



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING FRIDAY, DECEMBER 9, 2016, 1:30 PM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Chief Administrative Officer to Call the Meeting to Order	
Recognition of Traditional Territories	
2. <u>ELECTIONS – CHAIR AND VICE-CHAIR</u>	
a. Election of Chairperson 2017 Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District	
b. Election of Vice-Chairperson 2017 Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
4. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i>	
5. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – November 23, 2016	8-17
<i>THAT the minutes of the Board of Directors meeting held on November 23, 2016 be adopted.</i>	
b. Alberni Valley & Bamfield Committee Meeting – November 8, 2016	18-20
<i>THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on November 8, 2016 be adopted.</i>	
c. Alberni-Clayoquot Transportation Committee Meeting – November 22, 2016	21-24

THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on November 23, 2016 be adopted.

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

7. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR APPOINTMENT** **25-29**
 Municipal Finance Authority of BC, December 5, 2016 regarding request for Member Appointment and Alternate Member Appointment.

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director _____ as appointee on the Municipal Finance Authority Board of Directors and Director _____ as the alternate appointee for 2017.

8. CORRESPONDENCE FOR INFORMATION

- a. **OFFICE OF THE PRIME MINISTER** **30-32**
 Response to Alberni-Clayoquot Regional District letter on Nuuchahnulth Fishing Rights/Ahousaht et al v. Canada
- b. **UNION OF BRITISH COLUMBIA MUNICIPALITIES**
 Gas Tax Agreement Community Works Fund Payment **33**
 Asset Management Training Subsidy for NAMS Training **34**
- c. **DISTRICT OF SECHELT** **35**
 Request to Western Canada Marine Response Corporation for a Presentation at the Association of Vancouver Island and Coastal Communities Conference, April 7-9, 2017
- d. **BRITISH COLUMBIA REAL ESTATE ASSOCIATION** **36-38**
 Floodplain Maps Action Plan Progress Report – November 2016
- e. **DISTRICT OF TOFINO** **39-46**
 Copy of letter to Minister of Environment and Climate Change regarding Pacific Traverse Trail in Pacific Rim National Park Reserve
- f. **THE LUNG ASSOCIATION OF BRITISH COLUMBIA** **47**
 Provincial Wood Stove Exchange Program Grant Agreement
- g. **MINISTRY OF AGRICULTURE** **48**
 At Sea Hake Processing by Domestic Harvesters
- h. **EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA** **49-51**
 Canada’s Volunteer Awards
- i. **GUY CARON, MEMBER OF PARLIAMENT** **52-54**
 Ending Unfair Taxation on Family Business Transfers
- j. **POLIS PROJECT ON ECOLOGICAL GOVERNANCE** **55-57**
 POLIS Water Sustainability Project
- k. **VANCOUVER ISLAND REGIONAL LIBRARY** **58-63**
 Newsletter – November 26, 2016

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

9. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **64**
Alberni-Clayoquot Health Network Table of Partners Representative

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director _____ to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2017.

- b. **REQUEST FOR DECISION** **65-68**
Communities on the Move Declaration

THAT the Board of Directors sign the Communities on the Move Declaration: creating smart, fair and healthy transportation options for all BC Communities and join the call for healthier British Columbia for all.

- c. **REQUEST FOR DECISION** **69-70**
Canadian Red Cross – Disaster Response Agreement

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Disaster Response Agreement with the Canadian Red Cross Society for a three-year term in the amount of \$10,000.00 annually for the provision of disaster relief services in the Alberni Valley.

- d. **REQUEST FOR DECISION** **71-72**
2017-2021 ACRD & ACRHD Financial Plan Meeting Schedule

THAT the Board of Directors approve the proposed meeting schedule for the 2017 – 2021 Alberni-Clayoquot Regional District Financial Plan and the 2017 Regional Hospital District Budget.

- e. **REQUEST FOR DECISION** **73-82**
2016 to 2020 Financial Plan Amendment Bylaw

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1”.

- j. **REQUEST FOR DECISION** **144-146**
Letter of Understanding – Suncoast Waste Services – Bailing Incentives

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter into a Letter of Understanding with Suncoast Waste Services in order to provide the financial incentives received for baling materials (less a 15% administration fee to the ACRD) from Multi Materials British Columbia.

- k. **REQUEST FOR DECISION** **147-149**
South Bamfield Road Hydrant Installation – Tender Recommendation

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the South Bamfield Road Hydrant Installation tender to Bowerman Excavating Ltd. in the amount of \$67,829.73 including GST.

- l. **REQUEST FOR DECISION** **150-157**
Award Contract – Bamfield Water System Treatment Plant Project

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Water System Treatment Plant Project to ADI Water Solutions for a total cost of \$551,250 including taxes and authorize the Chief Administrative Officer and Chairperson to enter into the contract subject to the ACRD receiving the Certificate of Approval for Borrowing from the Ministry of Community, Sport and Cultural Development.

- m. **REQUEST FOR DECISION** **158-163**
2017 ACRD & ACRHD Meeting Schedule

THAT the ACRD Board of Directors approves the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting Schedule for 2017.

- n. **REQUEST FOR DECISION** **164-167**
Request to send Letter to Ministry of Transportation and Infrastructure regarding Maintenance of the Entrance to Toquaht Main Road.

THAT the ACRD Board of Directors to forward a letter to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht Main Road.

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVE16011, WATT, SAUNDERS ROAD N** **168-171**

Development Variance Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVE16011.

- b. **DVF16013, NEWBERRY, LOT 2, EPP63338 CHERRY CREEK ROAD** **172-175**
Development Variance Application – Memorandum and Permit

THAT the Board of Directors issue development variance permit DVF16013.

- c. **BUILDING SETBACKS FROM WATER COURSES, LAKES AND OCEAN** **176-178**
Request for Decision

THAT the Board of Directors instruct staff to prepare a Zoning Bylaw text amendment to amend Section 6.2: increasing the vertical setback to 4 metres from the natural boundary of a water course, water body, lake or ocean; increasing the horizontal setback to 15 metres from the natural boundary of a water body, lake or ocean; and limiting the ceiling height of any non-habitable space within the 4 metre vertical setback to 1.5 metres or less.

10.2 ALL DIRECTORS

- a. **AB16003, WING, 9592 COMOX TRAIL ROAD** **179-188**
ALR Non-Farm Use Application – Report

THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting that support of the non-farm use is subject to rezoning or the issuance of a temporary use permit.

- b. **MISC16015, BC TIMBER SALES WEST COAST FOREST STEWARDSHIP PLAN** **189-191**
Miscellaneous Referral - Memorandum

THAT the Board of Directors direct staff to provide a response to BC Timber Sales stating that the West Coast Forest Stewardship Plan does not impact the Regional District's interests.

11. REPORTS

11.1 STAFF REPORTS

- a. Administration Department Monthly Staff Report – December 6, 2016 **192-194**
b. Planning & Development Manager Report – December 8, 2016 **195**
c. Financial Manager Report – December 2, 2016 **196-197**
d. Environmental Services Department Report – December 2, 2016 **198-200**
e. Staff Action Items Report – December 6, 2016 **201-207**
f. Meeting Schedule – January 2017 **208**
g. Financial Statements – November 30, 2016 **209-210**

- h. Building Report – November 2016 **211**
- i. Vehicle Maintenance – Inclusion of Fire Departments on Service Agreement **212**

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

11.2 COMMITTEE REPORTS

11.3 OTHER REPORTS

- a. Minutes from the Air Quality Council Meeting – October 13, 2016 (J. McNabb) **213-216**
- b. Minutes from the Air Quality Council Meeting – November 17, 2016 (J. McNabb) **217-219**

THAT Reports a-b be received.

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. QUESTION PERIOD

15. ADJOURN

**Next Board of Directors Meeting: Wednesday, January 11, 2017, 1:30 PM
Regional District Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 23, 2016, 1:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Josie Osborne, Chairperson, District of Tofino

PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni
Dianne St. Jacques, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

REGRETS:

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Alex Dyer, Planner
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Cootes

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

- *Dialogue for the Future of Fish and Fishermen – Director Bennett*
- *Motion to close the meeting to the public regarding the acquisition or disposition of land.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 9, 2016

MOVED: Director Bennett

SECONDED: Director Wyton

THAT the minutes of the Board of Directors meeting held on November 9, 2016 be adopted.

CARRIED

b. Salmon Beach Committee Meeting – November 9, 2016

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the minutes of the Salmon Beach Committee meeting held on November 9, 2016 be adopted.

CARRIED

c. West Coast Committee Meeting – November 16, 2016

MOVED: Director St. Jacques

SECONDED: Director McLeman

THAT the minutes of the West Coast Committee meeting held on November 16, 2016 be adopted.

CARRIED

d. Alberni-Clayoquot Transportation Committee Meeting – November 8, 2016

MOVED: Director McLeman

SECONDED: Director McCarthy

THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on November 8, 2016 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **FISHERIES AND OCEANS CANADA**
On-Vessel Processing of Hake by Domestic Harvesters
- b. **MINISTRY OF AGRICULTURE**
Regulatory Amendments Affecting Agri-tourism

MOVED: Director Kokura

SECONDED: Director Ruttan

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Lease Agreement – Coastal Community Credit Union, 3009 4th Avenue.**

MOVED: Director Ruttan

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors enter into a 5 year lease agreement with the Coastal Community Credit Union commencing December 1, 2016 to lease Alberni-Clayoquot Regional District owned office space located at 3009 Fourth Avenue, Port Alberni, BC for their financial institution for an annual rent of \$37,056.00 plus their share of property taxes and operating costs, and authorize the Chairperson and Chief Administrative Officer to enter into the lease agreement on behalf of the ACRD.

CARRIED

- b. **Request for Decision regarding Bylaw 856-10, Sproat Lake Fire Protection Service Area Amendment, 2016 – Adoption.**

MOVED: Director Cote

SECONDED: Director Ruttan

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw 856-10, cited as Sproat Lake Fire Protection Service Area Amendment, 2016.

CARRIED

c. Request for Decision regarding Bylaw 24-1, Bamfield Fire Protection Specified Area Amendment, 2016 – Adoption.

MOVED: Director Wyton
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw 24-1, cited as Bamfield Fire Protection Specified Area Amendment, 2016.

CARRIED

d. Request for Decision regarding 2017 Vancouver Island Emergency Preparedness Conference, April 6-8, 2017, Ucluelet, BC.

MOVED: Director McNabb
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors provide sponsorship in the amount of \$5,000.00 from the Special Events Grants-In-Aid, half in 2016 and 2017 to the District of Ucluelet towards their hosting of the 2017 Vancouver Island Emergency Preparedness Conference (VIEPC) on April 6-8, 2017 in Ucluelet, BC.

CARRIED

e. Request for Decision regarding PATH Project – Bamfield Representation and Consultation.

MOVED: Director Wyton
SECONDED: Director Kokura

WHEREAS the proponents of the PATH Project are considering a project location in southeastern Barclay Sound;

AND WHEREAS the community of Bamfield and the residents of Electoral Area “A” will be affected by the proposed project;

THEREFORE, BE IT RESOLVED that the Alberni-Clayoquot Regional District request that the Port Alberni Port Authority (as lead proponents) undertake public engagement regarding the PATH project with the residents of Electoral Area “A” as soon as is practically possible.

CARRIED

f. Request for Decision regarding Floods 2016.

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Board of Directors request the Provincial and Federal governments in consideration of the Somass Watershed: consult with the local communities, share information with respect to anticipated flood events and investigate options for mitigation of flooding.

CARRIED

*MOVED: Director Cote
SECONDED: Director Banton*

THAT the Board of Directors write to the Ministry of Transportation and Infrastructure to thank them for their preparation and actions to manage traffic on Highway Four and ask for consideration of improvements to avoid traffic disruptions along the Highway in similar flood events.

CARRIED

9. PLANNING MATTERS

- a. DVE16011, WATT, SAUNDERS ROAD N**
Development Variance Application – Report

*MOVED: Director McNabb
SECONDED: Director Banton*

THAT the Board of Directors consider issuing development variance permit DVE16011.

CARRIED

- b. RE16006, COLYN, 5633 STRICK ROAD**
Rezoning Application – Report and Bylaw P1350

*MOVED: Director McNabb
SECONDED: Director Kokura*

THAT the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1350 be read a first time.

CARRIED

*MOVED: Director McNabb
SECONDED: Director Cote*

THAT the public hearing for Bylaw P1350 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.

CARRIED

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Board of Directors confirm that adoption of Bylaw P1350 is subject to meeting all technical referral agency requirements.

CARRIED

c. **DVF16012, BROWN, 3745 MOUNTAIN VIEW ROAD**
Development Variance Application – Report

MOVED: Director Banton
SECONDED: Director Wyton

THAT the Board of Directors consider issuing development variance permit DVF16012.

CARRIED

d. **DVF16013, NEWBERRY, LOT 2, EPP63338 CHERRY CREEK ROAD**
Development Variance Application – Report

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Board of Directors consider issuing development variance permit DVF16013.

CARRIED

e. **ISLANDS AGRICULTURE SHOW SPONSORSHIP**
Request for Decision

MOVED: Director Cote
SECONDED: Director Ruttan

THAT the Board of Directors sponsor one exhibitor booth at the Islands Agriculture Show for \$575 to provide an opportunity for non-profit organizations in the Alberni Valley who engage in food security and agricultural initiatives.

CARRIED

MOVED: Director Cote
SECONDED: Director Wyton

THAT the Board of Directors sponsor up to \$2,000 for a Barkley Sound Marine Production Tour to highlight coastal aquaculture and shellfish operations in conjunction with the Islands Agriculture Show.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Staff Action Items Report – November 17, 2016**
- b. **Meeting Schedule – December 2016**
- c. **Building Inspector’s Report – October 2016**

MOVED: Director McLeman

SECONDED: Director Cote

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee Meeting, November 22, 2016 – J. McLeman (verbal)**

Director McLeman reported on the Committee meeting held yesterday with Ministry of Transportation and Infrastructure representatives to discuss the findings of the findings of the Report on the Horne Lake Connector. Director Banton reported that improvements to Cathedral Grove have been identified as a priority and the Committee will be following up with the Ministry on this issue.

MOVED: Director McLeman

SECONDED: Director Bennett

THAT this verbal report be received.

CARRIED

MOVED: Director McLeman

SECONDED: Director McNabb

THAT the ACRD Board of Directors request on behalf of the Alberni-Clayoquot Transportation Committee that the Ministry of Transportation and Infrastructure review the suggested proposed Hwy 4 to Hwy 19 cutoff at Melrose Road and respond to the AC Transportation Committee within a reasonable time frame/ 30 days.

CARRIED

10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – J. McNabb**

Director McNabb reported on the meeting last Friday. They are proceeding with the Kitsukis Reservoir and Faber Road Fire Hall transmitter projects which will improve communications for the fire departments in the Alberni Valley. Director

McNabb advised the preliminary budget will see an increase of 1.8%, but this could change.

- b. Vancouver Island Regional Library - L. Banton – No Report**
- c. Central West Coast Forest Society – T. Bennett – No Report**
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/M. Ruttan/L. Banton/J. Osborne**

Director Cote reported the Sproat Lake Community Association will be holding a Community Meeting on December 1st at the Sproat Lake Fire Hall. Notice and a questionnaire has gone out to the community to try and gather information on the damage caused from recent flooding.

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

Director McLeman reported on their last meeting. They received a good presentation from the McLean's Mill Management Company. The Company has a lot of experience in marketing.

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

Director Bennett reported that Director St. Jacques will be representing the Network at the Groundfish Trawl Advisory Committee meeting on December 2nd.

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

Director McNabb reported on the recent meeting.

- j. West Coast Aquatic Board – T. Bennett/K. Wyton – No Report**
- k. Association of Vancouver Island & Coastal Communities – P. Cote – No Report**
- l. Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- m. Other Reports**

MOVED: Director Banton

SECONDED: Director St. Jacques

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Dialogue for the Future of Fish and Fishermen – Request to attend on behalf of the Regional District –Director Bennett

MOVED: Director Bennett

SECONDED: Director McLeman

THAT the Board of Directors authorize Director Bennett to attend the Dialogue for the Future of Fish and Fisherman on December 5, 2016 in Nanaimo, BC.

CARRIED

b. Groundfish Troll Advisory Committee Meeting – December 2, 2016

MOVED: Director St. Jacques

SECONDED: Director McNabb

THAT the ACRD Board of Directors authorize Director Bennett and St. Jacques to attend the Groundfish Trawl Advisory Committee meeting on December 2, 2016 in order to speak on at-sea processing of hake.

CARRIED

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Osborne

SECONDED: Director McNabb

THAT the meeting be closed to the public to discuss the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District.

CARRIED

The meeting was closed to the public at 2:45 pm.

The meeting was re-opened to the public at 2:56 pm.

15. RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director McLeman

THAT this meeting be adjourned at 2:56 pm.

CARRIED

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON TUESDAY, NOVEMBER 8, 2016, 11:00 AM

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

DIRECTORS

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

PRESENT:

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

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

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

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Josie Osborne, ACRD Chair, Mayor, District of Tofino (via teleconference)

REGRETS:

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

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Manager of Environmental Services

Teri Fong, Manager of Finance

Mike Irg, Manager, Planning & Development

Wendy Thomson, Manager of Administrative Services

Heather Adair, Planner

1. CALL TO ORDER

The Chairperson called the meeting to order at 11:00 am.

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Cote

THAT the agenda be approved as circulated with addition of a request from the Alberni-Clayoquot Transportation Committee.

CARRIED

3. ADOPTION OF MINUTES

- a. **Alberni Valley & Bamfield Services Committee Meeting held October 5, 2016**

MOVED: Director Cootes
SECONDED: Director Kokura

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on October 5, 2016 be received.

CARRIED

4. IN CAMERA

MOVED: Director Cootes
SECONDED: Director Ruttan

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

- i. Negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the committee, could reasonably be expected to harm the interests of the regional district if they were held in public.*

CARRIED

The meeting was closed to the public at 11:01 am

The meeting was opened to the public at 11:32 am

5. RECOMMENDATIONS FROM IN-CAMERA

6. LATE BUSINESS

a. Recommendation from the Alberni-Clayoquot Transportation Committee

MOVED: Director McLeman
SECONDED: Director Banton

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors request a meeting with the Minister of Transportation and Infrastructure as soon as possible to discuss the Horne Lake Connector Business Case Final Report, October 2016.

CARRIED

7. ADJOURN

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the meeting be adjourned at 11:44 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer

**MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE
MEETING HELD ON TUESDAY, NOVEMBER 22, 2016 @ 10:00 AM**

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

MEMBERS

Jack McLeman, ACRD, Co-Chair

PRESENT:

Gillian Trumper, PAPA, Co-Chair

Chris Alemany, City of Port Alberni

Darren DeLuca

Dennis Frykas, Amalgamated Transit Union

Scott Fraser, MLA

Bob Cole

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

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

GUESTS:

David Edgar, Planning, MOTI

Michael Pearson, Operations Manager, MOTI

STAFF PRESENT:

Pat Deakin, City of Port Alberni

Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:01 am.

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

2. APPROVAL OF AGENDA

MOVED: B. Cole

SECONDED: C. Alemany

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. AC Transportation Committee Meeting held November 8, 2016.

MOVED: G. Trumper

SECONDED: C. Alemany

THAT the minutes of the AC Transportation Committee Meeting held on November 8, 2016 be adopted.

CARRIED

Introductions were conducted around the table.

4. PETITIONS, DELEGATIONS & PRESENTATIONS

Ministry of Transportation and Infrastructure Powerpoint Presentation regarding the Horne Lake Connector Business Case Final Report October 2016

David Edgar, Planning, MOTI

Mike Pearson, P. Eng., Operations Manager

Vancouver Island District - Central Vancouver Island

Mr. Edgar reviewed the MOTI power point presentation stating there have been many studies completed through ought the years, however never finding a strong enough case to move forward. Mr. Edgar recapped the key aspects of the study. The theme of the proposed improvement projects for Highway 4 is to get parking off the road.

The committee stated there is no growth with this report. Transportation and Infrastructure grows economic development, BC on the move is about improving the economy. There are glaring examples of growth from new highways, Coquihala Hwy enabled Kamloops to explode, the Inland Highway -industry closed in Campbell River but that city continues to grow. There will be a significant increase in traffic to Comox Valley when the new hospitals are operational.

The committee discussed the projects planned, and reiterated there needs to be more discussion and consultation on Cathedral Grove improvements, need to research, mapping and planning, stakeholder consultation, decisions - short and long term improvements. Suggestions for Cathedral Grove - express route through the park, would need to discuss with Nanaimo Regional District, overpass walkway not crosswalk. In past meetings the largest opposition was Qualicum Beach residents, surprisingly it wasn't the environmental constituents; it was the retired generation.

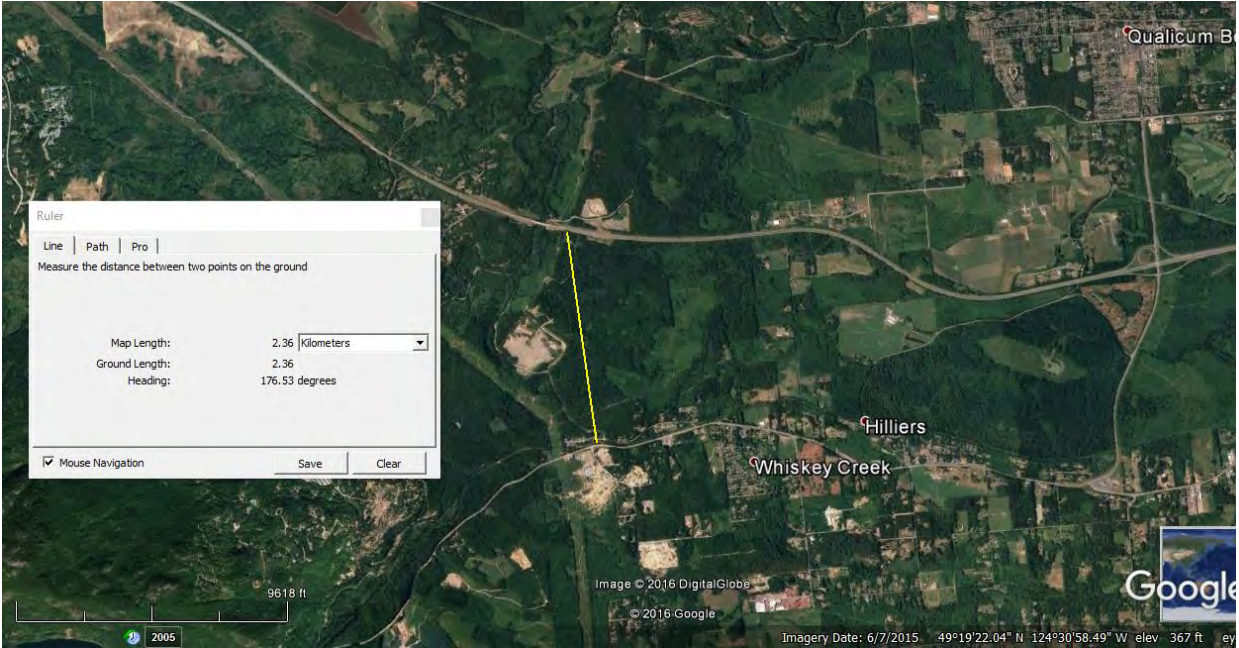
Discussion on how residents get out of the valley, suggested roads to the south use existing logging roads. A huge boulder fell last week along Cameron Lake isolating the valley once again, this is not acceptable. Safety should be of the utmost importance. Committee member Darren Deluca proposed a route from Melrose Road which could save 12 -15 km going north and certainly any traffic going south would divert, it could be relatively cheap, and it actually moves traffic. Regarding this proposed Hwy 4 to Hwy 19 cutoff at Melrose Road would need to know who owns the land, is it drivable, is it financially possible, does it make any sense, consultation would involve the Regional District of Nanaimo. Ministry will take away the suggested route, however any changes to the inland island highway would need consensus and the ACRD is not a signatory to the Agreement.

MOVED: D. Deluca

SECONDED: L. Banton

THAT the Board of Directors request on behalf of the AC Transportation Committee that the Ministry of Transportation and Infrastructure review the suggested proposed Hwy 4 to Hwy 19 cutoff at Melrose Road and respond to the AC Transportation Committee within a reasonable time frame/ 30 days.

CARRIED



The Minister decides the project priorities and the time table.

5. **REPORTS**
6. **CORRESPONDENCE FOR ACTION/INFORMATION**
7. **NEW BUSINESS**
8. **ADJOURN**

MOVED: D. Deluca
SECONDED: G. Trumper

THAT this meeting be adjourned 11:30 am.

CARRIED

Certified Correct:

Jack McLeman, Co-Chair

VIA EMAIL

Attention: Regional District, Chief Administrative Officer

Re: Municipal Finance Authority of BC Appointment of Member(s)

Dear Sir/Madam,

This letter is a reminder of the requirement to appoint a Member to the Municipal Finance Authority of BC (MFA) for a period of approximately one year (from date of appointment until a successor is appointed for 2018). The regional district may also appoint an alternate Member to act in the case of necessary absence from a meeting of the Authority.

Under our Act, the number of Members to be appointed and votes held by each Regional District are dependent on population, numbers for which are derived from the official census. All regional districts have at least one Member appointed, with Fraser Valley and Capital having two and Metro Vancouver having ten for a total of 39 Members of the Authority. At the current time, there is no change to that used last year; however, 2016 census population results are due to be released in early February. We will be communicating to all Regional Districts as to what, if any, changes will be contemplated considering those results once this information has been received and processed by our team.

Please provide your Member and Alternate appointments on letterhead and attach the completed Member/Alternate contact form. Both items are to be emailed to mfa@mfa.bc.ca.

Although our Act states the appointment is to be made no later than February 28th, we strongly recommend this be completed at your earliest opportunity. This will ensure that Members can make their accommodation arrangements for the MFA Financial Forum & AGM on March 30, 2017.

For your reference, please see attached 2016 listing of Members of the Authority and alternates, as well as the 2017 Notice of MFA Financial Forum/AGM & Semi-Annual Meeting.

Please email any questions to mfa@mfa.bc.ca.

Regards,

Peter Urbanc
Chief Administrative Officer

Shannon E. Cottrell
Business Support Officer

Unit 217 – 3680 Uptown Boulevard, Victoria, BC V8Z 0B9
P: 250.419.4767 | Web: mfa.bc.ca



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**MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
MEMBERS OF THE AUTHORITY**

Regional District	Member Appointed	Alternate	March 2016* Votes
Alberni-Clayoquot	M. Kokura	L. Banton	1
Bulkley-Nechako	B. Miller		1
Capital	D. Howe	B. Desjardins	4
Capital	K. Williams	R. Atwell	4
Cariboo	A. Richmond	B. Coakley	2
Central Coast	A. Sayers	R. Moody	1
Central Kootenay	R. Toyota	A. Bunka	2
Central Okanagan	D. Ophus	G. Given	4
Columbia Shuswap	R. Martin	C. Moss	2
Comox Valley	E. Grieve	B. Price	2
Cowichan Valley	T. Walker	I. Morrison	2
East Kootenay	R. Gay	T. Shypitka	2
Fraser-Fort George	L. Hall	A. Kaehn	2
Fraser Valley	S. Gaetz	H. Braun	3
Fraser Valley	P. Ross	T. Dixon	3
Kitimat-Stikine	S. Tyers	H. Nyce	1
Kootenay Boundary	G. McGregor	R. Russell	1
Metro Vancouver	M. Brodie	H. Steves	5
Metro Vancouver	D. Corrigan	C. Jordan	5
Metro Vancouver	L. Jackson	W. Baldwin	4
Metro Vancouver	D. Mussatto	M. Smith	5
Metro Vancouver	M. Clay	R. Stewart	5
Metro Vancouver	R. Louie	T. Stevenson	5
Metro Vancouver	R. Walton	J. Froese	5
Metro Vancouver	J. Villeneuve	M. Martin	4
Metro Vancouver	R. Stewart	L. Hepner	4
Metro Vancouver	G. Moore	J. Cote	5
Mount Waddington	S. Ackland	H. Bood	1
Nanaimo	J. Stanhope	A. McPherson	3
North Okanagan	K. Acton	C. Lord	2
Northern Rockies	B. Streeper	T. Osbourne	1
Okanagan-Similkameen	M. Pendergraft	A. Jakubeit	2
Peace River	B. Sperling	L. Hiebert	2
Powell River	P. Brabazon	R. Brewer	1
Skeena-Queen Charlotte	B. Pages	D. Franzen	1
Squamish-Lillooet	J. Crompton	D. Race	1
Strathcona	A. Adams	L. Samson	1
Sunshine Coast	G. Nohr	F. Mauro	1
Thompson-Nicola	J. Ranta	C. Schaffer	<u>3</u>

103

*Based on 2011 Census Results

Updated: December 5, 2016 (9:04AM)

2017 Member Appointment Contact Information

Regional District Information

RD Name: _____

RD Address: _____

Street Address _____ *Unit Number* _____

City _____ *Province* _____ *Postal Code* _____

Member Contact Information

Full Name: _____

Last _____ *First* _____ *M.I.* _____

Address: _____

Street Address _____ *Apartment/Unit #* _____

City _____ *Province* _____ *Postal Code* _____

Email _____ Phone # _____

Please indicate which address is to be used for main contact:

Regional District Address Member Address

Assistant Contact Information and/or Additional Contacts You Require Correspondence To Be Sent To

Full Name: _____

Last _____ *First* _____ *M.I.* _____

Email _____ Phone # _____

Alternate Contact Information

Full Name: _____

Last _____ *First* _____ *M.I.* _____

Email _____ Phone # _____

CAO Signature: _____

NOTICE OF THE 2017 ANNUAL GENERAL MEETING OF THE MEMBERS

THIS IS A NOTICE in accordance with the Municipal Finance Authority of British Columbia Act, British Columbia, that the Annual General Meeting of the Members of the Municipal Finance Authority (MFA) of British Columbia will take place at 10:30 a.m. on the 30th day, March, 2017 at the Hotel Grand Pacific, Vancouver Island Ballroom, 463 Belleville Street, Victoria, BC.

This meeting is expected to last for approximately two hours. The Agenda for the AGM will be sent to members on file, approximately one week prior to the meeting.



The MFA Annual Financial Forum will begin on March 29th at 2:00pm, followed by a reception from 4:00p.m. to 6:00p.m. with the Financial Forum continuing March 30th from 9:00a.m. until 10:30a.m.

Registration for the Financial Forum and AGM will be available in December on the MFA website and at Civic Info.

For accommodations please contact the Hotel Grand Pacific at www.hotelgrandpacific.com, reserve@hotelgrandpacific.com, or 250-386-0450. Please quote our group name "**Municipal Finance Authority**" group code "**MAR17MFA**".

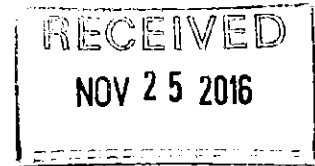
Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

November 15, 2016



Ms. Josie Osborne
Chairperson
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

Dear Ms. Osborne:

On behalf of the Right Honourable Justin Trudeau, I would like to acknowledge receipt of your correspondence of October 17, 2016, regarding Aboriginal fishing rights and the Nuu-chah-nulth First Nations.

Please be assured that your comments, offered on behalf of the Alberni Clayoquot Regional District, have been carefully reviewed. As you may know, the issue you raise falls under the purview of the Honourable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard, to whom I note you have also sent a copy of your correspondence. While the Prime Minister appreciates being made aware of your concerns, he will leave the matter to be considered by Minister LeBlanc.

Thank you for taking the time to write to the Prime Minister.

Yours sincerely,

P. Monteith
Executive Correspondence Officer

October 17, 2016

Honourable Prime Minister, Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

The Right Honourable Prime Minister Justin Trudeau:

Re: Nuuchahnulth fishing rights/Ahousaht et al v. Canada

I write to you on behalf of the Alberni Clayoquot Regional District to express our concerns regarding Canada's conduct with the five Nuuchahnulth First Nations of the Ahousaht et al v. Canada decision (Ahousaht, Hesquiaht, Ehattesaht, Mowachaht/Muchalaht and Tla-o-qui-aht First Nations).

Your government is presenting arguments in the ongoing justification trial in the B.C. Supreme Court that would restrict and minimize the Nuuchahnulth Aboriginal right to fish commercially that was decided in 2009 and confirmed by the BC Court of Appeal and the Supreme Court of Canada in 2014. It is our understanding that Department of Justice lawyers are attempting to redefine this proven right as a "low-level" right that would render the right essentially meaningless. Lead negotiators for the five Nations raised this point in a recent meeting with DFO Regional Director General Rebecca Reid. RDG Reid conceded she was unaware that Canada's lawyers were arguing this point in court. Furthermore, the RDG, as a representative of the federal government, said she had nothing new to negotiate with the Nations regarding their rights-based fisheries access.

Seven years after the declaration of their Aboriginal right to fish commercially, these five Nuuchahnulth Nations remain without a negotiated agreement or reasonable offer from the federal government to allow their communities to exercise their rights and participate in the abundant fisheries in their territories. Furthermore, Ministers LeBlanc (Fisheries and Oceans), Bennett (Northern and Indigenous Affairs), and Wilson-Raybould (Justice and Attorney General) met with the lead negotiators of the five Nations in Ottawa last June, yet still haven't provided any new direction to their bureaucrats and lawyers on the ground or in court.

.../2

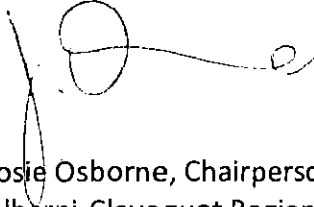
We write, as elected representatives of municipalities, First Nations, and rural areas of the Alberni-Clayoquot Regional District to strongly urge you to direct your Ministers, staff and legal advisors to:

1. Appoint a Senior Negotiator as a representative of the Government of Canada to conclude negotiations on the fishing plans developed by the five First Nations.
2. Direct your Ministers and their staff to work collaboratively with five First Nations to implement their rights-based fisheries as confirmed by the Supreme Court of Canada and protected under the Canadian Constitution.

This is a serious matter with critical implications to Nuu-chah-nulth communities who face considerable poverty in their communities and the continued erosion of fishing culture. Nuu-chah-nulth First Nations have been very patient and respectful, trying to work with the government of Canada through the Department of Fisheries and Oceans to negotiate the five First Nations Constitutionally protected right "to fish and sell, all species of fish."

You have expressed many times, including during your summer 2016 visit to Tofino, that no relationship is more important to you than that between Canada and the Indigenous peoples of Canada. We urge you to make good on your promise to First Nations and implement the Aboriginal fishing rights of these five Nuu-chah-nulth First Nations.

Sincerely,



Josie Osborne, Chairperson
Alberni-Clayoquot Regional District

Cc: Honorable Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard (DFO)
Honourable Jody-Wilson-Raybould, Minister of Justice and the Attorney General of Canada;
Honourable Carolyn Bennett, Minister of Indigenous and Northern Affairs Canada (INAC);
Gord Johns, MP for Courtenay-Alberni;
Catherine Blewett, Deputy Minister of Fisheries and Oceans Canada;
Kevin Stringer, Senior Assistant Deputy Minister, DFO;
Rebecca Reid, Regional Director General, Pacific Region, DFO;
Debra Foxcroft, President, Nuu-chah-nulth Tribal Council



November 18, 2016

Chair Josie Osborne
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Chair Osborne:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$233,271.08 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement, and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

A handwritten signature in black ink, appearing to read "Murry Krause".

Councillor Murry Krause
UBCM President

PC: Teri Fong, Manager of Finance

Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided
by UBCM

Funding provided by
Province of B.C.



**For program
information, visit the
Funding Programs
section at:**

www.ubcm.ca

LGPS Secretariat

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

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

November 16, 2016

Chair Osborne and Board
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC, V9Y 2E3



Re: Asset Management Training Subsidy for NAMS Training

Dear Chair and Board,

Thank you for submitting an application for the 2016 Asset Management Training Subsidy grant program.

Asset Management BC has confirmed that two representatives from your local government attended the Vancouver Island NAMS training event on October 4-6, 2016.

Based on this, a cheque in the amount of \$1,650.00 will follow shortly under separate cover. This cheque is based on 50% of the registration fee for two attendees (\$1,650.00 per attendee).

The Ministry of Community, Sport & Cultural Development has provided funding for this program. If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at lgps@ubcm.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Danyta Welch".

Danyta Welch
Policy & Programs Officer

cc: Teri Fong, Manager of Finance, Alberni-Clayoquot Regional District



November 16, 2016

Western Canada Marine Response Corporation
6476 Norcross Road
Duncan, BC V9L5T3

Dear Sir/Madamme:

Re: Request for a presentation by your organization at the 68th Annual Convention of the Association of Vancouver Island and Coastal Communities Convention – April 7-9, 2017

District of Sechelt Council is interested in receiving an update from your organization on marine oil and or other contaminant spill response for the BC coast. As we anticipate updated information would be welcomed by the elected officials of other BC coastal communities, we request that your organization consider making a presentation at the upcoming Association of Vancouver Island and Coastal Communities Convention (AVICC) in April, 2017. We have attached information and a presentation application form related to this event with our letter.

We have provided a copy of our letter of request to you to the AVICC convention organizers, for information. We have also copied this letter to the Alberni-Clayoquot Regional District, one of the local government authorities in the area recently impacted by incidents related to a tug and a barge sinking off their coasts.

We trust that you will honour our request and will work with the AVICC to ensure that Coastal communities can receive a group update during the upcoming convention. This approach will help provide consistent information to local government officials on this important issue. Please note that the application date for conference sessions is December 2, 2016. We look forward to hearing back from you regarding this request.

With thanks,

Bruce Milne
Mayor

cc AVICC
Alberni-Clayoquot Regional District

From: Norma Miller <nmiller@bcrea.bc.ca>
Subject: FYI: BCREA Floodplain Maps Action Plan Progress Report (November 2016)
Date: November 25, 2016 at 1:54:27 PM PST
To: Norma Miller <nmiller@bcrea.bc.ca>

This message is being sent to people interested in the BC Real Estate Association (BCREA) Floodplain Maps Action Plan.

The most recent progress report on the Floodplain Maps Action Plan is available at www.bcrea.bc.ca/docs/government-relations/2016-11-progress-report.pdf, and highlights are provided in the table below. Here's some additional news:

In October, the Intact Centre on Climate Adaptation at the University of Waterloo published a paper called Climate Change and the Preparedness of Canadian Provinces and Yukon to Limit Potential Flood Damage, by Dr. Blair Feltmate - www.intactcentreclimateadaptation.ca/wp-content/uploads/2016/10/Intact-Centre-Climate-Change-and-the-Preparedness-of-Canadian-Provinces-and-Yukon-Oct-2016.pdf. The paper notes that floodplain mapping is important to understand flood risks, and that maps “must be updated regularly to provide reliable information on flood risk management and local development.” Sound familiar?

The Pacific Institute for Climate Solutions has an internship program that supports the hiring of PICS students on topics that align with its strategic research plan. \$10,000 in internship funding per four-month placement is available to provincial and local governments and BC-based NGOs. In addition, PICS will match private sector and crown corporation contributions to a maximum of \$6,000 for four-month internship placements in areas of interest to PICS.

- Internship program: www.pics.uvic.ca/fellowships/internships (application deadline: Jan. 9)
- About PICS research: www.pics.uvic.ca/research-intro (scroll to the bottom of the page for the Phase II Strategic Research Plan)

The City of Surrey, along with the Adaptation to Climate Change Team at Simon Fraser University, West Coast Environmental Law and Ideaspace, conducted a series of community engagement meetings on sea level rise in the Crescent Beach neighbourhood. The report is available here: www.act-adapt.org/read-the-report-crescent-beach-community-meetings-on-sea-level-rise.

BCREA collects links to related projects and publications at www.bcrea.bc.ca/government-relations/flood-protection/flood-protection-resources. If you have anything to add, please contact nmiller@bcrea.bc.ca.

Category	Action
Technical	Monitor provincial and federal responses to the Public Safety Canada National Floodplain Mapping Assessment, and implementation of the National Disaster Mitigation Program (NDMP). <u>Status:</u>

Category	Action
	<p>There has been no change in status on this action, which means federal floodplain mapping guidelines will likely be available in 2017, rather than 2016. Emergency Management BC did invite local governments to submit applications for the National Disaster Mitigation Program, but BCREA is unaware of any subsequent announcements.</p> <p>In related news, Natural Resource Canada’s Canadian Centre for Mapping and Earth Observation has initiated a project to develop Canadian Airborne LiDAR Specification Guidelines, likely in 2017.</p>
Political	<p>Communicate the progress and outcomes of the Lower Mainland Flood Management Strategy to enable opportunities to advance flood hazard mapping provincially.</p> <p><u>Status:</u> The development of Phase 2, for which the BC Government contributed \$1 million, is well underway. Phase 2 will include identifying priorities and defining cost-sharing and governance models, and considerable outreach is taking place, along with the creation of committees and submission of funding applications. Reports from Phase 1 are available at www.floodstrategy.ca.</p>
Political	<p>Through a structured communications approach, engage key public and private organizations and associations to raise awareness among decision makers and stakeholders, and strengthen political support; e.g., facilitate opportunities to bring together municipalities for peer-to-peer discussions, host one or more sessions at local government conferences, develop a set of visual tools to improve understanding about the importance of floodplain mapping / flood hazard management, and to support the allocation of the necessary resources.</p> <p><u>Status:</u> After broad consultations with Canadians, the federal government’s climate adaptation plan is expected to be published in early December.</p> <p>Upcoming events: Nov. 29 – FloodSmartCanada’s – Bringing Together Communities, Businesses and Governments to Tackle Flood Risk (webinar), 10:00-11:00 am - www.surveymonkey.com/r/8ZPWW8J Jan. 27 – Canadian Water Resources Association – Climate Extremes: National Collaboration on Floods and Droughts (Ottawa) – www.cwra.org/images/BranchesAffiliates/Ontario/Ottawa_Flyer_20161104linkssponsors.pdf Feb. 1-3 – CatIQ’s Canadian Catastrophe Conference (Toronto) – www.catiq.com/c4 • May 31-Jun. 3 – Canadian Hydrotechnical Conference (Vancouver) – www.csce2017.ca – theme: “Leadership in Sustainable Infrastructure”</p>
Aspirational	<p>L. Develop, and update every five years, floodplain mapping guidelines and specifications to reflect current technologies and realities, improve consistency, and build technical capacity to support utilization of a broader suite of technical tools.</p> <p><u>Status:</u> On May 12, 2016, the BC Government announced that it has awarded funding to the Association of Professional Engineers and Geoscientists of BC to aid the development of floodplain hazard mapping and modernize professional practice guidelines relating to flood assessments. Work is underway, and the review task force (which includes a wide variety of stakeholders, including BCREA) meets for the second time at the end of November.</p>

Here are direct links to resources available from BCREA:

- Floodplain Maps Action Plan: www.bcrea.bc.ca/docs/government-relations/floodplainmaps_action_plan.pdf
- Previous progress reports: www.bcrea.bc.ca/government-relations/flood-protection
- *BC Floodplain Maps Inventory Report*: www.bcrea.bc.ca/docs/government-relations/2015floodplainmapinventory.pdf
- *Floodplain Mapping Funding Guidebook for BC Local Governments*: www.bcrea.bc.ca/docs/government-relations/floodplainmapguidebook.pdf
- *Floodplain Mapping Backgrounder*: www.bcrea.bc.ca/docs/government-relations/2014-FM-backgrounder.pdf

The Floodplain Maps Action Plan is truly a collaborative initiative, and the BC Real Estate Association is indebted to members of the Floodplain Maps Working Group for their expertise, insights and support. Members include representatives from the Adaptation to Climate Change Team at Simon Fraser University, Fraser Basin Council, Ebbwater Consulting, Northwest Hydraulic Consultants Ltd, Urban Development Institute, Insurance Bureau of Canada and Okanagan Basin Water Board.

If you'd rather not receive progress reports, please let me know and I'll remove you from the list. On the other hand, feel free to share this with your own networks.

The British Columbia Real Estate Association (BCREA) is the professional association for more than 21,000 REALTORS® in BC, focusing on provincial issues that impact real estate. Working with the province's 11 real estate boards, BCREA provides continuing professional education, advocacy, economic research and standard forms to help REALTORS® provide value for their clients.

