

# Alberni-Clayoquot Regional District

**BOARD OF DIRECTORS MEETING**  
**WEDNESDAY, FEBRUARY 10, 2016, 1:30 pm**  
 Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

## AGENDA

	<b>PAGE #</b>
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories.</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b> <i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – January 27, 2016</b>	<b>6-20</b>
<i>THAT the minutes of the Board of Directors meeting held on January 27, 2016 be adopted.</i>	
b. <b>Alberni Valley &amp; Bamfield Services Committee Meeting - January 25, 2016</b>	<b>21-25</b>
<i>THAT the minutes of the Alberni Valley &amp; Bamfield Services Committee meeting held on January 25, 2016 be adopted.</i>	
c. <b>Reconciliation Committee Meeting - January 27, 2016</b>	<b>26-30</b>
<i>THAT the minutes of the Reconciliation Committee meeting held on January 27, 2016 be adopted.</i>	
d. <b>Alberni Valley &amp; Bamfield Services Committee - Financial Planning Meeting - February 4, 2016</b>	<b>31-34</b>
<i>THAT the minutes of the Alberni Valley &amp; Bamfield Services Committee - Financial Planning Meeting held on February 4, 2016 be adopted.</i>	
e. <b>Electoral Area Directors Committee - Financial Planning Meeting - February 4, 2016</b>	<b>35-39</b>

*THAT the minutes of the Electoral Area Directors Committee - Financial Planning Meeting held on February 4, 2016 be adopted.*

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

- a. **Mr. Zoran Knezevic, President/CEO, Port Alberni Port Authority**  
regarding presentation on China Creek.
- b. **Jolleen Dick, Hupacasath First Nation** regarding Clutesi Haven  
Development Proposal

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **HONOURABLE MARY POLAK, MINISTER OF THE ENVIRONMENT** **40-41**  
Local Government Input - Climate Action and Climate Leadership Plan
- b. **MID ISLAND EMERGENCY COORDINATORS AND MANAGERS** **42-43**  
Discussion of the Emergency Program Act
- c. **CITY OF LANGFORD** **44-47**  
Island Corridor Foundation Process and Fees
- d. **HONOURABLE SHIRLEY BOND, MINISTER OF JOBS, TOURISM AND** **48-50**  
**SKILLS TRAINING AND MINISTER RESPONSIBLE FOR LABOUR**  
Update Regarding Ongoing Arrivals of Syrian Refugees into BC
- e. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES** **51-101**  
AVICC Update - Convention Registration, Resolutions, Nominations,  
Grants and Access Agreements
- f. **ENVIRONMENT AND CLIMATE CHANGE CANADA** **102-122**  
Input on Draft Recovery Documents for SARA Listed Species at Risk in  
BC
- g. **ANDREW NIKIFORUK** **123**  
The Reality of LNG: Fracking, Earthquakes, and Fractured Economies
- h. **WEST COAST AQUATIC** **124**  
Marine Spatial Planning Public Review Drop In Session

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **125-140**  
E911 Emergency Telephone System

*THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*





*the cost of the contract not to exceed \$10,000 excluding GST.*

**10. REPORTS**

**10.1 STAFF REPORTS**

- |    |                                                             |                |
|----|-------------------------------------------------------------|----------------|
| a. | CAO Report – February 5, 2016                               | <b>247-248</b> |
| b. | Planning & Development Manager Report – February 3, 2016    | <b>249-250</b> |
| c. | Financial Manager Report – February 5, 2016                 | <b>251</b>     |
| d. | Environmental Services Department Report - February 5, 2016 | <b>252-253</b> |
| e. | Staff Action Items Report – February 5, 2016                | <b>254-259</b> |

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

**10.2 COMMITTEE REPORTS**

- a. **Salmon Beach Committee Meeting - February 9, 2016 - T. Bennett (Verbal)**

*THAT this verbal report be received.*

**10.3 OTHER REPORTS**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. RECESS**

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

**15. RECOVENE**

**16. IN CAMERA**

*Motion to close the meeting to discuss matters relating to*

- i. Information that is prohibited from disclosure under Section 21 of the Freedom of Information and Privacy Act.*

**17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**18. ADJOURN**

**Next Board of Directors Meeting: Wednesday, February 24, 2016, 1:30 pm  
Regional District Board Room**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 27, 2016, 1:30 PM

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

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### 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)  
Pam Craig, (Alternate Director), Electoral Area "E" (Beaver Creek)  
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
John Jack, Councillor, Huu-ay-aht First Nation  
Mike Ruttan, Mayor, City of Port Alberni  
Jack McLeman, Councillor, City of Port Alberni  
Dianne St. Jacques, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułuꞑiꞑath Government  
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### REGRETS:

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

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

## 1. CALL TO ORDER

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

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

## 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

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

- *Letters from the Union of British Columbia Municipalities regarding the Regional District applications to the Gas Tax Program for the Alberni Valley Regional Airport and the Long Beach Airport;*
- *Alberni Valley Chamber of Commerce regarding an endorsement from the Alberni-Clayoquot Regional District for a Tri-Conic Challenge event to take place in 2017 ;*
- *2016 AVICC Resolution Submissions;*
- *Request for Decision - Alberni Valley Regional Airport, Area 1, Grinding of Remaining Wood Debris.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting - January 13, 2016**

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on January 13, 2016 be adopted.*

**CARRIED**

**b. Bamfield Water Committee Meeting - January 18, 2016**

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the minutes of the Bamfield Water Committee meeting held on January 18, 2016 be adopted.*

**CARRIED**

**c. Alberni-Clayoquot Transportation Committee Meeting - December 8, 2015**

*MOVED: Director Bennett*

*SECONDED: Director McLeman*

*THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on December 8, 2015 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Presentation - Russell Dyson, Chief Administrative Officer**

### **- 5 Years of Service**

The Chairperson presented R. Dyson, CAO with a gift of recognition for five years of service with the Alberni-Clayoquot Regional District.

Director Ruttan entered the meeting at 1:34 pm.

Director Banton entered the meeting at 1:35 pm.

**b. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for December 2015.**

Inspector Richards provided an overview of the Port Alberni RCMP Detachment report for December 2015. Property crime continues to be an issue in this area and on Vancouver Island as a whole.

**c. Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust regarding the Living Wage Calculation for the Biosphere Trust Region.**

Ms. Hurwitz provided a power point presentation on "A Living Wage for the Clayoquot Sound Biosphere Region". A living wage is the bare bones amount that families need to meet basic expenses of an average family of four. It considers housing, food, transportation, child care, health care, and is the "bare-bones" a family needs for an adequate quality of life. She provided an overview of how the calculation is conducted. The living wage in the Clayoquot Sound Biosphere reserve region is \$19.27 per hour. She asked Directors how they could use the living wage to support decision making? The delegation answered questions from Directors.

