



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 10, 2015, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – May 27, 2015	7-23
<i>THAT the minutes of the Board of Directors meeting held on May 27, 2015 be adopted.</i>	
b. Electoral Area Directors Committee Meeting – May 27, 2015	24-27
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on May 27, 2015 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. MEETING WITH MINISTERS AT UBCM	28
Christy Clark, Premier, May 27, 2015, regarding Requests for Meetings with Premier and Ministers at Union of British Columbia Municipalities Convention.	
<i>(Board Direction Requested)</i>	
b. REQUEST FOR ACTION	29-30
Nuu-chah-nulth Tribal Council, June 3, 2015 regarding Call for Action on Truth and Reconciliation Commission Recommendations.	

Possible Motion:

THAT the Board of Directors forward the suggested recommendation from the Nuu-chah-nulth Tribal Council to the Reconciliation Committee.

7. CORRESPONDENCE FOR INFORMATION

- | | | |
|----|---|--------------|
| a. | E-COMM 911 | 31-36 |
| | Spring 2015 Issue of Quarterly Newsletter | |
| b. | WESTERN COMMAND MILITARY VEHICLE HISTORICAL SOCIETY | 37 |
| | Freedom Route Six Convoy to Vancouver Island July 4-9, 2015 | |
| c. | UNION OF BRITISH COLUMBIA MUNICIPALITIES | 38-48 |
| | Call for Nomination for UBCM Executive | |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|--------------|
| a. | REQUEST FOR DECISION | 49-52 |
| | Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015 | |

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015".

- | | | |
|----|---|--------------|
| b. | REQUEST FOR DECISION | 53-54 |
| | Vehicle Purchase – Beaver Creek Volunteer Fire Department | |

THAT the Alberni-Clayoquot Regional District Board of Directors agree to purchase a 2012 Dodge Ram, ½ Ton, 4x4, Crew Cab, Short Box with 38,674 KM from the Arbutus RV & Marine Sales Ltd for the purchase price of \$32,500 (plus \$1,625 GST & \$2,275 PST) for the BCVFD.

- | | | |
|----|--|-----------|
| c. | REQUEST FOR DECISION | 55 |
| | BC Healthy Communities Transportation Forum – Thursday, June 11, 2015. | |

THAT the Alberni-Clayoquot Regional District Board of Directors approve the scheduled BC Healthy Communities Transportation Forum Thursday, June 11 for the ACRD Directors, Senior Staff, and the ACHN Table of Partners.

- d. **REQUEST FOR DECISION** **56-89**
Finance Warrant No. 553

THAT the Board of Directors approves Finance Warrant Number 553 in the amount of \$591,012.04 dated May 31, 2015.

- e. **REQUEST FOR DECISION** **90-93**
British Columbia Air Access Program (BCAAP) AVRA

THAT the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the British Columbia Air Access Program (BCAAP) for the Alberni Valley regional Airport runway extension project for a total value of \$5.9 million with an option to fund the first phase of the project.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the 2015 AVRA Capital Development Plan.

- f. **REQUEST FOR DECISION** **94-104**
Solid Waste Disposal and Tipping Fees Bylaw No. R1027, 2015

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors give second reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors give third reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors adopt Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following implementation policy for penalties:

- *Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard;*
- *Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard.*

- g. REQUEST FOR DECISION** **105-106**
RAP Paving the Long Beach Airport (CYAZ) Access Road

THAT the Alberni-Clayoquot Regional District Board of Directors agree to pave the access road to the Long Beach Airport (CYAZ) with Recycled Asphalt Pavement (RAP) material for a total cost not to exceed \$40,800.00, the Board waive the requirement for a call for bids and the contract be awarded to AWA Asphalt Ltd. on the basis of the receipt of two written quotes.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. DVD15006, SPROAT LAKE LANDING, 10695 LAKESHORE ROAD** **107-108**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors pass a resolution to issue development variance permit DVD15006.

- b. DVD15008, CAMPBELL, 9291 FABER ROAD** **109-110**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors pass a resolution to issue development variance permit DVD15008.

- c. DVE15005, POWER/BURKINSHAW, 6618 HILLS ROAD** **111-112**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors pass a resolution to issue development variance permit DVE15005.

- d. DVE15007, TUTTLE, 6172 DRINKWATER ROAD** **113-114**
Development Variance Permit Application – Memorandum and Permit

THAT the Board of Directors pass a resolution to issue development variance permit DVE15007.

- e. TUP15009, 0742479 BC LTD, 18001 STIRLING ARM ROAD** **115-118**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors pass a resolution to issue Temporary Use Permit TUP15009.

10. REPORTS

10.1 STAFF REPORTS

- a. CAO Report – June 5, 2015 **119**
- b. Planning & Development Manager Report – June 3, 2015 **120-166**
- c. Staff Action Items Report – June 5, 2015 **167-172**

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

10.2 COMMITTEE REPORTS

- a. **Long Beach Airport Advisory Committee Meeting – June 4, 2015**
- D. St. Jacques (verbal)

THAT this verbal report be received.

10.3 OTHER REPORTS

- a. **Central Westcoast Forest Society 2015 Project update.** **173-179**

THAT the Board of Directors receive the Central Westcoast Forest Society 2015 Project update.

- b. **Air Quality Council meeting of May 14, 2015.** **180-184**

THAT the Board of Directors receive the May 14, 2015 Air Quality Council Minutes.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. RECESS

Motion to recess the Regular Board of Directors Meeting in order to conduct the Regional Hospital District Meeting.

15. RECOVENE

16. IN CAMERA

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

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

Next Board of Directors Meeting: Wednesday, June 24, 2015, 1:30 pm
Alberni-Clayoquot Regional District Board Room



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, MAY 27, 2015, 1:30 pm

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

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

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

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

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

Dianne St. Jacques, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵifꞵath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Banton

THAT the agenda be approved as circulated with the addition of the following late items:

- Long Beach Advisory Planning Commission Appointments;

- Cherry Creek Advisory Planning Commission Appointments;

- Correspondence from Port Alberni RCMP and Pat Hawkins with regards to Planning agenda item "G", TUP15012 (Goddard)

- RCMP Report - Update on Port Alberni RCMP Detachment

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting - May 13, 2015

MOVED: Director McLeman

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on May 13, 2015 be adopted.

CARRIED

b. Alberni-Clayoquot Regional Fisheries Resource Committee – May 13, 2015

MOVED: Director St. Jacques

SECONDED: Director McLeman

THAT the minutes of the Alberni-Clayoquot Regional Fisheries Resource Committee meeting held on May 13, 2015 be adopted.

CARRIED

c. West Coast Committee Meeting – May 14, 2015

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the minutes of the West Coast Committee meeting held on May 14, 2015 be adopted.

CARRIED

d. Alberni Valley Solid Waste Plan Monitoring Advisory Committee Meeting – April 23, 2015

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the minutes of the Alberni Valley Solid Waste Plan Monitoring Advisory Committee meeting held on April 23, 2015 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Presentation - Andrew McGifford, Acting Manager of Finance

– 5 Years of Service

Mr. McGifford was presented with a gift of recognition for five years of service with the Alberni-Clayoquot Regional District.

b. Inspector Richards, Officer in Charge, Port Alberni RCMP Detachment - Update

Inspector Richards provided an update on the Port Alberni RCMP Detachment and Policing Priorities for 2015/2016. He provided an overview of the following priorities: visibility and engagement, boat patrols at Sproat Lake and Great Central, policing d around the community, impaired driving and ensuring roadways are safe.

Director Jack entered the meeting at 1:39 pm.

c. Don Hall, Fisheries Program Manager, Nuu-chah-nulth Tribal Council regarding Infringement on Nuu-chah-nulth Commercial Fishing Rights.

Mr. Hall conducted a power point presentation on implementing the Nuu-chah-nulth Fishing Rights: T'aaq-wiihak. He provided an overview on the following: legal and negotiations (justification trial), review of 2014 Salmon fisheries and successes and challenges. Mr. Hall requested a letter of support from the ACRD to Minister Shea for expanded T'aaq-wiihak fisheries to benefit local economy and create additional employment.

MOVED: Director Ruttan

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to Minister Shea, Minister of Fisheries and Oceans for expanded T'aaq-wiihak fisheries to benefit local economy and create additional employment.

CARRIED

d. Sheena Falconer, West Coast Aquatic regarding Stream Restoration and Request for Regional District Partnering.

Ms. Falconer provided a power point presentation on the West Coast Aquatic Stewardship Association mandate and strategic plan. Their mandate is to preserve and enhance the environment by protecting, rehabilitating, and assessing aquatic and terrestrial species and their habitat in the West Coast of Vancouver Island. She requested the Regional District to partner in habitat restoration, protection and enhancement projects.

MOVED: Director Bennett

SECONDED: Director Ruttan

THAT the ACRD Board instructs staff to work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.

CARRIED

e. Pat Deakin, Economic Development Manager, City of Port Alberni regarding Regional Economic Development Strategy.

Mr. Deakin conducted a presentation on City of Port Alberni Economic Development deliverables to the Regional District. Prior to the proposed economic development lunch session in the region, Mr. Deakin requested Directors input on deliverables they would like to assign to his department with the funds allocated from the Region to the City economic development service. Mr. Deakin will work on a date for the luncheon and send out a questionnaire via email with some of questions outlined today in order to prepare for the session.

MOVED: Director Bennett

SECONDED: Director Banton

THAT the ACRD Board instruct staff to work with Mr. Deakin to set a date for the Economic Development luncheon.

CARRIED

6. CORRESPONDENCE FOR ACTION

a. Town of Comox, Saturday, June 13, 2015, Best Western Barclay, Courtenay BC regarding BC Seafood Expo & Workshop Series.

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the Director St. Jacques, Chairperson of the Fisheries Committee be authorized to attend the BC Seafood Expo and Workshop series in Courtenay, BC on June 13, 2015.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. TOFINO COMMUNITY FOOD INITIATIVE

Thank you for the support from the Regional District Agricultural Planning Committee

b. ISLAND COASTAL ECONOMIC TRUST

\$100,000 Marketing Plan to Bring International Marine Tourists to Region

c. MINISTER OF STATE AND CHIEF GOVERNMENT WHIP

Canada 150 Fund

d. ADSS FORESTRY

ADSS Forestry, Project Based Learning, and Students on Work Experience Participate to Set a New Guinness World Record for Tree Planting

e. UNION OF BRITISH COLUMBIA MUNICIPALITIES

2014 Resolutions Put Forth by Alberni-Clayoquot Regional District

MOVED: Director Kokura

SECONDED: Director Bennett

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Plan for Communal Meeting Place.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Board of Directors of the Alberni-Clayoquot Regional District approves the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with:

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

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

CARRIED

b. Request for Decision regarding Use of Pacific Salmon Treaty Mitigation Funds.

MOVED: Director St. Jacques

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Minister of Fisheries and Oceans regarding on-going concerns with the use of the Pacific Salmon Treaty mitigation funds:

- Expressing concern at the license price being offered in light of the decline in uptake by industry in the buy back process;*

- *Asking for an update of expenditures and number of licenses tendered; and suggesting that a new approach be adopted in order to better support the Area G troll fleet in light of expected further catch allocation reductions in 2015.*

CARRIED

c. Request for Decision regarding 2018 Pacific Salmon Treaty Re-Negotiations.

MOVED: Director St. Jacques

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Minister of Fisheries and Oceans, regarding concern that community interests be represented when Canada develops positions to be taken during the 2018 Pacific Salmon Treaty re-negotiations.

CARRIED

d. Request for Decision regarding Area G Troll Fleet Access to Fraser River Coho.

MOVED: Director St. Jacques

SECONDED: Director Cootes

THAT Alberni-Clayoquot Regional District Board of Directors send a letter the Minister of Fisheries and Oceans requesting that due to the continued economic and social importance of the Area G Troll Fleet to our communities, a mechanism be developed that continues to take into account their need for access to Coho when Fraser River fishing plans are being developed.

CARRIED

e. Request for Decision regarding West Coast Committee Terms of Reference.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors approve the terms of reference for the West Coast Committee as presented.

CARRIED

f. Request for Decision regarding Proposal for Engineering Services-Assessment of Tseshaht First Nation Water System for Expansion to Bell & Stuart Roads.

MOVED: Director Osborne
SECONDED: Director McLeman

THAT the ACRD Board of Directors defer the Request Decision regarding proposal for engineering services – assessment of Tseshaht First nation water system expansion to Bell & Stuart roads until further information from the Tseshaht First Nation.

CARRIED

g. Request for Decision regarding Log Train Trail Industrial Access Permit – Todd Thompson.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Board of Directors provide a letter of support for a five (5) year extension of an Industrial Access Permit for Todd Thompson to access the Log Train Trail for log hauling and related forestry activities subject to confirmation that the ACRD is covered by the applicants third party liability insurance.

CARRIED

h. Request for Decision regarding Log Train Trail Industrial Access Permit – Timberwest Forest Company

MOVED: Director Kokura
SECONDED: Director Ruttan

THAT the Board of Directors provide a letter of support for an Industrial Access Permit application by Timberwest Forest Company to access the Log Train Trail for log hauling and related forestry activities subject to confirmation that the ACRD is covered by the applicants third party liability insurance.

CARRIED

i. Request for Decision regarding Resolution – June 10, 2015 Board Meeting Location.

MOVED: Director Bennett
SECONDED: Director Cootes

THAT the regular meeting of the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District on June 10, 2015 be held in Tofino at the Tofino Council Chambers, 121 Third Street, Tofino, BC commencing at 1:30 pm.

CARRIED

j. Request for Decision regarding Memorandum of Understanding between the

**Alberni-Clayoquot Regional District and the Alberni-Clayoquot Health Network
Table of Partners.**

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Memorandum of Understanding with the Alberni-Clayoquot Health Network Table of Partners.

CARRIED

k. Request for Decision regarding Sproat Lake Marine Patrol Boat.

MOVED: Director Ruttan
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report regarding repairs to the Sproat Lake Marine Patrol Boat and endorse the plan to have the tubeset (pontoons) replaced at a maximum cost of \$19,380 plus GST & PST, funded from the SLMP service capital reserve.

CARRIED

l. Request for Decision regarding Bylaw 791-2, Port Alberni Airport Extended Service Area Establishment Amendment, 2015 & Bylaw F1120, Port Alberni Airport Runway Expansion Loan Authorization, 2015.

MOVED: Director Jack
SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015."

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Banton, Jack and Chairperson Osborne voted in favour of the motion.

Director Bennett voted against the motion.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015.

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Banton, Jack and Chairperson Osborne voted in favour of the motion.

Director Bennett voted against the motion.

CARRIED

MOVED: Director Banton

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015."

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Banton, Jack and Chairperson Osborne voted in favour of the motion.

Director Bennett voted against the motion.

CARRIED

MOVED: Director Ruttan

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015."

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Jack and Chairperson Osborne voted in favour of the motion.

Directors Bennett and Banton voted against the motion.

CARRIED

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015."

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Jack and Chairperson Osborne voted in favour of the motion.

Directors Bennett and Banton voted against the motion.

CARRIED

MOVED: Director McNabb

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015."

Directors Ruttan, McLeman, St. Jacques, Wyton, McCarthy, Cootes, Kokura, Cote, McNabb, Jack and Chairperson Osborne voted in favour of the motion.

Directors Bennett and Banton voted against the motion.

CARRIED

9. PLANNING MATTERS

a. DVE15005, POWER/BURKINSHAW, 6618 HILLS ROAD

Development Variance Permit Application – Report

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to consider issuing a development variance of Section 6.5.2 (c)(ii) to vary the required side yard setback for an accessory building in the Small Holdings (A1) District from 15 feet to 5 feet.

CARRIED

b. DVE15007, TUTTLE, 6172 DRINKWATER ROAD

Development Variance Permit Application – Report

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to consider issuing a development variance of Section 6.5.2 (c)(ii) to vary the required side yard setback for an accessory building in the Rural (A2) District from 15 feet to 8 feet.

CARRIED

c. RE15004, CALDWELL, 6210 WALKER ROAD

Rezoning Application – Report and Bylaw P1330

MOVED: Director McNabb

SECONDED: Director Kokura

THAT Bylaw P1330, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

MOVED: Director McNabb

SECONDED: Director Cote

THAT the ACRD Board of Directors receive the staff report.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the public hearing for Bylaw P1330 be delegated to the Director for Electoral Area 'E', the Alternate Director, or the Chairperson of the Regional District.

CARRIED

d. RF15002, KISS, 5819 STRATHCONA STREET
Rezoning Application – Report and Bylaw P1329

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Board of Directors receive the staff report and concur with the staff recommendation that the applicant confirm soils on site are capable of accommodating sewage disposal as required.

CARRIED

MOVED: Director Banton

SECONDED: Director Kokura

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

CARRIED

MOVED: Director Banton

SECONDED: Director Kokura

THAT the public hearing for Bylaw P1329 be delegated to the Director for Electoral Area 'F', the Alternate Director, or the Chairperson of the Regional District.

CARRIED

e. RT15005, ACCESSORY DWELLING UNITS
Rezoning Application – Report and Bylaw P1327

MOVED: Director McNabb
SECONDED: Director Bennett

THAT Bylaw P1327, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the main motion be amended as follows: Bylaw P1327 be amended at first reading by adding the following section: for clarity, accessory dwelling units are for primary residents, not vacation rentals.

CARRIED

Main motion of first reading of Bylaw P1327 as amended was

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

THAT the public hearing for Bylaw P1327 be delegated to the Chairperson of the Regional Board or the vice Chairperson of the Regional Board.

CARRIED

f. TUP15009, 0742479 BC LTD, 18001 STIRLING ARM ROAD
Temporary Use Permit Application – Report

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to consider issuing Temporary Use Permit TUP15009.

CARRIED

g. TUP15012, GODDARD, 5771 BEAVER CREEK ROAD
Temporary Use Permit Application – Report
Late Items: Correspondence from Port Alberni RCMP
Pat Hawkins

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the ACRD Board of Directors defer application TUP15012 and instruct staff to entertain discussions with the applicant and investigate the possibility of down scaling the event with less people and days.

*MOVED: Director McLeman
SECONDED: Director Kokura*

THAT the above motion be tabled.

CARRIED

*MOVED: Director Bennett
SECONDED: Director McNabb*

THAT the ACRD Board of Directors allow the applicant to address to address the Regional District Board regarding temporary use application TUP15012.

CARRIED

Ms. Towers and Mr. Goddard provided an overview of the 2015 Five Acre Shaker event scheduled for Aug. 14th to 16th and their risk management plan. The applicants answered questions from Directors.

*MOVED: Director Kokura
SECONDED: Director Cote*

THAT the motion regarding deferring application TUP15012 be lifted from the table.

CARRIED

The following motion was back on the table:

*MOVED: Director McNabb
SECONDED: Director Bennett*

THAT the ACRD Board of Directors defer application TUP15012 and instruct staff to entertain discussions with the applicant and investigate the possibility of down scaling the event with less people and days.

DEFEATED

*MOVED: Director Bennett
SECONDED: Director Banton*

THAT the ACRD Board of Directors consider issuing temporary use permit application TUP15012, August 14 to 16, 2015 subject to the following conditions:

- written response from the RCMP with their recommendations;*
- compliance with the conditions listed in the Temporary Use Permit; and,*

- *written approval from the Beaver Creek Volunteer Fire Department Fire Chief*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – May 22, 2015
- b. Meeting Schedule – June 2015
- c. Financial Statements – April 30, 2015
- d. Building Inspector’s Report – April 2015

MOVED: Director Kokura

SECONDED: Director Cootes

THAT the Board of Directors receives the staff reports a-c.

CARRIED

10.2 COMMITTEE REPORTS

- a. **2015 Advisory Planning Commission Appointments**

Beaufort APC

MOVED: Director Kokura

SECONDED: Director Cote

THAT the following individuals be appointed to the Beaufort Advisory Planning Commission for a two year term: Todd Thompson, Brian Thompson, Linda Thompson.

CARRIED

Sproat Lake APC

MOVED: Director Cote

SECONDED: Director Cootes

THAT the following individuals be appointed to the Sproat Lake Advisory Planning Commission for a two year term: Bob Maurice, Joe van Bergen, Joe Lamoureux.

CARRIED

Beaver Creek APC

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the following individuals be appointed to the Beaver Creek Advisory Planning Commission for a two year term: Gordon Blakey, Dave deMontreuil, Patty Edwards.

CARRIED

Long Beach APC

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the following individuals be appointed to the Long Beach Advisory Planning Commission for a two year term: Jim Whitworth, Kel Roberts, Petra Arnold, Nicky Ling, Heidi Stokes.

CARRIED

Cherry Creek APC

MOVED: Director Banton

SECONDED: Director Bennett

THAT the following individuals be appointed to the Cherry Creek Advisory Planning Commission for a two year term: John Versteeg Jr., Mike Jones, Bob Vandermolen.

CARRIED

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb - No Report**
- b. Vancouver Island Regional Library - P. Cote - No Report**
- c. Central West Coast Forest Society – T. Bennett - No Report**
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan - No Report**
- e. Alberni Valley Chamber of Commerce – J. McLeman**

Director McLeman reported on their recent meeting. The Chamber voted to donate their old sign to the City of Port Alberni to put somewhere else in the community.

- f. Coastal Communities Network – T. Bennett - No Report**
- g. West Island Woodlands Advisory Group – L. Banton - No Report**
- h. Island Coastal Economic Trust – Josie Osborne - No Report**
- i. Air Quality Council, Port Alberni – J. McNabb**

Director McNabb provided a brief update on the May 14th meeting. The minutes will be forwarded to the ACRD Board.

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

- k. **Association of Vancouver Island & Coastal Communities – J. Osborne - No Report**
- l. **Beaver Creek Water Advisory Committee – J. McNabb - No Report**
- m. **Other Reports**

The Chairperson reported that as per the ACRD Board Remuneration & Expenses Bylaw, she permitted Director Bennett to be reimbursed expenses for attending the Rainbow Gardens meeting in Port Alberni.

Director McLeman reported on the AC Transportation Committee. A tour was held of the proposed route recently with Assistant Deputy Minister Kevin Richter. Mr. Richter is supportive of the proposed alternate route and the AV Airport.

MOVED: Director St. Jacques
SECONDED: Director McNabb

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Late Business

MOVED: Director Cote
SECONDED: Director St. Jacques

THAT the following be allowed for consideration of a late item: congratulations to Director McCarthy for being re-elected to Yuułuʔiłʔatḥ Council and forward letters congratulating the newly elected Council and letter of best wishes to outgoing Council.

CARRIED

MOVED: Director Cote
SECONDED: Director McLeman

THAT the ACRD Board of Directors forward a letter of congratulations to the newly elected Yuułuʔiłʔatḥ Government Council and a letter of best wishes to outgoing Council.

CARRIED

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director John

SECONDED: Director Cootes

THAT this meeting be adjourned at 4:29 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, MAY 27, 2015, 10:00 AM

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

DIRECTORS PRESENT: John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Josie Osborne, Chair of Board, Mayor, District of Tofino

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andrew McGifford, Acting Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Alex Dyer, Planner
Heather Adair, Junior Planner

1. **CALL TO ORDER**

The Chief Administrative Officer called the meeting to order at 10:00 am.

The Chief Administrative Officer recognized the meeting is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. **APPROVAL OF AGENDA**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with addition of the following late items: Election of Committee Chair for 2015 and discussion on surface runoff and where property owners manipulate drainage that impacts their neighbouring property.

CARRIED

The Chief Administrative Officer called for nominations for Chairperson of the Electoral Area Directors Committee for 2015 for a first time.

Director Kokura nominated Director McNabb for Chairperson of the Electoral Area Directors Committee for 2015. Director McNabb accepted the nomination.

The Chief Administrative Officer called for nominations two more times. There being no further nominations, Director McNabb was declared Chairperson of the Electoral Area Directors Committee for 2015.

Chairperson McNabb assumed the Chair.

3. REPORTS

- a. **ADMINISTRATIVE MEMO**
 Zoning Bylaw Review Update

The Manager of Planning and Development provided an overview of the zoning bylaw update.

- b. **ADMINISTRATIVE MEMO**
 Development Cost Charges for Community Parkland Acquisition

Director Cote entered the meeting at 10:08 am

The Manager of Planning and Development spoke to the report and recommendations.

- c. **ADMINISTRATIVE MEMO**
 Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas.

The Manager of Planning and Development provided an overview of the report. The Committee discussed reclassifying minor and major streams.

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Electoral Area Directors Committee instruct planning department staff to re-designate major and minor streams within all electoral area official community plan areas.

CARRIED

- d. **ADMINISTRATIVE MEMO**
 A Zoning Bylaw Update to Allow Accessory Dwelling Units (ADUs) with all Electoral Area Official Community Plan Areas

The Manager of Planning and Development provided an overview of the report and recommendation on accessory dwelling units. He advised this has also been reviewed with the Advisory Planning Committees. The Committee discussed the staff report and recommendations on allowing accessory dwelling units in all electoral area official community plan areas.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors give first reading to bylaw P1327 and delegate the public hearing.

CARRIED

MOVED: Director Banton
SECONDED Director Kokura

THAT the Electoral Area Directors Committee instruct staff to amend the Zoning Bylaw P1327 by adding the following section to the bylaw: for clarity, the accessory dwelling units are for primary residents, not a vacation rentals.

CARRIED

e. GAS TAX – BUDGET ALLOCATIONS & UPCOMING FUNDING

The Committee reviewed the gas tax budget allocation and upcoming funding report.

MOVED: Director Cote
SECONDED: Director Banton

THAT the Electoral area Directors Committee request staff to bring back a report with more information on possible uses for the gas tax funds and funds allocated on a per capita basis.

CARRIED

f. SURFACE RUNOFF AND WHERE PROPERTY OWNERS MANIPULATE DRAINAGE THAT IMPACTS THEIR NEIGHBOURING PROPERTY – (Discussion)

Director Banton reported on an issue in Cherry Creek with property owners manipulating drainage on their property which is impacting neighbouring properties, particularly during heavy rainfall events.

The Manager of Planning and Development provided a brief overview on historic drainage issues in the area. When a building permit is reviewed drainage is considered. There was discussion regarding the possibility of developing a drainage bylaw. No direction was provided.

MOVED: Director Bennett
SECONDED: Director Banton

THAT the Electoral Area Directors Committee receive the reports a to f.

CARRIED

4. LATE BUSINESS

5. IN CAMERA

MOVED: Director Banton

SECONDED: Director Kokura

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

- i. litigation or potential litigation affecting the Regional District;*
- ii. Receiving advice from the Regional District solicitor that is subject to solicitor-client privilege including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 11:00 am.

The meeting was re-opened to the public at 11:52 am.

6. RECOMMENDATIONS FROM IN-CAMERA

MOVED: Director Cote

SECONDED: Director Banton

THAT the Electoral Area Directors Committee instructs staff to bring a report to the Board on options for dealing with vacation rentals.

CARRIED

7. ADJOURN

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this meeting be adjourned 11:52 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer



May 27, 2015

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2015 UBCM Convention in Vancouver this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect British Columbia's communities and the people who live there. Our work depends on your input and your insight, and my colleagues and I will be there to listen and to learn about your priorities.

The theme this year, *Excellence in Action*, is a wonderful way to recognize the successful track we have worked on together to build our province, to highlight our strengths and to lead the way to securing a future for British Columbians today and for many years to come.

If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 15th. The invitation code is MeetingRequest2015 and it is case sensitive.

It'll be great to see you at the UBCM Convention. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tim Wong, via his email address which is: UBCM.Meetings@gov.bc.ca or by phone at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads 'Christy Clark'. The signature is written in a cursive, flowing style.

Christy Clark
Premier



Nuu-chah-nulth Tribal Council

AHOUSAHT
DITIDAHT
ʔIIHATIS / ČIINAŦINT
HESQUIAHT
HUPACASATH

HUU-AY-AHT
KA:ʔYU:KʔTʔHʔCHE:K:TLES7ETʔHʔ
MOWACHAHT/MUCHALAHT
NUCHATLAHT
TLA-O-QUI-AHT

TOQUAHT
TSESHAHT
UCHUCKLES AHT
YUULUʔIŁʔATH

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

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

June 3, 2015

NUU-CHAH-NULTH TRIBAL COUNCIL CALLS FOR ACTION ON TRC RECOMMENDATIONS

The Nuu-chah-nulth Tribal Council (NTC) fully supports the recommendations outlined in the Calls to Action section of the Truth and Reconciliation Commission (TRC) report released on June 2, 2015.

Nuu-chah-nulth First Nations had two residential schools within their territories (Christie Indian Residential School and Alberni Indian Residential School), and hundreds if not thousands of Nuu-chah-nulth First Nations citizens attended other residential schools across Canada. Many faced mental, physical, spiritual, and sexual abuse while they attended these schools.

Today the NTC stands with our survivors, those who did not live to see the TRC recommendations, those who did return home, and those who are faced with the intergenerational effects of cultural genocide. We also stand with all fourteen of our Nuu-chah-nulth First Nations.

The time to act is now. Federal, provincial, regional and municipal governments, as well as educational institutions, churches and others listed in the recommendations now have the direction to address true reconciliation with First Nations across Canada.

Residential schools are not just a dark chapter in history for Aboriginal people but for all of Canada. Everyday Canadians play an important role in the next steps of recognition and reconciliation. We encourage Canadians to educate themselves and those around them about this horrific era in our history.

The NTC found the actions of the Crown's Minister of Aboriginal Affairs and Northern Development Canada, Bernard Valcourt, during the recent TRC announcement particularly disturbing. The majority of the audience responded with a standing ovation to Commissioner

Justice Murray Sinclair's recommendation for a national inquiry into murdered and missing indigenous women, while Minister Valcourt stayed seated with his arms folded. No longer can governments sit and be idle. The time to act is right now for future generations and all Canadians.

First Nations are doing the work necessary to heal. Over 100 years of abuse cannot be undone with simply an apology and compensation. True reconciliation begins with action.

We look forward to working hand-in-hand on reconciliation with all levels of government and First Nations across Canada. Future generations are looking to all of us to help create a better Canada right now. Nuuchahnulth First Nations and citizens simply want to have their rightful place in this country recognized and respected.

Sincerely,



Debra Foxcroft, President
Nuuchahnulth Tribal Council



Ken Watts, Vice President
Nuuchahnulth Tribal Council

For more information please contact:

Petra White
Special Advisor, Communications and Community Relations
Nuuchahnulth Tribal Council
(250) 724-5757 ext. 226
petra.white@nuuchahnulth.org
www.nuuchahnulth.org

May 29, 2015

Board of Directors
Comox Valley Regional District
600 Comox Road
Courtenay
V9N 3P6

Comox Valley Regional District
RECEIVED

File:

JUN 02 2015

Dear Board of Directors,

Enclosed please find the spring 2015 issue of E-Comm's quarterly newsletter, *e-communique*. The first few months of 2015 have been extremely busy for our organization as we continue to move forward with several public safety initiatives, such as the planned replacement of our regional radio system. I hope you find the articles of interest.

This issue also marks the launch of a new online version of *e-communique* which is available on our website: ecomm911.ca. In keeping with E-Comm's commitment to social responsibility initiatives, I would like to invite you to consider receiving our newsletter electronically. Please email corpcomm@ecomm911.ca to be added to our electronic mailing list.

Keeping our partners and stakeholders up-to-date with what's happening within our organization and the emergency communications industry as a whole is important to us. I hope you enjoy the latest issue of *e-communique*.

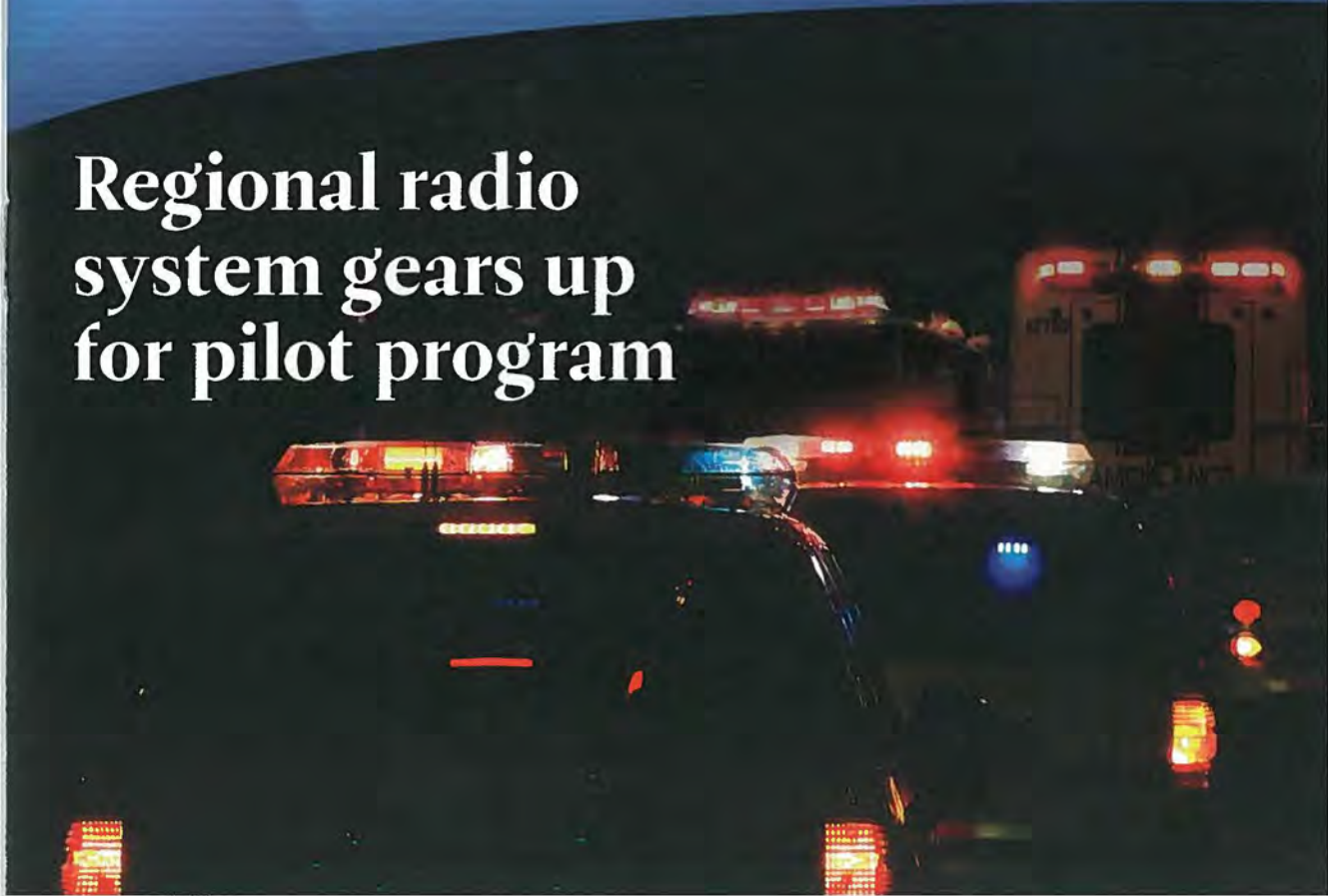
Sincerely,



David Guscott
President and CEO

t | 604.215.5002
e | david.guscott@ecomm911.ca

Regional radio system gears up for pilot program



A significant milestone in the replacement of the regional radio system (used by various police, fire and ambulance services in the Lower Mainland and Abbotsford) was recently reached with the selection of Motorola Solutions Canada as the supplier of the new system's radio infrastructure equipment.

