



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 24, 2015, 1:30 PM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<i>THAT the agenda be approved including the following for consideration under late items:</i>	
- Resolution- Log Exports on Vancouver Island;	
- Resolution- Right to a Healthy Environment Resolution.	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – June 10, 2015	8-18
<i>THAT the minutes of the Board of Directors meeting held on June 10, 2015 be adopted.</i>	
b. Long Beach Airport Advisory Committee Meeting – June 4, 2015	19-22
<i>THAT the minutes of the Long Beach Airport Advisory Committee meeting held on June 4, 2015 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for May, 2015.	23-25
b. Mr. Don Jones, R. Anderson & Associates Inc., regarding Presentation of 2014 Audited Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District.	26-65
c. Leifka Vissers, Altus and Doug Anastos, TELUS re: Proposed cell Tower – 10695 Lakeshore Road, Sproat Lake.	

- d. **Brian Gregg, Site Path Consulting and Samuel Sugita, Rogers Communications re: Proposed Cell Tower – District Lot 120, Sproat Lake.**

6. CORRESPONDENCE FOR ACTION

- a. **INVITATION** **66-67**
BC Resource Sector, June 9, 2015, Regarding invitation to attend 2nd Annual Resource Breakfast Series September 22nd to 24th, 2015 being held during Union of British Columbia Municipalities Convention.

(Board of Direction Requested)

- b. **REQUEST FOR CONSIDERATION** **68-73**
Transport Canada, May 14, 2015, Regarding Ports Asset Transfer Program-Bamfield West Public Port Facility.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to investigate Transport Canada's Ports Asset Transfer Program.

- c. **MEETING WITH MINISTERS AT UBCM** **74**
Christy Clark, Premier, May 27, 2015, Regarding Requests for Meetings with Premier and Ministers at Union of British Columbia Municipalities Convention.

(Board Direction Requested)

- d. **FRANKLIN RIVER ROAD FIRE PROTECTION SERVICE AREA** **75**
City of Port Alberni, June 9, 2015, Regarding Consideration of Fire Protection Service to the Franklin River Road Area.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to forward a letter to Franklin Road residents advising the City of Port Alberni will terminate the agreement fire protection and medical first responder service to the Franklin River Road service area effective December 31, 2015.

7. CORRESPONDENCE FOR INFORMATION

- a. **PORT ALBERNI FRIENDSHIP CENTER** **76-77**
2015 Port Alberni Friendship Center Annual General Meeting
September 29, 2015

- b. **ISLANDS TRUST** **78-79**
Islands Trust Council Request for 25% Reduction in Minor Route Ferry Fares

THAT correspondence items a-b be received for information.

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **80-113**
Statement of Financial Information

THAT the Alberni -Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District 2014 Statement of Financial Information (SOFI) including all of the statements and schedules.

- b. **REQUEST FOR DECISION** **114-133**
Statement of Financial Information

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional Hospital District 2014 Statement of Financial Information (SOFI) including all of the statements and schedules.

- c. **REQUEST FOR DECISION** **134-135**
Salmon Beach Committee Appointments

THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Salmon Beach Committee for a one year term, Len Jerritt, Jill Maibach, Kel Roberts, Terry Graff and Ken Lunde.

- d. **REQUEST FOR DECISION** **136-147**
Oceans Network Canada Lease – LBA

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter in a lease agreement with Oceans Network Canada for a 3 year term commencing July 1, 2015 and ending May 31, 2018 at the rate of \$3570.21 per year plus applicable taxes, to occupy a portion of land at the Long Beach Airport for the purpose of installation and operation of a High Frequency Radar system to monitor the adjacent ocean surface currents and Tsunami detection.

- e. **REQUEST FOR DECISION** **148**
Bamfield Water Committee Appointments

THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Bamfield Water Committee: Lisa Herbig for a two (2) year term and J.P. Hasteley for a three (3) year term.

- f. **REQUEST FOR DECISION** **149-156**
Alternative Approval Process – AV Regional Airport Runway Expansion
Project

THAT the Alberni-Clayoquot Regional District Board of Directors:

- a. *Submit Bylaws “Port Alberni Airport Extended Service Area Establishment Amendment Bylaw 791-2, 2015” and “Port Alberni Airport Runway Expansion Loan Authorization Bylaw F1120, 2015” to the electors for approval by way of an alternative approval process;*
- b. *Approve the attached Notice to Electors of an Alternative Approval Process;*
- c. *Approve the attached Elector Response Form;*
- d. *Set the deadline for receiving Elector Response Forms at the Alberni-Clayoquot Regional District Office in hardcopy for 4:30 pm on Wednesday, August 5, 2015; and,*
- e. *Declare that a fair determination of the total number of electors within the Port Alberni Airport Service area to which the Alternative Approval Process applies to be 26,744 as per the attached determination.*

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DPC15002, TIAN CHENG MINING LTD, 1855 PORT ALBION ROAD** **157-187**
Development Permit Application – Report and Permit

THAT the Board of Directors pass a resolution to issue development permit DPC15002.

9.2 ALL DIRECTORS

- a. **LiDAR DATA COLLECTION FOR BAMFIELD** **188-189**
Request for Decision

THAT the Board of Directors agree to enter into a contract with Terra Remote Sensing Inc. of Sydney, BC for the collection and processing of LiDAR data for the community of Bamfield at a cost of \$8532.00 plus taxes.

- b. **PHASE 2 – AGRICULTURAL PLAN IMPLEMENTATION CONTRACT** **190-200**
Request for Decision

THAT the Board of Directors accept the Agricultural Plan Implementation contract for the Alberni-Clayoquot Regional District submitted by Eden Tree Farm and Gardening to provide agricultural support services, with the cost of the contract not to exceed \$30,000.

- c. **PROPOSED CELL TOWER – ROGERS FILE W2639 – DISTRICT LOT 120,
SPROAT LAKE** **201-210**
Request for Decision

THAT the Board of Directors direct staff to issue a Letter of Land Use Concurrence for Rogers File W2639 noting that the ACRD supports the cell tower location.

- d. **PROPOSED CELL TOWER – TELUS FILE BC0294 – 10695 LAKESHORE
ROAD** **211-245**
Request for Decision

THAT the Board of Directors deny the request for a Letter of Land Use Concurrence and invite the applicants to provide additional information to the Board.

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – June 19, 2015 **246-251**
b. Meeting Schedule – July, 2015 **252**
c. Building Inspector’s Report – May, 2015 **253**
d. Strategic Community Investment Funds Report **254-255**

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

10.2 COMMITTEE REPORTS

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

Bamfield

THAT the following individuals be appointed to the Bamfield Advisory Planning Commission for a two year term:

Max Salamon, Rae Hopkins, Jane Morrison, J.P. Haste

- b. **West Coast Solid Waste Management Committee Meeting- June 18,
2015 (verbal) – J. Osborne**

THAT this verbal report be received.

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – J. McNabb

- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan
- e. Alberni Valley Chamber of Commerce – Jack McLeman
- f. Coastal Community Network – T. Bennett
- g. West Island Woodlands Advisory Group –L. Banton
- h. Island Coastal Economic Trust – J. Osborne
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett/K. Wyton
- k. Association of Vancouver Island & Coastal Communities – J. Osborne
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports
 - Clayoquot Biosphere Trust Society-2014 Annual Report **256-258**

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Notice of Motion – Log Exports Resolution

THAT the Alberni-Clayoquot Regional District inform itself of the public policy issues related to log exports on Vancouver Island by seeking information and recommendations from industry, private citizens, experts, governments and non-government organizations on, but not limited to:

1. *The current status of log exports in BC and the historical context.*
 2. *The impact of log exports on the forest sector including advantages and disadvantages.*
 3. *Future trends and impacts on woodland and sawmill operations.*
 4. *Public policy proposals to local, provincial, and federal governments.*
- b. Notice of Motion – Right to a Healthy Environment Resolution**

THAT the Alberni-Clayoquot Regional District Board of Directors consider adopting the Declaration of the Right to a Healthy Environment, based on the Blue Dot Declaration and modified as appropriate, and after sufficient review and discussion by the Board.

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to:

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

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

Next Board of Directors Meeting: Wednesday, July 8, 2015, 1:30pm



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 10, 2015, 1:30 PM

District of Tofino Council Chambers, 121 3rd Street, Tofino, 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 (via teleconference)

Jack McLeman, Councillor, City of Port Alberni (via teleconference)

Dianne St. Jacques, Mayor, District of Ucluelet

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

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 Tla-o-qui-aht First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the agenda be approved as circulated with the additional of the following late items: verbal update on the Vancouver Island Regional Library and outreach to the Alberni Valley Drag Racing Association.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 27, 2015

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the minutes of the Board of Directors meeting held on May 27, 2015 be adopted.

CARRIED

b. Electoral Area Directors Committee Meeting – May 27, 2015

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the minutes of the Electoral Area Directors Committee meeting held on May 27, 2015 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated May 27, 2015 from Christy Clark, Premier regarding Requests for Meetings with Premier and Ministers at the Union of British Columbia Municipalities Convention.

MOVED: Director Bennett
SECONDED: Director Banton

THAT this correspondence be received.

CARRIED

b. Correspondence dated June 3, 2015 from the Nuu-chah-nulth Tribal Council regarding Call for Action on Truth and Reconciliation Commission Recommendations.

MOVED: Director Bennett
SECONDED: Director Cootes

THAT the ACRD Board forward a letter to the Truth and Reconciliation Commission supporting the recommendations outlined in the Calls to Action Section of the Truth and Reconciliation Commission report released on June 2, 2015 with a copy of the letter to the Federal and Provincial Government and the Nuu-chah-nulth Tribal Council.

CARRIED

MOVED: Director Bennett
SECONDED: Director Cote

THAT the ACRD Board of Directors forward the correspondence from the Nuuchah-Nulth Tribal Council regarding Calls for Action on TRC Recommendations dated June 3, 2015 to the ACRD Reconciliation Committee to follow-up further with the Nuuchah-nulth Tribal Council.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

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

MOVED: Director Kokura
SECONDED: Director St. Jacques

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015.**

MOVED: Director Wyton
SECONDED: Director Bennett

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".

CARRIED

MOVED: Director Wyton
SECONDED: Director McNabb

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".

CARRIED

MOVED: Director Wyton
SECONDED: Director Bennett

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".

CARRIED

MOVED: Director Wyton
SECONDED: Director Bennett

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

CARRIED

Director McNabb left the meeting at 1:50 pm due to a conflict of interest.

b. Request for Decision regarding Vehicle Purchase – Beaver Creek Volunteer Fire Department.

MOVED: Director Kokura
SECONDED: Director Banton

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.

CARRIED

MOVED: Director Bennett
SECONDED: Director Banton

THAT the ACRD Board of Directors approve the following asset transfer: Beaver Creek Volunteer Fire Department 2001 Chevy ¾ Ton extended cab transfer to the Beaver Creek water service.

CARRIED

Director McNabb re-entered the meeting at 1:54 pm.

c. Request for Decision regarding BC Healthy Communities Transportation Forum – Thursday, June 11, 2015.

MOVED: Director Bennett
SECONDED: Director Kokura

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.

CARRIED

d. Request for Decision regarding Finance Warrant No. 553.

*MOVED: Director Kokura
SECONDED: Director McNabb*

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

CARRIED

e. Request for Decision regarding British Columbia Air Access Program (BCAAP) AVRA.

*MOVED: Director McNabb
SECONDED: Director Cote*

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

CARRIED

*MOVED: Director Ruttan
SECONDED: Director Banton*

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

CARRIED

f. Request for Decision regarding Solid Waste Disposal and Tipping Fees Bylaw No. R1027, 2015.

*MOVED: Director McNabb
SECONDED: Director Kokura*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015."

CARRIED

MOVED: Director Banton
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015."

CARRIED

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015."

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015."

CARRIED

MOVED: Director McNabb
SECONDED: Director Banton

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

- *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.*

CARRIED

g. Request for Decision regarding RAP Paving the Long Beach Airport (CYAZ) Access Road.

MOVED: Director Bennett
SECONDED: Director St. Jacques

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.

CARRIED

9. PLANNING MATTERS

a. DVD15006, SPROAT LAKE LANDING, 10695 LAKESHORE ROAD

Development Variance Permit Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director Banton

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

CARRIED

b. DVD15008, CAMPBELL, 9291 FABER ROAD

Development Variance Permit Application – Memorandum and Permit

MOVED: Director Cote

SECONDED: Director Bennett

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

CARRIED

c. DVE15005, POWER/BURKINSHAW, 6618 HILLS ROAD

Development Variance Permit Application – Memorandum and Permit

MOVED: Director McNabb

SECONDED: Director Bennett

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

CARRIED

d. DVE15007, TUTTLE, 6172 DRINKWATER ROAD

Development Variance Permit Application – Memorandum and Permit

MOVED: Director McNabb

SECONDED: Director Kokura

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

CARRIED

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

MOVED: Director Cote
SECONDED: Director Bennett

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

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **CAO Report – June 5, 2015**
b. **Planning and Development Report – June 3, 2015**
c. **Staff Action Items Report – June 5, 2015**

MOVED: Director Kokura
SECONDED: Director Bennett

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

CARRIED

10.2 COMMITTEE REPORTS

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

Director St. Jacques reported on the June 4th LBA Advisory Committee meeting. The Committee is developing a marketing plan for the Long Beach Airport for consideration in 2016.

MOVED: Director Bennett
SECONDED: Director Cote

THAT this verbal report be received.

CARRIED

- b. **Vancouver Island Regional Library Update - Late Item - P. Cote**

Director Cote reported on the Vancouver Island Regional Library. The VIRL Board is conducting a Strategic Plan Review and will be conducting open houses in the region on the following dates: Ucluelet on June 17th, Tofino on June 18th and Port Alberni on July 16th. Director Cote urged Directors to attend one of the sessions.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors receive the verbal report.

CARRIED

10.3 OTHER REPORTS

a. Central Westcoast Forest Society 2015 Project update.

MOVED: Director Bennett

SECONDED: Director Kokura

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

CARRIED

b. Air Quality Council meeting of May 14, 2015.

MOVED: Director McNabb

SECONDED: Director Kokura

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

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. AV Drag Racing Association Outreach

MOVED: Director Osborne

SECONDED: Director Cote

THAT the Directors McNabb, Cote, Ruttan, McLeman and Osborne meet with the Alberni Valley Drag Racing Association to discuss the future of the drag race event, in consideration of the proposed runway expansion with the purpose of trying to provide a long term option for the event.

CARRIED

MOVED: Director Osborne

SECONDED: Director Bennett

*THAT the ACRD Board of Directors allow the following for consideration as a late item:
Funding Request for the Long Beach Airport lighting improvements.*

CARRIED

*MOVED: Director St .Jacques
SECONDED: Director Banton*

THAT the Alberni-Clayoquot Regional District Board of Directors submit a funding application to the British Columbia Air Access Program (BCAAP) for lighting improvements for the Long Beach Airport for a total project value of \$1,697,520.

CARRIED

13. QUESTION PERIOD

14. RECESS

*MOVED: Director Banton
SECONDED: Director Cootes*

THAT the Regular Board of Directors meeting be recessed at 2:28 pm in order to conduct the Regional Hospital District meeting.

CARRIED

15. RECOVENE

The meeting reconvened at 3:00 pm.

16. IN-CAMERA

*MOVED: Director Bennett
SECONDED: Director Kokura*

*THAT the meeting be closed to the public to discuss matters relating to:
i. Labour or other employee relations.*

CARRIED

The meeting was closed to the public at 3:00 pm.

The meeting was re-opened to the public at 3:43 pm.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

MOVED: Director McNabb

SECONDED: Director Banton

THAT this meeting be adjourned at 3:43 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



**Alberni-Clayoquot Regional District
Long Beach Airport Advisory Committee
Meeting Minutes**

Meeting Date: Thursday, June 4, 2015
Time: 1:00 pm

Location: District of Tofino Council Chambers

In Attendance:

Josie Osborne, District of Tofino

Janice Hill, ACRD

Charles McDiarmid, Wickaninnish Inn

Tony Bennett, ACRD

Diane St. Jacques, District of Ucluelet

Jackie Godfrey, Parks Canada

Mark Fortune, ACRD

Jennifer Steven, Tofino-Long Beach Chamber

Absent:

Alan McCarthy, Yuułuʔiłʔat Government

Darlene Rouleau, Ucluelet Chamber

Tla-o-qui-aht FN Representative

1. Call to Order

- a. The Chair called the meeting to order at 1:05 pm.

2. Acceptance of Agenda

- a. The agenda was approved as circulated.

MOVED: Josie Osborne

SECONDED: Tony Bennett

CARRIED

3. Adoption of Minutes

THAT the minutes of the Long Beach Airport Advisory Committee meeting held on October 9th, 2014, be received.

MOVED: Tony Bennett

SECONDED: Josie Osborne

CARRIED

4. Delegation

- a. Mat Phillips introduced the proposed EV Car Rental service he is investigating and is inquiring about possibly running it out of the Long Beach Airport. This is a future venture that may begin in the next year.

- b. Andrew Naysmith of Orca Airways was unable to attend the meeting. Charles McDiarmid was advised by Orca Airways that they may be purchasing a larger aircraft that could carry 15 passengers thus increasing the traffic at the airport.

5. Reports

- a. Mark Fortune provided a verbal update on recent activities at the airport which included:
 - i. Tree Removal on Parks Canada lands and at the golf course. This OLS (Obstacle Limitation Surface) clearing is a requirement of the Canadian Aviation Regulations and is a safety issue that is being addressed to maintain the airport's certification and support a future GPS upgrade.
 - ii. Update on the WERA Radar Array Tsunami Detection system. A test was ran and the results were very positive. They have requested to lease space on the airport lands for the system. The lease proposal will be on the June 24th Board of Directors agenda.
 - iii. Airport Access road upgrade,

The current gravel access road requires a renewal of the road bed. Two Opportunities have been investigated in resurfacing the road bed, hot mix and Reclaimed Asphalt Product (RAP) Paving. Hot mix asphalt paving was outside the current budget constraints but RAP paving the entire road is possible. The RAP paving would include a 150mm (6") lift that would be laid with a paving machine and packed with rollers. The end product would have a conservative life span of 5 -7 years.
 - iv. Runway lighting – staff have applied for funding to the Strategic Priorities Fund for the runway lighting and are currently preparing application for funding through the British Columbia Air Access Program (BCAAP)
 - v. Fire Protection Services Agreements (FPS) – The District of Ucluelet has signed a FPS agreement with the ACRD for the Long Beach Airport. The District of Tofino is currently reviewing their agreement with hopes to have that one finalized in the near future.
- b. Janice provided an update on the collection of passenger and parking fees at the airport. Both are providing some revenue for the airport.
- c. Discussion was held on the Long Beach Airport Advisory budget. The committee would like the Acting Manager of Finance to provide information on the tax requisition line item.

6. New Business

- a. The Committee received Jeff Warden's Statement of Intent to pursue the set-up of a skydiving centre at the Long Beach Airport and forwarded the information to staff for development.

MOVED: Tony Bennett

SECONDED: *Josie Osborne*

CARRIED

- b. The committee moved to accept Mark Hobson Gallery's request to display his artwork in the Long Beach Airport terminal building and direct staff to send a letter of thanks and make arrangements with the Gallery.

MOVED: *Tony Bennett*
SECONDED: *Josie Osborne*

CARRIED

- c. The committee motioned to receive Louie Rouleau's report regarding a Custom's agent at the LBA and directed the Airport Superintendent to follow up on the request with Mr. Rouleau.

MOVED: *Tony Bennett*
SECONDED: *Josie Osborne*

CARRIED

- d. The committee motioned to receive Louie Rouleau's report regarding adding the Long Beach Enterprises' fuel facility prices to the ACRD website. Staff to follow up with this and ensure that a statement is included on the website stating that the fuel price information is provided by Long Beach Enterprises and not the ACRD. Charles McDiarmid will also add it to his website.

MOVED: *Charles McDiarmid*
SECONDED: *Tony Bennett*

CARRIED

7. Unfinished Business

Jack Godfrey confirmed that Parks agreed to moving the Airport sign closer to the highway and will work with Mark Fortune on doing so.

8. Items for Discussion

- a. The committee motioned and accepted Charles McDiarmid's offer to prepare an airport promotional plan.

MOVED: *Tony Bennett*
SECONDED: *Josie Osborne*

CARRIED

- b. Carbon Neutral Certification - The committee motioned to direct staff to do preliminary investigations to see what is involved for an airport to become carbon neutral certified.

MOVED: *Tony Bennett*
SECONDED: *Josie Osborne*

CARRIED

- c. Kenmore Air Service – Charles McDiarmid has had some discussion with Kenmore Air on the possibility of having scheduled flights coming from Boeing Field to Nanaimo and then to Tofino. Charles will continue discussions with Kenmore Air in the future.

Meeting adjourned @ 3:00 pm.

Next Meeting: Thursday, October 8th @ 2:00 pm.

Location: TBD



Monthly Report

City of Port Alberni

This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during May 2013.

May was the busiest month for calls for service as seen in 2013. During May the Detachment responded to 815 calls for service. This represents a ten percent increase over calls for service in April.

Two major files, a homicide and an attempted murder/aggravated sexual assault, were investigated. Both files were overseen by the Port Alberni GIS Unit. Both of these were complex investigations, involved hundreds of hours of investigation and incorporated all of the Detachment's resources. In addition to local resources, outside Units were called upon to assist with and complement the investigations.

Both files were resolved in a relatively short period of time. An adult male has been charged in connection to the homicide and a male youth has been charged in relation to the attempted murder/sexual assault. Both are presently facing charges before the courts.

Property crime has shown itself to be prominent in May. Thefts and mischief related complaints comprised 18 per cent of the calls.

In April the Detachment instituted dedicated traffic days for the general duty police officers. In this initiative each general duty officer dedicates a shift to solely perform traffic duties. Thus far four shifts have been completed and have resulted in an additional 54 contacts being made for various traffic offences. An enforcement action was undertaken by Central Island Traffic and other enforcement agencies near Sutton pass over the May long weekend. A second enforcement action was undertaken as a joint effort between the Detachment, Central Island Traffic and ICBC on May 24th. Both of these initiatives showed that improvements need to be made by the motoring public to improve traffic safety.



Victim Services has continued to provide much needed assistance to people in need. During May the Victim Services Unit had 38 new clients and supported 11 existing with the court process. A partnership has been developed with SD 70 to explore the key healthy relationship needs of elementary, middle, and secondary aged children and youth and to examine research based staff training programs that could possibly be used to address those needs.

(M. Richards) Insp
OIC Port Alberni Detachment

Detailed Crime - 2015 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	38	41	30	35	51								195
Relationship Violence	6	9	10	12	15								52
Thefts	63	67	51	67	71								319
Break and enter	11	15	25	22	21								94
Mischief	28	41	35	49	50								203
Drugs	8	22	12	21	17								80
Provincial Traffic	60	54	63	60	72								309
Criminal Code Traffic	18	19	13	18	25								93
Motor Vehicle Inciden	15	17	16	15	18								81
Calls for Service	692	717	692	729	852								3682

5 Year Average

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	676	621	528	539	547	451	468		3830
Relationship Violence	193	149	127	87	118	78	86		838
Thefts	1258	1101	963	896	936	814	813		6781
Break and enter	374	263	246	308	198	245	256		1890
Mischief	631	581	456	480	500	480	470		3598
Drugs	390	282	219	326	298	275	258		2048
Provincial Traffic	858	832	851	814	697	759	737		5548
Criminal Code Traffic	278	272	290	288	248	223	204		1803
Motor Vehicle Incider	360	326	254	253	253	231	239		1916
Calls for Service	12018	10666	9961	10455	9830	9712	9726		72368

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

2014 FINANCIAL STATEMENT HIGHLIGHTS

Annual Surplus

Your 2014 year budgeted a \$229,848 annual deficit and ended with a \$928,668 surplus. However in 2013, the annual surplus was \$2,121,925, which exceeds your current year surplus by \$1,193,257. The primary causes of the annual surplus decrease include less revenue from government grants and increased expenditures for landfill services and water systems.

Revenue

Revenue in the year amounted to \$9,997,080 compared to a budgeted \$9,932,396 and was \$438,150 less than the \$10,435,230 received in 2013. The decrease in total revenue is primarily due to government grants which were \$747,577 less than the 2013 actual. However, miscellaneous revenue was \$293,802 greater than 2013's and the total of tax requisitions, grants-in-lieu of taxes, services to other governments and sales of service exceeded the prior year's by \$15,625.

Expenses

Expenses in the year were \$9,068,412 compared to a budgeted \$10,162,244 and 2013's \$8,313,305. All 2014 amounts were under budget except custom transit, amortization of tangible capital assets and street lighting.

Compared to the prior year, total 2014 expenses, including the non-cash amortization expense, were higher by \$755,107.

Expenses which decreased:

Building inspection services	(76,035)	
Noise control	(27,886)	
Emergency planning and multi-purpose arena contribution	(15,951)	
	<hr/>	(119,872)

Expenses which increased:

Landfill services	197,237	
Water systems	157,103	
General government services and electoral area administration	122,341	
Airport services	58,507	
Amortization of tangible capital assets	55,519	
Grant-in-aid	47,155	
Salmon Beach	46,636	
Remaining line items	190,481	
	<hr/>	874,979
Total increase in 2014		<hr/> 755,107

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

2014 FINANCIAL STATEMENT HIGHLIGHTS

Cash

Cash has increased in 2014 by \$142,454 from all sources.

Cash inflow came from:

Annual surplus and non-cash amortization	1,732,294	
Proceeds from debenture debt	5,750,000	
Customer payments on account	528,930	
		8,011,224

Cash outflow was due to:

Increase in term receivables from municipalities	5,162,015	
Purchase of tangible capital assets	1,926,432	
Debenture debt repayment and actuarial adjustment	622,119	
All other items, net	158,204	
		7,868,770

Total cash increase		142,454
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Tangible Capital Asset Expenditures / Increase

Strick Road pump station	462,916
Millstream water supply upgrade	162,580
Long Beach Airport water system upgrade	131,821
Recycling depot, 3 rd Avenue	105,873
Beaver Creek water system maintenance building	86,812
Bamfield water system pilot project	84,619
Alberni Valley Landfill northeast expansion	83,209
Administration building – HVAC upgrade	80,525
All other capital projects, each less than \$80,000	728,077
	1,926,432

Financial Statement Items as a % of Accumulated Surplus

	2014	2013
Cash	35.88	36.43
Accounts and municipality receivables	37.79	25.54
Tangible capital assets	76.87	75.70
Accounts payable	(2.09)	(2.10)
Debenture debt and capital leases	(38.49)	(24.97)
All other items in assets	3.02	2.74
All other items in liabilities	(12.98)	(13.34)
	100.00	100.00

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Consolidated Financial Statements
Year Ended December 31, 2014

Draft for discussion purposes only

Prepared by	Reviewed by	Partner	EQCR

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

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Year Ended December 31, 2014

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Draft for discussion purposes only

Management's Responsibility for Financial Reporting

The Consolidated financial statements of Regional District of Alberni-Clayoquot have been prepared in accordance with Canadian public sector accounting standards for British Columbia local governments and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

The Board of Directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

Duncan Sabine Collyer Partners LLP, the Regional District's independent auditors, have conducted an examination of the financial statements in accordance with generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

Andrew McGifford
Acting Manager of Finance

Port Alberni, BC

INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Regional District of Alberni-Clayoquot

We have audited the accompanying consolidated financial statements of Regional District of Alberni-Clayoquot which comprise the consolidated statement of financial position and the consolidated statements of operations, changes in accumulated surplus, changes in net financial assets and cash flow for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

(continues)

Independent Auditor's Report to the Chairperson and Directors of Regional District of Alberni-Clayoquot
(continued)

audit opinion.

Basis for Qualified Opinion

The Regional District of Alberni-Clayoquot operates landfill closure facilities of which the closure and post-closure liabilities are not susceptible to satisfactory audit verification and are carried on the consolidated statement of financial position at \$1,976,716. Accordingly, our verification of this liability was limited to the amounts recorded in the accounts of the regional district and we were not able to determine whether any adjustments might be necessary to certain liabilities, expenses or surpluses.

Qualified Opinion

In our opinion, except for the effects of the matter described in the preceding paragraph, the consolidated financial statements present fairly, in all material respects the financial position of Regional District of Alberni-Clayoquot as at December 31, 2014 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Port Alberni, B.C.

CHARTERED PROFESSIONAL ACCOUNTANTS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Financial Position

Year Ended December 31, 2014

	2014	2013
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 12,882,558	\$ 12,740,104
Portfolio investments (Note 3)	1,653	746
Accounts receivable (Note 4)	677,718	1,206,648
Term receivables from municipalities (Note 5)	12,888,463	7,726,448
Municipal Finance Authority debt reserve deposit (Note 6)	730,324	587,006
Inventories for resale	46,715	26,956
	27,227,431	22,287,908
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	749,364	733,938
Deferred revenue	116,003	267,955
Deposits (Note 7)	44,050	45,000
Restricted revenues (Notes 8, 9)	1,792,739	1,999,432
Landfill closure liability (Note 10)	1,976,716	1,763,632
Municipal Finance Authority debt reserve (Note 6)	730,324	587,006
Capital leases (Note 11)	90,113	134,740
Debenture debt (Note 12), Schedule 1	13,729,745	8,601,865
	19,229,054	14,133,568
NET FINANCIAL ASSETS	7,998,377	8,154,340
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 13), Schedule 2	27,598,689	26,475,885
Inventories of supplies	254,924	280,252
Prepaid expenses	49,449	62,293
	27,903,062	26,818,430
ACCUMULATED SURPLUS	\$ 35,901,439	\$ 34,972,770

Contingent liabilities (Note 19)

Andrew McGifford
Acting Manager of Finance

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Operations

Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
REVENUE			
Tax requisitions	\$ 4,589,023	\$ 4,588,397	\$ 4,558,945
Grants in lieu of taxes	29,900	76,543	81,871
Services provided to other governments	110,648	100,176	78,547
Sales of services	3,302,600	3,540,680	3,570,808
Miscellaneous revenue	205,500	784,934	491,132
Government transfers			
Conditional	1,568,725	780,610	1,527,322
Unconditional	126,000	125,740	126,605
	9,932,396	9,997,080	10,435,230
EXPENSES			
General government services	1,124,500	1,117,140	1,003,017
Electoral area administration	116,000	88,913	80,695
Management of development - rural	361,000	279,554	261,811
Regional planning services	166,000	115,376	87,445
Building inspection services	235,000	194,070	270,105
Park services	202,650	126,416	88,022
Fire protection services	625,999	589,796	558,525
Landfill services	2,850,400	2,459,078	2,261,841
AV water study	60,000	26,590	960
Custom transit	452,000	454,062	448,497
Airport services	454,079	374,175	315,668
Amortization of tangible capital assets	702,500	803,626	748,107
Street lighting	2,110	2,152	1,859
Emergency planning	148,025	82,696	95,558
E911 telephone services	282,000	281,332	264,396
Vancouver Island library services	403,000	402,716	377,620
South Long Beach bike path	7,200	7,100	7,100
Grant-in-aid	363,898	292,275	245,120
Noise control	10,300	7,646	35,532
Animal control	9,100	2,572	950
Multi-purpose arena contribution	239,350	234,755	237,844
Water systems	932,983	827,546	670,443
Salmon Beach	414,150	298,826	252,190
	10,162,244	9,068,412	8,313,305
ANNUAL SURPLUS	\$ (229,848)	\$ 928,668	\$ 2,121,925

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Consolidated Statement of Changes in Accumulated Surplus
Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
ACCUMULATED SURPLUS - BEGINNING OF YEAR			
As previously reported	\$ 35,305,924	\$ 35,305,924	\$ 33,158,198
Prior period restatement <i>(Note 14)</i>	(333,153)	(333,153)	(307,353)
As restated	34,972,771	34,972,771	32,850,845
ANNUAL SURPLUS	(229,848)	928,668	2,121,925
ACCUMULATED SURPLUS - END OF YEAR	\$ 34,742,923	\$ 35,901,439	\$ 34,972,770

Draft for discussion purposes only

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Changes in Net Financial Assets

Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
ANNUAL SURPLUS	\$ (229,848)	\$ 928,668	\$ 2,121,925
Acquisition of prepaids	-	12,844	(13,563)
Acquisition of inventory of supplies	-	25,328	(214,328)
Acquisition of tangible capital assets	-	(1,926,432)	(2,352,351)
Amortization	702,500	803,626	748,107
Loss on write-off of tangible capital asset	-	-	3,300
	702,500	(1,084,634)	(1,828,835)
CHANGE IN NET FINANCIAL ASSETS	472,652	(155,966)	293,090
NET FINANCIAL ASSETS - BEGINNING OF YEAR	8,154,340	8,154,340	7,861,250
NET FINANCIAL ASSETS - END OF YEAR	\$ 8,626,992	\$ 7,998,374	\$ 8,154,340

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Annual surplus	\$ 928,668	\$ 2,121,925
Items not affecting cash:		
Amortization of tangible capital assets	803,626	748,107
(Gain) loss on disposal of tangible capital asset	(12,500)	3,300
	1,719,794	2,873,332
Changes in non-cash working capital (Note 15)	416,260	(1,132,048)
	2,136,054	1,741,284
FINANCING ACTIVITIES		
Term receivables from municipalities	(5,162,015)	564,114
Proceeds from debenture debt financing	5,750,000	-
Repayment of short term borrowing	-	(13,500)
Repayment (advances) of long term debenture debt	(435,399)	(435,399)
Repayment of obligations under capital lease	(44,626)	(43,743)
Actuarial adjustment of long term debt	(186,720)	(161,539)
	(78,760)	(90,067)
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(1,926,432)	(2,352,351)
Proceeds on disposal of tangible capital assets	12,500	-
	(1,913,932)	(2,352,351)
INVESTING ACTIVITIES		
Addition to portfolio investments	(908)	-
INCREASE (DECREASE) IN CASH FLOW	142,454	(701,134)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	12,740,104	13,441,238
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 12,882,558	\$ 12,740,104

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

1. NATURE OF THE ORGANIZATION

Regional District of Alberni-Clayoquot (the District) was established under the Local Government Act of British Columbia on April 21, 1966. As with all regional districts, the District provides a number of specific and agreed upon services directly to the public and its member municipalities. The District serves as the borrowing conduit between member municipalities and the Municipal Finance Authority of British Columbia (MFA).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The consolidated financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The consolidated financial statements reflect the combined results and activities of the consolidated entity. Interfund transactions and fund balances have been eliminated on consolidation.

Budget reporting

The unaudited budget information reported in the consolidated statement of operations, the consolidated statement of changes in accumulated surplus and the consolidated statement of changes in net financial assets represents the 2014 budget as adopted by the District's Board on March 26, 2014.

Financial instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, municipal debt receivable, short-term loans, accounts payable, obligations under capital leases, other liabilities, and debenture debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Investments

Investments are carried at cost which approximate market value.

Portfolio investments

Portfolio investments include investments in equity securities. Portfolio investments are reported using the cost method, a basis of accounting for portfolio investments whereby the investment is initially recorded at cost and the earnings from such investments are recognized only to the extent received or receivable. When the investment is in the form of shares, dividends received in excess of the District's pro rata share of post acquisition income are recorded as a reduction of the carrying value of the investment.

Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Deferred and restricted revenues

- a) Deferred revenue includes amounts received related to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- b) Restricted revenue include amounts received for specified projects which are unspent. These amounts will be recognized as revenue when the related expenditures are incurred.

Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

Post Employment Benefits

The long-term, post employment benefit liability of the regional district will be met by the Municipal Pension Plan into which both employees and the regional district contribute. The regional district is only liable for the interim retirement benefits for early retirees, from the date of retirement to the effective start date of the Municipal Pension Plan. Any liability for these benefits is accrued when the event occurs and the obligation arises.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Government transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10, 15, 25, 40 and 50 years
Fire departments	5, 7, 15, 25, 40 and 50 years
Office and administration	5, 7 and 40 years
Land	Not amortized
Landfills	Projected closures - 2095 and 2096; 10, 25 and 40 years
Parks	5, 10, 15 and 25 years
Salmon beach	10, 25 and 50 years
Water systems	25 years
Beaver Creek water system	5, 15, 20, 50 and 60 years

The District's threshold to capitalize TCAs varies between \$2,500 and \$5,000 with the exception of land which is always capitalized. Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional district are recorded at fair value at the time of contribution.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Significant areas requiring the use of estimates include the amortization of tangible capital assets and land fill closure obligations.

3. PORTFOLIO INVESTMENTS

	2014	2013
Alberni District Co-op Association equity shares	\$ 1,653	\$ 746

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

4. ACCOUNTS RECEIVABLE

	2014	2013
Trade and other receivables	\$ 613,213	\$ 482,947
Goods and services tax recoverable	59,401	67,198
Government of Canada	-	624,692
Province of British Columbia	11,571	8,344
Local governments	-	24,467
Subtotal	684,185	1,207,648
Less allowances for doubtful accounts	(6,467)	(1,000)
Accounts receivable - net	\$ 677,718	\$ 1,206,648

5. TERM RECEIVABLES FROM MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the Regional District is contingently liable to the MFA for this debt.

	2014	2013
City of Port Alberni	\$ 8,611,376	\$ 3,123,974
District of Tofino	973,435	1,012,932
District of Ucluelet	1,829,204	1,905,841
Multiplex Arena	1,474,448	1,683,700
	\$ 12,888,463	\$ 7,726,447

6. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for Regional Districts and their Member Municipalities. The Authority is required to establish a Debt Reserve Fund into which each Regional District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Regional District. If at any time insufficient funds are provided by the Regional District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Regional District may be called upon to restore the fund.

7. DEPOSITS

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2014	2013
Performance deposits	\$ 44,050	\$ 45,000

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

8. RESTRICTED REVENUES

	2014	2013
Development cost charges (Note a)	\$ 3,745	\$ 3,699
Parkland deferred contributions (Note b)	322,163	311,217
Gas tax unspent funds (Note 9)	1,466,831	1,684,516
	\$ 1,792,739	\$ 1,999,432

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$NIL (2013 - \$NIL). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$46 (2013 - \$50). Developer contributions expended on capital projects during the year was \$Nil (2013 - \$Nil).
- b) The regional district receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$7,000 (2013 - \$NIL). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$3,946 (2013 - \$3,824). Parkland acquired during the year was \$Nil (2013 - \$Nil).

9. GAS TAX AGREEMENT PROGRAM

Gas Tax Agreement and Public Transit Agreement funding is provided by the Government of Canada. Public Transit Infrastructure Program funding is provided by the Province of British Columbia. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used toward designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. Public Transit Agreement and Public Transit Infrastructure Program funding may be applied towards the cost of designated public transit projects, as specified in the funding agreements. The deadline to expend these funds is March 31, 2019.

	2014	2013
Opening balance of unspent funds	\$ 1,684,516	\$ 2,027,487
Add amount received during the year	451,343	451,882
Add interest earned	19,355	25,812
Less eligible expenditures made during the year	(688,383)	(820,665)
Closing balance of unspent funds	\$ 1,466,831	\$ 1,684,516

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

10. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The Regional District of Alberni-Clayoquot operates the Alberni Valley Landfill and the West Coast Landfill. These sites are subject to closure and post-closure requirements as determined by the British Columbia Ministry of Environment. In accordance with Public Sector Accounting and Auditing Standards, financial statements should recognize a liability for closure and post-closure care as a landfill site's capacity is used. Each year the Regional District makes a contribution to the Closure and Post Closure Fund to offset future liabilities that will be incurred when the landfills reach capacity and are closed. The estimated closure date of the Alberni Valley Landfill is 2096 while the estimated closure date of the West Coast Landfill is 2095. A capacity study for the Alberni Valley Landfill was updated in 2013 and a capacity study for the West Coast Landfill was completed in 2013. Both reports have been reviewed by the Province of British Columbia Ministry of Environment.

11. OBLIGATIONS UNDER CAPITAL LEASES

The Regional District has financed assets under capital leases in the amount of \$243,320 (2013 - \$243,320), consisting of the Bamfield Volunteer Fire Department Hall and the Long Beach Airport Kubota loader. Principal payments on these capital leases in 2013 totaled \$44,626 (2013 - \$43,744). The outstanding obligation balance for leased capital assets as at December 31, 2014 was \$90,113 (2013- \$134,740).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1%. An interest adjustment is made at the time of the final payment. In 2014, interest expenditures related to lease liabilities were \$4,176 (2013- \$3,169).