## **6. CORRESPONDENCE FOR ACTION**

**a. Correspondence January 11, 2016 from the Office of the Minister of State for Emergency Preparedness regarding the Emergency Program Act.**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the ACRD Board of Directors forward a letter to the Office of the Minister of State for Emergency Preparedness requesting an extension to the deadline to provide submissions on the review of the Emergency Program Act.*

**CARRIED**

**b. Correspondence January 11, 2016 from the Central West Coast Forest Society regarding request for letter of support for their funding application to the**



**Pacific Salmon Foundation to continue their work replacing the culverts in the English Cove Watershed.**

*MOVED: Director Bennett*  
*SECONDED: Director McCarthy*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of support to the Central West Coast Forest Society for their funding application to the Pacific Salmon Foundation to continue their work replacing the culverts in the English Cover Watershed.*

**CARRIED**

- c. Correspondence January 25, 2016 from the Alberni Valley Chamber of Commerce regarding request for full Endorsement of Tri-Conic Challenge Event to take place throughout the Alberni Valley during the Canada Day Weekend - 2017.**

*MOVED: Director Ruttan*  
*SECONDED: Director McLeman*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter of endorsement to the Alberni Valley Chamber of Commerce for their Tri-Conic Challenge Event to take place throughout the Alberni Valley during the Canada Day Weekend - 2017.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

- a. MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION**  
Meeting at the Union of BC Municipalities Convention in 2015
- b. AUDITOR GENERAL FOR LOCAL GOVERNMENT**  
Release of Performance Audit Report For City of New Westminster  
Release of Perspectives Series Booklet
- c. ISLAND COASTAL ECONOMIC TRUST**  
Alert Bay to Enjoy New Performance Amphitheatre
- d. CITY OF NORTH VANCOUVER**  
Feedback and recommendations to the Minister of Natural Gas Development and Minister Responsible for Housing regarding the Building Act under implementation
- e. HUU-AY-AHT FIRST NATION**  
Purchase of Properties in Bamfield
- f. OMBUDSPERSON**  
Files Closed from October 1 to December 31, 2015
- g. MANAGED FOREST COUNCIL**  
Information on the Managed Forest Council

- h. COMOX VALLEY REGIONAL DISTRICT**  
AVICC Special Committee on Solid Waste Management Long-Term Strategy for Solid Waste Management
- i. UNION OF BRITISH COLUMBIA MUNICIPALITIES**  
Regional District applications to the Gas Tax Program for the Alberni Valley Regional Airport and the Long Beach Airport

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

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

**CARRIED**

*MOVED: Director Wyton*  
*SECONDED: Director Bennett*

*THAT the ACRD Board of Directors forward a letter of congratulations to the Huu-ay-aht First Nation on the purchase of a number of properties in Bamfield Inlet.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Bennett*

*THAT the ACRD Board of Directors instruct staff to contact the Ministry of Transportation and Infrastructure to look at options to develop First Nations' transportation signage.*

**CARRIED**

*MOVED: Director Kokura*  
*SECONDED: Director Cote*

*THAT the ACRD Board of Directors invite the Managed Forest Council to make a presentation to the ACRD Board and provide an update on their mandate.*

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

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

*MOVED: Director Kokura*  
*SECONDED: Director Banton*

*THAT the Board of Directors:*

1. *Set the date for the Parcel Tax Roll Review Panel sitting for **Wednesday, February 24, 2016, 9:30am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;*

2. *Appoint the following Directors to the Parcel Tax Roll Review Panel: Bennett, Cote, McNabb and Director McLeman as alternate;*
3. *Appoint Andrew McGifford, Acting Manager of Finance for the ACRD as the Collector for 2016.*

**CARRIED**

**b. Request for Decision regarding Transport Canada Divestiture Program - West Bamfield Dock.**

*MOVED: Director Wyton*

*SECONDED: Director Craig*

*THAT the Board of Directors write a letter to the Honourable Marc Garneau, Minister of Transport with copies to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the Alberni-Clayoquot Regional District does not support the divestiture of the West Bamfield Dock by Transport Canada, and that the Board of Directors asks for a letter of support from the Huu-ay-aht First Nation.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Jack*

*THAT the above letter to the Minister of Transport also be forwarded to appropriate agencies as seen fit by the Bamfield Director and staff.*

**CARRIED**

**c. Request for Decision regarding 50th Anniversary Logo & Celebration.**

*MOVED: Director Jack*

*SECONDED: Director Banton*

*THAT in recognition of the Alberni-Clayoquot Regional District's 50<sup>th</sup> Anniversary on April 21, 2016 the ACRD Board of Directors:*

1. *Rebrand the Regional District logo as presented on all Regional District corporate documents for 2016.*
2. *Consider the required budget through General Government Services in 2016 for the celebration activities the Board desires to undertake.*

**CARRIED**

**d. Request for Decision regarding Third Avenue Recycling Depot Leased Lot.**

*MOVED: Director Ruttan*

*SECONDED: Director Craig*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the installation of 32 MPa, 4" thick concrete surface and associated drainage works by Bowerman Excavating Ltd., for the Third Avenue Recycling Depot in the amount of \$36,200.00 with funds provided from the AV/Bamfield waste management service budget.*

**CARRIED**

**e. Request for Decision regarding Contravention of Unsightly Premises Bylaw, 1147 Front Street, Salmon Beach.**

The Chairperson reported the property owner or a designate was invited to attend the Board meeting and speak to the matter. There was nobody in attendance to speak to the matter.