The current E-Comm radio system, first implemented in 1999, had a planned service life of approximately 15 years. It will be replaced with next generation technology over the next three years in a phased roll-out following an in-depth pilot set to commence in the next few months.

The new radio system will be based on digital radio technology known as Project 25 (P25) in the 700 MHz band, an open standard that public safety agencies across North America have widely adopted. This technology was endorsed by the emergency services community following more than a year of consultation, analysis and testing.

"The objective is to implement a new radio system that maintains both public and responder safety, and serves our region as long and as well as the first system that was established almost 16 years ago," says Richmond Fire Chief John

"The objective is to implement a new radio system that maintains both public and responder safety..."

**Chief John McGowan,
Richmond Fire-Rescue
Services**

Continued inside >>>



E-Comm's radio network is the largest multi-jurisdictional, tri-service emergency radio system in B.C.

McGowan, chair of the tri-service working group that is overseeing the radio replacement initiative with E-Comm.

"We are preparing to implement a best-in-class digital system that will be even more resilient and reliable in the field, provide higher performance, high security and provide greater audio clarity for first responders, particularly in noisy and hazardous environments," Chief McGowan adds.

Known as the *Next Generation Radio Program* (NGRP)—the radio replacement project is now gearing up for a second major milestone—a pilot program set to launch in June. The pilot's objectives are to test and validate key functions and capabilities of the new network design before moving forward with implementation.

"This is a significant public safety infrastructure enhancement and we are determined to continue to manage it in a cost-effective, responsible and strategic manner on behalf of our Members, and the

"This is a significant public safety infrastructure enhancement and we are determined to continue to manage it in a cost-effective, responsible and strategic manner..."

**David Guscott,
E-Comm President and CEO**

network, even with its enhanced features. "The new radio system will be funded throughout its lifecycle by a continuation of the annual levies that user agencies pay for the current radio system," he adds. "The goal will be to maintain the existing stable and predictable annual levies in place now through careful financial planning and oversight."



CEO Update

David Guscott, President and CEO

The first few months of 2015 have been busy ones and there's no sign of the pace slowing as major emergency communication initiatives advance. Chief among them is the *Next Generation Program*, a multi-year initiative that will enhance radio communication among first responders in the Lower Mainland and parts of the Fraser Valley.

The selection of Motorola Solutions for the provision of infrastructure equipment sets the stage for pilot testing of the next generation's technology design and capabilities. The pilot will be carried out under the careful supervision of E-Comm technical specialists and our partners in emergency services who are overseeing the entire radio replacement initiative. The expertise, collaboration and rigour employed by police, fire and ambulance representatives from Coquitlam, Delta, New Westminster, North Vancouver, Richmond, Surrey, Vancouver, BC Emergency Health Services, RCMP Informatics and Transit Police, will ensure a resilient, best-in-class radio system that supports responder and public safety, is in place for years to come.

On that note, the recent Government of Canada announcement of a full 20 MHz of 700 MHz radio spectrum will be designated for public safety broadband use, is extremely positive news for the

emergency services community. This spectrum will facilitate future mission critical wireless capabilities including high-speed transfer of data and video between agencies and jurisdictions during emergencies. The next generation radio system E-Comm and our partners are implementing is complementary to these future wireless technologies.

On the financial front, I am pleased to report some equally important news. As a result of significant new partnerships over the past few years, E-Comm will eliminate the last of its deficit in 2015, three years ahead of schedule. This deficit is the remnants of our original start-up, related to dispatch operations, more than 15 years ago. In addition, I am also pleased to report that most radio shareholders received rebates on their shared radio levies of an average of 3.8% in 2015.

These positive results are made possible due to previous years' expansion of services and technology partnerships, and our commitment to cost containment, while emphasizing technical, operational and organizational efficiency and effectiveness to maximize the overall value that E-Comm provides.



Captain Mark Janson's January 28 firefighter procession. Photo courtesy of Delta Professional Firefighters Local 1763.

To honour the life and contribution of Delta Fire & Emergency Services' Acting Battalion Chief, Captain Mark Janson, a firefighter procession was held on January 28, 2015. And in an unprecedented show of support and collaboration, fire services from across the Lower Mainland joined forces to provide the opportunity for all Delta firefighters to attend the procession. They did this by staffing all Delta halls for approximately six hours.

With the support and collaboration of the Greater Vancouver Fire Chiefs Association (GVFCA), President Chief Tim Armstrong (New Westminster Fire & Rescue Services), led the planning for what became the largest mutual-aid fire event of its kind. The planning unfolded in record time thanks to the contribution of many individuals.

New Westminster Fire & Rescue Services took command of Delta Fire during this event and along with

neighbouring fire departments—including 25 firefighters from Richmond, Vancouver, Surrey, Burnaby and New Westminister—provided backfill relief for Delta fire halls.

"This was a great opportunity to test interoperability and communications between various agencies," said Chief Armstrong. "We have many available resources outside our respective borders and we need to build on this so we are better prepared for events that potentially overwhelm our own resources."

The Chief added that this would include Chief Officers outside our departments to support command and control as well as assisting with logistics and planning functions. "I encourage members of the GVFCFA to help build the future of mutual-aid and interoperability in the Metro Vancouver area."

E-Comm—dispatch partner of both Delta and New Westminister Fire—was asked to develop a communications and dispatch plan to support the numerous operational logistics, which included connectivity between two radio systems and dispatch centres.

"E-Comm worked with Delta and our partners to set-up a highly commendable interoperability system that

made this event possible," noted Chief Dan Copeland, Delta Fire & Emergency Services. "It transpired to be a very busy morning, and the efforts of all involved would have been looked upon by Captain Janson as the kind of collaboration and mutual respect he was known for."

An hour after the procession began there was a serious motor vehicle accident south of the Massey Tunnel combined with multiple other events. This major accident led to a significant spike in 9-1-1 call volume, which ultimately put the operational plan and fire agencies to the test.

In a special presentation and debrief to the E-Comm Board of Directors, Chief Armstrong, joined by Richmond Fire Chief John McGowan and Delta Deputy Chief Ken Sim, advised this was a highly complex event that demonstrated the value of integrated communications and mutual-aid across all municipal boundaries.

"The Board extends its congratulations to the GVFCFA and the tremendous efforts of all contributing departments and firefighters," said E-Comm Board Chair Jocelyn Kelley. "It is also important to acknowledge E-Comm Fire Manager Jennifer Gjaltema for her leadership and expertise in the planning of this mutual-aid event and to the call-takers and dispatchers on duty that day."

New paging service supports Sunshine Coast Search and Rescue



This spring the Sunshine Coast Regional District's (SCRD) Search and Rescue team, in partnership with E-Comm, successfully implemented a new paging service after the SCRD learned its existing service would end at the end of March. Finding an alternative to this service was critical as the paging function is an important tool in notifying members about search and rescue incidents, especially in areas where cellphone

service, E-Comm fire dispatch acts as the intermediary between SCR D's search manager and the reporting agency (such as the RCMP). Once a search and rescue incident is reported, the fire dispatch team will page the search manager through the radio network (via the dispatch

"E-Comm was extremely helpful throughout the entire process and we're really grateful for the assistance they continue to provide."

**Bruce Searle,
SCRD's Deputy Emergency Planning Coordinator**

coordination for incidents requiring joint response," explains SCR D Emergency Program Coordinator Bill Elsner. "E-Comm was extremely helpful

throughout the entire process and we're really grateful for the assistance they continue to provide," adds



Call-takers and dispatchers urge parents to talk about 9-1-1

E-Comm 9-1-1 call-taker Jennifer with son Jaiden, and daughters Olivia and Madison.

"Your consistent approach to improving the quality of service for the citizens of Richmond and members of our detachment is exceptional and cannot be overemphasized."

Superintendent Rendall Nasset,
Officer In Charge, Richmond RCMP

During an emergency 9-1-1 is a critical lifeline that connects those in need with first responders, and children who know how and when to call 9-1-1 can save lives. This year, as part of *Emergency Service Dispatchers' and 9-1-1 Awareness Week* (April 12 – 18), E-Comm call-takers and dispatchers reached out to parents and caregivers, urging them to take time to teach their children about 9-1-1.

"Knowing how to dial 9-1-1 is important for children of all ages, and we have lots of information, tips, and free learning materials available in a variety of languages on

E-Comm 9-1-1 call-takers' top tips for parents/caregivers

- Show your child how to dial 9-1-1 on both landlines and cells (dialing can differ between phones)
- Explain when to call 9-1-1 in words they can easily understand:
 - If your child or someone else is "really sick or hurt"
 - If your child "smells or sees smoke or fire"
 - If your child feels in danger or "sees someone doing something very bad like stealing or

"We are proud partners of the E-Comm service and wish to support with great enthusiasm the Emergency Service Dispatchers' and 9-1-1 Awareness Week in British Columbia."

Chief Remo Faedo,
Port Moody Fire-Rescue

our website," explained E-Comm's Director of Corporate Communications Jody Robertson.

In appreciation of the hard work and dedication of emergency communications professionals across the province, the government of B.C. declared April 12-18 as *Emergency Service Dispatchers' and 9-1-1 Awareness Week* in British Columbia. This week is an opportunity to recognize and acknowledge the daily contributions of 9-1-1 call-takers, dispatchers, technology specialists and support personnel.

E-Comm staff appreciated the many letters from partner agencies that were received during the week, highlighting the value they bring to supporting emergency responders.

E-Comm staff were proud to support the Greater Vancouver Food Bank Society during #911AwarenessWeek by raising \$1,264 worth of food donations, surpassing the original goal of \$911.

"I want to express our thanks and appreciation for the excellent services you provide in making not only our communities safer, but in keeping our members safe as well."

Chief Constable Dave Jones,
New Westminster Police Department



Help prevent accidental 9-1-1 calls. Please don't pre-program 9-1-1 or let children play with cellphones, even old ones. For more information, tips, and free learning materials visit ecom911.ca.

#911AwarenessWeek **E-Comm 9-1-1**
Help us help.

- Ensure children know where phones are located. Keep cordless phones fully charged and in the same place at all times and within easy reach.
- Role-playing what to do in emergency situations help kids understand what to do and when to call. You can find examples of the kinds of questions 9-1-1 staff will ask at ecom911.ca.
- Help prevent accidental 9-1-1 calls: never pre-program 9-1-1 and don't let kids play with phones, including old cellphones. Even decommissioned cellphones can still dial 9-1-1 if there is a charged battery. It is important for parents to know that in the event of accidental/prank calls 9-1-1 operators will call back and send police when location is determined.
- If you would like to practise dialing 9-1-1

E-Comm

IN THE COMMUNITY



E-Comm's 9-1-1 ambassador, Ali, attended the St. Patrick's Day parade in downtown Vancouver on March 15.



On February 22 E-Comm marched alongside our Vancouver Police partners in the annual Chinese New Year parade.

E-COMM MISSION

To deliver exceptional emergency communication services that help save lives and protect property, and to advance public-safety partnerships.

E-Comm service by the numbers

January – March 2015

9-1-1 service levels

9-1-1 calls placed to E-Comm*	Service level achieved†
277,854	98%

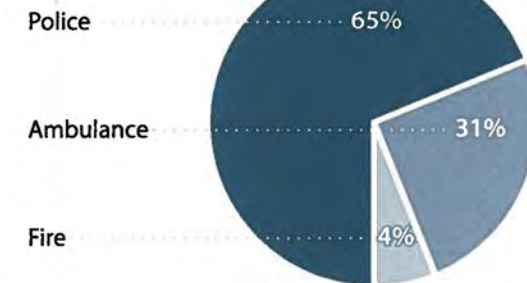
* Total number of 9-1-1 calls are for Metro Vancouver, the Sunshine Coast Regional District, the Squamish-Lillooet Regional District, Whistler/Squamish and 18 regional districts in the Northern, Southern and Central Interiors and Northern Vancouver Island.

† Service Level Target: 95% of all 9-1-1 calls answered in five seconds or less.

Number of 9-1-1 calls from landlines and cellphones

Landline	Cellphones
104,474	173,380
38%	62%

9-1-1 calls directed to police, fire and ambulance



Technology

9-1-1 availability	100%
Radio network availability average	99.99%
Radio transmissions (#)	32,237,496
Radio system air time (seconds)	122,970,078

For more information on E-Comm or to comment on a story, contact corpcomm@ecomm911.ca

Receive e-communiqué electronically

Western Command Military Vehicle Historical Society



8200 Fairlane Road
Richmond, BC
V7C 1Y4

31 May, 2015

Mr Russell Dyson
Chief Administrative Officer
Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, B.C.
V9Y 2E2

Dear Mr Dyson:

You are cordially invited to attend Western Command's "Freedom Route Six" Convoy to Vancouver Island this summer during the period 04 – 09 July.

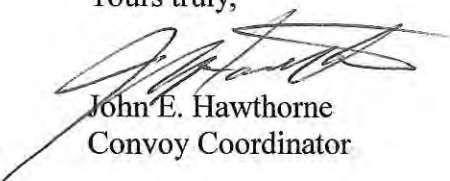
This will mark the Sixth Convoy that our society has conducted since 2005 with the goals of raising "Public Awareness" and "Remembrance of Canada's Veterans". We will be travelling with approximately 18 personnel and 12 vehicles to Vancouver Island, visiting 10 Legions and 12 Communities, displaying our vintage military vehicles and equipment to the Veterans and General Public in each location. Veterans Affairs through its "Veterans Affairs Canada's Community Engagement Partnership Fund (CEPF)" will be supporting our Convoy.

Locations that may be of interest for you to visit us are Port Alberni, Ucluelet and Tofino. Our Convoy poster features the famous WW2 "Wait For Me Daddy" photograph of Whitey Bernard the President of the Tofino Legion, who will be hosting our visit to that community on July 6th.

The principle Legions / Communities being visited include Nanaimo, & Bowser- July 4th, Port Alberni & Ucluelet- July 5th, Tofino- July 6th, Parksville, Duncan and Victoria July 7th and Sydney- July 8th.

Please advise me if you are be able to attend any of the events. The Veterans, our members and the General Public would be honoured to meet with you and we look forward to your visit.

Yours truly,


John E. Hawthorne
Convoy Coordinator



June 5, 2015

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Chair Rhona Martin
Chair, Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Friday July 31, 2015**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2015 Nominating Committee are:

- Chair Rhona Martin, Immediate Past President, UBCM, Chair
- Councillor Brian Frenkel, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Director Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Corisa Bell, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 31, 2015**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Chair Rhona Martin	Chair email: rmartin@csrd.bc.ca
Chair, Nominating Committee	Chair tel: 250.517.9471 (cell)
60-10551 Shellbridge Way	250.836.4509 (home)
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1515/60/Call for Nominations-Items/Call for Nominations

NOMINATIONS FOR THE 2015/2016 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____

Name: _____

Position: _____

Position: _____

Muni/RD: _____

Muni/RD: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2015** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____

Position: _____

Local government: _____

Nominated for: _____

Signature: _____

Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca .

Submission Deadline: July 31, 2015

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].

Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week of November
- Second or third week of January
- Second or third week of April
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive member travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2015

Advance nominations close.

Following the July 31 advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 23

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 24

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 24

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the remaining Executive positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for the remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 25

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives (“Vancouver Metro Area Representatives”) who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 10, 2015

Subject: Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as “Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as “Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as “Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as “Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015”.

Desired Outcome:

To adopt a bylaw in order to amend membership on the Bamfield Water Committee.

Background:

The ACRD Board of Directors established the Bamfield Water Committee by bylaw A1070 to deal with matters relating to the Bamfield Water service.

Regional District staff and Director Wyton recommend the following amendments be made to the Committee Establishment Bylaw under Section 2. Membership:

- Amend the Bamfield Volunteer Fire Chief to sit as a non-voting ex-officio member. In Bylaw A1070 the Bamfield Volunteer Fire Chief is currently listed as a voting member. The Bamfield Fire Chief is considered an “employee” of the Regional District and therefore should sit as a not voting (ex-officio) member on the Committee.
- Increase the number of members “at large” from the Bamfield Electoral area from one to two members with staggered terms. One member “at large” will serve for a two year

term and the other a three year term. Members “at large” are nominated at a Bamfield Community Affairs meeting for approval by the ACRD Board.

Attached for consideration by the ACRD Board of Directors is an amending bylaw reflecting the above changes to Committee membership.

Time Requirements – Staff & Elected Officials:


Minimal

Financial:


Members serve on the Committee without remuneration. Any associated Committee costs are paid for by the Bamfield Water Service area.

Policy or Legislation:

Local Government Act

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw No. A1070-1

A bylaw to amend the Bamfield Water Committee Establishment Bylaw

WHEREAS the Regional District of Alberni-Clayoquot has been granted the authority to operate the Bamfield Water System service.

AND WHEREAS the Board of Directors has established a Standing Committee know as the Bamfield Water Committee by Bylaw No. A1070, “Bamfield Water Committee, 2011” to deal with matters relating to the service.

AND WHEREAS the Board of Directors wishes to amend membership on the Bamfield Water Committee.

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

1. Section 2 (b) and (e) of Bylaw A1070 cited as “Bamfield Water Committee Bylaw No. A1070, 2011” are hereby repealed and replaced with the following:
 2. **Membership**
 - b. The Fire Chief of the Bamfield Volunteer Fire Department will sit as an ex-officio non-voting member and will serve on the Committee for the same term as his/her term as Fire Chief of the Bamfield Volunteer Fire Department.
 - e. Two (2) members at large from Electoral Area “A” (Bamfield) to be nominated at a Bamfield Community Affairs meeting for approval by the Regional District Board as follows:
 - One (1) member at large serving for a two (2) year term
 - One (1) member at large serving for a three (3) year term
2. This Bylaw may be cited as Bylaw **A1070-1, “Bamfield Water Committee Amendment Bylaw, A1070-1, 2015.”**

Read a first time this _____ day of _____, 2015.

Bylaw A1070-1, Bamfield Water Committee Amendment Bylaw, 2015

Read a second time this day of , 2015

Read a third time this day of , 2015.

Adopted this day of , 2015.

Chairperson

Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Rob Gaudreault, Building Inspector/Property Maintenance Coordinator

CC: Charlie Starratt, BCVFD Chief

Meeting Date: June 10, 2015

Subject: Vehicle Purchase – Beaver Creek Volunteer Fire Department

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors agree to purchase a 2012 Dodge Ram, ½ Ton, 4x4, Crew Cab, Short Box with 38,674 KM from the Arbutus RV & Marine Sales Ltd for the purchase price of \$32,500 (plus \$1,625 GST & \$2,275 PST) for the BCVFD.

Summary:

- **2012 Dodge Ram Bighorn**
ACRD staff put out a request for quotes for a used pickup truck to be used for the Beaver Creek Volunteer Fire Department. The ACRD received 6 quotes in all and the BCVFD chose the 2012 Dodge Ram from Arbutus RV & Marine Sales Ltd for the price of \$32,500 + GST. This vehicle has been determined to best meet all of the criteria.

Background:

The Beaver Creek Volunteer Fire Department currently has Truck #54 - a 2001 Chevy ¾ Ton extended cab, which instead of receiving a trade in value, will transfer the asset of \$3,531 to the Beaver Creek Water System, as they require another vehicle.

Time Requirements – Staff & Elected Officials:

Rob Gaudreault, Property Maintenance Coordinator, has coordinated is purchases and will require minimal time to complete the transactions.

Financial:

The 2015-19 Financial Plan for BCVFD budgeted \$30,000 in the capital budget to replace Truck #54; however the actual cost (once asset is internally transferred) of this purchase will be \$31,244. The budget will need to be amended to reflect the cost of the purchase.

The current Truck #54 will be transferred to the Beaver Creek Water system at the quoted trade in price of \$3,300 plus PST of \$231 for a total of \$3,531. BCWS had budgeted \$10,000 for a new vehicle and this will be within the planned capital budget.

Policy or Legislation:

As per ACRD purchasing policy.



Submitted by: _____

Rob Gaudreault, Building Inspector/Property Maintenance Coordinator



Approved by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: June 10, 2015
Subject: BC Healthy Communities Transportation Forum – Thursday, June 11

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the scheduled BC Healthy Communities Transportation Forum Thursday, June 11 for the ACRD Directors, Senior Staff, and the ACHN Table of Partners.


Background:

BC Healthy Communities Society (BCHC) working with provincial partners is responsible for overseeing the development of Healthy Communities Capacity Building Fund. In 2014 the BC Healthy Communities Society awarded a grant of \$5,000 to the Alberni Clayoquot Regional District in order to support the ACHN to learn, enhance partnerships, and take actions that will enhance the health and well-being of BC citizens and communities. A follow up Forum specifically aligned to Transportation will be held on June 11 and the remaining funds of \$1,963.69 will be used.

Financial

The remaining \$1,963.69 Healthy Communities Capacity Building Fund will be allocated to the June 11 Transportation Forum. The ACHN has budgeted in 2015 \$6000.00 to the Action Table "Affordable and Accessible Transportation" overages will come from this line item.

Submitted by: Marcie DeWitt, Coordinator of the Alberni Clayoquot Health Network

Approved by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

TO: Board of Directors
FROM: Andrew McGifford, Acting Manager of Finance
DATE: June 4, 2015
RE: Finance Warrant No. 553

Recommendation:

That the Board of Directors approves Finance Warrant Number 553 in the amount of \$591,012.04 dated May 31, 2015.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATION ISSUES - none

Submitted by: Andrew McGifford, Acting Manager of Finance

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



AP5100 **Page : 1**
Date : Jun 02, 2015 **Time :** 3:24 pm
Bank : 1 To 3
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00010	4IMPRINT INC.					
37607	13-May-2015	Issued	89	C		1759.89
10309055	01-4-2500-000	PAYABLES - TRADE		1759.89		
Invoice Description -->		SLMP - FUN FLYERS				
Total :				1759.89	0.00	1759.89
Supplier Total :				1759.89	0.00	1759.89
00016	ACE COURIER SERVICES					
37608	13-May-2015	Issued	89	C		269.67
14143640	01-4-2500-000	PAYABLES - TRADE		63.09		
Invoice Description -->		BCWS - SHIPPING COST				
14144557	01-4-2500-000	PAYABLES - TRADE		80.84		
Invoice Description -->		BCWS - SHIPPING \$18.40 & BWS - SHIPPING \$58.59				
14145011	01-4-2500-000	PAYABLES - TRADE		125.74		
Invoice Description -->		LBA - WATER SYSTEM FREIGHT \$83.83, MILLSTREAM - WATER SYSTEM FREIGHT \$35.92				
Total :				269.67	0.00	269.67
Supplier Total :				586.10	0.00	586.10
00019	0946982 BC LTD (DBA - ACE FLAGGING)					
000096-0001	15-May-2015	Issued	88	T		1084.41
102-2185	01-4-2500-000	PAYABLES - TRADE		1084.41		
Invoice Description -->		BCWS - SMITH RD - WATER BREAK				
Total :				1084.41	0.00	1084.41
Supplier Total :				1084.41	0.00	1084.41
00021	ALBERNI DISTRICT CO-OP ASSOCIATION					
37684	22-May-2015	Issued	91	C		1551.17
SLVFD - APR/15	01-4-2500-000	PAYABLES - TRADE		126.84		
Invoice Description -->		SLVFD - APRIL 2015 FUEL COSTS				
BCVFD - APR/15	01-4-2500-000	PAYABLES - TRADE		411.02		
Invoice Description -->		BCVFD - APRIL 2015 FUEL COSTS				
BCWS - APR/15	01-4-2500-000	PAYABLES - TRADE		426.10		
Invoice Description -->		BCWS - APRIL 2015 FUEL COSTS				
ACRD - APR/15	01-4-2500-000	PAYABLES - TRADE		587.21		
Invoice Description -->		ACRD - APRIL 2015 FUEL COST				
Total :				1551.17	0.00	1551.17

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Supplier : 0003 To Z4209
Trans. Date : 01-May-2015 To 31-May-2015
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				1551.17	0.00	1551.17

0030 ACKLANDS-GRAINGER INC.							
37609	13-May-2015		Issued	89	C	1035.56	
4354 0532061	01-4-2500-000	PAYABLES - TRADE			83.61		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
4354 0532202	01-4-2500-000	PAYABLES - TRADE			951.95		
Invoice Description --> LBA - PRESSURE WASHER							
Total :					1035.56	0.00	1035.56
37694 27-May-2015			Issued	99	C	1070.80	
4354 0531454	01-4-2500-000	PAYABLES - TRADE			154.14		
Invoice Description --> SLVFD - BATTERY							
4354 0533091	01-4-2500-000	PAYABLES - TRADE			222.91		
Invoice Description --> LBA - TERMINAL SUPPLIES							
4354 0532864	01-4-2500-000	PAYABLES - TRADE			693.75		
Invoice Description --> SLVFD - SMALL EQUIPMENT							
Total :					1070.80	0.00	1070.80
Supplier Total :					2106.36	0.00	2106.36

0031 AGAT LABORATORIES							
37610	13-May-2015		Issued	89	C	873.34	
15153970E	01-4-2500-000	PAYABLES - TRADE			191.36		
Invoice Description --> WCLF - WATER MONITORING							
15153688E	01-4-2500-000	PAYABLES - TRADE			681.98		
Invoice Description --> AVLF - WATER MONITORING							
Total :					873.34	0.00	873.34
37695 27-May-2015			Issued	99	C	2643.90	
15157389	01-4-2500-000	PAYABLES - TRADE			491.66		
Invoice Description --> AVLF - WATER MONITORING							
15157381E	01-4-2500-000	PAYABLES - TRADE			594.04		
Invoice Description --> AVLF - WATER MONITORING							
15157322E	01-4-2500-000	PAYABLES - TRADE			615.56		
Invoice Description --> AVLF - WATER MONITORING							
15157347E	01-4-2500-000	PAYABLES - TRADE			942.64		
Invoice Description --> AVLF - WATER MONITORING							
Total :					2643.90	0.00	2643.90
Supplier Total :					3517.24	0.00	3517.24

0044 ALBERNI TOYOTA						
37611	13-May-2015		Issued	89	C	38.10
S115-013115	01-4-2500-000	PAYABLES - TRADE			3.56	
Invoice Description --> SLVFD - SRV- CHG						
S115-022815	01-4-2500-000	PAYABLES - TRADE			3.56	

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Supplier : 0003 To Z4209
Trans. Date : 01-May-2015 To 31-May-2015
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description -->	SLVFD - SRV-CHG						
S115-033115	01-4-2500-000	PAYABLES - TRADE			4.10		
Invoice Description -->	SLVFD - SRV -CHG						
30430	01-4-2500-000	PAYABLES - TRADE			26.88		
Invoice Description -->	SLVFD - PARTS						
Total :					38.10	0.00	38.10
Supplier Total :					38.10	0.00	38.10
0056	AIRGAS CANADA INC.						
37696	27-May-2015	Issued	99	C			24.86
230971	01-4-2500-000	PAYABLES - TRADE			24.86		
Invoice Description -->	SLVFD - OXYGEN						
Total :					24.86	0.00	24.86
Supplier Total :					24.86	0.00	24.86
0059	ADELHARDT CONCRETE PLUS						
37612	13-May-2015	Issued	89	C			189.00
162990	01-4-2500-000	PAYABLES - TRADE			189.00		
Invoice Description -->	AVLF - 3RD AVE RECYCLCLING - REPAIR WHEELS ON GATE						
Total :					189.00	0.00	189.00
Supplier Total :					189.00	0.00	189.00
0060	ALBERNI COMMUNICATIONS & ELECTRONICS						
37613	13-May-2015	Issued	89	C			4531.30
19286	01-4-2500-000	PAYABLES - TRADE			140.90		
Invoice Description -->	BCVFD - REPLACEMENT BATTERY						
19281	01-4-2500-000	PAYABLES - TRADE			4390.40		
Invoice Description -->	SLVFD - EQUIPMENT						
Total :					4531.30	0.00	4531.30
37697	27-May-2015	Issued	99	C			350.56
19350	01-4-2500-000	PAYABLES - TRADE			49.28		
Invoice Description -->	SLVFD - PAGER MAINTENANCE						
19362	01-4-2500-000	PAYABLES - TRADE			301.28		
Invoice Description -->	BCVFD - PAGER MAINTENANCE & WARIS YELLOW CASE						
Total :					350.56	0.00	350.56
Supplier Total :					4881.86	0.00	4881.86
0091	ALBERTA FIRE CHIEFS ASSOCIATION						
37698	27-May-2015	Issued	99	C			218.53
IN15-366	01-4-2500-000	PAYABLES - TRADE			218.53		
Invoice Description -->	SLVFD - TRAINING MATERIAL - BUILDING CONSTRUCTION, STRATEGIES & TACTICS						

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Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
Total :							218.53	0.00	218.53
Supplier Total :							218.53	0.00	218.53

0140	ALBERNI GLASS & MIRROR LTD.								
37614	13-May-2015	Issued	89	C			115.50		
26450	01-4-2500-000	PAYABLES - TRADE				115.50			
Invoice Description --> BCVFD - BUILDING MAINTENANCE									
Total :							115.50	0.00	115.50
Supplier Total :							115.50	0.00	115.50

0163	ALBERNI CHRYSLER LTD								
37615	13-May-2015	Issued	89	C			34.65		
75471	01-4-2500-000	PAYABLES - TRADE				34.65			
Invoice Description --> SLVFD - ANTENNA									
Total :							34.65	0.00	34.65
Supplier Total :							34.65	0.00	34.65

0188	ALBERNI INDUSTRIAL MARINE SUPPLY LTD.								
37699	27-May-2015	Issued	99	C			63.83		
42068A	01-4-2500-000	PAYABLES - TRADE				63.83			
Invoice Description --> BCWS - YELLOW POLY									
Total :							63.83	0.00	63.83
Supplier Total :							63.83	0.00	63.83

0190	ALBERNI ISLAND SHUTTLE								
37700	27-May-2015	Issued	99	C			672.00		
150512	01-4-2500-000	PAYABLES - TRADE				672.00			
Invoice Description --> ACRD - EMPLOYEE SERVICES TOUR									
Total :							672.00	0.00	672.00
Supplier Total :							672.00	0.00	672.00

0213	ALBERNI TOWING								
37616	13-May-2015	Issued	89	C			196.56		
22875	01-4-2500-000	PAYABLES - TRADE				196.56			
Invoice Description --> BCVFD - TRAINING									
Total :							196.56	0.00	196.56
Supplier Total :							196.56	0.00	196.56

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Supplier : 0003 To Z4209
Trans. Date : 01-May-2015 To 31-May-2015
Cheque Date : 01-May-2015 To 31-May-2015
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
37617	13-May-2015	Issued	89	C		120.00
062456-1545	01-4-2500-000	PAYABLES - TRADE		120.00		
Invoice Description --> PLANNING - ZONING PRACTICE						
Total :				120.00	0.00	120.00
Supplier Total :				120.00	0.00	120.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00270	ANDREW SHERET LTD.					
00095-0001	13-May-2015	Issued	84	T		3416.89
DISCOUNTAPR2015	01-4-2500-000	PAYABLES - TRADE		-66.55		
Invoice Description --> BCWS - DISCOUNT TAKEN FOR EARLY PAYMENT						
03-097740	01-4-2500-000	PAYABLES - TRADE		20.16		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-095489	01-4-2500-000	PAYABLES - TRADE		45.02		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-096203	01-4-2500-000	PAYABLES - TRADE		116.37		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
03-096350	01-4-2500-000	PAYABLES - TRADE		372.82		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES - METER TOOL						
03-096017	01-4-2500-000	PAYABLES - TRADE		406.30		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
03-097664	01-4-2500-000	PAYABLES - TRADE		507.91		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM						
03-095448	01-4-2500-000	PAYABLES - TRADE		2014.86		
Invoice Description --> BCWS - STRICK/KITSUKSIS STANDPIPE						
Total :				3416.89	0.00	3416.89
Supplier Total :				3416.89	0.00	3416.89

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0290	ALBERNI PAVING & CONTRACTING LTD.					
37618	13-May-2015	Issued	89	C		1484.70
APR.21/15	01-4-2500-000	PAYABLES - TRADE		1484.70		
Invoice Description --> BCWS - STRICT RD & HILLS RD - PREP & PAVE						
Total :				1484.70	0.00	1484.70
Supplier Total :				1484.70	0.00	1484.70

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0394	ASSOCIATED FIRE SAFETY EQUIPMENT					
37701	27-May-2015	Issued	99	C		266.17
13415	01-4-2500-000	PAYABLES - TRADE		266.17		
Invoice Description --> SLVFD - TOOL KIT						
Total :				266.17	0.00	266.17
Supplier Total :				266.17	0.00	266.17

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
0396	ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES					
37619	13-May-2015	Issued	89	C		962.82