Thank you,

Norma Miller
Manager of Government Relations
British Columbia Real Estate Association
1420 – 701 Georgia Street West | PO Box 10123, Pacific Centre | Vancouver, BC V7Y 1C6
604.742.2789 | nmiller@bcrea.bc.ca

Visit BCREA Online: www.bcrea.bc.ca | www.twitter.com/bcrea

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DISTRICT OF TOFINO – OFFICE OF THE MAYOR

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

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

November 28, 2016

LGMA 0530-01

Honourable Catherine McKenna
Minister of the Environment and Climate Change
House of Commons
Ottawa, Ontario K1A 0A6

Re: Pacific Traverse Trail in Pacific Rim National Park Reserve

I write to (1) thank the federal government for the investment into a new biking and walking trail in Pacific Rim National Park Reserve, (2) to provide you with an update on the status of linking the Park trail to the nearby communities of Tofino and Ucluelet and (3) to request your Ministry's assistance in helping us address two gaps in the trail.

The Investment

Residents of the Tofino and Ucluelet area on the West Coast of Vancouver Island have long held a dream to link our communities, 40 km apart, with a walking and biking trail separated from the narrow highway between Tofino and Ucluelet. Not only would such a trail be a safer, more accessible route for walkers and bicyclists, it would present new tourism opportunities and increase employment opportunities for First Nations communities within the Park by providing safe, non-motorized transportation to Tofino, just 12 km away. For over 20 years, the communities of Tofino and Ucluelet have slowly worked towards this dream, building a separated bike path in each of our communities a few hundred meters or a few kilometers at a time. Funds first came from local fundraising efforts – literally from salmon BBQ fundraisers – and eventually with municipal reserves, and with small provincial and federal grants to construct a section at a time. The looming obstacle has always been the construction of the middle segment of the trail, 22 km within Pacific Rim National Park Reserve.

We were thrilled when the federal government announced, as part of Budget 2016, its intention to invest \$17.7 million to build a new biking and walking trail in Pacific Rim National Park Reserve (PRNPR) in British Columbia. Not only does it represent a significant investment into tourism, 'green' economic development, and highway assets, it goes such a long way to realizing our long-held dream. We thank you for your government's confidence in, and investment in, Pacific Rim National Park Reserve and our local communities.

The shortfall

The 'Pacific Traverse Trail' (working title) will parallel 22 kilometers of Highway 4 through PRNPR, representing over 50% of the 40-kilometer distance between Tofino and Ucluelet. However, it will not meet the paved walking and biking trails that exist to the north in Tofino (2.5 km gap) and to the south in Ucluelet (~1 km gap). Please see the attached map.

The District of Tofino's Multi-Use Path (MUP) is a 6.5 km separated, paved walking and biking trail that parallels Highway 4, providing access from downtown Tofino southward to Cox Bay, one of the most popular surfing beaches in Tofino. The MUP is heavily used by local residents and visitors, and visitors to the region consistently remark that the MUP is a safe and easy way to travel without a car in Tofino.

.../2

While we are incredibly grateful for the federal government's investment into the Pacific Traverse Trail, we are suddenly faced with the need to close a 2.5 km gap with no prior notification thus little opportunity to plan for a \$3.5M capital investment (the preliminary cost estimate, see enclosed). This was not in the District of Tofino's Five Year Financial Plan, and we are presented with a real challenge to realize this project amongst long-established infrastructure priorities such as a \$20M wastewater treatment plant (planned for construction in 2019-2020 as per federal government requirements).

Completing the trail into Tofino is incredibly important to meet visitors' and residents' hopes and expectations, and who would otherwise face a 2.5 km walk or cycle on a provincial highway with a very narrow shoulder and unsafe conditions. Pedestrian and bicyclist safety concerns with this particular 2.5 km stretch of provincial highway have been a long-standing subject of discussion between Tofino and the BC Ministry of Transportation and Infrastructure (MoTI).


Next steps to address the shortfall

Tofino is moving ahead with preliminary planning and financial planning, beginning with an application to the Province of British Columbia's Cycling Infrastructure Partnership Program (for which we are eligible for up to \$1M), and we've also initiated discussions with the BC MoTI on cost-sharing. We intend to work with the Alberni-Clayoquot Regional District's Regional Parks and Trails Service, and have begun discussion at the Council level to determine what we can afford to contribute municipally through our 2017-2021 Five Year Financial Plan. Despite all these avenues, we know we will not have enough funds to close the gap.

We need your help. We seek your Ministry's assistance on options for a federal contribution, so we can leverage your investment into PRNPR, and so neither the Park nor the communities of Tofino and Ucluelet are left disappointing visitors and residents.

I look forward to your positive reply on how we can work together to establish a truly signature walking and biking trail between Tofino and Ucluelet.

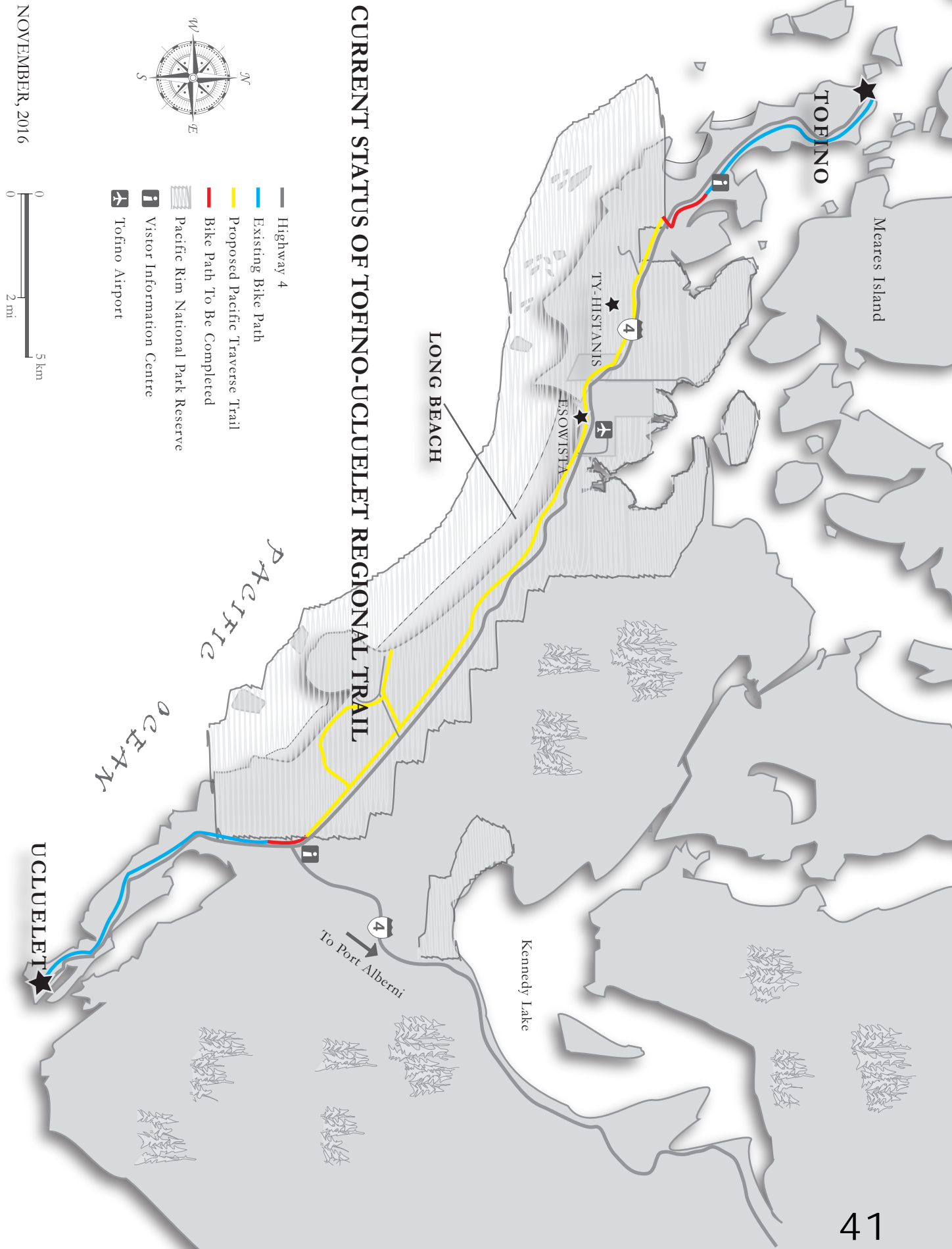
Sincerely,



Josie Osborne
Mayor

Encl. 1. Map of existing and proposed trails
 2. Preliminary cost estimate of Tofino MUP completion
 3. "Liberals commit to Park trail between Tofino and Ucluelet," Tofino Ucluelet
 Westerly News, April 6, 2016

Copy: Gord Johns, MP Courtenay-Alberni
 Hon. Todd Stone, Minister of Transportation and Infrastructure, British Columbia
 Tla-o-qui-aht First Nation
 District of Ucluelet
 Alberni-Clayoquot Regional District
 Karen Haugen, Superintendent, Pacific Rim National Park Reserve



CONSTRUCTION COST SEPARATION - CLASS D ESTIMATE

General Note: Cost Estimate reflects approximately 3000m of path and road construction from Tourism Tofino Info Center travelling south to Pacific Rim National Park Reserve sign.				McElhanney Consulting (2016 dollars)			
				Municipal Component		Development Component	
ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1.0	GENERAL CONDITIONS:						
1.1	Mobilization and Demobilization	Lump Sum	\$30,000.00	1.0	\$30,000.00	1.0	\$30,000.00
1.2	Site Maintenance and Sediment Management Plan	Lump Sum	\$20,000.00	1.0	\$20,000.00	1.0	\$20,000.00
	TEMPORARY FACILITIES:						
1.3	Contractor Administrator's Office	Lump Sum	\$35,000.00	1.0	\$35,000.00	1.0	\$35,000.00
	TRAFFIC REGULATION:						
1.4	Traffic Management Plan	Lump Sum	\$1,500.00	1.0	\$1,500.00	1.0	\$1,500.00
1.5	Traffic Control	Lump Sum	\$60,000.00	1.0	\$60,000.00	1.0	\$60,000.00
	GENERAL CONDITIONS SUBTOTAL				\$146,500.00		\$146,500.00
2.0	ROADWORKS:						
	ROADWAY EXCAVATION, EMBANKMENT AND COMPACTION:						
2.1	Remove existing trees, off-site disposal ($\varnothing > 0.75m$)	Each	\$500.00	40	\$20,000.00	30	\$15,000.00
2.2	Clearing and Grubbing	Square Meter	\$8.00	10700	\$85,600.00	6700	\$53,600.00
2.3	Common excavation, off-site disposal	Cubic Meter	\$20.00	4200	\$84,000.00	3500	\$70,000.00
2.4	Subgrade preparation	Square Meter	\$2.00	6000	\$12,000.00	5000	\$10,000.00
2.5	Import Road Embankment Fill	Cubic metre	\$50.00	11000	\$550,000.00	2400	\$120,000.00
	GRANULAR BASE:						
2.6	Granular base - 25mm - 50 mm thickness	Square Meter	\$10.00	4000	\$40,000.00	3500	\$35,000.00
	GRANULAR SUB-BASE:						
2.7	Granular sub-base - 250 mm thickness	Square Meter	\$15.00	4000	\$60,000.00	3500	\$52,500.00
	HOT-MIX ASPHALT CONCRETE PAVING:						
2.8	Asphaltic concrete paving - 50mm thickness.	Square Meter	\$45.00	4000	\$180,000.00	3500	\$157,500.00
	CONCRETE RETAINING WALLS:						
2.9	Structural Retaining Walls 0.0m to 3.0m height	Square metre	\$350.00	180	\$63,000.00		
2.10	Structural Retaining Walls 3.0m to 5.0m height (includes Geotextile)	Square metre	\$500.00	310	\$155,000.00		
	PAVEMENT MARKINGS:						
2.11	Thermoplastic Pavement Markings	Lump Sum	\$6,000.00	1	\$6,000.00	1	\$6,000.00
	ROADWORKS SUBTOTAL				\$1,255,600.00		\$519,600.00
3.0	STORM SEWER:						
	DWG SHEET 101:						
3.1	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00	16.00	\$2,800.00		
3.2	Box Culvert - 2000mm Width, Concrete Extensions	Lineal Meter	\$1,500.00			5	\$7,500.00
3.3	Pipe - 250mm diam. PVC SDR 35 Extension	Lineal Meter	\$150.00	9.00	\$1,350.00		

CONSTRUCTION COST SEPARATION - CLASS D ESTIMATE

General Note: Cost Estimate reflects approximately 3000m of path and road construction from Tourism Tofino Info Center travelling south to Pacific Rim National Park Reserve sign.				McElhanney Consulting (2016 dollars)			
				Municipal Component		Development Component	
ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DWG SHEET 102:						
3.4	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00			12	\$2,100.00
	DWG SHEET 103:						
3.5	Pipe - 600mm diam. Sched 80 Steel Culvert Extension	Lineal Meter	\$325.00			15	\$4,875.00
3.6	Pipe - 1000mm diam. Concrete Culvert Extensions	Lineal Meter	\$825.00			15	\$12,375.00
	DWG SHEET 104:						
3.7	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00			10	\$1,750.00
	DWG SHEET 105:						
3.8	Pipe - 600mm diam. CSP Culvert Extension	Lineal Meter	\$175.00	10	\$1,750.00		
3.9	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00	38	\$6,650.00		
	DWG SHEET 106:						
3.10	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00	88	\$15,400.00		
	DWG SHEET 107:						
3.11	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00	31	\$5,425.00		
3.12	Pipe - 250mm diam. CSP Culvert Extension	Lineal Meter	\$100.00	16	\$1,600.00		
	DWG SHEET 108:						
3.13	Pipe - 600mm diam. CSP Culvert	Lineal Meter	\$175.00	34	\$5,950.00		
	STORM SEWER OUTFALL:						
3.14	New Storm Sewer Outfall	Lump Sum	\$10,000.00	1	\$10,000.00		
	STORM SEWER SUBTOTAL				\$50,925.00		\$28,600.00
4.0	ADJUST & RELOCATE:						
4.1	Signs, Gates, Water Valve, Manhole, and Hydro Box Lid	Lump Sum	\$20,000.00	0.5	\$10,000.00	0.5	\$10,000.00
4.2	Relocate Hydro Power Poles	Each	\$19,000.00	4	\$76,000.00		
4.3	Relocate Hydro Service Poles	Each	\$8,500.00	4	\$34,000.00		
4.4	Relocate Hydro Pole Anchor/Guy Wire	Each	\$3,500.00	4	\$14,000.00		
	ADJUST & RELOCATE SUBTOTAL				\$134,000.00		\$10,000.00
5.0	PEDESTRIAN ROAD CROSSINGS:						
	DWG SHEET 101:						
5.1	Major Pedestrian Crossing at HWY 4 - C/W Traffic Lights, Traffic Signs & Bases, Bollards, and Electrical	Lump Sum	\$40,000.00	1	\$40,000.00		
5.2	Minor Pedestrian Crossing at Cox Bay Beach Resort Driveway - C/W Traffic Signs & Bases, and Bollards	Lump Sum	\$6,500.00			1	\$6,500.00
5.3	Minor Pedestrian Crossing at Long Beach Lodge Resort Driveway - C/W Traffic Signs & Bases, and Bollards	Lump Sum	\$6,500.00			1	\$6,500.00

CONSTRUCTION COST SEPARATION - CLASS D ESTIMATE

General Note: Cost Estimate reflects approximately 3000m of path and road construction from Tourism Tofino Info Center travelling south to Pacific Rim National Park Reserve sign.				McElhanney Consulting (2016 dollars)			
				Municipal Component		Development Component	
ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DWG SHEET 102:						
5.4	Minor Pedestrian Crossing at Maltby Road - C/W Traffic Signs & Bases, and Bollards	Lump Sum	\$6,500.00	1	\$6,500.00		
	DWG SHEET 104:						
5.5	Major Pedestrian Crossing at HWY 4 - C/W Traffic Lights, Traffic Signs & Bases, Bollards, and Electrical	Lump Sum	\$40,000.00	1	\$40,000.00		
	SIGNS SUBTOTAL				\$86,500.00		\$13,000.00

Notes:

1) Estimated costs are derived from recent experience on Vancouver Island, but there is no warranty that actual cost will not vary. McElhanney accepts no liability for actual cost which may vary from the estimated construction costs provided herein.

2) Cost estimate based on McElhanney Concept "B" drawings. Please note Retaining Wall Systems, Storm Drainage System and Electrical Systems have not been fully developed.

3) No allowance has been made for land acquisition costs, property negotiations or easements.

SECTION 1	GENERAL CONDITIONS	\$146,500.00	\$146,500.00
SECTION 2	ROADWORKS	\$1,255,600.00	\$519,600.00
SECTION 3	STORM SEWER	\$50,925.00	\$28,600.00
SECTION 4	ADJUST & RELOCATE	\$134,000.00	\$10,000.00
SECTION 5	PEDESTRIAN ROAD CROSSINGS	\$134,000.00	\$10,000.00
	TOTAL CONSTRUCTED WORKS	\$1,721,025.00	\$714,700.00
	CONTINGENCY (25%)	\$430,256.25	\$178,675.00
	ENGINEERING (15%)	\$322,692.19	\$134,006.25
	TOTAL PROJECT (LESS GST)	\$2,473,973.44	\$1,027,381.25



Liberals commit to Park trail between Tofino and Ucluelet



A \$17 million trail will be built through the Pacific Rim National Park connecting Tofino to Ucluelet. — Image Credit: Andrew Bailey

by Andrew Bailey - Tofino-Ucluelet Westerly News

posted Apr 6, 2016 at 1:00 PM

Some big local news came out of Ottawa.

Canada's new Liberal government has laid out its first proposed budget and it includes a \$17.7 million biking and walking trail through the Pacific Rim National Park.

Tofino mayor Josie Osborne told the Westerly she was surprised and thrilled by the announcement.

"Local residents have wanted a walking and biking trail that connects the West Coast communities for as long as I have lived here," she said. "Last year, when the Alberni Clayoquot Regional District [ACRD] conducted public engagement sessions on regional trails, the top interest from West Coast residents was 'a path that connects Tofino and Ucluelet.'"

She said the proposed trail would be a valuable boost to both the local and visitor experience.

"The leg between Tofino and Long Beach has been of particular interest, because of the number of people who ride bicycles out to Long Beach, but of course a trail running the length of the Park is very much needed and very much welcomed," she said.

Liberals commit to Park trail between Tofino and Ucluelet cont'd

“Not only is it a fantastic draw for visitors, and safer way for residents to cycle to beaches or to Ucluelet, but it also makes it much safer for Tla-o-qui-aht residents who might want to ride into Tofino for work.”

The trail’s announcement has ramped up Tofino’s efforts to complete a roughly 1,500-metre extension of its Multiple Use Path (MUP) to link the community to the Park.

“This traverses land within the [ACRD] and I am hopeful that the ACRD and district will be able to work together to undertake this,” Osborne said. “I know that the district staff is already turning its mind to funding possibilities, and with the path in the Park becoming a reality, this clearly moves the completion of the MUP high up on the list of opportunities and priorities.”

Ucluelet Mayor Dianne St. Jacques spoke to the announcement during last week’s regular council meeting.

“That’s wonderful news and congratulations to acting [Park] superintendent Jackie Godfrey and all of her staff for being successful in all of that,” she said.

She noted Ucluelet must now work on extending its bike path from the West Coast junction to the Park and she assured the district would work with the ACRD to get that project going.

NDP Courtenay-Alberni MP Gord Johns told the Westerly that Ucluelet and Tofino have been pushing hard for a trail linking their towns for many years and he was happy to see the Liberals commit to building one.

“It is going to reshape tourism on the West Coast,” he said. “I’m a huge supporter of cycling tourism and I believe that it’s a really huge opportunity, so I’m very happy about that.”

Park spokesperson Meaghan Bradley said the trail is one of roughly \$191 million worth of National Park investment projects the government has committed to including: an \$85 million project to twin the Trans-Canada Highway through Yoho National Park, a \$21 million highway paving project through Wood Buffalo National Park in the Northwest Territories and a \$65 million trail in Jasper National Park.

“Parks Canada places belong to all Canadians. They represent the very best that Canada has to offer and tell the stories of who we are, including the history, cultures and contributions of Indigenous Peoples,” Bradley said.

“The Government is committed to investing in the revitalization of federal infrastructure assets including national parks and national historic sites for the benefit of all Canadians, from coast to coast to coast. These investments bring Canadians together to celebrate our rich and storied past.”

November 25, 2017

Dear Tracy,

The Lung Association of British Columbia would like to thank you for participating on the Wood Stove Exchange project 2016-2017. We are able to provide you the amount of \$15,600.00. The total funding should be allocated as follows: \$11,000 to support 44 exchanges, \$4200 to assist in supporting a part - time salary for a program coordinator, and \$400 the production of program materials and other expenses.

Attached is the copy of the transfer agreement. Kindly review and let me know if there are anything that has to be changed particularly on the startup and end dates. If there are none, kindly print two copies and have them signed and returned to BC Lung as soon as you can. The cheque will be sent to you along with a copy of the signed agreement.

Thank you for your continued support of the woods stove exchange project.

Sincerely,



Menn Biagtan, MD, MPH

Program Manager

The Lung Association of British Columbia



NOV 25 2016
File: 0280-30
Ref: 185160

Josie Osborne
Chair
Regional District of Alberni-Clayoquot
3008 5th Ave
Port Alberni BC V9Y 2E3

Dear Ms. Osborne:

I would like to thank you and your colleagues for meeting with me at the 2016 Union of British Columbia Municipalities (UBCM) convention to discuss current agricultural issues in your area. Personal meetings are an important part of forging a good working relationship between the Ministry of Agriculture and community leaders. It is also inspiring to see the passion and dedication local governments have for making their communities better places to live.

With regard to the concerns you expressed about the at-sea hake processing by domestic harvesters and how that impacts employment and endangers investment, I have asked Mr. James Mack, Assistant Deputy Minister, to facilitate introductions to the appropriate staff in the Ministry of Agriculture as well as staff within the Ministries of Community, Sport and Cultural Development and Forests, Lands and Natural Resource Operations to discuss your concerns in greater detail. If you would like to follow up with Mr. Mack directly, he can be contacted, by telephone, at (250) 356-1821 or by email at James.Mack@gov.bc.ca.

Again, thank you for participating in this year's convention.

Sincerely,

Norm Letnick
Minister

From: info-cva-pbc@hrsdcc.gc.ca [<mailto:info-cva-pbc@hrsdcc.gc.ca>]

Sent: Monday, December 05, 2016 12:47 AM

To: Wendy Thomson <wthomson@acrd.bc.ca>

Subject: Proposez dès maintenant une candidature pour les Prix pour le bénévolat du Canada! / Submit a nomination now for Canada's Volunteer Awards!



[English text follows French](#)

Proposez dès maintenant une candidature pour les Prix pour le bénévolat du Canada!

Madame/Monsieur,

Le 150^e anniversaire de la Confédération du Canada arrive à grands pas. À l'aube de cette année spéciale, il est important de reconnaître que notre pays ne serait pas le même sans le travail des bénévoles. En cette année de célébrations, nous voulons souligner le travail important que les bénévoles accomplissent.

L'appel de candidatures pour les Prix pour le bénévolat du Canada est **maintenant lancé, et ce, jusqu'au 3 février 2017**. Vous êtes invité à :

- **proposer la candidature** d'un organisme à but non lucratif, d'un bénévole, d'un groupe de bénévoles ou d'une entreprise qui agit utilement au sein d'une collectivité et qui serait digne de l'un des Prix; et
- **faire la promotion** de l'appel de nominations auprès de vos intervenants.

Des prix seront décernés dans les catégories suivantes :

- Un (1) prix national – **Prix Thérèse-Casgrain pour l'engagement de toute une vie**;
- Cinq (5) prix régionaux – **Leader émergent**, pour les jeunes bénévoles de 18 à 30 ans;
- Cinq (5) prix régionaux – **Leadership communautaire**, pour des personnes ou des groupes;

- Cinq (5) prix régionaux – **Leadership d'entreprise**, qui reconnaît les entreprises qui font preuve de responsabilité sociale; et
- Cinq (5) prix régionaux – **Innovation sociale**, qui reconnaît les contributions des organismes sans but lucratif.

Les lauréats des Prix seront honorés lors d'une cérémonie et seront invités à nommer un organisme à but non lucratif qui recevra une subvention de 5 000 \$ (prix régionaux) ou de 10 000 \$ (prix national).

Contribuez à honorer cette culture de générosité! [Donnons aux bénévoles canadiens la reconnaissance qu'ils méritent.](#)

Pour obtenir plus de renseignements au sujet des Prix, visitez [Canada.ca/prix-benevolat](#) ou composez le 1-877-825-0434.

Suivez-nous sur Twitter! [#faitesladifference](#)



Vous recevez des renseignements sur les Prix pour bénévolat du Canada parce que vous êtes abonné à une liste à utilisation multiple appartenant à Grey House Publishing Canada.

Pour vous désabonner...

Si vous ne souhaitez plus recevoir ces courriels, veuillez répondre au présent courriel en inscrivant "désabonner" dans la ligne de sujet ou communiquer avec le Secrétariat des Prix pour le bénévolat du Canada au 1-877-825-0434. Nous retirerons votre adresse de courriel de la liste de distribution dans les deux semaines suivant la réception de votre demande.

Submit a nomination now for Canada's Volunteer Awards!

Dear Sir or Madam:

The 150th anniversary of Canada's Confederation is fast approaching. During this celebration year, it is important to acknowledge that our country would not be the same without the work of volunteers. We would like to recognize the important work of volunteers across the country.

The call for nominations for Canada's Volunteer Awards is **now open until February 3, 2017**. You are invited to:

- **nominate** a not-for-profit organization, an individual, a group or a business who is making a difference in their community to receive an award; and
- **promote** the call for nominations to your stakeholders.

Awards will be presented in the following categories:

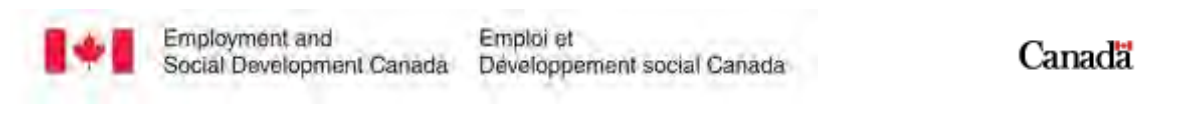
- One (1) national award – **Thérèse Casgrain Lifelong Achievement Award**;
- Five (5) regional awards – **Emerging Leader**, for young volunteers aged 18 to 30;
- Five (5) regional awards – **Community Leader**, for individuals or groups of volunteers;
- Five (5) regional awards – **Business Leader**, to recognize businesses that demonstrate social responsibility; and
- Five (5) regional awards – **Social Innovator**, to recognize the contributions of not-for-profit organizations.

Award recipients will be recognized at a ceremony and will be able to choose a not-for-profit organization to receive a grant of \$5,000 (regional awards) or \$10,000 (national award).

Help highlight Canada's volunteer culture! [Nominate a volunteer, not-for-profit organization or business in your community today!](#)

For more information about the Awards, please visit Canada.ca/volunteer-awards or call 1-877-825-0434.

Follow us on Twitter! [#madeadifference](https://twitter.com/madeadifference)



You are receiving information pertaining to the Canada's Volunteer Awards because you have subscribed to a multiple use list owned by Grey House Publishing Canada.

To unsubscribe:
If you no longer wish to receive these e-mails, please reply to this email with the word "unsubscribe" in the subject line or contact the Canada's Volunteer Awards Secretariat at 1-877-825-0434. Your e-mail address will be removed from the e-mail distribution list within two weeks from the time we receive your request.



Chambre des Communes
House of Commons
CANADA

Ottawa

Pièce 718
Édifice de la Confédération
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K1A 0A6
Tél. : 613-992-5302

Rimouski

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suite 109
Rimouski (Québec)
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Tél. : 418-725-2562

Dégelis

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Dégelis, (Québec)
G5T 1Y9
Tél: 418-894-6962



Guy Caron

Député / Member of
Parliament

Rimouski-Neigette—
Témiscouata—Les
Basques

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Tel.: 418-725-2562

Dégelis

749, West St. Dégelis,
(Quebec)
G5T 1Y9
Tel: 418-894-6962

RECEIVED

NOV 25 2016



Ending unfair taxation on family business transfers

Bill C-274: Transfer of small business, family farm or fishing operation

Dear Sir/Madam:

I am pleased to write to you today to ask for your support for my Private Member's Bill to end unfair taxation on family business transfers. The vote will take place Winter 2017.

Bill C-274 seeks to facilitate the transfer of small businesses, family farms and fishing operations between members of the same family. Specifically, it would give owners and buyers in the same family the same rights and privileges extended to non-related persons involved in a transaction.

In Canada, when an individual sells a business to a family member, the difference between the sale price and the price originally paid is considered a dividend. If the individual sells the business to an unrelated person, it is considered a capital gain. That makes it highly disadvantageous to transfer a business to a family member because the transaction does not include the right to a lifetime exemption and is more heavily taxed. This unfair situation penalizes our small businesses, family farms and fishing operations.

Owners of small businesses, family farms and fishing operations all agree that current tax rules discourage the transfer of their businesses to their children. Bill C-274 would remedy that by helping to ensure local businesses remain in the hands of local people. Not only would this legislation protect family businesses, but it would also create local jobs.

Since introducing my bill in the spring, I have received support from numerous farming, fishing and small business organizations, as well as from chambers of commerce across the country:

"Many small business owners are telling us that tax rules discourage them from passing on their firm to their children. Mr. Caron's bill addresses this unfairness and will help small business owners ensure their firm remains locally owned, creating and protecting local jobs."

Dan Kelly, President, Canadian Federation of Independent Business

"Simply put, if taxation barriers aren't addressed, we will see fewer and fewer family farms in Canada. We support Mr. Caron and his colleague's commitment to addressing these tax burdens that could cause significant administrative burden, cost . . ."

Ron Bonnett, President, Canadian Federation of Agriculture

"Bill C-274 will mean security for many of our members who have already begun the steps to transfer their business to one of their children! It's absurd that the current rules do not give business owners any incentive to keep their business in the family. Many of our convenience

store owners with well-established community businesses want to sell to their children but have to pay more tax when they do. It's high time to change the rules." [Translation]

Yves Servais, Director General, Association des marchands dépanneurs et épiciers du Québec

Together, we can demand that lawmakers change these unfair rules. That means we need the support of your MP. Enclosed you will find a letter that you can sign and return to your MP as well as the Minister of Finance, Bill Morneau. No postage is required.

You can also find more information about the bill at <http://guycaron.ndp.ca/bill-c-274-family-business-transfers> (questions and answers, online petition, reply card and comments form). It is time to level the playing field to ensure the survival of our small businesses, family farms and fishing operations.

If you have any questions or comments, feel free to contact me at 613-992-5302 or guy.caron@parl.gc.ca.

Sincerely,



Guy Caron

Member of Parliament for Rimouski–Neigette—Témiscouata—Les Basques
Finance Critic
Atlantic Canada Opportunities Agency Critic
Fisheries, Oceans and Canadian Coast Guard Assistant Critic

Name of MP: _____
Name of riding: _____
House of Commons
Ottawa, Ontario
K1A 0A6

Bill C-274: Transfer of small business, family farm or fishing operation

Dear Member of Parliament:

I am writing to ask that you support Bill C-274, Guy Caron's Private Member's Bill.

Bill C-274 seeks to facilitate the transfer of small businesses, family farms and fishing operations between members of the same family. Specifically, it would give owners and buyers of the same family the same rights and privileges extended to non-related persons involved in a transaction.

In Canada, when an individual sells a business to a family member, the difference between the sale price and the price originally paid is considered a dividend. If the individual sells the business to an unrelated person, it is considered a capital gain. That makes it highly disadvantageous to transfer a business to a family member because the transaction does not include the right to a lifetime exemption and is more heavily taxed. This unfair situation penalizes our small businesses, family farms and fishing operations.

It is time to level the playing field to ensure the survival of family businesses. Your support for Bill C-274 at second reading is essential to end this unfair tax, which is threatening the survival of local business.

As a member of Parliament, you have an opportunity to end this unfair treatment while protecting family businesses and contributing to local job creation. I am counting on your support.

Sincerely,

Name:
Name of business or organization:
Address:
Telephone number/email address:

c.c.:

Guy Caron (Member of Parliament for Rimouski-Neigette—Témiscouata—Les Basques and NDP Finance Critic)
Bill Morneau (Minister of Finance)



November 21st, 2016



Josie Osborne: Chair of the Board of Directors
 Alberni-Clayoquot Regional District
 3008 5th Avenue
 Port Alberni, B.C. V9Y 2E3

Dear Josie Osborne,

We are writing to share the latest research publication from the University of Victoria's POLIS Water Sustainability Project, *Top 5 Water Challenges That Will Define British Columbia's Future*, which will likely be of interest to you and your work. A hard copy of the report is enclosed for your interest and reference. The full report is also available for download at <http://poliswaterproject.org/topfivechallenges>.

Drawing on an extensive review of media, court and tribunal cases, and insights from attending over 100 recent events related to water issues, this report identifies five emerging water challenges that will define the future of British Columbia:

1. **Building resilience to droughts and floods:** Watersheds are vulnerable to the increasing frequency and intensity of droughts and floods.
2. **Sustaining water for nature:** Environmental flows are critical to ecosystem function and in many cases have been disrupted.
3. **Understanding the state of British Columbia's watersheds:** Sparse data can lead to decisions being made without a basis of accurate information.
4. **Protecting water quality for drinking, swimming, and fishing:** Degraded water quality is affecting community drinking water supply.
5. **Reconciling the water-energy nexus:** Water and energy are tightly interlinked, and both may be impacted by future climatic variation.

The report documents dozens of examples of *why* and *where* critical water issues are unfolding in B.C.'s watersheds, and suggests possible solutions to create water security and sustainability over the coming years. Most of these proposed solutions align with the objectives of the new *Water Sustainability Act*, and are meant to initiate a dialogue among water users, communities, First Nations, and local and provincial government decision-makers, on how British Columbia can best address these pressing challenges.

We would be happy to set up a time to meet with you or other members of your team to provide a briefing on this research and other POLIS work on water governance reform.

Sincerely

Oliver M. Brandes, BA(H), Dip.RNS, M.Econ., JD
 Co-Director & Water Sustainability Project Lead,
 POLIS Project on Ecological Governance, University of Victoria
 Research Associate, Centre for Global Studies, University of Victoria

Rosie Simms, B.A. & Sc.(H), M.A.
 Water Law & Policy Researcher/Coordinator
 POLIS Water Sustainability Project,
 University of Victoria



Top 5 Water Challenges

THAT WILL DEFINE BRITISH COLUMBIA'S FUTURE

Rosie Simms & Oliver M. Brandes | SEPTEMBER 2016

Full report and summary available for download at <http://poliswaterproject.org/topfivechallenges>

A community on the Sunshine Coast coming within two weeks of running out of water. Rivers running so low on Vancouver Island salmon have to be trucked upstream. Rivers contaminated from tailings spills and lakes stagnating with algal blooms. These are just a few of the examples of the stories emerging across British Columbia's watersheds showing that fresh water—the foundation of the province's ecosystems, communities, and economies—is under growing pressure. Climate change and shifting hydrological conditions are rapidly ushering British Columbia into an increasingly uncertain water future.

This report identifies emerging water challenges that will define the province's future. These challenges, and associated opportunities, must be addressed in the context of a changing water cycle, evolving water laws, and new forms of decision-making. The report documents specific examples of where the issues are unfolding, and suggests some initial solutions. **British Columbia's top five water challenges are:**



#1: Building resilience to droughts and floods

Communities across British Columbia are already witnessing increased frequency and intensity of droughts and floods, and climate change is projected to exacerbate these extremes. Communities and their water supplies are vulnerable to these incidents of shortages and excesses of water.



#2: Sustaining water for nature

Rivers' natural flow regimes, also known as environmental flows, operate as a "master variable" in ecological systems and are critical to ecosystem function and resilience. Environmental flows have been fundamentally disrupted in many watersheds, with detrimental consequences for habitats and fish populations.



#3: Understanding the state of British Columbia's watersheds

Data are sparse on many essential aspects of British Columbia's freshwater: aquifers mapping is only partially complete; hydrometric monitoring stations cover just a fraction of the province's watersheds; and regular state of watershed reporting is non-existent. This leads to decisions being made without a basis of accurate information.



#4: Protecting water quality for drinking, swimming, and fishing

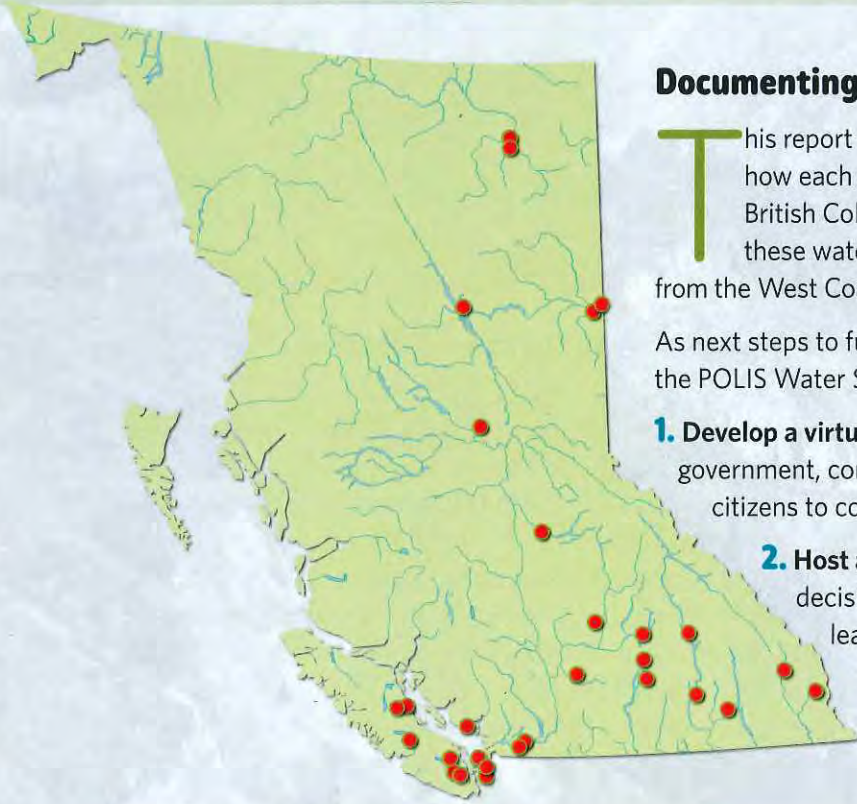
Degraded water quality in rivers, lakes and aquifers is affecting community drinking water supplies, fish and ecosystem health, First Nations' harvesting access, and recreation. Groundwater is at risk of contamination from overlying land use practices and saltwater intrusion.



#5: Reconciling the water-energy nexus

Water and energy are tightly interlinked: both hydroelectricity, which provides 90 per cent of British Columbia's electricity, and liquefied natural gas extraction, a cornerstone of the Province's economic strategy, are water intensive. Both may be impacted by projected fluctuations in water supplies due to climate change.

British Columbians benefit tremendously from the province's freshwater resources; proactive action on these emerging challenges is needed to prepare for an increasingly uncertain water future.



Documenting British Columbia's water issues

This report documents specific examples of where and how each of the five water challenges is unfolding in British Columbia. As the red dots on this map show, these water challenges span the province's watersheds, from the West Coast to the Northeast.

As next steps to further explore solutions to the five challenges, the POLIS Water Sustainability Project will:

1. **Develop a virtual "water issues atlas"** as a tool to engage government, communities, professional associations, and citizens to continue to identify and track the issues; and
2. **Host a series of solutions roundtables** with experts, decision-makers, First Nations, and other water leaders. The ultimate goal will be to develop a series of detailed solutions briefings for each of the five water challenges.

POLIS Project on Ecological Governance

Created in 2000, the POLIS Project on Ecological Governance is a research-based organization that is part of the Centre for Global Studies at the University of Victoria. Researchers who are also community activists work to make ecological thinking and practice a core value in all aspects of society and dismantle the notion that the environment is merely another sector. Among the many research centres investigating and promoting sustainability worldwide, POLIS represents a unique blend of multidisciplinary academic research and community action. polisproject.org

Centre for Global Studies

The Centre for Global Studies (CFGS) was formally established at the University of Victoria in 1998 with a mandate to promote collaborative, multidisciplinary, and cross-regional research and engage in connecting research in the field of global studies to local, national, and international communities. Activities at the Centre are designed to promote critical citizenship in a complex and rapidly changing global environment. The CFGS has a rich history of producing cutting edge research and disseminating it in concise and accessible ways for policy and decision makers and the broader community. www.uvic.ca/research/centres/globalstudies/



POLIS Project
on
Ecological Governance
University of Victoria

POLIS Project on Ecological Governance
Centre for Global Studies, University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2 Canada
Tel: 250.721.8800
Email: water@polisproject.org

POLIS Water Sustainability Project

The POLIS Water Sustainability Project (WSP) is an action-based research group that recognizes water scarcity is a social dilemma that cannot be addressed by technical solutions alone. The project focuses on four themes crucial to a sustainable water future:

- Water Conservation and the Water Soft Path;
- The Water-Energy Nexus;
- Watershed Governance; and
- Water Law and Policy.

The WSP works with industry, government, civil society, environmental not-for-profits, and individuals to develop and embed water conservation strategies that benefit the economy, communities, and the environment. The WSP is an initiative of the POLIS Project on Ecological Governance at the Centre for Global Studies, University of Victoria. poliswaterproject.org

POLIS Project on Ecological Governance
watersustainabilityproject



University of Victoria

from the Board Table

Thank You...

To our departing Trustees for your contribution to Vancouver Island Regional Library and your community.



Bruce Jolliffe

Bruce Jolliffe was appointed to the Board of Trustees in 2009 by the Comox Valley Regional District where he served eight consecutive years. During that time, Bruce served as representative for the Comox Valley Regional District, and was elected Chair to the Board four years in a row. Bruce also served two years on the Executive Committee as a Member-at-Large.



Mike Hicks

Mike Hicks was appointed to the Board of Trustees in 2009, serving for eight consecutive years. He represented the Capital Regional District.



Dave Rushton

Appointed to the Board of Trustees in 2009 by the Regional District of Mount Waddington, Dave Rushton served for eight consecutive years. Dave also served on the Board's Executive Committee as a Member-at-Large for five years.



Andrew Merilees

Appointed to the Board of Trustees in 2009 by the Village of Masset in Haida Gwaii, Andrew Merilees served for eight consecutive years. Andrew also served on the Board's Executive Committee as a Member-at-Large in 2016.

Business Arising



Taking part in the fun at the Creativity Commons, Nanaimo Harbourfront branch.

Electronic Records Management System

At the request of the Executive Committee, VIRL staff reported on the costs to transition to an online document management system for the Board of Trustees. The system would allow Board members to search, retrieve, and view past and current documentation to assist with decision making. Approximately 143,000 hardcopy Board documents and 11,000 electronic records exist, but are not readily accessible to Board members. In early 2017, a Request for Proposals will be let for an Electronic Records Management System.

Board Reports to the Public

Effective January 2017, full Board meeting agenda packages will be posted to the VIRL public website five business days prior to the regular Board meetings. Following each meeting of the Board, unapproved minutes will also be posted to the website.

Whistleblower Policy

The VIRL Board is committed to upholding ethical standards in its operations and administration. Effective immediately, the VIRL Board has approved a [Whistleblower Policy](#) which provides a process through which staff can report on serious misconduct without fear of retribution or reprisal. The Whistleblower Policy can be found online at <http://virl.bc.ca>.

Board Updates

2017 Board Schedule

Saturday, January 21	Annual General Meeting
Friday, February 17	Executive Committee – Regular Meeting
Saturday, March 18	Board of Trustees – Regular Meeting
Friday, April 28	Executive Committee – Regular Meeting
Saturday, May 27	Board of Trustees – Regular Meeting
Friday, July 7	Executive Committee – Budget Meeting
Friday, August 18	Executive Committee – Budget & Regular Meeting
Saturday, September 16	Board of Trustees – Budget & Regular Meeting
Friday, October 20	Executive Committee – Regular Meeting
Saturday, November 25	Board of Trustees – Regular Meeting

Call for Nominations

Each January at the [Annual General Meeting](#), the Board of Trustees elects their Chair, Vice-Chair, and Executive Committee membership. As per Vancouver Island Regional Library By-Law, the guidelines for nominations are as follows:

By-Law 6: Nominating Committee

Appointments: A nominating committee is appointed by the Chair at the November Board meeting for the purpose of providing a slate of nominees for presentation at the Annual General Meeting for the election of officers and the Executive Committee.