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors proceed with notice to the property owner of 1147 Front Street, Salmon Beach that cleanup will proceed after February 10, 2016 if the property owner does not cleanup the property by that date.*

**CARRIED**

**f. Request for Decision regarding Service Contract with Island Health for the AC Health Network.**

*MOVED: Director Cote*

*SECONDED: Director Craig*

*THAT the Alberni-Clayoquot Regional District Board of Directors enters into the 3 year service contract as presented with Island Health on behalf of the Alberni-Clayoquot Health Network in the amount of \$80,000 per year for a total of \$240,000.00.*

**CARRIED**

**g. Request for Decision regarding AVRA, Area 1, Grinding of Remaining Wood Debris.**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors agree to complete the land clearing of Area 1 at the AVRA by grinding of wood debris, for an additional cost of \$10,000.*

**CARRIED**

**9. PLANNING MATTERS**

- a. SA14004, 0924605 BC LTD, 200 BAMFIELD ROAD SOUTH**  
Subdivision Application – Parkland Dedication Request for Decision

*MOVED: Director Wyton*

*SECONDED: Director Kokura*

*THAT the Board of Directors recommend that parkland be dedicated by the owner of LOT 1, SECTION 18, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 38260, EXCEPT PART IN PLAN 45043, 46428, AND 47590 as shown on the proposed plan of subdivision to meet the requirements of Section 510 of the Local Government Act.*

**CARRIED**

- b. SA14004, 0924605 BC LTD, 200 BAMFIELD ROAD SOUTH**  
Subdivision Application – Parcel Frontage Waiver Memorandum

*MOVED: Director Wyton*

*SECONDED: Director Cote*

*THAT the Board of Directors waive the 10 percent road frontage requirement for Lots 8 to 16 of the proposed subdivision.*

**CARRIED**

- c. DVB15015, SCOTT, 6980 DEBEAUX ROAD**  
Development Variance Application – Report

*MOVED: Director Kokura*

*SECONDED: Director Craig*

*THAT the Board of Directors pass a resolution to consider issuing development variance DVB15015.*

**CARRIED**

- d. RD15006, DANELIUK, TWO RIVERS ARM, SPROAT LAKE**  
Rezoning Application – Memorandum and Bylaws P1331 and P1332

*MOVED: Director Cote*

*SECONDED: Director Kokura*

*THAT Bylaw P1331, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment be adopted.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Kokura*

*THAT Bylaw P1332, Regional District of Alberni-Clayoquot Zoning Text and Atlas Amendment be adopted.*

**CARRIED**

e. **RD15008, SHEELER, LOT A, VIP83219 PACIFIC RIM HWY**  
Rezoning Application – Report and Bylaws P1336, P1337 and P1338

*MOVED: Director Cote  
SECONDED: Director Bennett*

*THAT Bylaw P1336, Regional District of Alberni-Clayoquot Sproat Lake Official Community Plan Amendment be read a first time.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Bennett*

*THAT Bylaw P1337, Regional District of Alberni-Clayoquot Zoning Text Amendment be read a first time.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Bennett*

*THAT Bylaw P1338, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a first time.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Bennett*

*THAT the public hearing for Bylaws P1336, P1337 and P1338 be delegated to the Director for Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Bennett*

*THAT the Board of Directors confirm that adoption of Bylaws P1336, P1337 and P1338 is subject to meeting all technical referral agency requirements.*

**CARRIED**

**f. RE15007, BOWERMAN, 6546 SMITH ROAD**  
Rezoning Application – Report and Bylaws P1334 and P1335

*MOVED: Director Bennett*  
*SECONDED: Director Craig*

*THAT Regional District of Alberni-Clayoquot Beaver Creek Official Community Plan Amendment Bylaw P1334 be read a first time.*

**CARRIED**

*MOVED: Director Craig*  
*SECONDED: Director Bennett*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1335 be read a first time.*

**CARRIED**

*MOVED: Director Craig*  
*SECONDED: Director Cote*

*THAT the public hearing for Bylaws P1334 and P1335 be delegated to the Director for Electoral Area 'E', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Craig*  
*SECONDED: Director Bennett*

*THAT the Board of Directors confirm that adoption of Bylaw P1334 and P1335 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner or Professional Engineer that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;*  
*Meeting technical referral agency requirements.*

**CARRIED**

**g. RF15010, NEWBERRY, 6585 CHERRY CREEK ROAD**  
Rezoning Application – Report and Bylaw P1340

*MOVED: Director Banton*  
*SECONDED: Director Bennett*

*THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1340 be read a first time.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Cote*

*THAT the public hearing for Bylaw P1340 be delegated to the Director for Electoral Area 'F', the Alternate Director or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1340 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner or Professional Engineer that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density and;*
- b. Meeting technical referral agency requirements.*

**CARRIED**

**10. REPORTS**

**10.1 STAFF REPORTS**

- a. Staff Action Items Report - January 21, 2016**
- b. Meeting Schedule – February 2016**
- c. Building Inspector's Report – December 2015**

*MOVED: Director Kokura*  
*SECONDED: Director Ruttan*

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

**CARRIED**

**10.2 COMMITTEE REPORTS**

- a. Alberni Valley & Bamfield Services Committee Meeting - January 25, 2016 - (Verbal)**



Director Cote reported on the Alberni Valley and Bamfield Services Committee meeting held on January 25, 2016. The meeting was held downstairs in the Emergency Operations Centre. The Arrowsmith Amateur Radio Club provided a tour of their mobile unit.

*MOVED: Director McLeman*

*SECONDED: Director Cote*

*THAT this verbal report be received.*

**CARRIED**

**b. Reconciliation Committee Meeting - January 27, 2016 - (Verbal)**

Director Cote reported on the Reconciliation Committee meeting held earlier in the day. Deb Foxcroft, President of the Nuu-chah-nulth Tribal Council attended the meeting to discuss reconciliation. The Committee provided an overview of Regional District's reconciliation activities to date. There was discussion about working together with the Tribal Council on reconciliation activities. Recommendations from the Committee will be coming forward for consideration by the ACRD Board at the next regular meeting.

*MOVED: Director Bennett*

*SECONDED: Director Craig*

*THAT this verbal report be received.*

**CARRIED**

**c. 2016 Beaufort Planning Commission Appointment.**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT the ACRD Board of Directors appoint Vicki Lee be appointed to the Beaufort Advisory Planning Commission for a 16 month term.*

**CARRIED**

**10.3 MEMBER REPORTS**

**a. 9-1-1 Corporation – J. McNabb - No Report**

**b. Vancouver Island Regional Library - L. Banton**

Director Banton provided an update on the VIRLB and the 2016 budget.

**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 - No Report**

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

Director McLeman reported the Alberni Valley Chamber of Commerce will be coming to the Regional District with a proposal for advertising outside the Alberni Valley.

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

Director Bennett reported the Network has been working very hard over the past few years to make changes to the structure and continue operating. The Network holds a number of seats on the ground fish advisory which they do not want to lose. Director Bennett provided an overview of the proposed new structure of the Network. Funding for the Network will be discussed with the ACRD during 2016 budget deliberations.

**g. West Island Woodlands Advisory Group – L. Banton - No Report**

**h. Island Coastal Economic Trust – Josie Osborne**

The Chairperson reported that 2016 is the 10<sup>th</sup> anniversary of the Trust. They continue to lobby the government to continue funding the Trust.