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Batch No. : All

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
2015-32	01-4-2500-000	PAYABLES - TRADE		962.82			
Invoice Description --> 2015 AVICC ANNUAL DUES							
Total :				962.82	0.00		962.82
Supplier Total :				962.82	0.00		962.82
0439	ALBERNI VALLEY OUTDOOR CLUB						
37702	27-May-2015	Issued	99	C			719.57
MAY26/15	01-4-2500-000	PAYABLES - TRADE		719.57			
Invoice Description --> REGIONAL PARKS - ALBERNI INLET TRAIL MAINTENANCE WORK							
Total :				719.57	0.00		719.57
Supplier Total :				719.57	0.00		719.57
0455	ALBERNI VALLEY REFRIGERATION LTD.						
37620	13-May-2015	Issued	89	C			165.38
20153200	01-4-2500-000	PAYABLES - TRADE		165.38			
Invoice Description --> LBA - YEARLY MAINT. - A/C UNIT							
Total :				165.38	0.00		165.38
Supplier Total :				165.38	0.00		165.38
0457	ALBERNI FOUNDRY LTD.						
37703	27-May-2015	Issued	99	C			504.00
2992	01-4-2500-000	PAYABLES - TRADE		504.00			
Invoice Description --> BWS - MATERIAL FOR NEW WATER CONNECTION							
Total :				504.00	0.00		504.00
Supplier Total :				504.00	0.00		504.00
0508	BAMFIELD BUILDERS SUPPLY						
00096-0002	15-May-2015	Issued	88	T			16.08
172932	01-4-2500-000	PAYABLES - TRADE		7.37			
Invoice Description --> AVLF - BAMFIELD RECYCLING SUPPLIES							
173069	01-4-2500-000	PAYABLES - TRADE		8.71			
Invoice Description --> BWS - WATER SYSTEM SUPPLIES							
Total :				16.08	0.00		16.08
Supplier Total :				16.08	0.00		16.08
0524	BC/YUKON COMMAND - ROYAL CANADIAN LEGION						
37704	27-May-2015	Issued	99	C			565.00
2015AD	01-4-2500-000	PAYABLES - TRADE		565.00			
Invoice Description --> AD - MILITARY SERVICE RECOGNITION BOOK							
Total :				565.00	0.00		565.00

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

Supplier Total : 565.00 0.00 565.00

0530 BEST WESTERN BARCLAY HOTEL					
37621	13-May-2015		Issued	89	C 73.64
2015002960	01-4-2500-000	PAYABLES - TRADE			73.64
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - APR.15/15					
Total :					73.64 0.00 73.64

37705	27-May-2015		Issued	99	C 63.03
2015003277	01-4-2500-000	PAYABLES - TRADE			63.03
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - APR. 30/15					
Total :					63.03 0.00 63.03
Supplier Total :					136.67 0.00 136.67

0660 BC HYDRO					
37622	13-May-2015		Issued	89	C 16362.74
400002462430	01-4-2500-000	PAYABLES - TRADE			16362.74
Invoice Description --> HYDRO - ACRD CONSOLIDATED					
Total :					16362.74 0.00 16362.74
Supplier Total :					16362.74 0.00 16362.74

0700 BC TRANSIT					
37706	27-May-2015		Issued	99	C 13313.26
0315602C	01-4-2500-000	PAYABLES - TRADE			-414.74
Invoice Description --> BC TRANSIT CREDIT - INTEREST CREDIT LOCAL SHARE					
315602	01-4-2500-000	PAYABLES - TRADE			13728.00
Invoice Description --> MARCH 2015 CUSTOM TRANSIT					
Total :					13313.26 0.00 13313.26
Supplier Total :					13313.26 0.00 13313.26

0735 BEAVER CREEK COMMUNITY CLUB					
37623	13-May-2015		Issued	89	C 50.00
APR.27/15	01-4-2500-000	PAYABLES - TRADE			50.00
Invoice Description --> BEAUFORT APC MAY 12, 2015					
Total :					50.00 0.00 50.00
Supplier Total :					50.00 0.00 50.00

0740 BEAVER CREEK HOME CENTER					
37624	13-May-2015		Issued	89	C 10.39
1505-092048	01-4-2500-000	PAYABLES - TRADE			0.25
Invoice Description --> ACRD - FINANCE CHARGE					
1505-092228	01-4-2500-000	PAYABLES - TRADE			0.79

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> ACRD - FINANCE CHARGE							
1504-630979	01-4-2500-000	PAYABLES - TRADE	9.35				
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES'							
Total :			10.39	0.00		10.39	
37707	27-May-2015		Issued	99	C	129.63	
1505-647574	01-4-2500-000	PAYABLES - TRADE	18.28				
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
1505-643257	01-4-2500-000	PAYABLES - TRADE	54.19				
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
1505-647285	01-4-2500-000	PAYABLES - TRADE	57.16				
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
Total :			129.63	0.00		129.63	
Supplier Total :			140.02	0.00		140.02	

0785	BERKS INTERTRUCK LTD.						
37708	27-May-2015		Issued	99	C	344.34	
26631	01-4-2500-000	PAYABLES - TRADE	344.34				
Invoice Description --> SLVFD - REPAIR NO AIR FLOW TO WINDSHIELD							
Total :			344.34	0.00		344.34	
Supplier Total :			344.34	0.00		344.34	

0791	BERRY & VALE CONTRACTING LTD						
00096-0003	15-May-2015		Issued	88	T	120870.81	
1568	01-4-2500-000	PAYABLES - TRADE	136.50				
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL							
1569	01-4-2500-000	PAYABLES - TRADE	136.50				
Invoice Description --> AVLF - PULLING OUT PUMP #5							
1567	01-4-2500-000	PAYABLES - TRADE	1042.54				
Invoice Description --> WCLF - REPLACE DOOR SCALE SHACK							
1577	01-4-2500-000	PAYABLES - TRADE	18081.00				
Invoice Description --> AVLF - NORTH EAST EXPANSION - STRIPPING - CAPITAL							
1580	01-4-2500-000	PAYABLES - TRADE	34970.51				
Invoice Description --> WCLF - APRIL 2015 CONTRACT, FREON \$132							
1579	01-4-2500-000	PAYABLES - TRADE	66503.76				
Invoice Description --> AVLF - APRIL 2015 CONTRACT, DEPOT RENT \$806.18, FREON \$348.00							
Total :			120870.81	0.00		120870.81	
Supplier Total :			120870.81	0.00		120870.81	

0801	CORIX WATER PRODUCTS LTD.						
00096-0009	15-May-2015		Issued	88	T	843.02	
1051500386	01-4-2500-000	PAYABLES - TRADE	-728.00				
Invoice Description --> BWS - CREDIT WATER SYSTEM SUPPLIES							
1051501962	01-4-2500-000	PAYABLES - TRADE	-324.80				

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description -->	BWS - CREDIT WATER SYSTEM SUPPLIES						
10513027588	01-4-2500-000	PAYABLES - TRADE			135.74		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
10513026644	01-4-2500-000	PAYABLES - TRADE			236.32		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
10513033998	01-4-2500-000	PAYABLES - TRADE			439.99		
Invoice Description -->	LBA - WATER SUPPLIES \$117.87, MILLSTREAM WATER- SUPPLIES \$275.03						
10513027584	01-4-2500-000	PAYABLES - TRADE			1083.77		
Invoice Description -->	BWS - WATER SYSTEM SUPPLIES						
Total :					843.02	0.00	843.02
Supplier Total :					843.02	0.00	843.02
0825	BLACK PRESS GROUP LTD.						
37709	27-May-2015	Issued	99	C			282.87
32550135	01-4-2500-000	PAYABLES - TRADE			282.87		
Invoice Description -->	BCWS - RECRUITMENT - LEADHAND & MANAGER ENV. SER.						
Total :					282.87	0.00	282.87
Supplier Total :					282.87	0.00	282.87
0827	BLAKEY ELECTRIC						
37625	13-May-2015	Issued	89	C			75.20
91501	01-4-2500-000	PAYABLES - TRADE			75.20		
Invoice Description -->	BCWS - STRICK RD PUMPHOUSE- GROUND WIRE FOR TEL. SERVICE						
Total :					75.20	0.00	75.20
Supplier Total :					75.20	0.00	75.20
0900	TRACY BOND (PETTY CASH)						
37626	13-May-2015	Issued	89	C			126.25
APR.29.15	01-4-2500-000	PAYABLES - TRADE			126.25		
Invoice Description -->	ACRD OFFICE - GEN OFFICE \$116.80, AVLF - REC DEPOT \$9.55						
Total :					126.25	0.00	126.25
37710	27-May-2015	Issued	99	C			146.00
MAY26/15	01-4-2500-000	PAYABLES - TRADE			146.00		
Invoice Description -->	ACRD OFFICE - GEN. OFFICE \$45.60, PLANNING \$100.40						
Total :					146.00	0.00	146.00
Supplier Total :					272.25	0.00	272.25
0914	BOWERMAN EXCAVATING LTD						
00096-0004	15-May-2015	Issued	88	T			27195.00
6063	01-4-2500-000	PAYABLES - TRADE			27195.00		
Invoice Description -->	BCWS - DOBIE RD WATERMAIN EXTENSION						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				27195.00	0.00	27195.00
Supplier Total :				27195.00	0.00	27195.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
0950	BRETT, KENNETH					
00096-0005	15-May-2015	Issued	88	T	1000.00	
BRE168795	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00
Supplier Total :				1000.00	0.00	1000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1035	BUTLER, LES					
00096-0006	15-May-2015	Issued	88	T	3228.75	
2015-04	01-4-2500-000	PAYABLES - TRADE		3228.75		
Invoice Description --> BWS - ARPIL 2015 CONTRACTOR						
Total :				3228.75	0.00	3228.75
Supplier Total :				3228.75	0.00	3228.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1110	CANADA POST					
37711	27-May-2015	Issued	99	C	92.56	
9564711231	01-4-2500-000	PAYABLES - TRADE		92.56		
Invoice Description --> SPROAT LAKE - NEWSLETTER MAILOUT						
Total :				92.56	0.00	92.56
Supplier Total :				92.56	0.00	92.56

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1205	JON COLLICOT					
37627	13-May-2015	Issued	89	C	250.00	
APR.14/15	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - COLLICOT						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1210	MAXXAM ANALYTICS					
37628	13-May-2015	Issued	89	C	830.55	
VA880952	01-4-2500-000	PAYABLES - TRADE		830.55		
Invoice Description --> BWS - WATER TESTING						
Total :				830.55	0.00	830.55
Supplier Total :				830.55	0.00	830.55
37712	27-May-2015	Issued	99	C	778.05	
VA883922	01-4-2500-000	PAYABLES - TRADE		778.05		
Invoice Description --> BWS - WATER TESTING						

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				778.05	0.00	778.05
Supplier Total :				1608.60	0.00	1608.60

1231 CAP-IT PORT ALBERNI,

37629	13-May-2015		Issued	89	C	143.35	
180414	01-4-2500-000	PAYABLES - TRADE			143.35		
Invoice Description --> SLVFD - PART FOR TRUCK							
Total :					143.35	0.00	143.35
Supplier Total :					143.35	0.00	143.35

1270 CDW CANADA INC

00096-0007	15-May-2015		Issued	88	T	1346.29	
VB02650	01-4-2500-000	PAYABLES - TRADE			20.50		
Invoice Description --> ACRD - DIRECTOR'S STYLUS PEN FOR IPAD							
VC88577	01-4-2500-000	PAYABLES - TRADE			39.11		
Invoice Description --> ACRD - USB X 2							
TZ55767	01-4-2500-000	PAYABLES - TRADE			51.42		
Invoice Description --> ACRD - DIRECTOR'S POWER ADAPTER & USB CABLE							
VF15655	01-4-2500-000	PAYABLES - TRADE			80.32		
Invoice Description --> ACRD - LAPTOP CASE & WIRELESS MOUSE							
VD51687	01-4-2500-000	PAYABLES - TRADE			1154.94		
Invoice Description --> ACRD - LAPTOP - BOARDROOM							
Total :					1346.29	0.00	1346.29
Supplier Total :					1346.29	0.00	1346.29

1316 CERTITECH IT SERVICES

00096-0008	15-May-2015		Issued	88	T	6378.75	
00154	01-4-2500-000	PAYABLES - TRADE			6378.75		
Invoice Description --> APRIL 2015 - IT SUPPORT SERVICES \$5025, BCWS \$850, AVEOC \$200							
Total :					6378.75	0.00	6378.75
Supplier Total :					6378.75	0.00	6378.75

1342 CITY OF PORT ALBERNI

37630	13-May-2015		Issued	89	C	475.47	
APR21/15	01-4-2500-000	PAYABLES - TRADE			475.47		
Invoice Description --> AVLF SEWER LECHATE JANUARY 1 - MARCH 31, 2015							
Total :					475.47	0.00	475.47

37713	27-May-2015		Issued	99	C	52688.32
APR30/15 -A	01-4-2500-000	PAYABLES - TRADE			65.63	
Invoice Description --> AVLF - 3620 3RD AVE WATER & SEWER - JAN 01 TO APRIL 30, 2015						
APR30/15	01-4-2500-000	PAYABLES - TRADE			237.10	

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Batch No. : All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Supplier: 0003 To Z4209							
Trans. Date: 01-May-2015 To 31-May-2015							
Cheque Date: 01-May-2015 To 31-May-2015							
Cheque No.: All							
Batch No.: All							
Supplier							
Supplier Name							
Chq/Ref #							
Cheque Date							
Status							
Batch							
Medium							
Debit							
Credit							
Amount							
Invoice Description -->	ACRD OFFICE - WATER & SEWER FEES - JAN.1 TO APR 30/15						
PT2015	01-4-2500-000	PAYABLES - TRADE			6109.33		
Invoice Description -->	2015 PROPERTY TAXES FOLIO NUMBER 001-3498-000						
APR30/15-BCWS	01-4-2500-000	PAYABLES - TRADE			46276.26		
Invoice Description -->	BCWS - BULK WATER PURCHASE JAN 1 TO APR 30, 2015						
Total :					52688.32	0.00	52688.32
Supplier Total :					53163.79	0.00	53163.79

1626 CROW EXCAVATING & TRUCKING LTD.							
00097-0001	27-May-2015	Issued	90	T			3045.00
PP#4 - 3029-001	01-4-2500-000	PAYABLES - TRADE			3045.00		
Invoice Description -->	SALMON BEACH - BOAT RAMP UPGRADE - CAPITAL						
Total :					3045.00	0.00	3045.00
Supplier Total :					3045.00	0.00	3045.00

1650 CUPE - LOCAL 118							
37605	11-May-2015	Issued	85	C			1461.76
DUESAPR15	01-4-2500-000	PAYABLES - TRADE			1461.76		
Invoice Description -->	ARPIL 2015 UNION DUES						
Total :					1461.76	0.00	1461.76
Supplier Total :					1461.76	0.00	1461.76

1671 PATTERSON, DAVE							
37631	13-May-2015	Issued	89	C			146.00
ARP.30/15	01-4-2500-000	PAYABLES - TRADE			146.00		
Invoice Description -->	AVRA - WATER SYSTEM MAINTENANCE						
Total :					146.00	0.00	146.00
Supplier Total :					146.00	0.00	146.00

1827 DYNAMIC RESCUE EQUIPMENT							
37632	13-May-2015	Issued	89	C			965.70
I-800	01-4-2500-000	PAYABLES - TRADE			965.70		
Invoice Description -->	BCVFD - EQUIPMENT						
Total :					965.70	0.00	965.70
Supplier Total :					965.70	0.00	965.70

1843 DUNCAN ELECTRIC MOTOR LTD							
37633	13-May-2015	Issued	89	C			2704.29
P2691	01-4-2500-000	PAYABLES - TRADE			2704.29		
Invoice Description -->	ALBA - RESERVOIR HATCH REPLACEMENT						

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Supplier : 0003 To Z4209
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Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2704.29	0.00	2704.29
Supplier Total :				2704.29	0.00	2704.29

1847 DUPERE, JOHANNE

00096-0010	15-May-2015		Issued	88	T	200.00	
DUP168796	01-4-2500-000	PAYABLES - TRADE			200.00		
Invoice Description --> SPROAT PARKS CARETAKER							
Total :					200.00	0.00	200.00
Supplier Total :					200.00	0.00	200.00

1869 DEAN DOSKOTCH

37634	13-May-2015		Issued	89	C	250.00	
APR.27/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - REBATE - DOSKOTCH							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00

1890 TETRA TECH EBA INC.

37714	27-May-2015		Issued	99	C	6875.92	
60470626	01-4-2500-000	PAYABLES - TRADE			2166.15		
Invoice Description --> AVRA - RUNWAY EXTENSION - CAPITAL							
60470632	01-4-2500-000	PAYABLES - TRADE			4709.77		
Invoice Description --> LBA - GPS UPGRADES - CAPITAL							
Total :					6875.92	0.00	6875.92
Supplier Total :					6875.92	0.00	6875.92

1953 ENGINEERED PUMP SERVICE LTD

37635	13-May-2015		Issued	89	C	636.65	
10791	01-4-2500-000	PAYABLES - TRADE			636.65		
Invoice Description --> WCLF - PUMP MAINTENANCE							
Total :					636.65	0.00	636.65
Supplier Total :					636.65	0.00	636.65

1990 EVITT ELECTRIC

00096-0011	15-May-2015		Issued	88	T	47.92	
79255C	01-4-2500-000	PAYABLES - TRADE			47.92		
Invoice Description --> SLVFD - BUILDING MAINTENANCE							
Total :					47.92	0.00	47.92

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

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						47.92	0.00	47.92
<hr/>								
1999	E-Z SEE REFLECTIVE ADDRESS SYSTEMS							
37636	13-May-2015		Issued	89	C	237.30		
0137	01-4-2500-000	PAYABLES - TRADE			44.10			
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
193.20	01-4-2500-000	PAYABLES - TRADE			193.20			
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :						237.30	0.00	237.30
<hr/>								
37715	27-May-2015		Issued	99	C	88.20		
0142	01-4-2500-000	PAYABLES - TRADE			44.10			
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
0145	01-4-2500-000	PAYABLES - TRADE			44.10			
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :						88.20	0.00	88.20
<hr/>								
Supplier Total :						325.50	0.00	325.50
<hr/>								
2010	OUGHTRED COFFEE & TEA LTD.							
37637	13-May-2015		Issued	89	C	104.63		
INV131186	01-4-2500-000	PAYABLES - TRADE			104.63			
Invoice Description -->		OFFICE SUPPLIES						
Total :						104.63	0.00	104.63
<hr/>								
Supplier Total :						104.63	0.00	104.63
<hr/>								
2031	FIVE STAR EMBROIDERY & SILK SCREEN LTD.							
37716	27-May-2015		Issued	99	C	295.68		
104808	01-4-2500-000	PAYABLES - TRADE			295.68			
Invoice Description -->		BCVFD - UNIFORMS						
Total :						295.68	0.00	295.68
<hr/>								
Supplier Total :						295.68	0.00	295.68
<hr/>								
2049	FORFIRE ENTERPRISES							
37717	27-May-2015		Issued	99	C	47.23		
473	01-4-2500-000	PAYABLES - TRADE			47.23			
Invoice Description -->		SLVFD - DECALS & NAME TAGS FOR HELMET						
Total :						47.23	0.00	47.23
<hr/>								
Supplier Total :						47.23	0.00	47.23
<hr/>								
2089	FRASER, RANDY W							
37638	13-May-2015		Issued	89	C	6360.00		
08	01-4-2500-000	PAYABLES - TRADE			2520.00			

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount	
		Invoice No.	Account No.	Account Description						
		09	01-4-2500-000				3840.00			
		Invoice Description --> ACRD - CONTRACTED SERVICES FOR ENVIRONMENTAL SERVICES								
		Total :						6360.00	0.00	6360.00
37718		10	27-May-2015	Issued	99	C	3600.00		3600.00	
		Invoice Description --> ACRD - CONTRACTED SERVICES FOR ENVIRONMENTAL SERVICES								
		Total :						3600.00	0.00	3600.00
Supplier Total :							9960.00	0.00	9960.00	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount	
2127	GLACIER MEDIA GROUP									
37639			13-May-2015	Issued	89	C			1119.71	
		GCCL00054277	01-4-2500-000				496.25			
		Invoice Description --> ACRD - RECRUITING - MANAGER OF ENV. SERVICES.								
			01-4-2500-000				623.46			
		Invoice Description --> ACRD - RECRUITING - LEADHAND SPLIT								
		Total :						1119.71	0.00	1119.71
Supplier Total :							1119.71	0.00	1119.71	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount	
2140	GEDDES, RICHARD D.									
00096-0012			15-May-2015	Issued	88	T			55.00	
		RG-SLVFD0168798	01-4-2500-000				55.00			
		Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT								
		Total :						55.00	0.00	55.00
Supplier Total :							55.00	0.00	55.00	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount	
2300	GRAND & TOY									
37640			13-May-2015	Issued	89	C			67.99	
		H384299	01-4-2500-000				67.99			
		Invoice Description --> ACHN - SUPPLIES								
		Total :						67.99	0.00	67.99
Supplier Total :							67.99	0.00	67.99	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
2320	THE GRAPHICS FACTORY								
37641			13-May-2015	Issued	89	C			649.60
		22578	01-4-2500-000				77.28		
		Invoice Description --> AV EMERGENCY PLANNING - BUSINESS CARDS - HOLDER							
		22600	01-4-2500-000				128.80		
		Invoice Description --> BAMFIELD EMERGENCY PLANNING - RACK CARDS							
		22605	01-4-2500-000				443.52		
		Invoice Description --> UTILITY INVOICE - BWS, BCWS, MSWS, WCLF							

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Total :					649.60	0.00	649.60
Supplier Total :					649.60	0.00	649.60
2392	HARTARD, MARY						
37642	13-May-2015		Issued	89	C	250.00	
APR29/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - REBATE - HARTARD					
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00
2485	HOLDER, DAN						
37643	13-May-2015		Issued	89	C	6653.30	
APR.22/15	01-4-2500-000	PAYABLES - TRADE			16.77		
Invoice Description -->		EMERGENCY SERVICES EXPENSE					
APR.30/15-FSC	01-4-2500-000	PAYABLES - TRADE			3171.53		
Invoice Description -->		FIRE SERVICE COORDINATOR CONTACTOR - APRIL 2015					
APR.30/15-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00		
Invoice Description -->		EMERGENCY SERVICES COORDINATOR CONTRACTOR - MARCH/APRIL 2015					
Total :					6653.30	0.00	6653.30
Supplier Total :					6653.30	0.00	6653.30
2560	HOULE PRINTING						
37644	13-May-2015		Issued	89	C	325.37	
14040	01-4-2500-000	PAYABLES - TRADE			159.04		
Invoice Description -->		SPROAT LAKE - SPRING 2015 NEWSLETTER					
13907	01-4-2500-000	PAYABLES - TRADE			166.33		
Invoice Description -->		BCWS - DOOR HANGER RE: WATER COMMENT CARD					
Total :					325.37	0.00	325.37
Supplier Total :					325.37	0.00	325.37
2732	SOUTHWEST BINDINGS						
37727	27-May-2015		Issued	101	C	350.50	
6661454	01-4-2500-000	PAYABLES - TRADE			350.50		
Invoice Description -->		LAMINATING SUPPLIES					
Total :					350.50	0.00	350.50
Supplier Total :					350.50	0.00	350.50
2772	ISLAND FIRE PROTECTION LTD.						
37645	13-May-2015		Issued	89	C	273.00	
10209	01-4-2500-000	PAYABLES - TRADE			273.00		
Invoice Description -->		SLVFD - HIGH PRESSURE HYDROSTATIC TEST					

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Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit
Invoice No.	Account No.	Account Description				Amount
Total :						
					273.00	0.00
						273.00
37728	27-May-2015	Issued	101	C		68.25
10250	01-4-2500-000	PAYABLES - TRADE			68.25	
Invoice Description --> SLVFD - HIGH PRESSURE HYDROSTATIC TEST						
Total :						
					68.25	0.00
						68.25
Supplier Total :						
					341.25	0.00
						341.25
2827 JAL DESIGNS						
37729	27-May-2015	Issued	101	C		136.64
40495848	01-4-2500-000	PAYABLES - TRADE			136.64	
Invoice Description --> BCVFD - EMBROIDERED JACKET						
Total :						
					136.64	0.00
						136.64
Supplier Total :						
					136.64	0.00
						136.64
2840 JUSTICE INSTITUTE OF BC						
37646	13-May-2015	Issued	89	C		1056.81
323166	01-4-2500-000	PAYABLES - TRADE			1056.81	
Invoice Description --> SLVFD - TRAINING - EMERGENCY SCENE MANAGEMENT						
Total :						
					1056.81	0.00
						1056.81
37730	27-May-2015	Issued	101	C		1106.81
324084	01-4-2500-000	PAYABLES - TRADE			50.00	
Invoice Description --> BCVFD- TRAINING - FIRE FIGHTER 2						
324876	01-4-2500-000	PAYABLES - TRADE			1056.81	
Invoice Description --> SLVFD - TRAINING - EMERGENCY SCENE MANAGEMENT						
Total :						
					1106.81	0.00
						1106.81
Supplier Total :						
					2163.62	0.00
						2163.62
2846 KELLY, MARK						
37731	27-May-2015	Issued	101	C		180.00
MAY03/15	01-4-2500-000	PAYABLES - TRADE			180.00	
Invoice Description --> BWS - MAINTENANCE ON WEST SIDE FLUSHING SYSTEM						
Total :						
					180.00	0.00
						180.00
Supplier Total :						
					180.00	0.00
						180.00
2876 KNAPPETT INDUSTRIES (2006) LTD.						
37647	13-May-2015	Issued	89	C		21463.62
PC#3 -3084	01-4-2500-000	PAYABLES - TRADE			21463.62	
Invoice Description --> CCID - WATERMAIN REPLACEMENT GAS TAX INITIATIVE						
Total :						
					21463.62	0.00
						21463.62



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Supplier : 0003 To Z4209
 Trans. Date : 01-May-2015 To 31-May-2015
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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						21463.62	0.00	21463.62
<hr/>								
2887	LEWKOWICH GEOTECHNICAL ENGINEERING LTD							
37648	13-May-2015		Issued	89	C	393.75		393.75
39956	01-4-2500-000	PAYABLES - TRADE				393.75		
Invoice Description --> MSWS - HWY CROSSING RE: EMERGENCY WATER CONNECTION - CAPITAL								
Total :						393.75	0.00	393.75
Supplier Total :						393.75	0.00	393.75
<hr/>								
2890	L.B. WOODCHOPPERS LTD.							
00096-0013	15-May-2015		Issued	88	T	428.53		428.53
215686	01-4-2500-000	PAYABLES - TRADE				12.44		
Invoice Description --> BCWS - SUPPLIES								
215201	01-4-2500-000	PAYABLES - TRADE				171.52		
Invoice Description --> SLVFD - EQUIPMENT								
215685	01-4-2500-000	PAYABLES - TRADE				244.57		
Invoice Description --> BCWS - SUPPLIES								
Total :						428.53	0.00	428.53
Supplier Total :						428.53	0.00	428.53
<hr/>								
3011	LANDWORKS CONSULTANTS INC							
37649	13-May-2015		Issued	89	C	2551.50		2551.50
1527	01-4-2500-000	PAYABLES - TRADE				2551.50		
Invoice Description --> PLANNING - ZONING BYLAW REWRITE								
Total :						2551.50	0.00	2551.50
Supplier Total :						2551.50	0.00	2551.50
<hr/>								
3024	LITTLE VALLEY DELI							
37650	13-May-2015		Issued	89	C	860.20		860.20
608961	01-4-2500-000	PAYABLES - TRADE				860.20		
Invoice Description --> AV EMERGENCY PLANNING - MEETING FOR 20 PPL								
Total :						860.20	0.00	860.20
Supplier Total :						860.20	0.00	860.20
<hr/>								
3025	LADY ROSE MARINE SERVICES							
37732	27-May-2015		Issued	101	C	185.71		185.71
2010-17496	01-4-2500-000	PAYABLES - TRADE				185.71		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES								
Total :						185.71	0.00	185.71

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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date				Debit	Credit	
Invoice No.	Account No.	Account Description					
Supplier Total :					185.71	0.00	185.71

3034	LITERACY ALBERNI SOCIETY						
37651	13-May-2015		Issued	89	C	50.00	
APR.28/15	01-4-2500-000	PAYABLES - TRADE			50.00		
Invoice Description -->		ACRD - DONATION IN MEMORY OF HUGH ANDERSON					
Total :					50.00	0.00	50.00
Supplier Total :					50.00	0.00	50.00

3116	PRAXAIR CANADA INC.						
37652	13-May-2015		Issued	89	C	220.58	
20702654	01-4-2500-000	PAYABLES - TRADE			220.58		
Invoice Description -->		SLVFD - ANNUAL EQUIP. LEASE - TRAINING SITE					
Total :					220.58	0.00	220.58
Supplier Total :					220.58	0.00	220.58

3117	LORDCO						
37653	13-May-2015		Issued	89	C	95.58	
288083	01-4-2500-000	PAYABLES - TRADE			95.58		
Invoice Description -->		SLVFD - HALL # 1 BUILDING REPAIRS					
Total :					95.58	0.00	95.58
Supplier Total :					95.58	0.00	95.58

3147	M & D AUTO PART LTD.						
37654	13-May-2015		Issued	89	C	16.19	
6033530	01-4-2500-000	PAYABLES - TRADE			16.19		
Invoice Description -->		BCVFD - VEHICLE BULB					
Total :					16.19	0.00	16.19
Supplier Total :					16.19	0.00	16.19

3205	MAGIC MOMENTS						
37733	27-May-2015		Issued	101	C	56.00	
15-050703	01-4-2500-000	PAYABLES - TRADE			56.00		
Invoice Description -->		ACRD - SERVICE AWARD - MCGIFFORD					
Total :					56.00	0.00	56.00
Supplier Total :					56.00	0.00	56.00

3214	MARCIE DEWITT						
37655	13-May-2015		Issued	89	C	4100.00	
APR30/15	01-4-2500-000	PAYABLES - TRADE			4100.00		

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> ACHN - TEMPORARY CONTRACTED SERVICES						
Total :				4100.00	0.00	4100.00
Supplier Total :				4100.00	0.00	4100.00
3233 CAREY MCIVER & ASSOCIATES LTD.						
37656	13-May-2015	Issued	89	C		8028.38
15.05.01	01-4-2500-000	PAYABLES - TRADE		8028.38		
Invoice Description --> AVLF & WCLF - SOLID WASTE MANAGEMENT PLAN						
Total :				8028.38	0.00	8028.38
Supplier Total :				8028.38	0.00	8028.38
3270 MCCOY LAKE EXCAVATING LTD						
37657	13-May-2015	Issued	89	C		3179.85
3479	01-4-2500-000	PAYABLES - TRADE		688.42		
Invoice Description --> BCWS - KITSUKSIS RD - DEADEND FLUSHING						
3487	01-4-2500-000	PAYABLES - TRADE		2491.43		
Invoice Description --> BCWS - SMITH RD SERVICE REPAIR						
Total :				3179.85	0.00	3179.85
Supplier Total :				3179.85	0.00	3179.85
3272 MCCONNELL, SHAWN						
00096-0014	15-May-2015	Issued	88	T		2199.20
415938	01-4-2500-000	PAYABLES - TRADE		1023.75		
Invoice Description --> APRIL 2015 - MILLSTREAM WATER CONTRACTOR						
415939	01-4-2500-000	PAYABLES - TRADE		1175.45		
Invoice Description --> APRIL 2015 - LONG BEACH AIRPORT WATER CONTRACTOR						
Total :				2199.20	0.00	2199.20
Supplier Total :				2199.20	0.00	2199.20
3280 MCGILL & ASSOCIATES ENGINEERING						
00096-0015	15-May-2015	Issued	88	T		16485.57
15059	01-4-2500-000	PAYABLES - TRADE		129.94		
Invoice Description --> AVLF - ACCESS RD PAVING -CAPITAL						
15050	01-4-2500-000	PAYABLES - TRADE		162.28		
Invoice Description --> WCLF - GENERAL CONSULTING						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
15060	01-4-2500-000	PAYABLES - TRADE		173.25		
Invoice Description --> AVLF - INTERCEPTION WELLS						
15054	01-4-2500-000	PAYABLES - TRADE		259.88		
Invoice Description --> AVLF - ANNUAL REPORTING TO MINISTRY						
15067	01-4-2500-000	PAYABLES - TRADE		392.96		
Invoice Description --> MSWS - MILLSTREAM - UCLUELET CONNECTION - CAPITAL						
15055	01-4-2500-000	PAYABLES - TRADE		393.75		
Invoice Description --> ACRD - GENERAL CONSULTING - 2015 BUDGET PREP AND MEETINGS						
15068	01-4-2500-000	PAYABLES - TRADE		409.50		
Invoice Description --> SALMON BEACH - BOAT RAMP - CAPITAL						
15061	01-4-2500-000	PAYABLES - TRADE		649.69		
Invoice Description --> MSWS - RESERVOIR CLEANING - CAPITAL						
15051	01-4-2500-000	PAYABLES - TRADE		838.69		
Invoice Description --> AVLF - MCCOY LAKE RD PUMPHOUSE - CAPITAL						
15052	01-4-2500-000	PAYABLES - TRADE		844.99		
Invoice Description --> AVLF - LEACHATE INTERCEPTION CONTROL - CAPITAL						
15074	01-4-2500-000	PAYABLES - TRADE		1470.00		
Invoice Description --> LBA - RUNWAY 11/29 STRIP REHABILITATION - CAPITAL						
15058	01-4-2500-000	PAYABLES - TRADE		1659.47		
Invoice Description --> AVLF - FENCING - CAPITAL						
15053	01-4-2500-000	PAYABLES - TRADE		1871.10		
Invoice Description --> LBA - WATER SYSTEM EVALUATION						
15057	01-4-2500-000	PAYABLES - TRADE		1911.34		
Invoice Description --> AVLF - GENERAL CONSULTATION COST						
15056	01-4-2500-000	PAYABLES - TRADE		5318.73		
Invoice Description --> AVLF - NORTH - EAST EXPANSION - CAPITAL						
Total :				16485.57	0.00	16485.57
Supplier Total :				16485.57	0.00	16485.57

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3284	M.B. LABORATORIES LTD.					
37658	13-May-2015	Issued	89	C		630.00
662570	01-4-2500-000	PAYABLES - TRADE		630.00		
Invoice Description --> BWS - WATER TESTING - PARASITE ANALYSIS						
Total :				630.00	0.00	630.00
Supplier Total :				630.00	0.00	630.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3340	MINISTER OF FINANCE					
37659	13-May-2015	Issued	89	C		2119.50
MSPMAY/15	01-4-2500-000	PAYABLES - TRADE		2119.50		
Invoice Description --> MSP PREMIUMS FOR MAY 2015						
Total :				2119.50	0.00	2119.50
Supplier Total :				2119.50	0.00	2119.50