Membership: Members will consist of the Chair, Vice-Chair and one member-at-large, to be named by the Chair.

Timing: The committee will meet by year’s end, prior to the Annual General Meeting. All Trustees wishing to stand for office should be prepared to provide a brief biography for inclusion in the report. In addition to the report of the committee, nominations from the floor of the Annual General Meeting are encouraged.

The [Executive Committee](#) consists of 11 members: Chair, Vice-Chair, Past Chair, and eight members-at-large. In the case where there is no Past Chair, a ninth member will be elected.





We miss you.

*Let's forget the
late fees Oct. 23-29...*

Visit your **library** during **Welcome Back Week**  to learn more

Welcome Back Week 2016

“Having an overdue fine can make the difference between choosing to come back to their library or not,”

Jamie Anderson

“For those who can’t afford it, having an overdue fine can make the difference between choosing to come back to their library or not,” says Jamie Anderson, Director of Library Services and Planning. That kind of thinking encouraged staff at Vancouver Island Regional Library to develop a proposal for an initiative designed to give customers a second chance at accessing the wealth of resources and opportunities their library provides.

Introducing Welcome Back Week!

Welcome Back Week and similar amnesty initiatives are tried and tested programs that bring people back to their local libraries and materials back into circulation. The program is simple: Between Oct. 23-29, customers could bring back any overdue materials and have all associated fines waived. If customers couldn’t find their materials, they could visit their VIRL branch anyway and staff would pardon up to \$20 off of the customer’s account (no questions asked). Staff could also set customers up on an easy payment plan if it meant being able to borrow again.



I <3 My Library pins are a part of October Library Month.

Why Welcome Back Week

Vancouver Island Regional Library serves a wide variety of customers, including children, youth, seniors and vulnerable populations in the community. According to Anderson: "While overdue fines are a necessary way to ensure materials are available for everybody to use, overdue fines and fees can also have an adverse effect on economically sensitive members in our community."

As a part of VIRL's membership policy, customers with fines or fees in excess of \$10 are prevented from borrowing materials from their library.

At the same time, VIRL is a vital resource for many customers as an access point to public computers, job seeking assistance, printing, tech support, the internet, and of course, access to a huge collection of materials which promote literacy, learning and enrichment.

With October being Canadian Library Month (I <3 Library Month), the opportunity was perfect to host and promote a Welcome Back Week across Vancouver Island Regional Library, encouraging library use, increasing access to literacy in our communities and enriching lives through universal access to knowledge and lifelong learning.

The Results

A marketing campaign, "Let's forget the late fees" featuring a west-coast theme and tied around "I love my library" reached tens of thousands of customers via social media and outdoor advertising. VIRL's staff contributed significantly to these numbers by handing out coupons to people in the community. In the end, almost 2,000 people were able to borrow again.

More meaningful stories are to come, such as this one from staff: "Most patrons were really appreciative of us waiving their fines. One patron even paid off the \$41 after his initial \$20 was waived. Another who had \$60 left went on the payment plan, but I was surprised when he said he'd do it in \$20 increments."





GeekCON 2016

A first annual celebration of geek culture drew big crowds to the Nanaimo Harbourfront library branch on Saturday, August 20. Over 300 participants turned out for GeekCON 2016, the first event of its kind in Nanaimo.

The event featured a panel from the gaming industry, a cosplay competition, Magic the Gathering and Minecraft tournaments, Medieval Chaos demo, Harry Potter and the Cursed Child discussion group, book signing by fantasy author Cynthea Masson, live drawing demonstrations from comic artist Ken Steacy, plus a visit by the 501st Legion (Star Wars Cosplay Charity Organization).

“GeekCON is a one-day convention that’s free to the Nanaimo community that celebrates everything geek culture,” says Kaylea Prime, librarian at Vancouver Island Regional Library (VIRL) and program co-organizer.

“These kind of events have exploded over the last ten or fifteen years. Lots of people are looking for venues where they can celebrate what they’re passionate about. Gaming culture, graphic novels, comic books, cosplay...it’s here,” comments Jonathon Bigelow, program co-organizer and librarian at VIRL.

“There are lots of ways that libraries are being a part of modern events – not just a space for books. It’s a place for people to develop their passions, seek information in different ways and bring people together,” says Kaylea.





REQUEST FOR DECISION

To: Board of Directors

From: Shelli Lyle, Administrative Assistant

Meeting Date: December 9, 2016

Subject: ACHN Table of Partners Representative

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors appoint Director to the Alberni-Clayoquot Health Network Table of Partners for a two (2) year term starting January 1, 2017.

Background:

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

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

Time Requirements – Staff & Elected Officials:

Monthly meetings (3 hours)

Policy or Legislation:

ACRD procedures and policies.

Submitted by: _____
Shelli Lyle, Administrative Assistant

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Shelli Lyle, Administrative Assistant
Alberni-Clayoquot Health Network

Meeting Date: December 9, 2016

Subject: Communities on the Move Declaration

Recommendation:

THAT the Board of Directors sign the Communities on the Move Declaration: creating smart, fair and healthy transportation options for all BC Communities and join the call for healthier British Columbia for all.

Background:

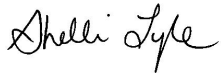
The BC Healthy Living Alliance envisions that in 10 years, across BC - in communities small and large, it will be easy, safe and enjoyable to get around, whether by walking, biking, public transit, driving, ride-sharing or in a wheelchair. They want to see the provincial government making progressive investments that support active, connected and healthy communities with a wide range of mobility needs. It will take increased support and long-term funding for transit, a Provincial Active Transportation Strategy, commitment to equity, regional considerations, and a commitment to safety.

Time Requirements – Staff & Elected Officials:

Minimal

Policy or Legislation:

Local Government Act

Submitted by: 

Shelli Lyle, Administrative Assistant

Approved by: 

Russell Dyson, Chief Administrative Officer



***COMMUNITIES ON THE MOVE* DECLARATION: CREATING SMART, FAIR AND HEALTHY TRANSPORTATION OPTIONS FOR ALL BC COMMUNITIES**

VISION

We envision that in 10 years, across BC - in communities small and large, it will be easy, safe and enjoyable to get around, whether by walking, biking, public transit, driving, ride-sharing or in a wheelchair. We want to see the provincial government making progressive investments that support active, connected and healthy communities with a wide range of mobility needs.

This vision is guided by the following VALUES:

- **Safety for All Road Users:** The design and rules of the road should work towards a goal of zero fatalities so all British Columbians can arrive at their destination safely.
- **Healthy Communities:** It is easier for British Columbians to be active and healthy when there are safe biking and walking routes, good street design and regular transit.
- **Mobility for All:** Communities of all sizes need transportation options to enable everyone – including vulnerable groups such as children, older adults and those with disabilities or low incomes as well as non-drivers – to access education, employment, healthcare, recreation and cultural events and to foster important social connections.
- **Clean Air and Environment:** Public transit, telecommuting and active modes of transportation reduce local air pollution and carbon emissions that contribute to climate change.
- **Consideration of Community Needs:** All BC communities should have a range of convenient, affordable transportation options that are tailored to their context – whether urban or remote, dense or dispersed, small or suburban.
- **Cost Savings and Economic Opportunities:** Investments in active and public transportation can help to control rising healthcare costs while stimulating local business and tourism.

What will it take:

- **Increased support and long-term funding for transit**
 - Provide full funding (\$400M/year) and policy support for implementation of the BC Transit Strategic Plan 2030 and local government 'Transit Future Plans' to grow transit service and meet local needs.¹
 - Provide a fair share of capital funding and secure, predictable regional revenue tools for the full implementation of the TransLink Mayors' Council 10-Year Vision.
 - Provide funding for public transportation systems that serve small, rural, remote and isolated communities such as the use of school buses and bus services that feed into regional centres.

- **A Provincial Active Transportation Strategy**
 - Allocate \$100M per year over the next ten years to support the development of local cycling and walking infrastructure within a larger provincial network.² Priority should go to completing connected cycling and walking transportation networks.
 - Fund Active School Travel Planning and standardized cycling education for healthy, active children.
 - Increase capacity within the Ministry of Transportation by developing an Active Transportation unit that has the professional expertise to work on policy and planning.

- **Commitment to equity**
 - Improve handyDART service to meet demand and to expand accessibility to evenings, Sundays and holidays.
 - Revert back to the \$45 annual fee for Annual Bus Passes for Persons-with-Disability.
 - Ensure all public transit systems have affordable options for people with low incomes.
 - Ensure funding is allocated geographically and equitably across the province. Recognize infrastructure deficits for pedestrian, cycling and transit modes as well as limitations faced by rural, remote, geographically isolated and small communities as part of funding criteria.

¹ Analysis by [David Suzuki Foundation](#) shows that although \$4.75 billion in provincial funds was promised in the 2008 Provincial Transit Plan – eight years into the 12-year plan, only 23 per cent per cent (\$1.1 billion) of the provincial contributions have been realized. DSF calculates that an average annual investment of \$400 M would be required to bridge the funding gap and add the capacity and level of service necessary to reduce traffic congestion, increase ridership and meet the 2020 Climate Change goals as outlined in the 2008 plan.

² \$100 million is an estimate for BC based on our population and what leading jurisdictions spend per person, per year on active transportation infrastructure (Netherlands \$40/person/year; Winnipeg \$32/person/year; Brisbane \$51/person/year; London \$27/person/year). This may seem like a large request but not in terms of transportation infrastructure costs, for example this amount is very close to what the Ministry of Transportation is spending to renovate a single interchange on Highway 1.

- **Regional considerations**

- Work with local governments to establish a Rural Transportation Strategy. Develop and fund innovative community transportation systems, ride-sharing, tele-services and telecommuting options that can serve rural and remote British Columbians including those who can't drive or don't have access to a vehicle.
- Provide support for the development and implementation of Winter City Guidelines that give residents the opportunity to be active all year long. This should include operational measures such as snow-clearing for active transportation networks and improved winter road maintenance to reduce accidents.
- Update Traffic Engineering Standards for managing industrial traffic in resource based communities so that they guide improvements in air quality, pedestrian and cycling movement as well as safety.
- Support the Metro Vancouver Mayor's Council to pursue alternative funding mechanisms – such as vehicle levies, road pricing (including tolling), local fuel and parking taxes and expansion of community/group passes.
- Continue and expand the UPASS program to the students and employees of postsecondary institutions.

- **Commitment to Safety**

- Support the BC Road Safety Strategy and work with all levels of government and other partners to achieve a goal of safe streets and zero fatalities. Speed limits should be reduced and strictly enforced, including through the use of speed cameras and other proven measures.
- Prioritize safety measures for vulnerable road users such as pedestrians, cyclists and those in wheelchairs and mobility devices.

[Click Here to Sign Our Declaration and Join the Call for a Healthier British Columbia for ALL!](#)

REQUEST FOR DECISION

To: Board of Directors

From: Dan Holder, Emergency/Fire Service Coordinator

Meeting Date: December 16, 2016

Subject: Canadian Red Cross – Disaster Response Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a Disaster Response Agreement with the Canadian Red Cross Society for a three-year term in the amount of \$10,000.00 annually for the provision of disaster relief services in the Alberni Valley.

Desired Outcome:

To enter into an agreement with the Canadian Red Cross Society (CRCS) to provide the Alberni Valley Emergency Program with disaster relief services.

Background:

At the September 16th 2015 Alberni Valley and Bamfield Services Committee meeting a report and was received on ESS services that could be provided to the Regional District through the CRCS. The Committee passed a resolution recommending the ACRD Board of Directors enter into a one-year partnership agreement with CRCS for emergency social services in the amount of \$10,000 with the funds coming from the AV Emergency Planning budget. The attached service agreement has been reviewed by staff and is submitted for consideration by the ACRD Board.

The program has been very successful in establishing an ESS Level I Response Team. This included recruiting and training 10 volunteers. To date the team has responded to 8 call outs and helped 24 families access emergency social services.

Time Requirements – Staff & Elected Officials:

The ACRD's Emergency Program Coordinator, Dan Holder, has worked closely with the Canadian Red Cross Society.

Financial:

The \$10,000.00 will come out of the 2016 Alberni Valley Emergency Program budget and subsequent years.

Policy or Legislation:

Local Government Act applies.



Submitted by.

Dan Holder, Emergency/Fire Services Coordinator



Approved by:

Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Board of Directors

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

Date: November 28, 2016

Subject: 2017-2021 ACRD & ACRHD Financial Plan Meeting Schedule

Recommendation:


That the Board of Directors approve the proposed meeting schedule for the 2017 - 2021 Alberni-Clayoquot Regional District Financial Plan and the 2017 Regional Hospital District Budget.

Background:


The attached meeting schedule outlines the proposed timetable for next year's budget process. This process is similar to previous years. Additional public meetings, in the individual areas, will be setup after coordinating with the area Directors in the New Year. Municipalities and First Nation's are asked to indicate if they would like a presentation to their elected body scheduled for February. If you would like a meeting, please advise the CAO by January 13th, 2017.

For services entirely within a single service area please contact the Manager of Finance directly to setup individual appointments.

Submitted by: _____


Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____


Russell Dyson, Chief Administrative Officer

Alberni-Clayoquot Regional District 2017-2021 Financial Plan Meeting Schedule

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

Date, Time	Participants	Services to be Reviewed
Wednesday, Feb 1 st , 1:00pm	West Coast Committee Meeting – (Ucluelet Community Centre)	<ul style="list-style-type: none"> • Long Beach Airport • Long Beach Emergency Planning • West Coast Waste Management
Wednesday, Feb 8 th 9:00am	Committee-of-the-Whole Meeting	<ul style="list-style-type: none"> • Grant-in-aid Applications • Grant-in-aid for Economic Development
Wednesday, Feb 8 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> • E911 Telephone Service • General Government Services • Regional Parks • Regional Planning
Wednesday, Feb 8 th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> • 1st reading – 2017 Hospital District Budget
Wednesday, Feb 15 th , 10:00am	Alberni Valley Committee and Bamfield (for Waste Management Services)	<ul style="list-style-type: none"> • Alberni Valley Emergency Planning • Alberni Valley Waste Management • Alberni Valley Regional Airport • Proposed Regional Water • Custom Transit • Sproat Lake Marine Patrol
Wednesday, Feb 15 th , 1:30pm	Electoral Area Directors Meeting	<ul style="list-style-type: none"> • Building Inspection • Electoral Area Administration • Mgmt of Development – Rural Areas • VI Regional Library
Wednesday, Feb 22 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> • 1st reading – 2017-2021 Financial Plan Bylaw
Wednesday, Mar 8 th 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> • Continued debate on any unfinished Financial Plan items
Wednesday, Mar 8 th (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> • 2nd, 3rd reading & adoption – 2017 Hospital District Budget
Wednesday, Mar.15 th 6:00pm	Special Board of Directors Meeting	<ul style="list-style-type: none"> • Public Consultation Session & Debate • Second reading – 2017-2021 Financial Plan Bylaw
Wednesday, Mar 22 nd 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> • 3rd reading & adoption of the Regional District 2017-2021 Financial Plan



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: December 9, 2016
Subject: 2016 to 2020 Financial Plan Amendment Bylaw

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1".

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1".

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1".

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1".

Desired Outcome:

To amend the 2016 to 2020 Financial Plan to reflect expenditures related to the Community Works Fund projects approved by the Board.

Summary:

At the April 13, 2016 Board of Directors meeting the following motion was approved:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the allocation of \$1.32 million in gas tax funds for 2016 to the following projects:

- 1. \$80,000 to the Cherry Creek Trail between Cherry Creek and the Community Hall.*
- 2. \$40,000 for the Beaver Creek Community Hall playground.*
- 3. \$100,000 for Sproat Lake Community Trails.*
- 4. \$600,000 for the Bamfield Water Treatment Facility.*
- 5. \$100,000 for Salmon Beach well development.*
- 6. \$100,000 Millstream water system upgrades*
- 7. \$150,000 Beaver Creek water system to upgrade the service to the Kackamin facility.*
- 8. \$150,000 Bell Road water infrastructure.*

The Beaver Creek Community Hall playground project and the Beaver Creek Water System upgrade to the Kackaamin Family Development Centre service were both started in 2016 and therefore require an amendment to the 2016-2020 Financial Plan. The other approved projects will not be started in 2016 and therefore do not require an amendment to the current budget but will be included in the 2017-2021 Financial Plan when presented early next year.

Time Requirements – Staff & Elected Officials:

Some staff time has been required to draft the amending bylaw and distribution to appropriate agencies will be required upon adoption of the bylaw.

Financial:

There are no financial implications to the 2016 tax requisitions or parcel taxes due to the fact that these amendments are purely an allocation of Community Works Funding that is part of the Electoral Area Administration Service. The total cost of these two projects is \$190,000 and therefore the amount of surplus available at year end will also be reduced by this amount.

Policy or Legislation:

The Local Government Act Section 815(2) provides the authority to amend a financial plan bylaw.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw F1125-1

A Bylaw to amend the 2016 to 2020 Financial Plan

WHEREAS the Regional District Board is prescribed to adopt, by bylaw, a five year financial plan on an annual basis under provisions of the *Local Government Act*;

AND WHEREAS the Regional District Board has adopted a five-year financial plan bylaw cited as “2016 to 2020 Financial Plan Bylaw No. F1125”;

AND WHEREAS the Regional District Board deems it necessary to amend Bylaw F1125 to reflect 2016 expenditures approved by the Board;

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

1. Schedule “A” attached hereto and forming part of this Bylaw is the amendment to the 2016 to 2020 Financial Plan.
2. The 2016 to 2020 Financial Plan is hereby amended by replacing the following pages of Schedule “A”, attached to and forming part of this bylaw:
 - a. Page 21, being the Financial Plan for Electoral Area Administration;
 - b. Pages 90-93, being the Financial Plan for Beaver Creek Water System;
3. This Bylaw may be cited as “**2016 to 2020 Financial Plan Amendment Bylaw No. F1125-1**”.

Read a first time this day of 2016.

Read a second time this day of 2016.

Read a third time this day of 2016.

ADOPTED this day of 2016.

Certified true and correct copy of
**“Bylaw F1125-1, 2016 to 2020
Financial Plan Amendment Bylaw.”**

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

Chief Administrative Officer

Chairperson



ALBERNI CLAYOQUOT REGIONAL DISTRICT



Anniversary
2016-2020 FINANCIAL PLAN
AMENDMENT

Schedule "A" to Bylaw No.
F1125-1



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ELECTORAL AREA ADMINISTRATION
PARTICIPANTS: ELECTORAL AREAS**

As adopted by Board of Directors
on March 23, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 30,235	\$ 30,235	Surplus (deficit) from prior years	\$ 19,185	\$ -	\$ -	\$ -	\$ -	1
2	1,466,831	1,466,831	Committed surplus from prior year	1,768,601	1,193,132	1,667,674	2,142,216	2,639,026	2
3	50,265	50,265	Tax requisition	56,815	76,228	76,459	111,728	77,003	3
4	1,614	500	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	451,343	444,326	Federal government grant	451,343	466,542	466,542	488,810	-	5
6	14,764	10,000	Interest revenue	8,000	8,000	8,000	8,000	8,000	6
7	\$ 2,015,052	\$ 2,002,157	TOTAL REVENUE	\$ 2,304,944	\$ 1,744,902	\$ 2,219,675	\$ 2,751,754	\$ 2,725,029	7
EXPENDITURES									
8	\$ 16,000	\$ 16,000	Administration charge	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	8
9	-	5,000	Elections & referenda	-	-	-	35,000	-	9
10	-	1,000	Area 'A' - Bamfield administration	1,000	1,000	1,000	1,000	1,000	10
11	139	1,000	Area 'B' - Beaufort administration	1,000	1,000	1,000	1,000	1,000	11
12	90	1,000	Area 'C' - Long Beach administration	1,000	1,000	1,000	1,000	1,000	12
13	2,214	2,000	Area 'D' - Sproat Lake administration	3,000	3,000	3,000	3,000	3,000	13
14	-	1,000	Area 'E' - Beaver Creek administration	1,000	1,000	1,000	1,000	1,000	14
15	-	3,000	Area 'F' - Cherry Creek administration	2,000	2,000	2,000	2,000	2,000	15
16	8,105	10,000	AVICC dues & convention expenses	10,000	10,000	10,000	10,000	10,000	16
17	26,729	28,000	UBCM dues & convention expenses	28,000	28,000	28,000	28,000	28,000	17
18	9,652	13,000	Labour & benefits	13,000	13,228	13,459	13,728	14,003	18
19	<i>Gas tax initiatives</i>								19
20	-	426,672	Bamfield water system upgrades	426,672	-	-	-	-	20
21	-	-	Beaver Creek Community Club playground	40,000	-	-	-	-	21
22	-	-	Beaver Creek Water System upgrades	150,000	-	-	-	-	22
23	-	264,000	Bell Road/Stuart Avenue water system	264,000	-	-	-	-	23
24	164,337	164,337	Cherry Creek Waterworks District	-	-	-	-	-	24
25	-	154,140	Long Beach Airport water system upgrades	154,140	-	-	-	-	25
26	-	-	Other gas tax rebate initiatives	-	-	-	-	-	26
27	164,337	1,009,149	Total gas tax initiatives	1,034,812	-	-	-	-	27
28	\$ 227,266	\$ 1,090,149	TOTAL EXPENDITURES	\$ 1,111,812	\$ 77,228	\$ 77,459	\$ 112,728	\$ 78,003	28



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

As adopted by Board of Directors
on March 23, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 140,472	\$ 142,472	Surplus (deficit) from prior years	\$ 178,679	\$ -	\$ -	\$ -	\$ -	1
2	242,998	242,998	Parcel tax	242,998	242,998	242,998	242,998	242,998	2
3	12,000	1,000	Capital levy deposit	1,000	1,000	1,000	1,000	1,000	3
4	37,736	7,600	Connection fees	7,600	7,600	7,600	7,600	7,600	4
5	2,515	2,500	Interest & penalties	2,500	2,500	2,500	2,500	2,500	5
6	12,711	2,000	Miscellaneous revenue	5,000	5,000	5,000	5,000	5,000	6
7	-	1,500	Subdivision application fees	1,500	1,500	1,500	1,500	1,500	7
8	-	-	Transfer of Gas Tax	150,000	-	-	-	-	8
9	702,019	650,000	Water tolls	700,000	710,000	720,000	730,000	740,000	9
10	\$ 1,150,451	\$ 1,050,070	TOTAL REVENUE	\$ 1,289,277	\$ 970,598	\$ 980,598	\$ 990,598	\$ 1,000,598	10
EXPENDITURES									
11	\$ 66,000	\$ 66,000	Administration charge	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000	11
12	259,305	242,750	Capital fund contribution from operating	421,237	193,098	206,098	208,098	242,998	12
13	312	1,000	Advertising	1,000	1,000	1,000	1,000	1,000	13
14	4,668	4,000	Bank charges	5,000	4,000	4,000	4,000	4,000	14
15	146,744	160,000	Bulk water purchase	165,000	165,000	165,000	165,000	165,000	15
16	14,242	25,000	Computer & controls	25,000	15,000	15,000	15,000	15,000	16
17	3,372	5,000	Education	5,000	5,000	5,000	5,000	5,000	17
18	32,586	25,000	Engineering & consulting	25,000	25,000	25,000	25,000	25,000	18
19	8,304	8,000	Insurance	8,000	11,000	11,000	11,000	11,000	19
20	233,515	236,000	Labour & benefits	240,720	245,000	250,000	255,000	260,100	20
21	5,545	30,000	Legal fees	50,000	10,000	10,000	10,000	10,000	21
22	1,054	2,500	Licenses & permits	2,500	2,500	2,500	2,500	2,500	22



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM (continued)
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

As adopted by Board of Directors
on March 23, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			EXPENDITURES (continued)						
23			<i>Materials & repairs/maintenance</i>						23
24	\$ 13,966	\$ 20,000	Pumphouse maintenance	\$ 30,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	24
25	101,615	120,000	Repairs & maintenance	135,000	120,000	110,000	110,000	110,000	25
26	8,725	20,000	Small tools & supplies	20,000	5,000	5,000	5,000	5,000	26
27	2,680	9,320	Maintenance building repairs	9,320	5,000	5,000	5,000	5,000	27
28	8,360	10,000	Fire hydrant maintenance	10,000	10,000	10,000	10,000	10,000	28
29	135,346	179,320	Total materials & repairs/maintenance	204,320	148,000	138,000	138,000	138,000	29
30	936	1,000	Office	1,500	10,000	10,000	10,000	10,000	30
31	2,545	5,000	Telephone and pager	5,000	5,000	5,000	5,000	5,000	31
32	43,105	41,500	Utilities	46,000	47,000	49,000	52,000	55,000	32
33	14,193	18,000	Vehicle operation	18,000	18,000	18,000	18,000	18,000	33
34	\$ 971,772	\$ 1,050,070	TOTAL EXPENDITURES	\$ 1,289,277	\$ 970,598	\$ 980,598	\$ 990,598	\$ 1,033,598	34
35	\$ 178,679	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	-\$ 33,000	35
36	259,305	242,750	Add: Transfer to reserves	421,237	193,098	206,098	208,098	242,998	36
9	138,279	135,000	Deduct: Estimated amortization not included	140,000	140,000	140,000	140,000	140,000	9
10	140,472	142,472	Surplus from previous year	178,679	-	-	-	-	10
11	\$ 159,233	-\$ 34,722	ANNUAL SURPLUS/(DEFICIT)	\$ 102,558	\$ 53,098	\$ 66,098	\$ 68,098	\$ 69,998	11

(for Financial Reporting purposes)



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BEAVER CREEK WATER SYSTEM (continued)
PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'**

As adopted by Board of Directors
on March 23, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
CAPITAL DEVELOPMENT FUND									
12	\$ 323,984	\$ 305,579	Balance, beginning of year	\$ 236,828	-\$ 51,235	-\$ 18,461	-\$ 72,687	-\$ 125,313	12
13	244,750	242,998	Contribution from operating fund	271,237	183,074	196,074	198,074	232,974	13
14	-	-	Grants and other contributions	150,000	-	-	-	-	14
15	4,487	3,900	Interest earnings	700	-	300	-	1,000	15
16			<i>Less - capital expenditures</i>						16
17			Kitsuksis reservoir project	-	-	-	-	-	17
18			Strick Rd pump station & watermain	-	-	-	-	-	18
19	106,195	60,000	Meter exchange program	90,000	-	-	-	-	19
20	17,980	20,000	Old Kitsuksis reservoir repair	-	-	-	-	-	20
21	1,257	30,000	Shop upgrade	40,000	-	-	-	-	21
22	-	-	Development Cost Charge review	15,000	-	-	-	-	22
23	-	-	Water infrastructure update	15,000	-	-	-	-	23
24	-	-	Watermain upgrade - North Beaver Creek Rd	150,000	-	-	-	-	24
25	210,961	320,000	Water system upgrades	250,000	150,000	250,000	250,000	250,000	25
26	336,393	430,000	Total capital expenditures	560,000	150,000	250,000	250,000	250,000	26
27	\$ 236,828	\$ 122,477	BALANCE, END OF YEAR	-\$ 51,235	-\$ 18,461	-\$ 72,687	-\$ 125,313	-\$ 143,339	27
RENEWAL RESERVE FUND									
28	\$ 2,816	\$ 2,816	Balance, beginning of year	\$ 2,845	\$ 2,865	\$ 2,885	\$ 2,905	\$ 2,925	28
29			Contribution from operating fund	-	-	-	-	-	29
30	29	30	Interest earnings	20	20	20	20	20	30
31	-	-	Less - capital expenditures	-	-	-	-	-	31
32	\$ 2,845	\$ 2,846	BALANCE, END OF YEAR	\$ 2,865	\$ 2,885	\$ 2,905	\$ 2,925	\$ 2,945	32
EMPLOYEES SICK LEAVE FUND									
33	\$ 1,337	\$ 1,337	Balance, beginning of year	\$ 1,351	\$ 1,385	\$ 1,419	\$ 1,453	\$ 1,487	33
34	-	-	Contribution from operating fund	24	24	24	24	24	34
35	14	20	Interest earnings	10	10	10	10	10	35
36			Less - sick leave payout	-	-	-	-	-	36
37	\$ 1,351	\$ 1,357	BALANCE, END OF YEAR	\$ 1,385	\$ 1,419	\$ 1,453	\$ 1,487	\$ 1,521	37



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 BEAVER CREEK WATER SYSTEM (continued)
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

As adopted by Board of Directors
 on March 23, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			MOTOR VEHICLE REPLACEMENT FUND						
38	\$ 142	\$ 142	Balance, beginning of year	\$ 662	\$ 10,702	\$ 20,822	\$ 31,012	\$ 41,282	38
39	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	39
40	25	140	Interest earnings	40	120	190	270	350	40
41	9,505	10,000	Less - capital expenditures	-	-	-	-	-	41
42	<u>\$ 662</u>	<u>\$ 282</u>	BALANCE, END OF YEAR	<u>\$ 10,702</u>	<u>\$ 20,822</u>	<u>\$ 31,012</u>	<u>\$ 41,282</u>	<u>\$ 51,632</u>	42



TO: Board of Directors

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

DATE OF MEETING: December 9, 2016

RE: Finance Warrant No.571

Recommendation:

That the Board of Directors approves Finance Warrant Number 571 in the amount of \$920,982.06 dated November 30, 2016.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATIONS ISSUES - none

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

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



AP5100 **Page : 1**
Date : Dec 01, 2016 **Time :** 11:03 am
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0012	ABELL PEST CONTROL INC					
039783	09-Nov-2016		Issued	299	C	89.25
11688553	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
Total :				89.25	0.00	89.25
Supplier Total :				89.25	0.00	89.25

0016	ACE COURIER SERVICES					
000154-0001	15-Nov-2016		Issued	300	T	54.09
14184154	01-4-2500-000	PAYABLES - TRADE			24.49	
Invoice Description --> BUILDING INSPECTION - POSTAGE						
14184152	01-4-2500-000	PAYABLES - TRADE			29.60	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
Total :				54.09	0.00	54.09
Supplier Total :				54.09	0.00	54.09
000156-0001	25-Nov-2016		Issued	306	T	503.89
14184926	01-4-2500-000	PAYABLES - TRADE			67.17	
Invoice Description --> WCLF - WATER MONITORING						
14185839	01-4-2500-000	PAYABLES - TRADE			127.22	
Invoice Description --> BCWS - \$92.40, ACRD \$28.77						
14186038	01-4-2500-000	PAYABLES - TRADE			129.84	
Invoice Description --> WCLF - WATER MONITORING						
14184922	01-4-2500-000	PAYABLES - TRADE			179.66	
Invoice Description --> BCWS - \$116.47, ACRD \$54.64						
Total :				503.89	0.00	503.89
Supplier Total :				557.98	0.00	557.98

0030	ACKLANDS-GRAINGER INC.					
000154-0002	15-Nov-2016		Issued	300	T	1096.76
9245199451	01-4-2500-000	PAYABLES - TRADE			49.85	
Invoice Description --> BCWS - STRICK RD PUMPHOUSE MAINTENANCE						
9245199428	01-4-2500-000	PAYABLES - TRADE			50.47	
Invoice Description --> BCWS - AUTOMOBILE - RANGER						
9245199444	01-4-2500-000	PAYABLES - TRADE			100.96	
Invoice Description --> BCWS - AUTOMOBILE						
9245199436	01-4-2500-000	PAYABLES - TRADE			895.48	
Invoice Description --> BCWS - SMALL TOOLS						
Total :				1096.76	0.00	1096.76
000156-0002	25-Nov-2016		Issued	306	T	146.45
9265040924	01-4-2500-000	PAYABLES - TRADE			36.23	
Invoice Description --> SLVFD - EQUIPMENT						
9269343373	01-4-2500-000	PAYABLES - TRADE			110.22	
Invoice Description --> BUILDING INSPECTION - SURVEY VEST						

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



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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				146.45	0.00	146.45
Supplier Total :				1243.21	0.00	1243.21

0024 ACTIVE ARBORIST

39922	29-Nov-2016		Issued	314	C	157.50	
47	01-4-2500-000	PAYABLES - TRADE			157.50		
Invoice Description --> SL PARKS - SITE CONSULTATION							
Total :					157.50	0.00	157.50
Supplier Total :					157.50	0.00	157.50

0059 ADELHARDT CONCRETE PLUS

00154-0003	15-Nov-2016		Issued	300	T	15435.00	
054192	01-4-2500-000	PAYABLES - TRADE			6510.00		
Invoice Description --> AVLF - 3RD AVE DEPOT UPGRADE - CAPITAL							
142101	01-4-2500-000	PAYABLES - TRADE			8925.00		
Invoice Description --> GIA - BC COMMUNITY HALL - FLOOD REPAIR							
Total :					15435.00	0.00	15435.00
00156-0003	25-Nov-2016		Issued	306	T	5775.00	
054191	01-4-2500-000	PAYABLES - TRADE			5775.00		
Invoice Description --> AVLF - 3RD AVE RECYCLING - CAPITAL							
Total :					5775.00	0.00	5775.00
Supplier Total :					21210.00	0.00	21210.00

0031 AGAT LABORATORIES

00156-0004	25-Nov-2016		Issued	306	T	3143.18	
16319063E	01-4-2500-000	PAYABLES - TRADE			730.01		
Invoice Description --> AVLF - WATER MONITORING							
16315517E	01-4-2500-000	PAYABLES - TRADE			1151.33		
Invoice Description --> WCLF - WATER MONITORING							
16315481E	01-4-2500-000	PAYABLES - TRADE			1261.84		
Invoice Description --> WCLF - WATER MONITORING							
Total :					3143.18	0.00	3143.18
Supplier Total :					3143.18	0.00	3143.18

0056 AIRGAS CANADA INC.

39877	23-Nov-2016		Issued	307	C	82.69
302029	01-4-2500-000	PAYABLES - TRADE			25.31	
Invoice Description --> BCVFD - EQUIPMENT						
298200	01-4-2500-000	PAYABLES - TRADE			28.22	
Invoice Description --> SLVFD - OXYGEN						
302087	01-4-2500-000	PAYABLES - TRADE			29.16	

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



Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
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Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description --> SLVFD - OXYGEN							
Total :				82.69	0.00		82.69
Supplier Total :				82.69	0.00		82.69

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
0163	ALBERNI CHRYSLER LTD						
39880	23-Nov-2016			Issued	307	C	481.77
71131	01-4-2500-000	PAYABLES - TRADE				481.77	
Invoice Description --> BCFVD - TRUCK#54 MAINTENANCE							
Total :				481.77	0.00		481.77
Supplier Total :				481.77	0.00		481.77

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
0060	ALBERNI COMMUNICATIONS & ELECTRONICS						
00154-0004	15-Nov-2016			Issued	300	T	235.05
22023	01-4-2500-000	PAYABLES - TRADE				20.16	
Invoice Description --> BCFVD - EQUIPMENT							
22332	01-4-2500-000	PAYABLES - TRADE				30.10	
Invoice Description --> SLVFD - EQUIPMENT							
22314	01-4-2500-000	PAYABLES - TRADE				184.79	
Invoice Description --> SLVFD - EQUIPMENT							
Total :				235.05	0.00		235.05

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
00156-0005	25-Nov-2016			Issued	306	T	332.50
22486	01-4-2500-000	PAYABLES - TRADE				30.10	
Invoice Description --> SLVFD - EQUIPMENT							
22512	01-4-2500-000	PAYABLES - TRADE				302.40	
Invoice Description --> BCFVD - EQUIPMENT							
Total :				332.50	0.00		332.50
Supplier Total :				567.55	0.00		567.55

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
0021	ALBERNI DISTRICT CO-OP ASSOCIATION						
39784	09-Nov-2016			Issued	299	C	889.14
BCVFD - SEPT/16	01-4-2500-000	PAYABLES - TRADE				276.51	
Invoice Description --> BCFVD - SEPT 2016 FUEL COST							
BCWS - SEPT/16	01-4-2500-000	PAYABLES - TRADE				612.63	
Invoice Description --> BCWS - SEPT 2016 FUEL COSTS							
Total :				889.14	0.00		889.14

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
39876	23-Nov-2016			Issued	307	C	1595.28
BCVFD - OCT/16	01-4-2500-000	PAYABLES - TRADE				269.03	
Invoice Description --> BCFVD - OCT 2016 FUEL COSTS							
BCWS- OCT/16	01-4-2500-000	PAYABLES - TRADE				548.34	
Invoice Description --> BCWS - OCT 2016 FUEL							
ACRD - OCT/16	01-4-2500-000	PAYABLES - TRADE				777.91	
Invoice Description --> ACRD - OCT 2016 FUEL COSTS							

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



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Medium :
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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				1595.28	0.00	1595.28
Supplier Total :				2484.42	0.00	2484.42

0140 ALBERNI GLASS & MIRROR LTD.

39879	23-Nov-2016		Issued	307	C	274.40
30379	01-4-2500-000	PAYABLES - TRADE			274.40	
Invoice Description --> ACRD - BUILDING MAINTENANCE						
Total :				274.40	0.00	274.40
Supplier Total :				274.40	0.00	274.40

0188 ALBERNI INDUSTRIAL MARINE SUPPLY LTD.

00156-0006	25-Nov-2016		Issued	306	T	36.21
68950A	01-4-2500-000	PAYABLES - TRADE			36.21	
Invoice Description --> SLVFD - EQUIPMENT						
Total :				36.21	0.00	36.21
Supplier Total :				36.21	0.00	36.21

0068 ALBERNI VALLEY SOCIAL PLANNING COMMITTEE

39878	23-Nov-2016		Issued	307	C	1552.27
NOV.2016-GIA-PART	01-4-2500-000	PAYABLES - TRADE			1552.27	
Invoice Description --> 2016 GIA PARTIAL - FURTHER MATCHING FUNDS SECURED BY COMMITTEE						
Total :				1552.27	0.00	1552.27
Supplier Total :				1552.27	0.00	1552.27

0233 ALL ABOARD COURIER

39923	29-Nov-2016		Issued	314	C	18.27
12726	01-4-2500-000	PAYABLES - TRADE			18.27	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
Total :				18.27	0.00	18.27
Supplier Total :				18.27	0.00	18.27

0270 ANDREW SHERET LTD.

00154-0005	15-Nov-2016		Issued	300	T	3112.08
03-082641	01-4-2500-000	PAYABLES - TRADE			-344.25	
Invoice Description --> BCWS - MAINTENANCE, CR FOR 10-032559						
03-083012	01-4-2500-000	PAYABLES - TRADE			96.01	
Invoice Description --> BCWS - SUPPLIES						
10-032559	01-4-2500-000	PAYABLES - TRADE			344.25	
Invoice Description --> BCWS - MAINTENANCE						
03-081738	01-4-2500-000	PAYABLES - TRADE			711.88	
Invoice Description --> BCWS - MAINTENANCE & MONITORING						

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
03-083799	01-4-2500-000	PAYABLES - TRADE				715.85		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM								
03-082207	01-4-2500-000	PAYABLES - TRADE				1588.34		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES								
Total :						3112.08	0.00	3112.08
000156-0007	25-Nov-2016			Issued	306	T	11.20	
DISCOUNT - OCT/16	01-4-2500-000	PAYABLES - TRADE				-52.88		
Invoice Description --> BCWS - DISCOUNT TAKEN								
03-084657	01-4-2500-000	PAYABLES - TRADE				10.91		
Invoice Description --> BCWS - STRICK RD PUMPHOUSE MAINTENANCE								
03-84244	01-4-2500-000	PAYABLES - TRADE				13.07		
Invoice Description --> BCWS - STRICT RD PUMPHOUSE MAINTENANCE								
03-084483	01-4-2500-000	PAYABLES - TRADE				40.10		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES								
Total :						11.20	0.00	11.20
Supplier Total :						3123.28	0.00	3123.28

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
000154-0006	15-Nov-2016			Issued	300	T	217.28	
N023480	01-4-2500-000	PAYABLES - TRADE				217.28		
Invoice Description --> PLANNING - PLOTTER SUPPLIES								
Total :						217.28	0.00	217.28
Supplier Total :						217.28	0.00	217.28

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
039785	09-Nov-2016			Issued	299	C	1492.19	
COMMITTEE - 2016	01-4-2500-000	PAYABLES - TRADE				1492.19		
Invoice Description --> AVLF&WCLF - AVICC SPECIAL COMMITTEE DUES								
Total :						1492.19	0.00	1492.19
Supplier Total :						1492.19	0.00	1492.19

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
039786	09-Nov-2016			Issued	299	C	115.88	
118009015988	01-4-2500-000	PAYABLES - TRADE				115.88		
Invoice Description --> LBA - RUNWAY LIGHTING								
Total :						115.88	0.00	115.88
039881	23-Nov-2016			Issued	307	C	11356.03	
112009199773	01-4-2500-000	PAYABLES - TRADE				578.63		
Invoice Description --> BVFD - HYDRO								
400002733339	01-4-2500-000	PAYABLES - TRADE				10777.40		
Invoice Description --> ACRD - HYDRO CONSOLIDATED								

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				11356.03	0.00	11356.03
Supplier Total :				11471.91	0.00	11471.91

0673 BC ONE CALL

39882	23-Nov-2016		Issued	307	C	56.70
201608233	01-4-2500-000	PAYABLES - TRADE			56.70	
Invoice Description -->		BCWS - 3RD QUARTER 2016 MEMBERSHIP FEES				
Total :				56.70	0.00	56.70
Supplier Total :				56.70	0.00	56.70

0700 BC TRANSIT

39787	09-Nov-2016		Issued	299	C	17288.00
916602	01-4-2500-000	PAYABLES - TRADE			17288.00	
Invoice Description -->		SEPT 2016 CUSTOM TRANSIT				
Total :				17288.00	0.00	17288.00
Supplier Total :				17288.00	0.00	17288.00

0740 BEAVER CREEK HOME CENTER

00154-0007	15-Nov-2016		Issued	300	T	218.54
1607-892797	01-4-2500-000	PAYABLES - TRADE			12.27	
Invoice Description -->		BCWS - SMALL TOOLS				
1607-890992	01-4-2500-000	PAYABLES - TRADE			12.74	
Invoice Description -->		BCWS - BUILDING MAINTENANCE SUPPLIES				
1607-887434	01-4-2500-000	PAYABLES - TRADE			41.33	
Invoice Description -->		BCWS - BUILDING MAINTENANCE SUPPLIES				
1609-922902	01-4-2500-000	PAYABLES - TRADE			41.79	
Invoice Description -->		BCWS - BUILDING MAINTENANCE SUPPLIES				
1607-891840	01-4-2500-000	PAYABLES - TRADE			55.18	
Invoice Description -->		BCVFD - BUILDING MAINTENANCE SUPPLIES				
1607-893845	01-4-2500-000	PAYABLES - TRADE			55.23	
Invoice Description -->		BCWS - SMALL TOOLS				
Total :				218.54	0.00	218.54

00156-0008	25-Nov-2016		Issued	306	T	60.90
1610-941380	01-4-2500-000	PAYABLES - TRADE			-61.28	
Invoice Description -->		SLVFD - CREDIT TRAINING				
1611-963196	01-4-2500-000	PAYABLES - TRADE			5.86	
Invoice Description -->		SB WATER - SUPPLIES				
1611-963303	01-4-2500-000	PAYABLES - TRADE			6.24	
Invoice Description -->		SB WATER - SUPPLIES				
1611-960133	01-4-2500-000	PAYABLES - TRADE			7.06	
Invoice Description -->		ACRD - BUILDING MAINTENANCE SUPPLIES				
1610-944986	01-4-2500-000	PAYABLES - TRADE			11.52	
Invoice Description -->		SLVFD - EQUIPMENT				

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1611-960127	01-4-2500-000	PAYABLES - TRADE		37.75		
Invoice Description --> ACRD - BUILDING MAINTENANCE SUPPLIES						
1610-945670	01-4-2500-000	PAYABLES - TRADE		53.75		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				60.90	0.00	60.90
Supplier Total :				279.44	0.00	279.44

0750 BEAVER CREEK VOL. FIRE DEPARTMENT

39788	09-Nov-2016	Issued	299	C		2692.21
BCVFD-Q3-2016	01-4-2500-000	PAYABLES - TRADE		2692.21		
Invoice Description --> BCVFD - EQUIPMENT\$688.35, TRAINING\$1775.69, OTHER\$147						
Total :				2692.21	0.00	2692.21
Supplier Total :				2692.21	0.00	2692.21