The remaining lease payment commitments are:

2015	\$	46,913
2016		34,751
2017		10,339
Total minimum lease payments		<u>92,003</u>
Less: amount representing interest		<u>1,890</u>
Net obligation under capital lease	\$	<u>90,113</u>

12. DEBENTURE DEBT

Currently, all borrowings for the District are with the Municipal Finance Authority of BC (MFA). Debt interest costs are charged against revenue as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments and sinking fund installments due within the next five years and thereafter are as follows:

2015	\$	537,922
2016		527,536
2017		483,622
2018		483,622
2019		483,622
Thereafter		<u>11,213,421</u>
	\$	<u>13,729,745</u>

Sinking fund installments are invested by MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund issues at maturity.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

13. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Airport	\$ 6,916,642	\$ 1,117,299	\$ 5,799,343	\$ 5,897,105
Fire departments	4,470,041	2,158,943	2,311,098	2,429,340
Office and administration	1,946,887	1,225,491	721,396	596,768
Land	4,644,276	-	4,644,276	4,644,276
Landfills	9,800,147	1,660,751	8,139,396	7,977,459
Parks	366,823	129,569	237,254	217,835
Salmon beach	635,239	223,156	412,083	428,958
Water systems	2,540,613	1,434,301	1,106,312	1,024,255
Beaver Creek water system	6,418,166	2,797,183	3,620,983	2,807,822
Assets under construction	606,548	-	606,548	452,067
	\$ 38,345,382	\$ 10,746,693	\$ 27,598,689	\$ 26,475,885

Land includes a right-of way value of \$16,300 which relates to the land where the Bamfield Fire Department building is situated. See Schedule 2 for additional information about tangible capital assets.

For information on assets under capital lease included above see (Note 11).

14. PRIOR PERIOD RESTATEMENT AND COMPARATIVE FIGURES

The prior period has been restated as follows:

- a) During the current year it was noted that certain vacation pay and banked pay earned had not been accrued when earned but were being expensed when paid. In accordance with accrual accounting the prior period has been retrospectively restated to record the correction of accounting for earned vacation pay and bank pay on an accrual basis.
- b) During the current year it was noted unspent parkland funds were being reported as a component of accumulated surplus and the interest earned there on including parkland and landfill closure interest was being reported as revenue and expenses. Unspent funds are restricted in their use and the prior period has been retrospectively restated to report the unspent funds and any interest earned there on as a liability.

The effects of the above restatements are as follows:

	As reported	Note a	Note b	As restated
Tangible capital assets	\$ 26,497,822	\$ (21,936)	\$ -	\$ 26,475,886
Restricted revenues	1,688,215	-	311,217	1,999,432
Accumulated surplus December 31, 2012	33,158,198	-	(307,353)	32,850,845
Accumulated surplus December 31, 2013	35,305,924	(21,936)	(311,217)	34,972,771
Miscellaneous revenue	515,358	-	(24,225)	491,133
Landfill services	2,282,202	-	(20,361)	2,261,841
Amortization of tangible capital assets	726,171	21,936	-	748,107
Annual surplus	2,147,726	(21,936)	(3,864)	2,121,926

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

15. CHANGE IN NON CASH WORKING CAPITAL AND CASH FLOW SUPPLEMENTARY INFORMATION

	2014	2013
Accounts receivable	\$ 528,930	\$ (128,956)
Inventories for resale	(19,759)	(425)
Inventories of supplies	25,328	(214,328)
Accounts payable and accrued liabilities	15,428	(592,644)
Deferred revenue	(151,952)	9,878
Prepaid expenses	12,844	(13,563)
MFA Debt reserve deposit	(143,318)	(8,672)
Deposits	(950)	1,000
MFA debt reserve	143,318	8,672
Restricted revenues	(206,693)	(403,371)
Landfill closure liability	213,084	210,361
	\$ 416,260	\$ (1,132,048)

16. FINANCIAL INSTRUMENTS

For cash, accounts receivable, other receivables, accounts payable, and other payables, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The District is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the District has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The District does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	Powell River - 2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS3060.06). The Regional District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

18. RELATED PARTIES

The Alberni-Clayoquot Regional District is related to the Alberni-Clayoquot Regional Hospital District as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni-Clayoquot Regional District.

19. CONTINGENT LIABILITIES AND COMMITMENTS

a) CLAIMS

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year-end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2014.

c) PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include 22 contributors from the Regional District of Alberni-Clayoquot.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The District paid \$113,712 for employer contributions to the plan in fiscal 2014 (2013 - \$93,697). Employees contributed \$117,038 to the plan in fiscal 2014 (2013 - \$101,608).

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

19. CONTINGENT LIABILITIES AND COMMITMENTS *(continued)*

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However as sick leave benefits are only payable for sick leave and are not payable upon leaving the regional district the amounts are recognized as an expense only when a claim is made. As at December 31, 2013 accumulated sick leave amounted to \$295,674 (2012 - \$245,825).

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the long term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pumphouse facilities are located. The agreement has a 99 year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Regional District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

f) CONTRACTUAL OBLIGATIONS FOR LEASED EQUIPMENT

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the Improvement District lease office equipment with annual payments of \$2,628 per annum. The lease expires December 31, 2015.

20. BUDGET RECONCILIATION

Budget figures are unaudited and represent the Financial Plan Bylaw adopted by the Board on March 27, 2014 and as amended November 26, 2014. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

Adjustments to the 2014 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved	
March 27, 2014 updated for amendments approved	
November 26, 2014	\$ 442,557
Add transfers to reserves	2,423,197
Less surplus from prior years	(2,139,372)
Less committed surplus from prior years	(253,730)
Less amortization	(702,500)
Consolidated accrual budgeted annual surplus	\$ (229,848)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2014

Purpose	By-law	MFA Issue	Type of Security Issued	Maturity date	Term	Rate	Amount Borrowed	Total instalments to date	Actuarial addition	2014 Balance	2013 Balance	2015 Requirements as of December 31, 2014		
												Principal	Interest	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	25	4.660%	\$ 3,375,064	\$ 699,633	\$ 47,105	\$ 2,628,326	\$ 2,734,971	\$ 81,042	\$ 157,278	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	10	4.660%	438,170	315,066	21,213	101,891	149,917	36,496	20,419	
Port Alberni 1004	1004	64	Sinking fund	25 Sep 2016	10	4.430%	245,300	190,341	18,360	36,599	53,603	7,419	10,867	
Port Alberni 1060	1060	92	Sinking fund	04 Jun 2015	10	5.100%	797,642	657,606	45,476	94,560	185,483	66,436	36,293	
Port Alberni F1111	1111	130	Sinking fund	14 Oct 2044	30	3.000%	5,750,000	-	-	5,750,000	-	102,523	86,250	
Ucluelet F1074	F1095	117	Sinking fund	14 Jun 2036	25	3.250%	1,948,000	140,326	5,688	1,801,986	1,852,578	46,775	63,310	
Ucluelet 829	F1037	73	Sinking fund	01 Dec 2015	15	3.150%	300,000	251,698	21,085	27,217	53,262	14,942	19,050	
Tofino F1062	1062	97	Sinking fund	19 Apr 2016	25	4.650%	1,250,000	259,118	17,447	973,435	1,012,933	30,014	58,250	
Arena F1027	F1037	73	Sinking fund	01 Dec 2020	20	3.150%	3,579,209	1,971,554	164,934	1,442,721	1,648,261	118,648	112,745	
Arena F1027	F1041	75	Sinking fund	01 Dec 2020	20	3.050%	68,332	33,492	3,113	31,727	35,439	2,067	2,084	
Salmon Beach F1079	F1096	117	Sinking fund	12 Oct 2031	20	3.250%	939,800	94,680	3,837	841,283	875,417	31,560	30,544	
											\$ 13,729,745	\$ 8,601,864	\$ 537,922	\$ 597,090

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Schedule of Tangible Capital Assets

(Schedule 2)

Year Ended December 31, 2014

	Cost					Accumulated Amortization				2014 Net Book Value	2013 Net Book Value
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	2014		
Airport	\$ 6,824,351	\$ 104,955	\$ -	\$ (12,664)	\$ 6,916,642	\$ (927,245)	\$ (202,716)	\$ 12,664	\$ (1,117,297)	\$ 5,799,345	\$ 5,897,106
Fire department	4,458,506	11,534	-	-	4,470,040	(2,029,166)	(129,777)	-	(2,158,943)	2,311,097	2,429,340
Office and administration	1,800,241	193,542	293	(47,189)	1,946,887	(1,203,473)	(69,206)	47,189	(1,225,490)	721,397	596,768
Land	4,644,276	-	-	-	4,644,276	-	-	-	-	4,644,276	4,644,276
Landfills	9,513,292	271,817	15,038	-	9,800,147	(1,535,832)	(124,917)	-	(1,660,749)	8,139,398	7,977,460
Parks	332,353	35,025	4,032	(4,586)	366,824	(114,518)	(19,638)	4,586	(129,570)	237,254	217,835
Salmon Beach	626,097	9,142	-	-	635,239	(197,139)	(26,017)	-	(223,156)	412,083	428,958
Water systems	2,361,607	162,650	16,356	-	2,540,613	(1,337,353)	(96,948)	-	(1,434,301)	1,106,312	1,024,254
Beaver Creek water system	5,502,317	647,024	300,542	(31,717)	6,418,166	(2,694,495)	(134,406)	31,717	(2,797,184)	3,620,982	2,807,822
Under construction	452,067	490,743	(336,261)	-	606,549	-	-	-	-	606,549	452,067
	\$ 36,515,107	\$ 1,926,432	\$ -	\$ (96,156)	\$ 38,345,383	\$ (10,039,221)	\$ (803,625)	\$ 96,156	\$ (10,746,690)	\$ 27,598,693	\$ 26,475,886

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

2014 FINANCIAL STATEMENT HIGHLIGHTS

Annual Surplus

Your 2014 year budgeted a \$601,274 deficit and ended with a \$516,801 deficit. However in 2013 the surplus was \$149,932 which exceeds your current year deficit by \$666,733. Primary causes of this negative change in 2014 were a huge increase in the 2014 contribution to the Section 20(3) reserve and a decrease in the debt and interest payments due to paying off five issues in the prior year.

Statement of Operations

Revenues increased \$3,400 in 2014 to \$2,063,100. Budgeted and received taxation was higher as there was a minimal expectation of debt surplus payments from the Municipal Finance Authority in 2014. In the prior year MFA surplus and debt reserve refund receipts were \$103,827 whereas only \$18,542 was received this year.

Total expenses this year are \$2,579,901 which is \$670,133 greater than those in the 2013 year. A budgeted contribution to the reserve fund was made which exceeded the prior year amount by \$1,000,000. In addition, due to lesser debenture debt, total principal and interest payments decreased \$328,867.

Cash

On December 31, 2014 cash was \$2,247,235 being \$802,782 greater than the 2013 year amount.

Debenture Debt

Debt owing to the Municipal Finance Authority of BC is \$6,785,787 and has decreased \$972,727 in the year. This change consists of the following:

regular scheduled principal payments	519,609
actuarial reductions recognized	<u>453,118</u>
	<u><u>972,727</u></u>

On January 1, 2014 the Alberni-Clayoquot Regional Hospital District had 13 debt issues outstanding. During the year, 2 issues were paid off leaving 11 outstanding debt issues on December 31, 2014.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
Financial Statements
Year Ended December 31, 2014

Draft for discussion purposes only

Completed by	Reviewed by	EQCR

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

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Year Ended December 31, 2014

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Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District

We have audited the accompanying financial statements of Alberni-Clayoquot Regional Hospital District, which comprise the statement of financial position as at December 31, 2014 and the consolidated statements of operations and changes in accumulated surplus, net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with the basis of accounting described in Note 2, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

(continues)

Independent Auditor's Report to the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District
(continued)

Opinion

In our opinion, the financial statements of Alberni-Clayoquot Regional Hospital District for the year ended December 31, 2014 are prepared, in all material respects, in accordance with the basis of accounting described in Note 2.

Basis of Accounting and Restrictions on Use

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting. These financial statements, which have not been, and were not intended to be, prepared in accordance with Canadian generally accepted accounting principles, are solely for the information and use of the Chairperson and Directors of the Alberni-Clayoquot Regional Hospital District and the Ministry of Health for complying with the Hospital District Act. These financial statements are not intended to be and should not be used by anyone other than the specified users or for any other purpose.

Port Alberni, B.C.

CHARTERED PROFESSIONAL ACCOUNTANTS

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Financial Position

December 31, 2014

	2014	2013
FINANCIAL ASSETS		
Cash	\$ 2,247,235	\$ 1,444,453
Accrued interest receivable <i>(Note 3)</i>	2,388	1,699
Municipal Finance Authority debt reserve deposit <i>(Note 4)</i>	848,870	861,372
Grants to district hospitals - capitalized	6,521,551	7,494,278
	9,620,044	9,801,802
FINANCIAL LIABILITIES		
Accrued interest	34,504	43,224
Municipal Finance Authority debt reserve <i>(Note 4)</i>	848,870	861,372
Reserves related to Section 20(3)	1,823,674	494,683
Debenture debt <i>(Note 6)</i> (Schedule 1)	6,785,787	7,758,514
Unamortized debenture discount <i>(Note 6)</i>	42,734	42,734
	9,535,569	9,200,527
NET FINANCIAL ASSETS AND ACCUMULATED SURPLUS <i>(Note 7)</i>	\$ 84,473	\$ 601,274

Andrew McGifford,
Acting Manager of Finance

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Operations

Year Ended December 31, 2014

	Budget 2014	2014	2013
REVENUE			
Taxation (Schedule 2)	\$ 1,985,726	\$ 1,985,727	\$ 1,914,072
Grants in lieu of taxes	8,000	35,279	21,560
Other income	20,000	42,094	124,068
	2,013,726	2,063,100	2,059,700
EXPENSES			
Sinking fund installments	520,000	519,609	762,977
Interest and fees on debenture	527,000	492,292	578,791
Administrative costs	18,000	18,000	18,000
Contribution to section 20(3) reserve	1,550,000	1,550,000	550,000
	2,615,000	2,579,901	1,909,768
ANNUAL SURPLUS	\$ (601,274)	\$ (516,801)	\$ 149,932

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ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Accumulated Surplus

Year Ended December 31, 2014

	2014	2013
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 601,274	\$ 451,342
Annual surplus	(516,801)	149,932
ACCUMULATED SURPLUS - END OF YEAR (Note 7)	\$ 84,473	\$ 601,274

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ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Net Financial Assets

Year Ended December 31, 2014

	Budget 2014	2014	2013
ANNUAL SURPLUS	\$ (601,274)	\$ (516,800)	\$ 149,933
NET FINANCIAL ASSETS - BEGINNING OF YEAR	601,274	601,274	451,341
NET FINANCIAL ASSETS - END OF YEAR	\$ -	\$ 84,474	\$ 601,274

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ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Annual surplus	\$ (516,801)	\$ 149,932
Changes in non-cash working capital:		
Accrued interest receivable	(689)	14,458
Grants to district hospitals - capitalized	972,727	1,145,982
Accrued interest	(8,720)	(21,662)
	963,318	1,138,778
Cash flow from operating activities	446,517	1,288,710
FINANCING ACTIVITIES		
Repayment of long term debt	(519,608)	(762,573)
Actuarial adjustment to long term debt	(453,118)	(383,408)
Cash flow used by financing activities	(972,726)	(1,145,981)
INVESTING ACTIVITY		
Reserves related to Section 20(3)	1,328,991	(117,386)
INCREASE IN CASH FLOW	802,782	25,343
Cash - beginning of year	1,444,453	1,419,110
CASH - END OF YEAR	\$ 2,247,235	\$ 1,444,453

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

1. NATURE OF THE ORGANIZATION

The Alberni-Clayoquot Regional Hospital District (District) was incorporated in 1967 under the Regional Hospital District Act. Its principal activities include the borrowing of monies from the Municipal Finance Authority and advancing those monies for hospital planning and development within the region.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants with the following deviations to comply with the accounting requirements prescribed by the Ministry of Health under the Hospital District Act:

- Grants to district hospitals are capitalized and recorded as an asset.
- There is no disclosure of the fair value of the financial assets and liabilities.
- Standards for recognition and disclosure of financial instruments have not been adopted.
- There is no disclosure of segmented reporting.
- Sinking fund installments are expensed in the year that they are paid.

Grants to district hospitals

Grants to district hospitals are capitalized and recorded as an asset on the statement of financial position while the hospital is in operation. When a hospital ceases operation, the amount of unrecoverable grants is written off against capital surplus.

Budget reporting

The unaudited budget information reported in the statement of operations and the statement of change in net financial assets represents the 2013 budget as adopted by the District's Board on March 13, 2013.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges, including principal and interest, are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Financial instruments

The carrying value of cash, accounts receivable, accounts payable, and accrued interest is cost due to the short-term nature of these financial instruments. Financial instruments consist of cash, accounts receivable, accrued interest and debenture debt.

(continues)

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations.

3. ACCRUED INTEREST RECEIVABLE

	2014	2013
Accrued interest receivable	\$ 2,388	\$ 1,699

4. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for the Hospital District. The Authority is required to establish a Debt Reserve Fund into which each District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Hospital District. If at any time insufficient funds are provided by the Hospital District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Hospital District may be called upon to restore the fund.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

5. RELATED PARTY

The Alberni-Clayoquot Regional Hospital District is related to the Alberni-Clayoquot Regional District; the same individuals are the Board of Directors for both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni-Clayoquot Regional District.

6. DEBENTURE DEBT

The debenture debt "Schedule 1" reflects the amount of debenture debt payable by the Alberni-Clayoquot Regional Hospital District. The outstanding amount payable is net of the Sinking Fund Balances as confirmed by the British Columbia Municipal Finance Authority. The Sinking Fund Balances are subject to periodic actuarial adjustments to reflect the earnings on the Sinking Fund Investment and accordingly will affect the debenture debt amount payable.

Principal repayment terms are approximately:

2015	\$	508,804
2016		508,913
2017		495,240
2018		492,778
2019		492,896

The unamortized debenture discount will be applied in 2023 when the debenture is paid in full.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

7. FUND ACCOUNTING

The District uses fund accounting to account for various aspects of operations. Presently the District uses the following three funds:

1. Capital fund - Provides funding and carries the debt related to capital projects for which the District has provided grants.
2. Revenue fund- Holds cash and receives interest on monies held by the District.
3. Reserve fund - Segregates funds raised for the purchase of equipment, minor renovations to the hospitals, and related studies, as permitted by Section 20(3) of the Hospital District Act.

As at December 31, 2013 the fund balances are:

	Capital Fund	Revenue Fund	Reserve Fund	2014
ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF YEAR	\$ 306,970	\$ (435,150)	\$ 729,455	\$ 601,275
Annual surplus (deficit)	-	812,190	(1,328,991)	(516,801)
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR	\$ 306,970	\$ 377,040	\$ (599,536)	\$ 84,474

8. FINANCIAL INSTRUMENTS

For cash, accounts receivable, accounts payable, and accrued interest, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The district is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the district has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The district does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2014

B.C.H.F.A. By-law	By-law No.	Type of Security Issued	Maturity date	Term	Rate	2014 Balance	2013 Balance	2015 Requirements as of December 31, 2014	
								Principal	Interest
RHD-CD-N	57	Sinking Fund	23 Aug 2013	20	8.500%	\$ -	\$ -	\$ -	\$ -
RHD-CD-N1	54 & 57	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHDMTN-38	54	Sinking Fund	09 Jun 2014	20	9.600%	-	4,283	-	-
RHDMTN 53(3)	54	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHDMTN 53 (2)	54	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHD-EC-13	54	Sinking Fund	30 Nov 2023	20	7.875%	27,046	40,258	8,259	17,295
RHD-CDN-3	54	Sinking Fund	23 Aug 2013	20	9.120%	-	-	-	-
RHD-EC-13(1)	54	Sinking Fund	30 Nov 2023	20	7.875%	11,052	16,578	5,526	11,572
RHD-EUS4(2)	54	Sinking Fund	11 Jun 2017	20	9.120%	-	84,711	-	-
RHD-CDV-3(B)	54	Sinking Fund	11 Jun 2017	20	7.875%	18,354	23,899	2,577	4,163
1999F	54, 74, 75	Sinking Fund	01 Dec 2019	5, 5, 20	5.840%, 5.840%, 5.990%	427,826	502,605	41,233	39,182
2000S	75	Sinking Fund	01 Jun 2020	20	6.450%	1,228,742	1,403,797	101,051	80,019
2000F	75, 82	Sinking Fund	01 Jun 2020	20	6.360%	1,667,721	1,905,316	137,152	130,328
2001F	75, 82, 83	Sinking Fund	01 Jun 2022	20	5.100%	2,096,855	2,342,126	136,576	137,739
2002S	77	Sinking Fund	01 Jun 2020	20	5.900%	835,681	919,027	48,731	49,146
2002F	75	Sinking Fund	01 Jun 2020	20	5.250%	227,659	250,364	13,275	9,218
2003S	75	Sinking Fund	03 Jun 2023	20	5.250%	191,273	207,794	10,142	7,043
2003F	75	Sinking Fund	03 Oct 2023	20	4.770%	-	-	-	-
2005S	75,82	Sinking Fund	04 Jun 2025	20	5.100%	53,580	57,755	4,175	2,839
						\$ 6,785,789	\$ 7,758,513	\$ 508,697	\$ 488,544

Printed: June 19, 2015 11:00 AM

The accompanying notes are an integral part of these financial statements

Prep _____ Added _____ Approved _____

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Member Municipalities Tax Requisitions

(Schedule 2)

Year Ended December 31, 2014

	Budget 2014	2014	2013
MUNICIPALITIES			
Port Alberni	\$ 785,893	\$ 785,893	\$ 753,735
District of Tofino	323,053	323,053	309,538
District of Ucluelet	174,148	174,148	182,453
	1,283,094	1,283,094	1,245,726
FIRST NATIONS			
Huu-ay-aht First Nations	712	712	655
Yuu?u?i??at?	2,129	2,129	1,721
Uchucklesaht Tribe	141	141	-
	2,982	2,982	2,376
ELECTORAL AREAS			
"A" Bamfield	70,637	70,637	75,721
"B" Beaufort	32,932	32,932	31,805
"C" Long Beach	68,439	68,439	94,239
"D" Sproat Lake	289,190	289,190	246,347
"E" Beaver Creek	113,101	113,101	103,728
"F" Cherry Creek	125,352	125,352	114,129
	699,651	699,651	665,969
	\$ 1,985,727	\$ 1,985,727	\$ 1,914,071



June 9, 2015



Chair Josie Osborne
Regional District of PORT ALBERNI
3008 5TH AVE
PORT ALBERNI BC V9Y 2E3

Dear Chair Osborne,

Re: 2nd Annual Resource Breakfast Series September 22nd to 24th, 2015 – Vancouver, BC

On behalf of the BC Resource Sector, it is my sincere pleasure to invite two of your representatives to the 2nd annual *Resource Breakfast Series*. This exciting yearly event will be held at Vancouver's Terminal City Club (TCC) spanning three mornings during the September 2015 Union of BC Municipalities' (UBCM) Annual Convention. The breakfasts will take place from 7:00 to 8:30 am and each will focus on a different aspect of BC's resource industry including the Energy and Mining, Natural Gas and Forest sectors. The hosted breakfasts provide an opportunity to network, receive brief updates on resource projects throughout the province, and meet representatives of the generous sponsoring companies.

Energy and Mining Sector Breakfast, Tuesday, September 22nd, 2015

Guest of Honor: Honourable Bill Bennett, Minister of Energy Mines and Core Review, *confirmed*

Natural Gas Sector Breakfast - Wednesday, September 23rd, 2015

Guest of Honor: Honourable Rich Coleman, Deputy Premier and Minister of Natural Gas Development and Minister Responsible for Housing, *invited*

Forest Sector Breakfast - Thursday, September 24th, 2015

Guest of Honor: Honourable Steve Thomson, Minister of Forest, Lands and Natural Resource Operations, *invited*

- Time:** 7:00 am-8:30 am
- Invited Guests:** 200 Mayors and Councillors (MLAs are also invited)
- Style:** Plated breakfast
- Location:** Terminal City Club (TCC) – 837 West Hastings St, Vancouver, BC
- Cost:** No charge, hosted breakfast
- Dress:** Business Casual

The TCC venue is perfectly located in downtown Vancouver just a short 5 minute walk from the Vancouver Convention Centre and provides a friendly, professional and strategically located venue, ideal for hosting this popular event.

Last year's Resource Breakfast Series was a huge success, with a sellout crowd each day and representation from 75 different areas of the province. Due to the strong demand and interest experienced in 2014, we have expanded seating from 100 to 200 each day. As was the case last year, there will be a wide selection of Mayors, Councillors, MLAs, industry and association sponsors from across the province

408 – 688 West Hastings Street (604) 353-3136
Vancouver, British Columbia info@c3alliancecorp.ca
V6B 1P1, Canada www.c3alliancecorp.ca

to these complimentary breakfasts. Minister Bill Bennett has accepted our invitation to be the Guest of Honour at the Energy and Mining Sector breakfast. In addition, Ministers Steve Thomson and Rich Coleman have been invited to be our Guests of Honour at the Forest Sector and Natural Gas Sector breakfasts, respectively. These breakfasts present an excellent opportunity to meet and learn firsthand the latest news about BC's important resource sector.

Seating is limited and will be assigned on a first-come, first-served basis. To support and encourage a broad spectrum of leaders from across the Province, we are limiting local government seats to two per Municipal Council at any or all of the breakfasts. Please RSVP to info@c3alliancecorp.ca and specify which event(s) you would like your representatives to attend.

We look forward to seeing you at 2nd Annual Resource Breakfast Series.

Kind regards,



Dan Jepsen
Chairman & CEO
C3 Alliance Corp.

cc: Hon. Rich Coleman, Minister of Natural Gas Development, Minister Responsible for Housing,
and Deputy Premier
Hon. Bill Bennett, Minister of Energy and Mines and Minister Responsible for Core Review
Hon. Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
P. Jerry Asp, President, C3 Alliance Corp



Transport Canada Transports Canada

Pacific Region
Suite 620
800 Burrard Street
Vancouver, B.C.
V6Z 2J8

Région du Pacifique
800, rue Burrard
Bureau 620
Vancouver, C.-B.
V6Z 2J8



Your file Votre référence

Our file Notre référence

10613845

May 14, 2015

Mike Ruttan
Mayor, City of Port Alberni

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, British Columbia V9Y 2E3
mike_ruttan@portalberni.ca

Re: Ports Asset Transfer Program –Bamfield West Public Port Facility

Dear Mayor Ruttan:

On April 24th, 2015, the Honourable Lisa Raitt, Minister of Transport, announced the new Ports Asset Transfer Program to transfer port facilities currently under the sole responsibility of Transport Canada – including Bamfield West located in Bamfield, British Columbia.

New ownership can help these port facilities thrive and contribute to economic growth, jobs and investments in the community. New operators may have greater flexibility to expand or improve port facilities for continued marine operations or for alternate uses that are more responsive to meeting local needs.

The Ports Asset Transfer Program is a proactive, structured program that includes engagement, sales, and divestiture phases. We expect the Sales Phase to be launched in summer 2015. Once the Sales Phase is launched, port facilities will be first offered for purchase to other federal departments, the provinces, and municipalities, for public purpose. If there are no expressions of interest from any of these organizations, Transport Canada will then seek expressions of interest from other interested parties, including Aboriginal communities, Canada Port Authorities, non-government organizations, the private sector and the general public. If there is no expression of interest in a sale, or if a negotiation for sale falls through, the port facility will be offered for divestiture.

Enclosed is an information package with a complete list of the port facilities. For further information, please contact Lorraine Gill, Regional Manager of Property and Divestiture at Lorraine.Gill@tc.gc.ca or call 604-666-5390.

Yours sincerely,

A handwritten signature in black ink, appearing to read "R. Dick".

Robert Dick
Regional Director General

Enclosures:

Ports Asset Transfer Program backgrounder
List of port facilities available for sale or divestiture
Map of ports under Transport Canada custodianship
Port facility information



Backgrounder

Ports Asset Transfer Program

The primary goal of the National Marine Policy, established in 1995, is to improve the efficiency of the marine transportation system. One way to accomplish this goal is by placing port decision-making and operations in the hands of users and other local interests.

Building on the success of Transport Canada's former Port Divestiture Program (1996-2014), the new Ports Asset Transfer Program (PATP) is a proactive and structured program for the sale or divestiture of 50 Transport Canada-owned port facilities to local interests.

The PATP includes engagement, sale and divestiture phases. During the engagement phase, Transport Canada will communicate with other federal departments, provincial/territorial governments, municipalities, Aboriginal groups and other interested parties to provide information about the Program. This phase will be followed by the sales phase, where Transport Canada-owned port facilities are first offered to other federal departments, the provinces and territories and municipalities. If there is no expressions of interest from these organizations, Transport Canada will then seek expressions of interest from other interested parties including Aboriginal communities, non-government organizations, the private sector and individuals. The sales phase is expected to be launched in summer 2015.

The PATP includes specific timelines for negotiations and transactions with interested parties, and greater operational flexibility for new port facility operators including the possibility of developing port sites for desired alternative uses.

If there is no expression of interest during the sales phase, the divestiture phase will follow. This phase could include a grant and/or funding contribution from the Government of Canada to help continue port facility operations and maintenance.

Important notes:

- Interested parties involved in the divestiture phase should be aware that funding support may include a condition that the port facility remains operational for a specified timeframe.
- Parties who consider delaying their participation in the program until the divestiture phase should be aware that Transport Canada cannot guarantee a port facility's availability after the initial sales period.



Port facilities for sale or divestiture under the Ports Asset Transfer Program

Newfoundland and Labrador

Charlottetown
Marystown
Terrenceville

Quebec

Baie-Comeau
Baie-Johan-Beetz
Blanc-Sablon
Cap aux Meules
Carleton
Chandler
Gaspé
Gros Cacouna
Harrington Harbour
Kegaska
La Tabatière
Les Méchins
Matane
Miguasha
Mont Louis
Natashquan
Paspébiac
Point aux Père (Breakwater)
Portneuf
Rimouski
Romaine
Saint Augustin
Saint Francois
Tête-à-la Baleine
Vieux Fort

Nova Scotia

Liverpool (Breakwater)
Lunenburg (Breakwater)

Ontario

Burlington Canal
Cornwall*
Kingston
Owen Sound
Pelee Island
South Baymouth
Tobermory

Manitoba

Berens River

Alberta

Fort Chipewyan

British Columbia

Bamfield West
Bella Bella
False Bay
Hartley Bay
Kingcome Inlet
Klemtu
Kyuqot
Quatsino
Rivers Inlet
Sandspit

Note:

The above list reflects the port facilities available under the Ports Asset Transfer Program as of March 2015. Please visit www.tc.gc.ca/ports-asset-transfer-program for updates to this list as port facilities are transferred. Transport Canada reserves the right to change the number of port facilities available as the Program evolves.

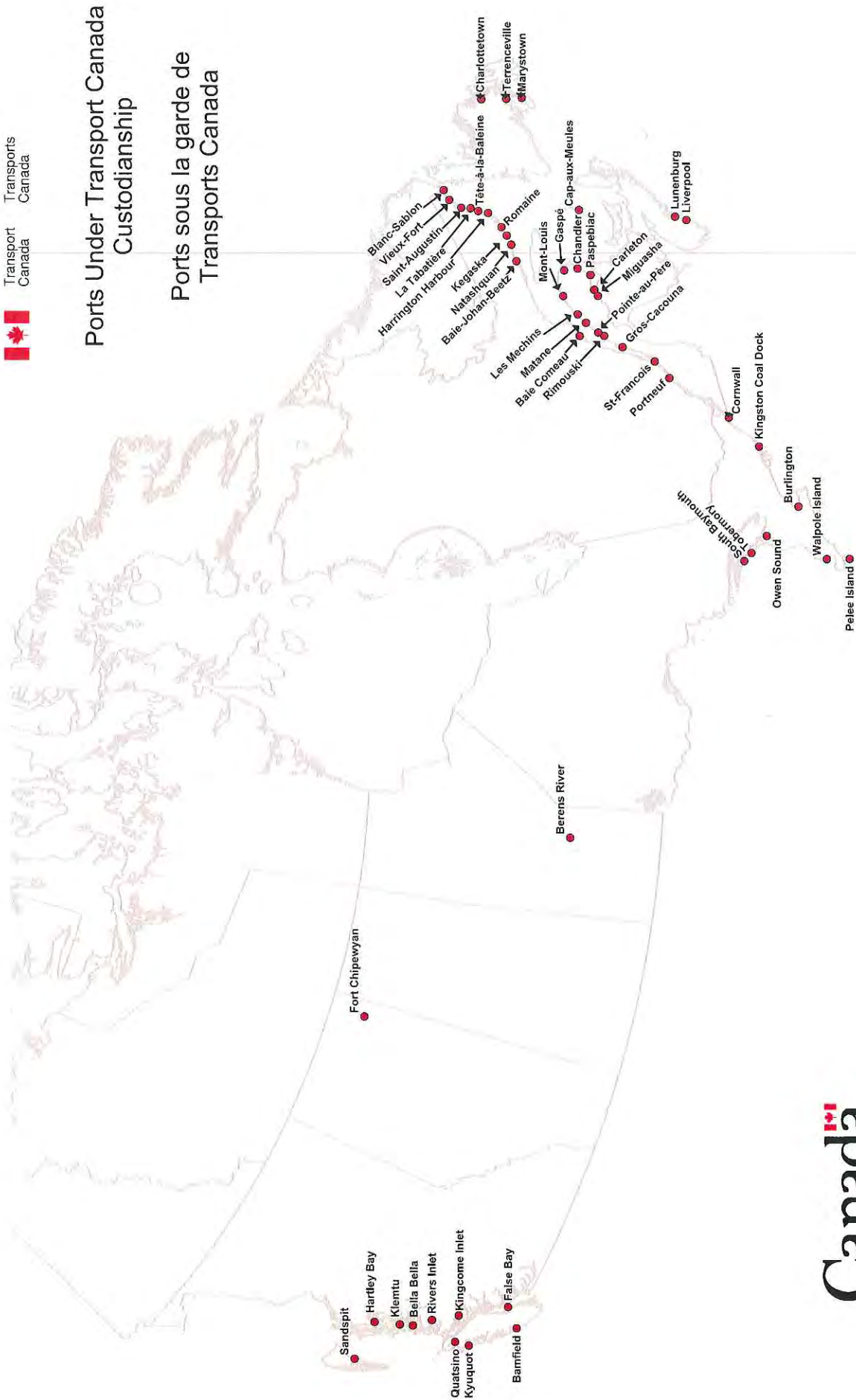
* Transport Canada is currently in negotiation with interested parties for the port of Cornwall. If interested in the port, please contact Transport Canada so that we can advise you should the port remain available.



Transport Canada

Ports Under Transport Canada Custodianship

Ports sous la garde de Transports Canada





Port Facility Information

Bamfield West, British Columbia

Bamfield West is located on the northern part of Vancouver Island on Barkley Sound, is only accessible by boat or seaplane and the facility is a deep water port.

Facilities

1 Approach	3.1m by 32.0m
1 Wharf	18.30m by 9.10m
1 Wooden float	2.7m by 24.4m
1 Gangway	1.2m by 11.0m
1 Derrick	3 ton, 2700kg
1 Shed	3.6m by 3.6m
1 Solar light	





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.

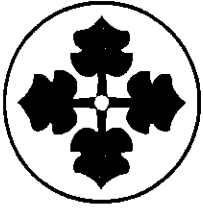
If you would like to request a meeting with me or a Cabinet Minister on a specific issue during this year's convention, the online registration form at <https://UBCMreg.gov.bc.ca> will go live on June 15th. The invitation code is MeetingRequest2015 and it is case sensitive.

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



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street,
Port Alberni, BC V9Y 1V8
Telephone: 250-723-2146 Fax: 250-723-1003
www.portalberni.ca

June 9th, 2015

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

ATTN: Russell Dyson, CAO

Dear Russell:

Re: Franklin River Road Fire Protection Service Area

At a regular meeting on June 8th, 2015, Council for the City of Port Alberni considered the continuation of fire protection service to the Franklin River Road area.

Please be advised that Council passed a resolution providing notice to terminate the fire protection and medical first responder service to the Franklin River Road service area effective December 31st, 2015. The current agreement will remain in effect under the same terms and conditions until that date.

We would appreciate you notifying the residents on our behalf.

Yours truly,
CITY OF PORT ALBERNI

Davina Hartwell
City Clerk

- c. Lucas Banton, Area Director
- Tim Pley, Fire Chief
- Cathy Rothwell, Director of Finance
- Wendy Thomson, ACRD

RECEIVED
JUN 15 2015



Port Alberni Friendship Center

June 11, 2015

2015 Port Alberni Friendship Center Annual General Meeting September 29, 2015

You are cordially invited to attend the Port Alberni Friendship Center Annual General Meeting on **September 29, 2015**. It will be held in the Clutesi Hall at the Port Alberni Friendship Center on 3555 4th Avenue, Port Alberni, B.C. at **5:30 p.m.** A dinner will be provided prior to the meeting, which will begin at **5:00 p.m.**

All members and prospective new members are welcome to attend. If you would like to purchase a membership, they can be purchased prior to the elections at the front desk or will be sold between 3:00 pm and 5:00 pm prior to the meeting. The membership fee is \$2.00 per person or \$5.00 per family per year. If you purchase a membership or renew for a year you will be **eligible to win one of three prizes** which will be drawn at the end of the Annual General Meeting. You must be in attendance to win.

Four (4) new board members and one (1) youth board member are to be elected at this meeting for a two year term and one (1) youth board member to be elected for a one year term. Members must be in good standing to be eligible to be a board member or to vote. So, please do not forget to bring your membership cards with you.

If you are interested in becoming a board member, please send to the Board of Directors Nominations Committee, a summary of your experience and knowledge, no more than one page, on or before **September 17, 2015**. The summary should include contributions you may have made to the community (other boards you may sit on, employment history, volunteer work, etc.), and your reason for wanting to be a part of the Port Alberni Friendship Center Board of Directors.

The 2014 - 2015 Financial Audit is available for review at the office Monday to Friday between 8:30 am and 4:00 pm. If you have any questions, or require any further information, please do not hesitate to give us a call.

In friendship,



Cyndi Stevens, Executive Director
Port Alberni Friendship Center

/sb

3555 4th Avenue • Port Alberni, BC • V9Y 4H3
Phone 250-723-8281 • Fax 250-723-1877 • www.pafriendshipcenter.com



COPY OF SPECIAL RESOLUTION

In accordance with the by-laws of the Society on the 29th day of September, 2015:

“RESOLVED

Bylaw IV – Board of Directors

1. Board of Directors

The Board of Directors of this Society shall consist of ten (10) elected members, which will consist of at least two (2) Youth (18 to 24 years), who will be responsible for the implementation of the objects and for the management and administration of the affairs of the Society, the majority of these to be of Native Indian ancestry.

(a) The Board of Directors shall be elected on the following basis:

(5) five - members for a term on one (1) year, and five (5) members for a term of two (2) years, at the first general Meeting of the Society in the month of October, A.D. 1965. At the end of the first year, elections shall be held to replace the retiring directors for that year. Retiring directors shall be eligible for re-election. Elections shall take place at the Annual General Meeting of the Society. Members who are nominated for a Board of Directors position must either be present at the Annual General Meeting or provide a letter which indicates their desire to let their name stand and a reason for their absence. This letter must be witnessed by at least 2 members in good standing and be provided on or before 3:00 PM on the day of the Annual General Meeting.

Changed to Read:

BY-LAW IV - BOARD OF DIRECTORS

1. Board of Directors

The Board of Directors of this Society shall consist of **eight (8)** elected members and **two (2) appointed youth members**, who will be responsible for the implementation of the objects and for the management and administration of the affairs of the Society, the majority of these to be of **Aboriginal** ancestry **which will include One (1) Youth (18 to 24 years) for a Two (2) year term and One (1) Youth (18 to 29 years) for a one (1) year term who will be appointed by the Board of Directors at the Board meeting prior to the AGM and shall have the same voting rights as the elected Board of Directors. The Port Alberni Friendship Center Youth Council will also be asked to put forth names at least 2 months prior to the Board meeting held in September of each year.**

(a) The Board of Directors shall be elected on the following basis:

(4) four - members for a term on one (1) year, and **four (4)** members for a term of two (2) years, at the first general Meeting of the Society in the month of October, A.D. 1965. At the end of the first year, elections shall be held to replace the retiring directors for that year. Retiring directors shall be eligible for re-election. Elections shall take place at the Annual General Meeting of the Society. Members who are nominated for a Board of Directors position must either be present at the Annual General Meeting or provide a letter which indicates their desire to let their name stand and a reason for their absence. This letter must be witnessed by at least 2 members in good standing and be provided on or before 3:00 PM on the day of the Annual General Meeting.

Moved by, John Barney

Seconded by, Danielle Sam

Dated this 29th day of September, 2015 at the Port Alberni Friendship Center, located at 3555 4th Avenue, Port Alberni, BC, V9Y 4H3 by _____,

Executive Director.