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3376	MINISTER OF FINANCE					
37660	13-May-2015	Issued	89	C		61.09
93435604	01-4-2500-000	PAYABLES - TRADE		61.09		
Invoice Description --> SLVFD - TROUSERS						
Total :				61.09	0.00	61.09
37735	27-May-2015	Issued	101	C		225.89
93448345	01-4-2500-000	PAYABLES - TRADE		225.89		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				225.89	0.00	225.89
Supplier Total :				286.98	0.00	286.98
3376	MINISTER OF FINANCE					
37736	27-May-2015	Issued	101	C		179.98
9937/15	01-4-2500-000	PAYABLES - TRADE		179.98		
Invoice Description --> AVLF & BAMFIELD PERMITS - WATER						
Total :				179.98	0.00	179.98
Supplier Total :				179.98	0.00	179.98
3385	LOWE, CHRISTINE					
37737	27-May-2015	Issued	101	C		330.00
APR30/15	01-4-2500-000	PAYABLES - TRADE		330.00		
Invoice Description --> ACRD - HR CONSULTING						
Total :				330.00	0.00	330.00
Supplier Total :				330.00	0.00	330.00
3488	JC CONCEPTS (DIVISION OF MRG INC)					
37661	13-May-2015	Issued	89	C		1273.65
N25118	01-4-2500-000	PAYABLES - TRADE		1273.65		
Invoice Description --> SLVFD - EQUIPMENT - SUNGLASSES						
Total :				1273.65	0.00	1273.65
Supplier Total :				1273.65	0.00	1273.65
3490	MUNICIPAL PENSION PLAN					
EFT-11	22-May-2015	Issued	95	E		8896.18
PP#10 - 2015	01-4-2500-000	PAYABLES - TRADE		8896.18		
Invoice Description --> PAYPERIOD #10 - 2015 PENSION REMITTANCE						
Total :				8896.18	0.00	8896.18
Supplier Total :				8896.18	0.00	8896.18
3505	MFA LEASING					
AUTO68797	28-May-2015	Issued	87	E		2553.97

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
BAMFIRE68797	01-4-2500-000	PAYABLES - TRADE		2553.97		
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
Total :				2553.97	0.00	2553.97
AUTO68799	28-May-2015	Issued	87	E		1654.31
6140268799	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description --> LBA TRACTOR LEASE						
Total :				1654.31	0.00	1654.31
Supplier Total :				4208.28	0.00	4208.28

3640 INFilm (VANCOUVER ISLAND NORTH FILM COMMISSION)						
37662	13-May-2015	Issued	89	C		7500.00
2015 GIA	01-4-2500-000	PAYABLES - TRADE		7500.00		
Invoice Description --> 2015 GRANT IN AID						
Total :				7500.00	0.00	7500.00
Supplier Total :				7500.00	0.00	7500.00

3648 NORTH ISLAND 911 CORPORATION						
37663	13-May-2015	Issued	89	C		800.00
458	01-4-2500-000	PAYABLES - TRADE		800.00		
Invoice Description --> BCVFD - MOBICAD LICENCE FEE 2015						
Total :				800.00	0.00	800.00
Supplier Total :				800.00	0.00	800.00

3693 NUU-CHAH-NULTH TRIBAL COUNCIL						
37664	13-May-2015	Issued	89	C		40.00
6339	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> ACRD - RECRUITING - WATER TECH LEADHAND						
Total :				40.00	0.00	40.00
Supplier Total :				40.00	0.00	40.00

3792 PACIFIC BLUE CROSS						
EFT-5	01-May-2015	Issued	97	E		6407.95
258845	01-4-2500-000	PAYABLES - TRADE		6407.95		
Invoice Description --> MAY 2015 - HEALTH, DENTAL, LIFE & DISABILITY PREMIUMS						
Total :				6407.95	0.00	6407.95
Supplier Total :				6407.95	0.00	6407.95

3797 PITEAU ASSOCIATES						
37738	27-May-2015	Issued	101	C		12746.28
17431	01-4-2500-000	PAYABLES - TRADE		2798.19		

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description -->	ALVF - STEPHEN CREEK CONTAINMENT FACILITY - CAPITAL						
17432	01-4-2500-000	PAYABLES - TRADE		2808.75			
Invoice Description -->	AVLF - MONITORING PROGRAM						
17459	01-4-2500-000	PAYABLES - TRADE		3283.16			
Invoice Description -->	AVLF - LEACHATE INTERCEPTION - CAPITAL						
17433	01-4-2500-000	PAYABLES - TRADE		3856.18			
Invoice Description -->	WCLF - ANNUAL MONITORING PROGRAM						
Total :				12746.28	0.00		12746.28
Supplier Total :				12746.28	0.00		12746.28
3800	PORT ALBERNI EFAP SUPPORT SOCIETY						
37685	22-May-2015	Issued	91	C			1086.75
139	01-4-2500-000	PAYABLES - TRADE		1086.75			
Invoice Description -->	SLVFD - 2015 FEES						
Total :				1086.75	0.00		1086.75
Supplier Total :				1086.75	0.00		1086.75
4115	PRICE'S ALARM SYSTEM LTD						
37739	27-May-2015	Issued	101	C			353.23
2135912	01-4-2500-000	PAYABLES - TRADE		353.23			
Invoice Description -->	BCVFD - BUILDING SECURITY UPGRADES - CAPITAL						
Total :				353.23	0.00		353.23
Supplier Total :				353.23	0.00		353.23
4156	WSP CANADA INC.						
00096-0023	15-May-2015	Issued	88	T			1249.13
0470863	01-4-2500-000	PAYABLES - TRADE		1249.13			
Invoice Description -->	LBA - APR 1 TO JUNE 30, 2015 LANDING FEE SOFTWARE						
Total :				1249.13	0.00		1249.13
Supplier Total :				1249.13	0.00		1249.13
4180	PUROLATOR COURIER SERVICE						
37665	13-May-2015	Issued	89	C			49.10
426301752	01-4-2500-000	PAYABLES - TRADE		49.10			
Invoice Description -->	BCWS - FREIGHT ON WATER SYSTEM SUPPLIES						
Total :				49.10	0.00		49.10
37740	27-May-2015	Issued	101	C			61.80
427469158	01-4-2500-000	PAYABLES - TRADE		61.80			
Invoice Description -->	ALVF - MMCB ADVERTISING						
Total :				61.80	0.00		61.80

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						110.90	0.00	110.90

4187	QUALITY FOODS-PORT ALBERNI							
37666	13-May-2015		Issued	89	C	95.31		
61 1045270	01-4-2500-000	PAYABLES - TRADE			95.31			
Invoice Description -->		ACRD OFFICE SUPPLIES						
Total :						95.31	0.00	95.31
Supplier Total :						95.31	0.00	95.31

4205	QUICKSCRIBE SERVICES LTD							
37741	27-May-2015		Issued	101	C	35.70		
61540	01-4-2500-000	PAYABLES - TRADE			35.70			
Invoice Description -->		STRATA PROPERTY LEGISLATION UPDATE 2015						
Total :						35.70	0.00	35.70
Supplier Total :						35.70	0.00	35.70

4220	RAYNER & BRACHT LTD							
37667	13-May-2015		Issued	89	C	1887.20		
2015065	01-4-2500-000	PAYABLES - TRADE			1887.20			
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES APRIL 2015						
Total :						1887.20	0.00	1887.20
Supplier Total :						1887.20	0.00	1887.20

4280	RECEIVER GENERAL FOR CANADA							
37606	11-May-2015		Issued	85	C	38120.04		
PP#9 -2015 - DIR	01-4-2500-000	PAYABLES - TRADE			623.22			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL PAYPERIOD #9 - DIRECTORS						
PP#10 - 2015	01-4-2500-000	PAYABLES - TRADE			18626.75			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL PAYPERIOD #10						
PP#9 - 2015	01-4-2500-000	PAYABLES - TRADE			18870.07			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL PAYPERIOD #9						
Total :						38120.04	0.00	38120.04
Supplier Total :						38120.04	0.00	38120.04

4371	REYNOLDS, RICHARD W							
37668	13-May-2015		Issued	89	C	250.00		
APR.28/15	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description -->		WOODSTOVE EXCHANGE PROGRAM - REBATE - REYNOLDS						
Total :						250.00	0.00	250.00

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

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
4491 ROMPRE, SUZANNE								
00096-0016	15-May-2015		Issued	88	T	850.00		
APR.30/15	01-4-2500-000	PAYABLES - TRADE			850.00			
Invoice Description --> APRIL BAMFIELD TRANSFER STATION CONTRACTOR								
Total :						850.00	0.00	850.00
Supplier Total :						850.00	0.00	850.00
4511 ROSE, GEORGE								
37742	27-May-2015		Issued	101	C	517.27		
1015	01-4-2500-000	PAYABLES - TRADE			517.27			
Invoice Description --> BCWS & BWS - SCADA EQUIPMENT PURCHASE								
Total :						517.27	0.00	517.27
Supplier Total :						517.27	0.00	517.27
4562 SCHAFER, GABOR								
37669	13-May-2015		Issued	89	C	250.00		
APR.28/15	01-4-2500-000	PAYABLES - TRADE			250.00			
Invoice Description --> WOODSTOVE EXCHANGE - REBATE - SCHAFER								
Total :						250.00	0.00	250.00
Supplier Total :						250.00	0.00	250.00
4572 SANITECH								
37670	13-May-2015		Issued	89	C	201.60		
MAY08/15	01-4-2500-000	PAYABLES - TRADE			201.60			
Invoice Description --> LBA - 4 MATS CARPET CLEANING								
Total :						201.60	0.00	201.60
Supplier Total :						201.60	0.00	201.60
4617 SIMSON MAXWELL								
37743	27-May-2015		Issued	101	C	1000.19		
SVI007753	01-4-2500-000	PAYABLES - TRADE			1000.19			
Invoice Description --> BWS - GENERATOR SERVICE								
Total :						1000.19	0.00	1000.19
Supplier Total :						1000.19	0.00	1000.19
4645 SHAW CABLE								
37671	13-May-2015		Issued	89	C	154.56		
CABLEBOX-AVEP	01-4-2500-000	PAYABLES - TRADE			154.56			

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Trans. Date : 01-May-2015 To 31-May-2015
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> EMERGENCY PLANNING - CABLE BOX - DOWNSTAIRS								
Total :						154.56	0.00	154.56
37744	27-May-2015		Issued	101	C	810.15	810.15	
01-MAY-15	01-4-2500-000	PAYABLES - TRADE				810.15		
Invoice Description --> ACCT#012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - MAY 2015								
Total :						810.15	0.00	810.15
Supplier Total :						964.71	0.00	964.71

4646	SHAW CABLESYSTEMS G.P.							
37745	27-May-2015		Issued	101	C	13.44	13.44	
MAY01/15	01-4-2500-000	PAYABLES - TRADE				13.44		
Invoice Description --> EMERGENCY PLANNING - MAY 01 - JUNE 30, 2015								
Total :						13.44	0.00	13.44
Supplier Total :						13.44	0.00	13.44

4717	SMITH, RYAN							
00096-0017	15-May-2015		Issued	88	T	4464.60	4464.60	
PCAPR30/15	01-4-2500-000	PAYABLES - TRADE				91.35		
Invoice Description --> SALMON BEACH SEWAGE								
APR.30/14	01-4-2500-000	PAYABLES - TRADE				4373.25		
Invoice Description --> SALMON BEACH - SEWAGE								
Total :						4464.60	0.00	4464.60
Supplier Total :						4464.60	0.00	4464.60

4725	SOFTCHOICE CORPORATION							
37672	13-May-2015		Issued	89	C	1295.56	1295.56	
3965297	01-4-2500-000	PAYABLES - TRADE				100.50		
Invoice Description --> EMPLOYEE COMPUTER PURCHASE PLAN - THOMAS, J.								
3964233	01-4-2500-000	PAYABLES - TRADE				1195.06		
Invoice Description --> EMPLOYEE COMPUTER PURCHASE PLAN - THOMAS, J.								
Total :						1295.56	0.00	1295.56
37746	27-May-2015		Issued	101	C	3489.12	3489.12	
3976405	01-4-2500-000	PAYABLES - TRADE				3489.12		
Invoice Description --> ACRD - COMPUTER EXPENSE- SPAM & VIRUS 1 YEAR								
Total :						3489.12	0.00	3489.12
Supplier Total :						4784.68	0.00	4784.68

4728	SONBIRD REFUSE & RECYCLING LTD.							
00096-0018	15-May-2015		Issued	88	T	13596.17	13596.17	
21931	01-4-2500-000	PAYABLES - TRADE				13596.17		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> APRIL 2015 WC GARBAGE & RECYCLING								
Total :						13596.17	0.00	13596.17
Supplier Total :						13596.17	0.00	13596.17
4752	SOUTHSIDE AUTO SUPPLY LTD.							
37673	13-May-2015		Issued	89	C	143.04		
475563	01-4-2500-000	PAYABLES - TRADE				60.97		
Invoice Description --> BCFVD - OIL FOR VEHICLES								
473830	01-4-2500-000	PAYABLES - TRADE				82.07		
Invoice Description --> BCFVD - FORCIBLE ENTRY DOOR								
Total :						143.04	0.00	143.04
Supplier Total :						143.04	0.00	143.04
4785	STEWART MCDANNOLD STUART							
37674	13-May-2015		Issued	89	C	471.52		
69711	01-4-2500-000	PAYABLES - TRADE				471.52		
Invoice Description --> LEGAL FEES								
Total :						471.52	0.00	471.52
37747	27-May-2015		Issued	101	C	571.22		
69722	01-4-2500-000	PAYABLES - TRADE				257.05		
Invoice Description --> LEGAL FEES								
69721	01-4-2500-000	PAYABLES - TRADE				314.17		
Invoice Description --> LEGAL FEES								
Total :						571.22	0.00	571.22
Supplier Total :						1042.74	0.00	1042.74
4788	STAPLES ADVANTAGE							
37675	13-May-2015		Issued	89	C	33.59		
38354801	01-4-2500-000	PAYABLES - TRADE				33.59		
Invoice Description --> EMERGENCY PLANNING - OFFICE SUPPLIES								
Total :						33.59	0.00	33.59
37748	27-May-2015		Issued	101	C	327.49		
38499820	01-4-2500-000	PAYABLES - TRADE				327.49		
Invoice Description --> ACRD - OFFICE SUUPLIES \$284.51, PLANNING \$7.89								
Total :						327.49	0.00	327.49
Supplier Total :						361.08	0.00	361.08
4878	SUMMIT VALVE AND CONTROLS INC. (BC)							
00096-0019	15-May-2015		Issued	88	T	28.00		
8564-30150306REPI	01-4-2500-000	PAYABLES - TRADE				28.00		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> REJECTED EFT PMT - CHANGED BANK ACCT. TO REPLACE						
Total :				28.00	0.00	28.00
Supplier Total :				28.00	0.00	28.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4885	SUN COAST WASTE SERVICES					
00096-0020	15-May-2015		Issued	T	23970.83	
130562	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> APRIL 2015 - AV RECYCLING CONTRACT						
Total :				23970.83	0.00	23970.83
Supplier Total :				23970.83	0.00	23970.83

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4917	SUPERIOR PROPANE					
37749	27-May-2015		Issued	C	912.65	
6288487	01-4-2500-000	PAYABLES - TRADE		272.84		
Invoice Description --> BWS - ANNUAL PROPANE TANK RENTAL						
6435127	01-4-2500-000	PAYABLES - TRADE		639.81		
Invoice Description --> BWS - PROPANE						
Total :				912.65	0.00	912.65
Supplier Total :				912.65	0.00	912.65

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4983	TELUS MOBILITY (BC)					
37676	13-May-2015		Issued	C	2091.62	
203224535170	01-4-2500-000	PAYABLES - TRADE		1005.58		
Invoice Description --> ACRD CELLPHONES						
20322435171	01-4-2500-000	PAYABLES - TRADE		1086.04		
Invoice Description --> ACRD CELLPHONES						
Total :				2091.62	0.00	2091.62
Supplier Total :				2091.62	0.00	2091.62

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4984	TELUS					
37686	22-May-2015		Issued	C	2321.31	
MAY07/15- 723-0451	01-4-2500-000	PAYABLES - TRADE		129.54		
Invoice Description --> BCWS - STRICK RD PUMPHOUSE - TO BE CONSOLIDATED						
MAY7/15	01-4-2500-000	PAYABLES - TRADE		2191.77		
Invoice Description --> ACRD CONSOLIDATED						
Total :				2321.31	0.00	2321.31
Supplier Total :				2321.31	0.00	2321.31

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
4996	TIM'S TRIMMING				
37750	27-May-2015		Issued	C	266.44
17204	01-4-2500-000	PAYABLES - TRADE		266.44	

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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date				Debit	Credit	
Invoice No.	Account No.	Account Description					
Invoice Description --> BC PARKS - TRIM, MOW AND CLEAN UP							
Total :					266.44	0.00	266.44
Supplier Total :					266.44	0.00	266.44
5070	TOTEM TREE OPERATIONS - (0906866 BC LTD.)						
37677	13-May-2015		Issued	89	C	498.75	
368013	01-4-2500-000	PAYABLES - TRADE			498.75		
Invoice Description --> BCWS - TREES ON SMITH RD FOR WATER MAIN FIX							
Total :					498.75	0.00	498.75
Supplier Total :					498.75	0.00	498.75
5114	TRINEX INTERNET SOLUTIONS INC						
37751	27-May-2015		Issued	101	C	78.75	
7183	01-4-2500-000	PAYABLES - TRADE			78.75		
Invoice Description --> ACRD COMPUTER - MONTHLY WEB SITE HOSTING							
Total :					78.75	0.00	78.75
Supplier Total :					78.75	0.00	78.75
5131	TSESHAHT MARKET						
37678	13-May-2015		Issued	89	C	240.13	
1779237	01-4-2500-000	PAYABLES - TRADE			59.03		
Invoice Description --> SLVFD - FUEL TRUCK #47							
1765125	01-4-2500-000	PAYABLES - TRADE			85.10		
Invoice Description --> SLVFD - FULEL TRUCK#48							
1773653	01-4-2500-000	PAYABLES - TRADE			96.00		
Invoice Description --> SLVFD - FUEL TRUCK #41							
Total :					240.13	0.00	240.13
Supplier Total :					240.13	0.00	240.13
5132	TWISTED SPOON CATERING						
37687	22-May-2015		Issued	91	C	243.00	
0000003	01-4-2500-000	PAYABLES - TRADE			243.00		
Invoice Description --> ACHN - CATERING FOR 18							
Total :					243.00	0.00	243.00
Supplier Total :					243.00	0.00	243.00
5145	UCLUELET CONSUMERS CO-OP ASSN						
37688	22-May-2015		Issued	91	C	255.26	
LBA - APR/15	01-4-2500-000	PAYABLES - TRADE			255.26		
Invoice Description --> LBA - APRIL FUEL							

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				255.26	0.00	255.26
Supplier Total :				255.26	0.00	255.26

5186 UCLUELET RENT-IT CENTER

00096-0021	15-May-2015		Issued	88	T	787.50	
20393	01-4-2500-000	PAYABLES - TRADE			787.50		
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL							
Total :					787.50	0.00	787.50
Supplier Total :					787.50	0.00	787.50

5251 URSEL, FRED

37679	13-May-2015		Issued	89	C	250.00	
APR.28/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE - REBATE - URSEL							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00

5309 VANCOUVER ISLAND TREE SERVICE

37680	13-May-2015		Issued	89	C	15120.00	
1613	01-4-2500-000	PAYABLES - TRADE			15120.00		
Invoice Description --> LBA - TREE FALLING - CAPITAL							
Total :					15120.00	0.00	15120.00
37752	27-May-2015		Issued	101	C	37852.50	
1669	01-4-2500-000	PAYABLES - TRADE			10080.00		
Invoice Description --> LBA - RUNWAY CLEARING - CAPITAL							
1655	01-4-2500-000	PAYABLES - TRADE			27772.50		
Invoice Description --> LBA - RUNWAY CLEARING - CAPITAL							
Total :					37852.50	0.00	37852.50
Supplier Total :					52972.50	0.00	52972.50

5375 DISTRICT OF UCLUELET

37681	13-May-2015		Issued	89	C	21.00	
9000089	01-4-2500-000	PAYABLES - TRADE			21.00		
Invoice Description --> LONG BEACH APC - HALL RENTAL							
Total :					21.00	0.00	21.00
37753	27-May-2015		Issued	101	C	48.00	
12483	01-4-2500-000	PAYABLES - TRADE			48.00		
Invoice Description --> ACRD - WORKSHOP - SUPPORTING SUCCESSFUL MEETINGS							
Total :					48.00	0.00	48.00

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
5401 TD VISA (BCVFD)M. KOBUS								
37689	22-May-2015		Issued	91	C	2051.58		
MAY05/15	01-4-2500-000	PAYABLES - TRADE			2051.58			
Invoice Description --> BCVFD - TRAINING \$1796.66, EQUIPMENT \$219.36, OTHER \$35.56								
Total :						69.00	0.00	69.00
Supplier Total :						2051.58	0.00	2051.58
5402 TD VISA (BCVFD)C. STARRATT								
37690	22-May-2015		Issued	91	C	1467.10		
MAY.05/15	01-4-2500-000	PAYABLES - TRADE			1467.10			
Invoice Description --> BCVFD - TRAINING \$365.15, EQUIP \$745.65, LICENSE \$356.16, RETAIL INT. \$0.14								
Total :						1467.10	0.00	1467.10
Supplier Total :						1467.10	0.00	1467.10
5405 TD VISA (SLVFD)								
37691	22-May-2015		Issued	91	C	260.09		
MAY05/15	01-4-2500-000	PAYABLES - TRADE			260.09			
Invoice Description --> SLVFD - TRAVEL \$256.30								
Total :						260.09	0.00	260.09
Supplier Total :						260.09	0.00	260.09
5410 TD VISA								
37692	22-May-2015		Issued	91	C	2045.88		
MAY05/15	01-4-2500-000	PAYABLES - TRADE			2045.88			
Invoice Description --> ACRD - \$541.27, PLANNING \$648.39, BCWS \$40.18, AVICC \$241.50, WCLF \$39.19, LBA \$81.75, /								
Total :						2045.88	0.00	2045.88
Supplier Total :						2045.88	0.00	2045.88
5423 WALCO INDUSTRIES LTD.								
00096-0022	15-May-2015		Issued	88	T	6176.73		
28446	01-4-2500-000	PAYABLES - TRADE			6176.73			
Invoice Description --> BWS - RESERVOIR CLEANING								
Total :						6176.73	0.00	6176.73
Supplier Total :						6176.73	0.00	6176.73
5432 WALLACE TECHNICAL LTD.								
37682	13-May-2015		Issued	89	C	304.50		
20150405	01-4-2500-000	PAYABLES - TRADE			304.50			

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Cheque No. : All
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> BCWS - VIBRATION ANALYSIS - PUMPHOUSE SPLIT						
Total :				304.50	0.00	304.50
Supplier Total :				304.50	0.00	304.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5475	PACIFIC SMARTFX LTD.					
37683	13-May-2015	Issued	89	C	1396.27	
2223	01-4-2500-000				375.38	
Invoice Description --> SB - SECURITY - GATE TIMER - MAINTENANCE						
2224	01-4-2500-000				1020.89	
Invoice Description --> SB - SECURITY - PROGRAMABLE TIMER						
Total :				1396.27	0.00	1396.27
Supplier Total :				1396.27	0.00	1396.27

Supplier	Supplier Name	Status	Batch	Medium	Amount	
6020	ZONE WEST ENTERPRISES LTD					
37754	27-May-2015	Issued	101	C	516.04	
43818	01-4-2500-000				516.04	
Invoice Description --> SLVFD - UNIFORMS						
Total :				516.04	0.00	516.04
Supplier Total :				516.04	0.00	516.04

Total Computer Paid :	<u>332,535.45</u>	Total EFT PAP :	<u>19,512.41</u>	Total Paid :	<u>591,012.04</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>238,964.18</u>		



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, CAO

CC: Mark Fortune, Airport Superintendent
Pat Deakin CPA Manger of economic Development

Meeting Date: June 10th, 2015

Subject: British Columbia Air Access Program (BCAAP) Funding - AVRA

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the British Columbia Air Access Program (BCAAP) for the Alberni Valley regional Airport runway extension project for a total value of \$5.9 million with an option to fund the first phase of the project.

That the Alberni-Clayoquot Regional District Board of Directors adopt the 2015 AVRA Capital Development Plan.

Desired Outcome:

To secure provincial funding for planned airport expansions at the Alberni valley Regional Airport.

Summary:

BCAAP is a capital cost-sharing program administered by the BC Ministry of Transportation and Infrastructure with a goal of supporting the connection of communities across the province and building BC's aviation sector's long-term potential. The program fits the AVRA runway extension project. The BCAAP program can provide 50% funding for Major Projects of total eligible project costs. Projects must be "shelf-ready" and be completed within one year from project approval.

the regional districts engineer – Tetra Tech will provide an option to phase the construction based on works on ACRD owned land and offsite in order to qualify for the definition of shovel ready. the two component will be circulated at the regular meeting in advance of this decision.

One component of the application is a development plan. Staff have drafted the attached list and map of improvements anticipated over the next six years. These projects will be subject to funding and approvals. It is to provide a general indication of possible projects and timing.

Time Requirements – Staff & Elected Officials:

Staff time to prepare and submit application.

Financial:

There is funding available for our share of the costs in the 2015-2016 financial plan. The financial plan could also be amended to cover any additional costs by deferring other capital projects.

Background:

Funding under BCAAP must be "Shelf ready", which means that a project is at the stage where a project is ready for tender. "Shelf ready" requires the proponent to have completed public consultation, project design, property negotiations and environmental mitigation measures prior to submission of the application. There are also some other factors that need to be addressed. Also total project costs must be paid up front and 50% would be reimbursed at project completion. There is a total of \$24 million in funding to be made available and \$6 million is anticipated this year.



Submitted by:

Russell Dyson, Chief Administrative Officer



Alberni Valley Regional Airport Development Plan

The following outlines the major capital investments under consideration for the Alberni Valley Regional Airport for the purposes of capital planning. Projects are subject to funding and required approvals.

2015

Land clearing to manage Obstacle Limitation Surfaces (OLS) to register a GPS Approach

Grant applications and financial approvals for runway extension

2016

Runway extension construction

Land preparation for agricultural, Christmas tree and institutional leases

Evaluation of water and sewer needs

2017

Water system upgrades

Medium intensity lighting

2018

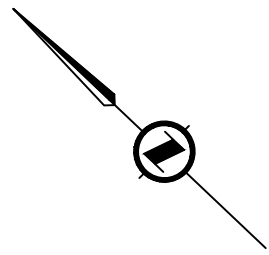
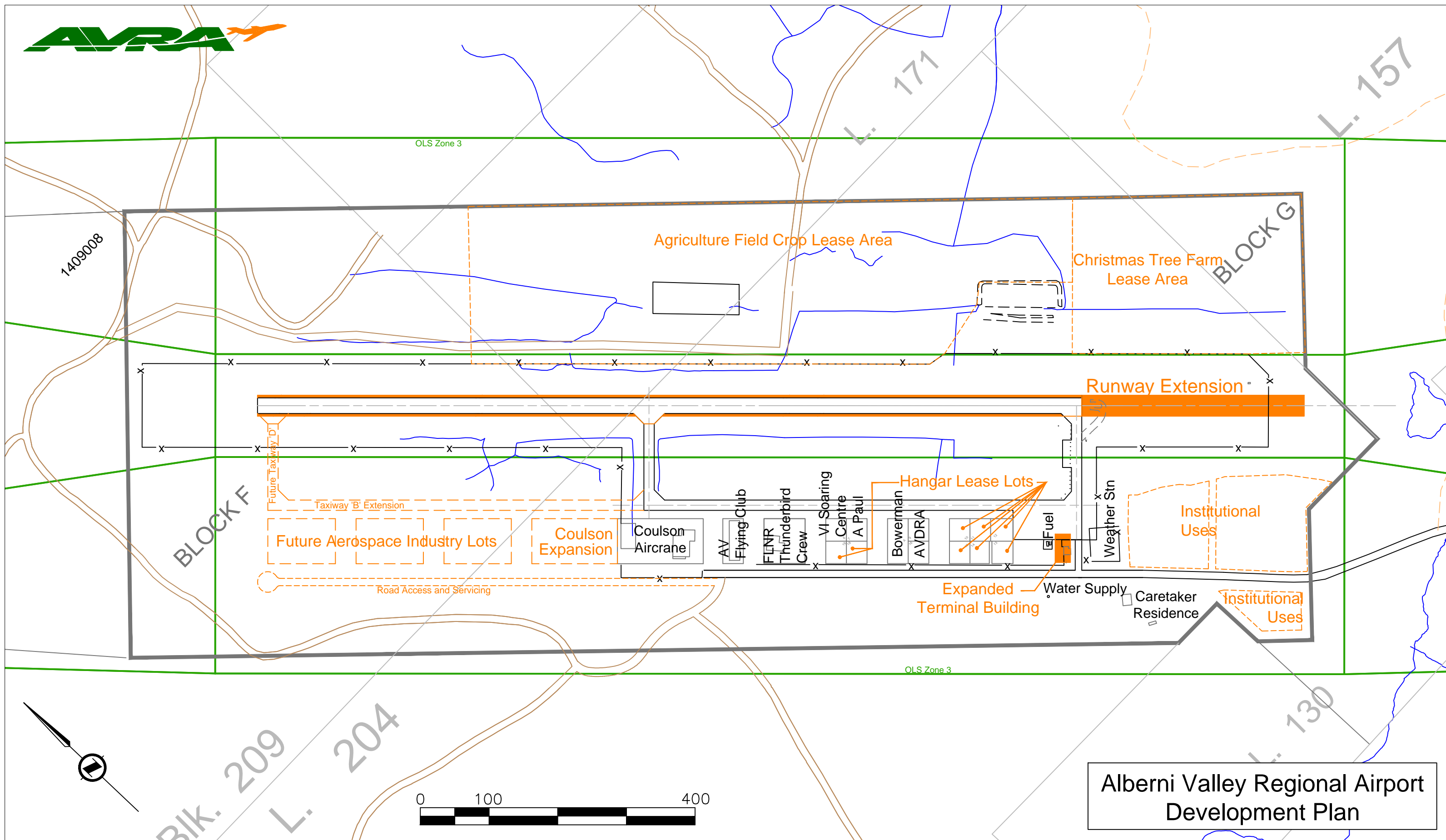
Site prep and servicing for aerospace industry lots

2019

Taxiway extension

2020

Expanded terminal building



Alberni Valley Regional Airport
Development Plan



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: June 10, 2015

Subject: Solid Waste Disposal and Tipping Fees Bylaw No. R1027, 2015

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors give second reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors give third reading to Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni- Clayoquot Regional District Board of Directors adopt Bylaw R1027, Regulation of Solid Waste Disposal and Tipping Fees at the Alberni Valley Landfill, 2015.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the following implementation policy for penalties:

- **Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard;**
- **Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard.**

Desired Outcome:

To rescind Bylaw R1006 and adopt Bylaw R1027, in order to support reducing solid waste disposal in the ACRD by implementing a disposal ban on cardboard and other recyclable materials in accordance with the 2007 ACRD Solid Waste Management Plan (SWMP) and to update definitions and material categories as per the BC Environmental Management Act.

Summary:

In May 2014 the ACRD Board approved the process to review the 2007 ACRD Solid Waste Management Plan and implement outstanding plan components including the establishment of disposal bans on recyclable materials such as cardboard, metal, yard waste and products covered under a provincial product stewardship program. The Alberni Valley Solid Waste Plan Monitoring Committee has reviewed

and monitored the work plan and schedule to implement disposal bans and supports the new bylaw to which will be effective July 1, 2015 with a six-month education period to give businesses time to comply with the bans. Changes to the bylaw include: changing the category of cardboard and other stewardship materials to the prohibited list of materials and general housekeeping. Note: The prohibited list of items means that these items are prohibited from being buried in the landfill.

Background:

In 2014, plan components related to reduction, reuse and residential recycling had been implemented, however initiatives related to ICI (industrial, commercial, institutional) recycling as well as organic and CR&D (construction, renovation and demolition) waste diversion were still outstanding. Consequently, in May 2014 the ACRD Board approved the process to review the 2007 ACRD Solid Waste Management Plan and implement outstanding plan components including the establishment of an updated Plan Monitoring Advisory Committees. One for the Alberni Valley and one for the West Coast.

At their April 2015 meeting, the Alberni Valley Solid Waste Plan Monitoring Advisory Committee (AV SWPMAC) supported the implementation of disposal bans on corrugated cardboard, yard and garden waste, metal, stewardship materials and tires at the Alberni Valley Landfill effective July 1, 2015. This decision was based on reports to the committee on local diversion opportunities for these materials which, except for corrugated cardboard are already recycled for free at the landfill, the impact of diversion on tipping fee revenue, as well as the results of stakeholder consultation sessions. The committee will also consider the addition of gypsum and wood waste to this list once local diversion opportunities are established in 2016. The West Coast SWPMAC is also supportive of disposal bans at the West Coast Landfill however implementation would not be until the fall of 2015 to allow for more stakeholder consultation.

There are two components to the implementation of disposal bans: thresholds and surcharges. The term threshold refers to the acceptable amount of banned material allowed in each load and surcharge refers to the penalty charged if the amount exceeds the threshold. In order to implement the program, it is proposed that penalties be phased in. Staff proposes as of the July 1st effective date, there be a six month education period where no penalties will be charged. This will give businesses time to implement effective corrugated cardboard recycling programs. Starting January 1, 2016 there would be a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard. In July 1, 2016 the threshold will be reduced to 5% and the surcharge will be increased to 100% of the current tipping fee. This is addressed in the proposed resolution.

During the six month education phase staff will contact all effected businesses advising them of the ban and providing them with collection options. Staff will also work with the landfill contractor to develop inspection and enforcement protocols prior the implementation of surcharges in January 2016.

Time Requirements – Staff & Elected Officials:

Staff time will be required to prepare education and information materials for businesses as well as respond to questions and concerns. Staff time will also be required to develop inspection and enforcement protocols for implementation by the landfill contractor.

Financial:

The costs associated with education and enforcement is included in the 2015-2019 Financial Plan.

The implementation of disposal bans will have a negative impact on tipping revenue as these materials will no longer be buried in the landfill. Based on experience in other communities staff project that the ban on cardboard will result in roughly 700 tonnes diverted from the landfill which represents a revenue loss of \$68,000. This loss could be offset with an increase in tipping fees from \$95 to \$100 per tonne. An increase of \$5 per tonne is not unreasonable since the ACRD currently charges the lowest tipping fee on Vancouver Island as indicated in the following Table 1.