**i. Air Quality Council, Port Alberni – J. McNabb - No Report**

**j. West Coast Aquatic Board – T. Bennett/K. Wyton**

Director Bennett reported upcoming public meetings to review the process for the Marine Spatial Plan: February 9th in Tofino, February 10th in Ucluelet and February 17th in Port Alberni.

**k. Association of Vancouver Island & Coastal Communities – J. Osborne**

The Chairperson reported the current focus of AVICC is the upcoming convention, April 8 – 10 in Nanaimo. The Executive has made space this year for a couple of different forums. There will be a meeting of mayors and meeting of electoral area directors. They are creating space within the agenda for these groups to get together to discuss issues of mutual interest.

**l. Beaver Creek Water Advisory Committee – J. McNabb**

Director Craig reported on the meeting held on December 10<sup>th</sup>. The Committee considered a request from a property owner to be included in the Beaver Creek Water service area.

**m. Other Reports – None**

*MOVED: Director Ruttan*

*SECONDED: Director McLeman*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

**11. UNFINISHED BUSINESS**

**a. Association of Vancouver Island and Coastal Communities**

Re: 2016 Resolution submissions

*MOVED: Director Bennett*

*SECONDED: Director St. Jacques*

*THAT the following resolutions be forwarded for consideration at the 2016 AVICC Convention:*

***Federal government cooperation for marine oil spill response in BC***

***Whereas*** the Province of British Columbia has declared that Canada should become a world leader in marine spill prevention, preparedness and response and has stated its concern about the current level of marine protection and potential spill response available on Canada's West Coast;

***And Whereas*** the Province of British Columbia is acting on the development and implementation of such protection and response but requires cooperation and support from the federal government in order to implement most of the recommendations it has identified to strengthen Canadian capacity for marine oil spill prevention, preparedness and response on Canada's West Coast;

***Therefore be it resolved that*** UBCM and FCM support the Province of British Columbia's position with respect to the need for world-class marine oil spill prevention, preparedness and response, and lobby the federal government to support and co-operate with BC to the fullest extent, committing sufficient resources, to achieve the highest level of spill prevention, preparedness and response capacity on Canada's West Coast.

**CARRIED**

Director Cootes entered the meeting at 3:22 pm.

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN-CAMERA**

*MOVED: Director Kokura*

*SECONDED: Director Jack*

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

*i. Labour or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:25 pm.

The meeting was re-opened to the public at 3:31 pm.

**15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

**16. ADJOURN**

*MOVED: Director Jack*

*SECONDED: Director McLeman*

*THAT this meeting be adjourned at 3:31 pm.*

**CARRIED**

Certified Correct:

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Josie Osborne,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON MONDAY, JANUARY 25, 2016

Regional District Board Room (downstairs), 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS**

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

### **PRESENT:**

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

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

Pam Craig, Alternate 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

### **REGRETS:**

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

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Dan Holder, Emergency Services Coordinator, ACRD

## **1. CALL TO ORDER**

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

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

## **2. ELECTION OF CHAIRPERSON 2016**

The CAO provided a brief overview of the process for election of Chairperson of the Alberni Valley and Bamfield Services Committee as per the Alberni-Clayoquot Regional District's Procedures Bylaw.

The CAO requested nominations for the position of Chairperson of the Alberni Valley & Bamfield Services Committee for a first time.

Director Kokura nominated Director McNabb for the position of Chairperson. The Manager of Administrative Services advised Director McNabb submitted a letter confirming acceptance of the nomination for the position of Chairperson.

The CAO requested nominations for the position of Chairperson of the Alberni Valley & Bamfield Services Committee for a second and third time.

There being no further nominations, the CAO declared Director McNabb Chairperson of the Alberni Valley & Bamfield Services Committee for 2016.

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT Director Cote be appointed Chairperson of this meeting in absence of Chairperson McNabb.*

**CARRIED**

Director Cote assumed the Chair.

## **2. APPROVAL OF AGENDA**

*MOVED: Director McLeman*  
*SECONDED: Director Craig*

*THAT the agenda be approved as circulated with the addition of the following late item: Request for Decision - Emergency Coastal Response and that the order of the agenda be amended by moving Item 8 - Reports for considered prior to item 3 – Request for Decisions and Bylaws.*

**CARRIED**

Director Ruttan entered the meeting at 10:07 am.

## **3. MINUTES**

### **a. Alberni Valley & Bamfield Services Committee meeting – November 12, 2015**

*MOVED: Director Kokura*  
*SECONDED: Director Wyton*

*THAT the minutes from the Alberni Valley and Bamfield Services Committee held on November 15, 2015 be adopted.*

**CARRIED**

## **4. PETITIONS, DELEGATIONS & PRESENTATIONS**

### **a. Arrowsmith Amateur Radio Club regarding services provided and a tour of their mobile trailer unit.**

Mr. Al Winney, Arrowsmith Amateur Radio Club reported they provide back-up communications to the ACRD and Emergency Management BC. He provided an overview of their services and conducted a tour of their radio room in the Regional District office and mobile trailer unit.

## 5. REPORTS

### a. **Update on Emergency Program, Review of the Coastal Response Exercise and Alberni-Clayoquot Regional District involvement. - CAO (Verbal) & Late Report regarding Exercise Coastal Response.**

The CAO provided an overview of the Alberni Valley Emergency Program and function in an emergency. He spoke to his report regarding the provincial Exercise Coastal Response event being held in Port Alberni, June 7<sup>th</sup> to 10<sup>th</sup>. The province will activate a response to a major earthquake and tsunami in the Alberni Valley. This is a huge event bringing 200 personnel, dignitaries and media to the community. There is an opportunity for the Regional District and City of Port Alberni to prepare and exercise its Emergency Operations Centre at the same time. The province will provide resources for training, planning and preparing our EOC. The CAO discussed the staff and community resources required to participate in this event. He requested the Committee consider a \$60,000 budget from the Alberni Valley Emergency Planning service in 2016 with the province providing a portion of the costs and in-kind support. The Committee agreed to consider during ACRD 2016 budget deliberations.

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the verbal and written report be received.*

**CARRIED**

## 6. REQUEST FOR DECISIONS & BYLAWS

### a. **REQUEST FOR DECISION**

Re: Alberni Valley Regional Airport, Area 1, Grinding of Remaining Wood Debris

*MOVED: Director Ruttan*

*SECONDED: Director Kokura*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors agree to complete the land clearing of Area 1 at the AVRA by grinding of wood debris, for an additional cost of \$10,000.*

**CARRIED**

### b. **REQUEST FOR DECISION**

Re: Alberni Valley Organics Diversion Strategy  
(Referred from November 25, 2015 Board of Directors Meeting)

The Committee reviewed the 12 recommendations coming out of the Alberni Valley Organics Diversion Strategy.