200 - 1627 Fort St., Victoria, BC V8R 1H8
Telephone **(250) 405-5151** Fax (250) 405-5155
Toll Free via Enquiry BC in Vancouver 660-2421. Elsewhere in BC **1.800.663.7867**
Email information@islandstrust.bc.ca
Web www.islandstrust.bc.ca

June 12, 2015

File No.: 0230-20; 3020-20

Dear AVICC members and Bowen Island Municipal Council:

Re: Islands Trust Council request for 25% reduction in minor route ferry fares

I am writing to share the Islands Trust's news release about the Islands Trust Council's request that the Province fund a reduction in ferry fares on BC Ferries' minor routes by 25 per cent. I will also be writing to the BC Ferry Commissioner.

On behalf of the Islands Trust Council, I encourage your local government to join us in advocating for provincial government investment in reducing ferry fares on the minor routes. A well-advertised drop in fares on the minor routes would help our communities bounce back and give us all time to work together on longer-term solutions.

Since the enactment of the *Coastal Ferries Act* in 2003, fare increases on some minor routes have increased four to five times higher than inflation. The BC Ferry Commissioner has proposed an additional 1.9 per cent annual fare increase during BC Ferries' next four-year performance term. For 10 years, we have together raised concerns that the fares for ferry-dependent communities have reached the tipping point where they are causing economic challenges and reducing ferry ridership. Our request is timed to influence negotiations for BC Ferries' Coastal Ferry Services Contract from 2016 to 2020. We believe these negotiations are a perfect opportunity for the government to invest in coastal communities.

In May 2015, the Islands Trust hired Perrin Thorau & Associates, a public policy consulting firm with expertise in BC Ferries' markets, to calculate the cost of lowering fares on all minor ferry routes. The consultants built a model using recent BC Ferries operating results and fare information, allowing examination of how ridership will rebound in response to lower fares. The consultants calculated that an additional \$11 to \$14 million is needed annually to reduce fares by 25 per cent from today's prices, on all minor routes on B.C.'s coast. Our funding calculations give the Province credible information to make a sound investment decision.

Thank you for considering this request. Please be in touch with any questions or if you would like more information.

Sincerely,

Peter Luckham
Chair, Islands Trust Council
Pluckham@islandstrust.bc.ca

Attach: June 11, 2015 News release "Islands Trust ask Province to reduce ferry fares on minor routes by 25%"

cc. Islands Trust Council
Islands Trust website



News Release

200 - 1627 Fort Street Victoria BC V8R 1H8

Telephone **250.405.5151** FAX: 250.405.5155

Toll Free via Enquiry BC in Vancouver 604.660.2421. Elsewhere in BC **1.800.663.7867**

information@islandstrust.bc.ca www.islandstrust.bc.ca

June 11, 2015

2015-11-IT

ISLANDS TRUST ASKS PROVINCE TO REDUCE FERRY FARES ON MINOR ROUTES BY 25%

VICTORIA — The Islands Trust Council is asking the Province of British Columbia to invest an additional \$11 to \$14 million annually for four years to reduce fares on all BC Ferries' minor routes. This request is timed to influence negotiations for BC Ferries' Coastal Ferry Services Contract from 2016 to 2020.

In May 2015, the Islands Trust hired Perrin Thorau & Associates, a public policy consulting firm with expertise in BC Ferries' markets, to calculate the cost of lowering fares on all minor ferry routes. The consultants built a model using recent BC Ferries operating results and fare information, allowing examination of how ridership will rebound in response to lower fares. The consultants calculated that an additional \$11 to \$14 million is needed annually to reduce fares by 25 per cent from today's prices, on all minor routes on B.C.'s coast.

"Ferry-dependent communities are struggling under the weight of ferry fares that have increased at a pace well above the rate of inflation," said Peter Luckham, Islands Trust Council Chair. "We have a constructive proposal. By strategically investing an additional \$11 to \$14 million annually, the Province can lower fares on BC Ferries' minor routes by 25 per cent. Affordable fares would attract more customers into the ferry system, bolster B.C.'s economy and result in increased provincial tax revenues - a win-win for everyone."

Since the enactment of the *Coastal Ferries Act* in 2003, fare increases on some minor routes have increased four to five times higher than inflation. The BC Ferry Commissioner has proposed an additional 1.9 per cent annual fare increase during BC Ferries' next four-year performance term.

For 10 years, the Islands Trust Council and local government partners have raised concerns that the fares for ferry-dependent communities have reached the tipping point where they are causing economic challenges and reducing ferry ridership.

"For years, we've heard clearly from our communities that ferry fare increases have been too steep and are causing hardship for coastal families and businesses. I appreciate the work that has been done to keep future fare increases lower than in the past, but remain concerned that present fares are unaffordable for our communities," said Luckham. "Current negotiations for a renewed Coastal Ferry Services Contract are a perfect opportunity for the government to invest in coastal communities. Our funding estimates give the Province credible information to make a sound investment decision. We believe a well-advertised drop in fares on the minor routes would help our communities bounce back and give us all time to work on longer-term solutions with the Province."

The Islands Trust is a federation of local government bodies representing 25,000 people living within the Islands Trust Area and another 10,000 non-resident property-owners. The Islands Trust is responsible for preserving and protecting the unique environment and amenities of the Islands Trust Area through planning and regulating land use, development management, education, cooperation with other agencies, and land conservation. The area covers the islands and waters between the British Columbia mainland and southern Vancouver Island. It includes 13 major and more than 450 smaller islands covering 5200 square kilometres.

-30-

CONTACT

Peter Luckham
Chair, Islands Trust Council
(250) 210-2553

Background:

Perrin Thorau & Associates May 2015 report: [Calculating Investment Needed to Reduce BC Minor Routes Fares by 25%](#)

Preserving **island** communities, culture and environment

Bowen, Denman, Hornby, Gabriola, Galiano, Gambier, Lasqueti, Mayne, N. Pender, Salt Spring, Saturna, S. Pender, Thetis



REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, Acting Manager of Finance

Meeting Date: June 24, 2015

Subject: Statement of Financial Information

Recommendation:

THAT the Alberni –Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District 2014 Statement of Financial Information (SOFI) including all of the statements and schedules.

Desired Outcome:

Approval of the SOFI is to be done before the June 30, 2015 submission deadline.

Summary:

The Regional District SOFI must be prepared and submitted annually to the Ministry of Community, Sport and Cultural Development in accordance with the Financial Information Act. The report must be made available for public viewing by June 30th of each year.

Background:

In past years the SOFI has been referred to as the Public Bodies report.

Policy or Legislation:

The 2014 SOFI complies with both the Financial Information Act and the Financial Information Regulation.

Submitted by: _____
Andrew McGifford, Acting Manager of Finance

Approved by: _____
Russell Dyson, Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2014

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Audited Financial Statements which includes:

- Statement of Financial Position
- Statement of Operations
- Schedule of Debenture Debt
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Statement of Severance Agreements
- Schedule of Payments to Suppliers
- Statement of Financial Information Approval
- Management Report

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Consolidated Financial Statements
Year Ended December 31, 2014

Draft for discussion purposes only

Prepared by	Reviewed by	Partner	EQCR

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Index to Consolidated Financial Statements

Year Ended December 31, 2014

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Draft for discussion purposes only

Management's Responsibility for Financial Reporting

The Consolidated financial statements of Regional District of Alberni-Clayoquot have been prepared in accordance with Canadian public sector accounting standards for British Columbia local governments and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

The Board of Directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

Duncan Sabine Collyer Partners LLP, the Regional District's independent auditors, have conducted an examination of the financial statements in accordance with generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.

Andrew McGifford
Acting Manager of Finance

Port Alberni, BC

INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Regional District of Alberni-Clayoquot

We have audited the accompanying consolidated financial statements of Regional District of Alberni-Clayoquot which comprise the consolidated statement of financial position and the consolidated statements of operations, changes in accumulated surplus, changes in net financial assets and cash flow for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

(continues)

Independent Auditor's Report to the Chairperson and Directors of Regional District of Alberni-Clayoquot
(continued)

audit opinion.

Basis for Qualified Opinion

The Regional District of Alberni-Clayoquot operates landfill closure facilities of which the closure and post-closure liabilities are not susceptible to satisfactory audit verification and are carried on the consolidated statement of financial position at \$1,976,716. Accordingly, our verification of this liability was limited to the amounts recorded in the accounts of the regional district and we were not able to determine whether any adjustments might be necessary to certain liabilities, expenses or surpluses.

Qualified Opinion

In our opinion, except for the effects of the matter described in the preceding paragraph, the consolidated financial statements present fairly, in all material respects the financial position of Regional District of Alberni-Clayoquot as at December 31, 2014 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Port Alberni, B.C.

CHARTERED PROFESSIONAL ACCOUNTANTS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Financial Position

Year Ended December 31, 2014

	2014	2013
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 12,882,558	\$ 12,740,104
Portfolio investments (Note 3)	1,653	746
Accounts receivable (Note 4)	677,718	1,206,648
Term receivables from municipalities (Note 5)	12,888,463	7,726,448
Municipal Finance Authority debt reserve deposit (Note 6)	730,324	587,006
Inventories for resale	46,715	26,956
	27,227,431	22,287,908
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	749,364	733,938
Deferred revenue	116,003	267,955
Deposits (Note 7)	44,050	45,000
Restricted revenues (Notes 8, 9)	1,792,739	1,999,432
Landfill closure liability (Note 10)	1,976,716	1,763,632
Municipal Finance Authority debt reserve (Note 6)	730,324	587,006
Capital leases (Note 11)	90,113	134,740
Debenture debt (Note 12), Schedule 1	13,729,745	8,601,865
	19,229,054	14,133,568
NET FINANCIAL ASSETS	7,998,377	8,154,340
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 13), Schedule 2	27,598,689	26,475,885
Inventories of supplies	254,924	280,252
Prepaid expenses	49,449	62,293
	27,903,062	26,818,430
ACCUMULATED SURPLUS	\$ 35,901,439	\$ 34,972,770

Contingent liabilities (Note 19)

Andrew McGifford
Acting Manager of Finance

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Operations

Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
REVENUE			
Tax requisitions	\$ 4,589,023	\$ 4,588,397	\$ 4,558,945
Grants in lieu of taxes	29,900	76,543	81,871
Services provided to other governments	110,648	100,176	78,547
Sales of services	3,302,600	3,540,680	3,570,808
Miscellaneous revenue	205,500	784,934	491,132
Government transfers			
Conditional	1,568,725	780,610	1,527,322
Unconditional	126,000	125,740	126,605
	9,932,396	9,997,080	10,435,230
EXPENSES			
General government services	1,124,500	1,117,140	1,003,017
Electoral area administration	116,000	88,913	80,695
Management of development - rural	361,000	279,554	261,811
Regional planning services	166,000	115,376	87,445
Building inspection services	235,000	194,070	270,105
Park services	202,650	126,416	88,022
Fire protection services	625,999	589,796	558,525
Landfill services	2,850,400	2,459,078	2,261,841
AV water study	60,000	26,590	960
Custom transit	452,000	454,062	448,497
Airport services	454,079	374,175	315,668
Amortization of tangible capital assets	702,500	803,626	748,107
Street lighting	2,110	2,152	1,859
Emergency planning	148,025	82,696	95,558
E911 telephone services	282,000	281,332	264,396
Vancouver Island library services	403,000	402,716	377,620
South Long Beach bike path	7,200	7,100	7,100
Grant-in-aid	363,898	292,275	245,120
Noise control	10,300	7,646	35,532
Animal control	9,100	2,572	950
Multi-purpose arena contribution	239,350	234,755	237,844
Water systems	932,983	827,546	670,443
Salmon Beach	414,150	298,826	252,190
	10,162,244	9,068,412	8,313,305
ANNUAL SURPLUS	\$ (229,848)	\$ 928,668	\$ 2,121,925

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Consolidated Statement of Changes in Accumulated Surplus
Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
ACCUMULATED SURPLUS - BEGINNING OF YEAR			
As previously reported	\$ 35,305,924	\$ 35,305,924	\$ 33,158,198
Prior period restatement <i>(Note 14)</i>	(333,153)	(333,153)	(307,353)
As restated	34,972,771	34,972,771	32,850,845
ANNUAL SURPLUS	(229,848)	928,668	2,121,925
ACCUMULATED SURPLUS - END OF YEAR	\$ 34,742,923	\$ 35,901,439	\$ 34,972,770

Draft for discussion purposes only

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Changes in Net Financial Assets

Year Ended December 31, 2014

	2014 Budget (See Note 20)	2014 Actual	2013 Actual
ANNUAL SURPLUS	\$ (229,848)	\$ 928,668	\$ 2,121,925
Acquisition of prepaids	-	12,844	(13,563)
Acquisition of inventory of supplies	-	25,328	(214,328)
Acquisition of tangible capital assets	-	(1,926,432)	(2,352,351)
Amortization	702,500	803,626	748,107
Loss on write-off of tangible capital asset	-	-	3,300
	702,500	(1,084,634)	(1,828,835)
CHANGE IN NET FINANCIAL ASSETS	472,652	(155,966)	293,090
NET FINANCIAL ASSETS - BEGINNING OF YEAR	8,154,340	8,154,340	7,861,250
NET FINANCIAL ASSETS - END OF YEAR	\$ 8,626,992	\$ 7,998,374	\$ 8,154,340

Draft for discussion purposes only

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Annual surplus	\$ 928,668	\$ 2,121,925
Items not affecting cash:		
Amortization of tangible capital assets	803,626	748,107
(Gain) loss on disposal of tangible capital asset	(12,500)	3,300
	1,719,794	2,873,332
Changes in non-cash working capital <i>(Note 15)</i>	416,260	(1,132,048)
	2,136,054	1,741,284
FINANCING ACTIVITIES		
Term receivables from municipalities	(5,162,015)	564,114
Proceeds from debenture debt financing	5,750,000	-
Repayment of short term borrowing	-	(13,500)
Repayment (advances) of long term debenture debt	(435,399)	(435,399)
Repayment of obligations under capital lease	(44,626)	(43,743)
Actuarial adjustment of long term debt	(186,720)	(161,539)
	(78,760)	(90,067)
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(1,926,432)	(2,352,351)
Proceeds on disposal of tangible capital assets	12,500	-
	(1,913,932)	(2,352,351)
INVESTING ACTIVITIES		
Addition to portfolio investments	(908)	-
INCREASE (DECREASE) IN CASH FLOW	142,454	(701,134)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	12,740,104	13,441,238
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 12,882,558	\$ 12,740,104

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

1. NATURE OF THE ORGANIZATION

Regional District of Alberni-Clayoquot (the District) was established under the Local Government Act of British Columbia on April 21, 1966. As with all regional districts, the District provides a number of specific and agreed upon services directly to the public and its member municipalities. The District serves as the borrowing conduit between member municipalities and the Municipal Finance Authority of British Columbia (MFA).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The consolidated financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The consolidated financial statements reflect the combined results and activities of the consolidated entity. Interfund transactions and fund balances have been eliminated on consolidation.

Budget reporting

The unaudited budget information reported in the consolidated statement of operations, the consolidated statement of changes in accumulated surplus and the consolidated statement of changes in net financial assets represents the 2014 budget as adopted by the District's Board on March 26, 2014.

Financial instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, municipal debt receivable, short-term loans, accounts payable, obligations under capital leases, other liabilities, and debenture debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Investments

Investments are carried at cost which approximate market value.

Portfolio investments

Portfolio investments include investments in equity securities. Portfolio investments are reported using the cost method, a basis of accounting for portfolio investments whereby the investment is initially recorded at cost and the earnings from such investments are recognized only to the extent received or receivable. When the investment is in the form of shares, dividends received in excess of the District's pro rata share of post acquisition income are recorded as a reduction of the carrying value of the investment.

Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Deferred and restricted revenues

- a) Deferred revenue includes amounts received related to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- b) Restricted revenue include amounts received for specified projects which are unspent. These amounts will be recognized as revenue when the related expenditures are incurred.

Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

Post Employment Benefits

The long-term, post employment benefit liability of the regional district will be met by the Municipal Pension Plan into which both employees and the regional district contribute. The regional district is only liable for the interim retirement benefits for early retirees, from the date of retirement to the effective start date of the Municipal Pension Plan. Any liability for these benefits is accrued when the event occurs and the obligation arises.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Government transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10, 15, 25, 40 and 50 years
Fire departments	5, 7, 15, 25, 40 and 50 years
Office and administration	5, 7 and 40 years
Land	Not amortized
Landfills	Projected closures - 2095 and 2096; 10, 25 and 40 years
Parks	5, 10, 15 and 25 years
Salmon beach	10, 25 and 50 years
Water systems	25 years
Beaver Creek water system	5, 15, 20, 50 and 60 years

The District's threshold to capitalize TCAs varies between \$2,500 and \$5,000 with the exception of land which is always capitalized. Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional district are recorded at fair value at the time of contribution.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Significant areas requiring the use of estimates include the amortization of tangible capital assets and land fill closure obligations.

3. PORTFOLIO INVESTMENTS

	2014	2013
Alberni District Co-op Association equity shares	\$ 1,653	\$ 746

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

4. ACCOUNTS RECEIVABLE

	2014	2013
Trade and other receivables	\$ 613,213	\$ 482,947
Goods and services tax recoverable	59,401	67,198
Government of Canada	-	624,692
Province of British Columbia	11,571	8,344
Local governments	-	24,467
Subtotal	684,185	1,207,648
Less allowances for doubtful accounts	(6,467)	(1,000)
Accounts receivable - net	\$ 677,718	\$ 1,206,648

5. TERM RECEIVABLES FROM MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the Regional District is contingently liable to the MFA for this debt.

	2014	2013
City of Port Alberni	\$ 8,611,376	\$ 3,123,974
District of Tofino	973,435	1,012,932
District of Ucluelet	1,829,204	1,905,841
Multiplex Arena	1,474,448	1,683,700
	\$ 12,888,463	\$ 7,726,447

6. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for Regional Districts and their Member Municipalities. The Authority is required to establish a Debt Reserve Fund into which each Regional District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Regional District. If at any time insufficient funds are provided by the Regional District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Regional District may be called upon to restore the fund.

7. DEPOSITS

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2014	2013
Performance deposits	\$ 44,050	\$ 45,000

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

8. RESTRICTED REVENUES

	2014	2013
Development cost charges (Note a)	\$ 3,745	\$ 3,699
Parkland deferred contributions (Note b)	322,163	311,217
Gas tax unspent funds (Note 9)	1,466,831	1,684,516
	\$ 1,792,739	\$ 1,999,432

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$NIL (2013 - \$NIL). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$46 (2013 - \$50). Developer contributions expended on capital projects during the year was \$Nil (2013 - \$Nil).
- b) The regional district receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$7,000 (2013 - \$NIL). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$3,946 (2013 - \$3,824). Parkland acquired during the year was \$Nil (2013 - \$Nil).

9. GAS TAX AGREEMENT PROGRAM

Gas Tax Agreement and Public Transit Agreement funding is provided by the Government of Canada. Public Transit Infrastructure Program funding is provided by the Province of British Columbia. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used toward designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. Public Transit Agreement and Public Transit Infrastructure Program funding may be applied towards the cost of designated public transit projects, as specified in the funding agreements. The deadline to expend these funds is March 31, 2019.

	2014	2013
Opening balance of unspent funds	\$ 1,684,516	\$ 2,027,487
Add amount received during the year	451,343	451,882
Add interest earned	19,355	25,812
Less eligible expenditures made during the year	(688,383)	(820,665)
Closing balance of unspent funds	\$ 1,466,831	\$ 1,684,516

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

10. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The Regional District of Alberni-Clayoquot operates the Alberni Valley Landfill and the West Coast Landfill. These sites are subject to closure and post-closure requirements as determined by the British Columbia Ministry of Environment. In accordance with Public Sector Accounting and Auditing Standards, financial statements should recognize a liability for closure and post-closure care as a landfill site's capacity is used. Each year the Regional District makes a contribution to the Closure and Post Closure Fund to offset future liabilities that will be incurred when the landfills reach capacity and are closed. The estimated closure date of the Alberni Valley Landfill is 2096 while the estimated closure date of the West Coast Landfill is 2095. A capacity study for the Alberni Valley Landfill was updated in 2013 and a capacity study for the West Coast Landfill was completed in 2013. Both reports have been reviewed by the Province of British Columbia Ministry of Environment.

11. OBLIGATIONS UNDER CAPITAL LEASES

The Regional District has financed assets under capital leases in the amount of \$243,320 (2013 - \$243,320), consisting of the Bamfield Volunteer Fire Department Hall and the Long Beach Airport Kubota loader. Principal payments on these capital leases in 2013 totaled \$44,626 (2013 - \$43,744). The outstanding obligation balance for leased capital assets as at December 31, 2014 was \$90,113 (2013- \$134,740).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1%. An interest adjustment is made at the time of the final payment. In 2014, interest expenditures related to lease liabilities were \$4,176 (2013- \$3,169).

The remaining lease payment commitments are:

2015	\$	46,913
2016		34,751
2017		10,339
Total minimum lease payments		<u>92,003</u>
Less: amount representing interest		<u>1,890</u>
Net obligation under capital lease	\$	<u>90,113</u>

12. DEBENTURE DEBT

Currently, all borrowings for the District are with the Municipal Finance Authority of BC (MFA). Debt interest costs are charged against revenue as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments and sinking fund installments due within the next five years and thereafter are as follows:

2015	\$	537,922
2016		527,536
2017		483,622
2018		483,622
2019		483,622
Thereafter		<u>11,213,421</u>
	\$	<u>13,729,745</u>

Sinking fund installments are invested by MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund issues at maturity.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

13. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2014 Net book value	2013 Net book value
Airport	\$ 6,916,642	\$ 1,117,299	\$ 5,799,343	\$ 5,897,105
Fire departments	4,470,041	2,158,943	2,311,098	2,429,340
Office and administration	1,946,887	1,225,491	721,396	596,768
Land	4,644,276	-	4,644,276	4,644,276
Landfills	9,800,147	1,660,751	8,139,396	7,977,459
Parks	366,823	129,569	237,254	217,835
Salmon beach	635,239	223,156	412,083	428,958
Water systems	2,540,613	1,434,301	1,106,312	1,024,255
Beaver Creek water system	6,418,166	2,797,183	3,620,983	2,807,822
Assets under construction	606,548	-	606,548	452,067
	\$ 38,345,382	\$ 10,746,693	\$ 27,598,689	\$ 26,475,885

Land includes a right-of way value of \$16,300 which relates to the land where the Bamfield Fire Department building is situated. See Schedule 2 for additional information about tangible capital assets.

For information on assets under capital lease included above see (Note 11).

14. PRIOR PERIOD RESTATEMENT AND COMPARATIVE FIGURES

The prior period has been restated as follows:

- a) During the current year it was noted that certain vacation pay and banked pay earned had not been accrued when earned but were being expensed when paid. In accordance with accrual accounting the prior period has been retrospectively restated to record the correction of accounting for earned vacation pay and bank pay on an accrual basis.
- b) During the current year it was noted unspent parkland funds were being reported as a component of accumulated surplus and the interest earned there on including parkland and landfill closure interest was being reported as revenue and expenses. Unspent funds are restricted in their use and the prior period has been retrospectively restated to report the unspent funds and any interest earned there on as a liability.

The effects of the above restatements are as follows:

	As reported	Note a	Note b	As restated
Tangible capital assets	\$ 26,497,822	\$ (21,936)	\$ -	\$ 26,475,886
Restricted revenues	1,688,215	-	311,217	1,999,432
Accumulated surplus December 31, 2012	33,158,198	-	(307,353)	32,850,845
Accumulated surplus December 31, 2013	35,305,924	(21,936)	(311,217)	34,972,771
Miscellaneous revenue	515,358	-	(24,225)	491,133
Landfill services	2,282,202	-	(20,361)	2,261,841
Amortization of tangible capital assets	726,171	21,936	-	748,107
Annual surplus	2,147,726	(21,936)	(3,864)	2,121,926

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

15. CHANGE IN NON CASH WORKING CAPITAL AND CASH FLOW SUPPLEMENTARY INFORMATION

	2014	2013
Accounts receivable	\$ 528,930	\$ (128,956)
Inventories for resale	(19,759)	(425)
Inventories of supplies	25,328	(214,328)
Accounts payable and accrued liabilities	15,428	(592,644)
Deferred revenue	(151,952)	9,878
Prepaid expenses	12,844	(13,563)
MFA Debt reserve deposit	(143,318)	(8,672)
Deposits	(950)	1,000
MFA debt reserve	143,318	8,672
Restricted revenues	(206,693)	(403,371)
Landfill closure liability	213,084	210,361
	\$ 416,260	\$ (1,132,048)

16. FINANCIAL INSTRUMENTS

For cash, accounts receivable, other receivables, accounts payable, and other payables, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The District is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the District has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The District does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

17. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	Powell River - 2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS3060.06). The Regional District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

18. RELATED PARTIES

The Alberni-Clayoquot Regional District is related to the Alberni-Clayoquot Regional Hospital District as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni-Clayoquot Regional District.

19. CONTINGENT LIABILITIES AND COMMITMENTS

a) CLAIMS

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year-end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2014.

c) PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include 22 contributors from the Regional District of Alberni-Clayoquot.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The District paid \$113,712 for employer contributions to the plan in fiscal 2014 (2013 - \$93,697). Employees contributed \$117,038 to the plan in fiscal 2014 (2013 - \$101,608).

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2014

19. CONTINGENT LIABILITIES AND COMMITMENTS *(continued)*

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However as sick leave benefits are only payable for sick leave and are not payable upon leaving the regional district the amounts are recognized as an expense only when a claim is made. As at December 31, 2013 accumulated sick leave amounted to \$295,674 (2012 - \$245,825).

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the long term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pumphouse facilities are located. The agreement has a 99 year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Regional District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

f) CONTRACTUAL OBLIGATIONS FOR LEASED EQUIPMENT

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District, the Regional District assumed the Improvement District lease office equipment with annual payments of \$2,628 per annum. The lease expires December 31, 2015.

20. BUDGET RECONCILIATION

Budget figures are unaudited and represent the Financial Plan Bylaw adopted by the Board on March 27, 2014 and as amended November 26, 2014. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

Adjustments to the 2014 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved	
March 27, 2014 updated for amendments approved	
November 26, 2014	\$ 442,557
Add transfers to reserves	2,423,197
Less surplus from prior years	(2,139,372)
Less committed surplus from prior years	(253,730)
Less amortization	(702,500)
<hr/>	
Consolidated accrual budgeted annual surplus	\$ (229,848)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2014

Purpose	By-law	MFA Issue	Type of Security Issued	Maturity date	Term	Rate	Amount Borrowed	Total instalments to date	Actuarial addition	2014 Balance	2013 Balance	2015 Requirements as of December 31, 2014		
												Principal	Interest	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	25	4.660%	\$ 3,375,064	\$ 699,633	\$ 47,105	\$ 2,628,326	\$ 2,734,971	\$ 81,042	\$ 157,278	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	10	4.660%	438,170	315,066	21,213	101,891	149,917	36,496	20,419	
Port Alberni 1004	1004	64	Sinking fund	25 Sep 2016	10	4.430%	245,300	190,341	18,360	36,599	53,603	7,419	10,867	
Port Alberni 1060	1060	92	Sinking fund	04 Jun 2015	10	5.100%	797,642	657,606	45,476	94,560	185,483	66,436	36,293	
Port Alberni F1111	1111	130	Sinking fund	14 Oct 2044	30	3.000%	5,750,000	-	-	5,750,000	-	102,523	86,250	
Ucluelet F1074	F1095	117	Sinking fund	14 Jun 2036	25	3.250%	1,948,000	140,326	5,688	1,801,986	1,852,578	46,775	63,310	
Ucluelet 829	F1037	73	Sinking fund	01 Dec 2015	15	3.150%	300,000	251,698	21,085	27,217	53,262	14,942	19,050	
Tofino F1062	1062	97	Sinking fund	19 Apr 2016	25	4.650%	1,250,000	259,118	17,447	973,435	1,012,933	30,014	58,250	
Arena F1027	F1037	73	Sinking fund	01 Dec 2020	20	3.150%	3,579,209	1,971,554	164,934	1,442,721	1,648,261	118,648	112,745	
Arena F1027	F1041	75	Sinking fund	01 Dec 2020	20	3.050%	68,332	33,492	3,113	31,727	35,439	2,067	2,084	
Salmon Beach F1079	F1096	117	Sinking fund	12 Oct 2031	20	3.250%	939,800	94,680	3,837	841,283	875,417	31,560	30,544	
											\$ 13,729,745	\$ 8,601,864	\$ 537,922	\$ 597,090

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Schedule of Tangible Capital Assets

(Schedule 2)

Year Ended December 31, 2014

	Cost					Accumulated Amortization				2014 Net Book Value	2013 Net Book Value
	Opening Balance	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	2014		
Airport	\$ 6,824,351	\$ 104,955	\$ -	\$ (12,664)	\$ 6,916,642	\$ (927,245)	\$ (202,716)	\$ 12,664	\$ (1,117,297)	\$ 5,799,345	\$ 5,897,106
Fire department	4,458,506	11,534	-	-	4,470,040	(2,029,166)	(129,777)	-	(2,158,943)	2,311,097	2,429,340
Office and administration	1,800,241	193,542	293	(47,189)	1,946,887	(1,203,473)	(69,206)	47,189	(1,225,490)	721,397	596,768
Land	4,644,276	-	-	-	4,644,276	-	-	-	-	4,644,276	4,644,276
Landfills	9,513,292	271,817	15,038	-	9,800,147	(1,535,832)	(124,917)	-	(1,660,749)	8,139,398	7,977,460
Parks	332,353	35,025	4,032	(4,586)	366,824	(114,518)	(19,638)	4,586	(129,570)	237,254	217,835
Salmon Beach	626,097	9,142	-	-	635,239	(197,139)	(26,017)	-	(223,156)	412,083	428,958
Water systems	2,361,607	162,650	16,356	-	2,540,613	(1,337,353)	(96,948)	-	(1,434,301)	1,106,312	1,024,254
Beaver Creek water system	5,502,317	647,024	300,542	(31,717)	6,418,166	(2,694,495)	(134,406)	31,717	(2,797,184)	3,620,982	2,807,822
Under construction	452,067	490,743	(336,261)	-	606,549	-	-	-	-	606,549	452,067
	\$ 36,515,107	\$ 1,926,432	\$ -	\$ (96,156)	\$ 38,345,383	\$ (10,039,221)	\$ (803,625)	\$ 96,156	\$ (10,746,690)	\$ 27,598,693	\$ 26,475,886



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Remuneration and Expenses

1. Elected Officials

Name	Position	Remuneration	Expenses
Banton, Lucas	Director	\$9,121	\$7,287
Bennett, Tony	Director	\$10,598	\$12,051
Cole, Robert R	Director	\$257	\$128
Cootes, Wilfred	Director	\$107	\$832
Cote, Penny	Vice-Chair	\$13,521	\$11,421
Crowley, Wayne	Alternate Director	\$107	\$53
Douglas, John	Alternate Director	\$427	\$213
Geall, Eric	Director	\$9,279	\$12,022
Jack, John	Director	\$0	\$435
Irving, Bill	Director	\$5,866	\$5,585
Kokura, Mike	Director	\$7,121	\$3,857
Lyons, Geoffery	Alternate Director	\$120	\$160
McCarthy, Alan	Director	\$0	\$1,901
McLeman, Jack	Director	\$5,013	\$2,694
McNabb, John	Director	\$8,294	\$5,038
Osborne, Josie	Director	\$7,231	\$7,486
Rogers, Lindsay	Alternate Director	\$213	\$107
Ruttan, Micheal E	Director	\$361	\$181
Solda, Cindy	Chair	\$11,439	\$7,182
St, Jacques, Diane	Director	\$478	\$239
Wyton, Keith J	Director	\$622	\$311
Total Elected Officials		\$90,175	\$79,183

2. Other Employees (excluding those listed in Part 1 above)

Name	Position	Remuneration	Expenses
Daniel, Andrew	Manager of Environmental Services	\$95,891	\$2,959
Dyer, Alex	Planner	\$75,967	\$1,817
Dyson, Russell	Chief Administrative Officer	\$132,928	\$2,647
Fong, Teri	Manager of Finance	\$94,862	\$2,208
Forsyth, Bruce	Maintenance Technician Leadhand	\$84,747	\$255
Irg, Michael	Manager of Planning	\$102,896	\$2,168
Looker, Bryan K	Maintenance Technician	\$75,338	\$575
Thomson, Wendy	Manager of Admin Services	\$99,674	\$1,840
Consolidated total of other employees with remuneration of \$75,000.00 or less		\$907,530	\$10,130
Total Other Employees		\$1,570,159	\$24,372



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Remuneration and Expenses (Continued)

3. Reconciliation

Total Remuneration – Elected Officials	\$90,175
Total Remuneration – Other Employees	\$1,570,159
Subtotal	\$1,660,334
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Severance Agreements

There were no severance agreements made between the Regional District of Alberni-Clayoquot and its non-unionized employees during the 2014 fiscal year.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers

1. Suppliers who received aggregate payments exceeding \$25,000.00

Supplier Name	Aggregate Amount Paid to Supplier
AON Reed Stenhouse Inc	\$42,947
Adelhardt Concrete Plus	\$48,241
Alberni Chrysler Ltd.	\$26,854
Andrew Sheret Ltd.	\$117,030
Barkley Sound Management	\$107,017
BC Hydro	\$112,620
BC Transit	\$185,600
Berry & Vale Contracting Ltd	\$1,343,530
Bowerman Excavating Ltd	\$500,275
Butler, Les	\$42,719
CDW Canada Inc.	\$26,896
Certitech IT Services	\$72,529
City of Port Alberni	\$254,758
Crow Excavating & Trucking Ltd.	\$134,311
Dagert, Tanis	\$56,309
Deer Bay Contracting	\$37,870
Denis Francoeur Backhoeing	\$48,224
Dolan's Gasfitting & Heating Ltd.	\$84,445
Tetra Tech EBA Inc.	\$66,031
Enex Fuels	\$72,650
Evitt Electric	\$35,807
Fyfe's Well & Water Services	\$125,764
GW Solutions	\$31,305
Holder, Dan	\$42,421
Holtzman Construction Ltd.	\$29,085
Daivid Houghton	\$38,105
IWC Excavation Ltd.	\$64,294
Island Roofing	\$87,495
J. Robbins Construction	\$88,026
Koers & Associates Engineering Ltd	\$87,717
Landworks Consultants Inc.	\$22,663
McCoy Lake Excavating Ltd	\$53,594
Shawn McConnell	\$25,294
McGill & Associates Engineering	\$220,456
Minister of Finance	\$29,011
MFA Leasing	\$50,499
Municipal Finance Authority	\$946,238



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

1. **Suppliers who received aggregate payments exceeding \$25,000 (continued)**

Municipal Insurance Association	\$31,818
Municipal Pension Plan	\$228,304
Nexcar Sales Ltd.	\$41,766
North Island 911 Corporation	\$273,143
Pacific Blue Cross	\$80,352
Piteau Associates	\$44,883
Rayner Bracht Ltd.	\$28,232
Receiver General for Canada	\$443,744
R.J Duncan & Associates	\$28,697
Sonbird Refuse & Recycling	\$210,749
Sproat Lake Forestry Services Ltd.	\$35,598
Stewart McDannold Stuart	\$40,656
Sun Coast Waste Services	\$273,419
Team Eagle Ltd.	\$262,789
Telus	\$30,303
Vancouver Island Regional Library	\$399,716
WL Solutions	\$34,659
Total Suppliers Equal & Over \$25,000	\$7,847,458
Total Suppliers Under \$25,000	\$1,151,362
Total Suppliers	\$8,998,820



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

2. Suppliers who received payments for grants and contributions

Supplier Name	Aggregate Amount Paid to Supplier
Alberni District 4-H Senior Council	\$1,500
Alberni District Fall Fair Association	\$1,000
Alberni Valley Chamber of Commerce	\$4,000
Alberni Valley Hospice Society	\$10,000
Alberni Valley Regatta Association	\$2,000
Alberni Valley Rescue Squad	\$6,000
Alberni Valley Wrestling Club	\$1,500
Arrowsmith Amateur Radio Club	\$19,322.74
Bamfield Community Affairs Society	\$10,000
Bamfield Harbour Authority	\$9,952
Beaver Creek Community Club	\$5,418
Cherry Creek Community Rec. Commission	\$20,000
Cherry Creek Waterworks District	\$220,663
City of Port Alberni	\$132,780
Jericho Road Church	\$2,000
Music by the Sea	\$2,000
Nanaimo Economic Develop. Corp. – U18 Bid	\$500
North Island Film Commission	\$7,500
Pacific Rim Whale Festival Society	\$2,000
Port Alberni Victim Services Society	\$15,000
Raincoast Education Society	\$4,000
Sproat Lake Community Association	\$12,000
Strawberry Isle Research Society	\$1,000
Vancouver Island University	\$10,261
West Coast Aquatic	\$17,000
West Coast Inland Search & Rescue Society	\$6,000
Total Grants and Contributions	\$523,397



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Schedule of Payments to Suppliers (Continued)

3. Reconciliation

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$7,847,458
Consolidated Total of Payments Less Than \$25,000.00	\$1,151,362
Total of Aggregate Payments for Grants & Contributions	\$523,397
Subtotal	\$9,522,217
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Josie Osborne, Chair
June 24, 2015

Andrew McGifford, Acting Manager of Finance
June 18, 2015



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The Manager of Finance has the responsibility for assessing the management systems and practices of the Regional District.

The external auditors, R. Anderson & Associates, Chartered Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional District

Andrew McGifford
Acting Manager of Finance
June 18, 2015



REQUEST FOR DECISION

To: Regional District Board of Directors
From: Andrew McGifford, Acting Manager of Finance
Meeting Date: June 24, 2015
Subject: Statement of Financial Information

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional Hospital District 2014 Statement of Financial Information (SOFI) including all of the statements and schedules.

Desired Outcome:

Approval of the SOFI is to be done before the June 30, 2015 submission deadline.

Summary:

The Regional Hospital District SOFI must be prepared and submitted annually to the Ministry of Community, Sport and Cultural Development in accordance with the Financial Information Act. The report must be made available for public viewing by June 30th of each year.

Background:

In past years the SOFI has been referred to as the Public Bodies report.

Policy or Legislation:

The 2014 SOFI complies with both the Financial Information Act and the Financial Information Regulation.

Submitted by: _____
Andrew McGifford, Acting Manager of Finance

Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2014

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- Management Report

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
Financial Statements
Year Ended December 31, 2014

Draft for discussion purposes only

Completed by	Reviewed by	EQCR

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

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Year Ended December 31, 2014

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Draft for discussion purposes only

INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District

We have audited the accompanying financial statements of Alberni-Clayoquot Regional Hospital District, which comprise the statement of financial position as at December 31, 2014 and the consolidated statements of operations and changes in accumulated surplus, net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with the basis of accounting described in Note 2, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

(continues)

Printed: June 19, 2015 11:00 AM

Independent Auditor's Report to the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District
(continued)

Opinion

In our opinion, the financial statements of Alberni-Clayoquot Regional Hospital District for the year ended December 31, 2014 are prepared, in all material respects, in accordance with the basis of accounting described in Note 2.

Basis of Accounting and Restrictions on Use

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting. These financial statements, which have not been, and were not intended to be, prepared in accordance with Canadian generally accepted accounting principles, are solely for the information and use of the Chairperson and Directors of the Alberni-Clayoquot Regional Hospital District and the Ministry of Health for complying with the Hospital District Act. These financial statements are not intended to be and should not be used by anyone other than the specified users or for any other purpose.

Port Alberni, B.C.