Table 2: Vancouver Island Tipping Fees 2015



Submitted by: 
 Janice Hill, Environmental Services Coordinator

Approved by: 
 Russell Dyson, Chief Administrative Officer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1027

A Bylaw to Provide for
the Regulation of Solid Waste Disposal and Tipping Fees
at the Alberni Valley Landfill

WHEREAS by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

AND WHEREAS the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the Alberni Valley Landfill;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

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

1. DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 1.1 **“Biomedical Waste”** means solid waste such as soiled sheets, garments and other similar solid waste. Excluded is waste material from pathology, operating rooms, laboratories and other hospital operations, which produce potentially infectious waste considered to be special waste;
- 1.2 **“Controlled Waste”** means certain hazardous waste, liquid waste and Municipal Solid Waste which is approved for disposal at the Alberni Valley Landfill site but which, because of its inherent nature and quantity, may require special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution. Controlled Waste includes, but is not limited to:
- a. Demolition wastes including:
 - i. roofing materials
 - ii. stumps, land clearing debris;
 - b. Waste oils (commercial)
 - c. Material containing the following:
 - i. traces of petroleum products;
 - ii. pumping from domestic septic tanks;
 - iii. catch basin and manhole material;
 - d. Waste asbestos;
 - e. Fish shrimp shells, animal carcasses;
 - f. Steel cable;
 - g. Biomedical waste
- 1.3 **“Corrugated Cardboard”** means recyclable waste from residential, industrial, commercial, institutional sources which includes, but is not limited to containers or materials used in containers consisting of 3 or more layers of Kraft paper material and having smooth exterior

- liners and a corrugated or rippled core, but excluding containers which are impregnated with blood, grease, oil, chemicals, food residue, was; or have polyethylene, foil or other non-paper liners; or are contaminated with a material which will render the corrugated cardboard not marketable;
- 1.4 **“Construction/Demolition Waste”** means waste produced from the construction, renovation, and demolition of buildings, bridges, wharfs, rail lines and other structures, but does not include waste containing or contaminated with asbestos, creosote, PCB treatments, paints or chemicals of any kind;
- 1.5 **“Environmental Management Act”** means the Environmental Management Act (British Columbia), as amended or replaced and any successor legislation and any regulations thereunder;
- 1.6 **“Disposal Site”** means the Alberni Valley Landfill;
- 1.7 **“Gypsum”** includes, but is not necessarily limited to new construction off-cuts or scraps and old wallboard that has been painted, covered in wallpaper, vinyl or ceramic tiles and is removed during renovation, but excluding wallboard from demolition sites or wallboard associated with asbestos;
- 1.8 **“Hazardous Waste”** means gaseous, liquid and solid waste which, because of its inherent nature and quantity, requires special disposal techniques to avoid creating health hazards, nuisances, or environmental pollution. Hazardous Wastes are toxins or poisons, corrosives, irritants, strong sensitizers, flammables, explosives, infectious waste, condemned food, etc. Flammable wastes excluding plastics, paper products and the like;
- 1.9 **“Ignitable”** means having the properties of:
- a. flammable gas,
 - b. flammable liquid, or
 - c. flammable solids, or substances susceptible to spontaneous combustion or substances that on contact with water emit flammable gases as defined in the Special Waste Regulations of the Environmental Management Act;
- 1.10 **“Metal”** means recyclable ferrous and non-ferrous metallic materials which include, but are not limited to: sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive parts, machinery, appliances, garbage cans, metal furniture, tire rims and metal cans. It does not include metal that is incorporated into a product or packaging, such as a couch, that does not compose more than 50% of produce weight and that cannot be readily separated from the non-metallic components.
- 1.11 **“Municipal Solid Waste” (MSW)** means refuse that originates from residential, commercial or institutional, demolition, land clearing or construction sources within the Regional District of Alberni-Clayoquot;
- 1.12 **“Person”** means an individual, a body corporate, a firm, a partnership, association or any other legal entity or an employee or agent thereof.
- 1.13 **“Prohibited Waste”** means a waste prohibited from disposal under Schedule ‘C’ attached to and forming part of this bylaw;

- 1.14 **“Radioactive Waste”** means waste containing a prescribed substance as defined in the Atomic Energy Control Act in sufficient quantity or concentration to require a licence for possession or use under the Act and regulations made under that Act;
- 1.15 **“Reactive Waste”** means waste which is;
- a. explosive, oxidizing, or so unstable that it readily undergoes violent change in the presence of air or water;
 - b. generates toxic gases, vapours, or fumes by itself or when mixed with water; and
 - c. polymerizes in whole or in part by chemical action and causes damage by generating heat or increasing volume; as defined in the Special Waste Regulations of the Environmental Management Act;
- 1.16 **“Refuse”** means discarded or abandoned materials, substances or objects; but does not include Controlled Waste and Prohibited Waste;
- 1.17 **“Regional Board”** means the Board of Directors of the Regional District of Alberni-Clayoquot;
- 1.18 **“Regional District”** means the Regional District of Alberni-Clayoquot;
- 1.19 **“Special Waste”** means any chemical, compound, mixture, substance or article which is defined as such in the Special Waste Regulation of the BC Environmental Management Act.
- 1.20 **“Stewardship Materials”** means any waste or recyclable materials in an approved stewardship plan as defined in the Recycling Regulation of the BC Environmental Management Act;
- 1.21 **“Tires”** means the outer pneumatic rubber covering of wheels of passenger’s vehicles, light service trucks and motorcycles with an inner diameter of less than 43 centimetres.
- 1.22 **“Waste Asbestos”** means a waste containing friable asbestos fibres or asbestos dust in a concentration greater than 1% by weight either at the time of manufacture, or as determined using a method specified in section 40 (1); of the BC Hazardous Waste Regulation;
- 1.23 **“Waste Oil”** means automotive lubricating oil, cutting oil, fuel oil, gear oil, hydraulic oil or any other refined petroleum based oil or synthetic oil where the oils are in the waste in a total concentration greater than 3% by weight and the oils through use, storage or handling have become unsuitable for their original purpose due to the presence of impurities or loss of original properties;
- 1.24 **“Yard and Garden Material”** means uncontaminated organic materials, substances or objects including, but not necessarily limited to, grass, lawn and hedge clippings, grass sod, flowers, leaves, vegetable stalks, shrubs and shrub tree branches less than 2” in diameter, but excluding Scotch Broom.

2. CONDITIONS

- 2.1 No person shall, in depositing Municipal Solid Waste (MSW) at the Disposal Site;
- a. deposit a Prohibited Waste;
 - b. deposit MSW except as directed by regulations for the use of the Disposal Site;
 - c. unless permitted by the Regional District, deposit MSW without first having it weighted on the scales at the Disposal Site;

- d. drive a vehicle anywhere on the Disposal Site except on roads provided by the Regional District for that purpose unless otherwise instructed;
 - e. act in a manner contrary to the posted site regulations.
- 2.2 Controlled Waste will not be accepted for disposal at the Disposal Site without written approval of the Regional District. This requirement may be waived, if the Regional District or its agent determines that special handling and disposal techniques are not required to dispose of the Controlled Waste. Controlled Waste for which special handling and disposal techniques are required are subject to fees as outlined in Schedule "A" attached to and forming part of this bylaw.
- 2.3 No person shall salvage or remove material deposited at the Disposal Site without prior written approval of the Regional District.
- 2.4 No person shall loiter or leave their vehicle unattended at the Disposal Site.
- 2.5 Persons entering the Disposal Site do so at their own risk. The Regional District accepts no liability whatsoever for damage and/or injury to persons or property at the Disposal Site.
- 2.6 Children under 13, and pets shall not be permitted at the Disposal Site except inside a vehicle.
- 2.7 No person shall deposit Municipal Solid Waste at the Disposal Site, that does not originate from within the Regional District. Any person doing so will be in contravention of this bylaw.

3.0 CHARGES

- 3.1 Every person depositing Municipal Solid Waste at the Disposal Site shall pay to the Regional District the applicable charges set out in Schedule "A" hereto.
- 3.2 Where a charge is not paid within the time specified in Schedule "B" , attached to and forming part of this bylaw, for its payment the person liable to pay such a charge shall:
- a. In addition to such a charge pay interest thereon at a rate set out in Schedule "A" from the date the charge was due to the date of payment;
 - b. Not deposit any Municipal Solid Waste on or at the Disposal Site until such a charge and interest owing thereon has been paid in full.

4. VIOLATIONS AND PENALTIES

- 4.1 No persons shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- 4.2 Every person who contravenes this bylaw, by doing any act which the bylaw forbids, or omits to do any act which the bylaw requires:
- a. is guilty of an offence and is liable, on summary conviction, to a fine of not less than TWO HUNDRED (\$200.00) DOLLARS and not more than TEN THOUSAND (\$10,000.00) dollars for a first offence and for each subsequent offence to a fine of not less than FIVE HUNDRED (\$500.00) and not more than TEN THOUSAND (\$10,000.00) DOLLARS. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues;
 - b. may be prohibited from depositing Municipal Solid Waste at the Disposal Site.

5. **TITLE**

This bylaw may be cited as the “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015”

6. **EFFECTIVE DATE**

Bylaw No. R1027 “Alberni Valley Landfill Tipping Fee and Regulation” comes into effect on July 1, 2015.

7. **REPEAL**

Bylaw No. R1006, cited as the “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1006, 1999” is hereby rescinded as of July 1, 2015.

Read a first time this day of , 2015

Read a second time this day of , 2015

Read a third time this day of , 2015

ADOPTED this day of , 2015

Certified true and correct copy of “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015”

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

Russell Dyson
Chief Administrative Officer

Josie Osborne
Chair

**Schedule A
Charges**

	Solid Waste, excluding Controlled Waste	Tipping Fee	Other Charges
	Loads of 84 kg or greater	\$95.00 per tonne	\$8.00 minimum
	Loads under 84 kg (each garbage bag or can)	\$2.00 each	\$8.00 maximum
	Wrecked auto (each)	\$100.00 each	
	Wrecked trucks, bus or recreational vehicle	\$200.00 each	
	Surcharge for Solid waste containing Prohibited Recyclable Materials	\$190 per tonne	
	Surcharge for improperly covered or secured loads	\$190 per tonne	

	Recyclable Materials	Tipping Fee	Other Charges
	Batteries	No Charge	
	Corrugated Cardboard	No Charge	
	Fridges and Freezers	\$20 each	
	Metal	No Charge	
	Stewardship Materials	No Charge	
	Tires	\$2.00 each or \$170 per tonne whichever is greater	
	Yard and Garden Waste (branches 2" & under)	No charge	

	Controlled Waste	Tipping Fee	Other Charges
	Construction/Demolition Waste	\$120 per tonne	
	Demolition waste crushed to pieces 7 cubic centimeters or smaller	\$95.00 per tonne	
	Stumps, land clearing debris	\$120.00 per tonne	
	Waste oil (commercial)	\$0.50 per litre	
	Contaminated Soils:		
	Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$10.00 per tonne	
	Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni landfill	\$70.00 per tonne	Plus estimated out-of-pocket treatment costs
	Pumpings from domestic septic tanks	\$120.00 per tonne	
	Catch basin and manhole material	\$120.00 per tonne	
	Waste asbestos	\$250.00 per tonne	\$120.00 minimum
	Fish, shrimp shells, animal carcasses provided that there will be no charge for animal carcasses removed from public roadways by a public body or their contractor	\$170.00 per tonne	\$95.00 minimum
	Steel Cable	\$500.00 per tonne	
	Biomedical waste	\$132.00 per tonne	
	Loads containing Gypsum	\$120.00 per tonne	
	Loads containing fish feed totes	\$400.00 per tonne	\$120.00 minimum

Schedule B
Policies and Procedures

1. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Alberni- Clayoquot.
2. All charges payable under this Bylaw shall be paid prior to the deposit of the solid waste for which the charge is made unless it is necessary to weigh the vehicle depositing solid waste loaded and empty to determine the weight of solid waste, in which case the charge shall be paid immediately after weighing the vehicle empty.
3. The person paying a charge shall obtain a receipt for such payment and shall produce such receipt for inspection on request of a person employed for that purpose at a disposal site as a condition of depositing solid waste at a disposal site.
4. Notwithstanding anything to the contrary in this Bylaw, persons depositing solid waste at a disposal site on a regular basis may apply to the Regional District for credit and if credit is granted to that person, then payment of the charge imposed under Schedule A shall be made and the credit extended on condition that:
 - a. Payment in full shall be received by the Regional District within thirty (30) days of the last day of the month for which an invoice has been submitted. The Regional District will invoice monthly for material delivered during the preceding month. The invoice amount will be based on the total quantity of the Municipal Solid Waste delivered during the month, and the posted disposal rates in effect at the time of delivery.
 - b. In order to reflect the additional administration costs associated with accounts in arrears, an overdue charge will be calculated monthly as the greater of:
 - i. \$2.00; or
 - ii. Interest of 2% per month (effective interest rate of 26.824%) on the unpaid balance.
 - c. The Regional District reserves the right to cancel the credit offered herein for late payment, non-payment or other justified cause.

Schedule C Prohibited Waste

The following gaseous liquids and municipal solid wastes are not acceptable for disposal at the Disposal Site and include, but are not limited to:

- i. Liquids, except as permitted herein;
- ii. Ignitable wastes;
- iii. Reactive wastes;
- iv. Radioactive wastes;
- v. Hazardous waste;
- vi. Special Waste, as defined in the *Special Waste Regulation* (British Columbia) except asbestos;
- vii. Medical waste
- viii. Solid Waste that is on fire or smouldering
- ix. Corrugated Cardboard
- x. Metal
- xi. Municipal Solid Waste that does not originate from within the Regional District;
- xii. Stewardship Materials
- xiii. Tires
- xiv. Yard and Garden Waste



REQUEST FOR DECISION

To: Board of Directors

From: Mark Fortune, Airport Superintendant

Meeting Date: June 10, 2015

Subject: RAP Paving the Long Beach Airport (CYAZ) Access Road

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors agree to pave the access road to the Long Beach Airport (CYAZ) with Recycled Asphalt Pavement (RAP) material for a total cost not to exceed \$40,800.00, the Board waive the requirement for a call for bids and the contract be awarded to AWA Asphalt Ltd. on the basis of the receipt of two written quotes.

Summary:

The Long Beach Airport access road comprises a mix of asphalt and gravel road surfaces. The gravel road base has become very thin over the years requiring a buildup of the sub base.

A Parks Canada contractor (AWA asphalt Ltd.) has been able to offer competitive pricing for both asphalt hot mix and RAP paving of the current gravel portion of the airport access road. Current budgeting does not allow for a hot mix application but the entire gravel portion of the current access road can be paved and rolled with RAP within the current 2015 budget.

It is anticipated that the RAP surface will be able to withstand in excess of 5 years without rework with current travel patterns. The RAP surface addresses the following issues at the Long Beach Airport.

1. Replaces diminished road bed material with 150mm (6") of laid and compacted RAP material.
2. RAP pavement application will reduce the "Dust factor" currently encountered in the summer months.
3. Customer ride experience will be improved with a hard surface road network to the terminal.
4. Anticipated lower road maintenance cost over the next 5 years.
5. The proposed work will also extend the life span of the road bed with a projected \$450,000.00 savings over current 5 year financial plan projection.

Background:

AWA Asphalt have been contracted by Parks Canada to resurface the portion of highway 4 extending through the Long Beach section of Pacific Rim National Park. The ACRD / Long Beach Airport has supplied a temporary storage facility for road grindings (RAP) manufactured from the Western end of the paving project.

The Long Beach Airport would like to take advantage of this material prior to the contractor demobilizing. AWA will tentatively be demobilizing June 11, 2015.

Time Requirements – Staff & Elected Officials:

Minimal oversight required

Financial:

\$3.90 m2, cost will not exceed \$40,800.00. Access road improvements were budgeted at \$50,000.00 in the 2015 budget. Approximately \$7893.00 have been allotted to engineering and geotechnical costs with approximately \$42,100.00 remaining in the budget.

Policy or Legislation:

Under the ACRD Purchasing Policy the AWA project estimate to a maximum of \$40,800.00 can only be approved by the Board of Directors.

Purchases over \$35,000 are to be secured by a call to bids (RFP or tender). The ACRD is able to secure very competitive pricing from AWA as they are mobilized for Parks Canada work. The quoted price would not be realized following a call for bids, as they will be demobilizing within days.

Options Considered:

A partial hot mix application was considered but was beyond the 2015 budget allotment.

Submitted by: 

Mark Fortune, Airport Supervisor

Approved by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

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

From: Alex Dyer, Planner

Date: June 03, 2015

Subject: DVD15006, 10695 Lakeshore Road (Sproat Lake Landing Inc.)

Background


On May 13, 2015 the Board reviewed an application for a development variance permit for LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720 located at 10695 Lakeshore Road.

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the June 10, 2015 Board meeting, staff will inform the Board.


The development variance permit will vary the required front yard setback from 50 feet to 1 foot and the side yard setback from 15 feet to 1 foot in the Rural (A2) District to allow for the construction of an accessory sign structure.

Recommendation


THAT the Board of Directors pass a resolution to issue Development Variance Permit DVD15006.

Prepared by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg, Manager of Planning and Development

Reviewed by: 

Russell Dyson, CAO

DVD15006



DEVELOPMENT VARIANCE PERMIT NO. DVD15006

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Sproat Lake Landing Inc.

Address: 10695 Lakeshore Road, Port Alberni

With respect to:

Legal Description: LOT A, DISTRICT LOT 204, ALBERNI DISTRICT AND SECTION 91, CLAYOQUOT DISTRICT, PLAN 31720

PID: 001-136-780

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15 are hereby varied as follows:

- (i) Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the required front yard setback in the Rural (A2) District from 50 feet to 1 foot; and
- (ii) Section 6.5(2)(c)(ii) to reduce the required side yard setback in the Rural (A2) District from 15 feet to 1 foot;

to allow for the construction of an accessory sign structure.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXXX.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXXX.

Russell Dyson, CAO

Chair of the Board of Directors

DVD15006

MEMORANDUM

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

From: Alex Dyer, Planner

Date: June 03, 2015

Subject: DVD15008, 9291 Faber Road (Campbell)

Background


On May 13, 2015 the Board reviewed an application for a development variance permit for LOT 12, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041 located at 9291 Faber Road.


The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the June 10, 2015 Board meeting, staff will inform the Board.


The development variance permit will vary the required building setback from a natural watercourse from 30.48 metres (100 feet) to 18.3 metres (60 feet) in order to facilitate the construction of an accessory building.

Recommendation

THAT the Board of Directors pass a resolution to issue development variance permit DVD15008.

Prepared by: 
Alex Dyer, Planner

Reviewed by: 
Mike Irg, Manager of Planning and Development

Reviewed by: 
Russell Dyson, CAO

DVD15008



DEVELOPMENT VARIANCE PERMIT NO. DVD15008

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Chad & Paula Campbell

Address: 9291 Faber Road, Port Alberni

With respect to:

Legal Description: LOT 12, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041

PID: 006-040-047

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15, Section 6.2(4)(a) are hereby varied as follows:

- (i) Reduce the required building setback from a natural watercourse from 30.48 metres (100 feet) to 18.3 metres (60 feet) in order to facilitate the construction of an accessory building.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXXX.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXXX.

Russell Dyson, CAO

Chair of the Board of Directors

DVD15008



MEMORANDUM

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

From: Mike Irg, Manager of Planning and Development

Date: June 3, 2015

Subject: DVE15005, 6618 Hills Road (Power / Burkinshaw)

Background

On May 27, 2015 the Board reviewed an application for a development variance permit for LOT A, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 21651, located at 6618 Hills Road.

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the June 10, 2015 Board meeting, staff will inform the Board.

The development variance permit will vary the required side yard setback in the Small Holdings (A1) District from 15 feet to 5 feet to facilitate the construction of a garage.

Recommendation

THAT the Board of Directors pass a resolution to issue development variance permit DVE15005.

Prepared by: _____
Mike Irg, Manager of Planning and Development

Reviewed by: _____
Russell Dyson, CAO

DVE15005



DEVELOPMENT VARIANCE PERMIT NO. DVE15005

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Crystal Power and Jerry Burkinshaw

Address: 6618 Hills Road, Port Alberni

With respect to:

Legal Description: LOT A, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 21651

PID: 003-427-978

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 6.5.2(c)(ii) are hereby varied as follows:

- (i) Reduce the required side yard setback for an accessory building in Small Holdings (A1) District from 15 feet to 5 feet to facilitate the construction of a garage.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on , 2015.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on , 2015.

Russell Dyson, CAO

Chair of the Board of Directors

DVE15005



MEMORANDUM

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

From: Heather Adair, Junior Planner

Date: June 3, 2015

Subject: DVE15007, 6172 Drinkwater Road (Tuttle)

Background

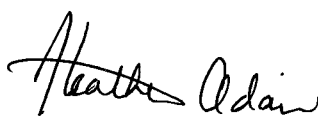
On May 27, 2015 the Board reviewed an application for a development variance permit for LOT A, DISTRICT LOT 151, ALBERNI DISTRICT, PLAN 18878 located at 6172 Drinkwater Road.


The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the June 10, 2015 Board meeting, staff will inform the Board.


The development variance permit will vary the required side yard setback for an accessory building in the Rural (A2) District from 15 feet to 8 feet to facilitate the construction of a garage.

Recommendation

THAT the Board of Directors pass a resolution to issue development variance permit DVE15007.

Prepared by: 
Heather Adair, Junior Planner

Reviewed by: 
Mike Irg, Manager of Planning and Development

Reviewed by: 
Russell Dyson, CAO

DVE15007



DEVELOPMENT VARIANCE PERMIT NO. DVE15007

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Douglas and Kim Tuttle

Address: 6172 Drinkwater Road, Port Alberni, BC

With respect to:

Legal Description: LOT A, DISTRICT LOT 151, ALBERNI DISTRICT, PLAN 18878

PID: 003-795-136

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15, Section 6.5.2(c)(ii) are hereby varied as follows:

- (i) Reduce the required side yard setback for an accessory building in the Rural (A2) District from 15 feet to 8 feet to facilitate the construction of a garage.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on , 2015.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on , 2015.

Russell Dyson, CAO

Chair of the Board of Directors

DVE15007



MEMORANDUM

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

From: Mike Irg, Manager of Planning and Development

Date: June 3, 2015

Subject: TUP15009, LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 (0742479
BC LTD, Helen Sims-agent)

Background

On May 27, 2015 the Board reviewed an application for a Temporary Use Permit for LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 located at 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, BC.

The Board recommended that this application be furthered to the next stage of the temporary use permit process. This involved publishing notification of the permit in the newspaper, which was completed in the June 2, 2015 issue of the AV Times, and notification to all residents and property owners of properties within 200 feet of the subject property, which was completed May 29, 2015. No correspondence has been received to date. If any objections or responses are received prior to the June 10, 2015 Board meeting, staff will inform the Board.

If approved, the permit will allow seasonal commercial campground for a maximum of 30 camping sites on the subject property until September 30, 2016.

Recommendation

THAT the Board of Directors pass a resolution to issue Temporary Use Permit TUP15009.

Prepared by: _____
Mike Irg, Manager of Planning and Development

Reviewed by: _____
Russell Dyson, CAO

TUP15009



TEMPORARY USE PERMIT NO. TUP15009

Whereas, pursuant to Section 921 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: 07242479 BC LTD

Address: 18001 Stirling Arm Road, Two Rivers Arm, Sproat Lake, Port Alberni, BC

With respect to:

Legal Description: LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547

PID: 028-287-894

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to 07242479 BC LTD with respect to property legally described as LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547 subject to the conditions as follows:

1. This permit is only applicable to LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547.
2. This permit is issued for a seasonal commercial campground for a maximum of 30 camping sites.
3. The campground can only be operated between May 15 and September 15.
4. There is to be no vegetation removal within 15 meters of any streams.
5. There is to be no vegetation removal within 15 meters of the natural boundary of Sproat Lake.
6. No campsites to be located below the high water mark of Sproat Lake identified on Schedule "A".
7. The high water mark of Sproat Lake to be identified by a sign every 30 meters.
8. Campsite 1, identified on schedule "A" to be relocated to a site within the property boundaries and outside the 15 meter riparian setbacks identified on Schedule "A".
9. Access to Sproat Lake foreshore to be maintained for all campsite users and to be clearly marked.
10. No permanent structures to be erected on the property.
11. This permit is valid until September 30, 2016.

At the time this permit expires, the property owner may apply to the Regional District to have it re-issued for another period of up to three (3) years or return the property to the original use permitted under the current Zoning by way of ceasing any seasonal commercial campground use.

TUP15009

In accordance with the provision of Section 921 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on _____, 2015.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2015.

Russell Dyson, CAO

Chair of the Regional Board

TUP15009

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

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SCHEDULE 'A'

PLAN OF LOT A, DISTRICT LOT 567, CLAYOQUOT DISTRICT, PLAN EPP6547

SHOWING LOCATIONS OF IMPROVEMENTS THEREON

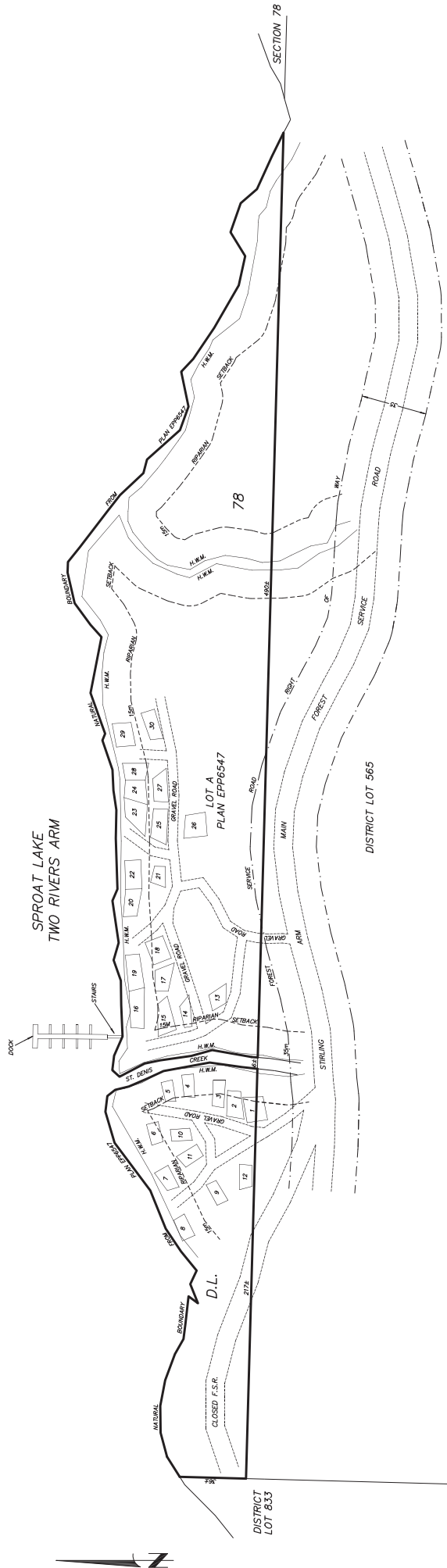
EXCS. 92E.025 & 92E.026

0 20 40 80
Metres

The horizontal scale is 80metres to 1 inch, or 500metres to 1 foot.
The vertical scale is 1:1000.

LEGEND

- All dimensions are in metres and decimal fractions.
- STABCOCK: Stabcock's Survey, as shown on the plan.
- H.W.M.: Dotted High Water Mark, as Flagged by Toth and Associates Environmental Services
- : Densifier R.V. compatible



SIMS ASSOCIATES
 223 FERRY ROAD W. V.I.C. 3048
 PHONE: 2502-7522-9921
 FAX: 2502-7522-9921
 DRAWING NUMBER: 14-125 T1.dwg
 DATE: 2015/07/17



MEMORANDUM

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Date: June 5, 2015
Subject: Staff Report

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

- 2015 Budget implementation;
- AV Regional Airport Runway Extension funding approval and OLS
- Meet with AV Drag Racing Association regarding new agreement
- Meet with AV Drag Racing Association and airport users to discuss issues/concerns with rubber removal on the AVRA runway;
- Developing and revising Terms of Reference for all ACRD Committees
- Salmon Beach Services & meeting with Committee
- Grant Applications – AVRA/Bamfield Water System
- 2015 CUPE Negotiations preparation
- Recruitment process – Manager of Environmental Services and Maintenance Technician Lead-hand;
- Preparations for alternate approval process for the proposed expansion of the AVRA Runway
- First Nations Consultation

Submitted by: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM

TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: June 3, 2015

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

2014 Total	2015 Total	APPLICATION
5	5	Rezoning
15	12	Development Permit and Development Variance Permit
11	3	Subdivisions
4	0	Agricultural Land Reserve
3	1	Board of Variance
12	3	Crown Leases
30	8	Bylaw Enforcement
11	12	Miscellaneous
91	44	TOTAL APPLICATION RECEIVED

Other Planning Projects

May has been another busy month with all six APCs and the Agricultural Development Committee meeting in May.

Planning Staff have concentrated on development applications this month.

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

Assisting with Environmental Services.

Bylaw enforcement continues to be a busy area.

Mike Irg, Manager of Planning and Development

Moving Agriculture Forward in the Alberni-Clayoquot Regional District



Findings and Recommendations Based on Five Identified
Initiatives from the Agricultural Plan Implementation Strategy
May 12, 2015

Prepared By
Members of the Agricultural Support Team

Connie Kuramoto
Anna Lewis
Heather Shobe

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Executive Summary

The 2011 Alberni Valley Agricultural Plan identified and set a long term goal of a viable and thriving agricultural community and 40% regional food security by the year 2031. In order to make this goal a reality, an Agricultural Support Worker Team has conducted research and initiated the implementation of five specific initiatives as identified by the Alberni-Clayoquot Regional District. This document provides an overview of findings and recommendations for next-step initiatives.

Key findings all point to an underlying issue - there are not currently enough people involved in agriculture to maximize food production and meet local demand. When this is twinned with valid concerns regarding the succession of existing farms, one concludes there is an immediate need to create supports which will educate and recruit a younger generation to choose farming as a viable future. Currently, public perception perceives farming as a lifestyle choice rather than an income generator and almost all farms within the scope of the ACRD have a supplemental source of income.

Discussions with restaurants, caterers and other food consumers indicate there is a growing and unmet demand for local produce. The need for an organizing body to coordinate and support a farm-to-table initiative is evident and the recent involvement of the ACRD governance has been widely recognized and appreciated. Ongoing dialogue via social media, the support of a regional Buy Local campaign and networking with other regional organizations must continue. In order to assist with the implementation of food security related initiatives, the regional district must continually seek out grant and funding opportunities not only for itself but also for its current and potential farmers and community groups.

Barriers to agriculture which were identified include: water issues especially affordable water, lack of educational supports and a need to establish land linkages and leasing opportunities for young aspiring farmers who lack adequate funds to deal with the capital investment required for farm start up. The Agricultural Support Workers recommend that the regional district work with the Young Agrarians to develop these opportunities within the region.

Other key recommendations include: a planning charrette for the Johnson Street corridor, the creation of a limited regional farmers' market manager, and putting forward an application to host the 2017 Island Agriculture Show. Working in conjunction with the municipality of Port Alberni, the ACRD can pursue a planning charrette for the Johnson Street corridor which would incorporate an agricultural showcase and community engagement site. A long term plan and vision for this corridor is essential to attract new economic opportunities, including agricultural, into the Alberni Valley. A limited market manager will help to unify and support regional farmers' markets. This regional market manager will focus on marketing support, general public promotion of markets, and assist with the coordination of produce for delivery to the markets in West Coast Communities. Finally, the time-sensitive submission of an application to host the Island Agriculture Show in 2017 will increase the profile of agriculture within the region and provide an opportunity for various stakeholders to work together in promoting agriculture within our diverse region.

Moving forward, it is important that the ACRD capitalize on current momentum. An opportunity exists for the Alberni-Clayoquot Regional District to play a leading role in moving agriculture forward, fulfilling the food security mandate of the 2011 Agricultural Plan.

Introduction

Throughout the project, the team reviewed and summarized secondary documentation, identified key stakeholders and initiated a focused dialogue. The team designed, distributed and compiled the results of three distinct surveys targeting food producers, food purchasers, and the shellfish industry. During this time, the team regularly interacted with an advisory board primarily made up of members of the agricultural community and other relevant stakeholders.

The team has examined strategies to create a vibrant cohesive farmers' market community through an initial assessment of the current markets, discussion with farmers' market boards around their long term vision, as well as a review of models of excellence within the provincial farmers' market community. The team began to investigate the unique needs and challenges that shellfish growers face in order to assist and enhance their ability to market their products successfully. An assessment of barriers facing farmers and consumers was examined and potential solutions to create a seamless transition from farm to table addressed.

The team has created tangible improvements for the farmer, consumer and the regional district. These include, two updated farmers' directories and an informational document which provides a simple and accessible overview of potential funding streams including grant opportunities, specific farm loan initiatives and other programs applicable to agriculture and food security initiatives. When relevant, the team made individual farmers and shellfish growers aware of certain applicable funding that they could pursue. The team also identified and applied for various funding opportunities on behalf of the Regional District to expand upon the current knowledge base, offering more opportunities for agriculture to thrive within the ACRD.

All members of the project team worked together to find innovative ways to meet the tangible deliverables as outlined in the initial proposal. Social media was effectively used to promote events related to agriculture within the ACRD, primarily through the creation of an "ACRD What's on Your Fork" Facebook page. Moving forward, the team has proposed several recommendations and stressed the importance of a long range vision accompanied by some prioritized goals. The diversity of the team twinned with a history of community involvement ensured the shared role of the agricultural support worker was well received within the wider community, keeping the profile of the regional district engaged, positive and forward thinking.

1. Realizing Improvements to the Farmers' Market

Throughout the course of this contract, members of the team initiated discussion with stakeholders within the five regional farmers' markets. The stakeholders ranged from individual farmers that are vendors at the various markets, to the executive boards of the Spirit Square Farmers' Market, the Port Alberni Farmers' Market and the market managers of the Tofino Market, Ucluelet Night Market and the Sunset Market. Throughout the course of discussions, various scenarios were examined with regards to the markets including: hiring an independent market manager, amalgamating the two concurrent Saturday markets, changing days and times of existing markets, potential supports to improve profile of markets, and identifying obstacles to attracting vendors and consumers.

Trends of Farmers' Markets in BC

The demand for locally produced, fresh and nutritious food has grown rapidly over the past ten years, and so too has the number of farmers' markets. Today, farmers' markets operate in every type of community across BC, from cities to suburbs to rural communities. These are due in part as a response to socio-economic and environmental concerns not met by conventional food systems. Farmers' Markets create a venue for groups of vendors to gather and achieve common goals, such as immediate payment and revenue, while simultaneously promoting community building and aiding local economic growth. Farmers' Markets also serve as an incubator for new farmers who can use the market to test their products in an inexpensive, uncomplicated way.

Farmers' Markets not only contribute to the visibility and availability of local food, they also provide a platform for a wide range of stakeholders to meet, learn and mobilize knowledge about the possibilities of local food systems. Social values and relationships appear to be the essential building blocks of a successful farmers' market. Markets provide a space within the community for farmers, shoppers, entertainers, craftspeople, volunteers, managers and others to meet, mingle and interact.