*MOVED: Director Ruttan*

*SECONDED: Director McLeman*

*THAT the Alberni Valley and Bamfield Services Committee direct staff to meet with Port Alberni City Council and share the results of the Organics Diversion Strategy for the Alberni Valley and come back to the ACRD Board with alternatives for implementing the Organics Diversion Strategy and resources required to implement the program for consideration during the 2016 - 2020 Financial Planning process .*

**CARRIED**

Director McLeman left the meeting at 11:30 am

**c. REQUEST FOR DECISION**

Re: Alberni Valley Runway Expansion Project - Engineering Services

*MOVED: Director Ruttan*

*SECONDED: Director Banton*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors endorse the attached proposal from Tetra Tech to provide engineering services to oversee tendering and construction of the Alberni Valley Regional Airport runway expansion project.*

**CARRIED**

Director McLeman re-entered the meeting at 11:32 am.

**7. UNFINISHED BUSINESS**

**8. LATE BUSINESS**

**9. IN-CAMERA**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*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, disclosure of which the Board considers 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 11:33 am.



The meeting was re-opened to the public at 11:47 am.

**10. RECOMMENDATIONS FROM IN-CAMERA**

**11. ADJOURN**

*MOVED: Director McLeman*

*SECONDED: Director Wyton*

*THAT the meeting be adjourned at 11:48 am.*

**CARRIED**

Certified Correct:

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Penny Cote,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE RECONCILIATION COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 27, 2016

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

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- DIRECTORS PRESENT:** Tony Bennett, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Mike Ruttan, Mayor, City of Port Alberni  
Josie Osborne, Mayor, District of Tofino  
Pam Craig, Electoral Area "E" (Beaver Creek)
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Shelli Lyle, Administrative Assistant

### 1. CALL TO ORDER

The CAO called the meeting to order at 10:02 am.

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

### 2. ELECTION OF CHAIRPERSON FOR 2016

The CAO conducted elections for Chairperson of the Reconciliation Committee for 2016.

The CAO requested nominations for the position of Chairperson for the Reconciliation Committee for the first time.

Director Pam Craig nominated Director Penny Cote for the position of Chairperson for the Reconciliation Committee for 2016. Director Cote accepted the nomination.

The CAO requested nominations for the position of Chairperson for the Reconciliation Committee for the second and third time and being no further nominations, the CAO declared Director Cote to the position of Chairperson Reconciliation Committee for 2016.

*MOVED: Director Craig*

*SECONDED: Director Osborne*

**CARRIED**

### 3. APPROVAL OF AGENDA

*MOVED: Director Bennett*

*SECONDED: Director Ruttan*

*THAT the agenda be approved as circulated.*

**CARRIED**

#### **4. ADOPTION OF MINUTES**

**a. Reconciliation Committee Meeting - July 8, 2015.**

*MOVED: Director Bennett*

*SECONDED: Director Ruttan*

*THAT the minutes of the Reconciliation Committee meeting held on July 8, 2015 be adopted.*

**CARRIED**

**b. Reconciliation Committee Meeting with the Port Alberni Friendship Centre -  
Notes for meeting held October 20, 2015**

*MOVED: Director Bennett*

*SECONDED: Director Craig*

*THAT the meeting notes for the Reconciliation Committee meeting with the Port Alberni Friendship Centre held on October 20, 2015 be received.*

**CARRIED**

#### **5. DELEGATIONS**

**a. Deb Foxcroft, NTC President – Discussion on Reconciliation**

NTC President, Deb Foxcroft requested an update on what the committee has done to date.

- Three (3) Maa-Nulth members sitting on the ACRD Board.
- June 17, 2013 meeting with Dr. Chief Robert Joseph; learning the history of residential schools, an awakening for people.
- May 22, 2013 ACRD Directors declared 2013 the Year of Reconciliation
- September 22, 2013 ACRD Directors participated in the Year of Reconciliation walk
- 2103 ACRD Reconciliation Committee formed
- November 6, 2013 CAO attended MARR 101 Ministry of Aboriginal Relations and Reconciliation Learning Series presentation
- June 18, 2014 John Rampanen Reconciliation Education Session
- September 2014 Reconciliation sessions/hearings at UBCM Convention
- Recognition of Traditional Territories at Regional District Meetings

- ACRD Website has a page on Reconciliation
- Jane Elliott's workshop, brown eyes – blue eyes
- Director Cote working with IH WCGH representative, Ellen Brown and Dr. Sam Williams on Reconciliation initiatives and training.
- Friendship Center meetings October 20, 2015 & March 25, 2014
- Letters of support provided upon request
- March 27, 2015 John Rampanen presented nananiqsuu haahuupa Sharing the Grandparents Teachings for local government, first nations, ACRD organizations and businesses.
- April 11, 2015 John Rampanen AVICC Workshop Building Cultural Bridges Reconciliation in Action
- September 30, 2015 ACRD Directors and Staff participation in Orange Shirt Day: Residential School Children Remembered
- July 22, 2015 Reconciliation Committee Terms of Reference adopted
- July 23, 2015 meeting request with Council of Ha'wiih to provide update of Reconciliation Committees activities.
- June 2015 Director Bennett attended the community healing and welcoming back of residential school survivors in Hesquiaht

President Foxcroft acknowledged that the ACRD has made reconciliation a priority. As Nuu-chah-nulth Tribal Council President, she stated her role is to advocate and lobby on behalf of the First Nations on whatever their issues are. In BC NTC is pretty unique, strong tribal council, long history in working together. NTC meets monthly with the nations, each nation has their own governance structures, their own priorities and agendas in their communities, the NTC is there to support by providing education, health, nursing, mental health, some buy back services. President Foxcroft thinks the important part is the ACRD has started, NTC recognizes the regional district's vision and commitment to do the work, it's not going to be easy work, need to determine how we can come together with some common issues, suggested educating yourselves on the United Nations Declaration of Rights of Indigenous Peoples. Reconciliation and child welfare is about speaking the truth in a loving caring way. Need to set the stage with a comfortable and safe atmosphere, it can be difficult as we are speaking the truth. President Foxcroft acknowledged Mayor Osborne regarding the tragedy that took place in Tofino and explained it was really important to involve the nations. Vice President Ken Watts has initiated a meeting bringing together the Nations, WC Mayors, Chairs, and staff in the coming months. Take it one step at a time; there are short term, midterm and long term goals. President Foxcroft will speak with the nations to see if they are willing and able to be involved, thanked the committee for making reconciliation a priority and will report and update the members.