CHARTERED PROFESSIONAL ACCOUNTANTS

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Financial Position

December 31, 2014

	2014	2013
FINANCIAL ASSETS		
Cash	\$ 2,247,235	\$ 1,444,453
Accrued interest receivable <i>(Note 3)</i>	2,388	1,699
Municipal Finance Authority debt reserve deposit <i>(Note 4)</i>	848,870	861,372
Grants to district hospitals - capitalized	6,521,551	7,494,278
	9,620,044	9,801,802
FINANCIAL LIABILITIES		
Accrued interest	34,504	43,224
Municipal Finance Authority debt reserve <i>(Note 4)</i>	848,870	861,372
Reserves related to Section 20(3)	1,823,674	494,683
Debenture debt <i>(Note 6)</i> (Schedule 1)	6,785,787	7,758,514
Unamortized debenture discount <i>(Note 6)</i>	42,734	42,734
	9,535,569	9,200,527
NET FINANCIAL ASSETS AND ACCUMULATED SURPLUS <i>(Note 7)</i>	\$ 84,473	\$ 601,274

Andrew McGifford,
Acting Manager of Finance

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Operations

Year Ended December 31, 2014

	Budget 2014	2014	2013
REVENUE			
Taxation (Schedule 2)	\$ 1,985,726	\$ 1,985,727	\$ 1,914,072
Grants in lieu of taxes	8,000	35,279	21,560
Other income	20,000	42,094	124,068
	2,013,726	2,063,100	2,059,700
EXPENSES			
Sinking fund installments	520,000	519,609	762,977
Interest and fees on debenture	527,000	492,292	578,791
Administrative costs	18,000	18,000	18,000
Contribution to section 20(3) reserve	1,550,000	1,550,000	550,000
	2,615,000	2,579,901	1,909,768
ANNUAL SURPLUS	\$ (601,274)	\$ (516,801)	\$ 149,932

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Accumulated Surplus

Year Ended December 31, 2014

	2014	2013
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 601,274	\$ 451,342
Annual surplus	(516,801)	149,932
ACCUMULATED SURPLUS - END OF YEAR (Note 7)	\$ 84,473	\$ 601,274

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Net Financial Assets

Year Ended December 31, 2014

	Budget 2014	2014	2013
ANNUAL SURPLUS	\$ (601,274)	\$ (516,800)	\$ 149,933
NET FINANCIAL ASSETS - BEGINNING OF YEAR	601,274	601,274	451,341
NET FINANCIAL ASSETS - END OF YEAR	\$ -	\$ 84,474	\$ 601,274

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Cash Flow

Year Ended December 31, 2014

	2014	2013
OPERATING ACTIVITIES		
Annual surplus	\$ (516,801)	\$ 149,932
Changes in non-cash working capital:		
Accrued interest receivable	(689)	14,458
Grants to district hospitals - capitalized	972,727	1,145,982
Accrued interest	(8,720)	(21,662)
	963,318	1,138,778
Cash flow from operating activities	446,517	1,288,710
FINANCING ACTIVITIES		
Repayment of long term debt	(519,608)	(762,573)
Actuarial adjustment to long term debt	(453,118)	(383,408)
Cash flow used by financing activities	(972,726)	(1,145,981)
INVESTING ACTIVITY		
Reserves related to Section 20(3)	1,328,991	(117,386)
INCREASE IN CASH FLOW	802,782	25,343
Cash - beginning of year	1,444,453	1,419,110
CASH - END OF YEAR	\$ 2,247,235	\$ 1,444,453

Draft for discussion purposes only

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

1. NATURE OF THE ORGANIZATION

The Alberni-Clayoquot Regional Hospital District (District) was incorporated in 1967 under the Regional Hospital District Act. Its principal activities include the borrowing of monies from the Municipal Finance Authority and advancing those monies for hospital planning and development within the region.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants with the following deviations to comply with the accounting requirements prescribed by the Ministry of Health under the Hospital District Act:

- Grants to district hospitals are capitalized and recorded as an asset.
- There is no disclosure of the fair value of the financial assets and liabilities.
- Standards for recognition and disclosure of financial instruments have not been adopted.
- There is no disclosure of segmented reporting.
- Sinking fund installments are expensed in the year that they are paid.

Grants to district hospitals

Grants to district hospitals are capitalized and recorded as an asset on the statement of financial position while the hospital is in operation. When a hospital ceases operation, the amount of unrecoverable grants is written off against capital surplus.

Budget reporting

The unaudited budget information reported in the statement of operations and the statement of change in net financial assets represents the 2013 budget as adopted by the District's Board on March 13, 2013.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges, including principal and interest, are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Financial instruments

The carrying value of cash, accounts receivable, accounts payable, and accrued interest is cost due to the short-term nature of these financial instruments. Financial instruments consist of cash, accounts receivable, accrued interest and debenture debt.

(continues)

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations.

3. ACCRUED INTEREST RECEIVABLE

	2014	2013
Accrued interest receivable	\$ 2,388	\$ 1,699

4. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for the Hospital District. The Authority is required to establish a Debt Reserve Fund into which each District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Hospital District. If at any time insufficient funds are provided by the Hospital District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Hospital District may be called upon to restore the fund.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

5. RELATED PARTY

The Alberni-Clayoquot Regional Hospital District is related to the Alberni-Clayoquot Regional District; the same individuals are the Board of Directors for both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$18,000 of administrative support services from the Alberni-Clayoquot Regional District.

6. DEBENTURE DEBT

The debenture debt "Schedule 1" reflects the amount of debenture debt payable by the Alberni-Clayoquot Regional Hospital District. The outstanding amount payable is net of the Sinking Fund Balances as confirmed by the British Columbia Municipal Finance Authority. The Sinking Fund Balances are subject to periodic actuarial adjustments to reflect the earnings on the Sinking Fund Investment and accordingly will affect the debenture debt amount payable.

Principal repayment terms are approximately:

2015	\$	508,804
2016		508,913
2017		495,240
2018		492,778
2019		492,896

The unamortized debenture discount will be applied in 2023 when the debenture is paid in full.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2014

7. FUND ACCOUNTING

The District uses fund accounting to account for various aspects of operations. Presently the District uses the following three funds:

1. Capital fund - Provides funding and carries the debt related to capital projects for which the District has provided grants.
2. Revenue fund- Holds cash and receives interest on monies held by the District.
3. Reserve fund - Segregates funds raised for the purchase of equipment, minor renovations to the hospitals, and related studies, as permitted by Section 20(3) of the Hospital District Act.

As at December 31, 2013 the fund balances are:

	Capital Fund	Revenue Fund	Reserve Fund	2014
ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF YEAR	\$ 306,970	\$ (435,150)	\$ 729,455	\$ 601,275
Annual surplus (deficit)	-	812,190	(1,328,991)	(516,801)
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR	\$ 306,970	\$ 377,040	\$ (599,536)	\$ 84,474

8. FINANCIAL INSTRUMENTS

For cash, accounts receivable, accounts payable, and accrued interest, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The district is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the district has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The district does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2014

B.C.H.F.A. By-law	By-law No.	Type of Security Issued	Maturity date	Term	Rate	2014 Balance	2013 Balance	2015 Requirements as of December 31, 2014	
								Principal	Interest
RHD-CD-N	57	Sinking Fund	23 Aug 2013	20	8.500%	\$ -	\$ -	\$ -	\$ -
RHD-CD-N1	54 & 57	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHDMTN-38	54	Sinking Fund	09 Jun 2014	20	9.600%	-	4,283	-	-
RHDMTN 53(3)	54	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHDMTN 53 (2)	54	Sinking Fund	23 Aug 2013	20	8.500%	-	-	-	-
RHD-EC-13	54	Sinking Fund	30 Nov 2023	20	7.875%	27,046	40,258	8,259	17,295
RHD-CDN-3	54	Sinking Fund	23 Aug 2013	20	9.120%	-	-	-	-
RHD-EC-13(1)	54	Sinking Fund	30 Nov 2023	20	7.875%	11,052	16,578	5,526	11,572
RHD-EUS4(2)	54	Sinking Fund	11 Jun 2017	20	9.120%	-	84,711	-	-
RHD-CDV-3(B)	54	Sinking Fund	11 Jun 2017	20	7.875%	18,354	23,899	2,577	4,163
1999F	54, 74, 75	Sinking Fund	01 Dec 2019	5, 5, 20	5.840%, 5.840%, 5.990%	427,826	502,605	41,233	39,182
2000S	75	Sinking Fund	01 Jun 2020	20	6.450%	1,228,742	1,403,797	101,051	80,019
2000F	75, 82	Sinking Fund	01 Jun 2020	20	6.360%	1,667,721	1,905,316	137,152	130,328
2001F	75, 82, 83	Sinking Fund	01 Jun 2022	20	5.100%	2,096,855	2,342,126	136,576	137,739
2002S	77	Sinking Fund	01 Jun 2020	20	5.900%	835,681	919,027	48,731	49,146
2002F	75	Sinking Fund	01 Jun 2020	20	5.250%	227,659	250,364	13,275	9,218
2003S	75	Sinking Fund	03 Jun 2023	20	5.250%	191,273	207,794	10,142	7,043
2003F	75	Sinking Fund	03 Oct 2023	20	4.770%	-	-	-	-
2005S	75,82	Sinking Fund	04 Jun 2025	20	5.100%	53,580	57,755	4,175	2,839
						\$ 6,785,789	\$ 7,758,513	\$ 508,697	\$ 488,544

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The accompanying notes are an integral part of these financial statements

Prep _____ Added _____ Approved _____

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Member Municipalities Tax Requisitions

(Schedule 2)

Year Ended December 31, 2014

	Budget 2014	2014	2013
MUNICIPALITIES			
Port Alberni	\$ 785,893	\$ 785,893	\$ 753,735
District of Tofino	323,053	323,053	309,538
District of Ucluelet	174,148	174,148	182,453
	1,283,094	1,283,094	1,245,726
FIRST NATIONS			
Huu-ay-aht First Nations	712	712	655
Yuu?u?i??at?	2,129	2,129	1,721
Uchucklesaht Tribe	141	141	-
	2,982	2,982	2,376
ELECTORAL AREAS			
"A" Bamfield	70,637	70,637	75,721
"B" Beaufort	32,932	32,932	31,805
"C" Long Beach	68,439	68,439	94,239
"D" Sproat Lake	289,190	289,190	246,347
"E" Beaver Creek	113,101	113,101	103,728
"F" Cherry Creek	125,352	125,352	114,129
	699,651	699,651	665,969
	\$ 1,985,727	\$ 1,985,727	\$ 1,914,071



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

There was no remuneration, expenses or severance agreements paid to employees by the Alberni-Clayoquot Regional Hospital District during the fiscal year 2014.

Schedule of Payments to Suppliers

1. **Suppliers who received aggregate payments exceeding \$25,000.00**

Supplier Name	Aggregate Amount Paid to Supplier
Municipal Finance Authority	\$1,020,620
Vancouver Island Health Authority	\$221,009
Total Suppliers Equal & Over \$25,000.00	\$1,241,629
Total Suppliers Under \$25,000.00	\$18,000
Total Suppliers	\$1,259,629

2. **Reconciliation**

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$1,241,629
Consolidated Total of Payments Less Than \$25,000.00	\$18,000
Subtotal	\$1,259,629
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

John McNabb, Chair
June 24, 2015

Andrew McGifford, Acting Manager of Finance
June 18, 2015



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The Manager of Finance has the responsibility for assessing the management systems and practices of the Regional Hospital District.

The external auditors, R. Anderson & Associates, Chartered Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional Hospital District

Andrew McGifford
Acting Manager of Finance
June 18, 2015



REQUEST FOR DECISION

To: Board of Directors

From: Salmon Beach Committee/Wendy Thomson, Manager of Administrative Services

Meeting Date: June 24, 2015

Subject: Salmon Beach Committee Appointments

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Salmon Beach Committee for a one year term, Len Jerritt, Jill Maibach, Kel Roberts, Terry Graff and Ken Lunde.

Desired Outcome:

To approve the committee appointments.

Background:

The ACRD Board of Directors approved Bylaw A1077 a bylaw to establish a Standing Committee known as the Salmon Beach Committee. As per Bylaw A1077 the committee will be comprised of five (5) members at large from Salmon Beach, each of whom must own property at Salmon Beach and the Director for Electoral Area "C" (Long Beach) or alternate and members will serve a one (1) year term.


The Salmon Beach Committee met on May 17th and conducted an election of new Members and recommends the following appointments, Len Jerritt, Jill Maibach, Kel Roberts, Terry Graff and Ken Lunde.

Time Requirements – Staff & Elected Officials:

Some staff time required for administrative duties.

Policy or Legislation:

The *Local Government Act*, *Community Charter* and ACRD Procedures Bylaw A1075 applies.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer

2015 SALMON BEACH COMMITTEE

Len Jerritt PO Box 1344 Ucluelet, BC V0R 3A0 Email: lenjerritt@gmail.com	Jill Maibach 1055 Roxboo Place Nanaimo, BC V9R 7C2 Email: jmaibach57@gmail.com
Kel Roberts PO Box 132 680-Margot Place Errington, BC V0R 1V0 Email: kelroberts@shaw.ca	Terry Graff 122 Denman Road Qualicum Beach, BC V9K 1R6 Email: terg@shaw.ca
Ken Lunde 967 Terrien Way Parksville, BC V9P 1T4 kenlunde@shaw.ca	

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REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: June 24, 2015

Subject: Oceans Network Canada Lease - LBA

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter in a lease agreement with Oceans Network Canada for a 3 year term commencing July 1, 2015 and ending May 31, 2018 at the rate of \$3570.21 per year plus applicable taxes, to occupy a portion of land at the Long Beach Airport for the purpose of installation and operation of a High Frequency Radar system to monitor the adjacent ocean surface currents and Tsunami detection.

Summary:

At the February 25th, 2015 Board of Directors meeting the Board agreed to allow Ocean Networks Canada to install a WERA High Frequency radar system at the Long Beach Airport. The WERA radar system assisted Ocean Networks in establishing a real-time tsunami detection system on the West Coast of BC. The WERA radar compliments a current set of bottom pressure sensors already in place off the West Coast. It is anticipated that the WERA radar will be able to detect ocean surface anomalies between 80 – 100 kilometers offshore. Detection at such distances can provide critical information prior to tsunami impacts on coastal communities within the radars field of range. Recent tests with positive results have resulted in Oceans Network Canada requesting a 3 year lease at the Long Beach Airport.

Background:

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

Time Requirements – Staff & Elected Officials:

Staff time to prepare lease agreement.

Financial:

Oceans Network Canada will pay to the Regional District rent of \$3570.21, per year plus applicable taxes, payable annually for each term of this agreement, with increases in subsequent years based on the BC Consumer Price Index (CPI) for the period February to February of the preceding year. In no event shall the annual rent be less than the preceding year.



Submitted by: _____
Janice Hill, Environmental Services Coordinator



Approved by: _____
Russell Dyson, Chief Administrative Officer



LEASE

THIS AGREEMENT made the _____ day of _____.

BETWEEN:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

(hereinafter called the "District")

OF THE FIRST PART

AND:

Ocean Networks Canada
TEF 160, 2300 McKenzie Ave.
PO Box 1700 Stn CSC
Victoria, BC
V8W 2Y2

(hereinafter called the "Lessee")

OF THE SECOND PART

W H E R E A S:

- A. The Regional District of Alberni-Clayoquot is the owner of the lands and premises in Regional District of Alberni-Clayoquot legally described as shown on the attached Schedule B.
- B. The Lessee has requested and the District has agreed to grant a Lease of a portion of the Airport more particularly described herein.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the rents and agreements to be paid and performed by the Lessee, the parties hereto covenant and agree with each other as follows:

1. PREMISES

The District leases to the Lessee that portion of the Airport described as DL 165 Clayoquot District and shown outlined on the sketch map attached to this agreement as Schedule "A" (the "Premises").

2. TERM

The term of this Lease shall be three (3) years commencing on the July 1, 2015 and ending on May 31, 2018.

3. USE

The Lessee shall use the Premises for the purpose of installation and operation of a High Frequency Radar system to monitor the adjacent ocean surface currents and Tsunami detection.

4. RENT

The Lessee shall pay to the District rent of \$3570.21, per year plus applicable taxes, payable annually for each term of this agreement, with increases in subsequent years based on the BC Consumer Price Index (CPI) for the period February to February of the preceding year. In no event shall the annual rent be less than the preceding year. Payments must be received no later than 60 days from date of invoice. Late payments will be subject to a 2% penalty.

5. COVENANTS OF THE LESSEE

The Lessee covenants with the District:

- a. to pay rent;
- b. to pay as they become due all water, sewer, garbage and other rates in respect of the Premises and charges for all gas, oil, telephone and electric power used on the Premises;
- c. that it will not construct nor alter any buildings or structures on the Premises unless, prior to any construction, it has obtained:
 - i. the District's approval in writing to the site plan, working drawings, plans, specifications, and elevations, and
 - ii. a building permit from the District authorizing the construction of the buildings and structures set out in the permit and the plans and specifications attached to it, and
 - iii. all required inspections,and all work shall be carried out at the cost of the Lessee;
- d. that it will not make any alterations in the structure, plan or partitioning of any Premises on the Airport nor install any plumbing, piping, wiring or heating apparatus without the prior written consent of the District;
- e. that

- i. the height of any buildings or structures constructed on the Premises shall conform to the requirements of the *Aeronautics Act (Canada)* as amended from time to time, and all regulations and orders made pursuant to that Act, and
 - ii. any buildings or structures constructed on the Premises shall have front setbacks of eight (8) metres, back setback of two (2) metres, and side setbacks of at least two (2) metres from the boundary of the Premises; the front of the premises is the lot line closest to and parallel to the taxi-way, and
 - iii. the exterior of any building must be approved by the District prior to construction, and
 - iv. the sewage system installed to service any building or structure on the Premises (the "Sewage System") shall be connected to an authorized septic field at the Lessee's cost;
- f. that it will repair, reasonable wear and tear excepted, at the cost and expense of the Lessee, all portions of the Premises which may at any time be damaged by the Lessee;
- g. that it will keep and leave whole and in good repair all water, gas, and electrical fixtures, glass, pipes, faucets, locks, fastenings, hinges, heating and cooling apparatus, in, on, or attached to the Premises;
- h. that the Lessee shall leave the Premises in good repair, reasonable wear and tear excepted;
- i. that the District may during normal business hours enter and view the state of repair and the Lessee shall repair according to any notice given by the District and if the Lessee fails to so repair, the District may, at its option, upon five (5) days prior written notice to the Lessee, repair such damage or injury in which case the Lessee shall reimburse the District for all costs and expenses of repair and an additional amount for administration and overhead forthwith upon receipt by the Lessee of invoices therefor;
- j. that the District, its employees, servants, or agents shall, during normal business hours and only for the purposes contemplated by this Lease, have full and free access to any and every part of the Premises and of any building or other structure erected thereon on 24 hours notification;
- k. that it will not assign nor sublet without leave of the District, provided that leave to assign shall not be unreasonably withheld;
- l. that the District's consent to assignment or subletting shall not release or relieve the Lessee from its obligations to perform all the terms, covenants and conditions that this agreement requires the Lessee to perform, and the Lessee shall pay the District's reasonable costs incurred in connection with the Lessee's request for consent;
- m. that it will

- i. comply promptly at its own expense with the legal requirements of all authorities and all notices issued under them that are served upon the District or the Lessee, and
 - ii. indemnify the District from all law suits, damages, losses, costs or expenses that the District may incur by reason of noncompliance by the Lessee with such legal requirements, and
 - iii. at all times during the term observe and comply with the provisions of the *Aeronautics Act (Canada)*, as amended from time to time, and all regulations and orders made pursuant to that Act, and all regulations pertaining to the airport made by the District;
- n. that it will indemnify and save harmless the District from and against all law suits, claims, damages, losses, costs or expenses which the District may suffer or incur by reason of the use of the Premises by the Lessee or the carrying on upon the Premises of any activity in relation to the Lessee's use of the Premises and in respect of any loss, damage or injury sustained by any person caused or arising from the negligent act or omission or willful misconduct of the Lessee;
- o. that it will take out and maintain during the term of the Lease, a policy of comprehensive general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Premises or Airport by the Lessee in the amount of not less than \$2,000,000 per single occurrence, naming the District as an insured party thereto and shall provide the District with a certified copy of such policy or policies. All policies of insurance shall contain a waiver of subrogation, cross liability, severability of interest clauses and require the insurer not to cancel, change or allow the insurance to lapse without first giving the District thirty (30) days' prior written notice. If the insurance required hereunder is cancelled, the District may, in its sole discretion, either terminate this Lease immediately or pay the amount of the premium and the premium amount shall be reimbursed by the Lessee to the District immediately upon demand. The deductible for the insurance coverage shall be the sole responsibility of the Lessee to pay. If both the District and the Lessee claim to be indemnified under any insurance required by this Lease, the indemnity shall be applied first to the settlement of the claim of the District and the balance, if any, to the settlement of the claim of the Lessee.
- p. that at the expiration or sooner determination of this Lease peaceably surrender and give up possession of the Premises without notice from the District, any right to notice to quit or vacate being hereby expressly waived by the Lessee despite any law or custom to the contrary;
- q. that it will indemnify the District from and against all claims for liens for wages or materials or for damage to person or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Lessee may

make or cause to be made on, in or to the premises; and will allow the District to post and will keep posted on the premises any notice that the District may desire to post under the provisions of the Builders Lien Act.

6. DISTRICT COVENANTS

The District covenants with the Lessee for quiet enjoyment.

7. MISCELLANEOUS COVENANTS

It is hereby mutually agreed:

- r. that if the Lessee shall default in the performance of any of its obligations under this Lease and such default continues for fifteen (15) days following receipt of written notice from the District describing such default and indicating the District's intention to re-enter the Premises if such default is not remedied within fifteen (15) days, the District may re-enter the Premises;
- s. that the District by waiving or neglecting to enforce the right to forfeiture of this Lease or the right of reentry upon breach of any covenants, condition or agreement in it does not waive its rights upon any subsequent breach of same or any other covenant or condition of this agreement;
- t. that if the District is entitled to levy distress against the goods and chattels of the Lessee, the District may use enough force reasonably necessary for the purpose and for gaining admittance to the Premises and the Lessee releases the District from liability for any loss or damage sustained by the Lessee as a result;
- u. that if
 - i. the Term or any of the goods or chattels on the Premises are at any time seized or taken in execution or attachment by any creditor of the Lessee or under a Security Agreement; or
 - ii. a writ of execution is issued against the goods or chattels of the Lessee; or
 - iii. the Lessee makes any assignment for the benefit of creditors; or
 - iv. the Premises or any part of them becomes vacant and unoccupied for a period of thirty (30) days or is used by any person or persons or for any other purpose than permitted in this Lease without the written consent of the District;

the Term shall, at the option of the District, immediately become forfeited and the then current rent and the rent for the year next following shall immediately become due and payable as liquidated

damages to the District, and the District may re-enter and repossess the Premises despite any other provision of this Lease.

- v. that any notice required to be given under this Lease shall be deemed to be sufficiently given:
- i. if delivered, at the time of delivery, and
 - ii. if mailed from any government post office in the Province of British Columbia by prepaid, registered mail and addressed as follows:

if to the District:

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

if to the Lessee:

Ocean Networks Canada
TEF 160, 2300 McKenzie Ave.
PO Box 1700 Stn CSC
Victoria, BC
V8W 2Y2

- w. or at such other address each party may from time to time designate, then the notice shall be deemed to have been received seven business days after the time and date of mailing. If, at the time of mailing of the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow down, lock out or other labour dispute, then the notice may only be given by actual delivery of it;
- x. that the District has made no representations or warranties as to the condition, fitness or nature of the Premises and by executing this agreement, the Lessee releases the District from any and all claims which the Lessee now has or may in future have in that respect;
- y. that the Lessee admits that it has inspected the Premises in their present state and that they are suitable for the Lessee's purposes;
- i. that if the District incurs any damage, loss or expense or makes any payment for which the Lessee is liable under this agreement, then the District may add the cost or amount of the damage, loss, expense or payment to the rent and may recover it as if it were rent or additional rent in arrears;
 - ii. that if the Lessee fails to repair or maintain the Premises in accordance with this agreement, the District, its agent, employees,

- or contractors may, upon four (4) business days' notice, enter the Premises and make the required repairs or do the required maintenance and recover the cost from the Lessee, and
- iii. in making the repairs or doing the maintenance, the District may bring and leave upon the Premises all necessary materials, tools, and equipment, and
 - iv. the District will not be liable to the Lessee for any inconvenience, annoyance, loss of business or injury suffered by the Lessee by reason of the District effecting the said repairs or maintenance;
 - v. that at the termination of this Lease, the Lessee shall remove from the Premises, all aircraft, machinery, motors, vehicles, supplies, articles, materials, effects and things at any time brought or placed thereon or therein by the Lessee (the "Lessee's fixtures and goods") and shall also, to the satisfaction of the District repair any damage and injury occasioned to the Land and Premises by reason of such removal and the Lessee shall not be entitled to any compensation for such removal or repair and if the Lessee fails to remove such fixtures and goods, they shall, at the option of the District, become the property of the District and may be removed and disposed of by the District acting in its sole discretion;
 - vi. that at the termination of this Lease, the District may require removal of any building or structure on the Premises and if the Lessee fails to remove any such building or structure within thirty (30) days of the notice to remove, the building or structure shall become and be deemed to be the property of the District;
 - vii. any dispute arising between the Regional District and the Lessee as to any matter, question or determination arising or required to be made under this Lease, shall immediately be referred for mediation to an arbitrator agreed upon by the District and the Lessee, and in the event that the parties cannot agree upon a mediator, then the question shall be referred to the arbitration before a single arbitrator under the Commercial Arbitration Act of British Columbia, or any other statute of similar effect being in force in British Columbia and the decision of such arbitrator shall be final and binding upon the parties. The costs of arbitration shall be allocated between the parties as the arbitrator may direct;
 - viii. that when the singular or neuter are used in this agreement they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require;
 - ix. that the headings to the clauses in this agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this agreement or any provision of it;

- x. all provisions of this agreement are to be construed as covenants and agreements as though the words importing covenants and agreements were used in each separate paragraph;
- xi. this agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees;
- xii. that this agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

IN WITNESS WHEREOF the parties have signed and sealed this agreement on the _____ day of _____, _____.

THE CORPORATE SEAL OF the REGIONAL DISTRICT OF ALBERNI- CLAYOQUOT was hereunto affixed in the presence of:

Chairperson

Date

Chief Administrative Officer

Date

Lessee

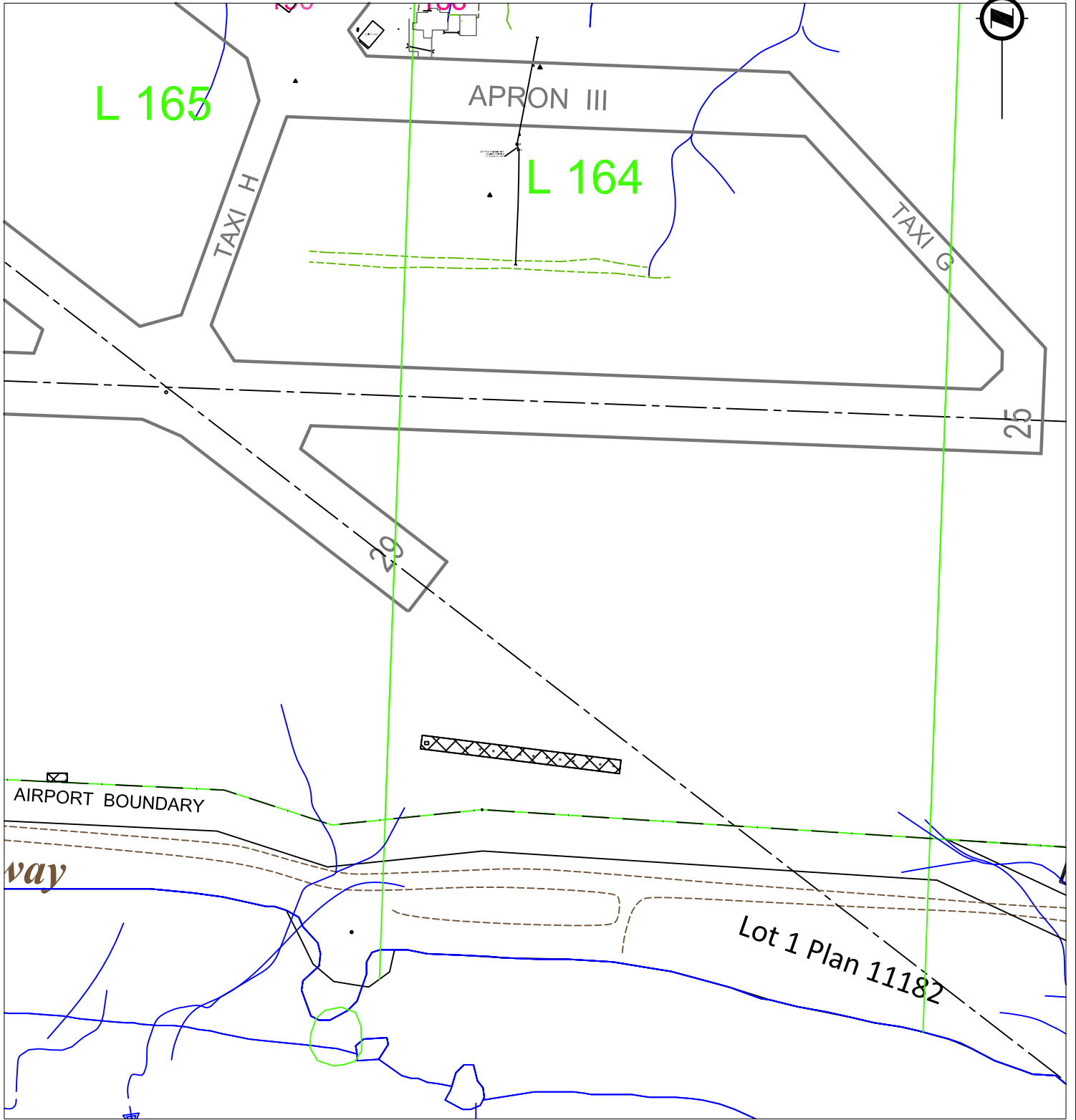
Date

Witness

Date

Schedule 'A'

This schedule is attached to and forms part of Oceans Network Canada - Long Beach Airport WERA Radar Array Lease



Lease Areas



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

SCHEDULE "B"
LEGAL DESCRIPTION OF LONG BEACH AIRPORT

PID 009-392-351, Lot 165, Clayoquot District, containing 152 acres, more or less, except parts in Plans 11182 and 1417 RW. PID 009-392-319, Lot 163, Clayoquot District, except part in Plans 1417RW, 11182 and 32328. PID 009-392-335, Lot 164, Clayoquot District, except parts in Plans 11182and 1417RW. PID 024-749-435, That Part of DL 166, Clayoquot District, except part in Plan 1417 RW, lying to the north and east of Plan 1417 RW. PID 010-322-451, DL 167, Clayoquot District, containing 160 acres more or less. PID 024-749-389, that part of DL 192, Clayoquot District, except part red on Plan 1417 RW, lying to the north and east of Plan 1417 RW. PID 024-158-666, that part of DL 113, Clayoquot District, lying to the north and east of Plan 1417RW. PID 024-159-034, that part of DL 193, Clayoquot District, lying to the east of Plan 1371RW. PID 024-158-569, that part of DL 194, Clayoquot District, lying east of Plan 1371 RW. PID 010-157-913, DL 178, Clayoquot District. PID 024-100-145, DL 168, Clayoquot District. PID 024-100-137, DL 169, Clayoquot District. PID 024-100-153, DL 170, Clayoquot District. PID 024-749-419, that part of DL 196, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW. PID 010-158-162, DL 193, Clayoquot District, except that part lying to the west of Plan 1371 RW. PID 024-749-397, that part of DL 195, Clayoquot District, except part in Plan 1371 RW lying to the east of Plan 1371 RW.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 24, 2015

Subject: Bamfield Water Committee Appointments

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint the following individuals to the Bamfield Water Committee: Lisa Herbig for a two (2) year term and J.P. Hasteley for a three (3) year term.

Desired Outcome:

To appoint members at-large to the Bamfield Water Committee.

Background:

The ACRD Board of Directors approved Bylaw A1070 a bylaw to establish a Standing Committee known as the Bamfield Water Committee to deal with matters relating to the service. As per the amended Bylaw A1070-1 membership will consist now of 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 one (1) member at large serving for a two (2) year term and one (1) member at large serving for a three (3) year term.

The Bamfield Community Affairs meeting was held on June 15th and recommends the following appointments: Lisa Herbig for a two (2) year term and J.P. Hasteley for a three (3) year term.

Time Requirements – Staff & Elected Officials:

Minimal staff time required for administrative duties.

Policy or Legislation:

The *Local Government Act, Community Charter* and ACRD Procedures Bylaw A1075 applies.

Submitted by: Wendy Thomson
 Wendy Thomson, Manager of Administrative Services

Approved by: Russell Dyson
 Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 24, 2015

Subject: Alternative Approval Process – AV Regional Airport Runway Expansion Project

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors:

- a. **Submit Bylaws “Port Alberni Airport Extended Service Area Establishment Amendment Bylaw 791-2, 2015” and “Port Alberni Airport Runway Expansion Loan Authorization Bylaw F1120, 2015” to the electors for approval by way of an alternative approval process;**
- b. **Approve the attached Notice to Electors of an Alternative Approval Process;**
- c. **Approve the attached Elector Response Form;**
- d. **Set the deadline for receiving Elector Response Forms at the Alberni-Clayoquot Regional District Office in hardcopy for 4:30 pm on Wednesday, August 5, 2015; and,**
- e. **Declare that a fair determination of the total number of electors within the Port Alberni Airport Service area to which the Alternative Approval Process applies to be 26,744 as per the attached determination.**

Desired Outcome:

To seek approval of the electors of the Port Alberni Airport Service area through an Alternative Approval Process for the adoption of Bylaws F1120 and 791-2 in order to proceed with the Port Alberni Airport runway expansion project.

Background:

The ACRD Board of Directors proposes to borrow up to a maximum of \$6 Million for the construction of an expanded runway at the Port Alberni Airport (known as the Alberni Valley Regional Airport) and have chosen the alternative approval process to gain consent of the electorate to proceed with the project.

The Alternative Approval Process allows the Board to proceed with the project unless at least 10% of the electors state their opposition within a prescribed period. If at least 10% of the electors state their opposition to the proposed project, the Board would need to proceed with a referendum.

At the May 27, 2015 Board of Directors meeting, the following bylaws received three readings and were forwarded for approval by the Inspector of Municipalities with the Ministry of Community, Sport and Cultural Development:

Bylaw F1120 cited as *“Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015”*. The purpose of the bylaw is to borrow up to a maximum of \$6 million dollars over a 30 year period in order to carry out the planning, study, design and construction of works in connection with expanding the runway at the Port Alberni Airport. It is estimated that the borrowing will result in a tax increase of \$16.80 per year for an average residential property valued at \$200,000.

Bylaw 791-2 cited as *“Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015”*. The purpose of the bylaw is to amend Bylaw 791, *Port Alberni Airport Extended Service Area Establishment, 2012* increasing the maximum annual tax requisition from \$50,000 to \$150,000 and provide the required room to service the annual borrowing debt for the runway expansion project.

The Bylaws received approval of the Inspector on June 7, 2015.

The following are the next steps which require a resolution of the Board of Directors to proceed with the Alternate Approval Process (AAP):

- a. Confirmation of the AAP as the method to gain consent of the electorate of the service area in order to adopt the bylaws;
- b. Approval of the AAP Notice to go in the local paper for two consecutive weeks (attached);
- c. Approval of the Elector Response Form to be used for the AAP (attached);
- d. Set the deadline for receiving Elector Response Forms which must be at least 30 days after the second required advertisement in the local paper;
- e. Declare a fair determination of the total number of electors within the service area to which the AAP applies (attached).

Section 801 (4) of the Local Government Act requires this resolution be adopted by at least two-thirds of the votes cast. All Directors vote and have 1 vote.

The Elector Response forms must be kept confidential by the Manager of Administrative Services and/or a designated staff person at the ACRD Office. As per the Community Charter, after the deadline to receive Elector Response Forms has passed, the Manager of Administrative Services must determine and certify, on the basis of the Elector Response Forms received before that deadline, whether electoral approval has been obtained.

Time Requirements – Staff & Elected Officials:

Some staff time required to arrange and conduct this alternative approval process.

Financial:

Paid for by the participants of the Port Alberni Airport Service area defined as City of Port Alberni and Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).



Notice to Electors of an Alternative Approval Process

PUBLIC NOTICE IS HEREBY GIVEN to the electors of the City of Port Alberni and Electoral Areas: “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek) of the intention of the Alberni-Clayoquot Regional District (ACRD) Board of Directors to adopt the following bylaws: “*Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015*” and “*Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015*”.

Summary of Bylaws

Bylaw F1120 cited as “*Port Alberni Airport Runway Expansion Loan Authorization Bylaw No. F1120, 2015*”. The purpose of the bylaw is to borrow up to a maximum of \$6 million dollars over a 30 year period in order to carry out the planning, study, design and construction of works in connection with expanding the runway at the Port Alberni Airport. It is estimated that the borrowing will result in a tax increase of \$16.80 per year for an average residential property valued at \$200,000.

Bylaw 791-2 cited as “*Port Alberni Airport Extended Service Area Establishment Amendment Bylaw No. 791-2, 2015*”. The purpose of the bylaw is to amend Bylaw 791, *Port Alberni Airport Extended Service Area Establishment, 2012* increasing the maximum annual tax requisition from \$50,000 to \$150,000 and provide the required room to service the annual borrowing debt for the runway expansion project.

The Port Alberni Airport runway expansion project will accommodate larger, higher capacity aircraft and will provide additional economic and job opportunities in the Alberni Valley. A copy of Bylaws F1120 and 791-2 and a summary of the project are available from the Regional District Office during each business day of the week between 8:00 a.m. and 4:30 p.m. or on the Regional District website at www.acrd.bc.ca.

Service Area Participants

The participating areas of the Port Alberni Airport service are: City of Port Alberni and Electoral Areas: “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

Alternate Approval Process (AAP)

The ACRD Board of Directors may proceed with the adoption of Bylaws F1120 and 791-2 if less than 2,674 electors (10% of the total number of eligible electors of the service area) in the service area sign and submit an “Elector Response Form” by the deadline opposing the Board’s adoption of the bylaws. If 2,674 or more valid elector responses are received by the deadline, the ACRD Board must obtain assent of the electors by way of referendum before proceeding with the bylaws.

Elector responses must be in the form established by the ACRD Board of Directors. Elector Response Forms may be obtained from the ACRD Office or from the website at www.acrd.bc.ca and can only be signed by qualified electors of the Port Alberni Airport Service area. Electors include both resident and non-resident who are eligible to vote.

Deadline

The deadline for delivering the original signed Elector Response Forms to the ACRD is **4:30 pm on Wednesday, August 5, 2015**. Forms must be received by the deadline in order to be counted.

Elector Eligibility

Resident Elector: *When signing* an elector response form during an AAP, a resident elector must: be 18 years of age or older; be a Canadian citizen; have lived in British Columbia for at least six months; have lived in the jurisdiction (e.g. municipality or electoral area) for at least 30 days; live in the participating area defined for the AAP; and, not be disqualified by the *Local Government Act*, any other Act, or the Courts from voting in a general local election.

Non-resident Property Elector: *When signing* an elector response form during an AAP, a non-resident property elector must: be at least 18 years of age; be a Canadian citizen; have lived in British Columbia for at least six months; have owned property in the jurisdiction (e.g. municipality or electoral area) for at least 30 days; own property in the participating area defined for the AAP; and, not be disqualified by the *Local Government Act*, any other Act, or the Courts from voting in a general local election.

Note: Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have the written consent of a majority of the other property owner(s) to sign the response form on their behalf. **Property owned in whole or in part with a corporation does not qualify under the non-resident property elector provisions.**

Resident electors signing the elector response form must provide their name and address.

Non-resident property electors must provide their name and the address of the property in relation to which they are entitled to register as a **non-resident property elector**. The ACRD will not share the information on the form with anyone other than the Manager of Administrative Services, or other person designated by the Manager of Administrative Services.

For further information please contact Wendy Thomson, Manager of Administrative Services at the Alberni-Clayoquot Regional District Office (250) 720-2706 or email wendy.thomson@acrd.bc.ca.

By completing this Elector Response Form, I **OPPOSE** the Alberni-Clayoquot Regional District Board of Directors intention to adopt the following bylaws in order to finance the costs of expanding the Port Alberni Airport runway, unless a referendum is held:

- Bylaw F1120, “Port Alberni Airport Runway Expansion Loan Authorization Bylaw F1120, 2015” which authorizes the borrowing of up to a maximum of \$6 million dollars to be repaid over a period not exceeding 30 years; and,
- Bylaw 791-2, “Port Alberni Airport Extended Service Area Establishment Amendment Bylaw 791-2, 2015” which increases the maximum amount that may be requisitioned annually for the Port Alberni Airport service and services the annual borrowing debt.

I acknowledge that I am a resident or non-resident elector within the Port Alberni Airport service area and meet the elector qualifications defined on the reverse of this form in order to submit an Elector Response Form.

I further understand and acknowledge that I may not sign more than one (1) Elector Response Form in relation to this Alternative Approval Process.

In an effort to obtain signatures with respect to this matter, I declare that I have not knowingly made any false or misleading statements to another person with respect to this Elector Response Form, action or any other matter to which this Elector Response Form relates.