0785 BERKS INTERTRUCK LTD.

00156-0009	25-Nov-2016	Issued	306	T		1098.96
31270	01-4-2500-000	PAYABLES - TRADE		1098.96		
Invoice Description --> SLVFD - TRUCK #41 - MAINTENANCE						
Total :				1098.96	0.00	1098.96
Supplier Total :				1098.96	0.00	1098.96

0791 BERRY & VALE CONTRACTING LTD

00154-0008	15-Nov-2016	Issued	300	T		151354.04
1998	01-4-2500-000	PAYABLES - TRADE		38519.54		
Invoice Description --> WCLF - OCT CONTRACT - \$34, 893.52, FREON \$84, OTHER \$1707.75						
1982	01-4-2500-000	PAYABLES - TRADE		42295.84		
Invoice Description --> BCWS - PROGRESS CLAIM #2 - BC RD WATERMAIN REPLACEMENT - CAPITAL						
1996	01-4-2500-000	PAYABLES - TRADE		70538.66		
Invoice Description --> AVLF - OCT CONTRACT - \$63495.41, FREON\$324, MMBC\$806.18, OTHER\$2554.08						
Total :				151354.04	0.00	151354.04
Supplier Total :				151354.04	0.00	151354.04

0825 BLACK PRESS GROUP LTD.

00154-0009	15-Nov-2016	Issued	300	T		1585.99
33022128	01-4-2500-000	PAYABLES - TRADE		1585.99		
Invoice Description --> ACRD\$68.05, BWS\$1,343.98, PLANNING\$99.45						
Total :				1585.99	0.00	1585.99
Supplier Total :				1585.99	0.00	1585.99

0846 BOOTH TONY

39925	29-Nov-2016	Issued	314	C		250.00
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2016-1024	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BOOTH						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

0844 BOUCHARD, TY						
39924	29-Nov-2016	Issued	314	C		250.00
2016-1028	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BOUCHARD						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

0847 BOULEAU, DOUG						
39926	29-Nov-2016	Issued	314	C		250.00
2016-1010	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - BOULEAU						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

0914 BOWERMAN EXCAVATING LTD						
00154-0010	15-Nov-2016	Issued	300	T		204010.60
8977	01-4-2500-000	PAYABLES - TRADE		261.03		
Invoice Description --> AVEP - SAND						
CHASESUB-HOLDB	01-4-2500-000	PAYABLES - TRADE		14090.00		
Invoice Description --> CHASE SUBDIVISION PROJECT 10% HOLDBACK						
3189	01-4-2500-000	PAYABLES - TRADE		189659.57		
Invoice Description --> AVLF - ACCESS RD - PROGRESS CLAIM #1 - CAPITAL						
Total :				204010.60	0.00	204010.60

00156-0010	25-Nov-2016	Issued	306	T		11306.31
9088	01-4-2500-000	PAYABLES - TRADE		783.09		
Invoice Description --> AVEP - SAND						
9066	01-4-2500-000	PAYABLES - TRADE		1040.24		
Invoice Description --> AVEP - SAND						
3189-2	01-4-2500-000	PAYABLES - TRADE		9482.98		
Invoice Description --> AVLF - ACCESS RD - PROGRESS CLAIM #1 - GST MISSED						
Total :				11306.31	0.00	11306.31
Supplier Total :				215316.91	0.00	215316.91

0935 BRAKER ELECTRIC LTD						
39883	23-Nov-2016	Issued	307	C		1221.22
1164	01-4-2500-000	PAYABLES - TRADE		1221.22		

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> WCLF - PUMP MAINTENANCE							
Total :					1221.22	0.00	1221.22
Supplier Total :					1221.22	0.00	1221.22
0950	BRETT, KENNETH						
000156-0011	25-Nov-2016		Issued	306	T	1000.00	
BRE176759	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
Total :					1000.00	0.00	1000.00
Supplier Total :					1000.00	0.00	1000.00
0948	BRITISH COLUMBIA TRANSPORTATION FINANCING AUTHORITY						
039884	23-Nov-2016		Issued	307	C	630.00	
24279	01-4-2500-000	PAYABLES - TRADE			630.00		
Invoice Description --> SLVFD - ANNUAL LICENSE FEE - OCCUPATION FABER RD							
Total :					630.00	0.00	630.00
Supplier Total :					630.00	0.00	630.00
0970	BUDGET CAR AND TRUCK RENTAL						
039790	09-Nov-2016		Issued	299	C	147.46	
1998848	01-4-2500-000	PAYABLES - TRADE			147.46		
Invoice Description --> ACRD - VEHICLE RENTAL - DYSON							
Total :					147.46	0.00	147.46
Supplier Total :					147.46	0.00	147.46
1035	BUTLER, LES						
000154-0011	15-Nov-2016		Issued	300	T	3570.00	
2016-10	01-4-2500-000	PAYABLES - TRADE			3570.00		
Invoice Description --> BWS - OCT 2016 CONTRACTOR							
Total :					3570.00	0.00	3570.00
Supplier Total :					3570.00	0.00	3570.00
1049	BVFD BENEVOLENT SOCIETY						
039928	29-Nov-2016		Issued	314	C	3080.00	
5315	01-4-2500-000	PAYABLES - TRADE			3080.00		
Invoice Description --> BVFD \$1848 & BCEP \$1232 - SPLIT SIGN							
Total :					3080.00	0.00	3080.00
Supplier Total :					3080.00	0.00	3080.00

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
1058	C. BOWNE ENTERPRISES						
39791	09-Nov-2016		Issued	299	C	139.60	
9162	01-4-2500-000	PAYABLES - TRADE			55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
9153	01-4-2500-000	PAYABLES - TRADE			84.05		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
Total :					139.60	0.00	139.60
Supplier Total :					139.60	0.00	139.60
1113	CANADIAN ALBERNI ENGINEERING LTD						
00156-0012	25-Nov-2016		Issued	306	T	507.58	
IN007653	01-4-2500-000	PAYABLES - TRADE			507.58		
Invoice Description --> SLVFD - MAINTENANCE							
Total :					507.58	0.00	507.58
Supplier Total :					507.58	0.00	507.58
1231	CAP-IT PORT ALBERNI,						
39793	09-Nov-2016		Issued	299	C	335.99	
18668	01-4-2500-000	PAYABLES - TRADE			335.99		
Invoice Description --> ACRD - TOOLBOX FOR DODGE TRUCK							
Total :					335.99	0.00	335.99
Supplier Total :					335.99	0.00	335.99
1197	CARVELLO LAW CORPORATION						
39792	09-Nov-2016		Issued	299	C	3350.96	
1438	01-4-2500-000	PAYABLES - TRADE			3350.96		
Invoice Description --> PLANNING - ZONING BYLAW							
Total :					3350.96	0.00	3350.96
Supplier Total :					3350.96	0.00	3350.96
1270	CDW CANADA INC						
00154-0012	15-Nov-2016		Issued	300	T	84.67	
FRG1084	01-4-2500-000	PAYABLES - TRADE			21.89		
Invoice Description --> ACRD - COMPUTER EXPENSE							
FTQ6782	01-4-2500-000	PAYABLES - TRADE			62.78		
Invoice Description --> ACRD - COMPUTER EXPENSE							
Total :					84.67	0.00	84.67
00156-0013	25-Nov-2016		Issued	306	T	3170.08	
FXC0807	01-4-2500-000	PAYABLES - TRADE			18.24		
Invoice Description --> ACRD - COMPUTER EXPENSE							
FXB5763	01-4-2500-000	PAYABLES - TRADE			26.47		

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description --> ACRD - COMPUTER EXPENSE							
FZL9099	01-4-2500-000	PAYABLES - TRADE		185.25			
Invoice Description --> AVEP - WIRELESS ROUTER							
FZL3534	01-4-2500-000	PAYABLES - TRADE		1124.85			
Invoice Description --> AVEP - TONER							
FWR4067	01-4-2500-000	PAYABLES - TRADE		1815.27			
Invoice Description --> ACRD - COMPUTER EXPENSE \$1234.88, AVEP \$385.90							
Total :				3170.08	0.00		3170.08
Supplier Total :				3254.75	0.00		3254.75

1316	CERTITECH IT SERVICES						
000154-0013	15-Nov-2016	Issued	300	T			5670.00
000195	01-4-2500-000	PAYABLES - TRADE		5670.00			
Invoice Description --> OCT 2016 - IT SUPPORT \$5,150, BCWS\$150, BWS\$100							
Total :				5670.00	0.00		5670.00
Supplier Total :				5670.00	0.00		5670.00

1065	CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA						
039885	23-Nov-2016	Issued	307	C			120.75
456975	01-4-2500-000	PAYABLES - TRADE		120.75			
Invoice Description --> 2017 PSAB HANDBOOK SUBSCRIPTION							
Total :				120.75	0.00		120.75
Supplier Total :				120.75	0.00		120.75

1363	CITY OF NANAIMO						
039794	09-Nov-2016	Issued	299	C			288.75
AR005081	01-4-2500-000	PAYABLES - TRADE		288.75			
Invoice Description --> SLVFD - TRAINING							
Total :				288.75	0.00		288.75

039929	29-Nov-2016	Issued	314	C			367.50
AR005147	01-4-2500-000	PAYABLES - TRADE		367.50			
Invoice Description --> SLVFD - TRAINING							
Total :				367.50	0.00		367.50
Supplier Total :				656.25	0.00		656.25

1417	COASTAL INVASIVE PLANT COMMITTEE						
039795	09-Nov-2016	Issued	299	C			1500.00
OCT18/16	01-4-2500-000	PAYABLES - TRADE		1500.00			
Invoice Description --> ACRD - INVASIVE PLANT MGMT STRATEGY UPDATE							
Total :				1500.00	0.00		1500.00

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Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				1500.00	0.00	1500.00

1432	COKELY WIRE ROPE LTD.					
39887	23-Nov-2016		Issued	307	C	153.37
IN0005649	01-4-2500-000	PAYABLES - TRADE			153.37	
Invoice Description -->		LBA - FIRE EXTINGUISHERS				
Total :				153.37	0.00	153.37
Supplier Total :				153.37	0.00	153.37

0806	CORIX - CONTROL SOLUTIONS LP					
00156-0014	25-Nov-2016		Issued	306	T	3419.36
INV44221	01-4-2500-000	PAYABLES - TRADE			3419.36	
Invoice Description -->		BCWS - KITSUKSIS RES - MAINTENANCE				
Total :				3419.36	0.00	3419.36
Supplier Total :				3419.36	0.00	3419.36

0801	CORIX WATER PRODUCTS LTD.					
00156-0015	25-Nov-2016		Issued	306	T	183.16
1061706131-CREDI	01-4-2500-000	PAYABLES - TRADE			-344.57	
Invoice Description -->		BWS - CREDIT WATER SYSTEM SUPPLIES				
223 - CREDIT	01-4-2500-000	PAYABLES - TRADE			-344.57	
Invoice Description -->		BWS - CREDIT WATER SYSTEM SUPPLIES				
1061709160	01-4-2500-000	PAYABLES - TRADE			-277.76	
Invoice Description -->		BWS - CREDIT WATER SYSTEM SUPPLIES				
1061709580	01-4-2500-000	PAYABLES - TRADE			-277.76	
Invoice Description -->		BWS - CREDIT WATER SYSTEM SUPPLIES				
10616141556	01-4-2500-000	PAYABLES - TRADE			339.14	
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES				
10616141554	01-4-2500-000	PAYABLES - TRADE			1088.68	
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES				
Total :				183.16	0.00	183.16
Supplier Total :				183.16	0.00	183.16

1650	CUPE - LOCAL 118					
EFT-1	29-Nov-2016		Issued	312	E	1603.11
DUESNOV2016	01-4-2500-000	PAYABLES - TRADE			1603.11	
Invoice Description -->		NOVEMBER 2016 UNION DUES				
Total :				1603.11	0.00	1603.11

39796	09-Nov-2016		Issued	299	C	2566.49
DUESOCT16	01-4-2500-000	PAYABLES - TRADE			2566.49	
Invoice Description -->		OCTOBER 2016 UNION DUES				

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

Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2566.49	0.00	2566.49
Supplier Total :				4169.60	0.00	4169.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1688	D BAR R CONTRACTING					
39797	09-Nov-2016		Issued	299	C	199.50
786	01-4-2500-000	PAYABLES - TRADE		199.50		
Invoice Description --> BWS - WATER MAIN REPAIR						
Total :				199.50	0.00	199.50
Supplier Total :				199.50	0.00	199.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1848	D.R.CLOUGH CONSULTING					
39930	29-Nov-2016		Issued	314	C	5904.52
ACRD16-1	01-4-2500-000	PAYABLES - TRADE		5904.52		
Invoice Description --> AVRA - EXTENSION - CAPITAL						
Total :				5904.52	0.00	5904.52
Supplier Total :				5904.52	0.00	5904.52

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1703	DALEY, D.J.					
39798	09-Nov-2016		Issued	299	C	2010.37
274403	01-4-2500-000	PAYABLES - TRADE		2010.37		
Invoice Description --> SEPT 2016 - LBA & MILLSTREAM WATER CONTRACTOR						
Total :				2010.37	0.00	2010.37

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
39888	23-Nov-2016		Issued	307	C	1885.00
274404	01-4-2500-000	PAYABLES - TRADE		1885.00		
Invoice Description --> OCT 2016 - LBA & MILLSTREAM WATER CONTACTOR						
Total :				1885.00	0.00	1885.00
Supplier Total :				3895.37	0.00	3895.37

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1709	DEER BAY CONTRACTING					
39799	09-Nov-2016		Issued	299	C	1984.50
2722	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
Total :				1984.50	0.00	1984.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
39889	23-Nov-2016		Issued	307	C	3278.10
2723	01-4-2500-000	PAYABLES - TRADE		1293.60		
Invoice Description --> SB - REC \$924, SEWAGE\$308						
5000	01-4-2500-000	PAYABLES - TRADE		1984.50		
Invoice Description --> SB - TRANSPORTATION - GRADING						
Total :				3278.10	0.00	3278.10

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Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						5262.60	0.00	5262.60

1636	DIAMOND LAND CONSULTANTS LTD							
00154-0014	15-Nov-2016		Issued	300	T	393.75		393.75
10-16	01-4-2500-000	PAYABLES - TRADE				393.75		
Invoice Description -->		AVRA - RUNWAY EXPANSION - CAPITAL						
Total :						393.75	0.00	393.75
Supplier Total :						393.75	0.00	393.75

5375	DISTRICT OF UCLUELET							
39946	29-Nov-2016		Issued	314	C	2500.00		2500.00
NOV29/16	01-4-2500-000	PAYABLES - TRADE				2500.00		
Invoice Description -->		V.I. EMERGENCY PREPAREDNESS CONF CONT.#1						
Total :						2500.00	0.00	2500.00
Supplier Total :						2500.00	0.00	2500.00

1847	DUPERE, JOHANNE							
00156-0016	25-Nov-2016		Issued	306	T	200.00		200.00
DUP176760	01-4-2500-000	PAYABLES - TRADE				200.00		
Invoice Description -->		SPROAT PARKS CARETAKER						
Total :						200.00	0.00	200.00
Supplier Total :						200.00	0.00	200.00

0940	DUVALL, EDITH							
00153-0001	04-Nov-2016		Issued	291	T	1750.00		1750.00
EDUVALL76313	01-4-2500-000	PAYABLES - TRADE				1750.00		
Invoice Description -->		ACRD OFFICE - MONTHLY JANITORIAL						
Total :						1750.00	0.00	1750.00
Supplier Total :						1750.00	0.00	1750.00

1999	E-Z SEE REFLECTIVE ADDRESS SYSTEMS							
00156-0017	25-Nov-2016		Issued	306	T	48.30		48.30
293	01-4-2500-000	PAYABLES - TRADE				48.30		
Invoice Description -->		SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION						
Total :						48.30	0.00	48.30
Supplier Total :						48.30	0.00	48.30

1934	EDEN TREE FARM AND GARDENING							
39890	23-Nov-2016		Issued	307	C	4995.63		4995.63
#3OCT16	01-4-2500-000	PAYABLES - TRADE				4995.63		

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Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description --> PLANNING - AGRICULTURAL SUPPORT							
Total :					4995.63	0.00	4995.63
Supplier Total :					4995.63	0.00	4995.63

1956	ENGSTROM, WADE						
339931	29-Nov-2016	Issued	314	C		250.00	
2016-1030	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - ENGSTROM							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00

1970	EQUIFAX CANADA INC.						
339891	23-Nov-2016	Issued	307	C		21.00	
9977525	01-4-2500-000	PAYABLES - TRADE			21.00		
Invoice Description --> WCLF - CREDIT CHECK FEES							
Total :					21.00	0.00	21.00
Supplier Total :					21.00	0.00	21.00

1990	EVITT ELECTRIC						
000154-0015	15-Nov-2016	Issued	300	T		532.57	
335646	01-4-2500-000	PAYABLES - TRADE			532.57		
Invoice Description --> SLVFD - HALL #2 UPGRADES - CAPITAL							
Total :					532.57	0.00	532.57
000156-0018	25-Nov-2016	Issued	306	T		511.46	
97466A	01-4-2500-000	PAYABLES - TRADE			43.05		
Invoice Description --> SLVFD - APPARATUS MAINTENANCE							
335724	01-4-2500-000	PAYABLES - TRADE			468.41		
Invoice Description --> SLVFD - HALL#3 MAINTENANCE							
Total :					511.46	0.00	511.46
Supplier Total :					1044.03	0.00	1044.03

2020	FEDERAL EXPRESS CANADA LTD.						
339932	29-Nov-2016	Issued	314	C		78.74	
7-350-02808	01-4-2500-000	PAYABLES - TRADE			78.74		
Invoice Description --> AVLF/ WCLF - SHIPPING							
Total :					78.74	0.00	78.74
Supplier Total :					78.74	0.00	78.74

2079	FLOORING DEPOT						
339892	23-Nov-2016	Issued	307	C		321.48	

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Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
45107	01-4-2500-000	PAYABLES - TRADE		321.48		
Invoice Description --> AVLF - 3RD AVE DEPOT - BATHROOMS - CAPITAL						
Total :				321.48	0.00	321.48
Supplier Total :				321.48	0.00	321.48

2067 FORTISBC						
39800	09-Nov-2016	Issued	299	C		8.44
OCT.25/16	01-4-2500-000	PAYABLES - TRADE		8.44		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
Total :				8.44	0.00	8.44
Supplier Total :				8.44	0.00	8.44

2140 GEDDES, RICHARD D.						
00156-0019	25-Nov-2016	Issued	306	T		55.00
RG-SLVFD0176762	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
Total :				55.00	0.00	55.00
Supplier Total :				55.00	0.00	55.00

2237 GIBSON, KATHLEEN						
00156-0020	25-Nov-2016	Issued	306	T		1889.28
2016-111	01-4-2500-000	PAYABLES - TRADE		1889.28		
Invoice Description --> PLANNING - ABATTOIR MEETING FACILITATOR						
Total :				1889.28	0.00	1889.28
Supplier Total :				1889.28	0.00	1889.28

2322 GUILLEVIN INTERNATIONAL CO.						
00154-0016	15-Nov-2016	Issued	300	T		156.92
0428-505442	01-4-2500-000	PAYABLES - TRADE		156.92		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				156.92	0.00	156.92
00156-0021	25-Nov-2016	Issued	306	T		7455.07
0428-506054	01-4-2500-000	PAYABLES - TRADE		62.24		
Invoice Description --> SLVFD - EQUIPMENT						
0428-506059	01-4-2500-000	PAYABLES - TRADE		343.25		
Invoice Description --> SLVFD - EQUIPMENT						
0428-504807	01-4-2500-000	PAYABLES - TRADE		408.44		
Invoice Description --> SLVFD - EQUIPMENT						
0428-505782	01-4-2500-000	PAYABLES - TRADE		427.50		
Invoice Description --> SLVFD - EQUIPMENT						
0428-505688	01-4-2500-000	PAYABLES - TRADE		1341.64		

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> SLVFD - EQUIPMENT							
0428-504790	01-4-2500-000	PAYABLES - TRADE			4872.00		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					7455.07	0.00	7455.07
Supplier Total :					7611.99	0.00	7611.99

2330	GW SOLUTIONS						
39894	23-Nov-2016		Issued	307	C	2357.67	
GWS16-35-1	01-4-2500-000	PAYABLES - TRADE			2357.67		
Invoice Description --> WELL LICENSING -AVRA - MWS - SB X 2 - .CSP - LBA X 2 -							
Total :					2357.67	0.00	2357.67
Supplier Total :					2357.67	0.00	2357.67

2410	HARVEST THYME FINE FOODS LTD.						
39895	23-Nov-2016		Issued	307	C	157.50	
OCT.27/16	01-4-2500-000	PAYABLES - TRADE			157.50		
Invoice Description --> PLANNING - ABATTOIR MEETING - CATERING							
Total :					157.50	0.00	157.50
Supplier Total :					157.50	0.00	157.50

2464	HERTEL, TOM						
39896	23-Nov-2016		Issued	307	C	250.00	
2016-1012	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - HERTEL							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00

2485	HOLDER, DAN						
39801	09-Nov-2016		Issued	299	C	54.17	
OCT.16/16	01-4-2500-000	PAYABLES - TRADE			54.17		
Invoice Description --> AVRA - MAINTENANCE							
Total :					54.17	0.00	54.17
39933	29-Nov-2016		Issued	314	C	9360.74	
EOC-NOV-2016	01-4-2500-000	PAYABLES - TRADE			1627.50		
Invoice Description --> EOC - NOVEMBER STORM/FLOODING EVENT							
OCT.31/16-ESC	01-4-2500-000	PAYABLES - TRADE			3465.00		
Invoice Description --> EMERGENCY SERVICES COORDINATOR - OCT.2016							
OCT31/16-FSC	01-4-2500-000	PAYABLES - TRADE			4268.24		
Invoice Description --> FIRE SERVICES COORDINATOR - OCT. 2016							
Total :					9360.74	0.00	9360.74

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

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

Supplier Total : 9414.91 0.00 9414.91

2499 HOMETOWN AUTOMOTIVE LTD.

00156-0022	25-Nov-2016		Issued	306	T	2708.53	
5310	01-4-2500-000	PAYABLES - TRADE			51.09		
Invoice Description --> BUILDING INSPECTION - 2014 JEEP CHEROKEE - MAINTENANCE							
5330	01-4-2500-000	PAYABLES - TRADE			268.89		
Invoice Description --> BCWS - 2001 GMC SIERRA - MAINTENANCE							
5321	01-4-2500-000	PAYABLES - TRADE			403.01		
Invoice Description --> LBA & SB - JEEP LIBERTY - MAINTENANCE							
5316	01-4-2500-000	PAYABLES - TRADE			985.74		
Invoice Description --> BUILDING INSPECTION - 2010 DODGE PICK UP - MAINTENANCE							
5329	01-4-2500-000	PAYABLES - TRADE			999.80		
Invoice Description --> BCWS - 2009 FORD F250 - MAINTENANCE							
Total :					2708.53	0.00	2708.53

Supplier Total : 2708.53 0.00 2708.53

2521 HORNET EXCAVATING

39897	23-Nov-2016		Issued	307	C	472.50	
454	01-4-2500-000	PAYABLES - TRADE			472.50		
Invoice Description --> AVLF - ILLEGAL DUMP CLEANUP							
Total :					472.50	0.00	472.50

Supplier Total : 472.50 0.00 472.50

2560 HOULE PRINTING

00154-0017	15-Nov-2016		Issued	300	T	62.17	
15542	01-4-2500-000	PAYABLES - TRADE			62.17		
Invoice Description --> PLANNING - FAMILY FARM DAY BROCHURES							
Total :					62.17	0.00	62.17

00156-0023	25-Nov-2016		Issued	306	T	277.76	
15711	01-4-2500-000	PAYABLES - TRADE			277.76		
Invoice Description --> SL - FALL/WINTER NEWSLETTER							
Total :					277.76	0.00	277.76

Supplier Total : 339.93 0.00 339.93

2734 ISLAND AGRICULTURE SHOW

39898	23-Nov-2016		Issued	307	C	575.00	
2017 SHOW	01-4-2500-000	PAYABLES - TRADE			575.00		
Invoice Description --> PLANNING - 2017 AGRICULTURAL SHOW							
Total :					575.00	0.00	575.00

39934	29-Nov-2016		Issued	314	C	575.00
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2017-SHOW- BOOTI	01-4-2500-000	PAYABLES - TRADE		575.00		
Invoice Description --> PLANNING - NON-PROFIT BOOTH SPONSORSHIP						
Total :				575.00	0.00	575.00
Supplier Total :				1150.00	0.00	1150.00

2748 ISLAND BEVERAGE SERVICES						
39802	09-Nov-2016		Issued	299	C	108.78
15979	01-4-2500-000	PAYABLES - TRADE			108.78	
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				108.78	0.00	108.78
Supplier Total :				217.56	0.00	217.56

1075 J&D WEAVER HOLDINGS LTD. (CANADIAN TIRE #488)						
39886	23-Nov-2016		Issued	307	C	7.47
622861	01-4-2500-000	PAYABLES - TRADE			7.47	
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE						
Total :				7.47	0.00	7.47
Supplier Total :				7.47	0.00	7.47

2785 JACK'S EXCEL TIRE CENTRE						
39803	09-Nov-2016		Issued	299	C	1030.40
149061	01-4-2500-000	PAYABLES - TRADE			1030.40	
Invoice Description --> LBA - VEHICLE TIRES						
Total :				1030.40	0.00	1030.40
Supplier Total :				1030.40	0.00	1030.40

2787 JACKSON, ROBERT						
00156-0024	25-Nov-2016		Issued	306	T	75.02
CSPNOV1276761	01-4-2500-000	PAYABLES - TRADE			75.02	
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
Total :				75.02	0.00	75.02
Supplier Total :				75.02	0.00	75.02

2827 JAL DESIGNS						
39900	23-Nov-2016		Issued	307	C	3561.60
40497479	01-4-2500-000	PAYABLES - TRADE			3561.60	

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> SLVFD - BANQUET - HOODIES						
Total :				3561.60	0.00	3561.60
Supplier Total :				3561.60	0.00	3561.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2858 KGC FIRE RESCUE INC.						
000156-0025	25-Nov-2016		Issued	306	T	682.50
234489	01-4-2500-000	PAYABLES - TRADE				682.50
Invoice Description --> BCVFD - TRAINING						
Total :				682.50	0.00	682.50
Supplier Total :				682.50	0.00	682.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2866 KLITSA DOORS (2012) LTD.						
39935	29-Nov-2016		Issued	314	C	4033.05
1517	01-4-2500-000	PAYABLES - TRADE				4033.05
Invoice Description --> AVLF - 3RD AVE DEPOT - CAPITAL						
Total :				4033.05	0.00	4033.05
Supplier Total :				4033.05	0.00	4033.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2877 KOERS & ASSOCIATES ENGINEERING LTD.						
000156-0026	25-Nov-2016		Issued	306	T	4866.63
1372-016	01-4-2500-000	PAYABLES - TRADE				391.39
Invoice Description --> BWS - S. BAMFIELD RD - HYDRANT INSTALL - CAPITAL						
0933-031	01-4-2500-000	PAYABLES - TRADE				598.50
Invoice Description --> BCWS - BEAVER CREEK WATERMAIN REPLACEMENT - CAPITAL						
1665-002	01-4-2500-000	PAYABLES - TRADE				771.75
Invoice Description --> BCWS - INFRASTRUCTURE ASSESSMENT - CAPITAL						
1619-008	01-4-2500-000	PAYABLES - TRADE				1371.44
Invoice Description --> BCWS - ARVAY/PIERCE/MERSEY WATERMAIN - CAPITAL						
1634-005	01-4-2500-000	PAYABLES - TRADE				1733.55
Invoice Description --> BWS - WATER TREATMENT PLANT - CAPITAL						
Total :				4866.63	0.00	4866.63
Supplier Total :				4866.63	0.00	4866.63

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2890 L.B. WOODCHOPPERS LTD.						
000154-0018	15-Nov-2016		Issued	300	T	229.13
253094	01-4-2500-000	PAYABLES - TRADE				44.37
Invoice Description --> LBA - SMALL TOOLS						
250801	01-4-2500-000	PAYABLES - TRADE				184.76
Invoice Description --> BCWS - SAFETY BOOTS - FRELUND						
Total :				229.13	0.00	229.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
000156-0027	25-Nov-2016		Issued	306	T	

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 Trans. Date : 01-Nov-2016 To 30-Nov-2016
 Cheque Date : 01-Nov-2016 To 30-Nov-2016
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
255165	01-4-2500-000	PAYABLES - TRADE		117.55		
Invoice Description --> SLVFD- EQUIPMENT						
255024	01-4-2500-000	PAYABLES - TRADE		192.25		
Invoice Description --> SLVFD- MAINTENANCE ON EQUIPMENT						
Total :				309.80	0.00	309.80
Supplier Total :				538.93	0.00	538.93

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3025	LADY ROSE MARINE SERVICES					
00156-0028	25-Nov-2016	Issued	306	T	1254.24	
2010-22809	01-4-2500-000	PAYABLES - TRADE		12.08		
Invoice Description --> BWS - REFERENDUM						
2010-22843	01-4-2500-000	PAYABLES - TRADE		12.08		
Invoice Description --> BWS - REFERENDUM SANDWHICH BOARDS						
2010-22890	01-4-2500-000	PAYABLES - TRADE		12.08		
Invoice Description --> BWS - REFERENDUM - SANDWHICH BOARDS						
2010-22787	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22833	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22868	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-22943	01-4-2500-000	PAYABLES - TRADE		304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
Total :				1254.24	0.00	1254.24
Supplier Total :				1254.24	0.00	1254.24

Supplier	Supplier Name	Status	Batch	Medium	Amount	
2887	LEWKOWICH GEOTECHNICAL ENGINEERING LTD					
39804	09-Nov-2016	Issued	299	C	545.63	
47612	01-4-2500-000	PAYABLES - TRADE		545.63		
Invoice Description --> BCWS - WATER MONITORING						
Total :				545.63	0.00	545.63
Supplier Total :				545.63	0.00	545.63

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3018	LGMA - VANCOUVER ISLAND CHAPTER					
39805	09-Nov-2016	Issued	299	C	183.75	
2016VIMEMBER	01-4-2500-000	PAYABLES - TRADE		183.75		
Invoice Description --> 2016 LGMA - VANCOUVER ISLAND MEMBERSHIP						
Total :				183.75	0.00	183.75
Supplier Total :				183.75	0.00	183.75

Supplier	Supplier Name	Status	Batch	Medium	Amount
3117	LORCO				
00156-0029	25-Nov-2016	Issued	306	T	45.21

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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3350011	01-4-2500-000	PAYABLES - TRADE		45.21		
Invoice Description --> SLVFD - EQUIPMENT						
Total :				45.21	0.00	45.21
Supplier Total :				45.21	0.00	45.21
3171	MACDERMOTT'S INSURANCE AGENCY LTD					
39806	09-Nov-2016	Issued	299	C		1681.00
0269016	01-4-2500-000	PAYABLES - TRADE		1681.00		
Invoice Description --> AVEP - ARROWSMITH AMATEUR RADIO CLUB - 2016/11/10-2017-11/10						
Total :				1681.00	0.00	1681.00
Supplier Total :				1681.00	0.00	1681.00
3214	MARCIE DEWITT					
00154-0019	15-Nov-2016	Issued	300	T		7000.00
OCT31/16	01-4-2500-000	PAYABLES - TRADE		7000.00		
Invoice Description --> ACHN - COORDINATOR - OCT 2016						
Total :				7000.00	0.00	7000.00
Supplier Total :				7000.00	0.00	7000.00
1210	MAXXAM ANALYTICS					
00154-0020	15-Nov-2016	Issued	300	T		2048.55
VA1006152	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> SB - WATER MONITORING						
VA1008921	01-4-2500-000	PAYABLES - TRADE		778.05		
Invoice Description --> BCWS - WATER MONITORING						
AV1004881	01-4-2500-000	PAYABLES - TRADE		1165.50		
Invoice Description --> BWS - WATER MONITRING						
Total :				2048.55	0.00	2048.55
Supplier Total :				2048.55	0.00	2048.55
3176	MCARTHUR, KATHY					
39807	09-Nov-2016	Issued	299	C		100.00
REFUND - SUB.APF	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> PLANNING - REFUND SUBDIVISION APPLICATION - 5427 GORDON AVE						
Total :				100.00	0.00	100.00
Supplier Total :				100.00	0.00	100.00
3169	MCAUGHTRIE, KEVIN					
39901	23-Nov-2016	Issued	307	C		282.20
NOV.12/16	01-4-2500-000	PAYABLES - TRADE		282.20		
Invoice Description --> BCEP - REIMBURSEMENT WEST SIDE BASE STATION						

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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
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Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				282.20	0.00	282.20
Supplier Total :				282.20	0.00	282.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3270	MCCOY LAKE EXCAVATING LTD					
00154-0021	15-Nov-2016	Issued	300	T	472.71	
3653	01-4-2500-000	PAYABLES - TRADE		472.71		
Invoice Description --> BCWS - SERVICE REPAIR - CHAPMAN RD						
Total :				472.71	0.00	472.71
Supplier Total :				472.71	0.00	472.71

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3273	MCDUGALL'S LANDSCAPING					
39808	09-Nov-2016	Issued	299	C	669.38	
4317	01-4-2500-000	PAYABLES - TRADE		669.38		
Invoice Description --> ACRD - OFFICE JULY - SEPT MAINTENANCE						
Total :				669.38	0.00	669.38
Supplier Total :				669.38	0.00	669.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3178	MCGARRIGHOL, RON					
39936	29-Nov-2016	Issued	314	C	250.00	
2016-1026	01-4-2500-000	PAYABLES - TRADE		250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - MCGARRIGHOL						
Total :				250.00	0.00	250.00
Supplier Total :				250.00	0.00	250.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3280	MCGILL & ASSOCIATES ENGINEERING					
00156-0030	25-Nov-2016	Issued	306	T	7358.78	
15722	01-4-2500-000	PAYABLES - TRADE		740.25		
Invoice Description --> LBA - WATER SYSTEM EVALUATION - CAPITAL						
15704	01-4-2500-000	PAYABLES - TRADE		779.63		
Invoice Description --> MWS - STORAGE RESERVOIR - CAPITAL						
15726	01-4-2500-000	PAYABLES - TRADE		5838.90		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
Total :				7358.78	0.00	7358.78
Supplier Total :				7358.78	0.00	7358.78

Supplier	Supplier Name	Status	Batch	Medium	Amount	
3340	MINISTER OF FINANCE					
39809	09-Nov-2016	Issued	299	C	2194.00	
MSPNOV/16	01-4-2500-000	PAYABLES - TRADE		2194.00		
Invoice Description --> MSP PREMIUMS FOR NOV 2016						
Total :				2194.00	0.00	2194.00

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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					2194.00	0.00	2194.00
<hr/>							
3375	MINISTER OF FINANCE (TECH INN. & CITIZENS SVCS)						
39810	09-Nov-2016		Issued	299	C	653.26	
93735898	01-4-2500-000	PAYABLES - TRADE			11.80		
Invoice Description --> SLVFD - EQUIPMENT							
93733802	01-4-2500-000	PAYABLES - TRADE			224.88		
Invoice Description --> SLVFD - EQUIPMENT							
93748091	01-4-2500-000	PAYABLES - TRADE			416.58		
Invoice Description --> SLVFD - EUIPMENT \$377.06, MAINT\$39.52							
Total :					653.26	0.00	653.26
<hr/>							
39902	23-Nov-2016		Issued	307	C	327.56	
93753461	01-4-2500-000	PAYABLES - TRADE			61.09		
Invoice Description --> SLVFD - EQUIPMENT							
93764304	01-4-2500-000	PAYABLES - TRADE			266.47		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					327.56	0.00	327.56
<hr/>							
39937	29-Nov-2016		Issued	314	C	198.18	
93758819	01-4-2500-000	PAYABLES - TRADE			198.18		
Invoice Description --> SLVFD- EQUIPMENT							
Total :					198.18	0.00	198.18
<hr/>							
Supplier Total :					1179.00	0.00	1179.00
<hr/>							
3500	MUNICIPAL FINANCE AUTHORITY OF BC						
EFT-17	02-Nov-2016		Issued	317	E	1640.50	
AVRA11/16	01-4-2500-000	PAYABLES - TRADE			1640.50		
Invoice Description --> AVRA SHORT TERM BORROWING INTEREST							
Total :					1640.50	0.00	1640.50
<hr/>							
EFT-18	02-Nov-2016		Issued	317	E	1467.70	
LBATRACNOV	01-4-2500-000	PAYABLES - TRADE			1467.70		
Invoice Description --> LBA KUBOTA TRACTOR MFA EQUIPMENT FINANCING							
Total :					1467.70	0.00	1467.70
<hr/>							
Supplier Total :					3108.20	0.00	3108.20
<hr/>							
3510	MUNICIPAL INSURANCE ASSOCIATION						
39811	09-Nov-2016		Issued	299	C	946.83	
28158	01-4-2500-000	PAYABLES - TRADE			946.83		
Invoice Description --> LEGAL FEES							
Total :					946.83	0.00	946.83

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Trans. Date : 01-Nov-2016 To 30-Nov-2016
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Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					946.83	0.00	946.83
<hr/>							
3490	MUNICIPAL PENSION PLAN						
EFT-23	17-Nov-2016		Issued	294	E	10818.30	
PP#22 - 2016	01-4-2500-000	PAYABLES - TRADE			10818.30		
Invoice Description -->		PAYPERIOD # 20 - 2016 PENSION REMITTANCE					
Total :					10818.30	0.00	10818.30
EFT-24	15-Nov-2016		Issued	303	E	10722.27	
PP#23 - 2016	01-4-2500-000	PAYABLES - TRADE			10722.27		
Invoice Description -->		PP#23 - 2016 PENSION REMITTANCE					
Total :					10722.27	0.00	10722.27
EFT-25	29-Nov-2016		Issued	311	E	10691.02	
PP#24 - 2016	01-4-2500-000	PAYABLES - TRADE			10691.02		
Invoice Description -->		PP # 24 - 2016 PENSION REMITTANCE					
Total :					10691.02	0.00	10691.02
Supplier Total :					32231.59	0.00	32231.59
<hr/>							
3627	NEXCAR SALES LTD.						
00156-0031	25-Nov-2016		Issued	306	T	55.95	
E8172	01-4-2500-000	PAYABLES - TRADE			55.95		
Invoice Description -->		BUILDING INSPECTION - CHEROKEE - DETAIL					
Total :					55.95	0.00	55.95
Supplier Total :					55.95	0.00	55.95
<hr/>							
3622	NICKLIN WASTE DISPOSAL						
00154-0022	15-Nov-2016		Issued	300	T	465.15	
8870	01-4-2500-000	PAYABLES - TRADE			97.65		
Invoice Description -->		COUGAR SMITH PARK - GARBA PICK UP OCT TO DEC					
8817	01-4-2500-000	PAYABLES - TRADE			157.50		
Invoice Description -->		BCVFD - GARBAGE DISPOSAL - JULY, AUG, SEPT					
8905	01-4-2500-000	PAYABLES - TRADE			210.00		
Invoice Description -->		SLVFD - GARBAGE DISPOSAL FOR JULY, AUG, SEPT					
Total :					465.15	0.00	465.15
Supplier Total :					465.15	0.00	465.15
<hr/>							
3693	NUU-CHAH-NULTH TRIBAL COUNCIL						
339903	23-Nov-2016		Issued	307	C	35.00	
7003	01-4-2500-000	PAYABLES - TRADE			35.00		
Invoice Description -->		HA-SILTH-SA NEWSPAPER SUBSCRIPTION					
Total :					35.00	0.00	35.00

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3792 PACIFIC BLUE CROSS						
EFT-11	01-Nov-2016	Issued	308	E		8186.64
405650	01-4-2500-000	PAYABLES - TRADE		8186.64		
Invoice Description --> NOVEMBER 2016 - HEALTH, DENTAL & DISABILITY PREMIUMS						
Total :						
				35.00	0.00	35.00
<hr/>						
3864 PINE						
39938	29-Nov-2016	Issued	314	C		97.52
CA1-160014947	01-4-2500-000	PAYABLES - TRADE		97.52		
Invoice Description --> AVLF - WATER MONITORING						
Total :						
				97.52	0.00	97.52
Supplier Total :						
				97.52	0.00	97.52
<hr/>						
3797 PITEAU ASSOCIATES						
00154-0023	15-Nov-2016	Issued	300	T		1283.63
18114	01-4-2500-000	PAYABLES - TRADE		1283.63		
Invoice Description --> WCLF - WATER MONITORING						
Total :						
				1283.63	0.00	1283.63
Supplier Total :						
				1283.63	0.00	1283.63
<hr/>						
4115 PRICE'S ALARM SYSTEM LTD						
39812	09-Nov-2016	Issued	299	C		157.50
2399812	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> BCVFD - ALARM MONITORING - OCT TO DEC						
Total :						
				157.50	0.00	157.50
Supplier Total :						
				157.50	0.00	157.50
<hr/>						
4132 PUGH, ANTHONY J						
39813	09-Nov-2016	Issued	299	C		643.20
OCT.21/16	01-4-2500-000	PAYABLES - TRADE		643.20		
Invoice Description --> WCLF - REFUND OVERPAYMENT ON ACCOUNT 583-00000114921-000						
Total :						
				643.20	0.00	643.20
Supplier Total :						
				643.20	0.00	643.20
<hr/>						
4180 PUROLATOR COURIER SERVICE						
39814	09-Nov-2016	Issued	299	C		323.18
432819096	01-4-2500-000	PAYABLES - TRADE		323.18		

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Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> LBA - SHIPMENT FOR TES INSTRUMENTS - MAINTENANCE						
Total :				323.18	0.00	323.18
Supplier Total :				323.18	0.00	323.18

4187 QUALITY FOODS-PORT ALBERNI						
000154-0024	15-Nov-2016		Issued	300	T	210.81
61 201593	01-4-2500-000	PAYABLES - TRADE			20.98	
Invoice Description --> ACRD - OFFICE SUPPLIES						
61 194026	01-4-2500-000	PAYABLES - TRADE			34.43	
Invoice Description --> SLVFD - TRAINING SITE						
61 195513	01-4-2500-000	PAYABLES - TRADE			65.51	
Invoice Description --> ACRD - OFFICE SUPPLIES						
65 062063	01-4-2500-000	PAYABLES - TRADE			89.89	
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				210.81	0.00	210.81
Supplier Total :				210.81	0.00	210.81

4220 RAYNER & BRACHT LTD						
039904	23-Nov-2016		Issued	307	C	1887.20
2016241	01-4-2500-000	PAYABLES - TRADE			1887.20	
Invoice Description --> AVLF - BAMFIELD BIN CHARGES - OCT 2016						
Total :				1887.20	0.00	1887.20
Supplier Total :				1887.20	0.00	1887.20

4280 RECEIVER GENERAL FOR CANADA						
039815	09-Nov-2016		Issued	299	C	15555.26
PP#22 -2016 - FF	01-4-2500-000	PAYABLES - TRADE			4.79	
Invoice Description --> TAX REMITTANCE FOR PP #22 - FIREFIGHTERS						
PP#22 - 2016	01-4-2500-000	PAYABLES - TRADE			15550.47	
Invoice Description --> TAX REMITTANCE FOR PP #22 - 2016						
Total :				15555.26	0.00	15555.26

039905	23-Nov-2016		Issued	307	C	15908.11
PP#23 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE			1090.75	
Invoice Description --> TAX REMITTANCE FOR PP # 23 - 2016 - DIRECTORS						
PP#23 - 2016	01-4-2500-000	PAYABLES - TRADE			14817.36	
Invoice Description --> TAX REMITTANCE FOR PP # 23 - 2016						
Total :				15908.11	0.00	15908.11

039939	29-Nov-2016		Issued	314	C	13678.18
PP#24 -2016	01-4-2500-000	PAYABLES - TRADE			13678.18	
Invoice Description --> TAX REMITTANCE FOR PP # 24 - 2016						
Total :				13678.18	0.00	13678.18