Thoughts and Ideas from NTC are:

- Public awareness, true information and history, a plaque that tells the story, a map, signage

- Relationship building, education and awareness and understanding, ongoing process
- Inform the Nations of this meeting, see what opportunities they see, get them involved
- Aboriginal day do something jointly.
- Find a place for an indigenous art
- A day of honoring the survivors
- A march for the missing and murdered women
- Invite each other to events
- Signage getting the government to change, name changes in parks and facilities
- Examine the Truth and Reconciliation Recommendations

The CAO will consult with President Foxcroft regarding a facilitator and interest. President Foxcroft will ask the nations at the meeting in February if they are interested and want to attend, set the date using the next meeting they are in attendance in Port Alberni.

## 6. **REPORTS**

### a. **Review and Reconfirm of Terms of Reference for the Reconciliation Committee**

*MOVED: Director Ruttan*

*SECONDED: Director Bennett*

*THAT the Terms of Reference for the Reconciliation Committee be re-confirmed.*

**CARRIED**

### b. **Review of Reconciliation Activities To Date**

### c. **Next Steps**

*MOVED: Director Bennett*

*SECONDED: Director Ruttan*

*THAT the Reconciliation Committee recommends the ACRD Board of Directors send a letter to the Port Alberni Friendship Center following up on items put forward (Elders Luncheon, AGM) at the October 20, 2015 meeting and inviting them to attend a regular Board meeting to provide an update on their programs and activities.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Osborne*

*THAT the Reconciliation Committee recommends the ACRD Board of Directors considered funding through the budget process to conduct a workshop regarding the United Nations Declaration on the Rights of Indigenous Peoples and specific local government actions from the Truth and Reconciliation Commission , with First Nations leaders being invited to attend.*

**CARRIED**

**7. ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director Ruttan*

*THAT the meeting be adjourned at 11:07 am.*

**CARRIED**

Certified Correct:

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Penny Cote  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Alberni-Clayoquot Regional District

**MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE  
2016 - 2020 FINANCIAL PLANNING MEETING  
HELD ON THURSDAY, FEBRUARY 4, 2016, 10:00 AM  
Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC**

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**DIRECTORS** John McNabb, Chair, Electoral Area "E" (Beaver Creek)  
**PRESENT:** Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Keith Wyton, Director, Electoral Area "A" (Bamfield)  
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, Mayor, District of Tofino

**REGRETS:** John Jack, Councillor, Huu-ay-aht First Nation

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Acting Manager of Finance/Manager of  
Environmental Services  
Mike Irg, Manager, Planning & Development  
Wendy Thomson, Manager of Administrative Services  
Brad West, McGill Engineering

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 10:00 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 Cootes*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

a. **Alberni Valley & Bamfield Services Committee Meeting held January 25, 2016**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on January 25, 2016 be adopted.*

**CARRIED**

**4. FOR INFORMATION**

a. **Cost Allocation for Services shared by all Alberni Valley members**

Director Cote entered the meeting at 10:02 am

*MOVED: Director Kokura*

*SECONDED: Director McLeman*

*THAT this information be received.*

**CARRIED**

**5. REQUEST FOR DECISIONS & BYLAWS**

a. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Alberni Valley & Bamfield Waste Management

Director Banton entered the meeting at 10:05 am

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley and Bamfield Waste Management budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

b. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Alberni Valley Regional Airport

*MOVED: Director Kokura*

*SECONDED: Director McLeman*

*THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Regional Airport proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*



**CARRIED**

c. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Alberni Valley Emergency Planning

*MOVED: Director Kokura*

*SECONDED: Director Ruttan*

*THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Emergency Planning proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

d. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Custom Transit

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT the Alberni Valley & Bamfield Services Committee approve the Custom Transit proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

e. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Alberni Valley Regional Water Proposed Service

*MOVED: Director Banton*

*SECONDED: Director Ruttan*

*THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Regional Water Proposed Service budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

f. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Sproat Lake Marine Patrol

*MOVED: Director Cote*

*SECONDED: Director Ruttan*

*THAT the Alberni Valley & Bamfield Services Committee approve the Sproat Lake Marine Patrol budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**6. LATE BUSINESS**

**7. IN-CAMERA**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

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

- i. Information that is prohibited from disclosure under Section 21 of the Freedom of Information and Privacy Act.*

**CARRIED**

The meeting was closed to the public at 11:44 am

The meeting was re-opened to the public at 12:06 pm

**8. RECOMMENDATIONS FROM IN-CAMERA**

**9. ADJOURN**

*MOVED: Director Banton*

*SECONDED: Director McLeman*

*THAT the meeting be adjourned at 12:06 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING

HELD ON THURSDAY, FEBRUARY 4, 2016, 1:30 PM

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

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

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer (CAO)  
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

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

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

### 2. ELECTION OF CHAIRPERSON FOR 2016

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2016 for a first time.

Director Cote nominated Director Director Banton for the position of Chairperson. Director Banton accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for a second time and third time. There being no further nominations the CAO declared Director Banton Chairperson of the Electoral Area Directors Committee for 2016.

Director Banton assumed the Chair.

**3. APPROVAL OF AGENDA**

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

**4. ADOPTION OF MINUTES**

**a. Electoral Area Directors Committee Meeting held November 4, 2015**

*MOVED: Director Kokura*  
*SECONDED: Director Cote*

*THAT the minutes of the Electoral Area Directors Committee meeting held on November 4, 2015 be adopted.*

**CARRIED**

**5. REQUEST FOR DECISIONS & BYLAWS**

**a. REQUEST FOR DECISION**  
2016-2020 Financial Plan – Building Inspection

*MOVED: Director Kokura*  
*SECONDED: Director Wyton*

*THAT the Electoral Area Directors Committee approve the Building Inspection proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**b. REQUEST FOR DECISION**  
2016-2020 Financial Plan – Electoral Area Administration

*MOVED: Director McNabb*  
*SECONDED: Director Bennett*

*THAT the Electoral Area Directors Committee approve the Electoral Area Administration draft budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

c. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Management of Development –Rural Planning

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee approve the Management of Development - Rural Planning proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

d. **REQUEST FOR DECISION**

2015-2019 Financial Plan – Vancouver Island Regional Library

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee approve the Vancouver Island Regional Library proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

e. **REQUEST FOR DECISION**

Finalizing and Archiving Old/Expired Building Permits

*MOVED: Director Wyton*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommends that the Board of Directors authorize the closing and archiving of building permits 10 years and older as of the date of issuance due to inactivity, if the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued.*

**CARRIED**

**6. REPORTS**

a. **Zoning Bylaw Update - M. Irg (Verbal)**

The Manager of Planning and Development reported on the zoning bylaw update. Regional District staff is currently reviewing the draft zoning bylaw update. Changes have been made by the Consultant following the public open houses. Next steps will be the legal review and agency referrals. Another set of open houses will be held prior to bringing the updated Zoning Bylaw to the Board for consideration of first reading.