Full name of elector _____
(e.g. Donald Smith – not D. Smith) (please print)

Address _____

Signature _____

Choose one: I am a resident elector (see reverse for eligibility requirements)

I am a non-resident property elector who lives in another community and owns property in the jurisdiction located at: _____ (address)
(see reverse for additional eligibility requirements)

The **deadline** for delivering this Elector Response Form to the Alberni-Clayoquot Regional District (ACRD) is **4:30 p.m.** on **Wednesday, August 5, 2015**. Elector Response Forms must be mailed or delivered to the Regional District Office at 3008 Fifth Avenue, Port Alberni, BC, V9Y 2E3. If mailing the form, please clearly mark your sealed envelope “Elector Response Form”. The forms must be received by the **deadline** in order to be counted. Original signatures are required, therefore the Elector Response Forms may not be returned by email or fax.

Additional information can be found on the reverse side of this form about the subject of this Alternative Approval Process as well as the elector qualifications.

REVERSE

Alternative Approval Process - Elector Response Form

The ACRD Board of Directors may proceed with the adoption of Bylaws F1120 and 791-2 if less than 2,674 electors (10% of the total number of electors of the service area) in the service area sign and submit an Elector Response Form opposing the Board's adoption of the bylaws. Otherwise, if 2,674 or more valid elector responses are received, the ACRD Board must obtain assent of the electors by way of referendum before proceeding with the bylaws.

The Alberni-Clayoquot Regional District (ACRD) is proposing to borrow up to a maximum of \$6 million dollars over 30 years and increase the maximum annual tax requisition for the Port Alberni Airport service in order to expand the runway at the Port Alberni Airport. Prior to proceeding with the required borrowing and increase in maximum tax requisition for the project, the ACRD requires consent of the electorate through an Alternative Approval Process (AAP) in order to adopt the following bylaws:

Bylaw F1120 - Authorizes the ACRD to borrow up to a maximum of \$6 million dollars over a 30 year period through the Municipal Finance Authority in order to carry out the planning, study, design and construction of works in connection with expanding the runway at the Port Alberni Airport.

Bylaw 791-2 – Amends Bylaw 791, *Port Alberni Airport Extended Service Area Establishment, 2012* increasing the maximum annual tax requisition from \$50,000 to \$150,000 and provides the required room to service the annual borrowing debt.

A copy of Bylaws "*Port Alberni Airport Runway Expansion Loan Authorization F1120, 2015*" and "*Port Alberni Airport Extended Service Area Establishment Amendment Bylaw 791-2, 2015*" and a detailed summary of the proposed airport runway expansion project is available on the Regional District website at www.acrd.bc.ca or at the Regional District Office during regular office hours, Monday to Friday between 8:00 am and 4:30 pm.

Additional Information about Elector Eligibility

A person must either be a **resident elector** or a **non-resident property elector** (not both) in order to sign this Elector Response Form.

A **resident elector** is an individual who is entitled to sign an Elector Response Form during an AAP by virtue of living within that jurisdiction. *When signing an elector response form during an AAP*, a resident elector must:

- be 18 years of age or older;
- be a Canadian citizen;
- have lived in British Columbia for at least six months;
- have lived in the jurisdiction (e.g. municipality or electoral area) for at least 30 days;
- live in one of the following areas defined for the AAP: City of Port Alberni, Electoral Area "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek), or "F" (Cherry Creek); and,
- not be disqualified by the *Local Government Act*, any other Act, or the Courts from voting in a general local election.

A **non-resident property elector** is an individual that does not live in the jurisdiction and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. *When signing an elector response form during an AAP*, a non-resident property elector must:

- be at least 18 years of age;
- be a Canadian citizen;
- have lived in British Columbia for at least six months;
- have owned property in the jurisdiction (e.g. municipality or electoral area) for at least 30 days;
- own property in one of the following areas defined for the AAP: City of Port Alberni, Electoral Area "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek), or "F" (Cherry Creek); and,
- not be disqualified by the *Local Government Act*, any other Act, or the Courts from voting in a general local election.

Note: Only one non-resident property elector may sign an Elector Response Form per property, regardless of how many people own the property; and, that owner must have the written consent of a majority of the other property owner(s) to sign the response form on their behalf. **Property owned in whole or in part with a corporation does not qualify under the non-resident property elector provisions.**

Table 1: Total Eligible Electors in the City of Port Alberni (as of November 15, 2014)

	Total Eligible Electors	10% of Electors
City of Port Alberni ¹	12,974	1,297

Table 2: 2011 Census Population for Electoral Areas in the Alberni Valley including IRs (aged 15+)

	Total Population ²	Pop. 15 years + ²	Estimated 10% of Electors ²
Area "B" - Beaufort	456	405	41
<i>Area "D" - Sproat Lake</i>	1,701	1,545	
<i>Klehkoot 2</i>	10	10	
<i>Tsahaheh 1</i>	584	435	
Total "D" including IRs	2,295	1,990	199
<i>Area "E" - Beaver Creek</i>	2,885	2,490	
<i>Ahahswinis 1</i>	160	125	
Total "E" including IRs	3,045	2,615	262
<i>Area "F" - Cherry Creek</i>	1,916	1,625	
<i>Alberni 2</i>	10	10	
Total "F" including IRs	1,926	1,635	164
Total EAs including IRs	14,988	12,885	665

Table 3: Non-Resident Property Owners for Electoral Areas in the Alberni Valley including IRs

	No. of Non-Resident Owners ³	10% of Non-Resident Owners ³
	885	89

Table 4: Estimated Total of Eligible Electors for the AVRA Alternative Approval Process

	Estimated Total Electors	Estimated 10% of Electors
	26,744	2,674

Notes

1. Total number of eligible electors provided by the Declaration of Official Results from the November 15, 2014 City of Port Alberni Municipal Election.

2. Population data from the Statistics Canada 2011 Census Profile. Population of residents aged 15 years and older was used to estimate the total number of electors (residents aged 15 years old in 2011 would be 18-19 years old in 2015). Estimated number of electors in each area is as accurate as possible but does not take into account any population change since the 2011 census.

3. Non-Resident Property Owners for Electoral Areas "B", "D", "E" and "F" were calculated from BC Assessment data where owners of property within the proposed Service Area live outside of the Alberni Valley. Properties owned by incorporated companies and properties owned by duplicate owners were removed.



DEVELOPMENT PERMIT APPLICATION

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

DATE: June 18, 2015

APPLICATION: DPC15002

APPLICANTS: Tian Cheng Mining Ltd. – Agent, Herold Engineering Ltd.

LEGAL DESCRIPTION: LOT A, SECTION 83, ALBERNI DISTRICT (SITUATE IN CLAYOQUOT DISTRICT), PLAN 37133;
DISTRICT LOT 735, CLAYOQUOT DISTRICT
DISTRICT LOT 890, CLAYOQUOT DISTRICT

ADDRESS: 1855 Port Albion Road

ELECTORAL AREA: "C" Long Beach

Recommendation:

- 1) That the Board of Directors pass a resolution to issue Development Permit DPC15002.

Applicant's Intention: The applicant intends to construct a new two storey 3,340 ft² steel structure that will house a commercial ice plant with the associated mechanical equipment required to operate the plant. The building would also house a tally office, small office space and a storage area.

Property Description: The site includes a legal parcel described as Lot A, Plan 37133, a legal parcel encompassing a small island described as District Lot 735 and a crown lease area described as District Lot 890 which encompasses an area of the foreshore that has historically been filled in and around the small island and added to with docks on pilings. The foreshore lease area contains the existing ice plant, store/office structure and loading dock while the road access and parking area is built across the land parcel. The subject properties were previously operated as a fish processing and packing plant.

The existing buildings on the lease area are only partially used by the company and have mostly fallen into disrepair. The existing ice plant located on pilings on the south side of the lease area

DPC15002

does not produce a sufficient amount of ice for the companies needs. Once the new ice plant building is constructed it is anticipated that the existing ice plant building will be removed. There are plans to construct a staff accommodation building and new dock within the lease area in the future. This is not included within this development permit and a further development permit application will be required prior to construction of any future building.

Zoning: The subject properties are split zoned Heavy Industrial (M3) District, General Commercial (C2) District and Waterfront Industrial (W5) District. The site where the proposed ice plant structure would be built is zoned Heavy Industrial (M3) District. The M3 District permits “fish products industry” which would include the production of ice for the commercial fishing fleet.

The proposal complies with the requirements of the Heavy Industrial (M3) District zoning.

Official Community Plan: The South Long Beach Official Community Plan designates the property as “Industrial”. The OCP supports existing industrial uses in the plan area as providing valuable employment opportunities. One of the primary objectives in the Industrial designation is “to retain the fish packing facility in Port Albion” (Objective 5.5.1.b). Policy 5.5.2.c of the OCP goes on to note that the ACRD supports the continued operation of the fish processing and packing facility in Port Albion. It is clear that the OCP supports the operation of an industrial fish products facility at this location.

The South Long Beach OCP designates four Development Permit Areas that impact development on the subject properties:

DPA I – Sensitive Ecosystems Protection

The Development Permit Area mapping includes sensitive ecosystem area mapping for wildlife habitat areas. The majority of the portion of Ucluelet Inlet which lies within the plan area falls within the habitat area Development Permit designation. The habitat areas may include heron and eagle nests, red and blue listed plant communities and other wildlife habitat and the intention of the DPA is to protect known wildlife habitat from development.

The applicants have submitted a report from Rob Water, Registered Professional Biologist from Castor Consultants Ltd. (Attached to Development Permit DPC15002 as Appendix A). The report noted that with the exception of sea gulls, crows and a couple songbirds, no other terrestrial fauna were observed at the site. The lack of wildlife in the area could be reflective of the industrial use of the property. The biologist did note that a small vegetated riparian area on the north side of the lease area should be preserved during construction of the ice plant structure. Research was done into sensitive elements as well as red and blue listed species that are known to occur in the greater area and it was determined that they primarily occur in mature wooded habitats and not in conditions reflected at this site.

DPA II – Freshwater Riparian Areas Protection

Development Permit Area II includes all land within 30 metres from the high water mark of all watercourses within the plan area. This designation is intended to minimize the impact of the built environment on fish habitat and fish supportive watercourses.

The biologist identified a small drainage tributary that drains the upland area into a ditch that runs along the south side of the subject properties. The proposed ice plant structure will be entirely located outside the 30 metre riparian area surrounding this watercourse and the guidelines for development within DPA II will not apply to this Development Permit.

DPA III – Coastal Riparian Areas Protection

Development Permit Area III includes land extending a distance of 30 metres from the natural boundary of the sea which in this case would be the natural boundary of Ucluelet Inlet. This designation is intended to minimize the disturbance of marine foreshore areas, stabilize marine foreshore slopes and protect the ecological integrity of these areas.

The proposed construction will be located entirely within the foreshore lease area. The biologist report notes that the site does not reflect natural conditions but rather reflects the current and historical use as an industrial site. The biologist noted that the contractor should follow good construction practice to control silt and minimize run off and that any work done below the high water mark in the intertidal zone should be reviewed by a qualified environmental professional.

DPA IV – Natural Hazard Areas Protection

Development Permit Area IV relates to upland areas located within a horizontal distance of 30 metres from the sea and within an elevation of 4 metres above the natural boundary of the sea. The intention of this designation is to protect development from hazardous conditions including tsunami inundation.

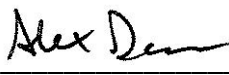
The applicants have submitted a report from Lewkowich Engineering Associates Ltd. (Attached to Development Permit DPC15002 as Appendix B). The report notes that the referenced elevation of the proposed ice plant has a geodetic Finished Floor Elevation of 2.5 metres. To satisfy the 4 metre elevation requirement the applicants have proposed the construction of a 1.5m tall stacked concrete block wall structure on the footprint of the proposed ice plant and which would be in-filled with engineered fill and geosynthetic reinforcement. The ice plant would then be constructed on the built up land a minimum of 4 metres above the natural boundary of the sea. The report concludes that the site grades may be increased in a safe and suitable manner to accommodate the minimum Finished Floor Elevation requirements of 4 metres above sea level.

Construction of the concrete block structure and the placement of engineered fill and geosynthetic reinforcement will be subject to detailed design and review by Lewkowich at the


DPC15002

time of construction.

Comments: The report from Rob Water, R.P. Bio is attached to the permit as Appendix A and the report from Lewkowich Engineering Associates is attached to the permit as Appendix B. Planning staff is of the opinion that the reports submitted by the Professional Biologist and the Professional Engineer satisfy the requirements of “DPA I – Sensitive Ecosystems Protection”, “DPA II – Freshwater Riparian Areas Protection”, “DPA III – Coastal Riparian Areas Protection” and “DPA IV – Natural Hazard Areas Protection”.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP RPP, Manager of Planning & Development



Russell Dyson, Chief Administrative Officer



DEVELOPMENT PERMIT NO. DPC15002

The Board of Directors of the Regional District of Alberni-Clayoquot, in accordance with Section 920 of the *Local Government Act*, at a regular meeting held on XXXXX has authorized this Development Permit in respect of the lands described hereunder.

A Development Permit is hereby issued to:

Name: Tian Cheng Mining Ltd. Inc. No. BC0863901
Address: 1855 Port Albion Road

With respect to:

Legal Description: DISTRICT LOT 735, CLAYOQUOT DISTRICT; and
LOT A, SECTION 83, ALBERNI DISTRICT (SITUATE IN CLAYOQUOT DISTRICT), PLAN 31733

PID: 008-975-761, 000-347-868

1. This Permit is issued for lands designated under Section 919.1 of the *Local Government Act* and in the South Long Beach Official Community Plan Bylaw No. P1166, in order to regulate development and building within lands designated for the protection of the natural environment and within lands designated for the protection of development from hazardous conditions;
2. This Permit is issued as satisfying the requirements of Section 8.2.2 "DPA I – Sensitive Ecosystems Protection, Development Permit Guidelines a) through e); Section 8.2.3 "DPA II – Freshwater Riparian Areas Protection", Development Permit Guidelines a) through e); Section 8.2.4 "DPA III – Coastal Riparian Areas Protection", Development Permit Guidelines a) through h) and Section 8.2.5 "DPA IV – Natural Hazard Areas Protection", Development Permit Guidelines a) through n);
3. Site and Building specifics;
 - i) The Castor Consultants Ltd. report dated April 25, 2015, attached as Appendix A and forming part of this permit, concludes that the site appears to include no sensitive environmental habitats or species at risk and that the proposed works can proceed without affecting sensitive environmental features provided that the recommendations in the report are followed.
 - ii) The Lewkowich Engineering Associates Ltd. report dated June 08, 2015, attached as Appendix B and forming part of this permit, concludes that the site grades may be increased in a safe and suitable manner to accommodate the minimum Finished Floor Elevation

DPC15002

requirements of 4 metres above sea level provided that the recommendations in the report are followed.

4. It is the owner's responsibility to ensure that a building permit is applied for and in place prior to commencing construction.
5. All drawings may be adjusted by twenty percent (20%) upwards or downwards, inwards or outwards from any dimensions or lines contained in the Development Permit drawings provided that such adjustment does not conflict with Zoning Bylaw, and any other competent bylaw, administered by the Regional District.

This Permit is valid for two (2) years from the date of execution.

Executed this XX day of XXXXX, 2015

Russell Dyson, Chief Administrative Officer

DPC15002

Environmental Assessment of Proposed Ice Plant Replacement at Port Albion

April 25, 2015

Introduction

Tian Cheng Mining Limited acquired the subject site, an existing ice plant on an old fill and fish processing plant site, and plans to rebuild and replace the ice plant. The general site location is shown on Figure 1. The site is located within District Lot 890 of the Clayoquot Land District at 48°57'2.55"N by 125°32'39.68"W.

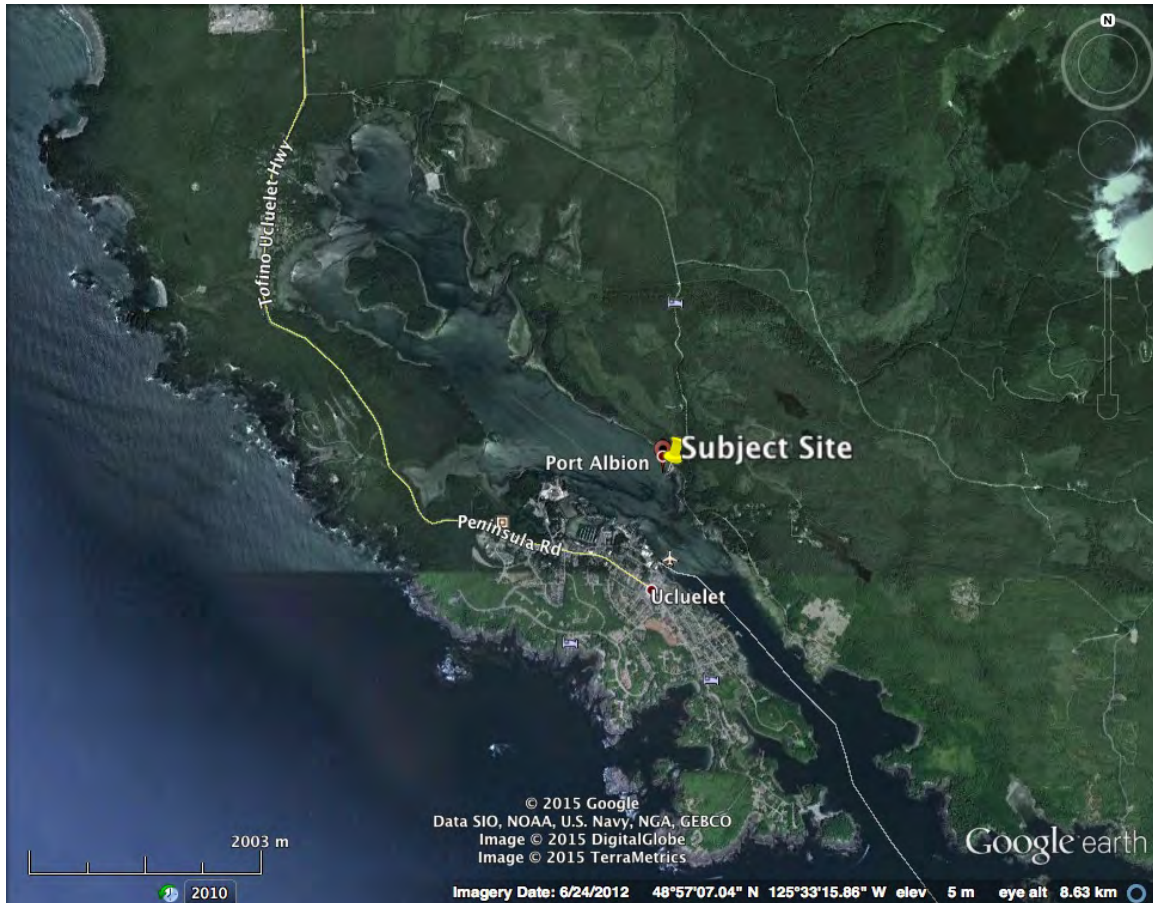


Figure 1. Location Plan

A more detailed view as taken from Google Earth is shown in Figure 2.



Figure 2. Google Earth View of Site on East Side of Ucluelet Harbour

The new works as proposed include a new ice plant to replace an existing ice plant (blue roof) that is located on piles on the south side of the site (Figure 2). As shown on Figure 3 this structure is proposed to be located to the north of the existing ice plant building and on the approach to the existing wharf.

The site is located on the east side of Ucluelet Harbour in the Alberni-Clayoquot Regional District. On review of the various development permit designations it is considered that the site lies within development permit area I (Map 4 - DPA I), a designation to protect environmentally sensitive areas and ecosystems (ESA). Such lands include watersheds, water supplies, older forests, red and blue listed plant communities, habitat and nest trees for eagles and herons, wildlife habitat and travel corridors, and marine resources including clam beds. The site is zoned industrial M-3 in accordance with Long Beach map LB 4.

In this case the subject site lies within the sensitive ecosystems “habitat area” as indicated on the OCP map 2 for the South Long Beach Official Community Plan (OCP).

This report addresses the requirements as outlined in the South Long Beach OCP section 8.2.2 (d).

Methods

Existing information on the area was obtained from the BC government Conservation Data Center, iMAP system of Front Counter BC and Ministry of Forests, Lands and Natural Resources contacts. The intent here was to identify current local and area sensitive features as a guide to examining what might be on the ground at the subject site.

A site inspection was conducted on April 14, 2015 to assess the site conditions and identify habitat types, plants and as practical animals that utilize the site. The assessment was carried out by examining the site relative to the engineering plan provided, and by mapping existing features accordingly by reference to existing structures using a cloth tape and/or laser ranger.

Significant vegetation type and terrain features would be used to define boundaries of any major habitat features including the environmentally sensitive areas.

Results

The results of the review of existing information are as follows.

As noted above a search of the Alberni-Clayoquot Regional District site identified the subject site as being in an environmentally sensitive habitat zone.

BC Conservation Data Centre

The results of the CDC search and examinations of E-flora and E-fauna sites identified two red and two blue listed species in the broader area on the Ucluth Peninsula, across the harbor from the subject site. Red listed species identified included *Heterodermia sitchensis* (seaside centipede lichen – Sitka Spruce) and *Hemphillia dromedaries* (Dromedary Jumping-slug) and the blue listed species were *Myrica californica* (California wax-myrtle) and *Rana aurora* (Northern Red-legged Frog).

As indicated in the supporting documentation in Appendix 1 these species tend to prefer forested habitat, including old growth, and areas of shaded mixed forest.

Field Observations

Habitat Inventory

A site inspection was carried out on April 14, 2015 by Castor personnel. Specifically the proposed building footprint and adjacent areas were examined in terms of their habitat characteristics and the predominant biophysical characteristics.

Physical Features

Site Features

The subject site is in industrial maritime use and appears to have been created in the 1930 and 1940s as a fish processing/handling facility (Memory BC Fonds – Port Albion Cannery). The site appears to consist of a fill area that connects a small rocky islet to the east shore of Ucluelet Harbour with wharf structures on the seaward side for the existing ice plant building and lands for equipment storage and refrigerated semi-trailer and

associated vehicle parking (see **Figure 3 TO BE ADDED**).

The access road to the property lies parallel to the shore from the main road and on intersecting with the wharf access connects to a wider parking/equipment storage area. A ditch follows the road on the upland (east) side and on the west side is a well-developed riparian zone. This area has exposed granular materials, which appear to consist of shot rock and associated materials. The latter may have been cut from the adjacent upland bank that is some 6 to 8 m high near the centre on the landward side of the property, some 45 m from the proposed ice plant site. On the east side of the site a small drainage tributary drops down from the bank behind the electrical shed and runs into a drainage ditch along the base of the high bank, which runs south to join with the access road ditch which connect to a storm drain behind the old office building. Seepage from the system appears to run out across the northern parking/storage area.

The surficial nature of the fill appears to be to a large extent basalt shot rock of varying sizes. Much of the surface of the site, particularly the wharf approach is concrete. The approach to this area from the end of the gravel access road from the main road (Port Albion Road) is asphalt.

Adjacent Physical Features

The adjacent features are generally forested lands and roads on the east with marine intertidal features to the north and south and deeper water on the west. The intertidal zone consists of riprap and bedrock basalt exposures with, at the toe of the riprap, elements of granular beach, particularly on the east, protected side.

Biological Features

The biological features of the site and the adjacent intertidal characteristics were examined. In general the site is characterized as a disturbed site supporting a variety of exotic and some native weedy species of plants that have volunteered over the years in areas where there has been little use. There is along the north side of the approach to the wharf a riparian zone of mature Alder and associated shrubs (photo below).



View to west depicting riparian zone on right (north) side of wharf approach. Note marginal storage of pallets and totes.

Consideration was also given to the species at risk that were identified on the BC Conservation Data Centre web site and an effort made to determine if they are present on the subject site. It is notable that these species as a rule are reported to prefer natural forested habitats and areas that are less modified or disturbed than is the subject site. For reference the vegetative terrestrial assessment observations are summarized in Table 1.

Vegetation

Proposed Ice Plant Building Site

The proposed ice plant site is primarily made up of an existing concrete pad with a narrow zone of exposed shot rock and some soils in shot rock where weedy species of plants have gained a foothold. The main vegetation within the footprint is identified in Table 1 and includes, among the larger plants, Scotch Broom and Himalayan Blackberry. The understory to these shrubs includes Dandelion and plantain along with Foxglove and Burdock, grasses and some mosses, common in the area.

Table 1. Plant Species Observed

Proposed Port Albion Ice Plant Building & Construction Work Area

Common Name	Generic/species name	Relative Density	Main Substrate
Scotch Broom	Cytisus scoparius	few	concrete
Himalayan Blackberry	Rubus armeniacus	few	some soils/shotrock
Red Osier Dogwood	Cornus stolonifera	few	
Foxglove	Digitalis purpurea	few	
Burdock	Arctium lappa	few	
Plantain	Plantago major	numerous	
Dandelion	Taraxacum sp.	numerous	
Mixed grasses	Agropyron sp. & others	sparse to dense	
Mosses	several unidentified	sparse patchy	

These vegetative characteristics extend beyond the footprint of the proposed ice plant to the fill area to the north of the wharf where Scotch Broom dominates (see Photo 4). There was also some equipment storage on its periphery nearer the wharf and extensive metal debris (steel straps, numerous screws and nails), possibly as a result of historic trash-burning activity.

Selected Photographs depicting the proposed ice plant site conditions.



Photo 1. View of proposed ice plant location from SW corner. Note loading bay on right with grasses.



Photo 2. View north from SW corner of proposed ice plant location showing concrete pad & existing scale house.



Photo 3. View north from SE corner of proposed ice plant location showing concrete pad & existing storage area.



Photo 4. View to north from proposed ice plant site showing stored equipment and materials. Note well-developed Scotch Broom.

Fauna

With the exception of sea gulls, crows and a couple of songbirds (poss. Wilson's Warbler), no other terrestrial fauna were observed on the site. This is perhaps because of the extensive use of the site in general and the habitat characteristics. No amphibians or egg masses were observed in the ditch and wetted area noted near the electrical shed.

With a view to characterizing adjacent habitats as specified in the ACRD guidance the intertidal zone adjacent to the site was observed. It supports characteristic marine fauna and flora common in Ucluelet Harbour. General observations from three transects identified that rockweed (*Fucus sp.*) and filamentous green algae were well represented. Barnacles (*Balanus sp.*) appeared to be the predominant macro-biota in the mid intertidal zone. The west side of the site is mainly riprap with concrete pieces and supports rockweed and barnacles. The east and north sides of the upper intertidal zone around the site supports sparse sea asparagus (*Salicornia sp.*) and associated salt marsh species. The south side upper intertidal zone is large concrete that gives way to a wide granular beach area in the mid to lower tidal range.

Discussion

Effects of Proposed Development on the Natural Conditions

Given the current use and conditions on the site as an area of industrial use, the site does not reflect natural conditions, but rather reflects the conditions of that use since its development. Areas where plants have volunteered have only supported them because the industrial use has been minimal in these areas over a number of years. These plants are by and large exotics that are common, and intrusive, in the area. However there is a small riparian zone noted on Figure 2 that lines the north side of the approach to the wharf and lies outside the proposed building footprint and work area; it should be preserved as practical.

In view of the existing conditions and the proposed uses it is considered that the proposed development will not have a marked effect on the natural conditions. The research into sensitive elements (BC Conservation Data Centre web site and email communications) species that are known to occur in the wider area determined that they primarily occur in mature forest and wooded habitats, and not in conditions reflected at the subject site.

Effects on the marine environment are expected to be minimal provided the contractor applies appropriate mitigation measures and works are restricted to the area above the high water mark.

Procedures to Protect the Sensitive Features during Construction

As no sensitive features were identified on the subject site it is considered that no special mitigation procedures are required. However the contractor should follow good construction practice and use measures to control silt and associated runoff at source and prevent degradation of marine water quality.

If work is required below the HWM in the intertidal zone a qualified environmental consultant should be employed for guidance.

Guidelines for Mitigating ESA or Habitat degradation including Limits of Leave Areas and Buffers.

Given the general site conditions and the absence of sensitive features within the proposed building footprint and work area it is considered that there is no need for

specific mitigation measures or leave areas or buffer limits for the building footprint or work area. However in the vicinity of the above noted riparian zone along the north side of the wharf approach a setback of 2 m should be considered during construction to protect the narrow vegetative band.

Habitat Compensation Alternatives

Given the site habitat conditions and the fact that the site use will essentially be unchanged, it is considered that there is no need for habitat compensation.

Conclusion and Recommendations

Based on the above information sourcing and review, site inspection and examination of the current uses of the site, it is considered that the subject site appears to include no sensitive environmental habitats or species at risk.

It is considered that the proposed works could proceed without affecting sensitive environmental features. It is recommended that if modifications are made to the design requiring work in tidewater, any works below the high water mark should be reviewed by a QEP in consideration of DFO requirements.

Prepared by



Rob Waters

Appendix 1. Species at Risk Habitat Details

Based on the information provided in the CDC records and associated links the habitat for the noted species at risk in the general area is as follows:

Seaside centipede lichen – Marine terrestrial – forest needle-leaf. Ideal conditions appear to be restricted to localized microclimates found on the lower branches of maritime variant Sitka spruce trees in association with undisturbed old-growth western hemlock-dominated forests. There is some indication that this species can survive desiccation and dryer, exposed conditions.

http://ibis.geog.ubc.ca/biodiversity/factsheets/pdf/Heterodermia_sitchensis.pdf

Habitat: Rare over spruce in open, but somewhat sheltered seaside sites in hypermaritime localities. *World Distribution:* western N Am, known only from BC. Source: Lichens of British Columbia

<http://linnet.geog.ubc.ca/Atlas/Atlas.aspx?sciname=Heterodermia%20sitchensis>

Dromedary jumping slug – Terrestrial – forest needle-leaf. It appears to be associated with older coniferous forests; 5 of 6 known habitat localities on Vancouver Island are in remnant patches of old growth forest, and the remaining locality contains attributes of older forests. The presence of coarse woody debris is probably important for refuges and oviposition sites.

http://www.env.gov.bc.ca/wld/documents/recovery/rcvrystrat/dromedary_jumping-slug_rcvry_strat_2008.pdf

California wax-myrtle – Terrestrial. Habitat mesic to moist shoreline thickets, beaches, clearings and roadsides in the lowland zone; rare in SW BC, known only from the Tofino-Ucluelet area; S to CA. Source: The Illustrated Flora of British Columbia.

<http://linnet.geog.ubc.ca/Atlas/Atlas.aspx?sciname=Myrica%20californica>

Red-legged frog – Terrestrial. Often found in and around shallow ponds, lake margins, slow-flowing streams and wetlands, especially with intact mixed or coniferous forest communities. This species tends to avoid deep open water, areas with lack of shade or cover. Adults can be highly terrestrial and found well into adjacent forested areas as long as sufficient ground cover and moist micro-habitats exist. Like Western Toad, this species displays high fidelity to breeding sites and many individuals may utilize the same migration pathways. Northern Red-legged Frog will utilize constructed wetlands such as stormwater ponds as well as drainage ditches.

Northern Red-legged Frog prefer a complex mosaic of aquatic and terrestrial habitat features. Breeding ponds may be permanent or temporary and include ponds, lake verges, slow moving streams or river systems (3 meters wide or greater). Egg-masses were most numerous in ponds with over 30% forest cover within 200 m from the shore. Breeding, overwintering and foraging sites can overlap, as some frogs hibernate in water and others in surrounding forests. Proximity of breeding, foraging, and overwintering sites to each other varies, but most locations are likely contiguous to some degree. Dispersal distances

of several kilometres from aquatic environments into adjacent riparian and upland forests have been observed. http://ibis.geog.ubc.ca/biodiversity/factsheets/pdf/Rana_aurora.pdf



Lewkowich Engineering Associates Ltd.
geotechnical • health, safety & environmental • materials testing

Wonderful Hotel and Resort Management Ltd.
c/o Herold Engineering Ltd.
3701 Shenton Road
Nanaimo, BC
V9T 2H1

File Number: F2540.01
Date: June 8, 2015

Attention: Mr. Kyle Riley

**PROJECT: PROPOSED ICE PLANT
PORT ALBION, BC**

**SUBJECT: PRELIMINARY GEOTECHNICAL DISCUSSIONS RE:
EARTHWORKS AND GENERAL SITE PREPARATION**

**REFERENCE: Herold Engineering Ltd. drawing titled "Port Albion Ice Plant and Staff
Building, Port Albion, BC, Site Plan," Project No. 3442-002, Drawing No.
A1.1, Revision 3, Dated April 29, 2015 (attached).**

Dear Mr. Riley:

1. Lewkowich Engineering Associates Ltd. (LEA) has been retained by Herold Engineering Ltd. (HEL) on behalf of Wonderful Hotel and Resort Management Ltd. to provide preliminary geotechnical recommendations regarding foundation preparation and general site works relating to the proposed construction of an ice plant. We understand the proposed development is located within the limits of and jurisdictional authority of the Alberni Clayoquot Regional District (ACRD).
2. We understand this report will be submitted as part of a Development Permit (DP) application, and that the subject development falls within the "DP Area IV – Natural Hazard Areas Protection."
3. The subject site and proposed construction on shown on the referenced plan. Note, the proposed ice plant is the subject of this report. The comments, conclusions, and recommendation made herein apply to the ice plant only, and not the "Proposed Future Staff Building" shown on the referenced drawing.
4. Based on the referenced drawing the proposed ice plant has a geodetic Finished Floor Elevation (FFE) of 2.5m. Through conversation with personnel from HEL and the ACRD we understand the proposed FFE value fails to satisfy applicable bylaw and DP Area IV

Client: Wonderful Hotel and Resort Management Ltd.
c/o Herold Engineering Ltd.
Project: Proposed Ice Plant
Port Albion, BC
File #: G2540.01
Date: June 8, 2015
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requirements for FFE in proximity to a watercourse, or in this case the ocean frontage.

5. We understand the current ACRD bylaws and DP Area IV requirements permit construction in proximity to a watercourse, or ocean frontage, if the FFE is 4.0m above the high tide line, and the proposed works possess at least 30m of horizontal separation from the high tide line. Reference Section 8.2.5 (j) of the DP Area IV Guidelines for additional information.
6. To satisfy the FFE requirements HEL has proposed raising the elevation of the proposed ice plant building area through the placement of engineered fill and/or the construction of a retaining wall(s). We understand comments regarding the 30m horizontal separation from the high tide line will be provided by a qualified environmental professional.
7. Based on the information available at the time of this report, it is the opinion of LEA that site grades may be increased in a safe and suitable manner to accommodate the minimum FFE requirements. Through preliminary discussions with HEL we understand the construction of a stacked concrete block wall structure approximately 1.5m in height surrounding the proposed perimeter of the ice plant, and infilling with engineered fill materials and geosynthetic reinforcement would allow the proposed building elevations to satisfy the FFE requirements of the DP Area IV Guidelines.
8. The above comments should be considered preliminary in nature. Construction of the concrete block retaining structure(s) and the placement of any engineered fill, including the placement of any geosynthetic reinforcement, is subject to detailed design and review by this office.

Client: Wonderful Hotel and Resort Management Ltd.
c/o Herold Engineering Ltd.
Project: Proposed Ice Plant
Port Albion, BC
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9. Note, LEA has not made any recommendations regarding a “safe and suitable” Flood Construction Level (FCL) relating to the proposed ice plant construction. The above comments speak to the preparation of a suitable base of support for the proposed ice plant structure relative to what have been interpreted to be the guidelines and requirements of the DP Area IV Guidelines.
10. Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or additional requirements at this time, please contact us at your convenience.

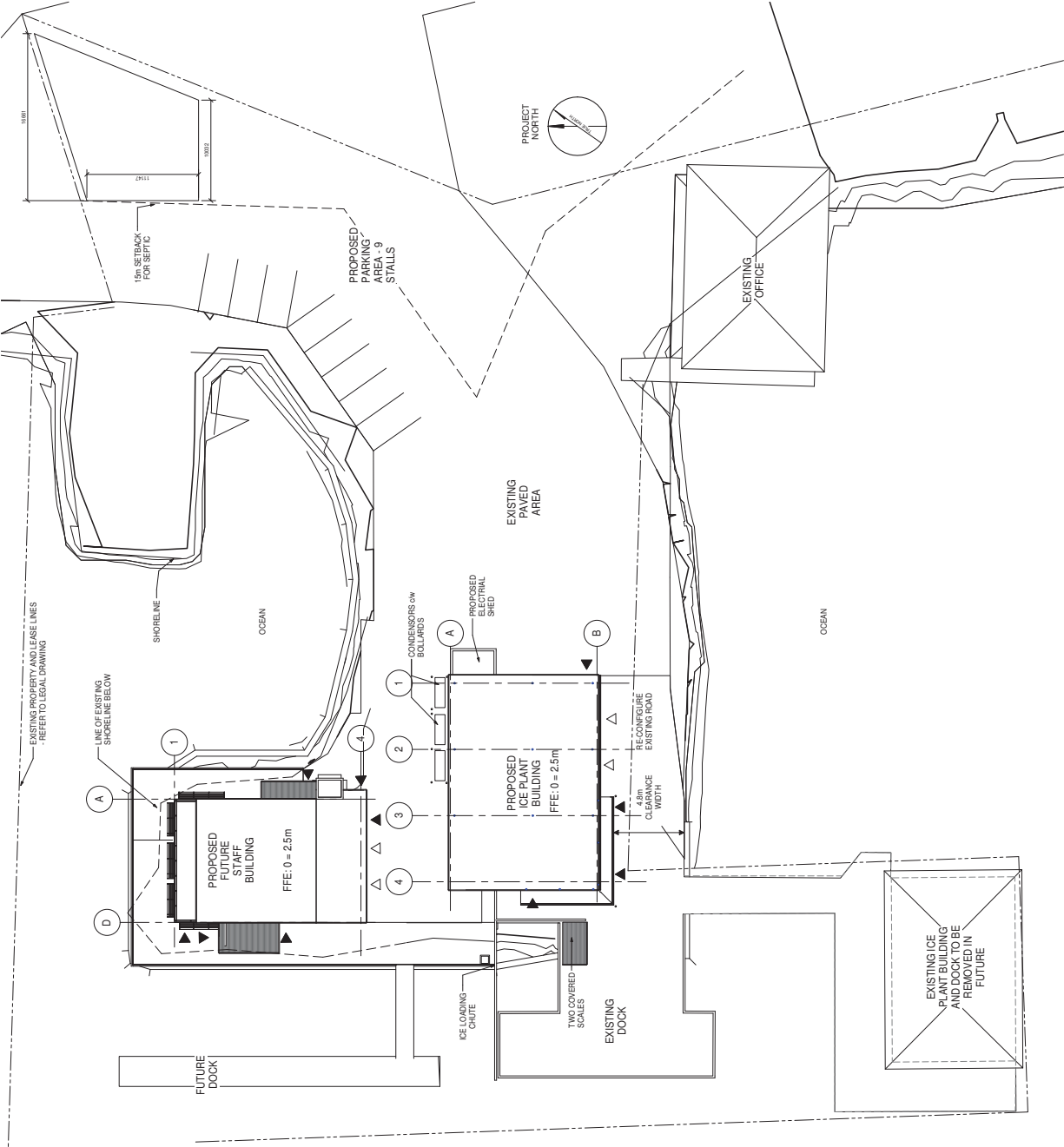
Respectfully Submitted,
Lewkowich Engineering Associates Ltd.



Steve Stacey, B.A., CTech
Technician



Chris Hudec, M.A.Sc., P.Eng.
Senior Project Engineer



PROPERTY INFORMATION
 LEGAL ADDRESS: LOT A, SECTION 83, ALBERNI DISTRICT (SITUATE IN CLAYCOOT DISTRICT PLAN 37133)
 DISTRICT: LOT 785 CLAYCOOT DISTRICT
 DISTRICT: LOT 786 CLAYCOOT DISTRICT
 ZONING: M3 - HEAVY INDUSTRIAL

SITE AREA: EXISTING BASED ON EDGE OF FILL - 420m²
SITE COVERAGE:
 EXISTING COVERAGE:
 SITE OFFICE: 0% ON PILES OVER WATER
 ICE PLANT: 0% ON PILES OVER WATER
 TOTAL: 75m², 2%

PROPOSED COVERAGE:
 ICE PLANT BUILDING: 310m² - 7.4%
 460m² - 11.4%

TOTAL SITE COVERAGE:
 460m² - 11.4%

BUILDINGS:
 BUILDING HEIGHT ICE PLANT: 12.8m
 BUILDING AREA ICE PLANT: 310m²
 GROSS AREA ICE PLANT: 425m²

PARKING:
 9 PARKING STALLS PROVIDED

▲ DENOTES MAIN DOOR LOCATION
 △ DENOTES OVERHEAD DOOR LOCATION

SITE NOTES 2



LOCATION PLAN

ISSUES	
NO	ISSUE
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50	ISSUE

SEE CONSULTANT

PORT ALBION ICE PLANT AND STAFF BUILDING
 PORT ALBION, BC
 WONDERFULL HOTEL AND RESORT MANAGEMENT LTD.
 1 - 604-682-0328

HEROLD ENGINEERING
 3741 Silver Star Trail, Nanaimo, BC, V1P 2P4
 Tel: 250-751-8500
 Fax: 250-751-8501
 Email: info@heroldengineering.com

SITE PLAN	
DESIGNED BY	KAR
DESIGN REVIEW	KAR
DRAWN BY	KAR
DATE PLOTTED	2023-07-11 10:00 AM
CLEARY DRAWING TITLE	3442-002
SCALE	AS INDICATED
REVISED DRAWING	1
DATE	2023-07-11
OF	3

DISTRICT: ALBERNI DISTRICT (SITUATE IN CLAYCOOT DISTRICT PLAN 37133)

March 24, 2015

3442-002/02

Alberni Clayquot Regional District
Planning Division
Development Services Division
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Attn: Michael Irg
Manager of Planning and Development

**Re: Development Permit for Proposed Ice Plant and Staff Building at 1855 Port
Albion Road, Port Albion BC**

Dear Michael:

As part of the submission for Development Permit, we have prepared the following report for the above mentioned project, addressing the objectives of the permit guidelines.