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Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Supplier Total :					45141.55	0.00	45141.55
<hr/>							
4475	ROCKY MOUNTAIN PHOENIX						
00154-0025	15-Nov-2016	Issued	300	T			554.40
IN99315	01-4-2500-000	PAYABLES - TRADE			554.40		
Invoice Description --> SLVFD - EQUIPMENT							
Total :					554.40	0.00	554.40
<hr/>							
00156-0032	25-Nov-2016	Issued	306	T			35031.81
IN99642	01-4-2500-000	PAYABLES - TRADE			35031.81		
Invoice Description --> SLVFD - HALL #3 - FILL INTAKE - CAPITAL							
Total :					35031.81	0.00	35031.81
Supplier Total :					35586.21	0.00	35586.21
<hr/>							
4508	ROYAL CANADIAN LEGION						
39816	09-Nov-2016	Issued	299	C			45.00
350306	01-4-2500-000	PAYABLES - TRADE			45.00		
Invoice Description --> REMEMBRANCE DAY WREATH							
Total :					45.00	0.00	45.00
Supplier Total :					45.00	0.00	45.00
<hr/>							
4628	SCHUT, JACK						
39817	09-Nov-2016	Issued	299	C			250.00
2016-1022	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE PROGRAM - SCHUT							
Total :					250.00	0.00	250.00
Supplier Total :					250.00	0.00	250.00
<hr/>							
4888	SEVIGNY, SHELLY						
00154-0026	15-Nov-2016	Issued	300	T			405.00
OCT/2016	01-4-2500-000	PAYABLES - TRADE			405.00		
Invoice Description --> SLVFD - OFFICE ADMIN							
Total :					405.00	0.00	405.00
Supplier Total :					405.00	0.00	405.00
<hr/>							
4645	SHAW CABLE						
39907	23-Nov-2016	Issued	307	C			895.76
01-NOV-16	01-4-2500-000	PAYABLES - TRADE			895.76		
Invoice Description --> ACCT #0012-80958259- ACRD CONSOLIDATED INTERNET/CABLE							
Total :					895.76	0.00	895.76

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				895.76	0.00	895.76

4646 SHAW CABLESYSTEMS G.P.							
39908	23-Nov-2016		Issued	307	C	188.43	
OCT.16/16	01-4-2500-000	PAYABLES - TRADE			49.77		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES							
OCT.12/16	01-4-2500-000	PAYABLES - TRADE			69.33		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES							
OCT12/16	01-4-2500-000	PAYABLES - TRADE			69.33		
Invoice Description --> SLVFD - FABER RD - CABLE SERVICES							
Total :					188.43	0.00	188.43
Supplier Total :					188.43	0.00	188.43

4610 SIGNWORKS							
39906	23-Nov-2016		Issued	307	C	1539.16	
5314	01-4-2500-000	PAYABLES - TRADE			56.00		
Invoice Description --> SLVFD - SIGN - NO SMOKING							
5312	01-4-2500-000	PAYABLES - TRADE			83.16		
Invoice Description --> SLVFD - LABELS							
5308	01-4-2500-000	PAYABLES - TRADE			1400.00		
Invoice Description --> SLVFD - TRUCK #40 DECALS							
Total :					1539.16	0.00	1539.16
Supplier Total :							
4610 SIGNWORKS							
39940	29-Nov-2016		Issued	314	C	280.00	
5307	01-4-2500-000	PAYABLES - TRADE			280.00		
Invoice Description --> SLVFD - REFLECTIVE DECALS FOR TRUCK #48							
Total :					280.00	0.00	280.00
Supplier Total :					1819.16	0.00	1819.16

4717 SMITH, RYAN							
00154-0027	15-Nov-2016		Issued	300	T	5639.15	
PCOCT/16	01-4-2500-000	PAYABLES - TRADE			89.46		
Invoice Description --> SALMON BEACH SEWAGE							
OCT31/16	01-4-2500-000	PAYABLES - TRADE			5549.69		
Invoice Description --> SALMON BEACH SEWAGE							
Total :					5639.15	0.00	5639.15
Supplier Total :					5639.15	0.00	5639.15

4725 SOFTCHOICE CORPORATION						
39818	09-Nov-2016		Issued	299	C	1492.60
4382098	01-4-2500-000	PAYABLES - TRADE			241.03	
Invoice Description --> ACRD - TONER						
4370350	01-4-2500-000	PAYABLES - TRADE			263.64	
Invoice Description --> PLANNING - TONER						

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
4345721	01-4-2500-000	PAYABLES - TRADE			290.56		
Invoice Description --> PLANNING - TONER							
4379457	01-4-2500-000	PAYABLES - TRADE			320.26		
Invoice Description --> ACRD - TONER							
4386032	01-4-2500-000	PAYABLES - TRADE			377.11		
Invoice Description --> ACRD - GFI ARCHIVER LICENSE							
Total :					1492.60	0.00	1492.60
Supplier Total :					1492.60	0.00	1492.60

4629 SOLIDARITY SNACKS							
39941	29-Nov-2016		Issued	314	C	381.03	
525	01-4-2500-000	PAYABLES - TRADE			381.03		
Invoice Description --> AVEP - LUNCH MEETING IN UCLUELET							
Total :					381.03	0.00	381.03
Supplier Total :					381.03	0.00	381.03

4728 SONBIRD REFUSE & RECYCLING LTD.							
00156-0033	25-Nov-2016		Issued	306	T	13630.41	
26765	01-4-2500-000	PAYABLES - TRADE			13630.41		
Invoice Description --> OCTOBER 2016 WC GARBAGE & RECYCLING							
Total :					13630.41	0.00	13630.41
Supplier Total :					13630.41	0.00	13630.41

4742 SONORA CONTRACTING							
39819	09-Nov-2016		Issued	299	C	223.13	
969928	01-4-2500-000	PAYABLES - TRADE			223.13		
Invoice Description --> BWS - WATERMAIN REPAIR - BINNACLE RD							
Total :					223.13	0.00	223.13
Supplier Total :					223.13	0.00	223.13

4752 SOUTHSIDE AUTO SUPPLY LTD.							
39820	09-Nov-2016		Issued	299	C	361.60	
511394	01-4-2500-000	PAYABLES - TRADE			-16.80		
Invoice Description --> LBA - CREDIT VEHICLE SUPPLY							
510355	01-4-2500-000	PAYABLES - TRADE			20.68		
Invoice Description --> BUILDING INSPECTION - SUPPLIES							
510158	01-4-2500-000	PAYABLES - TRADE			357.72		
Invoice Description --> LBA - VEHICLE SUPPLIES							
Total :					361.60	0.00	361.60
Supplier Total :					361.60	0.00	361.60

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
4765	SPROAT LAKE FORESTRY SERVICES LTD.					
000154-0028	15-Nov-2016	Issued	300	T		4495.75
16002	01-4-2500-000	PAYABLES - TRADE		4495.75		
Invoice Description --> SL PARKS & TRAILS MAINTENACE - \$2400: BALLFIELD CAPITAL - \$770						
Total :				4495.75	0.00	4495.75
000156-0034	25-Nov-2016	Issued	306	T		5543.75
16003	01-4-2500-000	PAYABLES - TRADE		5543.75		
Invoice Description --> SL PARKS - TRAIL MAINT \$2560, DESIGN & BUILD \$2590 - CAPITAL						
Total :				5543.75	0.00	5543.75
Supplier Total :				10039.50	0.00	10039.50

4788	STAPLES ADVANTAGE					
39821	09-Nov-2016	Issued	299	C		1972.94
42496255	01-4-2500-000	PAYABLES - TRADE		-22.39		
Invoice Description --> ACRD - OFFICE SUPPLIES CREDIT: PLANNING						
42677393	01-4-2500-000	PAYABLES - TRADE		-11.90		
Invoice Description --> ACRD - OFFICE SUPPLIES CREDIT						
42794312	01-4-2500-000	PAYABLES - TRADE		67.52		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT - WIRELESS MOUSE						
42601902	01-4-2500-000	PAYABLES - TRADE		82.07		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT						
42550047	01-4-2500-000	PAYABLES - TRADE		95.83		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT						
42567616	01-4-2500-000	PAYABLES - TRADE		154.36		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT 21.52; PLANNING 32.58; BWS-REFERENDUM 83.99						
42750489	01-4-2500-000	PAYABLES - TRADE		184.64		
Invoice Description --> ACRD: OFFICE SUPPLIES GEN GOVT 113.47 & BLDG INSPECTION 51.39						
42334182	01-4-2500-000	PAYABLES - TRADE		238.37		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT 69.92; PLANNING 87.82; WCLF 55.09						
42393377	01-4-2500-000	PAYABLES - TRADE		257.18		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT 168.58; PLANNING 12.06; BLDG INSPECTION 48.99						
42431832	01-4-2500-000	PAYABLES - TRADE		287.54		
Invoice Description --> ACRD - OFFICE SUPPLIES, PLANNING, AVLF						
42555573	01-4-2500-000	PAYABLES - TRADE		319.86		
Invoice Description --> ACRD - OFFICE EQUIPMENT: GEN GOVT - KEYBOARD TRAY						
42568252	01-4-2500-000	PAYABLES - TRADE		319.86		
Invoice Description --> ACRD - OFFICE SUPPLIES: GEN GOVT KEYBOARD TRAY						
Total :				1972.94	0.00	1972.94

39909	23-Nov-2016	Issued	307	C		638.46
42476384	01-4-2500-000	PAYABLES - TRADE		65.60		
Invoice Description --> ACRD - OFFICE SUPPLIES						
42838139	01-4-2500-000	PAYABLES - TRADE		131.34		
Invoice Description --> ACRD - OFFICE SUPPLIES \$54.95, BCVFD - \$62.32						
42827118	01-4-2500-000	PAYABLES - TRADE		187.33		
Invoice Description --> ACRD - OFFICE SUPPLIES						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
42901992	01-4-2500-000	PAYABLES - TRADE		254.19		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				638.46	0.00	638.46
39942	29-Nov-2016	Issued	314	C		239.13
42961656	01-4-2500-000	PAYABLES - TRADE		14.55		
Invoice Description --> ACRD - OFFICE SUPPLIES						
42975551	01-4-2500-000	PAYABLES - TRADE		31.53		
Invoice Description --> ACRD - OFFICE SUPPLIES						
42974104	01-4-2500-000	PAYABLES - TRADE		193.05		
Invoice Description --> ACRD - OFFICE SUPPLIES						
Total :				239.13	0.00	239.13
Supplier Total :				2850.53	0.00	2850.53

4845 STAPLES BUSINESS DEPOT #321						
39822	09-Nov-2016	Issued	299	C		276.69
2134776	01-4-2500-000	PAYABLES - TRADE		8.96		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2124430	01-4-2500-000	PAYABLES - TRADE		80.99		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
2134773	01-4-2500-000	PAYABLES - TRADE		186.74		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
Total :				276.69	0.00	276.69
39910	23-Nov-2016	Issued	307	C		149.27
2148788	01-4-2500-000	PAYABLES - TRADE		149.27		
Invoice Description --> SLVFD - OFFICE SUPPLIES						
Total :				149.27	0.00	149.27
Supplier Total :				425.96	0.00	425.96

5001 STERICYCLE COMMUNICATION SOLUTIONS						
00154-0029	15-Nov-2016	Issued	300	T		192.69
10000078817	01-4-2500-000	PAYABLES - TRADE		95.39		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - OCTOBER 2016						
10000091309	01-4-2500-000	PAYABLES - TRADE		97.30		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - NOVEMBER 2016						
Total :				192.69	0.00	192.69
Supplier Total :				192.69	0.00	192.69

4785 STEWART MCDANNOLD STUART						
000156-0035	25-Nov-2016	Issued	306	T		3713.98
74224	01-4-2500-000	PAYABLES - TRADE		352.25		
Invoice Description --> LEGAL FEES						
74226	01-4-2500-000	PAYABLES - TRADE		711.09		



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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Supplier: 0002 To Z4209							
Trans. Date: 01-Nov-2016 To 30-Nov-2016							
Cheque Date: 01-Nov-2016 To 30-Nov-2016							
Cheque No.: All							
Batch No.: All							
Invoice Description --> LEGAL FEES							
74225	01-4-2500-000	PAYABLES - TRADE			2650.64		
Invoice Description --> LEGAL FEES							
Total :					3713.98	0.00	3713.98
Supplier Total :					3713.98	0.00	3713.98

4885	SUN COAST WASTE SERVICES						
000156-0036	25-Nov-2016		Issued	306	T	23970.83	
153312	01-4-2500-000	PAYABLES - TRADE			23970.83		
Invoice Description --> OCTOBER 2016 - AV RECYCLING CONTRACT							
Total :					23970.83	0.00	23970.83
Supplier Total :					23970.83	0.00	23970.83

4933	SYLVAMETRICS CONSULTING						
39823	09-Nov-2016		Issued	299	C	460.69	
M16-1010	01-4-2500-000	PAYABLES - TRADE			460.69		
Invoice Description --> AVRA - EXTENSION - CAPITAL							
Total :					460.69	0.00	460.69
Supplier Total :					460.69	0.00	460.69

4955	TAB - CANADA						
39943	29-Nov-2016		Issued	314	C	628.40	
11249891	01-4-2500-000	PAYABLES - TRADE			628.40		
Invoice Description --> OFFICE SUPPLIES							
Total :					628.40	0.00	628.40
Supplier Total :					628.40	0.00	628.40

5410	TD VISA						
39920	23-Nov-2016		Issued	307	C	7684.75	
NOV07/16	01-4-2500-000	PAYABLES - TRADE			7684.75		
Invoice Description --> ACRD - OCTOBER CHARGES							
Total :					7684.75	0.00	7684.75
Supplier Total :					7684.75	0.00	7684.75

5402	TD VISA (BCVFD)C. STARRATT						
39919	23-Nov-2016		Issued	307	C	905.29	
NOV07/16	01-4-2500-000	PAYABLES - TRADE			905.29		
Invoice Description --> BCVFD - TRAINING \$294.27, MEMBERSHIP \$605.42, CABLE \$5.60							
Total :					905.29	0.00	905.29

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						905.29	0.00	905.29
<hr/>								
5396	TD VISA (GEDDES)							
39918	23-Nov-2016		Issued	307	C	456.11		
NOV07/16	01-4-2500-000	PAYABLES - TRADE			218.50			
	Invoice Description --> SLVFD - PICTURES							
OCT05/16	01-4-2500-000	PAYABLES - TRADE			237.61			
	Invoice Description --> SLVFD - TRAINING \$32.73, CLEANING \$11.20, TRAVEL\$19.30, FUEL\$40, EQUIPMENT \$134.38							
Total :						456.11	0.00	456.11
Supplier Total :						456.11	0.00	456.11
<hr/>								
4984	TELUS							
39913	23-Nov-2016		Issued	307	C	2220.08		
NOV07/16	01-4-2500-000	PAYABLES - TRADE			2220.08			
	Invoice Description --> ACRD CONSOLIDATED							
Total :						2220.08	0.00	2220.08
Supplier Total :						2220.08	0.00	2220.08
<hr/>								
4983	TELUS MOBILITY (BC)							
39912	23-Nov-2016		Issued	307	C	1379.31		
20322435190	01-4-2500-000	PAYABLES - TRADE			1379.31			
	Invoice Description --> ACRD CELLPHONES							
Total :						1379.31	0.00	1379.31
Supplier Total :						1379.31	0.00	1379.31
<hr/>								
4979	TES INSTRUMENTS							
39911	23-Nov-2016		Issued	307	C	414.75		
2981	01-4-2500-000	PAYABLES - TRADE			414.75			
	Invoice Description --> LBA - DECELEROMETER CALIBRATION							
Total :						414.75	0.00	414.75
Supplier Total :						414.75	0.00	414.75
<hr/>								
2320	THE GRAPHICS FACTORY							
39893	23-Nov-2016		Issued	307	C	1322.72		
24043	01-4-2500-000	PAYABLES - TRADE			1322.72			
	Invoice Description --> AVLF - SIGN - 3RD AVE DEPOT SIGNS							
Total :						1322.72	0.00	1322.72
Supplier Total :						1322.72	0.00	1322.72
<hr/>								
4996	TIM'S TRIMMING							

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
39914	23-Nov-2016	Issued	307	C		735.00
394	01-4-2500-000	PAYABLES - TRADE		367.50		
Invoice Description --> BC PARKS - GROUNDSKEEPING						
434	01-4-2500-000	PAYABLES - TRADE		367.50		
Invoice Description --> BC PARKS - TRIM, MOW						
Total :				735.00	0.00	735.00
Supplier Total :				735.00	0.00	735.00

5025 TOM HARRIS CELLULAR LTD						
00154-0030	15-Nov-2016	Issued	300	T		99.68
PORTAIN102870	01-4-2500-000	PAYABLES - TRADE		99.68		
Invoice Description --> PLANNING - CELL PHONE - WILSON						
Total :				99.68	0.00	99.68
Supplier Total :				99.68	0.00	99.68

5070 TOTEM TREE OPERATIONS - (0906866 BC LTD.)						
39824	09-Nov-2016	Issued	299	C		378.00
045376	01-4-2500-000	PAYABLES - TRADE		378.00		
Invoice Description --> SL PARKS - TREE WORK AT COUGAR SMITH PARK						
Total :				378.00	0.00	378.00
39915	23-Nov-2016	Issued	307	C		1386.00
045385	01-4-2500-000	PAYABLES - TRADE		1386.00		
Invoice Description --> SL PARKS - \$1056, AVRA \$264						
Total :				1386.00	0.00	1386.00
Supplier Total :				1764.00	0.00	1764.00

0900 TRACY BOND (PETTY CASH)						
39789	09-Nov-2016	Issued	299	C		182.90
NOV07/16	01-4-2500-000	PAYABLES - TRADE		182.90		
Invoice Description --> ACRD - GEN OFFICE \$148.50, BWS\$34.40						
Total :				182.90	0.00	182.90
39927	29-Nov-2016	Issued	314	C		161.10
NOV.29/16	01-4-2500-000	PAYABLES - TRADE		161.10		
Invoice Description --> ACRD - \$116.90, AVEP \$23.50, SB COMMITTEE MEETING \$20.70						
Total :				161.10	0.00	161.10
Supplier Total :				344.00	0.00	344.00

5114 TRINEX INTERNET SOLUTIONS INC						
00154-0031	15-Nov-2016	Issued	300	T		157.50
7791	01-4-2500-000	PAYABLES - TRADE		78.75		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description -->	ACRD COMPUTER - MONTHLY WEB HOSTING					
7844	01-4-2500-000	PAYABLES - TRADE		78.75		
Invoice Description -->	ACRD COMPUTER - MONTHLY WEB HOSTING					
Total :				157.50	0.00	157.50
Supplier Total :				157.50	0.00	157.50

5131	TSESHAHT MARKET						
39825	09-Nov-2016		Issued	299	C	530.40	
2238024	01-4-2500-000	PAYABLES - TRADE			23.15		
Invoice Description -->	SLVFD - TRAINING SITE						
2229523	01-4-2500-000	PAYABLES - TRADE			48.62		
Invoice Description -->	SLVFD- FUEL TRUCK #47						
2228030	01-4-2500-000	PAYABLES - TRADE			60.08		
Invoice Description -->	SLVFD - FUEL TRUCK #43						
2237730	01-4-2500-000	PAYABLES - TRADE			62.01		
Invoice Description -->	SLVFD - FUEL TRUCK #41						
2224072	01-4-2500-000	PAYABLES - TRADE			68.55		
Invoice Description -->	SLVFD - FUELD TRUCK #40						
2224514	01-4-2500-000	PAYABLES - TRADE			70.00		
Invoice Description -->	SLVFD - FUEL TRUCK #43						
2227327	01-4-2500-000	PAYABLES - TRADE			78.93		
Invoice Description -->	SLVFD - FUEL TRUCK #41						
2243196	01-4-2500-000	PAYABLES - TRADE			119.06		
Invoice Description -->	SLVFD - FUEL TRUCK #40						
Total :					530.40	0.00	530.40

39916	23-Nov-2016		Issued	307	C	430.04	
2266027	01-4-2500-000	PAYABLES - TRADE			50.01		
Invoice Description -->	SLVFD - FUEL TRUCK #41						
2254582	01-4-2500-000	PAYABLES - TRADE			55.00		
Invoice Description -->	SLVFD - FUEL TRUCK #43						
2249141	01-4-2500-000	PAYABLES - TRADE			82.00		
Invoice Description -->	SLVFD - FUEL TRUCK #48						
2254589	01-4-2500-000	PAYABLES - TRADE			118.03		
Invoice Description -->	SLVFD - FUEL TRUCK #41						
2249052	01-4-2500-000	PAYABLES - TRADE			125.00		
Invoice Description -->	SLVFD - FUEL TRUCK #47						
Total :					430.04	0.00	430.04
Supplier Total :					960.44	0.00	960.44

5145	UCLUELET CONSUMERS CO-OP ASSN					
39826	09-Nov-2016		Issued	299	C	1034.85
LBA - SEPT/16	01-4-2500-000	PAYABLES - TRADE			483.94	
Invoice Description -->	LBA - SEPT 2016 FUEL					
LBA - AUG/16	01-4-2500-000	PAYABLES - TRADE			550.91	
Invoice Description -->	LBA - AUG 2016 FUEL					

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



AP5100

Date : Dec 01, 2016

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Time : 11:03 am

Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
		Total :		1034.85	0.00	1034.85
39917	23-Nov-2016	Issued	307	C		484.13
LBA - OCT/16	01-4-2500-000	PAYABLES - TRADE		484.13		
Invoice Description -->		LBA - OCT 2016 FUEL				
		Total :		484.13	0.00	484.13
		Supplier Total :		1518.98	0.00	1518.98

5186	UCLUELET RENT-IT CENTER					
000154-0032	15-Nov-2016	Issued	300	T		2021.25
24738	01-4-2500-000	PAYABLES - TRADE		787.50		
Invoice Description -->		SALMON BEACH - GARBAGE BIN HAULING AND BIN RENTAL				
24424	01-4-2500-000	PAYABLES - TRADE		1233.75		
Invoice Description -->		SALMON BEACH - GARBAGE BIN HAULING AND BIN RENTAL				
		Total :		2021.25	0.00	2021.25
		Supplier Total :		2021.25	0.00	2021.25

5245	UPS CANADA					
39827	09-Nov-2016	Issued	299	C		67.87
0000E39R46436	01-4-2500-000	PAYABLES - TRADE		1.31		
Invoice Description -->		ACRD - SHIPPING				
0000E39R46386	01-4-2500-000	PAYABLES - TRADE		26.10		
Invoice Description -->		ACRD - SHIPPING				
972882532	01-4-2500-000	PAYABLES - TRADE		40.46		
Invoice Description -->		BCWS - SHIPPING				
		Total :		67.87	0.00	67.87
		Supplier Total :		67.87	0.00	67.87

5256	VALON TECHNOLOGIES					
39944	29-Nov-2016	Issued	314	C		840.00
3191	01-4-2500-000	PAYABLES - TRADE		840.00		
Invoice Description -->		SLVFD - MEMBERSHIP				
		Total :		840.00	0.00	840.00
		Supplier Total :		840.00	0.00	840.00

5287	VANCOUVER ISLAND REGIONAL LIBRARY					
39945	29-Nov-2016	Issued	314	C		11172.00
4THQRT2016	01-4-2500-000	PAYABLES - TRADE		11172.00		
Invoice Description -->		4TH QUARTER LIBRARY LEVY 2016				
		Total :		11172.00	0.00	11172.00

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



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Date : Dec 01, 2016 **Time : 11:03 am**
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
5432 WALLACE TECHNICAL LTD.								
00154-0033	15-Nov-2016		Issued	300	T	320.25		
20161002	01-4-2500-000	PAYABLES - TRADE			320.25			
Invoice Description --> BCWS - VIBRATION ANALYSIS								
Total :						320.25	0.00	320.25
Supplier Total :						320.25	0.00	320.25
5452 WATSON, BRUCE								
39828	09-Nov-2016		Issued	299	C	300.00		
DVD16009-REFUNC	01-4-2500-000	PAYABLES - TRADE			300.00			
Invoice Description --> PLANNING - REFUND DVD16009 VARIANCE APPLICATION - WATSON, BRUCE								
Total :						300.00	0.00	300.00
Supplier Total :						300.00	0.00	300.00
5454 WATSON, ERICA								
39829	09-Nov-2016		Issued	299	C	100.00		
OCT.02/16	01-4-2500-000	PAYABLES - TRADE			100.00			
Invoice Description --> ACRD - BOARD PHOTOS								
Total :						100.00	0.00	100.00
Supplier Total :						100.00	0.00	100.00
5481 WESTCOAST HOME HARDWARE LTD								
39921	23-Nov-2016		Issued	307	C	54.24		
97183	01-4-2500-000	PAYABLES - TRADE			17.91			
Invoice Description --> ACRD - OFFICE MAINTENANCE								
97341	01-4-2500-000	PAYABLES - TRADE			36.33			
Invoice Description --> AVLF - 3RD AVE DEPOT - MAINTENANCE								
Total :						54.24	0.00	54.24
39948								
97571	29-Nov-2016		Issued	314	C	20548.09		
	01-4-2500-000	PAYABLES - TRADE			20548.09			
Invoice Description --> WCLF - CURBSIDE RECYCLING CONTAINERS								
Total :						20548.09	0.00	20548.09
Supplier Total :						20602.33	0.00	20602.33
5500 WESTERLY NEWS								
39949	29-Nov-2016		Issued	314	C	84.55		
0000416053	01-4-2500-000	PAYABLES - TRADE			84.55			
Invoice Description --> ACRD - SUBSCRIPTION RENEWAL								



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Date : Dec 01, 2016 **Time : 11:03 am**
Bank : 0099 To 4
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0002 To Z4209
Trans. Date : 01-Nov-2016 To 30-Nov-2016
Cheque Date : 01-Nov-2016 To 30-Nov-2016
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				84.55	0.00	84.55
Supplier Total :				84.55	0.00	84.55

5455	WETT INC.					
39947	29-Nov-2016		Issued	314	C	105.00
17-10926	01-4-2500-000	PAYABLES - TRADE			105.00	
Invoice Description -->		BUILDING INSPECTION - 2017 WETT RENEWAL				
Total :				105.00	0.00	105.00
Supplier Total :				105.00	0.00	105.00

6020	ZONE WEST ENTERPRISES LTD					
39950	29-Nov-2016		Issued	314	C	1538.25
50127	01-4-2500-000	PAYABLES - TRADE			1538.25	
Invoice Description -->		SLVFD - UNIFORMS				
Total :				1538.25	0.00	1538.25
Supplier Total :				1538.25	0.00	1538.25

Total Computer Paid :	<u>320,338.27</u>	Total EFT PAP :	<u>45,129.54</u>	Total Paid :	<u>920,982.06</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>555,514.25</u>		



REQUEST FOR DECISION

To: Board of Directors
From: Mark Fortune, Airport Superintendent
Meeting Date: December 9, 2016
Subject: AVRA Runway Expansion and Northwest Industrial Road Tender

Recommendation:

THAT the Board of Directors of the Alberni Clayoquot Regional District direct staff to proceed with the tendering of the Northwest Road relocation as outlined in the December 2, 2016 report of the Airport Superintendent, subject to approval to proceed from the Ministry of Forests, Lands and Natural Resource Operations

Summary:

The Board previously directed completion of this work, but the location of the proposed road has changed. Tetra Tech have prepared design documents for the road relocation in consultation with various road users including Ministry of Transportation and Infrastructure, Island Timberlands, Dolans, Greenmax and Tom Verbrugge. Their input has been considered throughout the design with various options developed to minimize impact and provide a practical access to the various operations, while respecting the height restrictions of the new runway.

The Regional District requires approval from the Ministry of Forests, Lands and Natural Resource Operations (FLNRO) to proceed. Island Timberlands (IT) has a statutory right of way for the road. They will ultimately hold possession of the completed road. IT have been supportive of the work and have provided practical advice. The detailed design is being reviewed by FLNRO and IT.

The project cost update provided to the Board on July 27 included the cost estimates for this road work. The board previously directed staff to seek cost effective alternatives for the construction. FLNRO has no budget to undertake this work but have confirmed that any aggregate from the excavation can be sold to offset road costs. The tender will include this provision.

The detailed specifications will be completed with the endorsement of the Tetra Tech services agreement.

The following will be the criteria for evaluating the tenders:

Alberni-Clayoquot Regional District reserves the right to accept any Tender based upon that which is believed to represent best value to Alberni-Clayoquot Regional District, as determined by Alberni-Clayoquot Regional District in its sole discretion. Neither the lowest price nor any

Tender will necessarily be accepted. The award of any Contract will be based on the evaluation of the Tenders by Alberni-Clayoquot Regional District on any basis Alberni-Clayoquot Regional District deems will best serve its interests, including but not limited to the following criteria, as applicable in Alberni-Clayoquot Regional District's sole opinion:

- a) the overall cost impact of the Tender on Alberni-Clayoquot Regional District's operations. Including but not limited to project cost savings from the expected value of the excavated granular material for the contractors own purposes;
- b) the ability and experience of the Tenderer, the Tenderer's proposed suppliers and subcontractors, and all of their respective senior staff and key personnel assigned to carry out the Work;
- c) the Tenderer's technical credibility, financial resources, environmental responsibility and occupational health and safety record;
 - a. the Tenderer's understanding of the Work;
- d) the Tenderer's scheduling of the Work in relation to Alberni-Clayoquot Regional District's schedule and the ability to complete the Work within the time required by Alberni-Clayoquot Regional District;
- e) the Tenderer's ability to meet bond and insurance requirements;
- f) the best value to Alberni-Clayoquot Regional District based on quality, service, price and any of the criteria set out in these instructions based solely on Alberni-Clayoquot Regional District's subjective assessment of the Tender; and
- g) the quality of the references, resumes and reputation of the Tenderer, its suppliers and subcontractors and all of their respective staff and key personnel, particularly as it relates to the Work.

Timing of this work will depend upon the successful contractors availability and weather. Work will also be coordinated to minimize impact to road users.

Time Requirements – Staff & Elected Officials:

This is a complex project requiring significant time and resources. This project continues to be a priority for staff based on the Board's stated priorities. Tetra Tech will undertake most of the work in this tender process, with review and input by the CAO and Airport Superintendent.

Financial:

The following was the summary of costs previously provided to the Board July 27, 2016. It included an estimate of this road relocation:

The projected cost for the runway extension and medium intensity lighting is \$6,911,629.12. This

includes costs incurred and projected from the initiation of project design through to commissioning of the lights and runway. The regional district's portion of these costs is \$5,996,664.12. The regional district has authority to borrow \$6 million and has a capital reserve of \$425,000.

The tender process will determine the cost for this project and the Board will determine whether to proceed or not based on the results.

Based on the project estimates as presented in the July 27 Board of Directors meeting there is room for this project if tender results are as anticipated.

Policy or Legislation:

Purchasing policy to be followed and relevant federal and provincial legislation that applies to capital projects of this scope.

Options Considered:

Proceed with tender now and determine results in January as proposed or delay this process until the spring of 2017.

Submitted by: 

Mark Fortune, Airport Superintendent

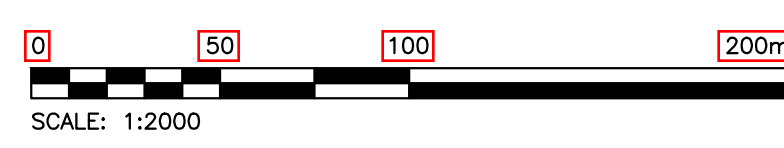
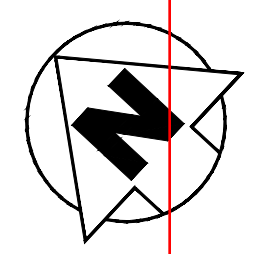
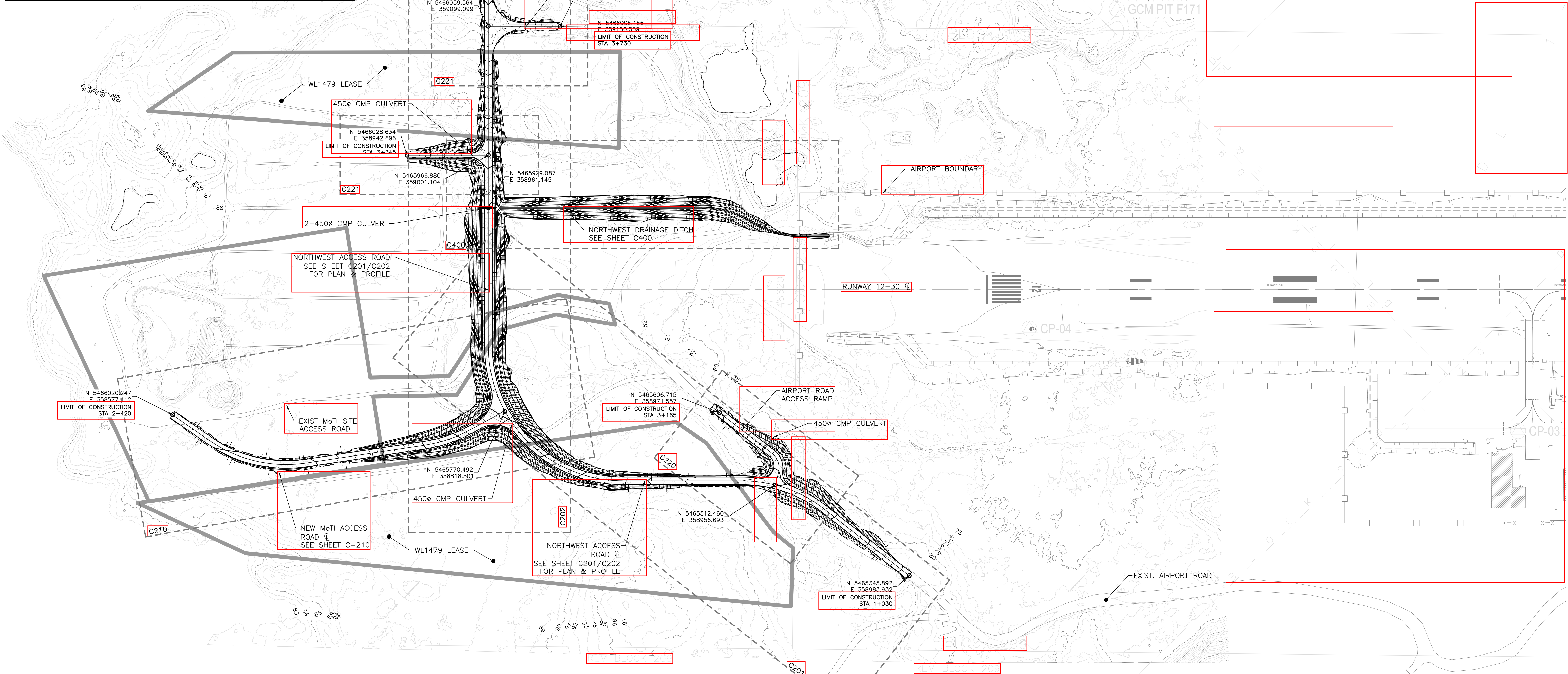
Approved by: 

Russell Dyson, Chief Administrative Officer

SURVEY CONTROL MONUMENT TABLE

SURVEY MONUMENT NO.	NAD 83 GRID COORDINATES		GEODETTIC ELEVATION (METRES)	GEOGRAPHIC COORDINATES	
	NORTHING	EASTING		LATITUDE	LONGITUDE
GCM AIRPORT	5464490.932	359918.633	71.784	49° 19' 01.4481" N	124° 55' 39.0081" W
GCM PIT	5466881.157	359954.536	81.383	49° 19' 46.4711" N	124° 55' 38.9873" W
GCM PIT F171	5465595.044	359563.118	82.138	49° 19' 36.8876" N	124° 55' 58.0071" W
CP-01	5463933.295	360571.870	81.641	49° 18' 43.9389" N	124° 55' 05.9675" W
CP-02	5464486.435	359941.549	71.557	49° 19' 01.3215" N	124° 55' 37.8679" W
CP-03	5464987.766	359530.657	74.327	49° 19' 17.2068" N	124° 55' 58.8447" W
CP-04	5465432.080	359257.762	74.404	49° 19' 31.3602" N	124° 56' 12.9200" W
SPIKE	5464578.290	360121.859	70.152	49° 19' 4.4431" N	124° 55' 29.0573" W

- COORDINATES ARE IN NAD 83 UTM ZONE 10.
- BE AWARE OF DAMAGED SURVEY CONTROL MONUMENTS.
- TIE TO TWO OR MORE SURVEY CONTROL MONUMENTS TO CONFIRM ALL COORDINATES AND ELEVATIONS.
- COORDINATES PROVIDED FOR CONVENIENCE ONLY AND TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION.
- THE ENGINEER IS TO BE NOTIFIED OF ANY DISCREPANCIES.



NUM	DATE	DWN	CKD	APR	DESCRIPTION

NUM	DATE	APR	DESCRIPTION
A	2016/11/09	B.K.	ISSUED FOR 95% REVIEW

CLIENT

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

AVRA NW OLS ROADS ALBERNI VALLEY REGIONAL AIRPORT (AVRA) PORT ALBERNI, BC

EXISTING SITE CONDITION AND SITE PLAN

PROJECT No.	OFFICE	DES	CKD	REV	DRAWING
C31103399-01-005	CALGARY	T.J.	C.S.	1	G-101
DATE:	SHEET No.	DWN	APP	STATUS	
OCTOBER 7, 2016	of	J.S.	B.K.	A	

TETRA TECH EBA

G:\21103399-01-005\CADD\DWG\SITE\G-101.dwg EXISTING SITE CONDITION AND SITE PLAN November 08, 2016 - 5:07:54 pm (BY: JOHNSON, TANNER)



CITY of PORT ALBERNI



Alberni-Clayoquot
Regional District

REPORT

TO: Council for the City of Port Alberni and Alberni Clayoquot Regional District Board of Directors

FROM: Russell Dyson, Chief Administrative Officer
Tim Pley, Chief Administrative Officer

COPIES TO: Wendy Thomson, Manager of Administrative Services
Davina Hartwell, City Clerk

ATTACHED: Minutes from April 27 2016 Workshop *ACRD Shared Services*
Minutes from September 8 2016 Workshop *ACRD Shared Services*

DATE: December 2, 2016

SUBJECT: Shared Services

Issue:

The Council for the City of Port Alberni (CPA) have requested the Alberni Clayoquot Regional District (ACRD) Board of Directors investigate with the City the potential for further shared service arrangements between their local governments.

Background:

Service sharing is a common approach used by local governments to address inter-municipal challenges and opportunities. Shared service arrangements can create opportunities to provide improved services, reduce costs through economies of scale, and enable local governments to address regional challenges and opportunities through shared decision making. That being said, shared service delivery is clearly not the right answer for every service. Whether the interest is service expansion, cost savings, efficiency, or quality, service sharing arrangements require thorough investigation and evaluation, good management and thoughtful implementation to be successful.

Like all regional district governments in BC, the ACRD is involved in shared service delivery with its partner members in many various ways. Service delivery coordination specifically between the ACRD and the City of Port Alberni currently occurs in an effective manner in a number of service areas including;

- Water (City provides water to Beaver Creek Electoral Area users) (current exploration of further joint water service partnering)
- Fire Protection (City, Sproat Lake EA and Beaver Creek EA jointly respond using an Automatic Mutual Aid service agreement) (Cherry Creek Improvement District also participates under a Mutual Aid service agreement)

- Fire Coordination (Sproat Lake and Beaver Creek EAs, the City and Bamfield jointly fund a Fire Coordination function provided by the ACRD)
- Emergency Planning (the City has eliminated duplication of service by deferring to the ACRD for Emergency Planning services in coordination with other Alberni Valley EAs). In turn the positions of an Emergency Operation Centre are filled by the staff of both organizations.
- The ACRD funds a portion of the costs of Economic Development (approx.. \$30,000 annually)
- Recreation (Sproat Lake, Beaver Creek and Cherry Creek EAs participate in funding of City-provided recreation services)
- Sports Multiplex (All electoral areas within the Alberni Valley and the City participated in the jointly funded building of the City's Sports Multiplex)
- Building inspection services bilateral coverage
- Various informal initiatives including air photo projects and equipment sharing such as the laminator
- Shared staff training including Occupational Health & Safety and Emergency Training

Early in 2016 the City of Port Alberni expressed an interest in discussing with the ACRD the potential for a joint strategic approach to delivery of specific services within the Alberni Valley. Subsequent to that expression of interest, the ACRD hosted a facilitated session (*ACRD Shared Services*) on April 27, 2016 to which all elected officials and CAOs from local governments who are a part of the ACRD were invited. The stated workshop purpose was;

“The overarching goal of the Shared Services Workshop was to provide an opportunity for ACRD member EA Directors, municipalities and First Nations to explore and discuss the purpose and potential for shared services within the region, including the regional district as a means for cooperation.”

At the *ACRD Shared Services* session there was a review of the governance and structure of regional districts, as well as a discussion of potential service areas within which there might be potential for a coordinated approach to service delivery. A list of service areas considered suitable for further investigation was brainstormed. The summary is provided as an appendix to this report.

On September 8, 2016 a second shared services workshop was conducted. Invitees to that workshop included all exempt staff from the ACRD and the City of Port Alberni. Building on the April 27th workshop, attendees at the September 8th session used a case study approach to provide an opportunity to apply and discuss a process of analysis, not to determine an outcome. From that process the group identified criteria that might be used to evaluate service delivery options.

Strategic Plan Implications:

The City of Port Alberni's interest in investigating service sharing arrangements is inspired by the City's Corporate Strategic Plan, specifically:

- Objective 1.2 - Ensure efficient utilization of tax dollars
- Objective 4.4 – Facility development and improvements
- Objective 5.1 – Collaborative relationships with other levels of government

Shared service delivery is not a specific objective of the ACRD, but consideration is given to all possible options when resourcing any new service, this includes consideration of sharing resources, contracting out the service or staffing internally. The ACRD has been open to the

requests of other governments – as an example the ACRD is currently servicing building inspection for the west coast.

Discussion:

The potential for a coordinated and strategic approach to service delivery within the Alberni Valley, and perhaps beyond, bears further investigation. With a mutual interest in providing effective and sustainable services, studying certain existing services and the production of new ones in a joint exploratory process can assist both local governments in understanding the potential benefits and costs of expanded collaboration.

At the April 27th meeting a list of service areas deemed to have potential for further review was developed. At the September 8th meeting three of those services were explored further (Fire Protection, Water provision and the development of a new Aquatic Center).

Next steps in this process include:

1. That the list of potential services (developed at the April 27th meeting) to investigate further be pared down to a short list of items for the purposes of focusing effort and resources. The ACRD Board and City of Port Alberni Council should meet to determine in which service areas further effort and resources should be concentrated.
2. That regular meetings and ongoing communication should occur at the staff level between the ACRD and CPA for the purposes of identifying emerging opportunities for inter-governmental cooperation.


Recommendation:

That a joint ACRD Board – City of Port Alberni Council meeting be held to identify specific services the ACRD and CPA wish to explore, and develop an action plan to assess and implement practical solutions in a timely manner beginning with the 2017 work plan of each organization.

That the CAOs of the ACRD and CPA meet on a regular basis to review opportunities for sharing resources at the time of hiring and/or contracts for services in consideration of the potential for shared efficiencies and for the purpose of fostering information sharing and problem solving among like departments with an annual report to the board / council to describe realized opportunities. The CAOs may at their discretion involve other ACRD and CPA staff members where that is deemed appropriate.



Timothy Pley
City CAO



Russell Dyson
ACRD CAO



ACRD Shared Services Workshop Report

Members of the ACRD initiated a meeting of all member jurisdictions to consider the existing and potential ACRD shared services. The meeting was attended by all ACRD member jurisdictions and robust discussions were generated at the workshop. The following brief report provides an overview of the topics discussed at the workshop and includes appendices that record the flip charts recorded at the workshop and the PowerPoint slides presented. Finally, this report suggests next steps that the ACRD members could take to further explore the topic of shared services in the ACRD.

Workshop Purpose

The overarching goal of the Shared Services Workshop was to provide an opportunity for ACRD member EA Directors, municipalities and First Nations to explore and discuss the purpose and potential for shared services within the region, including the regional district as a means for cooperation.

Session Objectives:

- To raise awareness of the role and structure of regional districts in general and the ACRD specifically;
- To provide an opportunity to discuss the benefits and challenges of shared services; and
- To provide an opportunity to discuss and consider areas of potential for shared services in the ACRD.
- To explore a process through which two or more of the member jurisdictions might further pursue specific sharing of services.