*MOVED: Director Kokura*  
*SECONDED: Director Wyton*

*THAT the Electoral Area Director's Committee receive this verbal report.*

**CARRIED**

b. **Memorandum**  
Community Works Fund - (CWF)

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Electoral Area Directors Committee instruct staff to develop a policy for consideration by the ACRD Board of Directors that addresses allocation of gas tax funds to outside groups including the following:*

- *determines the total \$\$ value of available funds and conditions for allocation*
- *terms for groups to submit their detailed proposals and rationale for the funds*
- *identifies conditions for funding equivalent to those that ACRD is responsible for in term of capital planning and accounting*
- *specifies an application process which is advertised and open to all qualified organizations*
- *requires some form of financial planning information including submission of financial statements.*

Directors McNabb, Kokura, Wyton and Cote voted in the positive.  
Director Banton voted in the negative.

*the motion was*

**CARRIED**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the memorandum regarding the Community Works Fund be received.*

**CARRIED**

**7. LATE BUSINESS**

**8. ADJOURN**

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT this meeting be adjourned at 3:41 pm.*

**CARRIED**

Certified Correct:

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Lucas Banton,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer

**From:** "Minister, ENV ENV:EX" <[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)>

**Date:** January 22, 2016 at 5:00:25 PM PST

**Cc:** "Minister, CSCD CSCD:EX" <[CSCD.minister@gov.bc.ca](mailto:CSCD.minister@gov.bc.ca)>, "[arichmond@cariboord.bc.ca](mailto:arichmond@cariboord.bc.ca)" <[arichmond@cariboord.bc.ca](mailto:arichmond@cariboord.bc.ca)>

**Subject:** Request for Local Government Input - Climate Action and Climate Leadership Plan

Reference: 294423

*January 22, 2016*

Dear Elected Official:

Last year, the British Columbia (BC) Government launched a process to develop a new Climate Leadership Plan that will enhance BC's climate leadership and help move BC's climate agenda forward. Much has been accomplished since BC's 2008 Climate Action Plan, and many significant gains are a direct result of local government leadership. With the development of a new plan, BC is now taking the next step toward a low-carbon future, alongside new international momentum following the December 2015 Paris agreement, and new national momentum following the federal government's commitment to develop a pan-Canadian framework for combatting climate change.

Local government signatories to the BC Climate Action Charter (Charter) are a key partner in helping to reduce greenhouse gas (GHG) emissions and create complete, compact and energy-efficient communities. The Province understands your community chose not to sign the Charter. However, we would welcome the opportunity to engage with you to hear what aspects of the Charter did not meet your needs. Hopefully, this dialogue would lead your community to reconsider signing the Charter and join 182 other local governments in BC participating in the Climate Action Revenue Incentive Program (CARIP). For information on signing the Charter please visit the [Ministry of Community Sport and Cultural Development](#) website.

Local government action has been substantial. For the 2014 reporting year, 173 local governments submitted CARIP reports. This is the largest number of reports received since 2010. The CARIP reports show consistently high numbers of community-wide and corporate climate actions over the past five reporting years. There are notable increases in emission reductions from greenhouse gas reduction projects. A number of local governments are successfully implementing new and innovative approaches to reducing energy use and GHG emissions. In addition

- 142 local governments are measuring their corporate emissions and 40 local governments are reporting as carbon neutral;
- 75 local governments have created climate action reserve funds;
- Nearly 75 percent of local governments in BC have energy and emissions plans which provide the foundation for identifying climate actions in their communities;
- Over half of the communities in BC have organic diversion and collection programs that keep methane-creating waste out of landfills.



BC is now focusing on two overarching climate-related priorities in 2016: completing the new BC Climate Leadership Plan and participating in the federal process to develop a pan-Canadian framework for combatting climate change.

As part of BC's preparation for engagement in the federal process, I am writing to seek your advice and input related to climate activities in the areas defined below by the federal government. I would greatly appreciate hearing what future climate action plans and ambitions you may have. If you would like to provide updates on action in other areas, that would also be welcomed.

- Transportation
- Electricity
- Buildings
- Forests
- Agriculture
- Government Operations
- Clean energy technology innovation
- Green infrastructure
- Adaptation and resilience
- Public education and engagement

I am also writing to let you know that the BC Government will be conducting further engagement with local governments as we work to develop our new Climate Leadership Plan. Nearly a quarter of all BC local governments submitted valuable input to the Climate Leadership Plan discussion paper in the summer of 2015 and we would now like to undertake more direct engagement. To that end, it is our wish to attend each of BC's local government annual association meetings over the coming months to further discuss the Climate Leadership Plan.

In the meantime, if you have questions about engagement on BC's new plan, you can contact Susanna Laaksonen-Craig, Head of BC's Climate Action Secretariat, at [Susanna.LaaksonenCraig@gov.bc.ca](mailto:Susanna.LaaksonenCraig@gov.bc.ca).

Sincerely,

Mary Polak  
Minister

cc: Honourable Peter Fassbender, Ministry of Community, Sport and Cultural Development  
Al Richmond, President, Union of BC Municipalities



**Mid Island Emergency Coordinators and Managers (MIECM)**

**c/o #202 – 4675 Marine Avenue, Powell River, BC V8A 2L2**

January 25, 2016

Honourable Naomi Yamamoto  
Minister of State for Emergency Preparedness  
Parliament Buildings  
Victoria BC V8V 1X4

Dear Minister:

**Subject: Discussion of the Emergency Program Act**


The Mid-Island Emergency Coordinators and Managers (MIECM) is a committee of Emergency Managers from the Vancouver Island region, consisting of representatives from the Comox Valley, City of Parksville, Regional District of Nanaimo, District of Tofino, Strathcona Regional District, Village of Sayward, Town of Qualicum Beach, Alberni/Clayoquot Regional District, City of Nanaimo, Bamfield, Regional District of Mount Waddington, the District of Ucluelet, the Cowichan Valley Regional District, the Powell River Regional District, the Sunshine Coast Regional District, and Island Health as well as a provincial government representative from EMBC. As a team, this committee works together to provide emergency management planning, support and leadership to our communities in an effort to protect people, property and the environment during emergencies.