Project Site Description

The project site is located on 1855 Port Albion Road, Port Albion, BC. On the existing site there currently exists an operational Ice Plant situated on a set of piles to the south of the land that comprises the proposed building site. There is also an existing building that is currently being used as an office building. This building is also mostly on piles, however it is accessed via land on the south-east side of the site.

The site itself is an Industrial Zoned lot, and has been occupied with industrial use for decades. The Ice Plant and office buildings are all legacy buildings from when there was a fish processing plant. Remnants of that building can be seen in the north-west side of the site by the piles that still exist.

The extent of the project is to include two buildings; one being a new Ice Plant building, and the second being a storage and Staff Amenity Building. These two buildings will be phased, with the Ice Plant scheduled as the first to go in, and the amenity building to follow shortly after. Both of these buildings will be situated on an outcrop of land that exists on site and currently forms access to the concrete pier.

Zoning

The property is currently zoned as M-3 heavy industrial and is designated as such on the OCP Land Use Map.

Proposed Building, Form and Character

There are two buildings as part of this Development Permit Application. The following paragraphs will provide a description of each of the buildings labeled as "Ice Plant Building" or "Staff Amenity Building". Both buildings are situated adjacent to each other on a small piece of land that protrudes into the Ucluelet Inlet.

These buildings have been designed to work with each other, using similar roof forms, cladding materials and timber accents. The buildings have been situated with the industrial Ice Plant closer to the existing pier, and the Staff and Amenity building isolating itself to the northern portion of the site to remove the roof deck away from the industrial activity on site, and provide an open North-West view to Ucluelet and Ucluelet Inlet beyond.

- **Ice Plant Building**

The Ice Plant building is a pre-engineered steel structure that houses a large ice making machine and the mechanical equipment used to operate it. The building houses a Tally Office on the main level to complete transactions and monitor site activities. On the mezzanine level, there is a small office, as well as a storage area for housing ice totes and folded boxes. There is a forklift accessible overhead door on the upper floor for storage access of larger goods.

From the exterior, the Ice Plant building is a pre-engineered steel structure, with a white wall cladding and a galvalume standing seam steel shed roof. There is a timber framed canopy covering the access doors to the tally office, the stair to the upper floor and the storage room doors.

- **Staff Amenity Building**

The Staff Amenity Building is located to the north of the Ice Plant building, on the small parcel of land that projects into Ucluelet Inlet from the surrounding shoreline. The Staff building is separated from the Ice Plant building with a driveway that is used for access by forklifts, as well as access to the forklift storage that makes up the first floor, along with the workshop and walk in fridge and freezer.

The second floor comprises of a lunch room / break room area as well as a locker room area complete with showers. An additional accessible washroom complete with a private shower.

The third floor of the building contains 2 suite areas, used for emergency overnight stays due to any number of issues a fishing boat could encounter. The fourth floor will remain unfinished at this time, but could house office space in the future. This building will be constructed with a custom steel base, that contains the lower two floors. The upper floors could be steel or wood framed construction, with a floor area of about half of the lower floors footprint. This

allows for a spacious terrace area accessed from the third floor, or the adjacent stair tower.

The terrace area will be contained by a glazed guardrail to take advantage of the view. All four floors are connected by two egress / circulation stairs as well as a full sized elevator accessed from the lobby on the main floor.

The staff building had been integrated with the overall look of the development with a white metal cladding for the rectangular form for the first two floors that tie in with the Ice Plant building. The upper two floors are a vertical board and batten fibre cement board panel in a pre-finished 'Woodstock Brown' colour. All fascia and trim boards on both buildings will be a pre-finished fibre cement board 'Countrylane Red' colour, or painted metal to match.

Finishing off the project is a butterfly roof, with a slope to match the roof of the adjacent Ice Plant building. This is supported by large angled timber columns at the front of the building, providing a large covered deck area on the fourth floor. This timber framing is complimented by the timber details on the canopy supports of the Ice Plant building.

As is evident from the design approach, great care and attention to detail has been applied in utilizing a small section of land and provide two buildings of different use and construction methods elements that will work together within such close proximity. The sloped roof, shared cladding materials and colors will allow both buildings to complement each other while maintaining the main focus on the Staff Building.

Finishing off the final project will be a concrete walkway, a minimum of 2.44m wide that surrounds the buildings. This will be supported by piles over the bank of the existing land space.

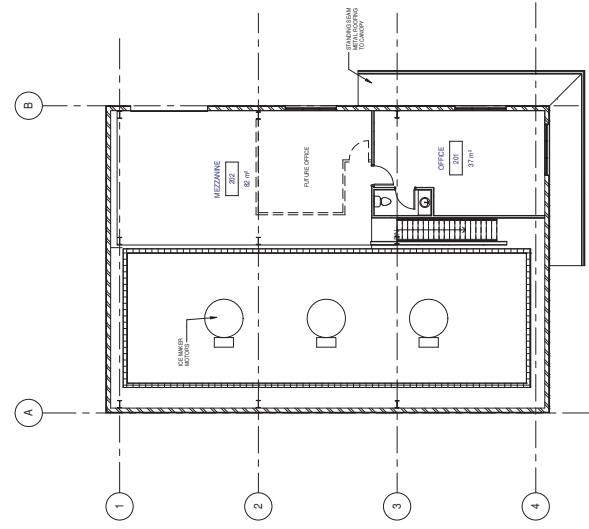
Yours truly,

HEROLD ENGINEERING LIMITED



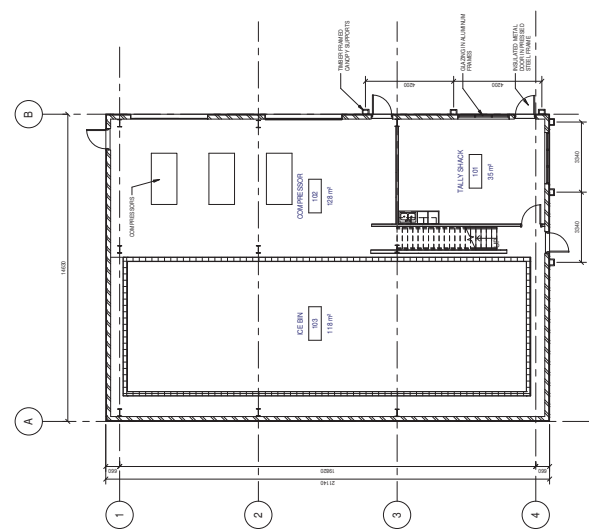
Kyle Riley

NO.	DATE	REVISION
1	10/10/2018	ISSUED FOR PERMIT
2	10/10/2018	ISSUED FOR PERMIT
3	10/10/2018	ISSUED FOR PERMIT
4	10/10/2018	ISSUED FOR PERMIT



ICE PLANT BUILDING UPPER FLOOR 1:100

1 UPPER FLOOR



ICE PLANT BUILDING MAIN FLOOR 1:100

2 MAIN FLOOR

PORT ALBION ICE PLANT AND STAFF BUILDING
 PORT ALBION, BC
 WONDERSPELL HOTEL AND RESORT MANAGEMENT LTD.



ICE PLANT FLOOR PLANS	
DESIGNED BY	KAR
DESIGNED FOR	WONDERSPELL
DRAWN BY	KAR
DATE PLOTTED	10/10/2018
PROJECT NO.	3442-002
CLIENT	WONDERSPELL
SCALE	1:100
NO. DRAWINGS	A22
OF	3
REVISION	

DATE PLOTTED: 10/10/2018 10:50:00 AM

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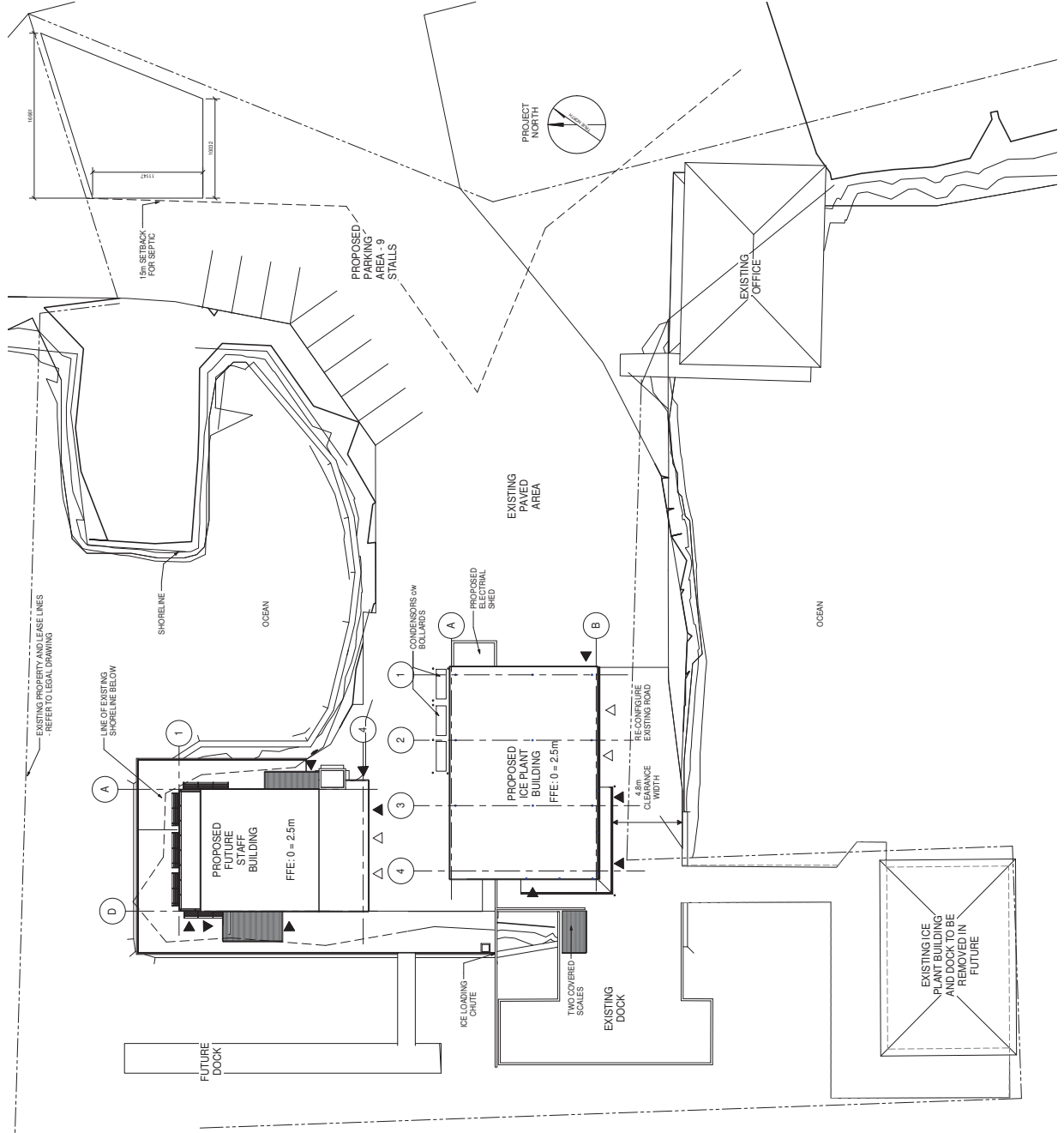
DATE: 10/11/2017
 DRAWN BY: J. BROWN
 CHECKED BY: J. BROWN
 PROJECT NO: 30442-002

PORT ALBION, BC
 WONDERRILL HOTEL AND RESORT MANAGEMENT LTD.
 1 - 660-682-0348

HEROLD ENGINEERING
 3741 Silver Star Trail, Nanaimo, B.C., V9R 2R4
 Tel: 250-751-8500
 Fax: 250-751-8501
 Email: info@heroldengineering.com

DESIGNED BY: KAR	CHECKED BY: KAR	DATE: 10/11/2017	SCALE: AS INDICATED
DESIGN REVIEW: KAR	DATE: 10/11/2017	PROJECT NO: 30442-002	CLIENT: WONDERRILL HOTEL AND RESORT MANAGEMENT LTD.
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DATE: 10/11/2017	PROJECT NO: 30442-002	SCALE: AS INDICATED	CLIENT: WONDERRILL HOTEL AND RESORT MANAGEMENT LTD.

SITE PLAN



PROPERTY INFORMATION
 LEGAL ADDRESS: LOT A, SECTION 83, ALBERNI DISTRICT (SITUATE IN CLAYCOOT DISTRICT PLAN 37133)
 DISTRICT: LOT 785 CLAYCOOT DISTRICT
 DISTRICT: LOT 786 CLAYCOOT DISTRICT
 DISTRICT: LOT 780 CLAYCOOT DISTRICT
 ZONING: M3 - HEAVY INDUSTRIAL
 SITE AREA: EXISTING BASED ON EDGE OF FILL - 420m²
 SITE COVERAGE: 0% ON PILES OVER WATER
 EXISTING COVERAGE: 0% ON PILES OVER WATER
 TOTAL: 75m², 2%
 PROPOSED COVERAGE: 310m² - 7.4%
 460m² - 11.4%
 BUILDINGS:
 BUILDING HEIGHT ICE PLANT: 12.8m
 BUILDING AREA ICE PLANT: 310m²
 GROSS AREA ICE PLANT: 425m²
 PARKING: 3 PARKING STALLS PROVIDED
 ▲ DENOTES MAN DOOR LOCATION
 △ DENOTES OVERHEAD DOOR LOCATION

SITE NOTES 2
 1. CONDENSERS c/w BOLLARDS
 2. PROPOSED ELECTRICAL SHED
 3. RECONFIGURE EXISTING ROAD
 4. 4.8m CLEARANCE WIDTH
 5. EXISTING DOCK
 6. TWO COVERED SCALES
 7. ICE LOADING CHUTE
 8. FUTURE DOCK
 9. LINE OF EXISTING SHORELINE BELOW
 10. 15m SET BACK FOR SEPTIC

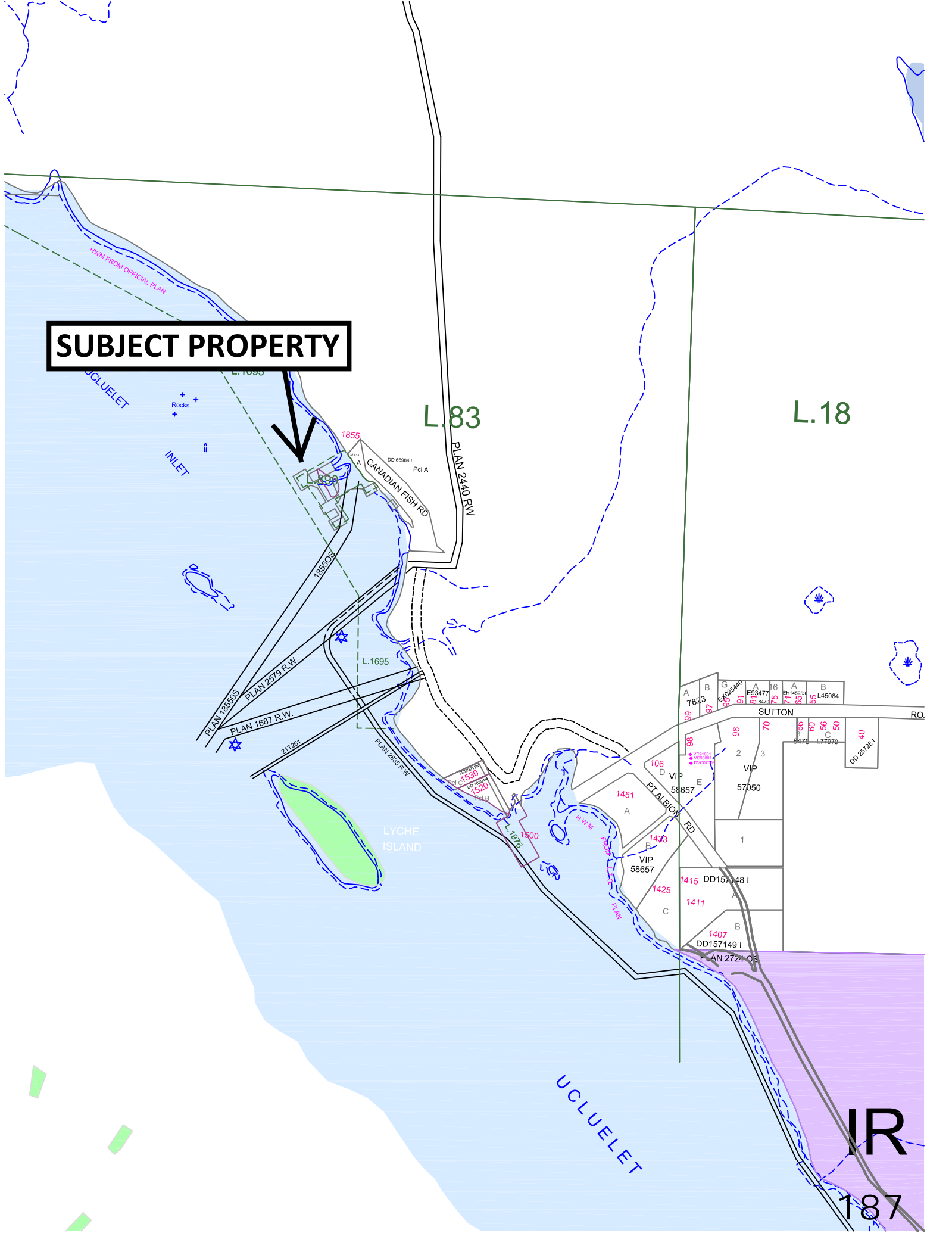


LOCATION PLAN
 1:1





SUBJECT PROPERTY



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187



REQUEST FOR DECISION

To: Board of Directors

From: Mike Irg, Manger of Planning and Development

Date: June 24, 2015

Subject: **LiDAR Data Collection for Bamfield**

Recommendation:

THAT the Board of Directors agree to enter into a contract with Terra Remote Sensing Inc. of Sydney, BC for the collection and processing of LiDAR data for the community of Bamfield at a cost of \$8532.00 plus taxes.

Desired Outcome:

Outcome will be improved ortho photography and spatial data for the remote community of Bamfield.

Summary:

The overall benefit will be a savings of staff time. We will have better tools for assessing planning issues without having to travel. The LiDAR data is accurate to about 10 centimeters, were as current air photos are accurate to within two meters.

Background:

LiDAR (light detection and ranging) is an optical remote-sensing technique that uses laser light to densely sample the surface of the earth, producing highly accurate x,y,z (3 dimensional) measurements. In addition to higher resolution air photos, the LiDAR can be used to measure objects on the ground, including buildings.

Terra Remote Sensing is flying a LiDAR project in the area for the Huu-ay-aht and we are able to partner with them at a considerable cost saving to the Regional District. If we were to initiate this process without a partner the cost doubles.

The ACRD normally partners with other agencies every five years to fly air photos.

Time Requirements – Staff & Elected Officials:

Staff time is minimal.

Financial:

There are funds available in the 2015-19 Financial Plan for mapping. The cost at this time is substantially cheaper as Terra Remote Sensing is flying for the Huu-ay-aht at the same time. Additional funds will need to be budgeted for the anticipated air photos in 2017. This may be adjusted as more opportunities

for LiDAR mapping become available.

Policy or Legislation:

The Board has the option to exempt the requirement for a second quote as per the ACRD purchasing policy as we have this opportunity to partner.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

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

From: Mike Irg, Manager of Planning and Development

Date: June 18, 2015

Subject: Phase Two - Agricultural Plan Implementation Contract

Recommendation:

That the Regional Board accept the Agricultural Plan Implementation contract for the Alberni-Clayoquot Regional District submitted by Eden Tree Farm and Gardening to provide agricultural support services, with the cost of the contract not to exceed \$30,000.

Summary:

ACRD staff sent a Request for Written Quotes to; Heather Shobe and Anna Lewis, Eden Tree Farm and Gardening and Connie Kuramoto, Gardens on the Go Horticultural:

Gardens on the Go Horticulture	\$30,000.00
Eden Tree Farm and Gardening	\$30,000.00

Background:

The Gardens of the Go Agricultural Support Team – Connie Kuramoto, Heather Shobe and Anna Lewis – were contracted by the ACRD in September 2014 to work with staff and the ADC to provide agricultural support services. Following the completion of that contract, the three primary contractors decided to not to continue working together and ACRD staff provided the opportunity for two separate proposals.

Staff recommends the ACRD award the contract to Eden Tree Farm and Gardening, based on the evaluation criteria included in the Request for Written Quotes, which included proposal evaluation, consultant evaluation, and budget. Both proposals were within budget.

A summary of each proposal is attached. The full proposals are available in the ACRD office.

Summary:

In phase one of the implementation project, Gardens on the Go lead a number of agriculture related projects benefitting the entire region. Key deliverables of the project include:

- Developed and compiled information received from detailed surveys that were distributed to farmers, restaurants/food retailers and aquaculture/shellfish operators.
- Partnered with the AV Transition Towns Society and the Alberni Valley Times to publish the first annual Westcoast Growers Guide.
- Hosted a one day educational workshop and speaker event - “Outstanding in Their Fields” – with expert speakers discussing opportunities in farmers’ market development and management, land leasing and developing a community abattoir.
- Researched models and examples of successfully managed farmers’ markets. Met with the City of Port Alberni and local farmers’ market associations to discuss the potential for developing a new farmers’ market.
- Contributed to the annual Alberni Valley Family Farms Day and Islands Agriculture Show events.
- Submitted a grant application to IAFBC to do a feasibility study on developing a community abattoir.
- Compiled a comprehensive list of agricultural grant opportunities.
- Developed a “What’s On Your Fork” branding logo to promote awareness of local food.
- Maintained an “ACRD What’s On Your Fork” Facebook page to promote agricultural events and awareness of food security in the region.

The Agricultural Support Team has submitted a final report entitled “Moving Agriculture Forward in the Alberni-Clayoquot Regional District” which was included in the June 10, 2015 Board agenda attached to the Planning Department Staff report. The report details the work that has already been completed and also sets out recommendations for moving forward.

Time Requirements – Staff & Elected Officials:

The project is estimated to be a six month contract. It is expected that the team would continue to work closely with and report back to the Agricultural Development Committee. Staff time will be required to provide direction and to ensure that the work is specific to the implementation of the objectives and action items in the plan. It is expected that significant planning staff time will continue to be required to liaise with the Agricultural Support Team.

Financial:

The 2015-2019 Financial Plan budgeted \$45,000 in 2015 for Agricultural Plan initiatives. This project has been identified as a priority by the Agricultural Development Committee and staff is recommending that a maximum of \$30,000 be allocated.

Policy or Legislation:

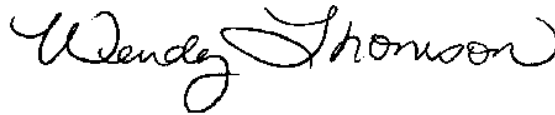
The Agricultural Plan implementation is part of Regional Planning. The Request for Proposals process has followed the ACRD purchasing policy.

The Alberni Valley Agriculture Plan was developed in 2010-2011 by a consultant in cooperation with staff, the Agricultural Advisory Committee and the public. The Plan, which was adopted by the Board in 2011, sets out goals, objectives and action items to support agriculture in the Alberni Valley.



Submitted by: _____

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



Approved by: _____

Wendy Thomson, Manager of Administrative Services

Eden Tree Farm & Gardening

Executive Summary

A viable and thriving agricultural community is the long term goal of the Alberni Valley Agricultural Plan. During the next six months the team will assist the Regional District in initiating Phase Two of the Agricultural Plan and provide the regional district with recommendations for further analysis. The team will focus on the priorities outlined in the final report from the Gardens on the Go Agricultural Support Team – Moving Agriculture Forward in the Alberni-Clayoquot Regional District dated May 12, 2015. Providing reports on a monthly basis, and working in tandem with the Agricultural Development Committee, the team will both implement these priorities and continue to investigate and report on new ideas and initiatives undertaken by the community at large.

Team members have direct farming experience in the Alberni Clayoquot Regional District (ACRD) and strong relationships with a myriad of stakeholders, including those in West Coast communities. These are complimented by previous involvement in both the planning and delivery of new projects and local marketing initiatives. This team has been on the front line of the Agricultural Implementation Project since August 2014, and offers a proven partnership whose diversity of skills ensures a well-rounded and successful approach to a long term and thriving land and sea based agricultural community.

Going forward, the team will follow through with recommendations from the Phase 1 report. These include: the development sites for regional agricultural use, support for the bid to host the 2017 Island Agriculture Show, support of regional Farmers' Markets, recruitment of new farmers to the region, facilitation of relevant workshops and events, a region wide campaign to promote local products and addressing key issues such as the security of water for agricultural use. Emphasis will be on working in collaboration with the broader community and encouraging organizations and individuals in both urban and rural environments. New opportunities will be investigated as they arise while keeping a solid dedication to each identified task at hand.

This proposal also includes an initiative which was not identified in the 'Scope of Work'. The 2011 Agricultural Plan is lacking reference to West Coast Communities and the significant food resources of the region. It is essential and desirable that these resources be brought into a comprehensive regional plan for establishing regional food security. The team has solicited the professional services of a highly experienced sub-contractor in order to support both a grant application for a further study of coastal land and sea based agriculture, including accessing and marketing aquatic resources, and providing important, comprehensive information in order to bring support for aquatic resources into all relevant initiatives.

Implementation of the Agricultural plan, and the introduction of aquatic resources into it, is a significant project with a relatively low budget. As such, a strong focus needs to be placed on securing grant money in order to stretch the budget and keep the process moving forward. The team's dedication to local agriculture, established relationships within ACRD communities when combined with a focused, detailed methodology will keep this project on track, ensuring that deliverables are achieved and that the growth of this important industry continues.

are:

- List existing fish and shellfish processing facilities and their licences, and hence applicability for aquacultural processing
- Develop a matrix of marine species being cultured in BC, other than fin fish, and their potential in the region, including any local history of production, local volumes produced, processing requirements, volumes required to be economic (production and processing) and any other species impediments/limitations
- Determine the potential for local processing and marketing given regulatory and scale requirements for products not presently processed by facilities
- Suggest ways in which local production could be distributed locally if not able to be processed locally e.g. shellfish produced in Tofino being made available for local markets
- Make recommendations as to how the Regional District might be able to assist the sector.

Time Management and Budget

Timeline

The team has chosen to submit a proposal which terminates at the end of February, 2016, for a total project length of 8 months. Firstly, the team understands that the Agricultural Plan Implementation Budget amount of \$30,000 is for the full fiscal year. It is also imperative that the team participate with the 2016 Island Agriculture Show in order to prepare for the 2017 event, and helpful if they are available to assist with updates to the annual Grower's Guide and List of Grants for the community's benefit. Lastly, the team anticipates that grant applications will result in additional funding for the administration of some deliverables, potentially increasing their workload. The team is, however, flexible with regards to project length and can adjust the proposal's timeline if desired by the ACRD.

Budget

Budget Item	Cost
Professional Services, Anna Lewis and Heather Shobe (546 hours x \$50/hour)	\$27,100
Subcontractor, Robert Gunn	\$600
Travel Expenses, 3 trips to Coastal Communities, \$750 4 conferences, \$1000	\$1750
Contingency	\$550
Total Project Cost	\$30,000

The consultants realize that this project has a limited budget to adequately meet all objectives. They have identified specific areas which may require more time than allotted and have decided to offer an in kind donation of time as to ensure the project's success. Where necessary, the consultants will offer up to 20% additional time, in kind, in the specific areas of; meetings with stakeholders, attending Farmers' Markets, soliciting support for the recommended initiatives, filing grant applications and the preparation of the final report.

Delineation of Key Tasks within specified time frame

Key Tasks	Critical Pathway		Hrs	Fee \$						
	Jul	Aug			Sep	Oct	Nov	Dec	Jan	Feb
Project Initiation and Follow Up										\$5,550
Share Final Report and Solicit Feedback			5	\$250						
Engage Subcontractor for shell/fin fish study										
Follow up with Abattoir Study if Application Approved										
Update Grant List and Growers' Guide									10	
Connect with Stakeholders									96	
Support Farmers Market										\$3,100
Meet with Market Boards (includes other coastal networking)									20	
Strategic Planning for Market Assessments									4	
Initiate BI-monthly Advertisements									22	
Conduct Market Assessments									16	
Island Agriculture Show										\$2,550
Solicit Stakeholders									8	
Complete RFP									8	
Meet with Island Ag Show Board									6	
Strategic Planning									6	
Monthly Committee Meetings									12	
Grant Application for Community to Community Forum									3	
Attend Island Agriculture Show in Duncan									8	
Buy-Local Campaign										\$2,150
Apply for Economic Readiness Program Grant									6	
Develop Promotional Material and Standards of Use									6	
Initiate Campaign at Markets and Distribution Outlets									6	
Assist with Local Food Booth at Fall Fair									5	
Oyster Festival, Tofino (Includes other Networking)									20	
Young Agrarians										\$1,150
Initiate Land Leasing and Farm Tour Project with YA									2	
Planning for Land Leasing Workshop and Farm Tour									6	
Write Blog Entry for Young Agrarian Networks									10	
Host Tour and Land Linking Workshop									5	
Planning Charette for Regional Sites for Agriculture										\$1,350
Consult with charette stakeholders, confirm interest									10	
Prepare and Submit Grant Application									10	
Grant Application for Community to Community Forum									3	
Island Coastal Economic Infrastructure Grant Application									4	
Education and Tours										\$2,050
Politician's Tours									8	
Apply for Grant for Workshops									8	
Facilitate Farm Business Workshop									5	
Facilitate West Coast Workshop at Tofino Seedy Saturday									20	
Agricultural Water Study										\$950
Compile and Analyze Background Information									6	
Apply for Grant for Water Study									8	
Facilitate Workshop on Water Conservation and Storage									5	
Agricultural Feasibility Study for Coastal Communities										\$2,350
Engage Subcontractor for shell/fin fish study									2	
Grant Application for Community to Community Forum									3	
Complete Grant Application for Study									10	
Consult with Coastal Stakeholders									32	
Reports to Committee and ACRD										\$5,900
Attend Agricultural Development Committee Meetings									32	
Provide Monthly Report to ACRD and ADC									56	
Final Report									30	
Total Hours									542	\$27,100

Gardens on the Go Horticultural Training and Services

Executive Summary

The Alberni Clayquot Regional District has committed to be 40% food secure by the year 2031. Right now estimates vary, however the average on Vancouver Island is less than 10%. The ACRD includes areas such as Bamfield, Ucluelet and Tofino, which do not have any significant Agriculture, which puts this area further at risk for being food insecure. These areas are fairly isolated, and definitely fall far below the average of food security on Vancouver Island. The ACRD food security plan must help the communities on the west coast become as self sufficient as possible. It must also support the more significant Agricultural sector in the Alberni Valley itself. This diversity creates a huge challenge for the Region.

The ACRD has had the foresight to put an Agricultural Plan in place and has taken steps toward its implementation, however, without the influx of funds from beyond the Regional District it will be difficult to meet their food security goals within the timeline that has been set. Our team is dedicated to accessing as much funding from outside sources as possible to help the ACRD achieve its goal. Funds will be used to assist the farmer in marketing, to make the knowledge of producing food more widespread, to help farmers solve technical problems by introducing them to the latest information on farm management, soil and water management, and the latest equipment. Our team will also work with the farmers on issues of marketing and help to promote the local food movement. They will network and collaborate with already established groups to leverage monies and to avoid duplication in their work. They will help all the communities of the ACRD become more self sufficient in producing food through social media, workshops, and working with community gardens. They will help farmers to lease their land out to new farmers, help promote the ACRD as a food destination, and a good place to come to farm.

The members of our team are all currently actively involved in producing, promoting, and marketing food within the District. They represent a wide range of regions within the district. They have intimate knowledge of the problems and challenges facing the farmer, the marketer, the middle marketer, and the end consumer of food in the region. They have developed an extensive skill set to put to use, and they are excited, ready, willing, and able to find the funds to more fully develop the ACRD's Agricultural Plan and reach their goal of food security.

Timeline

July - 100 hours = \$5000

- Team meeting - 2 hours
- Review grants to check for crucial deadlines. Start work on relevant grants - 20 hours
- Apply for a Growing Forward Grant for Workshops for Fall on Water Management and Land Leasing. 10 hours
- Network with AVTT, Eat West Coast, Tofino Community Food Initiative, Clayoquot Biosphere, Ucluelet Community Food Initiative, the Farmers' Institute, and the First Nations Bands to discover where collaboration on grants and projects is possible - 10 hours
- Attend the Barnyard Bash July 7 6-8pm with Growers Guide and ACRD kids materials. Promote Family Farms Day. 2 hours
- Start work on Family Farms Day including updating maps and Promotion. Look into transportation within Port Alberni and also from the West Coast and more remote First Nations. Look for last minute grants and corporate support that may be available to enhance this event. Find personnel support for farmers for the day of the event. Put into Port Alberni events Calendar and promote on Facebook - 10 hours
- Start helping with organizing and promoting the Apple Pressing event for Autumn -5 hours
- Start organizing a beer and burger fundraiser - 1 hour
- Work with Cloud City Graphics to get T Shirts printed with "What's on Your Fork?" logo. - 1 hour
- Design a pamphlet to raise awareness about the Urban Farming by- laws and make it available at the Farmers' Markets at an ACRD booth at least once a month at each market. - 10 hours
- Design or adapt an already existing format for a Consumer Survey for customers of Farmers' Markets - 4 hours
- Attend all 5 ACRD Farmers' Markets to survey customers. Get permission to attend a Farmers' Market in another location outside of the ACRD to deliver survey for comparative purposes - 10 hours
- Post pictures of Farmers' Markets on Social Media as well as relevant articles. Get approval from ACRD before posting articles. - 2 hours
- Gain information on Island Agriculture Show and what will be needed to host this event - 2 hours
- Communicate with the City of Port Alberni about ideas for Johnson Street Corridor - 1 hour
- Develop a Local Food Survey Contest on Facebook- to get ideas on what people would like to see the ACRD do to promote local food and agriculture - 4 hours
- Attend Ukee Days July 24-26 with the ACRD Agricultural Plan Information and Local Food Survey, ACRD Grower's Guide, information on Family Farm Day - 6 hours
- Look for funding for Fall Apple Pressing event - 5 hours
- Communication with ACRD Ag Committee, including month end report - 5 hours
- Booking and Administration - 4 hours

August- 100 hours = \$5,000

- Team Meeting - 2 hours
- Network with AVTT, Eat West Coast, Tofino Community Food Initiative, Clayoquot Biosphere, Ucluelet Community Food Initiative, the Farmers' Institute, and the First Nations Bands to discover where collaboration on grants and projects is possible - 10 hours
- Seek funding from Canada Post Community Foundation, Public Health Awareness Association, and Coastal Credit Union to help with programs which directly offer education for agriculture and healthy food for children/youth - 20 hours
- Seek funding from the Epicure Foundation to increase local food acquisition and distribution to lower income and elderly residents - 8 hours
- Seek funding through the Buy Local Program and the B C Co operative Association to start a growers co op to help organize and market food within the ACRD - 10 hours
- Seek funding from Growing Forward to host events including Family Farms Days 2016, The West Coast Farm and Garden Show 2016, Seedy Saturday Port Alberni - 25 hours
- Promote Beer and Burger Night - 2 hours
- Attend Tofino Lantern Festival Sunday, August 16 with ACRD Agricultural Plan Information, Local Food Survey, ACRD Grower's Guide, information on Family Farms Day. 6 hours
- Attend the Alberni Food Security and Climate Change Committee Meeting - Thursday, August 6 4:30pm- 2 hours
- Gear up for Family Farms Day, revise maps, get pamphlets printed, help organize and promote, continue to work on transportation and finding help for farmers on the day of the event. Continue to look for and work with corporate sponsors. 12 hours
- Plan exhibit for Fall Fair September 10-13 - 1 hour
- Communication with ACRD Ag Committee and monthly report - 5 hours
- Book keeping and administration - 4 hours

September - 100 hours - \$5000

- Team meeting - 2 hours
- Follow up unfinished business from July and August, including following up on grants applied for, checking for additional grants, revising list of grants, writing any new relevant grants - 20 hours
- Attend all Farmer's Markets with a table with ACRD promo material for Family Farm Days and Workshop, and Consumer Survey - 14 hours
- Work on Community Support for Island Agriculture Show - 10 hours
- Network with Young Agrarians to promote Family Farm Days and Workshop on Water and Land Leasing - 4 hours
- Update social media - 1 hours
- Attend the Alberni Food Security and Climate Change Committee Meeting - September 3 4:30 - 2 hours
- Final prep and help with Family Farms Days - 8 hours
- Alberni Valley Fall Fair - Attend with ACRD Farm Plan - 8 hours

- Follow up on Port Alberni Johnson Street Corridor Improvements. Contact Pam Shaw from the VIU Geography Department to check feasibility of a student project- 2 hours
- Beer and Burger Night for Farmers Institute - Final arrangements and promotion - 1 hours
- Promote Apple Pressing Event and attend and network. - 6 hours
- Organize and promote Water Conservation and Land Leasing Workshop for October- 5 hours
- Communication with ACRD Ag Committee and monthly report - 5 hours
- Administration and book keeping - 4 hours

October - 100 hours = \$5000

- Team meeting - 2 hours
- Network with AVTT, Eat West Coast, Tofino Community Food Initiative, Clayoquot Biosphere, Ucluelet Community Food Initiative, the Farmers' Institute, and the First Nations Bands to discover where collaboration on grants and projects is possible - 10 hours
- Follow up unfinished business from July and August, September including following up on grants applied for, checking for additional grants, revising list of grants, writing any new relevant grants - 30 hours
- Seek funding for an Improving Forage Fields Workshop - 10 hours
- Attend the Alberni Food Security and Climate Change Committee Meeting - 2 hours
- Network with Shellfish Growers and promote Oyster Festival - 10 hours
- Water and Land Leasing Workshop - 12 hours
- Help promote, organize, arrange vendors, caterers and speakers for the West Coast Farm and Garden Show - Includes Meet your Maker, Seedy Saturday, and a Gala Valentine Fundraising Dinner - 10 hours
- Beer and Burger Night Farmer's Institute Fundraiser - Final prep and networking at event - 5 hours
- Communication with ACRD Ag Committee and monthly report - 5 hours
- Administration and book keeping - 4 hours

November - 100 hours - \$5000

- Team meeting - 2 hours
- Network with AVTT, Eat West Coast, Tofino Community Food Initiative, Clayoquot Biosphere, Ucluelet Community Food Initiative, the Farmers' Institute, and the First Nations Bands to discover where collaboration on grants and projects is possible - 10 hours
- Follow up unfinished business from July and August, September including following up on grants applied for, checking for additional grants, revising list of grants, writing any new relevant grants - 30 hours
- Work with Real Estate Companies to promote the Alberni Valley to the Young Agrarians - 5 hours
- Design and get "ACRD supports Shellfish Pamphlets" printed up - 6 hours
- Attend Oyster Festival with ACRD Farm Plan Pamphlets - 10 hours
- Help promote, organize, arrange vendors, caterers and speakers for the West Coast Farm and Garden Show. Includes Meet your Maker, Seedy Saturday, and a Gala Valentine Fundraising Dinner - 20 hours

- Help organize, arrange vendors, speakers, for Port Alberni Seedy Saturday - 8 hours
- Communication with ACRD Ag Committee and monthly report - 5 hours
- Administration and book keeping - 4 hours

December - 50 hours - \$2500

- Team Meeting - 2 hours
- Follow up unfinished for project including following up on grants applied for, checking for additional grants, revising list of grants, writing any new relevant grants - 20 hours
- Final Report - 20 hours
- Final administration and book keeping - 8 hours

Expenses including travel and miscellaneous - \$2500



REQUEST FOR DECISION

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

From: Alex Dyer, Planner

Meeting Date: June 24, 2015

Subject: Proposed Cell Tower – Rogers File W2639 – District Lot 120, Sproat Lake

Recommendation:

- 1) THAT the Board of Directors direct staff to issue a Letter of Land Use Concurrence for Rogers File W2639 noting that the ACRD supports the cell tower location.