Location – Date – Time

Chances Rim Rock Casino, Pacific Rim Room
Wednesday, April 20, 2016 9:30 am – 2:00 pm

Participants*

ACRD (7)

Keith Wyton, Director, Bamfield
Mike Kokura, Director, Beaufort
Tony Bennett, Director, Long Beach
Penny Cote, Director, Sproat Lake
John McNabb, Director, Beaver Creek
Lucas Banton, Director, Cherry Creek
Russell Dyson, CAO

City of Port Alberni (8)

Mayor Mike Ruttan (Director on ACRD Board)
Councillor Jack McLeman (Director on ACRD Board)
Sharie Minions, Councillor
Chris Alemany, Councillor
Dan Washington, Councillor
Ron Paulson, Councillor
Denis Sauve, Councillor
Tim Pley, Acting City Manager

District of Ucluelet (5)

Mayor Dianne St. Jacques (Director on ACRD Board)
Councillor Randy Oliwa
Councillor Mayco Noel

Huu-ay-ahat First Nation (7)

John Jack, Councillor (Director on ACRD Board)
Connie Waddell
Trevor Cootes, Councillor
Ben Clappis, Councillor
Derek Peters, Councillor
Karen Haugen, Acting Executive Director
Stephen Rayner, Director Lands, Resources and Infrastructure
Uchucklesaht Tribe Government (3)
Wilfred Cootes, Councillor (Director on ACRD Board)
Scott Coulson, CAO
Chief Councillor Charlie Cootes

District of Tofino (4)

Mayor Josie Osborne (Chair of ACRD Board)
Councillor Dorothy Baert
Councillor Duncan McMaster

Councillor Marilyn McEwen

Councillor Sally Mole

Yuulu?i?ath Government (3)

Alan McCarthy, Councillor (Director on ACRD Board)

* This is a list of RSVP's for the meeting - not all attended

Acting CAO Aaron Rodgers

Facilitator & Content Expert

Allison Habkirk: Local government educator & trainer; former mayor, RD board member; and RD committee chair; Registered Planner

Director Edwin Grieve: Electoral Area C Puntledge-Black Creek edwingrieve@shaw.ca Tel: 250-337-8558

Workshop Agenda



ACRD Shared Services Workshop

Chances Rim Rock Casino-Pacific Rim Room

Wednesday, April 20, 2016

9:30 am – 2:00 pm

9:30 am – 9:45 am	Welcome and recognition of traditional territories Introductions – round table Opening prayer	ACRD Chair Josie Osborne
9:45 am – 10:15am	What are some of the questions you have about RD's? What concerns do you have about your role, and the relationship your jurisdiction has with the RD? Are there things about the ACRD you would like to know more? What are some of the benefits of shared services? What are some of the challenges of shared services?	Allison Habkirk Director Edwin Grieve
10:15 am – 10:45am	What are regional districts <ul style="list-style-type: none"> • Why were regional districts created? • What are the strengths of regional districts • What do the experts say about the regional district system (Bish) • What is the purpose of the ACRD? 	
10:45 am – 11:00 am	Coffee	
11:00 am – 11:15 am	How is the ACRD Structured? <ul style="list-style-type: none"> • Municipalities • Electoral Areas • First Nations 	
11:15 am – 11:30 am	How do we at the ACRD make decisions?	
11:30 am – 11:45 am	What services does the ACRD provide now – what is the potential of the ACRD?	
11:45 am – noon	How do we at the ACRD decide what services to provide? Mandated services/voluntary services	
Noon – 12:45 pm	Lunch	
12:45 pm – 1:00 pm	How do we create a new service?	
1:00 pm – 1:15 pm	Who pays for what?	
1:15 pm – 1:30 pm	What happens if we don't agree? <ul style="list-style-type: none"> • What is a service review and how does it work? 	
1:15 pm – 1:50 pm	Are there areas where the ACRD member could explore new shared services? <ul style="list-style-type: none"> • What are they? • What kind of information and analysis is needed to make good decisions about shared services? • What might be some of the benefits of providing shared services? 	

	<ul style="list-style-type: none"> • What might be some of the risks of not sharing services? • What might be the next step in this process? 	
1:50 pm – 2:00 pm	Wrap up: <ul style="list-style-type: none"> • Concluding thoughts from the Chair • Concluding thoughts from ACRD members 	ACRD Chair Josie Osborne

Next Steps

The workshop provided an excellent opportunity for elected officials and senior staff from ACRD member jurisdictions to discuss the role and potential of the ACRD to facilitate service delivery for their jurisdictions. It was an excellent first step in building and strengthening relationships at the ACRD table.

The workshop provided an opportunity for member jurisdictions to consider areas where they might enhance existing and build new service delivery relationships. There is potential at both the regional and sub-regional level in this regard. In particular there are natural sub-regional areas in both the Alberni Valley and on the West Coast where shared services could be further explored. The potential in both areas may lead to cost efficiencies but perhaps more importantly could lead to higher and improved levels of services to residents and businesses. It will be important that solid analysis of service delivery options, funding arrangement options, costs and benefits be researched and detailed prior to any decision making. Approaching potential service arrangements with a fully open mind will likely produce the best decision outcomes.

The workshop discussion produced a lengthy list of services that attendees thought could be explored for shared service delivery including:

- West Coast emergency planning
- Alberni Valley coordinated fire department management – share expertise, efficiencies and improves service levels
- Recreational services – replacement of the aquatic centre, improved service levels and shared costs
- ACRD-City of Port Alberni payroll services – efficiencies and reduced costs
- ACRD – City of Port Alberni shared administration
- ACRD-City of Port Alberni shared policing services
- YFN – District of Ucluelet fire services & marine transportation connection
- University on the West Coast
- Solid waste, sewer, water
- Building inspection
- Professional engineer for the West Coast communities
- Parks & trails
- Public transportation
- Advocacy & lobbying
- Economic development

Some of the noted services likely hold greater potential than others and some are likely more challenging than others. A next step would be to create a short list of a few services which are either most pressing or are most likely to succeed to explore further.

APPENDICIES

Appendix 1: ACRD Shared Services Resource materials

- Bish, Robert & Filipowicz, Josef. *Governing Greater Victoria*. The Fraser Institute. 2016
<https://www.fraserinstitute.org/sites/default/files/governing-greater-victoria-role-of-elected-officials-and-shared-services.pdf>
- Bish, Robert. *Regional District Review*. 1999
https://www.uvic.ca/hsd/publicadmin/assets/docs/BBish/reg_dstrc_rev.pdf
- Province of BC. *A Path Forward: A resource guide to support Treaty First Nation, regional district and local government collaboration and planning*. 2012
<http://www.acrd.bc.ca/cms/wpattachments/wplD320atID1233.pdf>
- Province of BC. *ACRD Orientation Manual*. 2012.
<http://www.acrd.bc.ca/cms/wpattachments/wplD320atID1233.pdf>
- Province of BC. *Designing Regional Service Arrangements: An Introduction*
http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/regional_service_arrangements_intro.pdf
- Province of BC. *Regional Service Reviews: An Introduction*. 2007.
http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/regional_service_reviews_intro.pdf
- Province of BC. *Guide to Regional Service Arrangements and Service Reviews*. 2001
http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/regional_service_arrangement-review_guide.pdf
- Province of BC. *Reaching Agreement on Regional Service Review and Withdrawal Disputes* 2006
http://www.cscd.gov.bc.ca/lgd/intergov_relations/library/Reaching_Agreement_Services_2005.pdf
- UBCM, Province of BC. *Regional District Toolkit*. 2005
<http://www.ubcm.ca/assets/library/Publications/Regional~District~Tool~Kit/Regional%20District%20Tool%20Kit-complete.pdf>

Appendix 2: Record of Workshop Flip Charts

What are some of the questions you have about RD's?

- What is our ability to withdraw from services that we belong to?
- How can the ACRD and First Nations work better together? E.g. fire protection, transportation, education
- Why do regional districts exist?
- What are the different jurisdictions and what responsibilities do each of them have?
- What was the governance structure before electoral areas were created?

What concerns do you have about your role, and the relationship your jurisdiction has with the RD?

- The regional district “mindset of voting”
- The tensions that is created by the population versus assessment weighted voting

What does success at the ACRD look like?

- Principles of sustainable development are applied in all of the ACRD work and services
- Good communication – with the public and among jurisdictions
- Maintain the current ACRD infrastructure and expand infrastructure
- “We look pretty successful now”
- Sound financial decisions
- ACRD here first – how do we get there
- Decision making in the best interest of the region and no negative impact on individual jurisdictions
- Win-win decisions
- Potential for shared RD services
- “like a family”
- Every member knows their advantage
- Reorganization of the ACRD
- The ACRD becomes a “central knowledge hub” so information and best practices can be shared
- Different service providers
- All First nations at the ACRD table

Are there areas where the ACRD member could explore new shared services?

- West Coast emergency planning
- Alberni valley coordinated fire department management – share expertise, efficiencies and improves service levels
- Recreational services – replacement of the aquatic centre, improved service levels and shared costs
- ACRD-City of Port Alberni payroll services – efficiencies and reduced costs
- ACRD – City of Port Alberni shared administration
- ACRD-City of Port Alberni shared policing services
- YFN – District of Ucluelet fire services & marine transportation connection
- University on the West Coast
- Solid waste, sewer, water
- Building inspection
- Professional engineer for the West Coasts communities
- Parks & trails
- Public transportation
- Advocacy & lobbying
- Economic development



Workshop Background

On April 20, 2016 ACRD member jurisdictions elected officials and CAO's met to discuss service delivery within the ACRD area and to explore the potential for multi-jurisdiction shared services. The meeting generated robust discussions about the role of the ACRD and service delivery within the region. Following the April workshop the City of Port Alberni initiated a meeting to bring together City of Port Alberni and the ACRD staff as a followup to the April meeting of elected officials.

Workshop Purpose

The purpose of the workshop was to provide an opportunity for staff to explore and consider various local service provision and production models in the Alberni Valley

Workshop Objectives:

The objectives of the workshop were to:

- raise awareness of the service provision and production roles of municipalities and regional districts in BC;
- discuss various service production arrangement models in BC municipalities and regional districts;
- discuss service delivery options for local services in the Alberni Valley;
- use a number of case study services to illustrate an analysis process that could be used to consider service delivery options e.g. water supply, fire and emergency services, swimming facility; and
- identify local services in the Alberni Valley that may warrant further analysis for alternative service

Participants

Participant at the workshop included: Russell Dyson, ACRD, CAO, ACRD senior staff, Tim Pley, City of Port Alberni, CAO, City of Port Alberni exempt staff, and Allison Habkirk, Facilitator.

Overview of the Workshop

The workshop began with presentations by Tim Pley regarding the background to the workshop, by Russell Dyson regarding the role and functions of the ACRD and Allison Habkirk regarding the April 2016 elected official workshop.

These were followed by a presentation on service delivery in regional districts and municipalities. The presentation PowerPoint slides are attached to this report as Appendix 2.

Those present were asked if they had questions about service delivery, municipalities & RD's they would like addressed at the meeting. The responses included the following:

- Are there efficiencies to be gained in planning, building, IT, parks & recreation through shared services?
What are the facts related to these services?
- What is the willingness of the ACRD to explore shared services?
- What services do we share now?

- Would like to have 4 or 5 service ideas at the end of the day

The case study approach was introduced and it was emphasized that the case studies were intended to provide an opportunity to apply and discuss a process of analysis not to determine an outcome.

The first case study using water supply was examined as a plenary group and is summarized below.

Case Study #1 Let's look at water supply

Service overview – description- what is it?

At present:

- the City of Port Alberni has its own water supply & distribution system;
- the Cherry Creek Improvement District has its own water supply and distribution system;
- Beaver Creek Improvement District gets water from the City of Port Alberni supply and the ACRD provides distribution; and
- Two First Nation's communities get water from the City of Port supply and the First Nations provide distribution.

The question to be considered:

Is there a more efficient and/or effective service production arrangement available to the City of Port Alberni, the Cherry Creek ID, Beaver Creek ID and the two First Nations for their water supply and distribution?

Analysis:

Is it an essential or mandatory service?

It is an essential service

What are the options for service production? e.g. single jurisdiction production, shared service through ACRD 2 partners, 3 partners more partners, contracted to private producer 1 or more partners

Option 1 Status quo- multiple supplies & multiple distribution systems

Option 2 CPA shared supply – ACRD or individual jurisdictions distribute

Option 3 ACRD Shared supply - ACRD or individual jurisdictions distribute

Option 4 ACRD Sproat Lake supply – ACRD and local distribution

Option 5 ACRD Sproat Lake supply – ACRD distribution

What are some of the criteria you might use to evaluate the options? e.g. cost, economies of scale, risk, political considerations, quality of service

- Availability of staff & expertise
- Cost of water treatment e.g. per unit costs number of treatment plants, amount of equipment, cost of distribution
- Water quality
- Potential to meet regulatory compliance
- Number of benefiting users
- Decision making capacity
- Duplication of services
- Political/public "stickiness"
- Availability of water for agriculture
- Capacity for expansion

- Resiliency of system

Let’s try to evaluate each of the options using your criteria

The following matrix provides a simple approach to analysing and evaluating the options for water supply and distribution in the Alberni Valley. The discussion quickly revealed that complexity of the existing arrangements and 5 possible options for the service.

Even in this simple analysis used to demonstrate the approach one can readily see that there is considerable information and detail needed to analyse the options adequately. Some of this information may already exist in previous engineering reports and analyses however information gaps likely exist and the information would need to be assembled and delivered in a format that can be readily considered by decision makers.

A couple of other observations were made at the meeting. There are in some cases “deal breaker” evaluation criteria. An example of a “deal breaker” in the case of water supply is “potential to meet regulatory compliance.” If an option cannot meet regulatory compliance it is a deal breaker and the option should be abandoned without further analysis. This may be the case for the status quo if the improvement districts are not able to meet regulatory compliance without extraordinary capital expenditure for treatment facilities.

As detailed fact based information is made available the matrix can be populated with colour coding: red for not as good as existing, yellow for about the same as existing, and green for improvement over existing. This provides a very simple visual analysis of the options which is often very helpful for decision makers to understand the complexity of the questions, the range of options and the evaluation criteria

	Cost of water treatment	Water quality	Ability to attract qualified staff	Potential to meet regulatory compliance	Governance capacity	Availability of water for agriculture	Capacity for expansion & resiliency
Status quo- multiple supplies & multiple distribution systems	Yellow	Yellow	Yellow	Red	Yellow	Yellow	Yellow
CPA shared supply – ACRD or individual jurisdictions distribute	Green	Green	Green	Green	Green	?	?
ACRD Shared supply - ACRD or individual jurisdictions distribute	Green	Green	Green	Green	Green	?	?
ACRD Sproat Lake supply – ACRD and local distribution	Green	Green	Green	Green	Green	?	?
ACRD Sproat Lake supply – ACRD distribution	Green	Green	Green	Green	Green	?	?

What additional information would you need to do a meaningful analysis?

Time limitations did not allow for discussion of the information needs but it is obvious that additional detailed information is required to populate the matrix to ensure that evidence exists to support the analysis.

Case Studies #2 Fire and Emergency Services and #3 Swimming Facility were undertaken as small group discussions in limited time but nonetheless provide good discussion and raised good questions. A couple of observations can be made about the group work. First, it is critical to clarify and describe the service is being

discussed. This was particularly true in the case of fire and emergency services. The staff groups found it necessary to distinguish what “Fire and Emergency Services” referred to specifically. Did it refer just to fire protection or did it include other emergency services as well. Second, it quickly became apparent that there are often numerous options and no obvious solutions. Again this is where using even a simple matrix of options and evaluation criteria can convey the complexity of the task.

Next Steps and Suggestions

At present local services in the Valley are arranged by individual jurisdictions and partnerships by the City of Port Alberni, the ACRD, electoral areas, improvement districts and First Nations. It is a complex set of arrangements.

The City of Port Alberni has initiated exploring options for creating partnerships to deliver services in the Valley more cost effectively. To advance the discussions the City should clearly and specifically identify the services they would like to focus on. This would help the ACRD member jurisdictions and other potential partners e.g. First Nations, to know what specifically the City’s wants to examine. Presumably the list of services would be drawn from the Roger’s report and would likely include a swimming facility and possibly recreation services, water supply, fire protection, information technology, administration functions, and economic development.

It may also be true that the electoral areas may see services they think can be delivered more effectively and efficiently through partnerships with the City or through the ACRD. If this is the case the electoral areas should identify these.

If the workshop revealed one thing it was that there are no simple fixes that will lead to immediate cost savings or service enhancements. Each of the three case studies revealed complexities in the existing service arrangements. This was especially true of the fire services and the water supply discussions. In the case of fire services simple solutions like creating a single professional force would only increase costs. In the case of the water supply and distribution no obvious option is readily apparent and further detailed analysis is required. Elected officials need to understand that simple solutions rarely exist and that in order to make progress options need to be explored and analyzed and information is needed to support good decision making.

In order to advance the discussion on potential service partnerships a significant effort will be required to research and analyse service delivery options, funding arrangement options, costs and benefits. Solid information is necessary to move the discussions from simplistic solutions to viable, realistic fact based decisions. This research and analysis will require financial and staff allocations and commitment from potential partners at the City of Port Alberni and the ACRD.

It ought to be acknowledged that there will likely be reluctance on the part of potential partners to engage in exploring some of the noted services. In the case of the swimming facility the City has historically provided this service and seeking partners to share the cost of the service will no doubt meet with resistance. A solid analysis of the options and potential costs including the option of closing the existing facility and no longer providing the service or establishing a pricing system that truly reflects the cost of using the service for residents from non-contributing areas may motivate residents and elected officials to seek an arrangement that would enable the valley to continue to have a swimming facility.

In the case of services that currently exist and are produced in various arrangements by the ACRD, the City and in some cases First Nations e.g. water supply, fire protection, information technology, administration functions, and economic development, the motivation is to explore alternative service arrangements with the goal of producing efficiencies or higher quality services. In these cases analysis of the service arrangements, costs and benefits will provide the information decision makers need to decide to continue the current arrangements or to create a new arrangement.

Regional districts were created in British Columbia in large part to facilitate multi-jurisdiction service arrangements. The ACRD has a critical role in facilitating discussions amongst its member jurisdictions and in providing solid research and information to support good decision making. That said the ACRD is made up of its partners and participation in exploring service arrangement options needs the support of its voting members who may or may not choose to support the process. It would be hoped that the both the ACRD jurisdictions and the City would come to the table to explore service arrangements with open minds willing to do the research required to fully examine alternative arrangements and then make decisions in the best interest of their residents and the valley as a whole.

9:30 am – 9:45 am	<p>Welcome & introductions What prompted this discussion? The ACRD What we are & what we can be? Overview of the April 2016 Elected Officials Workshop</p>	<p>Russell Dyson, CAO Tim Pley, CAO Russell Dyson, CAO Allison Habkirk</p>
9:45 am – 10:00am	<p>Do you have questions about service delivery, municipalities & RD's that you would like us to address today? Are there services you would like to consider in our discussions today?</p>	
10:00 am – 10:15am	<p>Service delivery – provision & production – what's the difference?</p> <ul style="list-style-type: none"> • What are municipalities – what are regional districts? • What are their respective strengths & weaknesses in service delivery? • Why were regional districts created? • What do the experts say about the regional district system? • What services are currently produced by the ACRD & the City of Port Alberni? 	
10:15 am – 10:45 am	<p>Note: these case studies are intended to provide an opportunity to practice and discuss a process of analysis not to determine an outcome. Let's look at water supply Service overview – description Analysis:</p> <ul style="list-style-type: none"> • Is it an essential or mandatory service? • What is the range of options for service production? • What would be some of the criteria you might use to evaluate the options? cost, economies of scale, risk, political considerations, quality of service • Let's try to evaluate each of the options using your criteria • What additional information would you need to do a meaningful analysis? 	
10:45 am – 11:00 am	Coffee	
11:10 am – Noon	<p>Let's look at fire and emergency services Service overview – description Analysis:</p> <ul style="list-style-type: none"> • Is it an essential or mandatory service? • What is the range of options for service production? • What would be some of the criteria you might use to evaluate the options? cost, economies of scale, risk, political considerations, quality of service • Let's try to evaluate each of the options using your criteria • What additional information would you need to do a meaningful analysis? 	
Noon – 12:30 pm	Working Lunch	
12:30 pm – 1:00 pm	<p>Let's look at the swimming facility Service overview – description Analysis:</p> <ul style="list-style-type: none"> • Is it an essential or mandatory service? • What is the range of options for service production? • What would be some of the criteria you might use to evaluate the options? cost, economies of scale, risk, political considerations, quality of service • Let's try to evaluate each of the options using your criteria • What additional information would you need to do a meaningful analysis? 	
1:00 pm – 1:15 pm 1:15 pm – 1:30 pm	<p>Are there local services in the Alberni Valley you think should be analyzed? Wrap up:</p> <ul style="list-style-type: none"> • What's next? Concluding thoughts 	

REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: December 9, 2016

Subject: AVLF Operations Contract Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the following amendments to the Alberni Valley Landfill Operations Contract – October 1, 2014 to September 30, 2019:

- a. **Amend Article 16 – Line of Credit – Agreement to allow for the use of a performance bond instead of a line of credit.**
- b. **Remove Article 17 – Builders Liens– Agreement that currently requires a holdback.**

Desired Outcome:

To allow the use of a performance bond instead of a line of credit for contract security and to remove the 10% holdback provision that is currently included in the contract with respect to monthly payments.

Summary:

The line of credit and builder's liens requirements were originally included in the contract document when it went to tender in 2014 because of the public tender process that was used and the Regional District required a control function for the performance of the contractor, if necessary. The Regional District has a long established a relationship with the operator and the line of credit is not deemed necessary at this time.

In 2012 there was a request received from same contractor for the West Coast Landfill, Berry & Vale Contracting Ltd. The request that the proposed amendments be made within the WCLF operations contract were approved by the ACRD Board of Directors at that time. Staff would like to streamline the payment processing and be consistent with the two landfill contracts.

Time Requirements – Staff & Elected Officials:

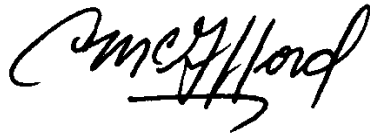
There will be a minimal amount of time required to amend the contract. Currently the holdback procedures require extra Accounts Payable time for processing the payment and the subsequent release of the holdback. The removal of the holdback would streamline this payment process.

Financial:

There is no financial impact to this recommendation. The performance bond only changes the type of security we require and the holdback only affects the timing of the payment not the amount.

Policy or Legislation:

Performance bonds are used to secure other Regional District contracts such as the West Coast Landfill Operations contract.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: December 9, 2016

Subject: Letter of Understanding – Suncoast Waste Services – Baling incentives

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors agree to enter into a Letter of Understanding with Suncoast Waste Services in order to provide the financial incentives received for baling materials (less a 15% administration fee to the ACRD) from Multi Materials British Columbia.

Desired Outcome:

To provide Suncoast Waste Services (SCWS) the baling incentives received from Multi Materials British Columbia (MMBC).

Summary:

The following information was provided to the Alberni Valley and Bamfield Services Committee on October 5th 2016:

When the ACRD entered into the contract service agreement with MMBC, the material collected at the 3rd Avenue Depot was not identified to be baled. SCWS and Green by Nature (the material handling contractor for MMBC) requested that the ACRD and MMBC agree to bale materials in order to be more efficient in transporting the materials. The baled materials are providing an incentive which is three times (3x) to incentive over loose material.

SCWS has installed the baling equipment at the 3rd Avenue depot fully at their cost. The ACRD would not receive these additional funds without the installation and work done completely by SCWS. Therefore, these funds should be redirected to the contractor responsible for earning the incentive.

Follow up information to questions regarding incentives from October 5th meeting:

SCWS installed baling equipment at the 3rd Avenue depot, which was fully for paid by the SCWS in, order to be more efficient in the movement of recycled materials from the 3rd Avenue depot to the MMBC collection facility in Nanaimo. The baling materials were not within the original ACRD/MMBC agreement to operate at the 3rd Avenue depot. If SCWS had never installed and manned the baling machine for the material at the 3rd Avenue depot **the ACRD would not receive baled materials incentives.** The ACRD will still keep the unbaled financial incentive that would have been received if it was not baled. The average baling incentive is approximately 63% of the depot material funds received.

The original intent was not to bale materials, however everything brought to the depot will now be baled (except glass). Baling materials provides a more environmentally friendly method of shipment by reducing greenhouse gas and will provide more efficient allocation of resources for MMBC.

The ACRD and MMBC changed the product class to include baled materials which were not originally set up in the agreement signed in May of 2014. MMBC felt the volume of material shipped from the 3rd Avenue depot should be baled and the contractor agreed to do so.

The total value of the depot material incentives received from MMBC in 2015 was \$32,294 and if the agreement is in place the amount that would have been forwarded to Suncoast Waste Services would be \$18,776, or 58% of the material and baling incentives received.

At the October 5th meeting the Alberni Valley and Bamfield Services committee suggested that the ACRD should retain a portion of the baling incentives received. Discussion with the SCWS and ACRD staff suggest that a 15% administration fee be applied to the baling incentives received. This provides ACRD staff funding to collect and distribute and also recognize the fact the ACRD property is used to collect the materials for baling. The amount of the administration would be \$2,816 for 2015.

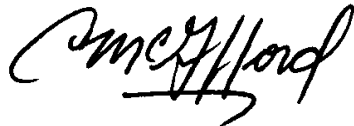
Another request by the committee was to be provided with what occurs in other areas. In Tofino and Ucluelet the depots are operated directly by a contractor with MMBC and the materials are baled and the Church Road transfer station ships materials loose to the Nanaimo collection facility through a contractor and the Ladysmith transfer station also ships products loose and the facility is operated by regional district staff. Each areas deals with materials differently and the distance traveled has impacted the need to bale materials to ship more efficiently.

Time Requirements – Staff & Elected Officials:

Minimal staff time to enter into agreement.

Financial:

There would be no impact on revenues as the incentive top up was not included in the Financial Plan revenue. The ACRD will hold \$25,000 as security deposit for the contract (rather than a letter of credit) and provide the interest earned annually from this deposit to SCWS. The amounts from the baling incentive received would be paid out quarterly to SCWS less the 15% administration fee.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

LETTER OF UNDERSTANDING

BETWEEN

Alberni-Clayoquot Regional District
(herein referred to as the "ACRD")

And

Sun Coast Waste Services
(herein referred to as "SCWS")

The Alberni-Clayoquot Regional District and Sun Coast Waste Services agree to the following terms regarding the payment of bale incentives:

1. SCWS agrees that the ACRD retain \$25,000 in bale incentives in lieu of the required contract letter of credit amount. Interest on the deposit will be earned at the Alberni-Clayoquot Regional District's overnight rate and will be paid out annually
2. The ACRD will pay SCWS bale incentives for MMBC material collected at the 3rd Ave. Recycling Depot in accordance with the bale incentives outlined in the ACRD's Statement of Work with MMBC, less the 15% administration fee.

The agreement will terminate along with the AV Curbside and Depot collection of Packaging and Printed Paper contract with SCWS which ends on November 30, 2018 or (if extended), November 30, 2019.

Signed on behalf of:

Alberni-Clayoquot Regional District

Sun Coast Waste Services

This _____ day of _____, 2016

This _____ day of _____, 2016

Russell Dyson, CAO

Jerry Kupiak, Owner

_____, Chair

Witness

REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: December 9, 2016

Subject: South Bamfield Road Hydrant Installation – Tender Recommendation

Recommendation:

THAT the Board of Directors of the Alberni-Clayoquot Regional District award the South Bamfield Road Hydrant Installation tender to Bowerman Excavating Ltd. in the amount of \$67,829.73 including GST.

Summary

Tenders for the South Bamfield Road Hydrant Installation were received and opened in public at the ACRD office on November 29, 2016 at 3:00 pm. A total of two tenders were received, and both tenders were accompanied by the required Bid Bond. The tenders have been checked for completeness and accuracy. No mathematical errors were found and therefore all tenders are considered accurate and valid. A summary of the tenders are as follows:

<u>Tenderer</u>	<u>Tender Price</u>	<u>Completion</u>
Bowerman Excavating Ltd.	\$67,829.73	30 days
IWC Excavation Ltd.	\$77,584.70	10 days

The ACRD Consulting Engineers, Koers & Associates Engineering Ltd., have stated that Bowerman Excavating Ltd. is a reputable contractor. Based on this we are satisfied they are able to perform the work specified under this contract.

Therefore, we recommend that this contract be awarded to Bowerman Excavating Ltd. for the following reasons:

1. Tender Price – Bowerman Excavating Ltd. submitted the lowest qualifying tender
2. Schedule – The tender was for a reasonable time period for this project – within 30 days.
3. Other Considerations - Bowerman Excavating Ltd. is a reputable company that is capable of completing the project in a satisfactory manner.

Background

The South Bamfield subdivision created 16 new lots and the requirement for these lots to be subdivided was to install six fire hydrants at specified locations along the subdivision. ACRD staff and Koers

Engineering reviewed the works and request the estimated cost of install be paid as a deposit from the proponent, the amount estimated was \$75,000. These lots are now for sale and installation of the works are required to be completed in a timely fashion to improve the fire protection within the area subdivided.

Financial

The subdivision proponent had to supply the estimated cost of the install of the six fire hydrants as part of the subdivision process. The deposit held by the ACRD is \$75,000 and was paid early in 2016. The installation of the tendered works by Bowerman, Koers engineering costs and additional contractor work will use most of the deposit held to complete the works.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
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December 5, 2016
File: 1372-161-04

Alberni Clayoquot Regional District
3008 5th Ave
Port Alberni, B.C. V9Y 2E3

Attention: Mr. Andrew McGifford, CPA, CGA
Manager of Environmental Services

**Re: South Bamfield Road Hydrant Installation
Review of Tenders and Recommendation of Award**

Tenders for the South Bamfield Road Hydrant Installation were received and opened in public at the Regional District office on Tuesday November 29, 2016 at 3:00 pm.

The work involves the supply and installation of six new hydrant assemblies on South Bamfield Road in the Bamfield Water System.

A total of two tenders were received, and all tenders were accompanied by the required Bid Bond. The tenders have been checked for completeness and accuracy.

TENDERER	TENDER PRICE (inc GST)	COMPLETION
Bowerman Excavating Ltd.	\$67,829.73	30 days
IWC Excavating Ltd.	\$77,584.70	10 days

The lowest Tender is from Boweman Excavating Ltd., who is based in Port Alberni, and is a reputable Contractor. The stated completion period of 30 calendar days is considered appropriate for the scope of work involved in the Contract.

Based on our review of the tenders we recommend that subject to funds being available, the Regional District accept the Tender for the South Bamfield Hydrant Installation as submitted by the lowest Tenderer, Bowerman Excavating Ltd of \$64,599.74 plus \$3,229.99 GST for a total of \$67,829.73. We enclose a draft Notice of Award, which should be retyped on Regional District letterhead and issued to the Contractor following award. Please send us a copy of the notice for our records.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Mitchell Brook, P.Eng
Project Engineer



MEMORANDUM

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services/
Wendy Thomson, Manager of Administrative Services

Meeting Date: December 9, 2016

Subject: Award Contract - Bamfield Water System Treatment Plant Project

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Water System Treatment Plant Project to ADI Water Solutions for a total cost of \$551,250 including taxes and authorize the Chief Administrative Officer and Chairperson to enter into the contract subject to the ACRD receiving the Certificate of Approval for Borrowing from the Ministry of Community, Sport and Cultural Development.

Background:

On April 21, 2016 at the Bamfield Water Advisory Committee (BWAC) meeting, staff were asked to have the water treatment plant project design documents prepared and also to provide a higher accuracy of estimates for Dissolved Air Flootation (DAF) water treatment plant components. The Board subsequently directed staff to prepare for a referendum for the borrowing required for the project. The ACRD staff and Koers and Associates undertook the requests and prepared the request for proposals (RFP) for the treatment works. This process provided a cost estimate for this project as requested by the BWAC.

Request for Proposals

The ACRD received three proposals for the Bamfield Water System Treatment Plant. The prices include GST.

- | | |
|-------------------------|-----------|
| 1. ADI Water Solutions | \$551,250 |
| 2. BI Pure Water | \$788,675 |
| 3. Westech Technologies | \$987,289 |

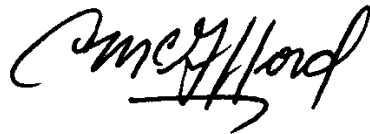
Koers and Associates thoroughly reviewed the submissions and provide a report and a recommendation to the Board of Directors that is attached for your review. The Class C estimate for this portion of the project was estimated to be \$485,000 by Koers in January of 2015. Please note that the above prices include GST, as a local government our GST portion is fully rebated back. The actual cost of ADI Water Solutions RFP would be \$525,000. Please find review attached to this memo for reference.

Referendum (Assent Vote) Results

The ACRD conducted a referendum within the Bamfield Water System service area on November 5, 2016 to gain the consent of the electorate to borrow up to a maximum of \$600,000 for the Bamfield Water System Treatment Plant Project. The referendum passed and the ACRD Board of Directors adopted Bylaw F1126, *Bamfield Water System Treatment Plant Loan Authorization, 2016* at their regular meeting held on November 9, 2016. Following adoption of the borrowing bylaw, there was a mandatory 30-day quashing period under the *Local Government Act*. To date there have been no requests to quash the Bylaw. Following the quashing period (December 10, 2016), ACRD staff will forward a request to the Ministry of Community, Sport and Cultural Development for a Certificate of Approval in order to proceed with the borrowing through the Municipal Finance Authority.

Regional District Staff and Koers recommend that the ACRD Board of Directors award the contract for the Bamfield Water System Treatment Plant Project to ADI Water Solutions subject to the ACRD receiving the Certificate of Approval. The ACRD will enter into the contract with ADI Water Solutions upon receipt of the Certificate of Approval.

Once the contract is entered into, the project is planned to commence and ADI Water Solutions can begin to source the equipment for the water treatment components of the plant. The next step would be for Koers Engineering and Associates to prepare the complete preliminary design (shop drawings) of the building and then Request for Proposals to construct the building to house the water treatment plant. Timeline included for review.



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services



Approved by: _____
Russell Dyson, Chief Administrative Officer



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

P.O. BOX 790
194 MEMORIAL AVENUE
PARKSVILLE, BC. V9P 2G8
Phone: (250) 248-3151
Fax: (250) 248-5362
www.koers-eng.com

August 18, 2016
File: 1634-01

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

**Attention: Mr. Andrew McGifford, CPA, CGA
Manager of Environmental Services**

**Re: Bamfield Water Treatment Plant
Water Treatment Equipment Supply
Proposal Evaluation and Recommendation**

INTRODUCTION

In 2013 a water quality advisory was issued on the Bamfield Water System due to elevated trihalomethane (THM) levels in the water distribution system. In response, the Alberni Clayoquot Regional District (ACRD) began looking at ways to reduce disinfection by-product formation and bring the water system into compliance with the Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia (Version 1.1/November 2012).

Following successful pilot testing, the ACRD chose to issue a Request for Proposals (RFP) for the supply of water treatment equipment consisting of Dissolved Air Flootation (DAF), Rapid Gravity Media Filtration and Ultra-violet (UV) disinfection. This letter provides an evaluation of the proposals received.

PROPOSALS RECEIVED

In total, three (3) proposals were received from three (3) separate manufacturers. All proposals were received before the proposal closing date. A brief description of each proposal is provided below.

WesTech Engineering Inc.

WesTech Engineering Inc is located in Salt Lake City, Utah and is represented by BowRio Water Technologies Inc. located in Surrey, British Columbia.

WesTech Engineering Inc. is proposing a single stainless steel (304L) unit consisting of a flocculation zone, flotation zone and two filter zones. The overall tank length is 10m, 1.5m wide and 3.4m deep. The noted capacity is 7.25 lps.

.../2

August 18, 2016
File: 1634-01

Alberni Clayoquot Regional District
Mr. Andrew McGifford

For Ultra-violet (UV) disinfection, WesTech Engineering Inc. proposed an Aquionics 150 mm (6") diameter UV reactor, model Proline+D 500 using low pressure high output (LPHO) lamps. The reactor is validated in conformance with the USEPA Ultraviolet Disinfection Guidance Manual (November 2006).

It is important to note that WesTech's price does not include PST. WesTech also requested that if the exchange rate changes by more than 5% they would want to adjust their price to reflect the change.

BI Pure Water Canada Inc.

BI Pure Water Canada Inc. is located in Surrey, British Columbia.

BI Pure Water Canada Inc. proposed individual Epoxy Coated Carbon Steel tanks for the coagulation/flocculation, DAF and two filters. The overall tank dimensions for the coagulation/flocculation tank is approximately 1.0m x 0.5m, the DAF tank is 1.4m x 0.8m and the filter tanks are 1.0m x 0.5m. The noted capacity is 8.0 lps.

BI Pure proposed a 150mm (6") diameter UV reactor, model Trojan UVSwiftSC B06 using low pressure high output (LPHO) lamps. The reactor is validated and in conformance with the DVGW German Technical and Scientific Association.

ADI Water Solutions Ltd.

ADI Water Solutions Ltd. is located in Surrey, British Columbia.

ADI Water Solutions Ltd. proposed a single Marine Grade Aluminum unit consisting of a two stage flocculation zone, DAF clarifier and a dual filter zone. The overall tank dimensions are 6.9m long, 1.54m wide and 2.74m high. The noted capacity is 7.25 lps.

ADI also proposed a 150mm (6") diameter UV reactor, model Trojan UVSwiftSC B06 using low pressure high output (LPHO) lamps. The reactor is validated and in conformance with the DVGW German Technical and Scientific Association.

August 18, 2016
File: 1634-01

Alberni Clayoquot Regional District
Mr. Andrew McGifford

EQUIPMENT PRICE COMPARISON

The Table below summaries the Total Prices received from interested Water Treatment Equipment suppliers.

ITEM	DESCRIPTION	ADI	BI PURE	WESTECH
1	Water Treatment Equipment	\$348,600	\$533,901	\$540,225
2	Automatic Coagulant & pH (Alkalinity) Dosing Systems	\$20,000	\$20,307	\$29,920
3	Two (2) online Turbidity Analyzers (Raw & Treated)	\$4,900	\$9,684	\$4,890
4	Two (2) online pH Analyzers (Flocculator & Treated)	\$4,500	\$9,319	\$6,520
5	Recycled Backwash Water Feed System	\$8,000	\$15,248	\$49,655
6	One (1) Validated Ultra-Violet (UV) Disinfection System	\$40,000	\$59,629	\$190,801
7	One (1) UV Transmittance Analyzer	\$6,500	\$12,412	\$0
8	Equipment Testing	\$5,000	\$8,025	\$7,824
9	Training	\$4,000	\$9,887	\$7,824
10	Shop Drawings	\$20,000	\$13,268	\$0
11	Installation & Commissioning Support including Water Quality Performance Testing	\$30,000	\$19,666	\$25,753
12	Three Copies of O&M Manuals	\$5,000	\$2,996	\$1,017
13	Provision of 100% Performance Bond	\$6,500	\$14,445	\$13,598
14	Delivery of Equipment	\$5,000	\$6,019	\$57,048
15	Recommended Spare Parts (Refer to Schedule A)	\$12,000	\$14,332	\$5,200
16	Post Construction Revision and Submission of Shop Drawings	\$5,000	\$1,981	\$0
TOTAL PRICE (excluding GST)		\$525,000	\$751,119	\$940,275

None of the proposals were found to contain any arithmetic errors in the Proposal Total Price. However, WesTech's price did not include PST.

Of the three (3) proposals, ADI's proposal offers the lowest Total Price of \$525,000 (excluding GST).

.../4

KOERS & ASSOCIATES ENGINEERING LTD.

August 18, 2016
File: 1634-01

Alberni Clayoquot Regional District
Mr. Andrew McGifford

Proposal Evaluation Criteria

In accordance with the RFP documents we have carried out our review using the criteria identified in the Instructions and Information section of the RFP documents. The proposals were evaluated while considering the following criteria:

1. ability to meet the water treatment objectives and standards identified in the Request for Proposal Documents;
2. operation and maintenance costs associated with the water treatment equipment;
3. ability to expand the water treatment equipment in the future;
4. Supply Contractor's compliance and ability to comply with all statutes, regulations, bylaws, and other enactments affecting the Supply Contractor's work;
5. cost to the Owner of having the Work completed in accordance with the Request for Proposal Documents;
6. conformity of the Proposal to the requirements set forth in the Articles included in the Instructions & Information section of the Request for Proposal Documents;
7. compliance with any time requirements or scheduling stipulations provided for in the Request for Proposal Documents.

The review of the proposals was to ascertain conformance with the general requirements of the RFP documents.

RECOMENDATION

ADI (formerly Corix) and Trojan Technologies are well-known water treatment equipment suppliers with significant experience in the water treatment sector. Both companies have an extensive list of similar water treatment plants in British Columbia including a couple of projects managed by our firm on Vancouver Island.

Although not a requirement by Island Health and subject to budget constraints we would encourage the ACRD to consider maintaining the UV disinfection component. UV disinfection would add an additional barrier of protection to the Bamfield water system.

That said, we suggest that the ACRD evaluate the potential capital and O&M savings that may be available before making the final decision. If the ACRD chooses to delete the UV component then a new price will need to be negotiated with the Supply Contractor.

Should the ACRD choose to remove the UV disinfection component then we would suggest that a flanged spool blank be left in the piping to accommodate the installation of future UV disinfection.

.../5

KOERS & ASSOCIATES ENGINEERING LTD.

August 18, 2016
File: 1634-01

Alberni Clayoquot Regional District
Mr. Andrew McGifford

For the reasons noted above and considering the available funds for this project, we recommend that the ACRD proceed with ADI's proposal. Please note that ADI's proposal does include a list of exceptions which need to be carefully reviewed and agreed upon prior to Notice of Award.

Please feel free to contact the undersigned should you have any questions.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Ken Doll, PEng
Project Engineer

KOERS & ASSOCIATES ENGINEERING LTD.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT
BAMFIELD WATER TREATMENT PLANT
PRELIMINARY PROJECT SCHEDULE**



updated on: July 22, 2016

Task No.	Description	Target Completion Date	2016						2017											
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Project Initiation	July 5, 2016																		
1.1	Project Start-up	May 26, 2016																		
2	Site Survey, Base Plan & Develop Site Layout																			
2.1	Perform Site Survey and Create Base Plan	July 21, 2016	■																	
2.2	Develop Site Plan Showing Layout of WTP & Tanks	August 14, 2016		■																
3	Water Treatment Equipment Supply																			
3.1	Prepare Supply Contract for Procurement of Treatment Equipment	July 14, 2016	■																	
3.2	Procure WT Equipment (4 weeks)	August 16, 2016		■																
3.3	Borrow Bylaw to the Board for 3rd Readings & referendum Question	August 24, 2016			◆															
3.4	Proposed Date for Referendum	November 19, 2016							◆											
3.5	Bylaw Adoption (If referendum successful)	November 23, 2016							◆											
3.6	Bylaw Quashing Period ends (30 days) and approval to borrow finalized	December 23, 2016								◆										
3.7	Award WT Equipment Supply Contract	December 23, 2016									■									
3.8	Shop Drawings (15 days after Award)	January 21, 2017										■								
4	Preliminary Design of Water Treatment Plant																			
4.1	Preliminary Design (7 weeks)	October 4, 2016		■																
4.2	Review Shop Drawings (2 weeks)	February 7, 2017									■									
4.3	Manufacture WT Equipment (16 - 20 weeks)	July 7, 2017										■								
5	Detailed Design of Water Treatment Plant																			
5.1	Water Treatment Plant (7 weeks) - Electrical Power Supply - Building Structure - Building HVAC - Building Electrical & Controls - Process Piping - Waste Disposal	March 31, 2017										■								
6	Prepare Contract Documents and Tender																			
6.1	Water Treatment Plant Contract (6 weeks)	May 1, 2017										■								
6.2	Tender Construction Contract	June 1, 2017											■							
6.3	Award Construction Contract	June 9, 2017													◆					
7	Award Contracts & Proceed with Construction																			
7.1	Obtain Health Permit (5 weeks)	April 21, 2017										■								
7.2	Water Treatment Plant Contract	November 30, 2017														■				

LEGEND:
■ Activity
■ Limited Activity
■ Waiting Period
◆ Milestone

REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: December 9, 2016

Subject: 2017 Meeting Schedule – ACRD & ACRHD

Recommendation:

THAT the ACRD Board of Directors approves the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District Meeting Schedule for 2017.

Desired Outcome:

To approve a meeting schedule for 2017.