The themes which consistently emerged from our conversations were: being able to tell the story of food, providing people with choice regarding alternative food systems and the idea that markets are a place of celebration, fostering a sense of community. In addition to the benefit of providing consumers with a political and ethical options regarding where they spend their dollars, there is a large social component of the various farmers' markets.

Current Snapshot of Five Farmers' Markets

Port Alberni Farmers' Market

Port Alberni Farmers' Market is the original market within Port Alberni. It has between 45-50 vendors throughout the summer months with the vendors reduced by half during the winter months. It has recently moved locales from the Harbour Quay to the old Cherry Creek School.

The management structure of this market is a farmer run board of directors. The board feels that public perception is detrimental regarding the creation of a new farmers' market and the public should not deem it as such. They advise that public perception of a "split" is an inaccurate assessment as two markets offer consumers more variety, and has increased the profile of farmers' markets by being in a new locale which serves a new cross-section of the community.

Most members like the new location at the old Cherry Creek School as there is the option of setting up indoors which solves the issue of exposure to the elements. Though they recognize that transportation is now an issue for some attendees, most vendors have found that they haven't lost their customer base as their established customers have either followed them to the new site or now frequent both Saturday markets. They also report having new customers residing in the Cherry Creek area.

Interest was expressed by the executive when approached with the idea of creating an 'Agricultural Center of Excellence', or more specifically the idea of a collective food hub. It seemed as if there was a new dedicated building in the region that they would consider moving the market but currently vendors appreciate the option of being inside during the winter months.

The Port Alberni Farmers' Market believes that the ACRD can help to encourage a vibrant agricultural sector by raising awareness about value of local food, profiling the strengths of Farmers Markets, perhaps by offering monthly advertising in local papers (featuring vendors and products available at each market and/or agricultural content in general) and continuing to apply for grant money when available such as coupon program.

Spirit Square Farmers' Market

The Spirit Square Market located at the Harbour Quay is farmer run and managed. The members of the Spirit Square Market are attached to the sense of gathering and place provided by the Harbour Quay locale. They are willing to deal with the elements that a year-round outdoor market has and have pursued funding to purchase heaters. They feel they provide a valuable community service in the uptown area and that accessibility is not an issue due to public washrooms including handicap facilities as well as the availability of a bus route. The board expressed that they have a different demographic than the other markets and have clientele residing in the downtown area does not typically have access local food.

In particular, the Spirit Square Farmers' Market notes a high use of a nutritional coupon program. Data from the BC Association of Farmer's Markets '2014 Redemption and Distribution Charts' for the Farmer's Market Nutrition Coupon Program outlines the weekly use of coupons at both Spirit Square and the Port Alberni Farmers' Market. The total number of coupons received at Spirit Square was 3750 compared to the 1559 coupons at Port Alberni Farmers Market. This does point to an increased use of the market by lower income individuals who can particularly benefit from the positive health effects that accessing fresh agricultural products in the downtown core provides.

The Spirit Square Farmers' Market also supports the focus of creating an Agricultural Center. They noted that though this would be an ideal scenario they would probably not relocate. This farmers' market is happy with its current location, day and time and is generally not interested in moving though some members have indicated that they feel having two markets is detrimental to the industry as a whole. In general, they expressed support for trying to get more (especially younger) people into agriculture and they would like to see workshops and supports around land linking.

The members of the board noted that it is difficult to address current complaints of the public (a perceived general negative impression of the concurrent Saturday markets). The vendor's experience is that many people go to both. Spirit Square Farmers' Market reports a population of about 15 farmers in the summer in addition to its artisan vendors.

Sunset Market

The Sunset Market is a seasonal open air market located at the Victoria Quay, which occurs on Wednesday nights beginning the end of June and running through to the end of August. It is a partnership between the Hupacaseth First Nation and the Alberni Valley Chamber of Commerce. The biggest challenge this market currently faces is a lack of vendors selling produce (lots of crafts). The current market manager has reduced the price of tables providing a “farmer rate” with the hope of attracting some midweek vendors for the upcoming 2015 season.

The Sunset Market would like to pursue funding/grants and partnerships to secure a location that could be used to permanently house the market as well as potentially have several other features that would be welcome within the community such as a community kitchen, freezers, a small fish processing area that could be utilized by the Hupacaseth and then fish sold onsite, a band shell to promote live music, as well as culturally appropriate signage and art.

Tofino Market

The Tofino Market is a very successful market and is able to capitalize on the profile of the West Coast as a recreational destination. The influx of tourists during the market season helps to stimulate and shape the local economy. Currently they have a substantial lack of produce and would be interested in coordinating shipments of veggies to the West Coast to alleviate this problem. In the past farmers have come out with produce from Alberni Valley but they generally found it difficult to justify the cost of time and transport to the West Coast.

The Tofino Market has expressed an interest in the collection of produce in the Alberni Valley for a coordinated bulk shipment to market for resale. The demand for local produce is very strong in Tofino and people are willing to pay premium prices for fresh produce, especially if it is organic. The Tofino Market is actively seeking out farmers to provide them with produce. They will provide the transportation from Port Alberni to Tofino and set up the booth and sell and remit the money back to the individual farmers. This market begins mid-May and it remains to be seen how successful this coordinated effort will be due to current lack of production in Alberni Valley. Providing this alternative may be a good opportunity to encourage small scale growers that feel they don't have enough time or the variety of produce to attend the markets here in the Valley.

Ucluelet Night Market

The Ucluelet Night Market runs Friday evenings through the summer season. While communication with the Market Manager was limited, one farm was identified who regularly supplies fresh produce to the market, that being Medicine Farm from the Port Albion area. Generally, this is much less a Farmers' Market than it is a general market. The management of this market is under transition but the current management was excited about having produce from the Alberni Valley at the market, and was willing to help with transportation issues as well as offering to help person a table at the market that would sell produce from the Alberni Valley. The demand for local, organic produce is very strong as exhibited in Tofino and the population is accustomed to high food prices.

Barriers to Participation at Farmers' Markets

The perceived barriers to participation at the current markets were as varied as the people questioned. Everyone had a unique set of circumstances that limited their time and ability to participate at the various markets. Some of the generalized comments that arose were: lack of time or produce to make a table worthwhile, meat processing regulations (this included shellfish), and not enough of a customer base to support their attendance profitably.

More specific constraints and barriers to participation at the local markets identified by respondents of the farmer survey were:

- No samples/demos allowed
- Time of market and location; need to amalgamate to draw in more crowds
- Not being allowed to raise animals on 1 acre in city limits
- Low prices; Port Alberni markets have consistently lower prices than surrounding communities
- Customer base not extensive enough
- Transportation
- Lack of time
- Lack of produce or vendors already growing too much of the same product
- Farm is currently too small a scale to make it worthwhile; could potentially share a stall if it was allowed
- Are not confident they will be able to make enough profit at the market to cover the input costs of participating in the market (such as labour, time factors such as driving time, and market stall fees)
- Not able to make the commitment to attend a market on a regular basis
- Poor "ambience" with the low amount of vendors at the markets
- Vendors with lots of product need a more tailgate sales at markets, therefore parking needs to improve
- Would like more central location to capture west coast goers

Ways to Promote Attendance at the Markets

Social Media and Technology

The use of the internet and social media as a promotional strategy is currently being employed by the various farmers' markets as well as individual vendors at the markets. Facebook seems to be the predominate form of social media currently being used. The 'Young Agrarians', a very popular organization experiencing exponential growth, cites social media as their #1 marketing tool. Having started on 3 years ago, their organization now has more than 10,000 followers. "*We are using the power of media and the internet, and bringing people together in real time-to build community and grow 'good, clean, and fair' food.*" All three Alberni Valley Markets report that social media is an important marketing tool particularly for sharing events and special promotions.

The Social Media Director for the very successful Comox Valley Farmers' Market employs various types of social media to attract different demographics. According to the director, Facebook is the most popular form of social media for middle aged women, and Instagram and Twitter and U Tube are more popular with the younger generation. Comox Valley Farmers' Market and the Young Agrarians utilize all forms of social media with great success.

The team reached out directly to producers, buyers and other stakeholders using email. Subscription to an 'ACRD Agriculturally Focused Email List' was solicited and 52 members have now joined. Email proved to be the most consistent, reliable and cost-effective means of sharing information with the community and allowed for easy response and questioning where required.

Continued Use of the Coupon Program Initiative

There are many ways in which attendance could be promoted through the use of expanded coupon or similar programs. For example, the Squamish Farmers' Market has successfully partnered with their local credit union, Squamish Savings, which allows more than 20 families and seniors to get involved in the coupon program. They use the BCAFM model and simply inject the donated funds and piggyback on the existing program infrastructure.

If the coupon program is not sufficient then either the markets themselves or other sponsoring agencies could offer a monthly "senior's discount". For example, the first market of the month could offer a 10% discount to seniors. This technique is currently employed by the Vancouver Farmers' Market.

Increasing Ambiance of Farmers' Markets

A weekly theme for the markets is an idea which incorporates the seasons and highlights the produce that is currently available. While it does require more organization and publicity, the payoff could result with increased numbers of people attending the markets.

Music is another way to promote more people to come out to the community event, although one must ensure that the music is complementary rather than competing. If a dollar amount is not feasible then a system in which the musicians are paid with products donated by vendors or offer market dollars/vouchers/tokens could be explored. This idea could also be used for photographers or artists in exchange for promotional material for the market. Markets could also designate a promotional table for a budding artist to exhibit work for a week.

Offering a "Friends of the Market" Program

This idea has been effectively used in various markets. For example, The Haney Farmers Market has a \$15 membership program for customers where "Friends of the Market" receive a book of coupons, discounts on monthly Member Appreciation Days, and a newsletter of special events. The Vancouver Farmers' Market offers a similar program along with different membership sizes.

Increasing Accessibility

Some markets have been able to work with their municipality or regional district to get public transportation to the markets. Another idea for markets where transportation poses challenges is to facilitate a ride-share program, either through sign-up at the market, or online through a tab on the market website. This would be effective for the Port Alberni Farmers' Market as it does pose some transportation issues. Or perhaps the idea of a shuttle that could run between the two Saturday markets could be examined.

A New 'Showcase' Building and Market Site

A new, 4-season Farmers' Market Building and site would certainly increase interest in Alberni Valley markets, both for public attendance and producer participation. Many farmers have

expressed that having two Saturday markets has decreased their interest in participating in the market-they don't want to choose between the two and/or find the situation distasteful. This sentiment has been echoed by the public. A new showcase site independently managed, situated in a high traffic and visible location could solve this long standing issue. The idea would be to create something so great that both the public and producers would choose to participate and that the market and its surroundings would provide tourists and locals alike with a comfortable place to relax as well as shop.

The key components identified when addressing location and the success of farmers' markets:

- Adequate parking
- Accessibility-public transportation
- Central area
- Washrooms-handicap accessible
- Visibility
- Ambiance of site-music that is appropriate to an all ages venue
- Regular hours on specific day
- Ability to pull in potential customers
- Adequate protection from the weather, inside option

Successful Models of Farmers' Markets Management

Good market management can be the difference between successful community engagement, market profitability and baseline attendance. Currently, Alberni Valley markets are managed by volunteers who are also farmers and extremely taxed with regards to time. While they have done very well at marketing and running their markets, they have also expressed, along with many other stakeholders, that an independent market manager would be ideal. A significant increase of the profile of regional farmers' markets could occur with this dedicated and paid management.

Relationships and knowledge transfers take place between managers and vendors. Managers offer coaching and advice on table displays and liaise with potential new vendors who are invited to sell at the market (adding to the range and quality of products to the market). As market managers share stories with others about products, marketing and vendor experiences, they learn from one another and build relationships that are the foundational to successful partnerships. Market manager's effectively network with other communities and brainstorm about how to host better markets, improve vendor displays and discuss rule, regulations and other topics with pertinent to members and markets. What encourages this knowledge exchange is that each market is unique. Other markets are not necessarily competition.

Many markets have paid managers who make arrangements for tables and direct marketing initiatives, events, fundraisers and community involvement. These managers have clear directive and responsibility to their vendors, who can form a board and make recommendations and approve policy changes. Managers can be paid through a variety of ways including increased table fees, collecting a portion of table profits, fundraising events and grant applications. The Comox Valley Farmers Market currently charges vendors a percentage of their earnings at the market, and pays both a market manager as well as a social media person with the profits. The BC Farmers Market Association is developing a certification program for market managers where there will be clear guidelines for farmers' market boards and managers to draw from to create policy.

Conclusion

Farmers' Markets are experiencing a period of strong growth due to increasing interest in the establishment of alternative models to the current conventional food system. Now is a critical time to reflect on successful models when contemplating how to best move forward. There is a identified need to build the social and physical infrastructure required to advance local food networks. Further research is needed to explore the factors limiting our local farmers' market and to best replicate the mechanisms and trajectories of successful developments in other communities.

The public and the various farmers markets realize the value and importance of supporting farmers' markets within the region. Some individuals privately stated that their preference is to have a large amalgamated market within the Alberni Valley, as they felt it made more sense financially and would create a more cohesive community and gathering place that ultimately better served the agricultural community. This also seems to be the general sentiment expressed by the majority of the general public and those that choose to purchase food at both markets. However, vendors in particular were generally emphatic with regards to having two markets that run on a concurrent day and time. Most vendors felt this was not an issue as it created healthy competition and allowed vendors and the public options. Regardless of individual viewpoints around this specific issue, the value of farmers' markets is not disputed and the discrepancy exists only as to where and when they are being held.

In general, within the Alberni Valley there is a strong desire for a market uptown by the uptown community. Area businesses' express support for the market as they experience a multiplier effect but feel there needs to be more signage directing people there. The Agricultural Support Workers also noticed a strong desire for market along the Johnson corridor but this vision is not necessarily coming from the farmers themselves, but instead from an economic development and community profile point of view. For success in a wider sustainable community development context a farmers' market should be accessible and inclusive of low income consumers and marginalized groups.

Throughout our discussions with the various Farmers' Markets the issue that emerged again and again was the lack of vendors and produce. Number one issue: We need more farmers! Need younger farmers! All the markets would like to see education around new municipal bylaws that promote urban farming thus in turn hopefully attracting new vendors to markets as well as the promotion of and continued support for agriculture in the region. There has been interest expressed in more workshops on farming, water management, land leasing, mentorship opportunities and farm tours that would introduce potential new farmers to farming within the Alberni-Clayoquot Regional District.

2. Identify Marketing Opportunities through Farm Gate Sales

Farm gate sales can be a profitable venture for farmers and provide consumers an opportunity to engage with and support local farmers. Events such as Family Farm Days have been hugely successful and popular within the ACRD for both farmers and residents. The team's objective was to assist local farmers in improving farm gate profitability by finding ways to increase awareness of existing farm gate sales, streamline the delivery of farm gate products, as well as providing potential customers with the information needed to encourage them to choose farm gate sales as an integral way to promote food security. Opening a farm gate to the public can increase the income streams of farmers through tour fees and educational events in addition to the direct sale of products.

Farm Directories

The team worked on updating the existing local farmers' directory and was able to put together a revised 3 fold pamphlet prior to the Alberni Valley Fall Fair in September. The Alberni Valley Transition Town Society (AVTTS) was able to distribute at the fair and throughout the fall and winter of 2014/15.

The team later joined an identified initiative between the AVTTS and Alberni Valley Times to aid in creating a new and expanded directory in a magazine style format similar to the Comox Valley Growers' Guide. This project demanded a significant amount of input and time however a comprehensive document was released on April 29, 2015. It proved difficult to solicit listings from farmers, despite the ACRD sponsorship. The AV Times also reported that it was difficult to solicit paid advertisements for the publication. Regardless, all parties involved feel the publication long term success and that it offers significant benefits to agriculture within the community. The AV Times noted that it is normal for the first run of a new publication to have lower interest than subsequent publications and they are planning to update the directory annually with a much reduced cost and time allocation.

The directory is 24 pages, and will have a circulation of about 15,000 copies. The AV Times suggest putting 7500 copies in the paper with the remainder going to tourist centres and event tables. It will likely not get on the ferries this year without additional funding. The AV Times will post the directory online and the ACRD can post a link on their website.

The directory includes: farmer listings and an index, maps, a 'What's in Season' chart, calendar of events, a Small Producers Guide; listings for Community Gardens, Farmers' Markets, internet resources, and regional business' who buy local product; a letter from the Mayor of Port Alberni about urban farming and municipal support for agriculture, and articles about the Farmers Institute, opportunities in agriculture, seed library, water wise gardening, general agricultural assets of the region, and the benefits of buying locally.

The farm listings include contact information and the farmer's method of sales, (ie. Farm gate, Wednesday to Friday, 12-4). The maps show the location of farms as well as other appropriate information such as, if the farmer is a vendor at a farmers market and if so which one, website or Facebook pages, and email addresses.

Increased Awareness of Urban Farming

Editorials in the Farmer Directory directly address and promote urban small scale market gardening/farming with the intent of increasing public awareness of backyard beekeeping, chickens, and urban markets as per new bylaws.

According to Mirabel Urban Farm, some of Port Alberni's municipal government is supportive of getting folks to get more involved in urban agriculture in particular, Mike Ruttan (mayor), Chris Alemany (city councillor) and Scott Smith (city planner). Mirabel Urban Farm is teaming up with a master gardener to give workshops at their urban farm throughout the 2015 growing season to encourage folks to take up urban farming.

The City of Port Alberni has recently launched a new website featuring pages which specifically highlight and explain their new bylaws and regulations around urban farm stands, beekeeping and backyard chickens. The newly formed Food Security and Climate Change committee for the City of Port Alberni further exhibits the municipality's commitment to furthering agricultural initiatives within the city. The city is also currently considering and exploring options for the purchase of a 5 acre orchard for community use. Branding the City of Port Alberni and the ACRD as friendly to small scale agriculture is key to increasing overall production and generating interest from 'young agrarians' in relocating to the area.

Barriers to Farm Gate Sales

The obstacles identified by respondents to the farmers' survey were:

- Cost of advertising
- Location is remote, thus lack of traffic
- Costs surrounding licensing/taxation
- Vancouver Island Health Authority regulations
- Cost of insurance
- Issues of biosecurity
- Inability to produce enough; unhappy customers when sold out
- Have to remain home to wait for customers; staffing
- Lack of an abattoir
- Lack of signage to direct traffic and increase advertising
- Low price of produce
- Alberni customer base not extensive enough
- Depressed economy
- Limited sales to 10 head per year for fallow deer
- The \$150 fee that the municipality requires for a business license which is needed for urban farm gate sales

Ways to Promote Farm Gate Sales

The Alberni Valley farmers enjoy the annual Family Farm Day and feel that this is a very beneficial event for the community of Port Alberni. At this point in time there are not enough farms on the West Coast to support a Family Farm Day event where several farms are featured but the regional district could help promote events such as Seedy Saturday, and the Clayoquot Oyster Festival. The district of Tofino is has an annual public 'Tofino Garden Tour' where people open their properties to the public and often food producing gardens are highlighted.

There was interest in expanding on the Family Farm Day initiative, in particular by introducing a similar event with a workshop/educational component attached. Dr. Jenny Horn from Vancouver Island University is researching the viability of a Central Island program where farmers tour other farms and learn best practices from their peers. The proposed program would pay farmers to host these events, bringing an additional mode of income generation. The same could be done for members of the public, in particular for smaller scale agriculture and backyard gardeners, schools and educational institutions.

A general increase in the profile of regional agriculture and local food will result in an increase in farm gate sales. There is anecdotal evidence of increasing farm gate sales as members of the public become '*turned onto*' local food. People report significant satisfaction from purchasing directly on the farm and being able to visit farmers and see the sites where their food is being produced. Marketing and branding of local food and farmers will continue to increase the demand for farm gate sales.

Logistical factors are a big consideration to whether a farmer will open his/her gate to the public. In particular, insurance requirements can be daunting. Agri-tourism is a developing trend, an insurance policy for which will run a minimum of about \$850 annually. Clear communication about a hosting organizations' liability coverage when hosting farm tour type events would decrease these concerns as well as allowing an increase in farmer profits due to greater promotion and marketing in general. Greater understanding, explanation and the possible relaxation of relevant bylaws and business/tax issues could also have an impact on a decision to open a farm gate stand.

3. Develop local marketing opportunities in the Alberni Valley, the West Coast and Vancouver Island.

As the agricultural sector grows, so too will the need for additional marketing opportunities. Marketing is a time consuming procedure for already time-strapped farmers and a systematic structure and resource list within the ACRD would be highly beneficial. The agricultural support team worked to help local farmers improve profitability by developing strong local marketing relationships with retail outlets, restaurants and wholesalers. The team investigated ways to coordinate communication between farmers and retail outlets and restaurants to help streamline the reliable delivery of product.

Data was collected to explore an alliance with local producers and restaurants through a consultation with chefs, retail stores and markets which identified barriers, potential solutions, and guidelines. A survey was designed to guide our conversation and conducted with several food buyers ranging from individual caterers, small storefronts, local restaurants and high end restaurants. All expressed a desire for local food due to consumer demand but also with the philosophy that fresh is best!

The emerging themes that evolved out of our discussions were:

- Price point
- Consistency of product
- Ordering and delivery logistics
- Quality
- Availability of product during shoulder seasons
- Food safety concerns

The agricultural implementation team consulted with retail outlets and restaurants to help bring awareness of local products available, although at this point in time there is insufficient produce to provide many restaurants with a consistent, reliable product. Through this consultation process the team was able to gather data to create recommended guidelines for producers that are trying to expand and venturing out into the world of marketing to restaurants. This document for local farmers outlines possible marketing opportunities and general advice for communicating and working with restaurants, retailers and wholesalers was created and is included in the newly published Growers Guide. This document highlighted the need for producers to engage in pre-season communication and development of a comprehensive marketing package, followed by the consistent and reliable delivery of product. ([Appendix 1](#))

ACRD “What’s on Your Fork?” Logo

The team also designed and developed a logo “ACRD What’s on Your Fork”. The logo was developed as an attempt to draw awareness to the entire ACRD and the amount of local food that is produced there. The logo depicts a clear visual covering the entire region of the ACRD and the tines of the fork were carefully placed on the different regions of the district to recognize the producers on the West Coast, including shellfish growers.



This logo could be used by restaurants to indicate which foods on the menu are locally produced, on signs and advertisements of stores who sell local produce, shellfish and seaweed producers as well as farmers who are processing and selling local food.

The team utilized social media primarily through a creation of an “ACRD What’s on Your Fork” Facebook site to increase the flow of information and relevant work being done by the regional district. The page currently has 304 “likes” and according to the statistics collected on that page was that at one point when boosting a post the page was viewed by 6,089 people.

Tofino Ucluelet Culinary Guild

Bobby Lax of the Tofino Ucluelet Culinary Guild (TUCG) was contacted and through dialogue he stressed the main emphasis one needs to address when looking at coordinating farmers to restaurants is to: match the size of producer with the size of consumer. To increase the content of local produce in restaurants he suggests starting with one item on the menu showcasing local and then expanding to incorporate more local items. He has found that consistency is the biggest issue when dealing with farmers on Vancouver Island.

The Tofino Ucluelet Culinary Guild is hoping to set up a cold storage area that would benefit the Guild as well as farmers shipping to the West Coast. They are searching for appropriate funding to help with make this project a reality and have money to invest for matching funds. This would help to increase food security on the West Coast quite dramatically.

Using a Web-based Platform to Streamline Sales

Bobby Lax of the TUCG, has a web based platform although it is only accessible through an annual membership/fee which is somewhat exclusive and he only operates on the West Coast. Our Local Markets tried a web based platform and after a season of running in 2013 decided Port Alberni was not quite ready for this and put their online portion of sales on pause.

Discussion was conducted with Nanotech industry regarding the development of a web-based platform to coordinate the selling and buying of produce. They have offered to run a web-based platform for a % of produce sold. This discussion in the preliminary stage until the key issue of production is resolved as a web-based platform is premature. The Cowichan Valley is just initiated its cooperative web-based model and should be monitored as if this model is successful it could be replicated within the ACRD.

4. Include shellfish growers in the local agricultural initiatives.

Shellfish is a valuable west coast product with high agricultural potential. Shellfish farming provides an opportunity to engage and support first nations in local agricultural initiatives. Shellfish growers face a unique needs and challenges (certified processing, distance to market, consistently low prices) which need to be addressed separately from the land based farmers, yet still included in a complete farm to market strategy.

Our objective was to provide support for shellfish growers to market their products within the ACRD and throughout Vancouver Island. Extensive documentation exists with regards to the shellfish industry as well as specific supports. Their highest needs seem to be related to processing regulations and transportation to a regulated facility. There was found to be significant issues about ocean acidification leading to loss of product and lowered seed production, as well as a desire to protect important shellfish beds and habitat, particularly in the Barkley Sound area.

A survey was design and distributed without great response. The intent of the survey was to initiate a dialogue with any person that may have an interest or are actively involved with the shellfish industry, primarily focusing on assessing the specific needs of the industry within the regional district. Contact to the First Nations was initiated by a letter of introduction that went into the media kits for an all nations fisheries summit. Outreach was initiated to foster and enhance a working relationship and rapport with shellfish growers on the west coast and outlying communities.

One of the ways we may be able to provide support for shellfish growers and other harvesters of the sea (such as kelp producers), would be to help market products within the ACRD and throughout Vancouver Island. We can also increase the profile of individual shellfish growers, other ocean producers and harvesters of food products through the inclusion of their contact data in the new "Growers Directory" being released this spring. There is currently one shellfish grower included in the directory.

There is interest on the West Coast in obtaining support with their Oyster Festival and two new fish distributors within the Valley have been identified and they are interested in obtaining information relevant to them in terms of available funding and marketing opportunities. When and where appropriate the team was able to bring awareness to individual growers of applicable funding opportunities. It might be beneficial for the ACRD to participate in some fashion in the Oyster Festival to get first hand contact with some of the shellfish growers to better learn about their challenges and needs for assistance in production and marketing.

5. Secure grant opportunities for the local agricultural sector to aid in the implementation of Agricultural Plan initiatives.

The ACRD requires funding and support in order to implement the initiatives of the Agricultural Plan. Many grants exist to support communities in establishing food security and agricultural viability. The provincial government has recently established some new grant and funding opportunities which are substantial. Food security is a buzz word and the province is looking to aid most aspects of the food industry. 'Buy Local' campaigns are emerging and the current provincial Agricultural Minister has been working to achieve the vision of a food secure British Columbia. There is an aggressive campaign to expand the hectares within the province that are focused on production.

Funding Opportunities

The team sought out funding opportunities which provide financial support to farmers, shellfish producers and the ACRD on the whole. The team made the regional district aware of applicable grant and funding opportunities and aided in the application process. 100% funding was approved for one workshop and the ACRD was able to host a day long series of workshops featuring 4 presenters (the presenters were picked based on content identified through the farmer survey). This event saw 30 people in total participating and the feedback has been positive. The attendance based on the extremely short notice of the approval of the event exemplifies the need for a continuation and desire for relevant workshops.

Eat West Coast, and the Tofino Community Food Initiative have also expressed a great need for more food growing information of any type to relieve their food security issues and would be very interested in cost sharing for workshops in order to obtain grant money for them. It is difficult for people interested in food production to attend workshops elsewhere because of their isolated geographic situation and the high cost of transportation.

One of the spinoffs of holding events such as these is the ability to network with other farmers and share ideas. Farmers are beginning to feel and recognize the support of the ACRD and getting excited about the possibility of moving forward together.

Application for a Feasibility Study of an Abattoir

One of the concerns expressed by farmers in the Alberni Valley was the hardship caused by the change in the Federal Meat Inspection protocol in 2008. This required quite expensive upgrades to existing facilities and resulted in farmers having to truck their cattle to a government approved facility for processing. The nearest of these facilities is in Courtenay, with two others located a bit further away in Nanaimo. This situation requires the farmers to spend a full day of transportation for each round of slaughter as well as the purchase of specialized vehicles and insurance.

Transportation of animals to slaughter is stressful for the animals as well as for the farmer, and some farmers expressed concern about their ability to track their animals and keep them in the best possible condition before and during slaughter. This change in regulations yielded a significant drop in local livestock production in the Alberni Valley, even though the price for grass fed beef has increased, and the demand for local meat is high throughout the ACRD. Since much of the land in the ACRD is only suitable for forage and livestock production a

significant part of the agricultural industry in the district is affected.

In response to the inquiries from farmers around this issue the team approached the ACRD to see if they would back the application for grant money to investigate the feasibility of constructing a local abattoir. Alana Wilson from Agriculture Investment BC was consulted on the possibility of obtaining funding for such a study, and since this study addresses goals that came out of the Agricultural Plan done in 2011, specifically Goal 4 (To maintain and encourage growth of forage based livestock products) and 7 (To improve the productivity of the land base) she agreed that this would be a worthwhile project to consider for funding. The application draft was completed by the team in March and submitted to the ACRD for final approval and the eventual submission to the Agriculture Investment BC Board.

Document describing relevant grants, funding opportunities and loans

A cohesive document was developed which pulls in several applicable grants, matching funds and loan opportunities all with the intent of supporting agricultural initiatives. It clearly outlines the objectives of each grant, who is applicable, amount available, deadlines, and contact info for more follow up. ([Appendix 2](#)).

Since this information is subject to constant change, it is important that the ACRD and the Agricultural Support Team continue to monitor and revise the list, and make farmers and other food businesses aware of its existence and accessibility. This is a valuable aid list that has great potential to further the expansion of the local food industry.

Recommendations for Moving Forward:

The overriding recommendation is that the Agricultural Support Workers continue to research and pursue applicable grants and other appropriate funding avenues that promote the local food initiatives. The following recommendations for moving forward are focused on long-term visioning to bring community stakeholders into partnership, continued promotion of agriculture with the ACRD and the recruitment of new farmers to the region. Grant opportunities will need to be investigated and solicited for all initiatives.

Recommendations are grouped into two categories: Priority 1 - Recommendations that are in process or ready to initiate and implement. Priority 2 - Notable interest and areas of further exploration.

Priority 1 (Ready to initiate and implement)

1. Continue Networking Opportunities and Support Food Security Related Projects
2. Johnson Road Corridor Strategic Plan
3. Secure and Develop Public Sites for Community and Agricultural Use
4. Host 2017 Island Agricultural Show
5. Support Farmers' Markets and Improve Public Perception of Markets
6. Implement a Regional Buy-Local Campaign
7. Work with Young Agrarians to Promote Local Agriculture
8. Facilitate Workshops, Tours and Educational Events (specific focus)
9. Encourage and Support Urban Farming Initiatives
10. Investigate Options to Support Agricultural Use of Water

Priority 2 (Notable interest for further exploration)

1. Feasibility Study for Barriers to Agriculture on the West Coast
2. Development of Regional Agriculture Center
3. Promote the Development of Regional Environmental Standards
4. Develop Regulatory Handbook for Producers and Processors including fish and shellfish
5. Video Promotion of Agricultural Opportunities
6. Development of food buying and selling co-op
7. Assist with development of an online platform for agricultural product marketing and distribution
8. Establish an Annual 'Feast of Fields and Waters Event'
9. Assist with the development of a tool and resource collective
10. Conduct Public Land Survey and GIS Mapping Project

The advantage of having a long term visioning process in place and creating a staff position to ensure continuity and a well set trajectory for increasing and improving agriculture within the region cannot be overstated. The Agricultural Support Workers would like the regional district to consider undergoing a long term visioning process that would create a 5 year plan for moving forward. The development of a regional agricultural facility would be an attainable goal if spread out over a longer time frame. We recommend that the regional district establish an 'Office of Agriculture and Food Security'. The person staffed in that office would be responsible for networking and improving relationships with various community stakeholders. This would provide more continuity than an annual contract position.

The position would include ongoing support for websites, social media and email lists. Requirements would entail supporting producers, processors and community groups in applying for grants and other relevant programs, providing aid in annual Farmer/Food events and garnering funding for workshops. There should be limited staff management of Farmers' Markets and/or regional agricultural facility in which the officer could begin to address issues of policy and programs to support institutional purchasing of local product as well as implementing best practices to move agriculture forward.

Priority 1 – In Process or Ready to Initiate and Implement

1. Continue Networking Opportunities and Support Food Security Related Projects

There are many groups within the Alberni-Clayoquot Regional District who are working to contribute to food security and increased local food production, processing and distribution. There is significant and increasing public support for these groups and there are a number of food security related projects in beginning stages, backed by significant human energy but lacking in funds and, sometimes, connections to other community resources. Many of these groups point to overlapping goals and redundancy within their efforts.

We are at the cusp of a boom in regional coordination of food security and agricultural projects. The ACRD needs to remain an active partner and participant at the many organizational tables within its region. The following actions are recommended:

- Meet regularly with the Farmers' Institute, Alberni Valley Transition Towns Society, City of Port Alberni Food Security and Climate Change Committee, Eat West Coast and Agricultural Development Committee
- Maintain social media presence and platform
- Set up a formal email newsletter service through 'Mail Chimp' or 'Constant Contact'
- Support individual farmers and processors with regulatory issues and farm status acquisition and grant applications
- Support First Nations communities to develop, maintain and enhance programs related to food security and distribution
- Assist business and organizations with grant applications and referrals, including updated a List of Grants, Loans and Programs annually
- Assist with updates to the 'Growers Guide' annually
- Continue to add content to and improve the agricultural page on the ACRD website
- Work in conjunction with restaurants, business' and non-profit organizations to assist them with local food initiatives and programs
- Sponsor programs which directly offer education for agriculture and healthy food for children/youth and programs which increase local food acquisition for and distribution to lower income and elderly residents.
- Support and maintain a presence at events such as the Alberni District Fall Fair, Family Farms Day, Apple Pressing Event, Seedy Saturdays, Oyster Festival, Feast, and Farmers' Markets

2. Johnson Road Corridor Strategic Plan

Statistics indicate that about a half million tourists travel though the Johnston Street and River Road Corridor to access the West Coast each year. Since the majority of farm land in the Alberni Valley is not located within view of this corridor, many people from outside the Valley are

not aware of the thriving Agricultural Industry and potential that exists for reasonably priced, high quality farms, and farm lands.