Desired Outcome:

To support the construction of a new Rogers Communications 90 metre tall guyed cell tower on property described as District Lot 120 in the Sproat Lake area.

Summary:

SitePath Consulting is representing Rogers Communications in the development of a proposed cell tower in the Sproat Lake area. The proposal was presented to the Sproat Lake Advisory Planning Commission on May 11, 2015 with staff from SitePath and Rogers in attendance. The APC passed a motion at the meeting to support the location of the cell tower with the recommendation that they contact Telus and encourage them to co-locate infrastructure on the tower.

The public consultation period was completed on June 15, 2015. During the public consultation period, Rogers received one (1) comment from the public which stated that the proposed tower would not serve enough customers and suggested an alternate location for the tower. The request for concurrence package that was submitted by SitePath indicated that they addressed the comment and passed on the information to Rogers.

Background:

The public consultation process for the development of a new cell tower site is regulated by Industry Canada. All neighbours residing within 3x the tower height are notified and a notice is

placed in a local newspaper. In this case, there are no residences within 270 metres of the tower height radius (3 x 90m tower) so no neighbour notifications were mailed. The nearest residence is +/- 500 metres from the base of the tower. Notices were placed in the May 7th and 14th editions of both the Alberni Valley Times and Alberni Valley News. The public consultation period lasted for 30 days from the date of the last notice in the newspaper.

Now that the public consultation process is complete, Industry Canada requires that Rogers request a Letter of Land Use Concurrence from the ACRD to complete the process. The letter must confirm that:

- The ACRD is satisfied with Rogers' consultation process, as outlined in Industry Canada's Default Public Consultation Process;
- The tower is a permitted use;
- The proposed design and location are acceptable; and
- That the ACRD has been consulted and concurs with the tower location.

Time Requirements – Staff & Elected Officials:

Minimal staff time to draft the Letter of Land Use Concurrence.

Financial:

No financial impact on the Regional District.


Policy or Legislation:

The federal *Radiocommunications Act* provides the Industry Canada Spectrum Management Operations Branch with a mandate to regulate the development and operation of all radiocommunication and telecommunication infrastructure across Canada.

The property described as District Lot 120, Alberni District is zoned Forest Reserve (A4) District in the ACRD Zoning Bylaw which permits utilities as a principal use.

Options Considered:


- 1) Deny request for a Letter of Land Use Concurrence and invite the applicants to present additional information to the Board.

Submitted by: 

Alex Dyer, Planner



Reviewed by. _____
Mike Irg MCIP RPP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer



SitePath Consulting Ltd.
Suite 1903, 838 West Hastings Street
Vancouver, B.C. V6C 0A6

Telephone: 778-870-1388
Email: briangregg@sitepathconsulting.com
www.sitepathconsulting.com

June 16, 2015

Public Consultation Summary and Land Use Concurrence Request

SitePath Consulting Ltd. ("SitePath") is representing Rogers Communications Inc. ("Rogers") during the public consultation process for a proposed cell tower on the east side of Sproat Lake. Now that the public consultation is complete, SitePath is providing this report to the Alberni-Clayoquot Regional District (ACRD) to summarize the results of the consultation and to request a motion or letter of "land use concurrence" from the ACRD Board.

Rogers Site: W2639 – Sproat Lake II
Prepared For: Alberni-Clayoquot Regional District (ACRD)
Prepared By: SitePath Consulting Ltd., representing Rogers
Brian Gregg, Real Estate & Government Affairs Consultant
Location: Civic Address TBD
Coordinates: 49.268912°, -124.934754° (Source: Google Earth)
Legal Description: District Lot 120E&N, Alberni District, PID: 008-634-556
Land Use Authority: Alberni-Clayoquot Regional District (ACRD)
Zoning: A4 – Forest Reserve District

Objective

- Rogers has identified that there is currently no wireless service for its customers on the east side of Sproat Lake. As a result, Rogers is proposing to install a new 90-meter guyed cell tower in order to provide new coverage.
- The proposed facility will provide high-speed, high bandwidth cellular service to the Sproat Lake community and improve public safety through the enablement of mobile communication with emergency responders. This is particularly important given that 70 percent of all calls to 911 are now placed through mobile devices.

Description of Proposed Site

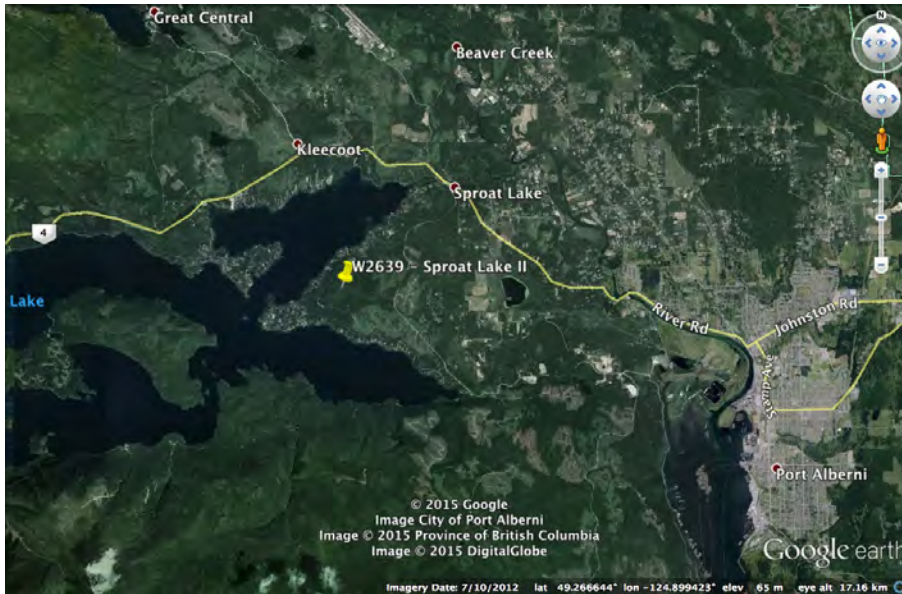
- Rogers is proposing the construction of a 90-meter guyed cell tower on a large private property owned by Island Timberlands.
- If constructed, all of the equipment necessary to operate this facility will reside within an approximately 165 meter x 165 meter area.
- The tower is to be setback approximately 500 meters from the nearest residences.
- Applications to both NAV Canada and Transport Canada have been filed in order to determine any potential lighting or painting requirements for aeronautical safety. NAV Canada indicated that the tower will require painting to their standards but that no lighting is necessary.
- As the existing A4 zoning permits utilities, the proposal is permitted from a local land use policy perspective.



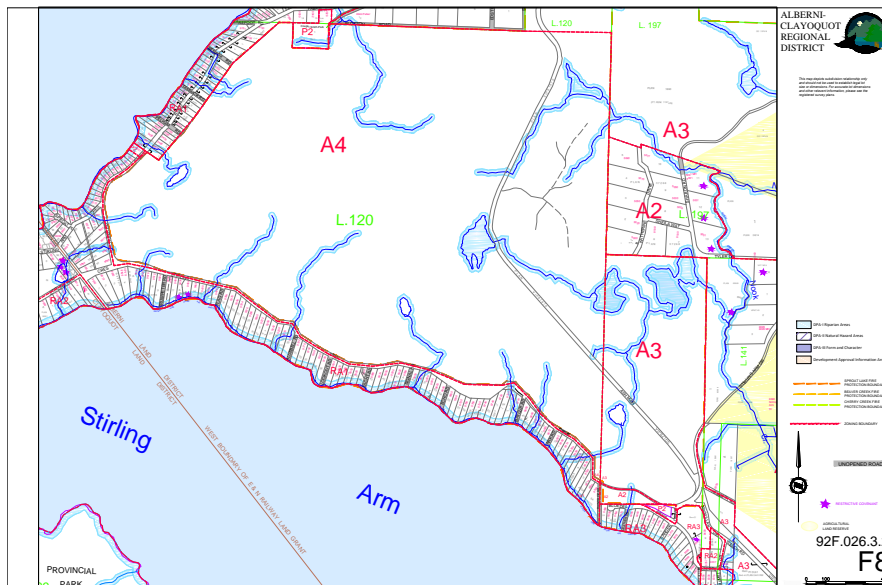
SitePath Consulting Ltd.
Suite 1903, 838 West Hastings Street
Vancouver, B.C. V6C 0A6

Telephone: 778-870-1388
Email: briangregg@sitepathconsulting.com
www.sitepathconsulting.com

Aerial Photograph (Source: Google Earth)



Zoning Map (Source: ACRD)





Existing Structures

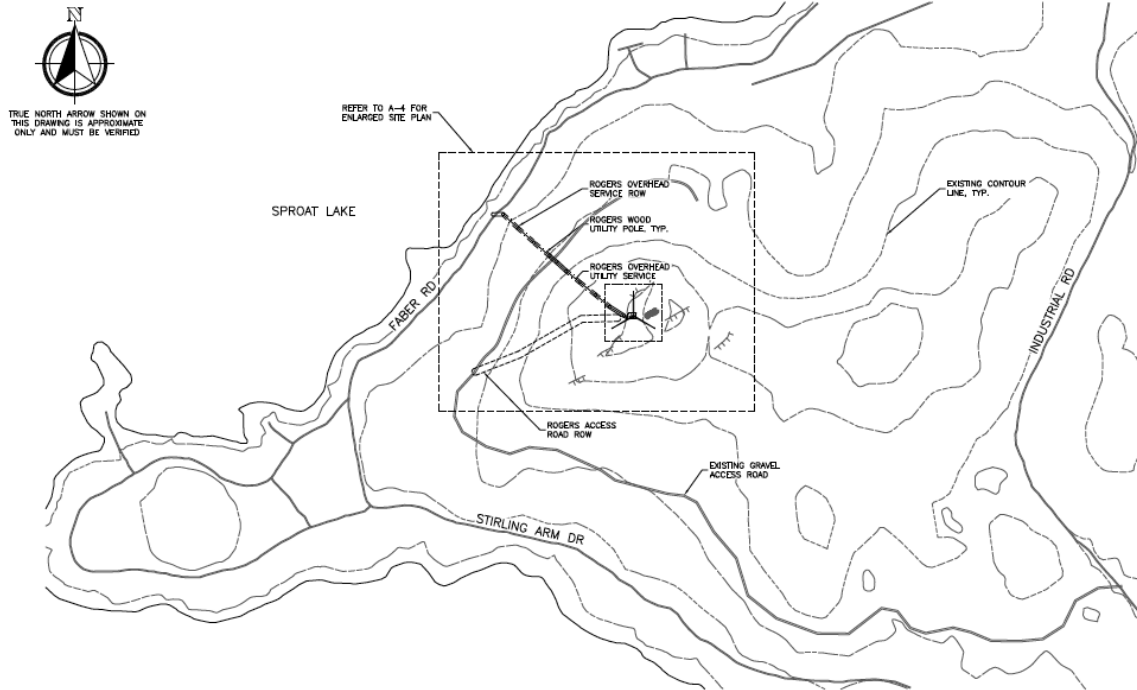
Structure Type and Address	Coordinates	Height (Approximate)	Details
N/A	N/A	N/A	N/A

- Rogers has reviewed all existing structures within the search area and has confirmed that there are no existing antenna-support structures of a suitable height that would provide dependable wireless service.

Visibility

- The proposed tower site location will be visible from some vantage points on Sproat Lake and the surrounding area(s).
- Rogers has selected a location that is setback from the adjacent residences to mitigate potential view disturbances to the extent possible.

Site Plan



Elevation Plan – Tower Profile (for discussion purposes only)

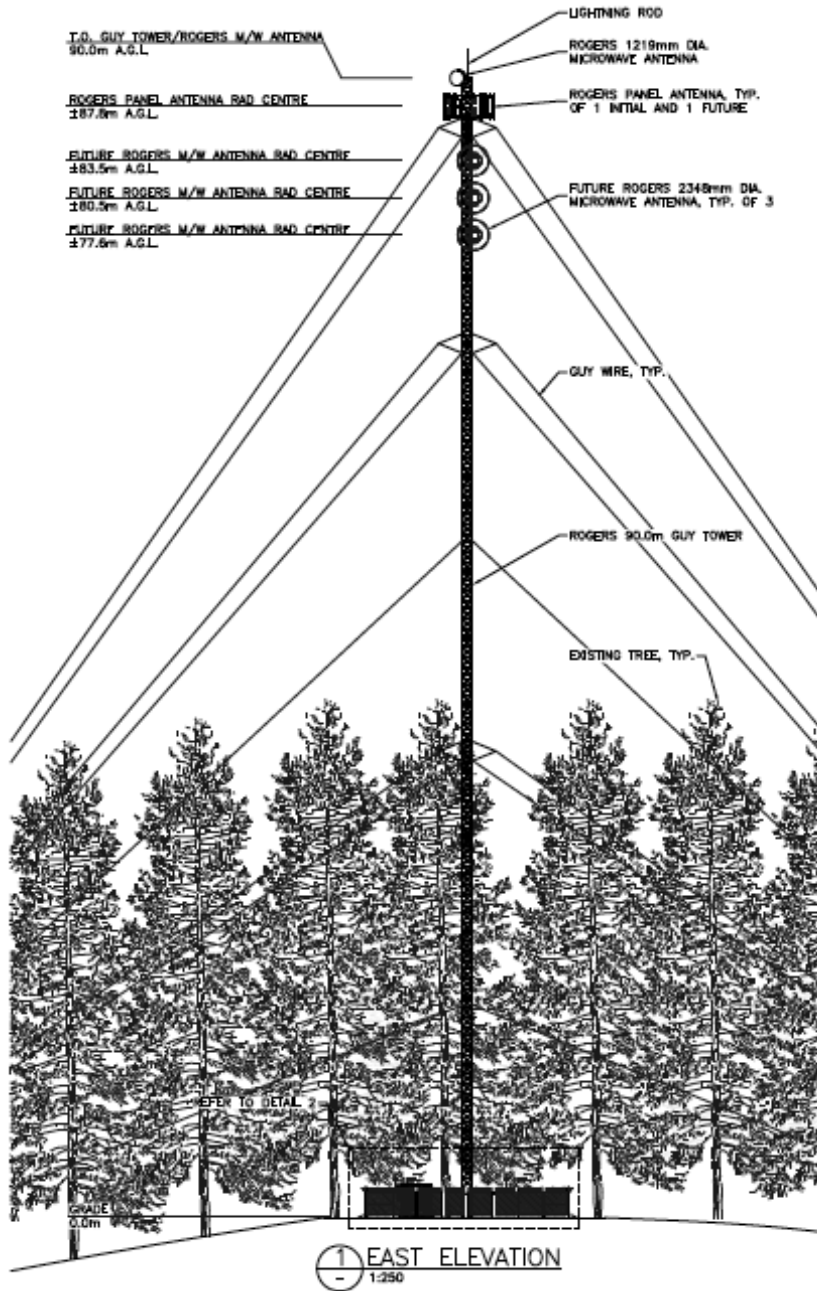


Photo Simulation (for discussion purposes only)
View looking east from 9350 Faber Road



Photo Simulation (for discussion purposes only)
View looking south from 9229 Faber Road





SitePath Consulting Ltd.
 Suite 1903, 838 West Hastings Street
 Vancouver, B.C. V6C 0A6

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 Email: briangregg@sitepathconsulting.com
www.sitepathconsulting.com

Public Consultation Summary

The subject property is privately owned and falls within the Alberni-Clayoquot Regional District (ACRD). As the ACRD does not have a Council-adopted telecommunications protocol, the ACRD is required to follow the Industry Canada Default Public Consultation Process. The tower is proposed to be 90 meters tall and, as a result, Rogers completed the following steps as required by Industry Canada:

- Notified all property owners within 3 x the proposed tower height. There were zero (0) property owners within the 270-meter notification radius and, as a result, Rogers made a presentation at the ACRD Advisory Planning Commission Meeting on May 11th, 2015 as requested by ACRD staff.
- Placed a notice in a local paper welcoming public comments within the Industry Canada prescribed timelines. Rogers posted notices in both the Alberni Valley News and Alberni Valley Times on May 7th and May 14th, 2015 and provided until June 15, 2015 for any members of the public to provide comments.

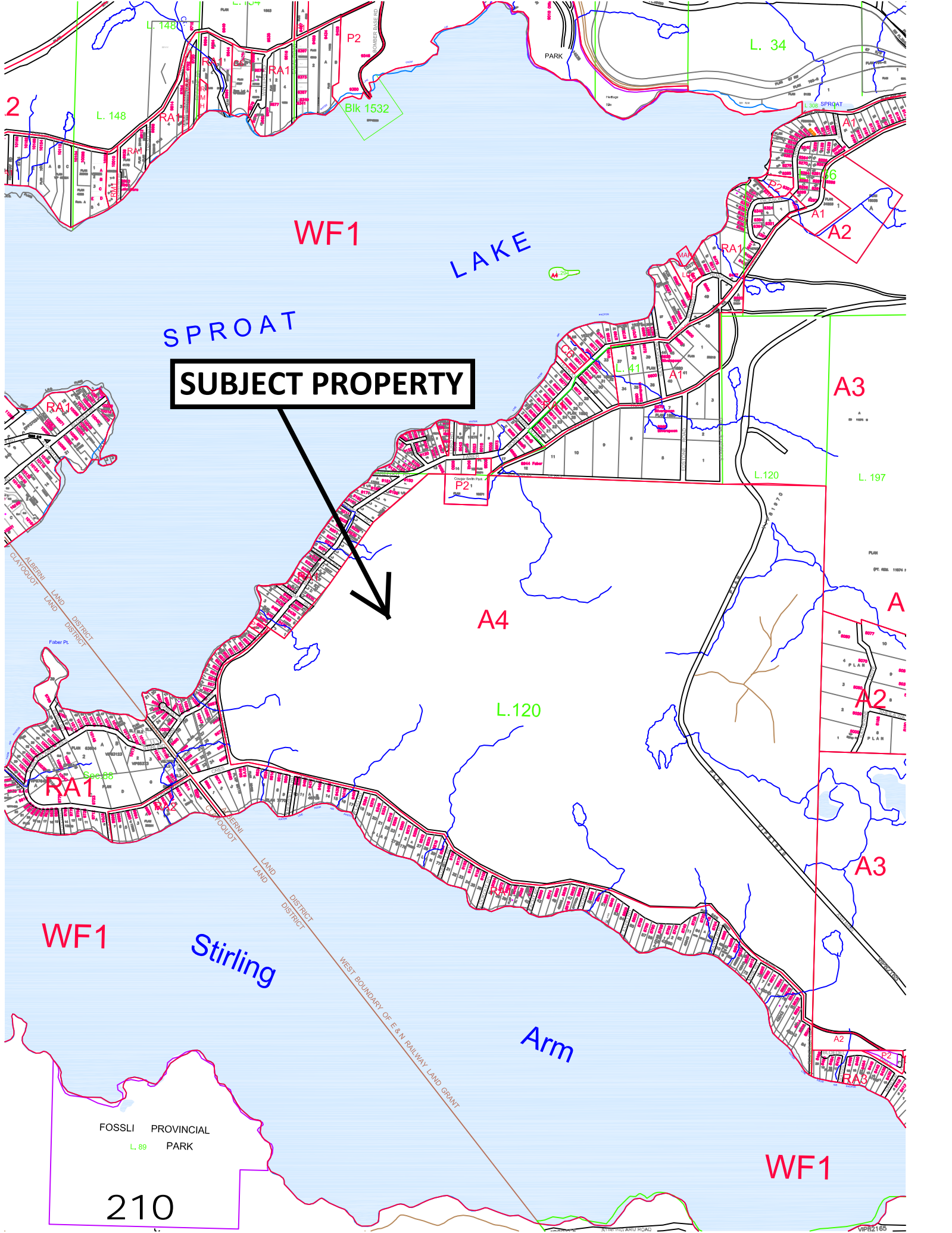
During the public consultation period, Rogers received only one (1) comment as follows:

Contact Information	Date of Comment(s)	Form of Comment(s)	Comments Provided	Response Provided
Steven C. Emmonds 10056 Blower Rd Port Alberni, BC. ph: 250-723-1373 steven.emmonds@gmail.com	May 20, 2015	Email	Steven stated that the proposed tower location will not service enough customers. He suggests an alternative tower location at the corner of the Tolino Hydro Line at 49 deg 18min 18.01sec N by 124deg 59min 24.00sec W. at elevation 748ft.	Via email - May 20, 2015 We thanked Steven for his comments. We noted that the alternative location has been shared with Rogers. We further indicated that the current proposed tower location was carefully selected to service as many customers as possible while also ensuring "line of site" to Rogers' adjacent cell tower which is required in order for the network to operate. We informed Steven that we would follow-up with him if the alternative location is viable.

Now that the public consultation is complete, Rogers is required by Industry Canada to request a motion or letter of land use concurrence from the ACRD Board as the relevant land use authority. Although Rogers is exclusively regulated by the Federal Government, Industry Canada requires Rogers to consult with the relevant land use authority as a commenting body in the siting of antenna support structures. As a form of comment, Rogers is requesting concurrence from the ACRD Board in the form of a resolution or a letter that addresses the following items:

- The ACRD is satisfied with Rogers' consultation process, as outlined in Industry Canada's Default Public Consultation Process;
- That the proposed tower is a permitted use;
- The proposed design and location is acceptable;
- That the ACRD has been consulted and concurs with the tower location.

We seek your guidance in how the ACRD would like to respond to this request for concurrence and what form (a letter or resolution) would best fit the ACRD process. If you would like some examples of either a letter or resolution we can provide these to you and work with you to develop one that works with the both the ACRD and Industry Canada requirements.



SUBJECT PROPERTY

WF1

LAKE

SPROAT

A4

L.120

A3

L. 197

A

A2

A3

WF1

Stirling

Arm

A2

WF1

FOSSLI PROVINCIAL
L. 89 PARK

210



REQUEST FOR DECISION

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

From: Alex Dyer, Planner

Meeting Date: June 24, 2015

Subject: Proposed Cell Tower – TELUS File BC0294 – 10695 Lakeshore Road

Options:

- 1) THAT the Board of Directors deny the request for a Letter of Land Use Concurrence and invite the applicants to provide additional information to the Board.
 - 2) THAT the Board of Directors direct staff to issue a Letter of Land Use Concurrence for Rogers File W2639 noting that the ACRD supports the cell tower location.
-

Recommendation:

- 1) THAT the Board of Directors deny the request for a Letter of Land Use Concurrence and invite the applicants to provide additional information to the Board.**
-

Desired Outcome:

To work with TELUS to better address the neighbourhood concerns with locating a 60 metre self supported cell tower on property located at 10695 Lakeshore Road in the Sproat Lake area.

Summary:

The Altus Group is representing TM Mobile Inc. (TELUS) in the development and public consultation of a proposed 60 metre telecommunications tower structure to improve wireless communications in the Sproat Lake area. The tower will be self supported with the 20 metre by 20 metre site secured by a chain link fence enclosure. All necessary equipment to operate the tower will reside within an equipment shelter at the base of the tower. The request stated a number of advantages to locating the tower at 10695 Lakeshore Road including the distance from dense residential land use, heavy foliage to screen the tower from view, available hydro and access and proximity to the highway for the purpose of improving road safety and coverage

for emergency phone calls.

The public consultation period was completed on June 17, 2015. During the public consultation period, TELUS received fifteen (15) comments from the public. TELUS responded to each comment and attempted to address the expressed concerns. There is a detailed summary of all 15 responses received included within the report, which is attached to this memo as Appendix A. The specific comments received are detailed in the report however in general terms eight (8) residents had specific concerns, expressed opposition or suggested relocation, four (4) residents were supportive and two (2) residents requested additional information. The concerns raised included impact on health, aesthetics, tourism and ecological impact. The comments received that were supportive discussed the need for better coverage and service for safety reasons.

A petition was also submitted to the Altus Group by email on May 20, 2015 with 22 signatures opposing the location of the proposed tower. The petition is attached to this memo as Appendix B.

Background:

The public consultation process for the development of a new cell tower site is regulated by Industry Canada. All neighbours residing within 3x the tower height are notified and a notice is placed in a local newspaper. In this case, there are 11 residences within 180 metres of the tower height radius (3 x 60m tower) and TELUS expanded the mail out to include 13 neighbouring properties. Notices were placed in the April 14th and 23rd editions of the Alberni Valley News and the April 14th and 27th editions of the Alberni Valley Times.

Now that the public consultation process is complete, Industry Canada requires that TELUS request a Letter of Land Use Concurrence from the ACRD to complete the process. The letter must confirm that:

- The ACRD is satisfied with TELUS' consultation process, as outlined in Industry Canada's Default Public Consultation Process;
- The tower is a permitted use;
- The proposed design and location are acceptable; and
- That the ACRD has been consulted and concurs with the tower location.

Time Requirements – Staff & Elected Officials:

Minimal staff time to draft the Letter of Land Use Concurrence.


Financial:

No financial impact on the Regional District.

Policy or Legislation:

The federal *Radiocommunications Act* provides the Industry Canada Spectrum Management Operations Branch with a mandate to regulate the development and operation of all radiocommunication and telecommunication infrastructure across Canada.

The property located at 10695 Lakeshore Road is zoned Rural (A2) District. Section 6.19 of the ACRD Zoning Bylaw allows minor utilities in all zoning districts up to a maximum site area of 0.2 hectares. The proposed lease area is 0.04 hectares in area.

Submitted by: 

Alex Dyer, Planner


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



Russell Dyson, Chief Administrative Officer

REQUEST FOR CONCURRENCE

**PROPOSED 60 metre TELECOMMUNICATIONS
STURCTURE AT 10695 Lakeshore Road**

06/17/2015



June 17, 2015

Board of Directors

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

**Re: Request for Concurrence, proposed Telus Telecommunications Tower
(Our File: BC0294)**

Dear members of the board,

TELUS is requesting that the Alberni-Clayoquot Regional District issue a Letter of Concurrence for the proposed telecommunication tower at 10695 Lakeshore Road. The proposed site for the installation of the telecommunications tower is located on a A2 – Rural District zoned property adjacent to a commercial property.

Approximate Site Coordinates: **LATITUDE:** 49.284115N **LONGITUDE:** -124.978848W

Type:	Self-Support Tower
Height:	60m
Legal Description:	Lot A, District Lot 204, Alberni District and Section 91, Clayoquot District, Plan 31720

Overview

TM Mobile Inc. (TELUS) is proposing to build a new telecommunications facility in the Sproat Lake area at the above-noted property as part of its commitment to providing reliable wireless services to meet the community’s business, personal and emergency needs. TELUS has determined that improvements in wireless services are required based on detailed analysis of existing wireless services and customer input.

TELUS’ Proposal

TELUS is proposing a new 60 metre self-support telecommunications tower structure with associated equipment for improved wireless communications. All of the equipment necessary to operate this facility will reside within an equipment shelter located at the base of the facility (see **Elevation of Proposed Tower and Equipment Shelter**). The facility will be secured with a chain-link fence enclosure. Access to the facility will come via an existing access off of Lakeshore Road (see **Site Plan**).

Rationale for Site Selection

There are a number of factors that TELUS considers prior to proposing a site for a new wireless facility. Typically these factors include opportunities to use existing structures, zoning, neighboring land uses, ability to enter into a long term statutory right of way for use of lands, local terrain, opportunities to

screen the tower with natural vegetation, construction feasibility and the ability to provide radio frequency improvements to the targeted areas and line of sight to these areas. This site best met these requirements while optimizing improvements in the area.

The proposed site is located on a rural-zoned property. The site is zoned Rural District (A2). There are no registered existing telecommunication towers over 15 meters in height within 3km of this site, as such co-location was deemed infeasible.

Advantages of the proposed site include:

- Distanced from dense residential land use.
- Heavy foliage will help to screen tower from view of residential and recreational properties.
- Readily available power as well as good site access; this minimizes the environmental impact that can result from tree clearing and road constructions on heavily forested inaccessible sites.
- Proximity to Highway for the purpose of improving road safety and coverage for emergency phone calls.
- Greater than 15 meters from minor watercourse and greater than 30 meters from major watercourse.
- No geotechnical concerns (as had been the case with an alternate site considered).

Transport Canada and NAV Canada Requirements

Transport Canada and NAV Canada regulate aeronautical safety for flight paths and airport operations. At times, Transport Canada and NAV Canada may require telecommunications structures to be painted and/or include a beacon/lighting. The facility will be lighted and/or marked in accordance with Transport Canada and NAV Canada requirements.

Health Canada

Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

For more information on Safety Code 6, please refer to Health Canada's website:

<http://www.hc-sc.gc.ca/ahc-asc/media/fr-ati/2014/2014-023fs-eng.php>

Consultation with the Alberni Clayoquot Regional District

Industry Canada has exclusive jurisdiction over the placement of wireless telecommunications facilities; it requires service providers to consult with the land use authority and the general public regarding new installations. The consultation process is intended to provide an opportunity to address land use concerns while respecting federal jurisdiction over the installation and operations of telecommunications systems. To this end TELUS consulted with the Regional District in an attempt to ensure that the site selected met local planning considerations and also prior to commencing the public consultation process. TELUS met with the Sproat Lake Advisory Planning Committee on April 20th to answer any questions they may have and to discuss the proposed site

Public Consultation

In addition to consulting with the ACRD, TELUS has consulted with the public in the area.

TELUS is required to mail notifications to all properties within three times tower height, however in this case TELUS chose to expand that notification radius to include a number of additional properties that may have a view of the tower. TELUS is also required to list a public notice in two editions of a local paper; at the request of the ACRD, notices were placed in two consecutive editions of two local newspapers (The Alberni Valley Times and the Alberni Valley News) during the commenting period.

The CPC comment period calls for a period of 30 days, though TELUS extended the period by 7 days to allow for delivery of notices, and accepted comments for an additional three days after the deadline as a courtesy.

Comments were received from 15 members of the public. Each comment was responded to by TELUS. A summary of comments received from the public as well as TELUS' responses is included at the end of this report.

Alternate sites considered and disqualified:

Prior to moving forward with the proposed site, TELUS investigated and assessed over eight sites since early 2014, disqualifying each for many reasons including but not limited to: geotechnical concerns, environmental considerations and their proximity to watercourses, inability to secure access or come to terms with owners over the rights necessary for the land tenure required.

The map below illustrates two of the prospective areas assessed by TELUS. These sites were also recommended in the APC meeting and/or by the public. In the case of the hill highlighted in green, this site was initially pursued, however due to construction complexities and inability to secure land tenure in a timely manner, the area was not considered beyond initial site visits. As such, this site was disqualified. The area highlighted in orange below although providing necessary elevation required for coverage objectives, TELUS has been unable to obtain the necessary land tenure from the same owners in the past in other locations considered for this area. As such, this site was also disqualified.



Request for Concurrence

TELUS believes that meaningful public consultation has been undertaken for the siting of this proposed tower. TELUS believes that the current proposed location is best suited to optimize the cellular network and provide improved coverage while ensuring minimal impact to residential uses. **TELUS is requesting that District issue a Letter of Concurrence.**

Please feel free to contact the undersigned should you have any questions or concerns.

Kind Regards,



Leifka Vissers, MPlan, B.A.
Municipal Relations Specialist
Altus Group (Agents for Telus)

Public Consultation Overview

Site ID:	BC0294 – Sproat Lake
Proposal:	60m Self-Support Tower at 10697 Lakeshore Road, Port Alberni, BC
Public Comment timeline:	April 7 th to May 14 th , 2015

Overview of Public Consultation Process

While Industry Canada (IC) has exclusive jurisdiction over the placement of wireless telecommunications facilities, it requires service providers to consult with the local land-use authority and the general public regarding new installations. The ACRD does not have a telecommunications tower siting consultation policy; therefore TELUS followed IC's Default Public Consultation Process which includes contacting all properties that are located within three (3) times the pole height. In this instance that would have meant notifying the owners of 11 properties, however TELUS elected to expand the radius to include an additional 4 properties. Mailed notices were sent to the registered owners of 13 neighboring properties (two properties had duplicate owners) allowing a 30-day commenting period plus 7 days for delivery of notices. Further, notices were placed in two local newspapers for two consecutive issues (see **Newspaper Tear Sheet**)

Outcome of Public Consultation

Within the consultation timeline of 30 days (plus 7 for delivery), responses were received from 15 members of the public. TELUS responded to each comment via email, phone or fax and attempted to clarify any questions or address concerns within the letters. Samples of the responses from TELUS are included at the end of this report, as is a comprehensive summary of the comments received.

The proposed site has been selected with good planning practice, and is an appropriate fit within the surrounding land uses. At this juncture, TELUS respectfully requests from the Alberni-Clayoquot Regional District a resolution to our proposed installation, in the form of a letter of concurrence.

Consultation Summary

Residents Notified:	15 properties, 13 separate landowners/notices
Comments Received:	15 comments from the public.
Outcome:	TELUS requests concurrence

List of Attachments

1. Sample of Public Notification Package mailed to neighboring landowners
2. Newspaper Tear Sheets
3. List of landowners notified
4. Scanned copies of notification package envelopes mailed to landowners
5. Comments Summary

6. Request for Improved Cell Phone Coverage – ACRD Board of Directors

1. Sample of Public Notification Package mailed to neighboring landowners



April 7th, 2015

To: Property Owner/Current Resident

Re: Proposed TELUS Telecommunications Facility - Notification Package

Legal Description: Lot A, District Lot 204, Alberni District and Section 91, Clayoquot District, Plan 31720

Municipal Address: 10695 Lakeshore Road

PID: 001-136-780

TELUS File: BC0294

Background and Purpose

TM Mobile Inc. (TELUS) is proposing to build a new telecommunications facility in the Alberni-Clayoquot Regional District, BC at the above-noted property as part of its commitment to providing reliable wireless services to meet the community's business, personal and emergency needs. TELUS has determined that improvements in wireless services are required based on detailed analysis of existing wireless services and customer input.

TELUS' Proposal

TELUS is proposing a new 60-metre self-support telecommunications tower structure with associated equipment for improved wireless communications. All of the equipment necessary to operate this facility will reside within an equipment shelter located at the base of the facility (see **Elevation of Proposed Tower and Equipment Shelter**). The facility will be secured with a chain-link fence enclosure. Access to the facility will come via an existing access off of Lakeshore Road (see **Site Plan**).

Approximate Site Coordinates: **LATITUDE:** 49.284145 N **LONGITUDE:** -124.978632W

Transport Canada and NAV Canada Requirements

The facility will be lighted and/or marked in accordance with Transport Canada and NAV Canada requirements.

Rationale for a New Tower Site

TELUS is responding to the demands of the community for improved wireless service for personal and business communication, convenience and personal security. The facility will improve service to TELUS customers that use personal communications devices such as mobile phones, tablets and laptops in the Port Alberni/Sproat Lake area and along portions of the Pacific Rim Highway (Highway 4).

Health Canada

Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6*,

as may be amended from time to time.

For more information on Safety Code 6, please refer to Health Canada's website:

http://www.hc-sc.gc.ca/ahc-asc/media/ftr-ati/_2014/2014-023fs-eng.php

Community Consultation

While Industry Canada (IC) has exclusive jurisdiction over the placement of wireless telecommunications facilities, it requires service providers to consult with the local land-use authority and the general public regarding new installations. The Alberni-Clayoquot Regional District does not have a telecommunications tower siting consultation policy, therefore TELUS is following IC's Default Public Consultation Process which includes contacting all properties that are located within three (3) times the pole height (in this instance approx. 120m). Accordingly, because your property falls within or near the required radius, TELUS is consulting with you on this proposed facility.

This consultation process is intended to provide an opportunity to address land use concerns while respecting federal jurisdiction over the installation and operations of telecommunications systems. The Alberni-Clayoquot Regional District and Industry Canada have also been notified as part of our application, and the general public will be notified via a public notice in the local newspaper which will circulate for 2 consecutive weeks.

Any inquiries that are received as a result of this notification will be logged and submitted to the Alberni-Clayoquot Regional District and IC as part of TELUS's commitment to consult.

Environment

TELUS attests that this facility is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.

Structural Considerations

TELUS attests that the proposed telecommunication structure described in this notification package will be constructed using good engineering practices and to the standards of the National Building Code.

Industry Canada – General Information

General information regarding telecommunications systems is available on Industry Canada's website (http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html).

Contacts

1. TELUS

c/o: Leifka Vissers
Altus Group Ltd. Agents for TELUS
Phone: (778) 329-9292
Fax: (604) 683-5594
Email: comments.agi@altusgroup.com
1040 West Georgia Street, Suite 630
Vancouver, BC V6E 4H1

2. Industry Canada

Manager, Victoria Office
1230 Government Street, Room 430
Victoria BC V8W 3M4
Tel.: 250-363-3803
Tel.: 1-800-667-3780
Fax: 250-363-0208
Email: Victoria.District@ic.gc.ca
Web: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01702.html

3. Alberni-Clayoquot Regional District

Alex Dyer, Planner
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Tel: 250-720-2708
Fax: 250-723-1327
Email: adyer@acrd.bc.ca

Should you have any specific questions or comments regarding TELUS' proposal, please contact those listed above or return the attached comment- sheet via fax to (604) 683-5594, by email to comments.agi@altusgroup.com, or by mail to TELUS c/o Altus Group **prior to May 14th, 2015**

Regards,



Leifka Vissers
Municipal Relations Specialist
Altus Group Infrastructure
On Behalf of TELUS

Attachments:

Comment Sheet
Location Map and Site Plan
Elevation of Proposed Facility and Equipment Shelter
Conceptual Photo Renderings



Comment Sheet – BC0294

Send by Fax to (604) 683-5594, email to comments.agi@altusgroup.com
or mail to TELUS c/o ALTUS Group,
1040 West Georgia Street, Suite 630, Vancouver, BC V6E 4H1

**Proposed TELUS Telecommunications Facility
Alberni-Clayoquot Regional District; Sproat Lake, BC**

1. Are you a cellular telephone or wireless device user?

- Yes No

2. Do you feel this is an appropriate location for the site in this area?

- Yes No

3. Are you satisfied with the appearance/design of the proposed facility? If not, what changes would you suggest?

- Yes No

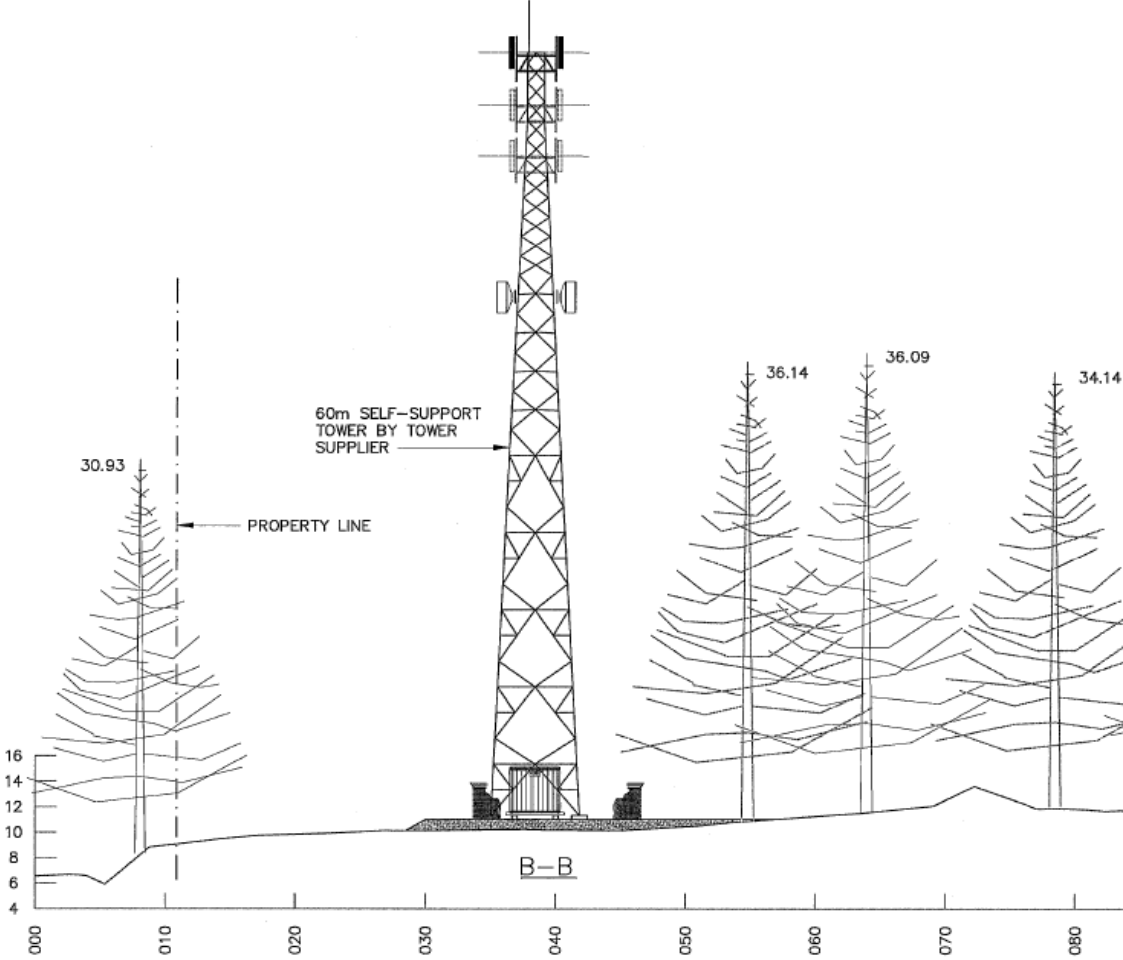
Additional comments:

Please provide your name and full mailing address. This information will not be used for marketing purposes. However, your comments will be forwarded to Industry Canada and the District of Chetwynd.