Background:

In December of each year the ACRD Board of Directors approves a meeting schedule for following year. The meeting schedule includes the following meetings:

- Regular Board of Directors Meetings
- Regional Hospital District Meetings
- ACRD Committee Meetings: Alberni Valley & Bamfield Services Committee, Electoral Area Directors Committee and West Coast Committee meetings. These Committees meet quarterly.

Other Regional District Committees such as the Long Beach Airport Advisory, Reconciliation Committee etc. are not listed on this schedule as they are held at the call of the Chair of the Committee.

All Regional District meetings are confirmed at the beginning of each month.

Other Meetings

Association of Vancouver Island Municipalities Convention – April 7 – 9, 2017, Campbell River, BC
Union of British Columbia Municipalities Convention – September 25 – 29th, 2017, Vancouver, BC

Time Requirements – Staff & Elected Officials:


The meeting schedule proposed for 2017 provides certainty for the committees included but does increase the workload to support meetings and the direction that follows.

Financial:


n/a

Policy or Legislation:

ACRD Procedures Bylaw A1075

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



**Alberni-Clayoquot Regional District
2017 Regular Board, Hospital & Committee Schedule**

Date & Time	Meeting	Venue
January 2017		
Wednesday, January 11th 1:30 pm	Board of Directors Meeting	ACRD Board Room
	Regional Hospital District (immediately following above)	ACRD Board Room
Wednesday, January 25 th 1:30 pm	Board of Directors Meeting	ACRD Board Room
February 2017		
Wednesday, February 1 st 1:00 pm	West Coast Committee Meeting (Financial Plan Meeting)	Ucluelet Community Centre
Wednesday, February 8 th 9:00 am	Committee-of-the-Whole (Grant-in-Aid applications)	ACRD Board Room
1:30 pm	Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, February 15 th 10:00 am	Alberni Valley & Bamfield Services Committee (Financial Plan Meeting)	ACRD Board Room
1:30 pm	Electoral Area Directors Committee (Financial Plan Meeting)	ACRD Board Room
Wednesday, February 22 nd 1:30 pm	Board of Directors Meeting	ACRD Board Room
March 2017		
Wednesday, March 8 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District (immediately following above)	ACRD Board Room
Wednesday, March 15 th 6:00 pm	Special Board of Directors Meeting – Financial Plan Public Consultation Session	ACRD Board Room
Wednesday, March 22 nd 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room



**Alberni-Clayoquot Regional District
2017 Regular Board, Hospital & Committee Schedule**

Date & Time	Meeting	Venue
April 2017		
Wednesday, April 5 th 10:00 am	West Coast Committee	Tofino Council Chambers
Wednesday, April 12 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, April 26 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
May 2017		
Wednesday, May 10 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room
Wednesday, May 17 th 10:00 am 1:30 pm	Electoral Area Directors Committee	ACRD Board Room
	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, May 24 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
June 2017		
Wednesday, June 14 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	
Wednesday, June 28 th 1:30 pm	Regular Board of Directors Meeting	Uchucklesaht Tribe Government Office
July 2017		
Wednesday, July 5 th 10:00 am	West Coast Committee Meeting	Ucluelet location TBA
Wednesday, July 26 th 1:30 pm	Regular Board of Directors Meeting	ACRD Board Room
	Regional Hospital District Meeting (immediately following above)	ACRD Board Room



**Alberni-Clayoquot Regional District
2017 Regular Board, Hospital & Committee Schedule**

Date & Time	Meeting	Venue
August 2017		
Wednesday, August 23 rd 1:30 pm	Regular Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room ACRD Board Room
September 2017		
Wednesday, September 13 th 1:30 pm	Regular Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room ACRD Board Room
Wednesday, September 20 th 10:00 am 1:30 pm	Electoral Area Directors Committee Alberni Valley & Bamfield Services Committee	ACRD Board Room ACRD Board Room
October 2017		
Wednesday, October 11 th 1:30 pm	Regular Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room ACRD Board Room
Wednesday, October 25 th 1:30 pm	Board of Directors Meeting	ACRD Board Room
November 2017		
Wednesday, November 1 st 10:30 am	West Coast Committee Meeting	Tofino location TBA
Wednesday, November 8 th 1:30 pm	Board of Directors Meeting Regional Hospital District Meeting (immediately following above)	ACRD Board Room ACRD Board Room
Wednesday, November 22 nd 1:30 pm	Board of Directors Meeting	ACRD Board Room



**Alberni-Clayoquot Regional District
2017 Regular Board, Hospital & Committee Schedule**

Date & Time	Meeting	Venue
December 2017		
Wednesday, December 6 th 10:00 am	Electoral Area Directors Committee	ACRD Board Room
1:30 pm	Alberni Valley & Bamfield Services Committee	ACRD Board Room
Wednesday, December 13 th 1:30 pm	Regular Board of Directors Meeting Regional Hospital District (immediately following above)	ACRD Board Room

Approved by the Board: December 9, 2016

REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services
Salmon Beach Committee

Meeting Date: December 9, 2016

Subject: Request to send letter to Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht Main Road

Recommendation:

THAT the ACRD Board of Directors to forward a letter to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht Main Road.

Background:

At the November 9, 2016 Salmon Beach committee meeting the committee requested that the Board of Directors support a letter to be written to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht Main Road.

The road is in very poor condition and requires some attention to provide safe travel. The road is the responsibility of the Ministry of Transportation and Infrastructure and is the uphill section before transitioning into Ministry of Forests jurisdiction which is maintained as a forestry service road.

Pictures that follow this memo are provided as a reference to the area in question and the true condition is not translated well through pictures provided. If you have been to Disneyland it feels as though you are on the Indiana Jones ride (hope this provides a good visual for those who may have been before ☺).



Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer







MEMORANDUM

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

From: Heather Adair, Planner

Date: November 28, 2016

Subject: DVE16011, 5855 Saunders Road North (William and Jolene Watt)

Recommendation


THAT the Board of Directors issue development variance permit DVE16011.


Background

On November 23, 2016 the Board reviewed an application for a development variance permit for LOT 2, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 12406 located at 5855 Saunders Road North.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 metres of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the December 9, 2016 Board meeting, staff will inform the Board.

The development variance permit will vary the maximum height for an accessory building in the Small Holdings (A1) District from 20 feet to 25 feet

Prepared by: 
Heather Adair, Planner

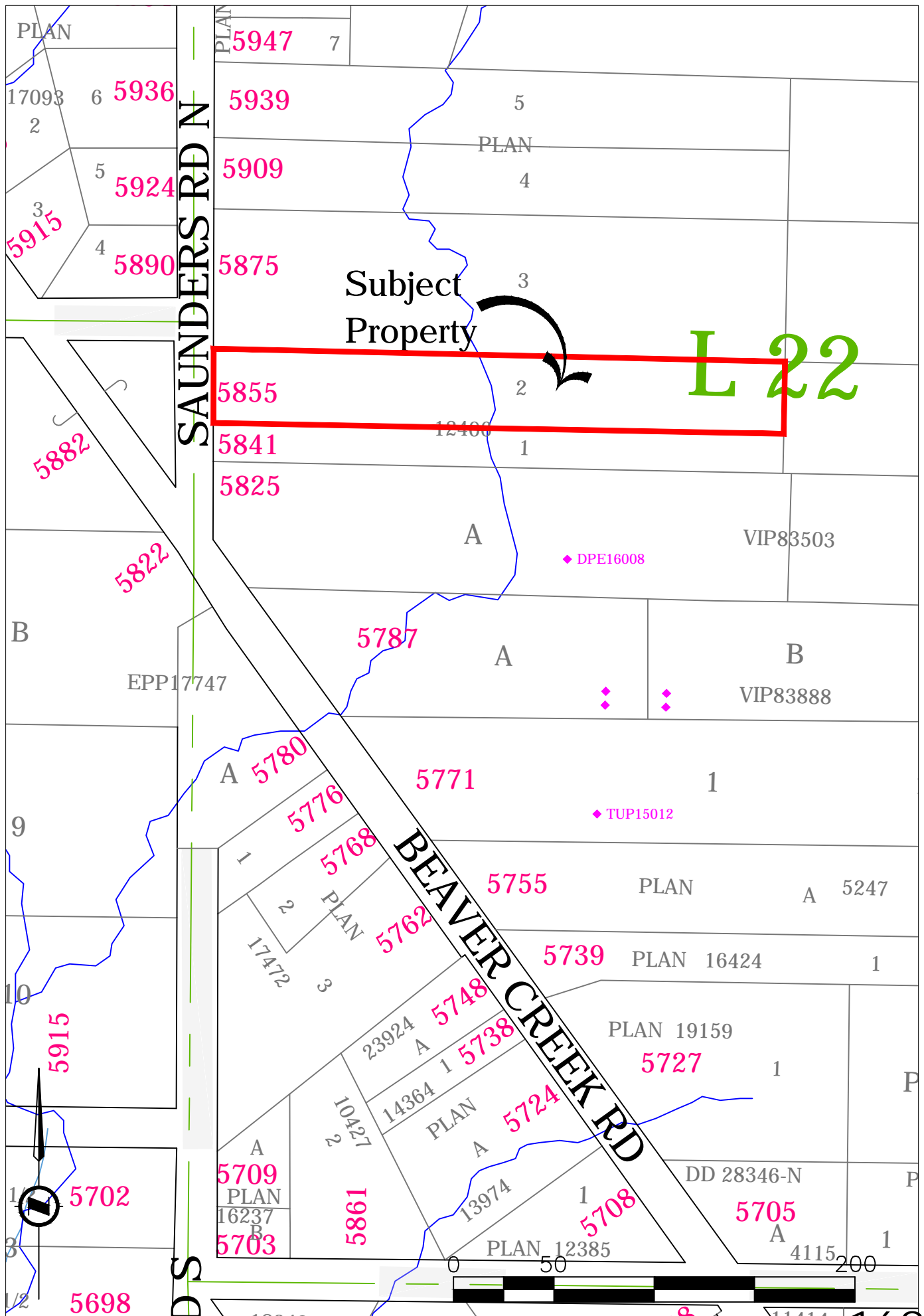
Reviewed by: 
Mike Irg MCIP RPP, Manager of Planning and Development


Russell Dyson, Chief Administrative Officer

DVE16011

Members: City of Port Alberni, District of Ucluelet, District of Tofino,

Yuulu7i7at7 Government, Huu-ay-aht First Nations & Uchucklesaht Tribe, Toquaht Nation

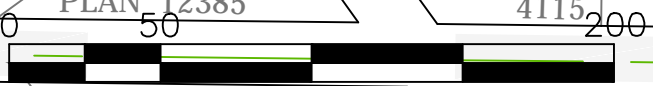
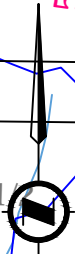
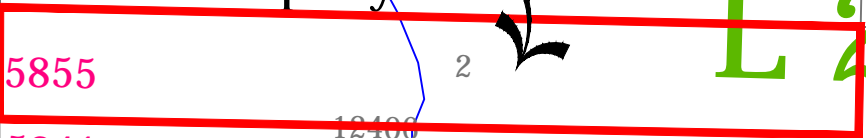


SAUNDERS RD N

BEAVER CREEK RD

Subject Property

L 22





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

DEVELOPMENT VARIANCE PERMIT NO. DVE16011

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: William & Jolene Watt

Address: 5855 Saunders Rd North

With respect to:

Legal Description: LOT 2, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 12406

PID: 004-753-780

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

- (i) vary the maximum height for an accessory building in the Small Holdings (A1) District from 20 feet to 25 feet as shown on Appendix A.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXXX, 2016.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot XXXXX, 2016.

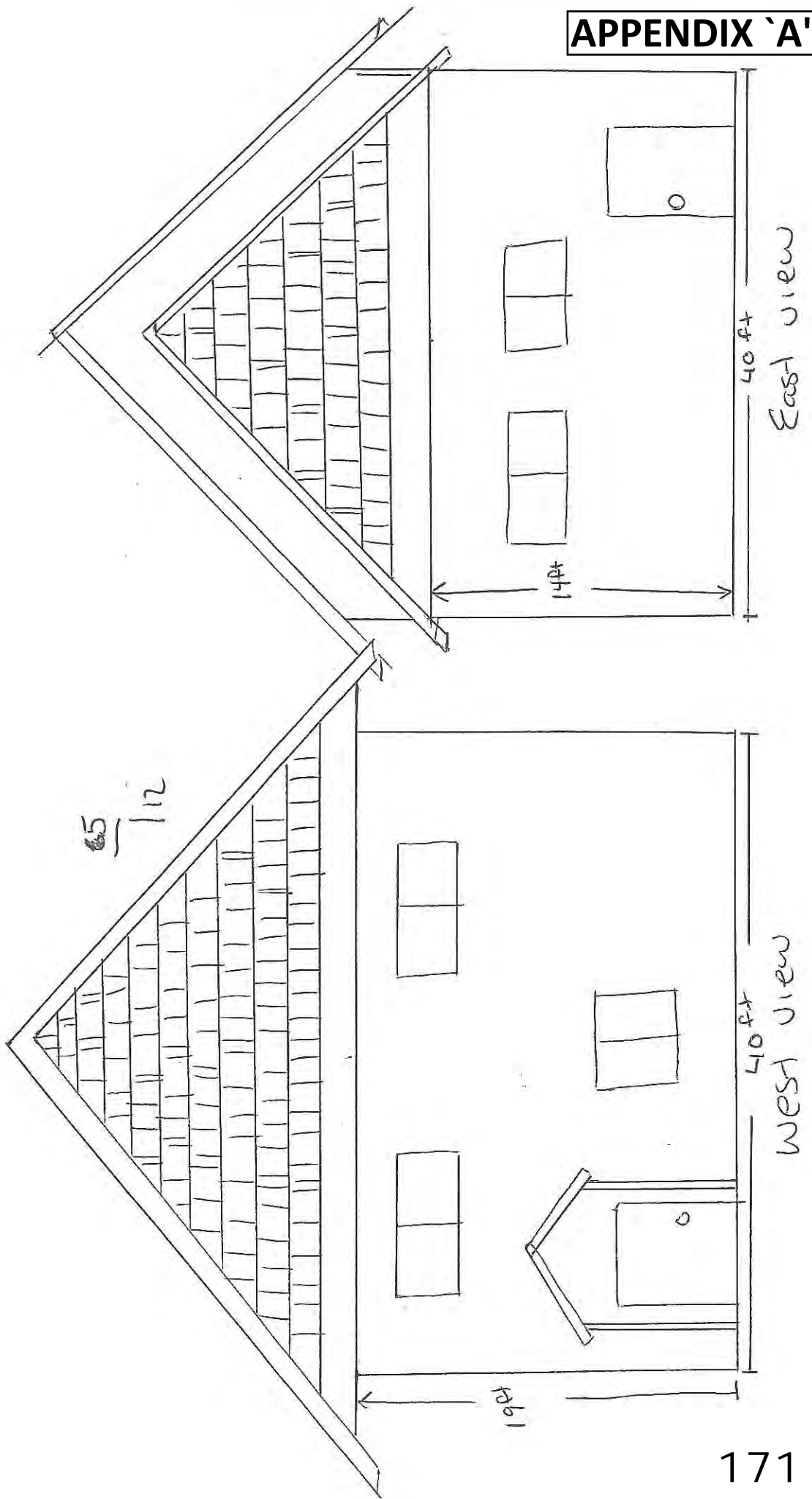
Russell Dyson, Chief Administrative Officer

Chair of the Board of Directors

DVE16011

Willy watt
585 S Saunders rd N
Port Alberni BC
V9Y 8W5 250 7351678

APPENDIX 'A'



MEMORANDUM

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

From: Heather Adair, Planner

Date: November 28, 2016

Subject: DVF16013, Lot 2, EPP63338, Cherry Creek Road (Richard & Cheri Newberry)

Recommendation

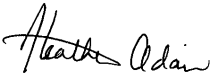
THAT the Board of Directors issue development variance permit DVF16013.

Background

On November 23, 2016 the Board reviewed an application for a development variance permit for LOT 2, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN EPP63338 located at LOT 2, EPP63338, Cherry Creek Road.

The Board recommended that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 metres of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the December 9, 2016 Board meeting, staff will inform the Board.

The development variance permit will vary the permitted front yard setback from 49.21 feet to 38 feet to accommodate the construction of a single family dwelling with attached garage.

Prepared by: 
Heather Adair, Planner

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


Russell Dyson, Chief Administrative Officer

DVF16013

Members: City of Port Alberni, District of Ucluelet, District of Tofino,

Yuulu7i7at7 Government, Huu-ay-aht First Nations & Uchucklesaht Tribe, Toquaht Nation

172 Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) & "F" (Cherry Creek)

COTTON

PLAN 30975

VIS4515

SL A

SL B

D.D.
323260-1
Pcl.A

2

8 PLAN

3745

3725

6615

6625

6635

6649

MOUNTAIN
VIEW RD

CREEK ROAD

6586

A

EPP9793

1

6585

6546

6546

6520

PLAN

6523
18076

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7383

2 6504

3 6505

PLAN
6495^A

6494

7

PLAN 1901



VIP71603
6475

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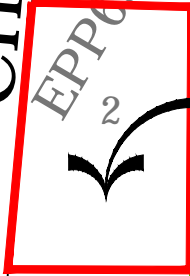
ETONE RD

173

CHERRY

EPP63338

2



Subject
Property





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

DEVELOPMENT VARIANCE PERMIT NO. DVF16013

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: Richard & Cheri Newberry

Address: Lot 2, EPP63338, Cherry Creek Road

With respect to:

Legal Description: LOT 2, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN EPP63338

PID: 029-929-270

The provisions of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15, Section 200 – Schedule II Bulk and Site Regulations are hereby varied as follows:

- (i) Reduce the required front yard setback from 49.21 feet to 38 feet to accommodate the construction of a single family dwelling with attached garage as shown on Appendix A.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on XXXXX, 2016.

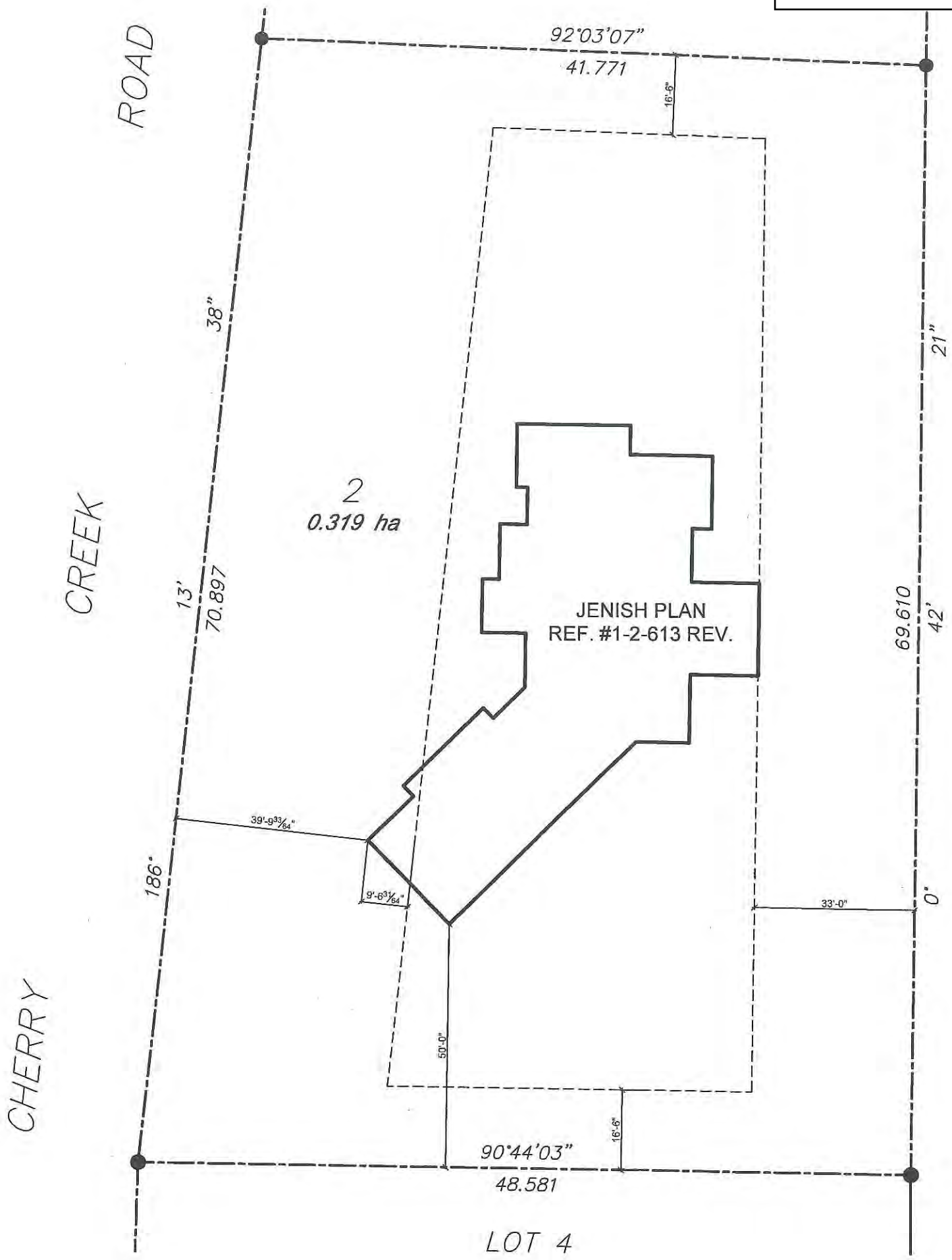
This permit was issued under the seal of the Regional District of Alberni-Clayoquot XXXXX, 2016.

Russell Dyson, Chief Administrative Officer

Chair of the Board of Directors

DVF16013

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



2
0.319 ha

JENISH PLAN
REF. #1-2-613 REV.

LOT 4

REQUEST FOR DECISION

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

From: Mike Irg, Manager of Planning and Development

Date: December 1, 2016

Subject: Building Setbacks from Water Courses, Lakes and Ocean

Recommendation:

THAT the Board of Directors:

Instruct staff to prepare a Zoning Bylaw text amendment to amend Section 6.2: increasing the vertical setback to 4 metres from the natural boundary of a water course, water body, lake or ocean; increasing the horizontal setback to 15 metres from the natural boundary of a water body, lake or ocean; and limiting the ceiling height of any non-habitable space within the 4 metre vertical setback to 1.5 metres or less.

Desired Outcome:

Increase the minimum setback from natural boundary of water bodies and water courses in response to recurring high water events.

Summary:

Section 6.2 of the ACRD Zoning Bylaw regulates the location and siting of buildings, including vertical and horizontal setbacks from water courses, lakes and ocean. Recent heavy rain events have resulted in provincial flood warnings being issued. As a result, some directors have asked planning staff to look at the current setback requirements. The focus of this memorandum is on vertical and horizontal setbacks from the rivers, streams, lakes and ocean.

There are several options available to the ACRD listed below. Staff recommends amending the water setbacks in the current Zoning Bylaw and in the new draft Zoning Bylaw. The current vertical setback is 2 feet (0.61 metres) above the 200-year flood level or were it cannot be determined, 10 feet (3 metres) above the natural boundary for habitable space. The horizontal setback is 100 feet (30 metres) from streams and rivers and 25 feet (7.5 metres) from lakes and ocean. These regulations have been in place since the current Zoning Bylaw was adopted in the early 1970's.

Staff recommends three changes to the water setbacks; increasing vertical set back to 4 metres from 3 metres, increasing the horizontal setback from lakes and oceans to 15 metres from 7.5 meters, and limiting the height of any non-habitable story below the 4 metre vertical setback to 1.5 metres. There is limited flood level mapping in the ACRD. What is available is from 1997 and applies to the Somass River and some tributaries.

Background:

Our area is experiencing more frequent extreme rainfall events that result in high water, impacting both rivers and lakes. Section 6.2 of the current ACRD Zoning Bylaw regulates siting and location of buildings. These setback requirements are minimums, nothing prevents a property owner from building higher or farther back from the water.

While Sproat Lake has the highest concentration of homes in close proximity to water, this issue is not limited to Sproat Lake and impacts all Electoral Areas within the Regional District.

While flooding is an issue that crosses federal, provincial, and local government jurisdictions; building setbacks are regulated by local governments, through a Zoning Bylaw.

Time Requirements – Staff & Elected Officials:

This amendment requires staff time to prepare the bylaws, referrals and public hearing. An Electoral Area Director will be required to chair the public hearing.

Financial:

There are minimal financial impacts to the ACRD.

Policy or Legislation:

The *Local Government Act* sets the requirements for zoning and zoning amendments.

If the ACRD Board adopted new water setbacks, the new setback requirements would apply after the amending bylaw is adopted. Buildings and structures built prior to and conforming to all the zoning setbacks, would be considered legal non-conforming.

Options Considered:

There are four options available to the ACRD:

- 1) Amend the current Zoning Bylaw and include the new setbacks in the draft updated Zoning Bylaw;

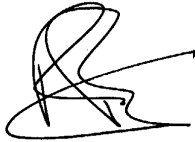
- 2) Include the new setbacks in the draft updated Zoning Bylaw.
- 3) Create Development Permit Areas.
- 4) Leave the current water setbacks in place.

Staff recommends option 1. The Zoning Bylaw applies to all electoral areas of the ACRD and allows for a consistent application of setbacks to all watercourses and water bodies. While development permits can be used, a development permit needs to be included in OCP, is not a setback, and OCPs do not apply to the entire Regional District.



Submitted by: _____

Mike Irg RPP, MCIP
Manager of Planning and Development



Approved by: _____

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

Non-Farm Use Application within the Agriculture Land Reserve

To: Regional Board of Directors

Date: November 29, 2016

File No.: AB16003

Owners: Lynn & Elaine Wing

Legal Description: LOT 8, DISTRICT LOT 71, ALBERNI DISTRICT, PLAN 1454

Location: 9592 Comox Trail Road

Electoral Area: Area "B" (Beaufort)

Recommendation:

THAT the Board of Directors pass a resolution to forward the non-farm use application to the Agricultural Land Commission noting that support of the non-farm use is subject to rezoning or the issuance of a temporary use permit.

Applicant's Intention: The applicant intends to extract sand located on the property in order to sell the resource. The volume of material to be removed would be 11,000 m³ over a 0.2 hectare (0.5 acre) portion of the property with the project expecting to take up to 6 years to complete. The application is to allow a non-farm use within the Agricultural Land Reserve.

Observations:

- 1. Property Description:** The property is 4.65 hectares (11.5 acres) in size located on Comox Trail Road. The property is mostly cleared. There is a single family dwelling that was built in 2000-2001 and a number of outbuildings on the property. The topography is varied with the north and south portions of the property fairly level and a rise in the middle of the property where the house and outbuildings are located. The sand aggregate that the applicant is proposing to excavate is within the rise of land through the middle of the property. The applicant proposes to remove 6 metres of depth within this mound and then rehabilitate the land into level pasture. The south half of the

AB16003

property is developed into pasture.

2. Provincial soil mapping, which indicates the “land capability for agriculture”, shows that the subject property is covered by a number of soil mapping units. The portion of the property under application where the aggregate would be extracted appears to be split between soil class designations:

Unimproved soil conditions = **Class 5 PA, Class 5 T and Class 3 PA**

Improved soil conditions = **Class 4 PA, Class 5 T and Class 2 PC**

Land Capability Subclass for Mineral Soils

P = Stoniness

A = Soil Moisture Deficiency

T = Topography

C = Adverse Climate

Soil Capability Class and Subclass explanations are as follows:

Class 5 – Land in this class has limitations that restrict its capability to producing perennial forage crops or other specially adapted crops.

Class 4 – Land in this class has limitations that require special management practices or severely restrict the range of crops, or both.

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

Stoniness – Soils are limited by the presence of coarse fragments which significantly hinder tillage, planting and/or harvesting.

Soil Moisture Deficiency – Crops are adversely affected by drought caused by low soil water holding capacity.

Topography – Soils are limited by steepness or patterns of slopes which hinders the use of farm machinery, decreases the uniformity of growth and maturity of crops.

Services:

(a) Sewage Disposal: On-site sewage disposal.

(b) Water Supply: Well.

(c) Fire Protection: Not within a fire protection area.

(d) Access: The property is accessed off Comox Trail Road approximately 1.5 kilometers west of the intersection of Beaver Creek Road and Somers Road.

AB16003

3. Existing Planning Documents Affecting the Site:

- A. **Agricultural Land Reserve:** The entire property lies within the Agricultural Land Reserve. The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* designates permitted uses on land in the ALR. The *Regulation* permits aggregate extraction provided the total volume of materials removed from the parcel is less than 500 m³. Any planned extraction greater than 500 m³ requires a non-farm use application to the ALC.

The applicant intends to extract up to 11,000 m³ of sand aggregate which requires a non-farm use application within the ALR.

- B. **Official Community Plan:** The Beaufort OCP designates the property as "Agricultural Use". The OCP supports Temporary Commercial and Industrial Use Permits in all designations which would be required in order to facilitate commercial aggregate extraction on this property.

There are no designated Development Permit Areas that impact the property.

- C. **Zoning:** The property is zoned Forest Rural (A3) District. Processing incidental to the operation of mines, quarries and other natural resource extraction industries is not a permitted use in the A3 District. The applicant would be required to either apply to rezone the property or apply for a temporary use permit to allow for the extraction and commercial sale of sand aggregate.

A temporary use permit may be issued by the Board for up to 3 years and can be re-issued by the Board one time for another 3 years. The applicant has stated that the extraction would take up to 6 years to complete which could align well with the temporary use permit timelines. Once the permit expires the temporary use must cease and conditions may be included within the permit that would require the land to be rehabilitated for future agricultural use.

Comments:

The applicant is proposing to remove up to 11,000 m³ of sand aggregate from the property for commercial sale. The project would take up to 6 years and would remove approximately 5 metres of depth from a rise of land lying to the north of the house location. The removal of this material would result in a more level topography of land making it physically more suitable for agricultural use if the land is suitably remediated with displaced soil. The applicant is proposing to return the land to developed pasture once the project is complete which would match the cleared pasture which has been developed in the southern portion of the property.

The property is currently zoned Forest Rural (A3) District which does not permit mineral extraction industries and incidental processing. If the Agricultural Land Commission approves


AB16003

the non-farm use application, the applicant will be required to either apply to rezone the property to a zone that would allow for sand extraction and processing or apply for a temporary use permit that would allow the use under certain conditions. The temporary use permit would appear to be a good fit in this case as the project is expected to fit within a temporary time frame of up to 6 years.


Planning staff is supportive of the non-farm use application provided that the future use of the property for aggregate sand extraction for commercial sale is subject to either rezoning or the issuance of a temporary use permit.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP RPP, Manager of Planning and Development



Wendy Thomson, Manager of Administrative Services

AB16003

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 55566

Application Status: Under LG Review

Applicant: Lynn Wing , Elaine Wing

Agent: Lynn Wing

Local Government: Alberni-Clayoquot Regional District

Local Government Date of Receipt: 07/22/2016

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use (Removal of Soil)

Proposal: I wish to extract sand located on property and sell the resource.

Agent Information

Agent: Lynn Wing

Mailing Address:

9592 Comox Trail Road

Port Alberni, BC

V9Y 8N8

Canada

Primary Phone: (250) 724-6989

Email: lynn.wing@hotmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 000-049-565

Legal Description: Lot 8 District Lot 71 Plan vip1454

Parcel Area: 4.7 ha

Civic Address: 9592 Comox Trail Road

Date of Purchase: 09/14/1983

Farm Classification: Yes

Owners

1. **Name:** Lynn Wing

Address:

9592 Comox Trail Road

Port Alberni, BC

V9Y 8N8

Canada

Phone: (250) 724-6989

Email: lynn.wing@hotmail.com

2. **Name:** Elaine Wing

Address:

9592 Comox Trail Road

Port Alberni, BC

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

Family garden, <30 egg laying chickens.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

Half groomed to pasture. Half of property is fenced.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

residence

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Residential

East

Land Use Type: Agricultural/Farm

Specify Activity: Forested

South

Land Use Type: Agricultural/Farm

Specify Activity: Swamp/Brush, Residential

West

Land Use Type: Agricultural/Farm

Specify Activity: Residential

Proposal

1. What is the purpose of the proposal? Describe any benefits to agriculture that the proposal provides.

I wish to extract sand located on property and sell the resource.

2. Proposal dimensions

Total material removal area (to one decimal place) 0.2 ha

Maximum depth of material to be removed 5 m

Volume of material to be removed 11000 m³

Estimated duration of the project 6 Years

3. Has a Professional Agrolgist reviewed the project and provided a written report? If yes, please attach the Professional Agrolgist report in the "Upload Attachments" section.

No

4. Describe the type of material proposed to be removed.

Fine sand. A hummocky area exists which is approximately half timbered.

5. Describe the type of equipment to be used to remove material. If applicable, describe any processing to take place on the parcel(s) and the equipment to be used.

Excavator. No screening required.

6. What steps will be taken to reduce potential negative impacts on surrounding agricultural lands?

No negative impacts anticipated.

7. Describe all proposed reclamation measures. If a reclamation plan from a qualified professional is available, please summarize the reclamation and attach the full plan in the "Upload Attachments" section.

Removal of hummock would allow the level of the land to be reduced to the same level as the existing pasture, improving the agriculture capability of this area.

Applicant Attachments

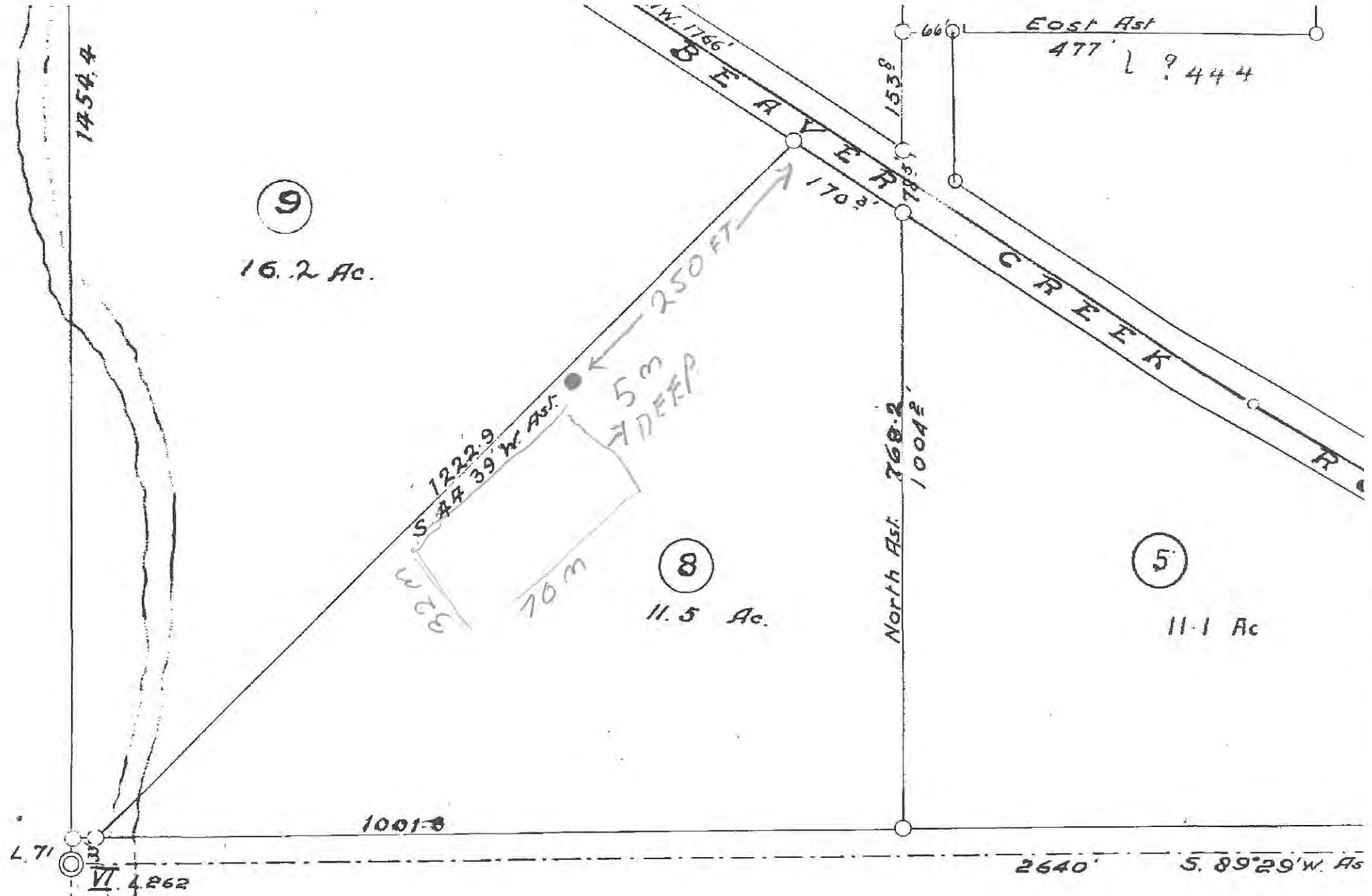
- Agent Agreement - Lynn Wing
- Proposal Sketch - 55566
- Site Plan / Cross Section - 55566
- Certificate of Title - 000-049-565

ALC Attachments

None.

Decisions

None.



sub division plan approved.
 186

L O T
 Karl
 circled represent wood



JOAN ST

COMOX

9595

9600

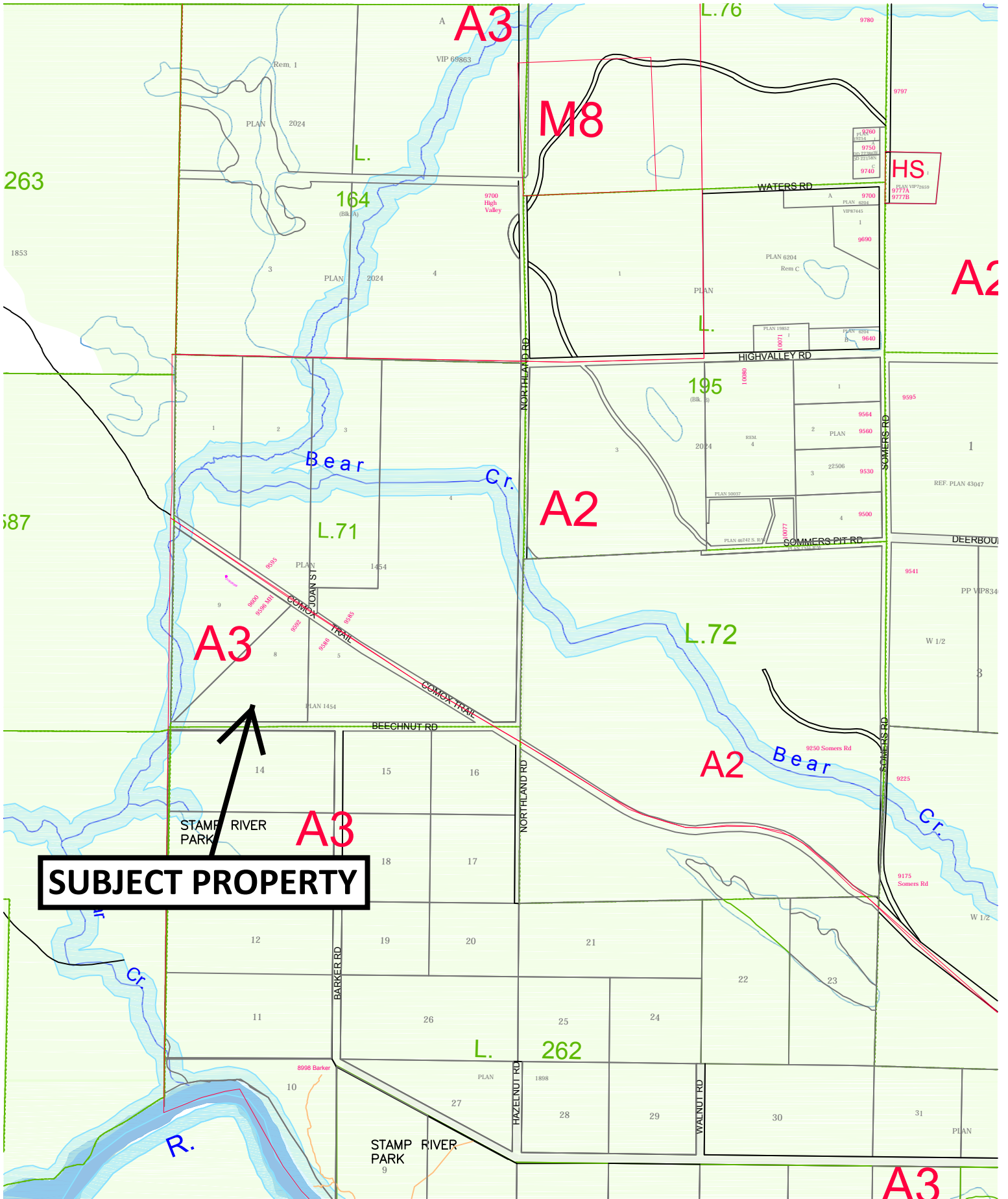
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187



MEMORANDUM

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

From: Heather Adair, Planner

Date: November 30, 2016

Subject: BC Timber Sales, replacement of West Coast Forest Stewardship Plan

Recommendation:

THAT the Board of Directors direct staff to provide a response to BC Timber Sales stating that the West Coast Forest Stewardship Plan does not impact the Regional District's interests.

Background:

ACRD staff and Directors Cote and Wyton met with BCTS staff on November 1, 2016 to review and discuss the replacement of BC Timber Sales Forest Stewardship Plan (FSP).

ACRD Planning staff have reviewed the proposed FSP in the context of our Official Community Plans, ACRD Zoning Bylaw, and the Vancouver Island Land Use Plan. The FSP area overlaps with the Bamfield, Sproat Lake and Long Beach electoral areas. The areas covered by the FSP are outside of the Bamfield and Long Beach Official Community Plan (OCP) areas, but are within the Sproat Lake OCP area. The Sproat Lake OCP designates this area as 'Resource' which includes policies to support forestry and forestry related activities. The FSP area is zoned Forest Reserve (A4) District which permits harvesting, transportation, and storage of forest resources. The FSP addresses and incorporates the Vancouver Island Land Use Plan - Higher Level Plan order.

ACRD staff and Directors Cote, Wyton, and Bennett are meeting with BCTS staff in January to discuss their operational plan. BCTS has committed to ongoing dialogue with the Regional District.

Staff have determined that ACRD's interests are unaffected by the proposed FSP.