A long term plan and vision for this corridor is essential to attract new economic opportunities, including agricultural, into the Alberni Valley. Michael Von Hausen, a land planning consultant, has been identified as a potential lead for exploration of options for improvement. He has been funded by the Real Estate Foundation to plan a number of successful municipal projects including the highly successful Pemberton Community Barn Project. The team contacted with Mr Von Hausen regarding a planning charrette focused on increasing the aesthetics and functionality of this important road corridor. Mr. Von Hausen expressed interest in participating in the initiative and the information was forwarded to the chief economic development officer, Pat Deakin, for further consideration. Pam Shaw, a geography instructor from VIU also expressed interest in participating in the planning by using the opportunity as a learning exercise for her geography class. Pursuing these initiatives could cost the City of Port Alberni and ACRD very little, as grants are available for these planning exercises, and students could work at the cost of expenses to travel to Port Alberni.

This initiative would boost regional agriculture in a number of ways. While at once beautifying the road corridor though Alberni, it would also highlight the farms, farm markets, and agricultural resources in the area though a cohesive signage system. The planning charrette would bring together various interested stakeholders working on regional food security and agriculture including Farmers' Markets and First Nation interests such as fish and aquaculture sales at Clutesi Marina. Furthermore, it would consider other regional opportunities for parks, green spaces, and public spaces and incorporate cohesive signage for other areas of interest and attractions.

A number of stakeholders have indicated interest in developing the potential of this corridor, including the City of Port Alberni, AVTTS, Farmers Institute, West Coast Aquatic, Community Forest, Chamber of Commerce and North Island College.

3. Secure and Develop Public Sites for Community and Agricultural Use

Concurrent to the Michael Von Hausen Planning Charrette, two identified sites along the Johnson St. Corridor will be explored for further development for the purpose of agriculture. Stirling Field and the 17 acre property behind No Frills are both City of Port Alberni lands which are currently under-utilised and have significant potential.

The planning charrette will include investigation, general proposals and land use recommendations for the 2 properties with specific regard to the following identified needs;

- New Farmers Market building
- Community kitchen
- Outdoor theatre/public event venue
- Tool library/agricultural equipment storage
- Office space for Farmers Institute/AVTTS
- Community fridge/freezer
- Abattoir/custom cutting facility
- Warehouse/Distribution Site or Farm Store
- Trout Pond
- Local food cafe/restaurant/deli
- Community farm

- Community garden
- Agricultural training center
- Agro-Forestry Interpretive center

Stirling Field

The team recommends working with Sunset Market, the City of Port Alberni and various First Nations to initiate the construction of a multi-use building on Stirling Field. A cohesive plan could join a First Nations Interpretive information Center at Victoria Quay with fish operations and infrastructure at Clutesi Marina and finally a community building at Stirling field. The community building would be designed for use by regional Farmers' Markets and include weather protection in winter, but also be used as outdoor theatre/stage and public venue for events such as Salmon Festival. It would feature fridges/freezers and a small commercial kitchen for package/storage of fish and agricultural products which could house a cafe/food stand venue during market days or throughout the week. The property would be maintained as a public park and also feature picnic tables. It could be rented for weddings or other private events as well. The City of Port Alberni has indicated support for such a facility as long as it was used throughout the week and for a variety of functions, not solely a Farmers' Market.

Many options for funding would be available for such a community project and it could be completed within a reasonable timeline. The Timber Framers Guild would be solicited to consider it as one of their 'community projects'. The Timber Framers Guild recently assisted with the construction of the Pemberton Barn, a two million facility which only ended up costing the municipality \$75,000. (due to substantial volunteer effort and the use of the project as a training program).

17 Acre Property Adjacent to No Frills

This property was put in to the Agricultural Land Reserve when the No Frills development was approved. At the same time, the City of Port Alberni committed to provide drainage, stumpage and water on the site when a long term lease was confirmed for agricultural use. It is a property with a long history of debate as to its potential and future use.

The team recommends putting this parcel of land into a community land trust with a long term vision of transforming this property into become an 'Agricultural Center of Excellence' and a showcase property for agriculture in the region. It has potential as a community farm, incubator farm, community equipment storage facility, agro-forestry interpretive and demonstration site, custom cutting facility, community processing facility, office spaces for agricultural groups, public demonstration site and educational facility.

Development of the site will take significant resources and a number of years. The vision can be fleshed out as part of the planning charrette and steps taken, including the creation of a community land trust, to secure the site and convince stakeholders of the viability and benefits of such a project in the longer term.

4. Host the Island Agriculture Show in 2017

Through discussions with farmers and other relevant stakeholders, the Agricultural Implementation Team recommends that one of the most effective ways of promoting agriculture and enhancing the profile of our current agricultural community would be to support an application to host the 2017 Island Agriculture Show. When the Island Agriculture Show concept was initially conceived it was thought that it would be a rotating show between the Duncan, Courtenay and Port Alberni Communities. To date it has been held in Duncan twice

and this past year in Courtenay. Next year is slated again for Duncan and other communities on the Island are becoming interested in hosting this event. Thus timing is crucial as we feel hosting of the 2017 Ag Show is a crucial part of branding the ACRD as an Agricultural hot spot on Vancouver Island and exhibiting this to potential newcomers.

Although it will require a huge coordinated effort, the team feels that hosting the event fits the mandate not only of the regional district but also the municipal government. It provides the opportunity to provide traction and something to work towards within the agricultural community and offers a significant economic development potential. It also provides an excellent opportunity to reach out to our outlying communities on the West Coast and showcase the bounty of the sea in that region.

5. Work with Young Agrarians on Land Linking Opportunities

The most prominent theme that the team encountered during discussions with stakeholders was the need for new farmers and increased production in the region. There is a high interest both in attracting young people in to agriculture and, from some of our older farmers, an interest in leasing their land and retiring.

The Young Agrarians is a fairly new organization which has experienced exponential growth in BC and across the country. They have a significant on-line following for their vision and platform, which is to provide support for young farmers to enter the industry and to support environmentally sustainable agriculture. Young Agrarians offer workshops, tours and networking opportunities to its followers.

Discussions with the Young Agrarians have led to opportunities in using their platform to attract young farmers into the region. Specifically, Young Agrarians have tentatively offered;

- 1) Marketing and promotional support for a regional event - This would include a tour of farms in the region which are interested in leasing land to new farmers.
- 2) A specialized, 6 hour workshop describing the technicalities of land leasing and linking options
- 3) An option for a monthly blog entry on its highly viewed website - The blog entry could showcase a regional farm, farmer or program and would be intended to solicit interest in the region to a key group of future food producers.

These types of joint projects with Young Agrarians would showcase the commitment the ACRD has made to agriculture across Canada.

6. Support Farmers' Markets and Improve Public Perception of Markets

There is wide spread support for a thriving Farmers' Market Community in the Alberni-Clayoquot Regional District. Within the Alberni Valley, while the vendors and market boards general indicated satisfaction with their current markets, the agricultural implementation team consistently heard from the public and other non-farm stakeholders in the community they would like to see one large, cohesive market. We also heard from new farmers that they are confused as to why two markets exist and although they are enthusiastic about selling at the farmers market are reluctant to have to pick between the two. Both markets consistently said they needed more vendors, more farmers and a larger customer base to draw from and many vendors stated privately that if the markets were combined that the consumers have more variety available and that the profitability of the farmers' market would likely increase. However, it is not likely that there will be an immediate amalgamation of the Saturday markets, as neither board has indicated interest in moving.

At a workshop on April 26, 2015, Dr. Jenny Horn suggested the use of an impartial facilitator to support reconciliation. The community of Duncan had a similarly divided market a number of years ago and after a mediation process now boasts a thriving, vibrant farmers market in its downtown core. The key factors to resolving the split in Duncan was by the city, regional district, economic development office and the Farmers Institute coming together to push a reconciliation forward. Farmers from both markets did express some interest in working together after hearing Dr Jenny Horn speak, and one farmer expressed interest in having her speak again to the farmers of the markets, and moving towards a resolution for the benefit of all.

While mediation remains an option and could be investigated for future use, there is no immediate interest in either of the Saturday markets to move location or dates. In the meantime, we recommend that ACRD staff and/or Agriculture Support Worker/s act as a limited Regional Market Manager with a focus on marketing support, general public promotion of markets and assisting with coordination of produce for delivery to the markets in West Coast Communities. Farmers' Markets in the region generally supported a paid market manager, provided the farmers themselves assisting in and/or made the final decisions. In general, there was disbelief that paid support would ever be possible, though it seemed a desirable scenario to many vendors.

The tasks of this limited Regional Market Manager would include the following:

- Securing a weekly ad in local newspapers highlighting 'What's in Season' and any special market events or promotions in the region.
- Continuing to research and suggest best practices for markets
- Working to change public perception of dysfunction at the markets
- Attending a variety of farmers markets on a regular basis throughout the summer season in order to conduct simple customer surveys and obtain valuable research data. This would be done using the tools for rapid market assessment as developed by the University of Oregon. The data would help to; create a profile of those who utilize the market and why, identify what demographics are missing at our markets, look closer at improvements for the shoulder seasons of the markets and raising awareness of an ethnic profile.
- While at the Farmers' Markets, run a public awareness campaign for local agriculture in general using materials developed throughout the Agricultural Plan Implementation project.
- Support the West Coast Markets by assisting to coordinate the collection of small amounts of excess produce from small growers and facilitating distribution to the West Coast. In the immediate term, this could be as simple as a Facebook Site, a drop off spot and coordination of a driver. The first markets on the West Coast begin mid-May and the market manager could help to make small farmers in the Alberni Valley aware of the opportunities that exist and pull together the pieces and volunteers needed to get a bulk delivery to the coast on a regular basis. The West Coast markets have indicated that they would be willing to take even small and diverse amounts of food that small backyard farmers could produce.

A limited Regional Farmers' Market Manager would provide a desirable support system and financial assistance to the markets (by way of marketing) and will also help to create a bridge and provide an indirect unity between them. It will assist in public perception and provide a non-threatening method of collaboration and communication between markets.

7. Regional Buy-Local Campaign

Further expansion and development of the ACRD 'What's on Your Fork' logo will raise the profile of local food, food security and the local economy. The distribution of this logo to restaurants will add an educational component and reminder for consumers to consider the origin of their food. The logo provides the title for the ACRD's popular Facebook page and is catchy enough to stick in memory. Furthermore, the initiative would connect the Alberni Valley and West Coast Communities with regional campaign. It would be best run throughout the summer when the critical mass of tourists is at its greatest and local food availability is at its peak.

Cloud City helped produce the logo, and has offered to do a run of t-shirts that would have the 'What's on your Fork' logo on one side and the Cloud City logo on the other side. Cloud City has offered to produce these at cost. They t-shirts could be sold at the Farmers Markets and various events throughout the ACRD the summer to raise money for future initiatives.

Specifically, the branding initiative would involve:

- Production of restaurant door decals, menu stickers, table cards, and general promotional posters
- Developing standards of use policy for farmers, restaurants and retailers
- Set up a permanent display table at local Farmers' Markets with sales of T-Shirts, bags and informational material
- Continue social media presence
- Partnership with Chamber of Commerce, Credit Union, Farmers' Markets

8. Facilitate Workshops, Tours and other Educational Events

Educational events support existing and new farmers to increase skills, locate support and resources and network within the agricultural community. There are a number of funding avenues for these events available and a high interest from the public in participating. They offer a low cost opportunity to the ACRD and will demonstrate governmental support for agriculturally related initiatives on West Coast in particular. The following events and workshops have been identified as priorities. Funding and support for educational workshops and tours should continue. The attendance of the one day workshop that the regional district hosted specifically exemplified this desire and need within the agricultural community. The following topics have generated interest and should be considered:

- 1) Marketing tips and best practices, including social media
- 2) Water-wise agriculture and rainwater harvest and storage
- 3) Aquaponics, permaculture and urban farming (West Coast Communities)
- 4) Farm Start-Up, Accounting and finance for farm operations
- 5) Politicians' tour of local farm operations

9. Encourage and Support of Urban Farming Initiatives

With a trend towards urban population and the increasing need for local food production comes the necessity for an increase in urban agriculture. Urban agriculture has many faces - it can be small backyard market gardens, community gardens, school ground gardens and rooftop gardens. Any of these could either be used as small scale gardens for the gardener and

neighbors or larger scale, even industrial sized, business operations. The Agricultural Plan goal of 40% local food production requires that agriculture is brought to backyards, city streets and public lands throughout the region. Support measures for urban agriculture are as follows;

- Support and promote the City of Port Alberni's new relaxed agricultural bylaws
- Offer financial assistance by eliminating business license requirements for urban market gardens
- Support and encourage community and school gardens within the region
- Support existing programs such as the Alberni Valley Gleaning Program as a way to promote food security by utilizing what goes to waste

10. Investigate Options to Support Agricultural Use of Water Resources

Producers continually pointed to the constraints posed by the limited access to and high cost of water for irrigation. Water availability is critical for agricultural production. Other Regional Districts (Cowichan Valley for example) have been working to create supportive policy to ensure consistent and affordable water for agricultural use. Agricultural Support Workers also heard concerns about water quality and quantity due to logging activity in the Beaufort range in particular. Farmers are very concerned about watershed protection.

This is an issue that needs to be addressed by the ACRD in order to fulfill the mandate of the Agricultural Plan. Study and staff time must be put towards assessing agricultural irrigation demands in the region, investigating options for management and developing a long term plan. The two most widely heard suggestions for irrigation support for producers are as follows:

- Leaving old irrigation lines in place for agricultural use when updating new lines as needed
- Reducing water rates for agricultural use.

Priority 2 – Notable Interest for Further Exploration

1. Development of a Regional Agricultural Center

The Agricultural Support Worker Team recommends that the ACRD continue, in partnership with other agencies and the City of Port Alberni, to develop a comprehensive plan for property use on the 17 acre parcel behind No Frills as per recommendations of the planning charrette. Beyond securing the parcel as a Community Land Trust, work will need to continue with feasibility studies and business plans.

2. Feasibility Study, Barriers to Agriculture on West Coast

The ACRD Agricultural Plan lacks significant reference to Coastal Communities. While some barriers may seem obvious (climate/soils), there exist opportunities for non-traditional agricultural operations such as aquaponics and/or permaculture type operations or greenhouse operations. Coastal Communities may be eligible to receive 'Class E' slaughter licenses, enabling local slaughter of a limited number of animals, including rabbit and poultry. In addition, livestock could be used for land clearing purposes. Barriers and opportunities for ocean based agricultural operations (kelp, shellfish, and fish) also need to be analyzed in greater depth.

There is active and substantial interest in food security and agricultural projects in the coastal zones of the ACRD. Important groups such as Eat West Coast, the Clayoquot Biosphere Project and Tofino Community Food Initiative are all undertaking studies and projects in support of food security and enhancement. Bamfield is reported to have three community gardens and one new small farm providing local produce. In addition, remote First Nation communities are developing Community Gardens, food distribution and educational programs to support their people and the habitat on which they historically depend upon.

The team recommends that funding should be sought for a feasibility study on the West Coast with the goal of providing specific recommendations for agricultural opportunities and improvement to existing operations. In effect, the ACRD needs to conduct further research in order to include the West Coast Communities in the existing Agricultural Plan.

3. Video Promotion of Agricultural Opportunities

Opportunities exist to highlight the spectacular landscapes within the ACRD and the agricultural land available for sale at attractive prices. A promotional video shot from the air, through a drone or small aircraft flying over ACRD in summer could help recruit an influx of new farmers resulting in subsequent increased farming revenue and production. This video piece could be used by realtors, the Chamber of Commerce, Shaw TV and the ACRD itself at events like the Island Agricultural Show and the Alberni Valley Fall Fair. Partnership possibilities exist as does the possibility of in-kind donations to the project.

4. Regional Environmental Standards

The ACRD is a very sheltered geographical region (due to mountain ranges and Pacific Ocean) and there is significant public interest in organic and sustainable production methods in agriculture. GMO technology is widely debated and a strong anti-GMO and pro-GMO labeling voice exists in the public. Regardless of whether the threats of GMO are real or imagined, a regional and workable non-GMO policy is important to establish from a public perception, agricultural branding and economic development point of view. It also offers an opportunity for greater long term profitability and the development of a highly desirable and niche organic, natural and/or pristine market. In addition, the policy is important for both protecting the native ecology from any threat of GMO contamination and keeping local seed sources pristine. This issue is best addressed proactively, before it becomes an environmental issue and while our existing farmers and agricultural system is still relatively pristine.

The local Farmers' Institute has expressed interest in creating regional environmental standards for agricultural production. The ACRD must participate in discussions; assist with facilitation of public awareness campaigns and/or education about the issue, and development of such a policy if requested by the Farmers' Institute.

Other methods for supporting environmental initiatives in agriculture include encouraging farms to develop Environmental Farm Plans and instituting a 'pesticide free' policy, which has been recommended by many members of the Farmers' Institute as well.

5. Develop Regulatory Handbook for Producers and Processors including fish and shellfish

Along with ongoing workshops and educational events, the ACRD can develop an accessible handbook for regional producers and processors. This document would offer general information and address packaging, handling, regulations for sales of produce and other products. It would also offer insights and tips with regards to the perceived barriers to farm gate sales and the corresponding logistics, (ie. Insurance/liability) and therefore continue to encourage the emergence of urban farms. Fact/info sheets for small farm start up, business planning, employee/volunteer requirements and accounting information could be included. This document could be available on the ACRD website as a reference tool for many.

6. Development of a Food buying and selling Co-op

The formation of a food buying and selling co-operative could unite small food producers and backyard gardeners within the ACRD who do not produce enough food to sell at a farmers'

market or direct marketing situation, but are interested in growing and selling food. A co-op would provide opportunity for new farmers to test ideas and provide an outlet for their food growing efforts without adding a large financial and time commitment.

A co-operative could potentially grow into a clearing house for many of the farmers in the ACRD and would be a stepping stone to utilizing a web based platform for sales that would allow restaurants and individuals to pick and choose produce from the co-op in larger quantities than one grower could provide. A co-op could also help promote food security on the west coast as it would serve as a connection between the producers of the Alberni Valley, and the significant demand for good fresh local food in the west coast communities. There is funding from the Co-operative Association of British Columbia to form co-ops, and a number of potential members have already been identified.

7. Assist with development of an online platform for agricultural product marketing and distribution

Coordination of marketing and distribution channels is desirable, particularly as production and markets grow. West Coast communities have indicated an interest in coordinated delivery of local product, as has the restaurant community. A number of local restaurants are already working on developing an association to coordinate purchase of agricultural products. A recently develop web based platform for connecting producers and consumers in Cowichan Valley Regional District could prove an excellent model for a similar operation in the ACRD. Regional interests need to watch the evolution of the 'Cow-Op' and work together to create a similar platform here. The 'Cow-Op' offers a web-based platform for sales of agricultural products, which are delivered, pre-sold, by farmers to a central pick up facility.

8. Establish an Annual 'Feast of Fields and Waters' Event

This event would include a celebration of local shellfish, fish, meat, fruit and, vegetables. It would feature local restaurants and chefs and be inclusive of the entire region. Tasting events, education and information, music and arts activities could be included. The event could rotate between hosting communities within the region annually and including the Alberni Valley, District of Tofino, District of Ucluelet and Bamfield. First Nations communities would feature their traditional foods at all events, including education about their harvesting and gathering methods.

9. Assist with development of a tool and resource collective

As community coordination and collaboration around agriculture and food security grows, the ACRD can assist in facilitating the development of resources and facilities for collective tool sharing and bulk buying of inputs. Tools could include heavy machinery, seed cleaning equipment, refrigeration, power tools and even simply shovels and wheelbarrows for use in community project events. This facility and collection will create and fosters community while supporting food production and new farmers who may be lacking in resources. A generic model could be implemented in each municipality according to their particular needs.

10. Conduct Public Land Survey and GIS Mapping Project

The ACRD is home to many un-or-underutilized parcels of land. A survey can be undertaken to identify those public lands which would be suitable for community agriculture and/or community gardens. That database would then be easily accessible to community groups, businesses' or

individuals who would like to make proposals for their use. The Real Estate Foundation of British Columbia recently funded a similar project in the Comox Valley.

A Geographic Information System (GIS) mapping project would also assist with agricultural land use inventories. It would use the application of technology to increase the understanding of farm systems and land use relationships. GIS mapping projects can be funded through the BC Ministry of Agriculture.

Conclusion

The Alberni-Clayoquot Regional District must capitalize on the momentum gathered throughout the first phase of the project. Significant time and energy has been devoted to gathering feedback and developing an agriculture and food security network over the last 7 months and significant support has been garnered for the project. Farmers, restaurants, farmers' markets, shellfish growers, First Nations and other community stakeholders are seeking opportunities for collaboration and have become increasingly willing to participate in discussions and share perspectives. These community groups have been considering and implementing numerous projects with significant drive and determination.

During the course of the last several months the Agricultural Implementation Team has recognized a shift in perception. Previously, people seemed wary and wondered "what model of governance are you trying to impose on me?" whereas now people are responsive, feeling supported, and engaged in a process. This buy-in from the community, especially from farmers, is very important when trying to leverage the profile of the regional district within the larger agricultural community.

With supportive governmental measures, our community has the potential as well as the physical and environmental assets to become a high level agricultural producer. In 2011, the ACRD began the process with the establishment of the Alberni Agricultural Plan. Further delays in its implementation are counterproductive and will potentially create stumbling blocks for local citizens and groups who are rising up on a swell of interest and energy.

Across the province, policy and programs are being generated which the ACRD can tap into. There are a number of grant options and support programs available for food related community projects. Our communities boast engaged groups such as the Farmers' Institute, Tofino Community Food Initiative, Eat West Coast and Alberni Valley Transition Towns who require general support and a collaborative governmental office in support of their initiatives. Globally, local food movements are changing public perception and attitudes about where our food comes from and within the region the demand for locally grown products is beyond current capacity.

By assisting with the development of community gathering facility, Farmers'/Fish Market, agricultural showcase site and signage, the ACRD will prove its dedication to the economic development of agriculture within the region. By assisting groups to forward their food-related project, it will inspire, excite and energize those community based initiatives. By developing policy, programs, educational opportunities for established and new farmers it will support the backbone and entire foundation for the possibility of increased food production. Finally, by continued engagement, financial support and active promotion of regional agriculture, the Alberni Clayoquot Regional District will join the province-wide trend towards community food security and governmental support of related programs.

The continuation the recommendations in this report are relevant and timely. Moving forward in support of regional agriculture will require flexibility, adaptation and sensitive response to initiatives and opportunities as they are generated. It will also require planned and actively pursued projects in support of food producers, processors, distributors and related community groups. As governmental leader and a pivot point in the region, the ACRD must continue to step forward, support its citizens and work towards the agricultural and food security priorities.

Resources & Bibliography

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- Island Coastal Economic Trust www.islandcoastaltrust.ca
- Investment Agriculture Foundation of BC www.iafbc.ca
- Ministry of Agriculture www.gov.bc.ca/al
- Small Scale Food Processors Association www.ssfpa.net

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http://www.gov.bc.ca/jtst/down/VI_Coast_Ag_Framework_Aug17_2012_FINAL.pdf

**Appendix 1 - A Small Producers Guide to Selling to Restaurants,
Distributors and Retailers**

A Small Producers Guide to Selling to Restaurants, Distributors and Retailers

Heather Shobe

Research has shown that there is high interest from restaurants within the Alberni-Clayoquot Regional District in offering local products to consumers on their menus. Regionally produced meats, fruits, vegetables and other products - all are desirable! Farmers though, especially small producers, often don't know how to entice restaurants into going the extra mile it takes to cope with the greater uncertainty and higher expense that may be required in order to follow through with that desire. It takes a dedicated effort, a bit of salesmanship, and clear agreements to achieve what producers, buyers, and consumers all crave-the best quality local food on their tables. Here are some tips to make it happen...

Step 1: Create A Relationship

- Set up the relationship at beginning of season, before everyone is busy.
- Reach out to buyers you are interested in working with-don't expect them to come looking for you!
- Adopt a business philosophy and develop good business practices
- Do the homework on your own business. Write up a history of your farm and another piece highlighting your growing practices and the reasons your products are special. Know the prices you need to receive and quantities you are able to supply.
- Provide this comprehensive information to the buyer including
 - quantities available (min and/or max) per order
 - delivery schedule
 - pricing
 - availability dates if seasonal
 - growing methods, farm description
 - brochures
 - samples if available
 - GST# and Food Safe Certificates where required

Step 2: Keep that Relationship Healthy!

- Be Reliable** - Reliability of supply and delivery is of utmost importance to chefs and restauranteurs. Their business fails if you fail to follow through with your promises.
- Know the customer** - Price is not always the most important factor for those who want to buy local. Find out what drives their buying decisions be it quality, freshness, shelf life, delivery methods, consistency, ethics or the environment.
- Communicate** - Stay in touch but be respectful of a buyers workload, everyone is busy! E-mail is great for some, others prefer to communicate via phone. Some are interested in online ordering platforms and others repelled by the thought! Find a method and keep to it. If using email, check it regularly and consider a scheduled check-in to provide a clear assessment of what is working and what is not.

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- **Have a system for dealing with production gaps** - Give the buyer ample notice, at least a few days, if you won't be able to get their product to them due to weather or other production problems. Buyers understand the constraints of farmers but they still have a business to run!
- **Be orderly** - Develop efficient systems for processing orders, invoicing and advising customers of product availability and price changes.
- **Be safe** - Food safety is everyone's concern. Practice safe production, harvest and delivery methods and maintain the ability to trace products from garden right through to the table.
- **Keep a consistent quality** - Buyers need consistent and reliable quality. High quality is one of the predominant reasons they buy locally. Give ample warning about deviations and don't expect to stay on their list for long if product quality varies excessively!
- **Deliver** - If the goods aren't there, the restaurant suffers. Buyers will usually expect delivery to their door and appreciate a set schedule. Living with fluidity doesn't work here—a dinner rush is a dinner rush, and the chef can't stop to check on the tomatoes you are dropping off! Work with your buyer to set a schedule that works for you both and consider a delivery fee if less than minimum order.

Step 3: Grow Your Opportunities

- Develop marketing materials and information. Spread your farm name and a good reputation.
- Be willing to alter production to meet buyer needs.
- Co-operate with other small producers to increase the volume you can offer for sale.
- Investigate the potential of growing specialty items which are not available through distributors.
- Work with clients to sell them on the idea of new products by providing recipe and menu ideas.
- Search out clients willing to buy 'seconds' or lower quality produce to use in soups or preserves.
- Share your successes with other farmers and buyers. Model a great working relationship and offer tips to others in order to further the success of the industry as a whole.

Useful Links and Info

Guidelines for sale at Temporary Food Markets

The Vancouver Island Health Authority created this document providing recommendations for preparation and display of food intended for sale at temporary food markets including Farmers' Markets and public events. **Talk to the local health authority about selling those foods classed as 'low risk' at retail stores and at farm gate.**

- <http://www.viha.ca/NR/rdonlyres/3DDA888D-939E-4A08-926E-DB679892A952/0/GuidelinesSaleofFoodsatTemporaryFoodMarkets2012FINAL.pdf>

Wholesale Price List Link

Certified Organic BC maintains this current wholesale price list for reference when setting prices

- <http://www.certifiedorganic.bc.ca/rcbtoa/services/prices.html>

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Food Labeling and Packaging Requirements

Canadian Food Inspection Agency governs rules for packaging and labeling of food products

• <http://www.inspection.gc.ca/food/labelling/food-labelling-for-industry/eng/1383607266489/1383607344939>

The following Alberni-Clayoquot Regional District business' have indicated interest in purchasing direct from producers. If you would like your business to be listed here next year, please contact the AV Times.

Ukee Juice	Cody Naples	1627A Peninsula Rd. Ucluelet, British Columbia Canada V0R3A0	P: (250) 726-5068
Sproat Lake Landing	Steve Muise	10695 Lakeshore rd. port Alberni, BC V9Y 8Z8	250)735-1535
Red Can Gourmet	Tim May	700 Industrial Way, po box 251, Tofino, BC V0R 2Z0	250)725- 2525

The Starboard Grill	Brad Declercq	#2-5440 Argyle St., PA, V9Y 1T7	250)720-9100
Swale Rock Café	Lily Diotte	5328 Argyle St. PA V9Y 1T8	250)723-0777
The Wickaninnish Inn	Ike Seaman	Box 250, Tofino, BC V0R 2Z0	250)725-3106
The Schoonner Restaurant	Mare Bruce	311 Campbell St. Tofino	250)725-3444
All Mex'd Up	Judy Walker	#6 5440 Argyle St. PA V9Y 1T7	250)723-8226
Shelter Restaurant	Matty Kane	601 Campbell Street, Box 68 Tofino V0R 2Z0	250)725-3802

Long Beach Lodge Resort	Ian Reddick	1441 Pacific Rim Highway, Tofino BC	725-2442
Riverside Lodge	Matt Dunk	6150 Ferguson Road, Port Alberni BC, V9Y 8L4	723-3474

Swept Away Inn	Daniel and Bouchra	5505, Argyle St. Unit 1, Port Alberni, British Columbia	(250) 918-8298
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Green Soul Organics	Morgan Callisan	Box 833 Tofino, BC, V0R 2Z0	250)725-4202
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Picnic Charcuterie	Tina Windsor	700 Industrial Way, Tofino BC V0R 2Z0	
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Farmer Bills Country Market	Keith Bruner	7666 Pacific Rim Highway, Port Alberni BC	778-421-5566
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Tofino Farmers Market	Anne Weeks	General Delivery, Tofino BC V0R 2Z0	250-266-5006
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Appendix 2 – Grant Opportunities for Agriculture and Food Security

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District



Prepared by ACRD Agricultural Support workers Heather Shobe, Connie Kuramoto, and Anna Lewis with input from the community.

April 10, 2015

Rational and Format

The 2011 ACRD Agricultural Plan set a target of 40% food security by the year 2031.

The Alberni-Clayoquot Regional District is home to many motivated and capable individuals, business' and organizations who are working towards increasing food production and improving distribution in order to achieve this target.

This document sets out to distribute information about the numerous grants, loans and programs available for food security and agricultural initiatives in order to increase their viability and capacity.

Some of the programs are ongoing and others are one time opportunities.

The document is divided into 3 sections- Grants, Loans and Programs.

Grants

ACRD Grant-In-Aid Program

Alberni-Clayoquot Regional District

The Alberni-Clayoquot Regional District provides Grant-in-Aid assistance to non-profit organizations once a year in order to assist them to provide a benefit to one or more electoral areas in the Region or the entire Regional District.

Application deadline January 31 of each year.

<http://www.acrd.bc.ca/grant-in-aid>

Agricultural Planning Program

Investment Agriculture Foundation of BC

Applications for funding must be submitted by a municipality or regional district or an alliance between a local/regional government and an agricultural organization.

Funding, up to 50% of project costs, may be available to carry out agriculture viability studies, develop agriculture strategies, conduct arability studies and carry out food shed analyses, as well as the implementation of specific activities at a community or regional level.

http://www.iafbc.ca/funding_available/programs/local-govt-ag-planning/ag_planning.htm

Agri-Food Environment Initiative

Investment Agriculture Foundation of BC

Funding is available for projects that deal with a wide range of environmental issues including, but not limited to, projects addressing impacts of agricultural practices on soil, air and water quality, conflicts with wildlife and wildlife habitat, conservation of water resources, agri-food by-product management, and minimizing impacts of pesticides and other production inputs.

Will provide up to 85% of cash costs.

Deadlines: May 1, 2015; July 10, 2015

http://www.iafbc.ca/funding_available/programs/agri-food/default.htm

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Agri-Innovation Program

Investment Agriculture Foundation of BC

Funding to support industry, academia, retailers and others in late stage research and pilot projects that lead to the commercialization and/or adoption of innovative products, technologies and practices. Projects may be funded up to 100%

Applications taken on an ongoing basis.

<http://www.iafbc.ca/agri-innovation.htm>

Agri-Spirit Fund

Farm Credit Canada

An organization may qualify for a donation between \$5,000 and \$25,000 if it is raising money for a capital project in a region with less than 150,000 people.

Who's eligible? Registered charities and non-profits working with municipal body or governments and municipal bodies.

Apply on line **only between April 13 and May 18, 2015**

<https://www.fcc-fac.ca/en/in-your-community/giving-back/fcc-agrispirit-fund.html>

Alberni Valley Community Foundation

The foundation will consider requests from registered charities for;

Program-related projects (i.e., specific, time-limited activity or a series of activities designed to meet certain goals)

Capital projects, including construction, renovation or equipment purchases.

Grants are usually in the \$500 to \$5,000 range.

Letters of interest must be received by Feb 28th annually.

<http://www.albernifoundation.ca/>

BC Buy Local Program

Investment Agriculture Foundation of BC

This is a 4 million dollar 'matching funds' program (applicants contribute 50% of project costs).

Projects must meet the following objectives:

- Increase use of British Columbia's agriculture, food and seafood sectors in the domestic marketplace; and
- Build consumer preference, demand and sales for BC agrifoods sold within the province.

Open to individuals, non-profits and for-profit business'.

Application deadlines April 10, 2015; May 10, 2015; June 15, 2015; August 3, 2015 (subject to available funds).

http://www.iafbc.ca/funding_available/programs/buylocal/default.htm

BC Agrifood and Seafood Export Programs

Investment Agriculture Foundation of BC

For producers, processors, organizations and marketers. Eligible projects should enable BC's agriculture, food and seafood sectors to increase export sales and expand international market access through participation in international market development activities.

Up to \$50,000 available in matched funds.

<http://www.iafbc.ca/export-market-dev.htm>

Building Healthy Communities

Coastal Community Credit Union

Grants for non-profit organizations. Minimum \$1000 grants to support children/youth, environmental, economic development, or financial literacy. Not for operational cost (wages/ rent etc).

Applications reviewed 3 times annually-Jan 31, 2015; May31, 2015; Sept 30, 2015

<https://www.cccu.ca/Personal/InOurCommunities/CommunityFundingPrograms/BuildingHealthierCommunitiesFund/>

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Bullitt Foundation

Grants for ecosystem services; energy, industry and technology; urban ecology; leadership and civic engagement

Eligibility-BC charitable organizations

<http://www.bullitt.org/programs/>

Community Foundation

Canada Post

The Foundation will fund projects that support three primary focus areas—community, education and health.

Funding will be allocated to projects that will generate maximum impact, creating lasting change for children and youth.

Up to \$50,000 available per project

Deadlines: Annual program, for 2015 applications close April 17.

<https://www.canadapost.ca/cpo/mc/aboutus/cpfoundation/grants.jsf>

Community Gaming Grants

Province of BC

Will fund up to 75% of costs, with the remainder being either cash or in-kind contribution. Only for non-profits. Not to be used for core funding but can be used for operational costs (ie wages), vehicles, equipment, buildings. Not for new programs or positions, must be in effect already.

Maximum funding of \$100,000 for local organizations.