Name: _____
(Please print clearly)

Mailing address: _____

Tower Profile – South Elevation



SOUTH-WEST ELEVATION

Conceptual Photo Renderings

View of proposed tower from Pacific Rim Highway at intersection with Kimola Rd.

Before:



After:

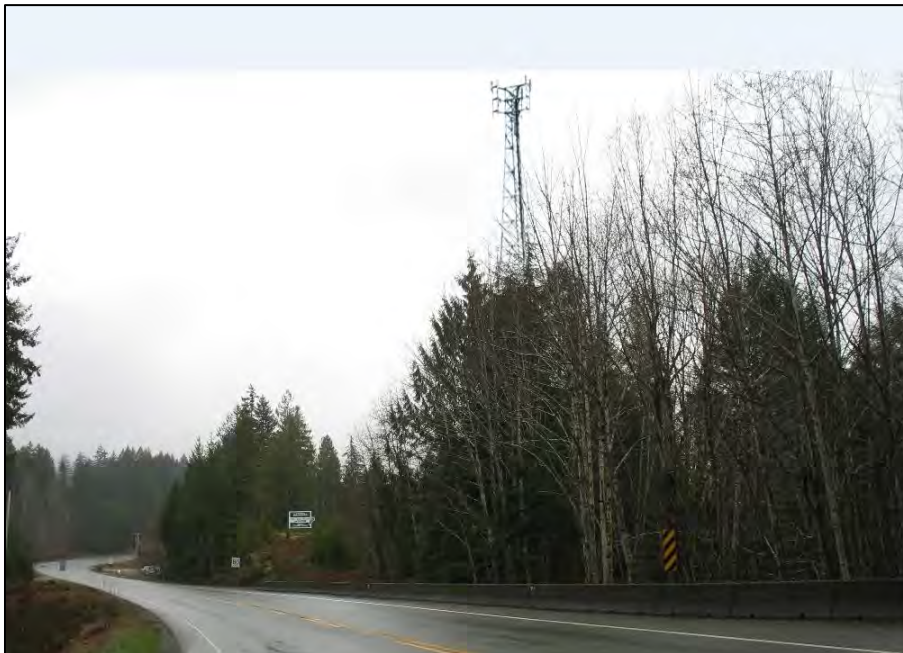


View of proposed tower from Pacific Rim Highway facing Northeast

Before:



After:



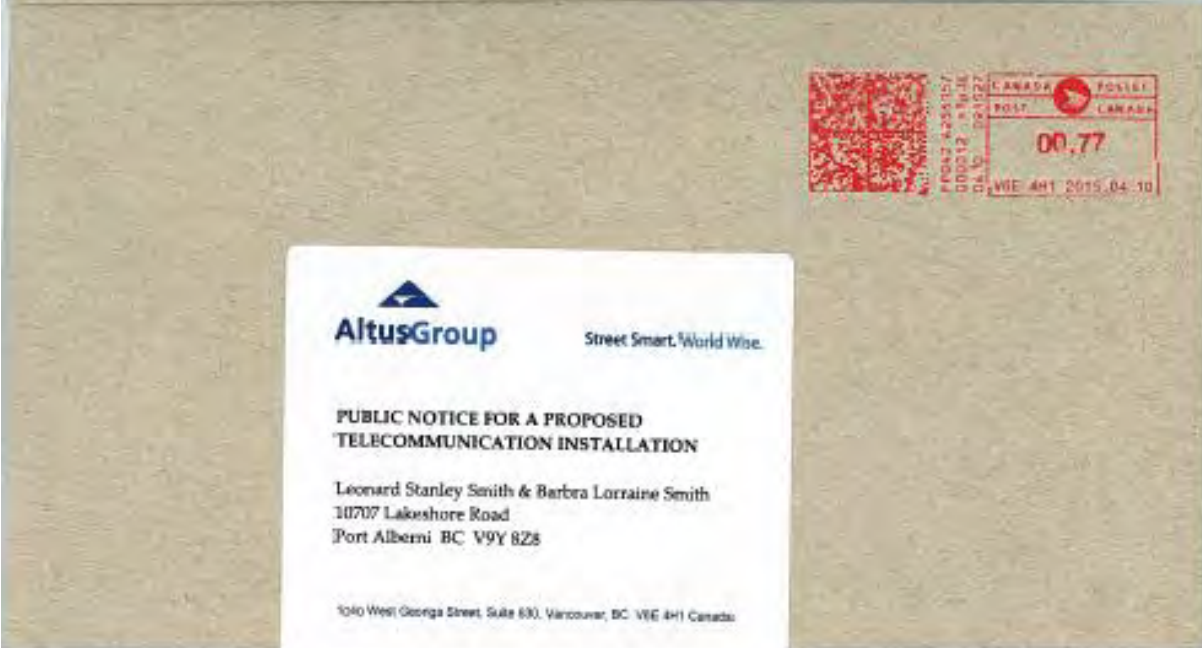
2. List of landowners notified

Registered Owner	Mailing Address
Romeo and Theresa St. Jacques	3692 Haslam Street
Robert Vaughan and Joyce Vaughan	RR #1 Gibbs Place
Brian Sowden and Rita Sowden	10645 Lakeshore Drive
Leonard and Barbra Smith	10707 Lakeshore Road
Jack Wah Hin Louie	7075 East Broadway
Kimberly Smith	10750 Lakeshore Road
Fredie and Joanna Vos	10639 Tillie Drive
Tyler Van Nice	674 Armour Crescent
Tony Van Nice	34961 Mt. Blanchard Drive
Fred Vos	RR#3 Site 316, C-7
Sproat Lake Landing Inc.	1160 Boundary Bay Road
Louise Troje	1075 Pacific Rim Highway
Christopher Law and Kim Regimbal	10693 Tilley Drive

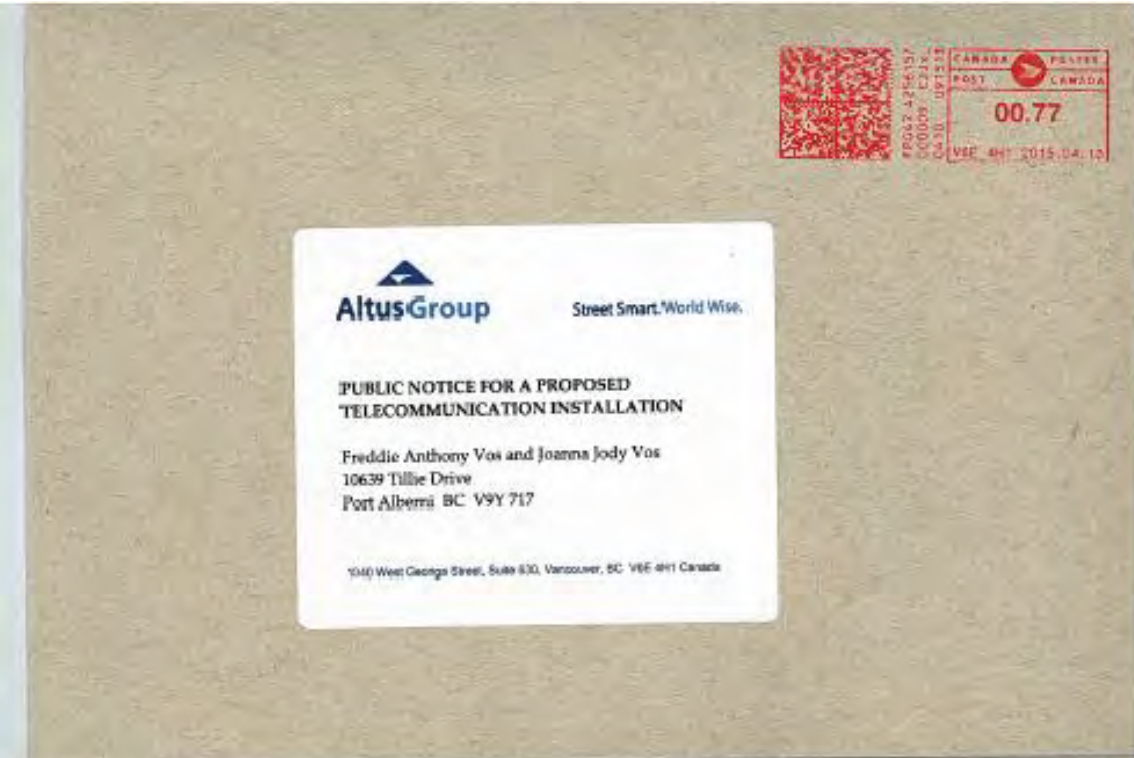
Please note – Some owners listed above had multiple properties in their name. The owners of 15 properties were notified, though due to some duplicate ownerships only 13 notices were mailed.

3. Scanned copies of notification package envelopes mailed to landowners













 **AltusGroup** Street Smart World Wise

**PUBLIC NOTICE FOR A PROPOSED
TELECOMMUNICATION INSTALLATION**

Christopher Thomas Law and Kim Marie Rejinbal
10693 Tilley Drive
Port Alberni BC V9Y 7T7

1040 West Georgia Street, Suite 630, Vancouver, BC V6E 4H1 Canada



4. Comments Summary

During the commenting period, comments were received from 15 members of the public. Each comment was responded to in full by email, phone or fax. Depending on the mode of communication preferred by the commenter. TELUS received some comments requesting additional information or clarification about the site, some comments in support of the site, and some comments with concerns or opposing the site. Below are some of the common suggestions or concerns TELUS received, as well as TELUS' responses to these concerns.

1. Health and Safety

As a wireless provider, TELUS installations are professionally engineered to ensure that the installations meet all safety standards. TELUS relies on health experts to set those standards and oversee the levels of acceptable radio frequencies. Adherence to national health standards is a condition of TELUS' operating license and this is taken very seriously.

Industry Canada has adopted Health Canada's Safety Code 6, which establishes the safe limit for all devices that emit radio frequencies and ensures public safety. TELUS hereby attests that the radio frequency emissions from this proposed structure will meet Health Canada's Safety Code 6 standard. For more information about Health Canada's Safety Code 6, please visit: <http://hc-sc.gc.ca/ewh-semt/radiation/cons/stations/index-eng.php>.

2. The Environment

Due to the small footprint of telecommunications facilities, and due to the nature of the technology and the innocuous nature of the materials used, such towers pose little or no risk to wildlife. As far as radiofrequency emissions are concerned, animals tend to be as protected by the limits posed by Health Canada's Safety Code 6 requirements as their human neighbours. RF radiation has not been shown to adversely affect wildlife.

3. Recommendation to move tower to alternate sites

TELUS has been searching for a site in the area since early 2014, and has had to disqualify a large number of potential sites due to soil conditions, lack of access or because once investigated thoroughly, the proposed sites would not provide adequate cell coverage in the area. The current proposed site was selected as an optimal candidate following a lengthy site selection process. This site was selected as it meets all engineering requirements, the proposal is allowable under the zoning setback and height regulations, and the site is adjacent to commercial uses. The proposed site also provides the targeted coverage improvements.

Some commenters suggested that we consider Crown land further along Highway #4. This area was assessed, and the two areas with adequate elevation were both disqualified due to construction complexities and inability to secure land tenure. . Two commenters also suggested that we consider the wood lot by a private tenure holder. We met with this tenure holder, and our engineers spent quite a bit of time assessing the feasibility of that site, however it was deemed infeasible as the site posed access and construction issues that we were unable to resolve.

Site ID: BC0294 Proposal Public Comment timeline:				
Date Received	Name	Summary of Comments	Method	Summary of Response
April 14th	Penny Cote	Has had many requests from area residents for improved cell coverage. Would like coverage maps indicating the anticipated service improvements.	email	Responded via email
April 15th	Brian Sowden	Would like more information regarding where the tower would be located on the property.	Phone	Responded by phone, also forwarded a notification package via email including maps, photo simulations.
April 15th	TELUS store in Port Alberni	Grace Troje had called a TELUS phone store regarding the proposed tower-store employee relayed message.	Phone	Called TELUS store to confirm we have spoken to Grace regarding the tower.
April 16th	Grace Troje	Lives within 50 meters of the tower and is concerned about possible health implications that the tower may have on herself, her mother and her daughter. Would like to have a dialogue with TELUS regarding possible site relocation. Grace is also concerned about the	email, phone, mail	Jon Luegner of TELUS made repeated attempts to contact Grace by phone; sent a lengthy email addressing her concerns.
April 19th	Chris Law	Would prefer for the tower to be located on Dave McBride's wood lot which he understands was also considered by TELUS for this project.	email	Mailed a response to Chris explaining that while the woodlot and a number of alternate locations had been assessed, they were deemed infeasible for this tower.
April 17th, 20th	Irma Anderson	Writing on behalf of her sister Grace Troje and her mother who live near the proposed site ; concerned for Grace's health. Irma is a pharmacist, and is concerned about the possible impacts of the stress of having a tower	email, email	Called Irma as requested in her email; left two voicemails. Responded with an email discussing how Health Canada's regulations limit public exposure to RF, and outlining the safety of this site for both humans and for the environment.
April 20th	Rita Lajeunesse	Improved coverage is a priority for health and safety - would like to see coverage improved in the Sproat Lake area where there is currently little to no coverage.	email	Responded to Rita via email noting the tower may not provide perfect coverage for her house, as it is further down the Arm.

Site ID: BC0294 Proposal		Public Comment timeline:	
April 20th	Louise Troje	Concerned about the possible health implications the tower may have on her family.	Mail, phone
April 21st	Kim Rregimbal	Recommends an alternate location, further from properties - concerned about health implications	fax
April 22nd	Jody Vos	Concerned about how the tower will affect the appearance of the area, tourism and health issues	fax
April 30th	Terry Phillips	Thinks the tower is a very good idea. Terry has a hard time getting communication in the area.	Phone
May 3rd, 2015	Hillary McConnell	Recommends the tower be relocated up Highway 4 to the West	email
May 13th	Dave Nygen	Coverage is sorely needed form a safety perspective. Supports the commercial location and look of the tower.	email
May 13th	James Janzen	Strongly supports tower - service is much needed	Phone
May 15th	Conner Andersen	His grandmother and aunt Grace live near the proposed tower; he is concerned for their health as well as ecological factors such as the lake's salmon and nearby wetland.	email
		Jon of Telus responded via phone, with a description of the health regulations set in place by Health Canada to ensure safety of the public.	
		Responded by mail outlining Health Canada's safety code 6 as well as listing reasons why alternate sites had been disqualified.	
		Responded by mail	
		Responded by phone	
		Responded by mail with map outlining the reasons this area was disqualified.	
		Responded by email.	
		Responded by phone, talked to James regarding the proposal and the anticipated coverage the tower	
		Responded by email- discussed the Health Canada regulations, as well as addressed his concerns regarding the environment.	



February 2, 2015

Telus Client Care
PO Box 7575
Vancouver, BC
V6B 8N9

Re: Request for Improved Cell Phone Coverage – Sproat Lake

The Alberni-Clayoquot Regional District Board of Directors at their regular meeting held on January 14, 2015, received correspondence from the Sproat Lake Community Association requesting support for the expansion of cell phone coverage in the Sproat Lake area.

Our Board of Directors passed a resolution supporting the Association's request for improved cell phone coverage in the area. Sproat Lake is located 13 km northwest of Port Alberni and is adjacent to Highway 4, the only road leading to the Pacific Rim National Park and the west coast communities of Tofino, Ucluelet and Long Beach. The community is home to over 2000 residents and a popular tourist destination for water activities during the spring and summer months.

Cell phone coverage in the Sproat Lake area is very patchy. Some areas of the lake have no service at all, leaving many residents and visitors without coverage. Expanding cell phone coverage at Sproat Lake will benefit the social and economic growth of all communities within the Alberni-Clayoquot region and will enable us to provide improved emergency response services to our residents and visitors

The ACRD Board of Directors requests Telus Mobility to investigate expanding cell phone coverage within the Sproat Lake area. We appreciate your consideration of our request.

Yours truly,

Josie Osborne,
Chairperson

cc: Sproat Lake Community Association

Proposed Telus Telecommunication Facility

Legal Description: Lot A, District Lot 204, Alberni District and Section 91, Clayoquot District, Plan 31720

Municipal Address: 10695 Lakeshore Road, Sproat Lake Landing Property

PID: 001-136-780

File: BC0294

4

We the undersigned live in close proximity to the proposed site and do not agree with the location of this proposed Cellular Phone Tower. This area is in the middle of a rural residential area and is too close to existing houses. The health and safety of living in close proximity to these towers is still uncertain and it is much better to locate these towers away from residential areas. There are much better locations on Crown Land which provide a better site for this facility which are still close to BC Hydro lines and are in behind locked gates for security. These sites on Crown

Land would provide better service down Taylor Arm and the signal would reach past Sutton Pass and further along Highway 4 towards the West Coast of the Island

Appendix 'B'

Name	Address	Phone	Email	Signature
CHRIS LAW	10693 TILLY RD. PORT ALBERNI	250 731 5522	sproat1@thesprout.ca	
Kim Reymond	10693 Tilly Rd. Port Alberni	778-980-0487	cedar.girl@shaw.ca	
Maureen Shrewes	10789 Lakeshore Rd, Port Alberni	250 655 3730	SHREVE@TEUS.NET	
Beth Broadhead	10789 Lakeshore Port Alberni	250-507-4824	broadheadbeth@gmail.com	
Hilary Mcowen	10777 KIMOLA ROAD, PORT ALBERNI	250-266-0618	hilarymowen@shaw.ca	
ARTHUR MCCONNELL	" "	" "	" "	
Les Strachan	10787 KIMOLA RD. " "	250 731 4894	paradisecreekresources@hotspmail.com	
Sue Strachan	10787 Kimola Rd " "	250-731-4895	same "	
LOUISE TROJE	10785 PACIFIC RIM HWY - " -	250 724-0328	" "	
Judith Hutchison	10670 TILLY ROAD Port Alberni	250 723-5340	jmhutchison@gmail.com	
Jody Vos	10637 TILLY RD Port Alberni	250 720-5995	jody_vos@live.com	
Fred Vos	10633 Tilly rd Port Alberni	250 723-2962	fv2962@shaw.ca	
Kimberly Smith	10750 Lakeshore Rd Port Alberni	250 723-3324	colorsofwind@shaw.ca	

Proposed Telus Telecommunication Facility








Legal Description: Lot A, District Lot 204, Alberni District and Section 91, Clayoquot District, Plan 31720

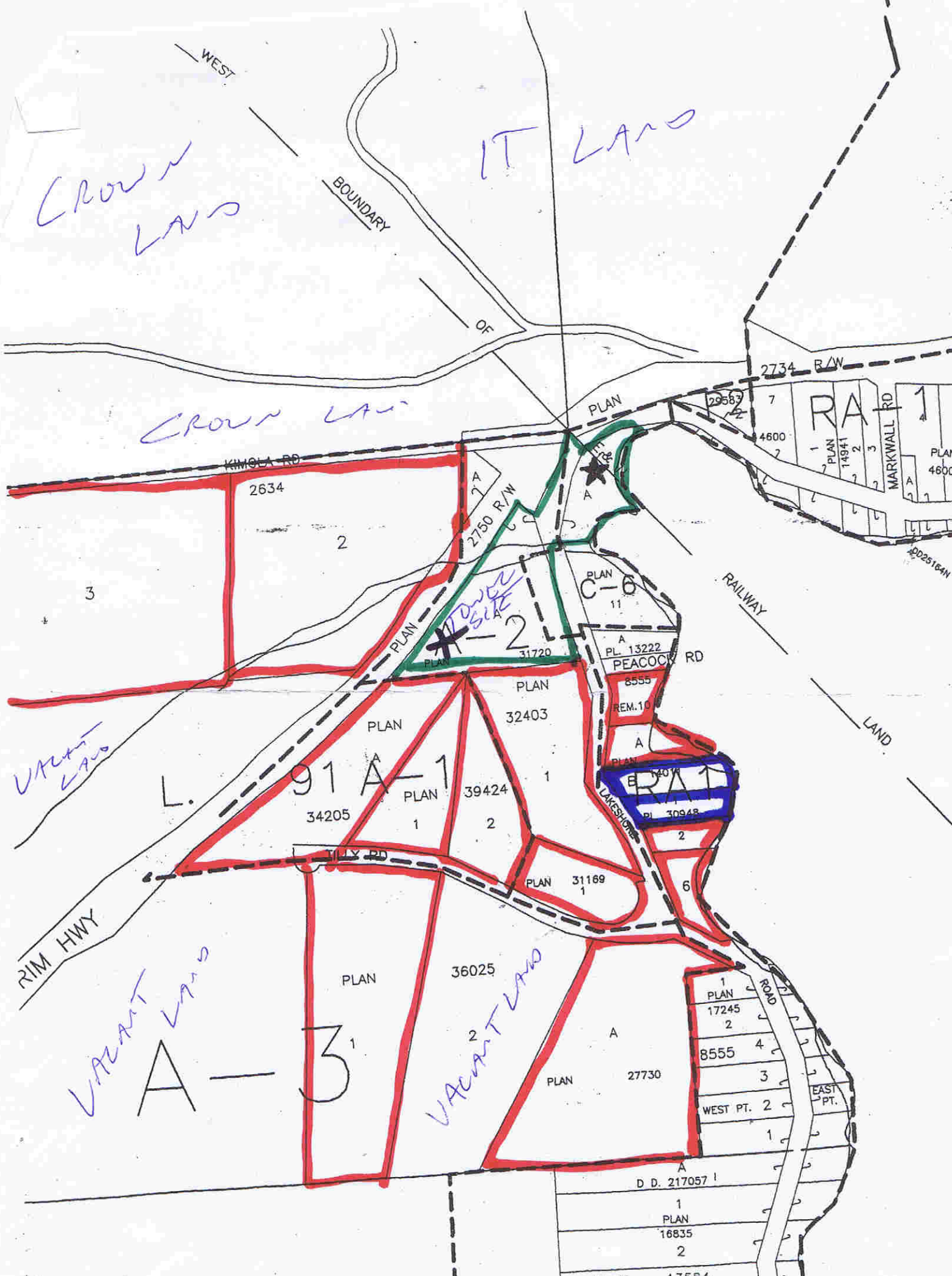
Municipal Address: 10695 Lakeshore Road, Sproat Lake Landing Property

PID: 001-136-780

Telus File: BC0294

We the undersigned live in close proximity to the proposed site and do not agree with the location of this proposed Cellular Phone Tower. This area is in the middle of a rural residential area and is too close to existing houses. The health and safety of living in close proximity to these towers is still uncertain and it is much better to locate these towers away from residential areas. There are much better locations on Crown Land which provide a better site for this facility which are still close to BC Hydro lines and are in behind locked gates for security. These sites on Crown Land would provide better service down Taylor Arm and the signal would reach past Sutton Pass and further along Highway 4 towards the West Coast of the Island

Name	Address	Phone	Email	Signature
Darran Chaisson	10750 Lake Shore Rd Port Alberni	250 735 7981	cemillwright@gmail.com	
Christi Martens Carpenter	10750 Lake Shore Rd. Port Alberni	250-735 7981	charlmc@gmail.com	
Sfonso M. Jaques	10737 LAKE SHORE RD PORT ALBERNI	250-723-8093		
BOB MAURICE	10601 TILLY RD	250-724 6387		
SUSAN HAZLEDINE	10773 Lakeshore Rd Port Alberni	250-735 5883	grutter7@telus.net	
GARY RUTTER	" "	" "	" "	
Brian Sinden	10745 "	250-724-6224	N/A	
Thelma Hornquist	10608 Dingle Rd. "	250-723-9370	N/A	T. HORNQUIST
John Hornquist	" "	" "		J. HORNQUIST



DON'T WANT SIGNED PETITION
DON'T WANT SEND FORM IN THESE
SPRAT LANDING PROPERTY

SUBJECT PROPERTY

L. 204

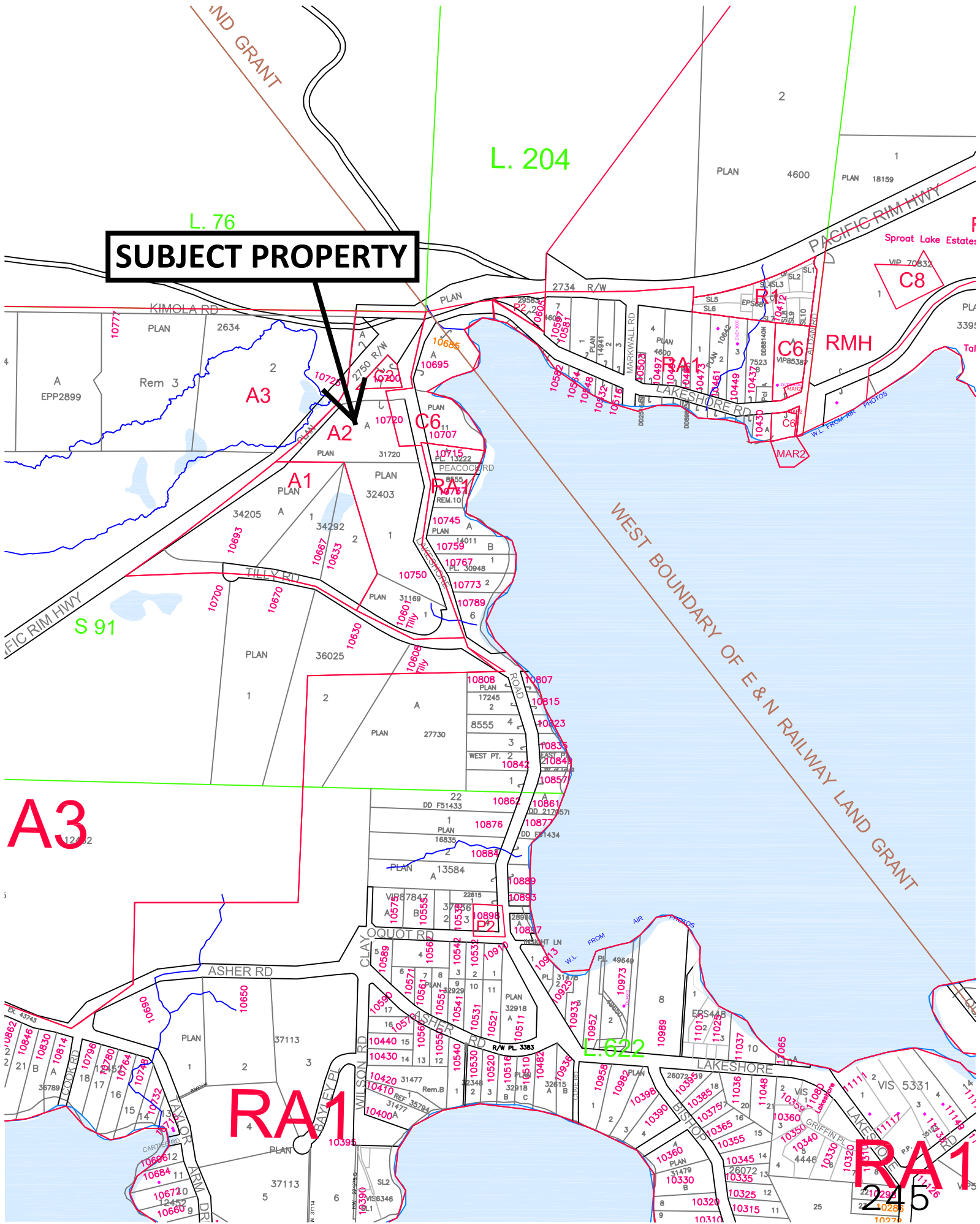
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A3

RA1

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245



Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of June 19, 2015

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuṣiṣṣatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Yuułuṣiṣṣatḥ 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	CPA terminated service
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	Inquiry made of MIA project ongoing
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	Directors to meet with AVDRA June 24 th
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	Board approval given to proceed
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	Labour Management Committee to review
10.	May 27 th Board	Work with Mr. Deakin to set a date for the Economic Development luncheon	Wendy/ Tracy	Scheduled for July 22 nd , 10:00 am

#	Date	Action Item	Assigned to	Target Date/Update
11.	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
12.	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	Bylaws approved by Inspector – Report to June 24 Board on AAP process
13.	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	In Progress – next Electoral Area Directors meeting
14.	June 10 th Board	Directors to propose possible meetings with Ministers at UBCM to Chairperson Osborne and put topic on June 24 th Board Agenda	Chair & Directors	Recomm. to June 24 Board
15.	June 10 th Board	Draft a letter to the Truth and Reconciliation Commission supporting the recommendations outlined in the Calls to Action Section of the Truth and Reconciliation Commission report released on June 2, 2015 with a copy of the letter to the Federal and Provincial Government and the Nuu-chah-nulth Tribal Council	Wendy	Drafting
16.	June 10 th Board	Forward the correspondence from the Nuu-chah-Nulth Tribal Council regarding Calls for Action on TRC Recommendations dated June 3, 2015 to the ACRD Reconciliation Committee to follow-up further with the Nuu-chah-nulth Tribal Council	Shelli	Arranging Reconciliation Committee Meeting
17.	June 10 th Board	The Board adopted Bylaw A1070-1 - Bamfield Water Committee Amendment Bylaw No. A1070-1, 2015 – Prepare for signatures, update Committee List and Terms of Reference	Wendy	Done
18.	June 10 th Board	Arrange a meeting between Directors McNabb, Cote, Ruttan, McLeman and Osborne and the Alberni Valley Drag Racing Association to discuss the future of the drag race event, in consideration of the proposed runway expansion with the purpose of trying to provide a long term option for the event	Russell	10:00 am – June 24 th

#	Date	Action Item	Assigned to	Target Date/Update
19.	June 10 th RHD	Forward a response letter to Vince Lauzon thanking him for his letter regarding our future with the elders and advising that the ACRHD has forwarded a letter to Rainbow Gardens supporting their proposed expansion for elders	Wendy	Done
20.	June 10 th RHD	Forward the correspondence dated April 14, 2015 from Island Health regarding Federal Funding for Capital Projects to the Nuu-chah-nulth Tribal Council Board of Directors	Wendy	Done
Environmental Services Department				
21.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
22.	May 11/11 AV Comm.	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Russell	In progress
23.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob G./ Janice	Design in progress – site visit June
24.	Oct. 10/12 Board	Work with the Air Quality council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal	Russell	Drafting a bylaw for board review
25.	April 23 rd Board	The Board of Directors directed staff to: 1. Meet with the Tseshaht and Hupacasath First Nations and the City of Port Alberni with respect to their consideration on providing a connection to their water systems for the Bell Road/Stuart Avenue water supply; and following the consultation, 2. Provide the information to the Bell Road/Stuart Avenue residents on the water servicing options	Russell	Note item #11
26.	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 complete
27.	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
28.	Nov. 26 th Board	Forward a letter to Earle Plain, Environmental Protection reiterating the discussion with	Russell	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
		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		
29.	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
30.	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
31.	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 – Closes June 19 th
32.	June 10 th Board	The Board approved submitting 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 – Proceed with the application	Janice/ Mark	Done
33.	June 10 th Board	The Board adopted Bylaw cited as “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1027, 2015 – Prepare bylaw for signatures, advise public etc.	Janice	Done
34.	June 10 th Board	The Board of Directors adopt the following implementation policy for penalties: at the Alberni Valley Landfill: <ul style="list-style-type: none"> • 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 - Update ACRD policy book etc. 	Janice/ Andrew	In progress -
35.	June 10 th Board	The Board agreed 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	Mark	Done

#	Date	Action Item	Assigned to	Target Date/Update
		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 – proceed with project		
36.	June 10 th Board	The Board approved submitting a funding application to the British Columbia Air Access Program (BCAAP) for lighting improvements for the Long Beach Airport for a total project value of \$1,697,520 – proceed with application	Janice/ Mark	Done
PLANNING DEPARTMENT				
37.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	Mike	Letter sent to TFN Jan 16 – Will include in new zoning bylaw
38.	April 11/12 BD	Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure	Mike	Working with neighbor to move dock
39.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD	Mike	Contacted Hall Society – Society working on options
40.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	Will work with area Director
41.	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
42.	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
43.	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 	Luc	In progress

#	Date	Action Item	Assigned to	Target Date/Update
		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		
44.	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
45.	June 10 th Board	The Board agreed 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 – Proceed with purchase	Rob	Done

Issued: June 19, 2015



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
July 2015**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, July 8 th	Reconciliation Committee Meeting	10:30 am - Board Room	Committee, Staff
	Board of Directors Meeting	1:30 pm – Board Room	Directors, Staff
	Hospital District Meeting	Immediately following above	Directors, Staff
Thursday, July 9 th	Emergency Planning Committee Meeting	1:30 pm – Board Room	Committee, Staff
Wednesday, July 22 nd	Economic Development Session (luncheon)	10:00 am – Board Room	Directors, Staff, P. Deakin
	Board of Directors Meeting	1:30 pm – Board Room	Directors, Staff

Issued: June 19, 2015

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family											1	20,000	1	20,000
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							4	102,000					4	102,000
Totals	0	0	0	0	0	0	4	102,000	0	0	1	20,000	5	122,000

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	4	731,279	1	100,000	3	870,000	1	20,000	9	1,721,279
Mobile Homes	0	0	0	0	0	0	0	0	0	0	1	8,500	1	8,500
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	1	25,000	0	0	1	3,000	2	28,000
Commercial	0	0	0	0	0	0	0	0	0	0	1	10,000	1	10,000
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	0	0	0	0	1	1,000	8	214,500	3	165,000	2	21,000	14	401,500
Totals	0	0	0	0	5	732,279	10	339,500	6	1,035,000	6	62,500	27	2,169,279

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						0	24

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2014	38	2,700,204	73	7,121,200					
2013	31	5,032,441	81	8,208,948					
2012	33	2,484,000	92	9,011,700					
2011	60	4,292,042	120	9,221,498					
2010	65	10,682,812	149	21,524,170					
2009	41	4,073,709	123	11,302,380	1999	4	544,660	80	3,348,092
2008	58	5,846,304	147	22,682,130	1998	10	352,980	75	3,320,890
2007	54	4,675,576	163	15,007,877	1997	11	301,800	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	10	681,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	11	1,062,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	20	1,151,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	24	1,667,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	14	614,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	7	463,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	6	1,068,800	118	6,323,900



MEMORANDUM

To: Board of Directors

From: Andrew McGifford, Acting Manager of Finance

Date: June 19, 2015

Subject: Strategic Community Investment Funds Report

In 2009 the Province introduced the Strategic Community Investment Fund initiative that aimed to provide local communities with increased financial certainty in uncertain economic times. The Alberni-Clayoquot Regional District has received unconditional grants from the Ministry each year since 2009 to assist with administration costs.

The Province originally committed to this program for two years but in March of 2012 a new agreement was signed that extends the initiative until 2014.

The following report is the 2014 Progress Report, which is an annual requirement of the agreement and will be the final report required.

Submitted by: _____
Andrew McGifford, Acting Manager of Finance

Approved by: _____
Russell Dyson, Chief Administrative Officer

Strategic Community Investment (SCI) Funds Progress Report

The Ministry of Community, Sport and Cultural Development provides funding, in the form of an unconditional grant, to regional districts to assist with administration costs. The following report describes the funding received and its use in 2014 as required by the Ministry.


(1) SCI Funds received:

Strategic Community Investment Funds	Use	Date	Amount
Regional District Grant	Local government services	June 2014	\$125,740

(2) SCI Funds intended use, performance targets and progress made:

Intended Use	Performance Targets	Progress made in 2012 reporting period
To use funding to support local government services to avoid tax rate increases.	100% of the funds are used to minimize tax rate increases of RD administration.	Enabled the Alberni-Clayoquot Regional District to minimize tax increases while upgrading our office HVAC system to an efficient system, provide an improved location and security of IT services, and a new phone system.

(3) Report Date: June 19, 2014

(4) Approved by: 

 Andrew McGifford,
 Acting Manager of Finance



Box 67 Tofino, BC
CANADA V0R 2Z0

Alberni-Clayoquot Regional District
3008 5th Ave.
Port Alberni, BC
V9Y 2E3



June 10, 2015

Dear Ms. Osborne and members of the ACRD,

I am pleased to include the Clayoquot Biosphere Trust Society's 2014 Annual Report. Highlights from the year included developing a clear vision and values for a future Biosphere Centre, hosting delegates from the Canadian Commission for UNESCO and releasing the 2014 Vital Signs[®] report. As the region's community foundation, we also continue to deliver granting programs and scholarships.

The CBT recently held its AGM and I would like to introduce our Executive Committee: Tammy Dorward (co-chair), Cathy Thicke (co-chair), Gary Johnsen (treasurer), and Alan McCarthy (secretary). Other members of the Board include Joe James Rampanen, Geoff Lyons, Anne Mack, Hannah Nichols and Rebecca Henn.

Looking forward, we will be utilizing our Vital Signs[®] data to calculate a living wage for the Clayoquot Sound Biosphere Reserve region this summer. We believe this research will be another means of creating and supporting an informed discussion about quality of life in our communities. Please contact the office if you would like to be involved in this pilot project. We look forward to sharing this research with you later this year.

I would like to acknowledge the dedication that ACRD-appointed director Gary Johnsen has shown to the CBT. We appreciate his continued involvement and the historical perspective he brings to the board.

Please do not hesitate to contact me if you have any questions about the CBT and our work.

Best regards,

Rebecca Hurwitz
Executive Director

The Clayoquot Biosphere Trust is a community foundation that works on behalf of the entire region, from the traditional territory of the Hesquiaht First Nation to that of the Toquaht First Nation and all of the communities in between. From this unique perspective, we convene regional initiatives and conversations.

The CBT provides grants to support the work of local organizations and communities, but we also deliver our own programs. The three core priorities of the CBT are: youth and the biosphere; healthy communities; and a long-term vision of creating a permanent home for our organization, the Biosphere Centre. With your support, we continue to make a difference.

Tammy Dorward and Cathy Thicke
Co-chairs, CBT Board of Directors

HIGHLIGHTS OF 2014

Biosphere Centre

In February, the CBT board met to create a vision for the future Biosphere Centre. The building will be more than a permanent office location for the CBT – it will be a place of sharing and learning in and for the Clayoquot Sound Biosphere Reserve Region. Attentive to the UNESCO themes of education, science, and culture, the Biosphere Centre will be a physical space for convening the region. We envision a welcoming place and a community space – where residents, visitors, and researchers feel equally comfortable, and where scientists and storytellers can share their valuable knowledge and teachings. Based on this vision, the CBT will be conducting a feasibility study.

Engaging Nationally



Dr. Jim Darling
shares his research with
visiting delegates.

In June, board and staff had the opportunity to host a delegation from the Canadian Commission for UNESCO. Twenty-four representatives from Canadian biosphere reserves and other UNESCO programs met with residents to discuss the themes of peace, reconciliation, and sustainability. Participants had an opportunity to experience the beauty of the Clayoquot Sound Biosphere Reserve, while learning about local scientific, educational, and cultural initiatives.

"We would like to commend your community for their exceptional achievement toward sustainability. The work done to preserve the environment, to create opportunities for sustainable tourism, and to encourage community based research are concrete demonstrations of the power that can be leveraged through a community working together towards a sustainable future."

- **Christina Cameron**,
President, Canadian Commission for UNESCO

Our Vision

The community of the Clayoquot Sound UNESCO Biosphere Reserve Region will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant and united cultures while embracing the Nuu-chah-nulth First Nations "living philosophies" of:

lisaak *living respectfully,*

Qwa' aak qin teechemis *life in the balance,* and

Hishuk ish ts'awalk *everything is one and interconnected.*

Leadership

The CBT is led by a dedicated volunteer Board. Each of the eight communities in the Biosphere Region appoints a Director and Alternate Director to the Board. In addition, we welcome two at-large Directors and non-voting Board Advisors from the Federal and Provincial Government.

Funding at a Glance