Submitted by:



Heather Adair, Planner

MISC16015

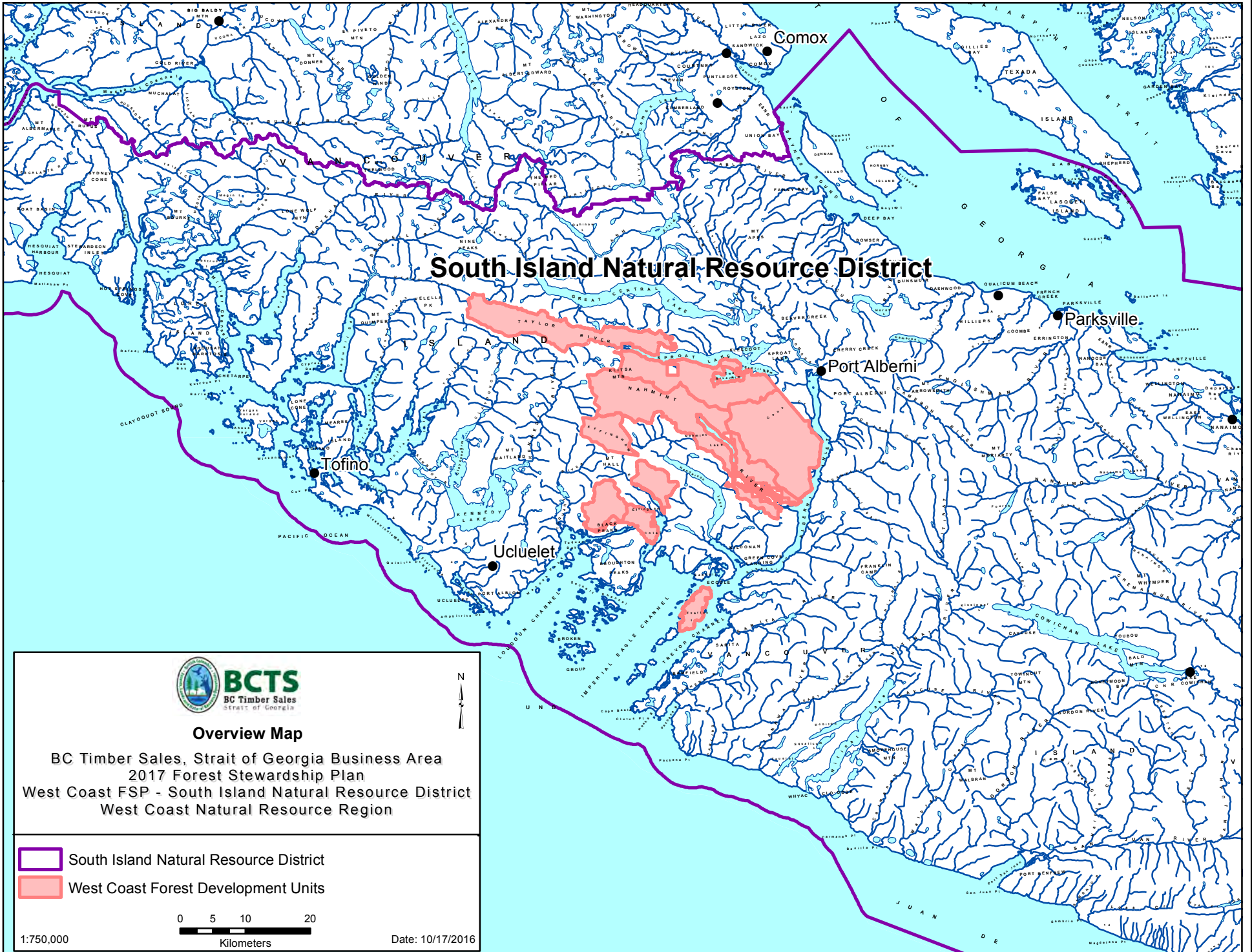
Reviewed by:



Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: ACRD Board of Directors

From: Russell Dyson, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services

Date: December 6, 2016

Subject: Administration Department Monthly Staff Report

In addition to daily activities, the Administration Department has been working on the following for the month of November/December 2016:

Alberni Valley Regional Airport Runway Expansion Project

Staff, D.R. Clough Consulting, Lewkowich Engineering and Bowerman contracting continue to work to improve the water quality discharge from the airport earth works.

In November (2) clay laden ditch lines were armored with filter cloth and blast rock greatly reducing the fine sediment discharge from the circuit one location.

The contractor has instituted a water quality-monitoring program, with special inspections both pre and post rain events. The water discharged from the airport site has shown a marked improvement over the last month and a half.

Obstacle Limitation Surfaces (OLS) intrusions outside the airport boundaries have been developed utilizing LIDAR data. The intrusions identification will assist FLNR in protecting the approach surfaces footprint both East and West of the runway.

The NW industrial road realignment tender process will begin in December with an anticipated completion of January 2017. A favorable proposal and contractor schedule will determine the projects start date.

Bamfield Water System Treatment Plant Project

Assent Vote (Referendum) - The Bamfield Water System Treatment Plant Referendum was held on Saturday, November 5th. Qualified electors within the Bamfield Water System Service Area voted in favour of the ACRD adopting a bylaw to enable the ACRD to borrow \$600,000 for the construction of a water treatment plant for the Bamfield Water System. For further information and timelines for this project refer to the report in the December 9th Board Agenda Package.

Proposed West Coast Multiplex Facility

Staff continue to work with the West Coast Multiplex Society and the Tla-o-qui-aht First Nation on the next steps for the multiplex facility on the west coast. The ACRD has retained the services of Scott Kenny to assist all parties in this process. Recreation Excellence has been retained to review and update the business plan that was conducted in 2008 for the West Coast Multiplex Facility. Peter MacLeod from Rec Excellence will be presenting the draft business plan for phase one of the multiplex project on Monday, December 12, 2016, 1:00 pm at the Long Beach Golf Course Clubhouse.

Volunteer Fire Department Boundary Extensions

Regional District staff have been working on amendments to the service area bylaws for the Bamfield Volunteer Fire Department, Sproat Lake Volunteer Fire Department and Beaver Creek Volunteer Fire Department to amend the boundaries of the service areas. Some of the boundary extensions are housekeeping, others are by petition from property owners requesting service coverage.

Board Strategy Session

The CAO is working with the Chairperson and Senior Staff on the ACRD Board Strategy Session scheduled for Thursday, December 15th, 9:00 am – 3:00 pm. This session will be a good opportunity to reflect on where the organization is at, the status of services and significant projects, current direction and reflection on organization capacity. In addition, this will be a good opportunity for Directors to review their priorities and identify key services and initiatives. The process will assist with the upcoming 2017 budget process.

Committee for Appointment of Fire Chiefs

Dan Holder, Emergency/Fire Services Coordinator is working with staff to arrange a meeting of the Special Committee that was formed by the ACRD Board with the purpose of bringing forward recommendations on appointment of fire chiefs and officers of the Regional Districts volunteer fire departments.

ACRD Procedures Bylaw Amendments

The Manager of Administrative Services is working on amendments to the ACRD Procedures Bylaw for consideration by the Board in January 2017. Amendments are required to reflect changes in the *Local Government Act*. Section 215 of the *Local Government Act* now states that election of Chair and Vice Chair of the Board is to be held at the first meeting after November 1st in each year. A review of how late items are introduced or considered is also being reviewed.

West Coast Emergency Planning

The Chief Administrative Officer arranged and participated in a meeting on Monday, November 28th in Ucluelet with community leaders, EMBC, Parks Canada and emergency coordinators on the West Coast to develop a plan for improved coordination of emergency response. A report is forthcoming that will look at improved cooperation and possibly a role for the regional district throughout 2017.

November Rain Event

An EOC level 1 was initiated in November on account of rain, high water levels and river flows and curtailed traffic on Highway 4. The ACRD helped to develop access to sand bags, supported the Tseshaht First Nation EOC and their state of emergency, provided coordination and communication and assisted Disaster Financial Assistance access. The CAO and Manager of Planning and Development attended a meeting in Sproat Lake to discuss the flooding experienced around the lake.

Submitted by:



Russell Dyson, Chief Administrative Officer



Wendy Thomson, Manager of Administrative Services



TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: December 8, 2016

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

2015 Total	2016 Total	APPLICATION
10	9	Rezoning
25	28	Development Permit and Development Variance Permit
4	10	Subdivisions
1	3	Agricultural Land Reserve
1	0	Board of Variance
11	5	Crown Leases
33	22	Bylaw Enforcement
18	19	Miscellaneous
102	96	TOTAL APPLICATION RECEIVED

Day to day planning applications continue to be the main focus of the department.

AVRA airport runway expansion project.

Attending Sproat Lake Residents Community Meeting December 1.

Work on agricultural initiatives is continuing, the main focus for the balance of 2016 will be preparing to host the Island Agricultural Show in Port Alberni in February 2017.

Mike Irg, MCIP, RPP
Manager of Planning and Development

MEMORANDUM

To: Board of Directors

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

Date: December 2, 2016

Subject: Finance Department Staff Report

In addition to the day-to-day activities, the finance department has been working on the following in November 2016:

- Bamfield Water System – Assisted the Environmental Services Department with the Clean Water and Wastewater Fund grant application for the Treatment Plant.
- Alberni Valley Regional Airport – continue to update project costs as new information is developed and began the short term borrowing process with the Municipal Finance Authority.
- 3rd Avenue Recycle Depot – Assisted in the development of the sprinkler system tender. Project to be done in early 2017.
- Asset Management – Attended the Asset Management BC conference in Richmond. Topics included:
 - How to implement the Asset Management for Sustainable Service Delivery: A BC Framework
 - Shaping the organization for Asset Management
 - Communicating the message to staff, elected officials and the public
 - Long term financial planning and linking to strategic priorities, asset management strategies and asset management plans
 - Performance measures
 - How to define service levels
 - UBCM survey results and steps moving forward
- West Coast Landfill – processed the reminder notices for residential garbage collection on the West Coast.

- Began communications with the auditor regarding the ACRD 2016 audit.
- Sproat Lake Volunteer Fire Department – processed the 2016 honorarium cheques for the members.
- Regional Hospital District – developed the 2017 Provisional Budget.
- 2016-2020 Financial Plan – developed an amending bylaw to include the Gas Tax projects approved and started during the year.



Submitted by:

Teri Fong, CPA, CGA, Manager of Finance

MEMORANDUM

To: Board of Directors

From: Environmental Services Department

Meeting Date: December 2, 2016

Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on for November 2016.

Long Beach Airport

- Airport Operation Manual (AOM) amendments to include lighting upgrades at CYAZ.
- Prep work for the Emergency Response Plan (ERP) exercise planned for Nov 29th.
- RFP and contractor site visits for OLS clearing on runways 07 and 34.
- November 10th First night BCAS medivac from CYAZ with the new landing light installation.
- Conduct ERP exercise at CYAZ runway 16 threshold with Tofino and Ucluelet fire departments, Fire Dispatch (Campbell River F.D., BCAS 134/136, RCMP, Nav Canada, and Parks Canada involvement.
- Began the plan to renew or offer lease properties at the airport based on market rate evaluation implementation plan.

AVRA

- Numerous site meeting with DFO, Bowerman, Soil and fisheries consultants to mitigate sedimentation release from the airport work site.
- On site review of ditch armoring as per the Lewkowich engineering mitigation plan.
- Coordinate LIDAR data for AVRA OLS overview with ASAP Geomatics.

West Coast Landfill

- Sourcing the new recycling containers for the West Coast recycling curb side service.
- Preparing the labels and information packages to be attached and sent out with the delivery of the new recycling cans.
- Assisting Parks Canada with secure storage site for trail building materials.

Alberni Valley Landfill

- 3rd Avenue Depot - Canada150 grant renovations continued – chemical isolation room, bathroom renovations, prepared for the tendering of the sprinkler system to be completed by March 31, 2017.
- Organized and completed the repair of the exterior shed to better secure the depot site and to prepare for the install of the siding.
- Access Road repaving completed, will defer the line painting until drier weather (most likely spring).

Bamfield

- Submitted funding application for the Bamfield Water Treatment Facility to the Clean Water and Waste Water Fund.
- Submitted a joint FCM grant Community Infrastructure Partnership Project with Huu-ay-aht First Nation to develop joint service agreement for solid waste management including recycling to work, the grant is to align and find an agreement to work together on waste services for Bamfield area.
- Staff and Director Wyton prepared and conducted interview for the FCM grant Community Infrastructure Partnership Project.
- Request for information regarding the possible subdivision of property in Bamfield related the water infrastructure required to service that subdivision.
- South Bamfield Road request for quotes – reviewed and prepare request for decision.
- Working with Koers on preliminary design plans for the Bamfield Water Treatment Facility and location of site.
- Assisting planning and Director Wyton along with the Ministry of Forests, Lands and Natural Resource Operations with squatter clean-up that occurred on Sandford Island.

Salmon Beach

- Testing of water sources in the community for future potable water source.
Ditching, silt trap cleanup and tree trimming as require throughout the Community.

Beaver Creek Water

- Working on the old maintenance building demolition contract including lead paint and asbestos remediation works.
- Compound preparation costing and plans for future shared and secured compound with BCVFD.
- Responded to 5 work orders
- Responded to 7 VT Scada Alarm after hour call outs
- Marked out 4 BC1 calls from the public/private users
- Internet upgrade
- McKenzie/Stamp River flood watch
- Darnley and Kitsuksis power outages
- Obtain permits and tickets for new service installs
- Reviewed SLVFD water system requirements
- Salvaged lights and ballast from old shop
- Installed temp power pole, trench, cable, breaker box etc for temp shop
- F250 in shop for wiper relay, fuel pump
- Install new meter-Arvey Rd, Karen Lot 6

- Cleaned Strick sensors due to Storm
- Replaced leaky CL2 schedule 80 pipe in Strick Rd
- Tested North reservoir swing check valves-bi annual check
- Review WQA bubble chart, many new service requests, bylaws
- Corix performing annual hydrant maintenance
- Along with daily duties
-

General

- M. Fortune attended the West Coast Emergency Management meeting held in Ucluelet.
- All ACRD water well sources being registered through Ministry of Environment with assistance from consultant. Staff gathering all historic information about each well.
- Asset Management seminar with Christina Benty – November 30.
- Long Beach Water and Millstream Water contractor/water supervision water oversight investigation.

Alberni-Clayoquot Regional District
 Staff Action Items by Department and Date
 Update to the Board of Directors as of December 6, 2016

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi-Purpose Bike Path in the future.	Russell	Yuułuʔiłʔatḥ to respond
2.	July 10/15 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	In Progress
3.	April 9/15 Recon. Comm.	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings.	Reconcil. Committee	Committee to review status
4.	May 27/15 Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	Met Nov 28, Ongoing TFN to report
5.	Sept. 16/15 AV & Bamfield Services Comm.	A 3-person committee made up of the CAO, Chairperson Osborne and Director McNabb was established to continue to meet with the Tseshaht First Nation to discuss tenure at the AV Landfill.	Russell	Met Nov 28 Council requests landfill tour for Dec 2016
6.	March 22/16 EA Directors Comm.	Dialogue with the City of Port Alberni to discuss a possible future funding contribution from the Gas Tax Allocation for the Alberni Valley Regional Airport improvements.	Russell	Letter sent to the City of PA
7.	May 31/16 West Coast Comm.	Proceed with Phase 1 of the business plan for the proposed multiplex facility on the West Coast which includes the long term viability of the project and a pre-design plan for the proposed facility. Receive input on the process from the Tla-o-qui-aht First Nation, West Coast Multiplex Society and West Coast Committee.	Russell	Done Dec. 12, 2016
8.	May 31/16 West Coast Comm.	Investigate what other communities do for regional emergency planning including contractual arrangements and funding.	Russell	Met on WC Nov 28
9.	June 22/16 Board	The Board requested staff review the implications of the Fire Safety Act regulations coming into effect.	Dan Holder	Report Forthcoming
10.	August 24/16 Board	The Board authorized the implementation of a First Responder Program for Bamfield and Anacla.	Dan Holder/ Wendy	Done
11.	Sept. 14/16 RHD	Staff investigate and report back to the Hospital Board on implications of entering into an arrangement with Mr. Joe Murphy for technical expertise for the Bamfield helipad	Dan/Mark	In progress

#	Date	Action Item	Assigned to	Target Date/Update
12.	Oct. 26/16 Board	A special committee was formed for the purpose of bringing forward recommendations to the Board regarding the appointment of the Fire Chiefs and officers of the Regional Districts Fire Departments, the committee to consist of the Directors of Bamfield, Sproat Lake and Beaver Creek, the current Fire Chief and Deputy of each department and the Fire Services Coordinator.	Dan/ Wendy	Coordinating first meeting
13.	Nov. 9/16 Board	The Board of Directors passed a resolution to conduct a one-day strategic planning session on December 15, 2016 for the purpose of defining priorities for the five-year financial plan – Arrange session.	Russell/ Wendy	Dec. 15 th 9:00-3:00, ACRD Boardroom
14.	Nov. 9/16 Board	Arrange a meeting with Minister Stone, Ministry of Transportation and Infrastructure regarding the Horne Lake Connector Business Case Final Report, October 2016.	Shelli	Minister cannot meet
15.	Nov. 16 th West Coast Committee	The West Coast Committee recommend the Chairperson of the ACRD write a letter to the appropriate federal and provincial ministries congratulating them on establishing oil spill response programs and advising them of the ACRD infrastructure at CYAZ that may be appropriate for logistical needs of emergency response.	Russell	In Progress
16.	Nov. 23 rd Board	The Board of Directors passed a resolution to enter into a 5 year lease agreement with the Coastal Community Credit Union commencing December 1, 2016 to lease Alberni-Clayoquot Regional District owned office space located at 3009 Fourth Avenue, Port Alberni, BC for their financial institution for an annual rent of \$37,056.00 plus their share of property taxes and operating costs, and authorize the Chairperson and Chief Administrative Officer to enter into the lease agreement on behalf of the ACRD – Prepare for signatures and advise CCCU.	Wendy	Done
17.	Nov. 23 rd Board	The Board of Directors adopted Bylaw 856-10, cited as Sproat Lake Fire Protection Service Area Amendment, 2016 to extend the boundaries to include Sproat Lake Provincial Park – Arrange bylaw for signatures and forward copies to SLVFD, BC Assessment, 911, Surveyor of Taxes and Ministry of Community, Sport and Cultural Development	Wendy	Done

#	Date	Action Item	Assigned to	Target Date/Update
18.	Nov. 23 rd Board	The Board of Directors adopted Bylaw 24-1, cited as Bamfield Fire Protection Specified Area Amendment, 2016 to include the portion of road from Anacla to Bamfield in the service area - Arrange bylaw for signatures and forward copies to BVFD, BC Assessment, 911, Surveyor of Taxes and Ministry of Community, Sport and Cultural Development.	Wendy	Done
19.	Nov. 23 rd Board	Contact the Port Alberni Port Authority to undertake a public engagement session regarding the PATH project with the residents of Electoral Area "A" as soon as is practically possible	Russell	Request forwarded - arranging
20.	Nov. 23 rd Board	Forward a letter to the Provincial and Federal governments requesting in consideration of the Somass Watershed: consult with the local communities, share information with respect to anticipated flood events and investigate options for mitigation of flooding	Russell/ Dan	Drafting
21.	Nov. 23 rd Board	Draft a letter to the Ministry of Transportation and Infrastructure to thank them for their preparation and actions to manage traffic on Highway Four and ask for consideration of improvements to avoid traffic disruptions along the Highway in similar flood events – draft letter.	Russell/ Dan	Drafting
22.	Nov. 23 rd Board	The Board of Directors passed a resolution requesting on behalf of the Alberni-Clayoquot Transportation Committee that the Ministry of Transportation and Infrastructure review the suggested proposed Hwy 4 to Hwy 19 cutoff at Melrose Road and respond to the AC Transportation Committee within a reasonable time frame/ 30 days – Draft letter to Ministry of Transportation and Infrastructure.	Shelli	Done
Finance Department				
23.	March 9/16 Board	Create an Emergency Plan 5 year Budget in 2017.	Teri	January 2017
24.	Sept. 21/16 WC Committee	The WC Committee instructed staff to meet with the Long Beach Recreation Cooperative to discuss the lease at the Long Beach Airport and outstanding water fees.	Teri/Wendy Andrew	Arranging
25.	Nov. 9/16 Hospital Board	The ACRHD Board of Directors passed a resolution to request a meeting between the Regional Hospital District Chair, Penny Cote, and Island Health representative, Dr. Wendy Johnsen, Medical Director,	Teri	Arranging

#	Date	Action Item	Assigned to	Target Date/Update
		regarding the End of Life Program in our region – Arrange the meeting.		
26.	Nov. 23 rd Board	The Board of Directors approved sponsorship in the amount of \$5,000.00 from the Special Events Grants-In-Aid, half in 2016 and 2017 to the District of Ucluelet towards their hosting of the 2017 Vancouver Island Emergency Preparedness Conference (VIEPC) on April 6-8, 2017 in Ucluelet, BC – Advise Ucluelet and budget remaining funds in 2017.	Teri	Done
27.	Nov. 23 rd Board	The Board of Directors authorized Director Bennett to attend the Dialogue for the Future of Fish and Fisherman on December 5, 2016 in Nanaimo, BC.	Teri	Done
28.	Nov. 23 rd Board	The ACRD Board of Directors authorized Director Bennett and St. Jacques to attend the Groundfish Trawl Advisory Committee meeting on December 2, 2016 in order to speak on at-sea processing of hake.	Teri	Done
Environmental Services Department				
29.	May 11/11 AV Comm.	Investigate with the Tseshah First Nation possible resource recovery at the AV Landfill.	Russell	In progress
30.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners for signage.	Andrew	Report in 2017 Financial Plan
31.	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/ Andrew	Report to Board January 2017
32.	Sept. 9/15 Board	Refer the correspondence from the District of Tofino regarding working with Eco West on green infrastructure to staff for consideration and report back to the West Coast Committee and then the Board of Directors – Prepare a report for consideration at the October 7 West Coast Committee Meeting.	Andrew	In Progress
33.	March 16/16 Special Board	The Board of Directors directed staff to complete waste reduction strategies as presented in the March 16 th Report at a cost of \$95,000.	Andrew/ Janice	In Progress Report forthcoming
34.	April 13/16 Board	Work with the Huu-ay-aht First Nation and Bamfield Marine Science Centre to develop a plan to combine waste services for the Bamfield Area	Andrew/ Janice	Applied for FCM Grant to assist process

#	Date	Action Item	Assigned to	Target Date/Update
35.	May 11/16 Board	Invite Island Health, Island Timberlands, Huu-ay-aht First Nations and the Ministry of Forests, Land and Natural Resource Operations to a future meeting to discuss watershed management in the interests of water quality.	Andrew/ Heather	In Progress
36.	Sept. 14/16 Board	The Board of Directors directed staff to proceed with the tendering of the Northwest Road relocation as outlined in the September 14, 2016 report of the CAO, subject to approval to proceed from the Ministry of Forests, Lands and Natural Resource Operations.	Russell/ Mark	RFD Dec. 9 th
37.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board include the purchase of 77 litre garbage containers up to a maximum of \$20,000 in 2017 for the West Coast Waste Service. Include in 2017 Budget.	Andrew/ Janice	Schedule for delivery mid December
38.	Sept. 21/16 WC Committee	The WC Committee recommends the ACRD Board amend "Bylaw No. R1021-4, Garbage and Recyclable Materials Collection Amendment, 2014" to include a charge of \$15 for recycling fees in 2017. Prepare RFD and amendment bylaw for consideration of the Board.	Andrew/ Janice	Prepare for Dec. 9 th Board meeting
39.	Sept. 21/16 WC Committee	The West Coast Committee directs staff to proceed with a Request for Proposals to lease a 2-acre section of land at the Long Beach Airport at the corner of Lysander and Airport Road. Draft RFD and amending bylaw for consideration by the ACRD Board.	Andrew/ Janice	In Progress – waiting for zoning
40.	Sept. 21/16 WC Committee	The WC Committee directs staff to proceed with Steller Management's letter of intent for the development plan for Lots C & D at the Long Beach Airport.	Andrew/ Janice	In Progress – Advertise in Jan. 2017
41.	Sept. 21/16 WC Committee	The WC Committee instruct staff to develop a strategy to move towards increasing lease rates to match the market values developed by Pacific Rim appraisals with timelines of expiration of leases where possible.	Andrew	Approved currently underway
42.	Oct. 5/16 AV & Bamfield Services Committee	The Letter of Understanding – Suncoast Waste Services Bailing Incentive report.	Andrew/ Janice	Report Dec. 9 th Board Meeting
43.	Oct. 5/16 AV & Bamfield Services Committee	The AV and Bamfield Services Committee received the 3 rd Avenue Depot report and confirmed support for capital expenditures at the Depot to be completed within the \$160,000 budget in 2016 and allocate \$140,000 for further capital upgrades in the 2017-2021 Financial plan.	Andrew/ Janice	Completing in 2016 and move to 2017 Financial Plan Process

#	Date	Action Item	Assigned to	Target Date/Update
44.	Oct. 12/16 Board	The ACRD Board passed a resolution to request the Air Quality Council to develop an education bulletin on effectively burning organic waste & the ACRD will distribute – Contact Air Quality Council.	Janice/ Andrew	AQQ Developing bulletin
45.	Nov. 9/16 Board	The Board of Directors approved submitting an application to the Clean Water and Wastewater Fund to help fund a water treatment plant to address the high levels of Trihalomethanes (THMs) in the Bamfield Water System that currently exceed the Canadian Drinking Water Guidelines – Submit application.	Andrew/ Janice	Submitted grant application
46.	Nov. 9/16 Board	The Board of Directors passed a resolution to sign onto the British Columbia Climate Action Charter – Commence process to sign onto the Climate Action Charter	Andrew	Will investigate staffing impacts & include in 2017 budget plan
47.	Nov. 9 th Salmon Beach Committee	Draft a RFD from the Salmon Beach Committee requesting the ACRD Board of Directors to forward a letter to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht main road.	Andrew	Dec. 9 th Board Agenda
Planning Department				
48.	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	Public Hearing in January 2017
49.	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 & provide a recommendation, following consultation with the Society, on the role of the ACRD.	Mike	Contacted Hall Society – Society working on options
50.	May 27/15 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
51.	May 27/15 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: <ul style="list-style-type: none"> 1. All structures to meet BC Building Code; 2. "Use at own risk" signage is provided; 3. Material and construction costs are not from public funds; 	Luc	In progress

#	Date	Action Item	Assigned to	Target Date/Update
		4. Future Maintenance and Inspection to be performed by ACRD; As outlined in the staff report dated November 20, 2014 – Proceed with the project.		
52.	May 27/15 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	Complete Fall 2016
53.	April 13/16 Board	Review ACRD Fire Department recent truck repairs and investigate Fire Departments use of maintenance contract for light vehicles.	Luc	Investigating
54.	Oct. 5/16 EA Committee	The EA Committee directed staff to conduct public input sessions to garner community input into options for dealing with short term vacation rentals.	Mike	In Progress
55.	Oct. 12/16 Board	Send in papers nominating Battleship Island on Highway 4 for a new Stop of Interest Sign through the Ministry of Transportation and Infrastructure.	Mike	In Progress
56.	Oct. 12/16 Board	Draft a letter of support to Rogers Mobility to proceed with the proposed cell tower at Sproat Lake.	Alex	In Progress
57.	Oct. 12/16 Board	Invite wireless communication providers in the region to meet with the ACRD Board of Directors and provide an update on their plans in the region.	Alex	In Progress
58.	Nov. 16 th West Coast Committee	Forward the Pacific Rim National Park Traverse Trail plan to the Regional Districts Regional Parks and Trail Advisory Committee for a discussion regarding links from the trail to Ucluelet and Tofino.	Mike	Winter 2017
59.	Nov. 23 rd Board	Islands Agriculture Show Sponsorship - The Board of Directors passed a resolution to sponsor one exhibitor booth at the Islands Agriculture Show for \$575 to provide an opportunity for non-profit organizations in the Alberni Valley who engage in food security and agricultural initiatives.	Mike/Alex	Done
60.	Nov. 23 rd Board	The Board of Directors approved sponsorship up to \$2,000 for a Barkley Sound Marine Production Tour to highlight coastal aquaculture and shellfish operations in conjunction with the Islands Agriculture Show.	Mike/Alex	Done

Issued: December 6, 2016



Alberni-Clayoquot Regional District
Board of Directors Meeting Schedule
JANUARY 2017

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, January 11 th	Board of Directors Meeting	1:30 pm - Regional District Board Room	Directors, Staff
	Hospital District Meeting	Immediately Following Above	Directors, Staff
Wednesday, January 25 th	Board of Directors Meeting	1:30 pm - Regional District Board Room	Directors, Staff

Issued: December 2, 2016



**SUMMARY OF REVENUE AND EXPENDITURES
FOR PERIOD ENDING NOVEMBER 30, 2016**

(PAGE 1)

	2016 YEAR TO DATE ACTUAL	2016 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ 4,733,752	\$ 4,733,752	100.00%
Parcel taxes	863,491	858,821	100.54%
Grants in lieu of taxes	92,358	30,500	302.81%
Services provided to other governments	84,965	78,954	107.61%
Sale of services	3,664,808	3,507,000	104.50%
Other revenue	145,012	483,600	29.99%
Grants from other sources	2,560,682	4,083,083	62.71%
Surplus (deficit) from prior years	1,929,885	1,935,065	99.73%
Committed surplus from prior year	2,016,589	2,016,589	100.00%
Transfers between services	76,992	651,021	11.83%
	<hr/>		
SUBTOTAL	16,168,534	18,378,385	87.98%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 844,445	\$ 911,739	92.62%
	<hr/>		
TOTAL REVENUE	\$ 17,012,979	\$ 19,290,124	88.20%
	<hr/>		

EXPENDITURES	2016 YEAR TO DATE ACTUAL	2016 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	296,578	299,151	99.14%
General Government Services	1,045,488	1,236,000	84.59%
Alberni-Clayoquot Health Network	126,717	160,000	79.20%
Regional Parks	31,964	42,000	76.10%
Regional Planning	140,088	187,500	74.71%
Electoral Area's			
Building Inspection	191,870	249,000	77.06%
Electoral Area Administration	210,621	921,812	22.85%
Mgmt of Development - Rural Areas	253,311	372,000	68.09%
Vancouver Island Regional Library	449,338	450,090	99.83%
Alberni Valley			
Alberni Valley Emergency Planning	223,052	292,400	76.28%
Alberni Valley & Bamfield Waste Mgmt	2,069,333	2,658,374	77.84%
Alberni Valley Regional Airport	517,242	2,030,750	25.47%
Alberni Valley Regional Water - Proposed	20,246	44,000	46.01%
Custom Transit	356,407	555,000	64.22%
Sproat Lake Marine Patrol	39,922	36,500	109.38%
West Coast			
Long Beach Airport	1,771,192	2,327,280	76.11%
West Coast Emergency Planning	18,713	24,315	76.96%
West Coast Multiplex	5,994	20,000	29.97%
West Coast Waste Mgmt	732,202	896,000	81.72%
City of Port Alberni			
Port Alberni Arena	39,786	199,475	19.95%
Bamfield			
Bamfield Community Park	6,658	12,500	53.26%
Bamfield Volunteer Fire Dept	126,765	185,198	68.45%
Bamfield Water System	153,621	615,342	24.97%
Beaufort			
Mountain Ranch Rd Fire Protection	3,162	3,187	99.22%
Long Beach			
Millstream Water System	27,821	36,450	76.33%
Salmon Beach Garbage	24,158	26,971	89.57%
Salmon Beach Power Distribution	62,179	85,800	72.47%
Salmon Beach Recreation	27,312	39,632	68.91%
Salmon Beach Security	28,627	46,000	62.23%
Salmon Beach Sewage	85,540	94,000	91.00%
Salmon Beach Transportation	111,933	198,000	56.53%
Salmon Beach Water	18,732	28,500	65.73%
South Long Beach Bike Path	18,405	7,200	255.63%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	14,027	14,000	100.19%
South Long Beach Street Lighting	728	920	79.13%
Sproat Lake			
Sproat Lake Animal Control	681	3,100	21.97%
Sproat Lake Arena	27,716	28,159	98.43%
Sproat Lake Community Park	86,218	96,000	89.81%
Sproat Lake Noise Control	2,935	7,100	41.34%
Sproat Lake Volunteer Fire Department	272,361	381,400	71.41%
Beaver Creek			
Arvay Rd Street Lighting	1,053	1,420	74.15%
Beaver Creek Animal Control	718	3,000	23.93%
Beaver Creek Community Park	4,407	10,000	44.07%
Beaver Creek Arena	20,855	21,316	97.84%
Beaver Creek Noise Control	708	2,100	33.71%
Beaver Creek Volunteer Fire Department	213,631	272,261	78.47%
Beaver Creek Water System	937,495	1,139,277	82.29%
Granville Rd Fire Protection	1,942	1,967	98.73%
Cherry Creek			
Cherry Creek Animal Control	954	4,972	19.19%
Cherry Creek Arena	17,164	17,636	97.32%
Cherry Creek Noise Control	708	2,100	33.71%
Franklin River Rd Fire Protection	75	100	75.00%
Cherry Creek Community Park	6,538	20,000	32.69%
Grants-in-Aid			
Total Grants in Aid	337,843	423,842	79.71%
	11,183,734	16,838,597	66.42%
Transfers to Municipal Finance Authority on behalf of the Municipalities	844,445	911,739	92.62%
	\$ 12,028,179	\$ 17,750,336	67.76%

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2016**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family													0	0
Mobile Homes							1	8,557	1	27,897			2	36,454
Multi-Family							1	41,695					1	41,695
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous													0	0
Totals	0	0	0	0	0	0	2	50,252	1	27,897	0	0	3	78,149

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2016 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	1	313,285	3	946,880	8	3,303,970	7	2,061,345	4	1,158,849	23	7,784,329
Mobile Homes	0	0	0	0	0	0	4	166,273	6	225,837	0	0	10	392,110
Multi-Family	0	0	0	0	0	0	1	41,695	0	0	0	0	1	41,695
Adds&Rens	0	0	0	0	0	0	3	451,897	2	295,000	1	60,000	6	806,897
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	1	66,000	1	66,000
Miscellenaous	1	20,713	0	0	0	0	16	495,836	11	342,662	6	163,369	34	1,022,580
Totals	1	20,713	1	313,285	3	946,880	32	4,459,671	26	2,924,844	12	1,448,218	75	10,113,611

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		4	1	3	2	10	45

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2015	85	8,302,662	89	8,577,170					
2014	70	6,551,200	73	7,121,200					
2013	77	7,891,578	81	8,208,948					
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900



MEMORANDUM

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: December 9, 2016

Subject: Vehicle maintenance – inclusion of fire departments on service agreement

Background


In 2013 the ACRD went to combine the vehicle maintenance service for all of the ACRD's fleet, at that time there was 7 vehicles within the fleet. A public process was undertaken to request quotes from the various auto shops in the Alberni Valley. Hometown Auto was selected and provided a two-year agreement for service. The agreement would have expired in February of 2015 but was renewed at the same rates for another two years until February of 2017.

In April of 2016 the Board of Directors requested that we look at including the fire departments within the service agreement. ACRD staff reviewed with the Fire chief's the eligible vehicles to be serviced in this agreement and there were three identified. The majority of the vehicles are large fire trucks that must go through an annual inspection at Berk's Intertruck Ltd.

Since the original request for vehicles maintenance services did not include the fire department and the expiry of the agreement is near the ACRD will request quotes for service with the additional vehicles in early January 2017.

Where specialized servicing and warranty work on vehicle the service would be taken to the appropriate service centre. An example is the new Ford F550 (new rescue truck) which the Beaver Creek Volunteer Fire Department purchased earlier this year – if required it shall be taken to the Ford dealer. The organization of vehicle maintenance must still be organized by the fire departments independently, ACRD staff cannot effectively conduct this work. The ACRD will have 12 vehicles available to offer in the maintenance program.

A request will be made for the rates to be extended to the fire department members.

Submitted by: 
Andrew McGifford, CPA, CGA, Manager of Environmental Services

Approved by: 
Russell Dyson, Chief Administrative Officer

Air Quality Council Meeting: October 13th, 2016

Notes from the meeting held on Thursday October 13th, 2016 at 2:00 pm in the ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC

Present: Chris Alemany (City of Port Alberni)
Judy Carlson (Community at large)
Larry Cross (Catalyst Paper)
Dave Jarrett (Community at large)
Earle Plain (MOE)
Sarah Thomas (Chair)
Andrew McGifford (ACRD Environmental Services)
Gary Swann (Community member)
Dr. Paul Hasselback (Island Health)
David Wiwichar (PEAK. Guest.)
Jane F (Community guest)

Regrets: Tim Pley (Fire Department)
Cynthia Dick (Tseshaht First Nation)
Patty Edwards (MLA's Office)
John McNabb (ACRD)
Ashley Popovich (Catalyst Paper)
Jade Yedia (Island Health)

Introductions and Membership

New AQC contact list was distributed.

Kazuhiro (Kaz) Takeuchi will be joining Stephanie as a new Alberni Environmental Health Officer. Kaz will join the AQC and trade off with Jade Yedia.

It was moved and seconded that the agenda be approved.

The minutes from June 16th meeting of the Air Quality Council were accepted as distributed. Moved and seconded. Carried.

1. Cantimber Update

What is the current status?	Golder Investigation and Stack testing planned for first week of November. PAPA is hosting an open house, October 13, 2016, 4:30pm at Echo Centre to share information about the testing plans. Encourage people to attend.
What has changed in the operations?	Will be connecting a secondary combustion chamber to control excess VOCs. Plan to burn charcoal.

What are withstanding concerns?	<p>Will feed material be tested? What moisture content is being considered acceptable? Is there any salt contamination? What level of emissions will be considered acceptable?</p> <p>Emissions experienced last March through June were unacceptable.</p>
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2. Backyard Burning Policy Unification

Land clearing air quality impacts	<p>Cherry Creek land clearing air quality impacts again this fall. Seems as though there is a problem with the forecast. For the most part these burns seem to in compliance with the regulation but caused unacceptable levels of smoke on a few specific days. Complaints were received from John Howitt elementary as well as other members of the community. Encourage people to report to RAPP line if they are concerned. Call the Port Alberni fire department to report backyard fires and woodsmoke in the City of Port Alberni.</p> <p>Comment from a pharmacist that they saw so many people who were impacted during the burn event in September and were dispensing more puffers than normal.</p>
Bylaw News	<ul style="list-style-type: none"> - A Cumberland backyard burn ban is going forward. - Provincial OBSCR (outdoor burning and smoke control regulation) updates are in the final draft stages. Expect to come into effect before the burn season next year.
ACRD Backyard burning Guidelines	<p>ACRD Backyard burning Guidelines or bylaw have been discussed since 2011. Andrew brought the draft memo from that time. The board discussed the merits of moving forward with such a ban or guidelines at their board meeting October 12, 2016. Interest but lack of staff time and the ability to monitor were identified as barriers. Decision to move forward with education campaign in conjunction with AQC and do a mail out along with the utility bills in January.</p> <p>For future consider a presentation to the ACRD. Consider recommending that a bylaw enforcement budget line be added to the budget for this purpose.</p>
Implementation Strategy for City Backyard burn ban	<p>Education strategy needed. Do this in conjunction with ACRD education roll out.</p> <p>Sarah to connect with Tim and Andrew about this.</p>

3. Smoke Houses

Air Quality and Smokehouses

Interest from Tseshaht in more information on air quality and smokehouses.

BC Centre of Disease Control provided a comprehensive set of literature on the topic. This was forwarded to Tseshaht chief councillor for information.

Island Health is investigating further to see if the First Nations Health Authority has other resources and information which we can share with Tseshaht.

Dr. Hasselback reported that there is a **major scientific study** on **woodsmoke and health** that will be released in the Journal of Epidemiology next year. Funded by Health Canada this research was conducted out of Guelph University and links the generation of woodsmoke to specific health outcomes. This will have direct implications on policy. Stay tuned.

4. Alberni Valley Air Quality Report Follow Up

Where are we at?

Following Earle's presentation last spring education dissemination will be necessary for the public.
Promote the report.
Consider this in conjunction with Backyard burn and woodstove education campaigns.

5. Woodstove Exchange Update

What is the current voucher count?

All 31 vouchers have been assigned
19 of those are complete and the money dispersed.
12 vouchers remain to be received.

2017 Application

2017 Application was submitted in September. Expect to hear back in a couple of months.

Provincial Woodstove Regulation

New solid fuel burning appliance regulation (SFBDAR) in place now.

- Regulates the types of appliances which can be sold in BC (Harmonizes with US EPA regulation from Washington).
- Changes the definition of allowable fuels
- Stricter regulation for outdoor boilers.

Guidance on the new SFBDAR is available on the BC website:

http://www.bcairquality.ca/pdf/sfbdar_factsheet.pdf

http://www.bcairquality.ca/pdf/sfbdar_q-a.pdf

WETT Inspections

City moving out of the WETT Inspection business. Ask Tim to do

What is the plan going forward?	<p>a presentation on this at the next AQC meeting.</p> <p>What is the plan for 2017 sunset clause enforcement? Work with the City to see how the AQC can support this work.</p> <p>Complete Infographic Series from last year. Finalize City fire hall brochure to distribute.</p>
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6. 2016/2017 Work Plan

What is the plan for the coming year?	<p>Woodstove Research Project – Funded by Island Health Job Creation Partnership Opportunity</p> <ul style="list-style-type: none"> • Could train people to go around and train people to do backyard composting. <p>CSC/AQC Society Development</p>
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- We will invite Forest Industry Reps to the next meeting to discuss what practices they employ, slash burning, if they consider chipping, etc.
- Invite Dave McCormick and Michael Liu for January Meeting and schedule a tour of Cantimber. Decision to wait at this point until the plant is operational to have a tour.
- Invite CO's for future meeting. Perhaps March.

Next Meeting – November 17th, 2016, 2pm, ACRD Board Room.

Adjourn – Meeting adjourned at 3:50 pm.

Air Quality Council Meeting: November 17, 2016

Notes from the meeting held on Thursday November 17th, 2016 at 2:00 pm in the ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC

Present:	Chris Alemany (City of Port Alberni) Jimmie Hodgson (Guest from Island Timberlands) Patty Edwards (MLA's Office) Dave Jarrett (Community member) John McNabb (ACRD) Earle Plain (MOE) Sarah Thomas (Chair) Tim Pley (City of Port Alberni) Jade Yedia (Island Health) Stephanie Bruvall (Island Health) Kazuhiro (Kaz) Takeuchi (Island Health) Russ Widdess
Regrets:	Judy Carlson Andrew McGifford (ACRD Environmental Services) Larry Cross (Catalyst Paper) Ashley Popovich (Catalyst Paper) Gary Swann (Community member)

The agenda be approved.

The minutes from the October 13, 2016 meeting of the Air Quality Council were accepted as distributed. Moved and seconded. Carried.

Introductions and Roundtable Updates

City

- New fire chief will be the new liaison to the AQC. Starts November 28, 2016.
- May 2017, woodstove bylaw comes into effect requiring removal of all old woodstoves
- Cantimber stack testing occurred last week. Results will be forthcoming.

ACRD

- Airport – no emissions
- ACRD signed onto the Climate Action Charter
- Looking at landfill emissions and ways to reduce emissions without gas extractions (composting one such option)

Ministry of Environment

- Provincial solid fuel burning appliance regulation came out earlier this year and increases the standard for wood appliances sold.
- Cantimber stack testing occurred last week. VIHA, FNHA, MOE, Tseshaht had a tour with Golder. Consultant is good and has a lot of background in this area.

Island Health

- Bring health evidence and health data to the table
- New Port Alberni Environmental Health Officer has been brought on. This increases the capacity to support initiatives in the region.

Broad, Regional Comments

- Land clearing impacts due to burning out Cherry Creek again.

1. Wildfire Hazard Abatement – Jimmie Hodgson (Manager Forest Operations, Island Timberlands)

What legislative requirements exist for dealing with forest debris?

Wildfire Act (applies on crown and private land)

- Requires assessment of fire risk
- Mandates that excess slash not be left on the landscape

Open Burning Smoke Control Regulation

- Regulates conditions, duration of burns

South Eastern Vancouver Island Burn Plan & Northern Strategy

Burn Plans are additional, voluntary, practices which companies (including Island Timberlands) sign on to.

- Discusses number of piles in an airshed per day
- Curing wood prior to burning
- Appropriate stacking of debris

Also check venting with one pile to make sure the venting is actually occurring according to the forecast ('test vent fire').

When burning within 500m of a residence notify each resident with a letter advising homeowners of the burn, informing about the source, practices being employed, etc.

What are considerations when deciding to burn?

- Consider proximity to neighbours
- Slope
- Timing
- Financial feasibility
- Indices, Venting, and Wind direction

Wildfire risk considered paramount.

What options are considered for dealing with the slash?

- Burn
- Firewood
- Hog
- Dispersal

Firewood

Sell permits
Particularly effective when cut blocks are close to town
Aim to have the whole cut block get used

	Very effective on the east coast of Vancouver Island. Not as effective here as there are more sources of wood. And crown land gives free permits.
Hog	Challenging to find cost effective options. Proximity to market is important
Dispersal	Distributing the slash back over the forest floor to provide fiber for the next rotation. Ensure can still see the forest floor. Don't want it completely covered. Rule of thumb – 'can see the ground'. Done when away from urban areas and when there isn't too much material. In urban areas greater fear of wildfire (concern about cigarettes, campers, etc especially since the debris is at the road side).
What else can be done to reduce the amount of material burnt?	- Road building to facilitate salvage - Dealing with the material in the forest rather than bringing it all to the road side and then dealing with it. - Working with staff and contractors at all levels so that everyone from the fallers to the quality control crew are looking for timber that can't be sold and leaving it standing or in the forest at least. Biomass boilers another option.

2. Woodstove Research Project

Aim	To get a better understanding of woodstove usage in Port Alberni.
Survey approach	Door to door. Target a specific number of households in each neighbourhood with the hope of getting a representative sample. Base off Smithers model Have canvassers bring education material with them to give out at the door. Roll out this winter. Caution – be clear what our approach is. Don't try to do too much in the surveys. Focus on woodstove piece.

Next Meeting – January 19th, 2016, 2pm, ACRD Board Room.

Adjourn – Meeting adjourned at 3:40 pm.