<https://www.gaming.gov.bc.ca/grants/community-gaming.htm>

Community Investment Program

City of Port Alberni

Provides assistance to not-for-profit organizations to enhance their ability to provide programs, services or activities that benefit the citizens of Port Alberni in the areas of Community Services, Multiculturalism, and Recreation/Amateur Sport.

Application deadline is October 1st, annually.

<http://www.portalberni.ca/community-investment-program>

Corporate Sponsorship

Coastal Community Credit Union

Grants for business organizations in the minimum amount of \$1000 to support children/youth, environmental, economic development, or financial literacy. Not for operational cost (wages/rent etc).

Applications taken on the 15th of every month.

<https://www.cccu.ca/Personal/InOurCommunities/CommunityFundingPrograms/CorporateSponsorships/>

Development Grants

Social Enterprise Canada

In kind and cash grants up to \$10,000 with matching funds provided by organization. Typically for consultant/professional fees relating to planning or development activity of the social enterprise (For feasibility studies as well)

Must be an incorporated non-profit organization or a qualified donee under CRA regulations (native band, municipality, or registered charity), OR have an agreement to be sponsored by one.

Must attend a full-day ENP Social Enterprise workshop.

Application deadlines June 4, 2015; Nov 5, 2015

<http://www.socialenterprisecanada.ca/en/communities/bc/nav/grants.html>

Emerging Sectors

Investment Agriculture Foundation of BC

The main intent is to enable innovation, collaboration and strategic approaches in emerging sectors to identify opportunities, challenges and priorities.

Eligible projects will address the gaps in applied scientific knowledge, technology adaptation and transfer, pre-commercialization exploration, skills, business development, collaboration and links with potential partners, in order to seize new business opportunities.

http://www.iafbc.ca/funding_available/programs/emerging-sectors/default.htm

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Environmental Farm Plan Program

BC Agriculture Council

The Environmental Farm Plan program is confidential, voluntary & no-charge. Funding is available to help eligible farmers improve on-farm environmental sustainability,

<https://www.bcac.bc.ca/ardcorp/program/environmental-farm-plan-program>

Epicure Foundation

A foundation created to support grassroots organizations working to improve food security across Canada. The goal is to ensure that all Canadians have access to resources and education to prepare nourishing meals for themselves and their families.

Program unconfirmed for 2015

Eligibility-Registered Charitable organizations

<https://www.epicureselections.com/en/company/epicure-foundation/grant-program/>

Farm Business Advisory Services

Growing Forward 2

Producers may be eligible for funding toward business consulting services for their operations.

Tier 1-Basic farm financial assessment-100% support up to \$1,900

Tier 2-Specialized business planning (85% support up to \$3,000

Eligibility-new farms within 3 years of start up and established farms with over \$10,000 gross farm income.

http://www.agf.gov.bc.ca/busmgmt/FB_Advisory_Services.html

Farm To School

Public Health Association of BC

Farm to School programs bring healthy, local food into schools, and provide students with hands-on learning opportunities that foster food literacy, all while strengthening the local food system and enhancing school and community connectedness.

The first phase of the grant process is a \$500 grant to successful applicants to support program

planning, followed by a \$3500 grant for implementation.

<http://www.phabc.org/modules.php?name=Farmtoschool>

Hamber Foundation

The Foundation makes grants for cultural, educational and charitable purposes within the Province of British Columbia. The Foundation prefers to support specific projects rather than contributing to general sustaining assistance or to large capital projects.

Eligibility-Registered Charitable Organizations and Educational Institutions

Deadlines: March 15 and Sept 15 annually

<http://www.hamberfoundation.ca/>

Leadership Grants

Leadership Grants Organization

The mission of the Leadership Grants Organization is to provide critical, early-stage resources to small business owners (including farmers) to assist in the development and growth of their enterprise.

Between \$1000 and \$100,000 available. Applications reviewed quarterly.

Eligibility - new business, must provide proof of matching funds and a business plan

http://www.agf.gov.bc.ca/busmgmt/FB_Advisory_Services.html

On Farm Food Safety Program

BC Agriculture Council

This program provides education and financial assistance to eligible B.C. farmers and ranchers who would like to become certified by a recognized HACCP based on-farm food safety program (i.e. CanadaGAP, Verified Beef) for the very first time. up to 90% funding available up to \$6000

<https://www.bcac.bc.ca/ardcorp/program/farm-food-safety-program-offs>

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Real Estate Foundation of BC

For non-profits, municipalities and other community organizations. Focuses on built environments, freshwater sustainability and sustainable food systems. Will fund up to 50% of costs (or 33% if in kind) for human resources/consultants, workshops, production of educational material.

Application Deadlines: June 3, 2015: Sept 16, 2015

<http://www.refbc.com/grants>

Traceability Adoption Program

BC Agriculture Council

The TAP will assist producers/farmers, food processors and agri-food businesses by assisting with specific costs relating to the purchase and installation of traceability infrastructure, and the training of staff to implement traceability systems for plants, animals and agri-food products.

Up to 75% funding available

<https://www.bcac.bc.ca/ardcorp/program/traceability-adoption-program>

United Way

For charitable non-profits. Funding limit of \$6000 for new applicants. Focus on 'All that kids can be', 'From poverty to possibility', and 'Healthy people, strong communities'.

http://www.uwcnvi.ca/index.php?p=7_88_Grant-Applications

VanCity Foundation

VCF is a public charity created to help gather together community resources, thereby realizing the potential that exists when we invest in the vision of communities. VCF Strategic Programs focus on not-for-profit social enterprise, community owned real estate (including housing), and collaborative approaches toward change. Funding criteria and application processes vary across our granting programs.

<http://vancitycommunityfoundation.ca/s/home.asp>

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Loans

Advance Payments Program

Government of Canada

The Advance Payments Program (APP) is a financial loan guarantee program that gives producers easier access to credit through cash advances. It is delivered via producer organizations across the country.

The maximum cash advance available to each producer is \$400,000. The federal government pays the interest on the first \$100,000 of a cash advance issued to a producer per production period and producers have up until the end of the production period to repay their advance.

<http://www.agr.gc.ca/eng/?id=1290176119212>

BC Breeder and Feeder Loans BCBFA

Loans for bred and feeder cattle.

Up to 100% financing is available with competitive interest rates.

<http://www.bcbfa.ca/>

Canadian Agricultural Loans Government of Canada

A loan guarantee program designed to increase the availability of loans to farmers and agricultural co-operatives. Farmers can use these loans to establish, improve, and develop farms, while agricultural co-operatives may also access loans to process, distribute, or market the products of farming.

Up to \$500,000 available.

<http://www.agr.gc.ca/eng/?id=1288035482429>

Local Food Micro-Loan Fund Investment Agriculture Foundation of BC

Interest free loans between \$1,000 and \$10,000 for a 24 month term. Must be used for equipment or materials.

Open to individual business' or non-profit organizations.

<http://www.farmfolkcityfolk.ca/resources/microloan/>

Transition Loans Farm Credit Canada

Benefits for both the buyer and seller when transitioning farm ownership to the next generation.

Tax advantages and other benefits.

<https://www.fcc-fac.ca/en/we-finance/primary-producers/farm-transfers.html>

Young Farmer Loan Farm Credit Canada

Very competitive interest rates for farmers under age 40.

up to \$500,000 available

<https://www.fcc-fac.ca/en/we-finance/young-farmers.html>

Grant Opportunities for Agriculture and Food Security in the Alberni-Clayoquot Regional District

Programs

Agri-Invest

Government of Canada

AgriInvest helps farmers manage small income declines. Farmers make annual deposits based on a percentage of Allowable Net Sales and receive matching contributions from federal, provincial, and territorial governments. Accounts are eligible for premium interest rates.

Deposit up to 100% of your Allowable Net Sales annually, with the first 1% matched by governments. The limit on matching government contributions is \$15,000 per year.

Free, with easy enrollment into the program.

<http://www.agr.gc.ca/eng/?id=1291828779399>

Agri-Stability

Government of British Columbia

An insurance program which provides support when farmers experience large margin decline.

Government will compensate 70% of shortfall in profits when they are 30% less than a calculated margin.

Baseline margins are determined in advance through 5 year tax returns. Fee applies.

<http://www2.gov.bc.ca/gov/topic.page?id=C0BD97C41500455CB160BEB4117D899A>

BC Farmer ID Card

BC Agriculture Council

Benefits card for BC farmers.

Benefits include health care plans, health/travel/dental insurance, life and disability insurance, travel plan, estate planning, vehicle rentals and other.

Fee applies

<https://www.bcac.bc.ca/about-farmer-id-card>

Community Futures

Alberni-Clayoquot Branch

Financing, training, and advisory services for small businesses and entrepreneurs in our community.

Loans for business are available at competitive rates as well as advisory services for business planning and financial projections.

A variety of workshops and a lending library are offered on the Alberni campus.

<http://www.cfac.ca/>

Crop Loss and Damage due to Wildlife

Government of BC

Agriculture producers can get compensation due to wildlife damage to some harvested and unharvested crops by enrolling in the Agriculture Wildlife Program. Damage by the following are covered - Bison, bear, cranes, deer, elk, moose, mountain sheep and waterfowl.

<http://www2.gov.bc.ca/gov/topic.page?id=9FCA695F726F4BB5AF38FBE1EC4EBC72>

Production Insurance

Government of BC

Affordable, flexible and efficient production insurance is available for the following crops-berries, flower bulbs, forage, grain, grapes, tree fruits, and vegetables.

<http://www2.gov.bc.ca/gov/topic.page?id=3B2C227D4A104DC7A5F52084479DF4C0>

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of June 5, 2015

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuṭiḥʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Yuułuṭiḥʔatḥ 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.	Jan. 14/15 Board	The Franklin River Road Fire Protection Service Agreement with the City of Port Alberni was deferred	Russell	Letter sent to property owners to provide input to the City
5.	Feb. 11 th Board	Consult with affected interests of the AVRA expansion including Greenmax, SD#70, Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies, AV Drag Racing Assoc. and Hupacasath First Nation	Russell	Ongoing
6.	April 22 nd Board	Prepare a report to the Board the Municipal Insurance Association proposal for covering infrastructure in the event of a disaster as presented at the AVICC Convention	Russell	May 2015
7.	May 5 th AV Comm.	The Alberni Valley Committee concurs with the new recommended agreement with the Alberni Valley Drag Racing Association – Meet with AV Drag Racing Assoc. and finalize the agreement for consideration by the ACRD Board of Directors	Russell	May/June 2015
8.	May 13 th Board	Salmon Beach Communal Meeting place report was deferred to next Board meeting in order for Director Bennett to have further discussions with Salmon Beach lot owners at the Annual General Meeting this weekend and report back to the Board	Wendy	Deferred to May 27 th Board meeting
9.	May 13 th Board	The Board directed staff to proceed with the hiring of a temporary part time West Coast Assistant to provide oversight of Salmon Beach services and contracts as well as support for the Airport Superintendent	Russell	June

#	Date	Action Item	Assigned to	Target Date/Update
10.	May 27 th Board	Draft a letter to Minister Shea, Minister of Fisheries and Oceans for expanded T'aaq-wiihak fisheries to benefit local economy and create additional employment for the Chair's signature	Robert G.	Done
11.	May 27 th Board	Work with Mr. Deakin to set a date for the Economic Development luncheon	Wendy/ Tracy	Arranging
12.	May 27 th Board	Send a letter to the Minister of Fisheries and Oceans regarding on-going concerns with the use of the Pacific Salmon Treaty mitigation funds: <ul style="list-style-type: none"> • Expressing concern at the license price being offered in light of the decline in uptake by industry in the buy back process; • Asking for an update of expenditures and number of licenses tendered; and suggesting that a new approach be adopted in order to better support the Area G troll fleet in light of expected further catch allocation reductions in 2015 	Robert G.	Done
13.	May 27 th Board	Send a letter to the Minister of Fisheries and Oceans, regarding concern that community interests be represented when Canada develops positions to be taken during the 2018 Pacific Salmon Treaty re-negotiations – Draft letter for Chair signature	Robert G.	Done
14.	May 27 th Board	Send a letter the Minister of Fisheries and Oceans requesting that due to the continued economic and social importance of the Area G Troll Fleet to our communities, a mechanism be developed that continues to take into account their need for access to Coho when Fraser River fishing plans are being developed	Robert G.	Done
15.	May 27 th Board	The Request Decision regarding proposal for engineering services – assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads until further information from the Tseshaht First Nation	Russell	Pending more info. from TFN
16.	May 27 th Board	Enter into the Memorandum of Understanding with the Alberni-Clayoquot Health Network Table of Partners – prepare for signatures and advise the Network	Shelli	Done

#	Date	Action Item	Assigned to	Target Date/Update
17.	May 27 th Board	Board of Directors gave three readings to the following bylaws: "Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015" and "Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015" - forward for approval by the Inspector of Municipalities	Wendy	Forwarded for approval
18.	May 27 th EA Directors	bring back a report with more information on possible uses for the gas tax funds and funds allocated on a per capita basis - prepare a report	Russell/ Andrew	
Environmental Services Department				
19.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
20.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
21.	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./ Janice	Design in progress - site visit June
22.	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
23.	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	Ongoing
24.	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
25.	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
26.	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
27.	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	Janice	Ongoing
28.	May 5 th AV Comm.	Arrange a meeting with the AV Drag Racing Association and other airport users to discuss issues/options for rubber removal on the AVRA runway	Shelli	Meeting scheduled – May 26 th
29.	May 13 th Board	The Re-Collect Software Service Agreement Report was deferred – Provide more information to the Board for the next meeting	Janice	On hold until 2016
30.	May 13 th Board	The Board directed staff to proceed with a Request for Proposals to secure contract services for the maintenance and operation of Salmon Beach infrastructure	Randy/ Janice	Advertised
31.	May 13 th Board	Forward the correspondence from Mr. Skipsey regarding wake boarding on Sproat Lake to the Sproat Lake Community Association	Janice	Done
32.	May 27 th Board	The Board endorsed repairs to the Sproat Lake Marine Patrol Boat and the plan to have the tubeset (pontoons) replaced at a maximum cost of \$19,380 plus GST & PST, funded from the SLMP service capital reserve – proceed with repairs	Janice	Done
PLANNING DEPARTMENT				
33.	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
34.	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
35.	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	Mike	Contacted Hall Society – Society working

#	Date	Action Item	Assigned to	Target Date/Update
		review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD		on options
36.	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
37.	April 8 th Board	Development Cost Charges for Community Parkland Acquisition – Request for Decision The Board referred this request for decision to the Electoral Area Directors Committee, for review at the next meeting	Mike	Done
38.	May 13 th Board	Write a letter to AVICC urging them to continue to lobby the Province on initiating the working stakeholder group on private managed forest lands and watershed protection	Mike	In progress
39.	May 27 th EA Directors	Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas - The EA Directors passed a resolution instructing planning staff to re-designate major and minor streams within all electoral area official community plan areas	Mike	Planning staff to review
40.	May 27 th EA Directors	Electoral Area Directors Committee passed a resolution instructing staff to amend Zoning Bylaw P1327 by adding the following section to the bylaw: for clarity, the accessory dwelling units are for primary residents, not a vacation rentals and forward to the Board for first reading	Mike	Done
41.	May 27 th EA Directors	Electoral Area Directors Committee instructed staff to bring a report to the Board on options for dealing with vacation rentals	Mike	Planning staff to review
42.	May 27 th Board	The Board approved the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with: <ol style="list-style-type: none"> 1. All structures to meet BC Building Code 2. "Use at own risk" signage is provided 3. Material and construction costs are not from public funds 4. Future Maintenance and Inspection to be performed by ACRD As outlined in the staff report dated November 20, 2014 – Proceed with the project	Luc	In progress

#	Date	Action Item	Assigned to	Target Date/Update
43.	May 27 th Board	The Board approved providing a letter of support for a five (5) year extension of an Industrial Access Permit for Todd Thompson to access the Log Train Trail for log hauling and related forestry activities subject to confirmation that the ACRD is covered by the applicant's third party liability insurance - draft letter	Alex	Done
44.	May 27 th Board	The Board approved providing a letter of support for an Industrial Access Permit application by Timberwest Forest Company to access the Log Train Trail for log hauling and related forestry activities subject to confirmation that the ACRD is covered by the applicants third party liability insurance - draft letter	Alex	Done
45.	May 27 th Board	APC Appointments were made for Long Beach, Beaver Creek, Cherry Creek, Sproat Lake, Beaufort - update lists and advise appointees	Charity	Done
46.	May 27 th Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.	Mike	Planning staff to review

Issued: June 5, 2015

From: "Jessica Hutchinson" <jessica@clayoquot.org>
To: "Warren Warttig" <warren.warttig@interfor.com>, "Don McMillan" <McMillanD@timberwest.com>, "Geoff Lyons" <glyons@ukeecable.net>, "Eric Russcher" <umpire56@hotmail.com>, "Alan McCarthy" <al.mccarthy@telus.net>, "Dave Bailey" <cs.bio@hotmail.com>, "Gary Johnsen" <garyj@toquaht.ca>, "Central Westcoast Forest Society" <info@clayoquot.org>, tonben1@telus.net, "Yuri Zharikov" <yuri.zharikov@pc.gc.ca>, "Rebecca Hiscock" <bullkelpbooks@gmail.com>, "Jaime Pascoe" <jaime@clayoquot.org>, "Danielle Francis" <danielle@clayoquot.org>, "Luke Swan Jr" <michael-swan@hotmail.com>, "Saya Masso" <saya@tla-o-qui-aht.org>, "George Frank" <hesquiahtfisheries@gmail.com>, "Lily Burke" <lilyburke@gmail.com>, "Taylor Gunstone" <taylor.gunstone@hotmail.com>, "Mandala Smulders" <mandala@clayoquot.org>, "Mayco Noel" <mnoel@ucluelet.ca>
Sent: Monday, May 25, 2015 12:57:40 PM
Subject: CWFS 2015 Projects and Update

Hello Directors and Members

Central Westcoast Forest Society has a number of great projects lined up for this year from Hesquiaht to Toquaht! Please read the attached project update to find out more.

We also have our smolt trap in on Lost Shoe Creek and I would encourage all of you to come out and check it out. We are counting, measuring and weighing salmon smolts every morning for about 2 hours and we need a volunteer to accompany our biologists daily. So please let us know if you are interested in helping.

We have wrapped our third CWFS film, and this is possibly our best film yet! The film is entitled "Bringing Back the Light" it speaks to the importance of restoring second-growth forests and bringing life back to degraded wildlife habitat. We are having a film release party on **June 18th at the Tofino Brewery**. It would be great if you could attend!! Please see the attached poster for all the details. The film will be officially launched via our website and a newsletter the following Monday June 22nd.

We are also planning a small informal Burger & Beer Fundraiser in Ucluelet on **June 20th at Howlers** (formerly Smileys). Our usual Salmon to Sea Fundraiser was not possible this year as Black Rock was booked well in advance and could not accommodate us. Instead we have planned a series of small fundraisers that we hope will generate some cash and word-of-mouth about the work we do.

The District of Tofino and the Clayoquot Biosphere Trust are co-hosting a volunteer appreciation tea this Thursday May 28th at 4 pm at the CBT Office in Tofino. All CWFS directors and volunteers have been invited. Coffee, tea and goodies will be provided as a gesture of appreciation for your support and contribution to our community.

CWFS Board Meeting: I would like to suggest a board meeting for early July if possible. This may afford us time to have the financials in order and complete both a board meeting and an AGM. I will put it out there and see if enough directors are

available to make it worthwhile. If not we can try again in the fall. Please RSVP if **July 9th at 6 pm** works for you. Location TBA (perhaps Toquaht Office if Gary is willing?)

Lastly, our **2014-2015 Kennedy Watershed Restoration Project Final Report** is complete. Please [click here](#) to download a copy and find out about all the great work we did in 2014-2015. Our **Atleo River Restoration Project Report** is also complete [click here](#) to download and find out more about this great project!

And finally I would like to introduce our summer school student Taylor Gunstone. Taylor is a student at Vancouver Island University in the Natural Resource Officer Technology Diploma Program. Thanks to a Canada Summer Jobs Grant, Taylor will be accompanying us for the next few months and helping us out with the various projects and activities we have planned for the summer ahead. Welcome Taylor, we are happy to have you on team!

Hope this update finds you all well!!

Jessica

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Jessica Jean Hutchinson, M.Sc., EP

O: 250-726-2424

C: 250-266-0113



CENTRAL WESTCOAST
FOREST SOCIETY



CWFS 2015 Project Update

Conference Creek Culvert Replacements

The Conference Creek Watershed (CCW) is a sub-basin of the larger Kennedy Flats Watershed and is located in Tla-o-qui-aht First Nation traditional territory adjacent Kennedy Lake. Historically, CCW supported healthy coho and blue-listed cutthroat trout populations, providing fish values that supported healthy spawning and rearing habitat. Fish habitat within the CCW is located on the benched area adjacent to Kennedy Lake. This section of stream is bisected by Highway 4 and East Main forest service road. As a result, historic channels which would have once had productive aquatic ecosystems are no longer accessible due to hung or collapsed culverts and many creeks within the watershed have been rerouted, dewatered, or replaced with featureless ditches.

This year we are working with the Ministry of Transportation and Infrastructure (MOTI) to restore fish access across Highway 4.

Two Creeks, Creek 9 and Creek 13, are slated for culvert replacements. Fish access on Conference Creek 9 is currently blocked by two culverts: a 600mm and a 900mm corrugated steel pipe (Figure 1). These culverts will be replaced with one embedded stream simulated concrete box culvert. Downstream of the culvert a series of spawning platforms and pool habitat will be constructed to improve habitat conditions. In



Figure 1 Conference Creek 9 culverts are hung impeding fish passage across highway 4 and access to valuable upstream habitat.

2014, CWFS deactivated the East Main logging road crossing. Additional instream habitat complexing will be carried out this year with funding from DFO Recreational Fisheries Conservation Partnership Program and MOTI.

Conference Creek 13 is currently diverted to a ditch that runs parallel to Highway 4 for roughly 40 m before it enters a 600 mm corrugated steel culvert. A new creek crossing will be installed this year where the creek meets the highway, preventing the ditching of a fish bearing stream. The new culvert is also an embedded stream simulated concrete box culvert stream. This culvert designs allows for a continuous stream channel across highway 4. The culvert size should also be suitable to encourage other



wildlife, such as small mammals and amphibians, to utilize the crossing. A similar culvert was installed for Red-legged frog passage near the junction and biologist Barb Beasley has noted use by black bears, ermine, and martins. Downstream of Highway 4 on Creek 13, a new channel will be constructed that incorporates spawning and rearing habitat for both anadromous and resident fish populations. The new channel will follow, what we believe is the historic channel location, for approximately 60 m in length before it reconnects with the existing downstream habitat. We hope that these efforts will help wildlife thrive in this watershed once again.

Project Partners

Ministry of Transportation and Infrastructure
Department of Fisheries and Oceans

Support

\$250,000
\$150,822

English Cove Maltby Creek 11

One culvert replacement is scheduled for this year in the English Cove Watershed within the District of Tofino. Maltby Creek or Creek 11 drains the upstream habitat adjacent Cox Bay and crosses the highway at Maltby Road near the old Pacific Rim Campground. This stream supports coho and blue-listed cutthroat trout populations (Figure 2). Maltby Creek was chosen based on a culvert assessment and fisheries assessment that CWFS completed for the entire English Cove Watershed, from Maltby Creek to the northern end of Pacific Rim National Park Reserve.

Culvert 11 is a 600 mm corrugated metal pipe installed within a collapsing woodbox culvert that is visible at the outlet. The culvert is currently impeding fish passage at low flow conditions. Working with the MOTI and with additional funding from DFO Recreational Fisheries Conservation Partnership Program and the Pacific Salmon Foundation we plan to replace the existing culvert with either a concrete box culvert, embedded DuroMaxx steel reinforced culvert or an open bottom crossing. The culvert design will be based on fish habitat requirements and the recommendations from the hydro-technical engineers and geotechnical engineers we are working with from MOTI. We are also partnering with the District of Tofino to move this and other culvert replacements ahead. Mayor Josie Osborne has been very supportive of this project and is keen to see collapsing wood box culverts throughout this section of highway replaced. We are also looking into the possibility of extending the culvert to accommodate the expansion of the bike trail to Cox Bay.

Project Partners

Ministry of Transportation and Infrastructure
Department of Fisheries and Oceans
Pacific Salmon Foundation

Support

\$250,000
\$110,922
\$34,471 (pending)



Figure 2 A cutthroat trout captured during fish sampling in the upstream habitat on Matlby Creek 11.

Ah'ta'apq Creek

Ah'ta'apq Creek is an important fish-bearing creek located at the head of Hot Springs Cove in Clayoquot Sound in the Hesquiaht First Nations Traditional Territory. Industrial logging has been ongoing in this area since the 1950s. As a result, Ah'ta'apq Creek and the surrounding area has significantly degraded. Logging has weakened the slopes surrounding the creek causing persistent landslides resulting in an influx of rock debris, as high as 2-3m in some areas, and the destruction of riparian habitat. Ah'ta'apq Creek previously provided spawning and rearing habitat for wild stocks of chum, coho and steelhead salmon, as well as a large population of coastal cutthroat trout. Eelgrass beds at the mouth of the creek provide important herring spawning and clam habitat, both of which are species harvested by the Hesquiaht people. This year with funding from Pacific Salmon Foundation (PSF), DFO Recreational Fisheries Conservation Partnership Program, and the Clayoquot Biosphere Trust (CBT) we plan to develop a watershed level restoration plan. DFO funding will go towards addressing upslope concerns, including a road risk assessment and bioengineering high risk slopes to help stabilize the upper watershed. Riparian and in-stream restoration efforts will largely be funded by PSF and the CBT with in kind support from Hesquiaht First Nation and the Nuuchahnulth Tribal council. With their help we plan to rehabilitate this degraded watershed by restoring stream and riparian habitat; planting streamside indigenous shrubs and trees. Thinning of red alders will release suppressed conifers, while planting of Sitka spruce and red cedar seedlings will contribute to the long-term source of large woody debris for the creek.



CENTRAL
WESTCOAST
FOREST
SOCIETY

1920 #2 Lyche Road
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

Project Partners

Department of Fisheries and Oceans
Pacific Salmon Foundation
Clayoquot Biosphere Trust

Support

\$52,509
\$23,868 (pending)
\$5,000

Twin Rivers East

Twin Rivers Watershed is a sub-basin of the Kennedy Flats Watershed and is located in the northwest portion of Barkley Sound. These rivers are within the traditional territory of the Toquaht First Nation (TFN) and are approximately 10 kilometres from the village of Macoah and approximately 14 kilometres east of Ucluelet. Twin Rivers was significantly altered by logging. Chum populations in this watershed have drastically declined in recent years. Restoration of this watershed is part of a long-term community strategy to rehabilitate wild salmon populations in the area. This year, in partnership with the Toquaht First Nation, CWFS will be working on in-stream and habitat restoration on Twin Rivers East. The work will be taking place in both the upper and lower reaches addressing limiting factors for habitat production. The fisheries assessment CWFS and TFN completed in 2014 and 2015 identified several key habitat attributes that may be contributing to lower fish production. In-stream restoration will focus on the placement of large logs to increase pool forming processes, and improve rearing habitat for juveniles and holding pools for adults. Riparian restoration will focus on improving the health and growth of conifers to decrease bank erosion and retain a future source of large logs for the channel. Funding for this year’s project is from Environment Canada EcoAction, Td Friends of the Environment, the Schein Foundation, the Sitka Foundation, and PSF.

Project Partners

TD Friends of the Environment
Pacific Salmon Foundation
Environment Canada EcoAction
Schein Foundation
Sitka Foundation

Support

\$11,488 (pending)
\$28,473 (pending)
\$40,207
\$2,500 (pending)
\$20,000 (pending)



CENTRAL WESTCOAST FOREST SOCIETY



PRESENTS

A WYATT VISUALS AND
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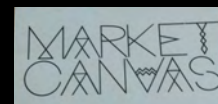
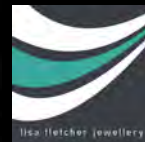
BRINGING BACK THE LIGHT

VIDEO PREMIER AT TOFINO BREWING COMPANY JUNE 18th @ 9:00PM TILL 11:00PM

\$1.00 FROM EVERY \$4.50 PINT DONATED TO CWFS
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DOOR PRIZES AND MORE
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Air Quality Council Meeting: May 14, 2015

Notes from the meeting held on Wednesday, May 14th, 2015 at 2:00 pm in the ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC

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

1. Chair – Updates (Sarah)

Vital Signs Report (AV Community Foundation)

Vital Signs is a community check-up conducted by community foundations across Canada. Each *Vital Signs* report measures the vitality of its community in key areas, providing the community with critical information that can help set priorities and identify opportunities for action. Air Quality is one of their key indicators for environment. Maggie Hodge-Kwan is undertaking this project in Port Alberni.

I met with Maggie last week to discuss Air Quality and the AQC.

A survey is available on the Port Alberni Community Foundation website (<http://www.albernifoundation.ca/>). They are seeking input from as many community members as possible.

Survey Queries

I received a call from a resident in West point place indicating that people had been going around their neighbourhood asking about impression of air quality in Port Alberni at present and change over time...3 yrs, 5 yrs etc and collecting contact information. I let him know that the AQC is not conducting a survey at this time and we do not know anything about this. A similar message was posted by the fire department on the Fire Department Facebook page as well as the City Facebook page.

Port Alberni Port Authority Charcoal Plant

PAPA small activated charcoal plant
A small activated charcoal plant has been approved for construction by the PAPA. It will use waste wood (initially logging slash) to produce high quality activated carbon. May be able to divert back-yard branches at some point as well??

Canada/US Joint Agreement on Air Quality

We don't know much about this at this point. Sharie will meet with them next week then we will know more.

This is a trans-boundary Air Quality agreement was signed in 1991 to address air pollution. A 2014 Progress Report is available for comment.

The deadline to comment on the 2014 Progress Report or any aspect of work under the Air Quality Agreement is **July 31, 2015**. Comments may be submitted [online](#), email or by regular mail. More info is available at: http://ijc.org/en/_air_quality_2014

2. Transparency

Post Meeting Minutes on the website

It was discussed that it would be good to make our meeting minutes publically available so that people can refer to them should they wish. It was also discussed that it would be good to send the minutes to the ACRD so they are on file in the system.

It was decided that we would submit minutes in as correspondence for the agenda following each meeting.

In addition, minutes will be put on the AQC web database (on the ACRD site).

3. Wood Stove Exchange

Media Blitz

Tim, Randy, and Sarah coordinated an interview with Shaw, AV Times, and AV News in early April to do a last push to promote the Woodstove Exchange. This went well. Sarah from Dolan's also participated.

How did it finish up?

John reported that 22 woodstoves have been issued now. This leaves 18 remaining for the fall.

Next Steps - Fall

It was suggested that the Fall Fair would be a good opportunity to bring this up and do some promotion around this. Could try to tag onto the Regional District booth or else see if Dolan's is intending to have a booth.

Sarah to talk to Brenda at the ACRD to coordinate pieces for this.

4. Solid Waste Management

Updates?

The ACRD is currently rolling out a cardboard ban. The bylaw is being prepared that would disallow cardboard from the landfill. The City

Organics Strategy?	<p>should follow. Garden waste, gypsum, metal, wood etc down the road.</p> <p>More complicated. Figure 680 tonnes organic waste. Need to find the right process to treat it and ensure it is a product that can be used. Don't want a rodent problem etc >> ensure proper ratios of Carbon: Nitrogen and this shouldn't be a problem. Need somewhere to take the compost. It was suggested that the regional district could put a call for proposals out for organizations/businesses to compost the material. Compost as 'black gold'</p>
Possible locations for compost	<p>Devil's den, Leda Farm, area at the landfill,...Gary did 60-80 tonnes of compost last year mostly with grass clippings and woodchips.</p> <p>It was suggested that it would probably be good to start with a pilot project.</p>
Timeline on organics from the ACRD perspective	<p>Probably a year away. Once an environmental manager has been hired it can be more seriously considered. The fall is the earliest that this will realistically be considered.</p> <p>Expect the manager of environmental services to be hired for in the next month or so.</p>
Public education strategy being used in other jurisdictions	<p>'Love Food. Hate Waste.' Campaign Waste reduction opportunities.</p>

5. Delegation to City

Integrated Organics/Backyard burning Proposal	<p>An integrated Public Engagement Proposal was put together with a view of connecting some key, inter-related topics of importance to the city (Organics, burning, illegal dumping, district energy facility, etc) and streamlining resources required to execute a comprehensive community engagement strategy as well as highlighting alternatives for residents.</p> <p>The above approach was discussed. Other possibilities including focusing exclusively on backyard burning were discussed.</p>
Approach	<p>It was decided to focus on backyard burning at this time and to suggest some of the integration approaches in the recommendations. Should council wish, they could ask us to elaborate more or work with them on a more integrated, comprehensive outreach campaign.</p>

Timing

Encourage a burn ban all year.

Earle and Sarah will give the presentation. Due to unforeseen circumstances Earle is unavailable until mid-late June. Given this it was decided to post-pone the delegation until Earle is available. Still want to go as soon as possible.

It was also discussed that from a PR perspective it could be good to do some outreach right before the Oct 15 bylaw date to let the public know concerns about burning/alternatives etc...

Outreach How important is burning to the farming situation today?

Gary says, to be honest, he can't remember the last time he had an open fire on the farm. They burn wood for maple syrup in a stove in the winter but that's it.

It's almost never needed.

Other outreach possibilities?

The Bulldogs worked with the ACRD to promote recycling this year. Tim will talk to Russell to see if the Bulldogs might be able to do some combined education on burning next year.

6. Fire Department Update

Venting signage at Echo

Work is ongoing to try to get better signage to let the public know when there are bad air quality days and particularly when venting is bad in order to get people to pause burning and wait for times when venting is good (and will be good for a couple days after).

Due to foggy days and low visibility in the winter it would be better to have this on a digital sign rather than just a sandwich board.

The fire hall is working to see if we can potentially use existing signs in town to do this (e.g. Echo and Multiplex). Echo is fairly guarded about what goes on the sign. Tim will pursue this again though as it is a health concern for all citizens.

7. Funding

MOE

\$5000 confirmed for this fiscal year. Thanks Earle for working on this.

ACRD

\$5000 grant in aid was received. Thanks to Patty, Judy, and John for making this happen.

Other projects to consider for future:

Slash burning >> strengthen the bylaw to anticipate poor venting days etc.
Use of woodstoves >> helping people use them more effectively.

8. Next Meeting

The next meeting will be in September or as needed before then.

9. Adjourn

Meeting adjourned at 4:24 pm.