MacLeod and has been shown to the grade 8 class at Haahuupayak as well as at ADSS.

Port Alberni RCMP's 2014/15 Annual Performance Plan:

- **Crime Reduction:**
- **Substance abuse**
- **Youth**
- **Visibility/engagement**
- **Traffic**

Respectfully,

Insp Mac Richards, OIC Port Alberni Detachment

Detailed Crime - 2015 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	46												
Relationship Violence	9												
Thefts	77												
Break and enter	17												
Mischief	32												
Drugs	12												
Provincial Traffic	80												
Criminal Code Traffic	25												
Motor Vehicle Incident	24												
Calls for Service	843												

7 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	766	728	628	616	622	512	551		4423
Relationship Violence	222	175	158	112	140	87	101		995
Thefts	1508	1288	1159	1077	1124	961	962		8079
Break and enter	450	325	298	359	251	287	288		2258
Mischief	738	679	538	555	582	583	544		4219
Drugs	445	323	257	372	329	331	304		2361
Provincial Traffic	1212	1199	1211	1150	1042	1112	1090		8016
Criminal Code Traffic	373	359	398	374	354	294	285		2437
Motor Vehicle Incident	518	484	406	364	389	360	366		2887
Calls for Service	14340	12848	12077	12429	11790	11591	11698		86773

2008 – 2014 Average

Assault	631
Relationship Violence	142
Thefts	1154
Break and enter	322
Mischief	602
Drugs	337
Provincial Traffic	1145
Criminal Code Traffic	348
Motor Vehicle Incidents	412
Calls for Service	12396