Our membership has received your request through our respective local governments to provide input into the review of the *Emergency Program Act*. As Emergency Program Coordinators and Managers our members recognize the importance of this legislation in the planning, preparedness, response and recovery for major emergencies within our province. The Proposed amendments to the Act will significantly impact local authorities' emergency management responsibilities. Although we fully appreciate the opportunity to provide input into future revisions, the proposed consultation period, which was announced on January 11 and ends on February 19, 2016, does not allow adequate time for our local government committee processes to review and comment on the proposed Emergency Program Act amendments.

We urge you to reconsider the engagement timeline to allow for a thorough review of the *Emergency Program Act*.

Discussion among our membership has indicated that a minimum duration of 6 months would be a more appropriate timeframe to allow for effective local engagement. MIECM members would appreciate a response regarding whether you are able to extend the engagement timeline for our respective local authorities.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'RT', written over a light blue horizontal line.

Ryan Thoms  
2015/2016 MIECM Chair

cc: Ralph Mohrmann, EMBC Senior Regional Manager / Assistant Director of Emergency  
Coordination  
Clare Fletcher, EMBC Vancouver Island Regional Manager  
MIECM members



# City of Langford

[www.cityoflangford.ca](http://www.cityoflangford.ca)

## MAYOR'S OFFICE

Email: [bill.mckay@nanaimo.ca](mailto:bill.mckay@nanaimo.ca)

January 20<sup>th</sup>, 2016

Mr. Bill MacKay, Chair and Board of Directors  
Island Corridor Foundation  
Box 375 Stn A  
Nanaimo, BC V9R 5L3

Dear Board Members,

### RE: **Island Corridor Foundation Process and Fees**

The City of Langford has obtained a Bike BC grant to construct a dual direction bikelane on the lower side of existing Atkins Avenue. The City applied for this grant at the suggestion of CRD Parks to enable CRD Parks to provide a direct connection between their future E&N Rail Trail improvement (also on Atkins Avenue) and the existing Galloping Goose Trail which comes from View Royal towards Langford.

The City understood when we applied for this Bike BC grant that we were providing a relatively short section of trail about 200 to 225m long, alongside of our existing road on Atkins Avenue. The City inherited Atkins Avenue at the time that we incorporated. Approximately all of the existing Atkins Avenue road in the proposed trail location is within ICF right of way; however the new trail is within ICF right of way for 110m of the 225m long section.

The City further understood that CRD Parks had applied for a trail improvement grant for the E&N Rail Trail section and that grant included a redesign of the intersection of Atkins Avenue with the railway.

On Wednesday September 16<sup>th</sup>, the City met with ICF and Southern Rail in Langford to outline the proposed project. The ICF requested that the City draft a letter requesting permission to construct the bikelanes and pay a \$2,000 application fee to the ICF as well as a \$3,500 engineering review fee to Southern Rail. The requested fee as well as the requested information was sent to Southern Rail with drawings and the required rail checklist on September 21<sup>st</sup>, 2015. An initial letter and a set of sealed engineering design drawings were sent to the ICF September 21, 2015. The file opening fee for ICF was sent the week of October 13<sup>th</sup>, 2015 along with an updated letter of request to consider the bikelane project at a Board meeting October 22, 2015.

In addition to the file opening fee, the ICF required that Mr. Gordon Eisenhuth be retained at the City's cost to undertake a rail crossing assessment. The City retained Mr. Eisenhuth in October to undertake the rail crossing assessment.

While Mr. Eisenhuth was undertaking the rail assessment the City received the attached correspondence from Mr. Graham Bruce indicating that the Board had approved the Atkins Avenue

bikelane use. As noted in the email correspondence of October 27<sup>th</sup> there is no mention of any additional fees or charges for use of the ICF right of way for this project.

Mr. Eisenhuth produced an assessment of the rail crossing on November 27<sup>th</sup>, 2015. The results of that assessment indicated that the plans presented by the City would trigger significant adjustments to the rail crossing. With this information in hand the plans were adjusted moving the trail back 30m away from the rail crossing area with the further understanding that any future adjustments to the Atkins Avenue road crossing would be undertaken as part of the CRD Parks proposed project.

In addition to Mr. Eisenhuth, the City retained a traffic consultant to safely locate a pedestrian crosswalk on Atkins Avenue to move pedestrians and cyclists from the dual direction bike path back onto Atkins Avenue. It should be noted that cyclists and pedestrians currently use Atkins Avenue in its current configuration without any safety triggers by ICF. The proposed dual direction bikelane is being provided to improve cycling and pedestrian safety in this area.

In early January the City submitted revised plans to ICF and Southern Rail and attended a meeting in Nanaimo on January 13<sup>th</sup>, 2016 to discuss the subject project and review process. During that meeting Mr. Graham Bruce reviewed the role of ICF and Southern Rail and the approval process. ICF had a review engineer present from McElhanney for this meeting. Based on the plans presented, the ICF review engineer indicated that the City would be required to undertake a full engineering design of a realigned crossing for Atkins Avenue over the railway so that ICF and Southern Rail would know if a future signal could be placed in the remaining right of way. The City asked if no bike trail was being constructed who would be responsible if the road would ever need to be realigned at the time that the volume of rail traffic triggered that realignment to which ICF indicated that would be a City responsibility at that time, should it ever occur.

At the conclusion of the meeting on January 13<sup>th</sup>, Mr. Bruce also outlined the requirements moving forward which included:

- Detailed engineering design of a future road crossing;
- A \$2,100 review fee and revised checklist (revised from the submission sent in September 2015);
- A \$3,000 to \$5,000 deposit for the legal survey of the SRW for the bikelane; and
- Transfer of a \$50,000 fee to be transferred lawyer to lawyer by the City to ICF for the right to construct the bikelane in ICF right of way. This fee is to be transferred prior to any approvals being given.

The City had not been told of this additional \$50K fee prior to January 13<sup>th</sup>. Mr. Bruce explained that it was discussed at the October Board meeting. The City inquired why it was not included in the original email back to the City October 27<sup>th</sup>, to which Mr. Bruce replied that it resulted from the City of Langford not granting the Permissive Tax Exemption to the ICF. Mr. Bruce further replied that without the permissive tax exemption in place and without a fee of some amount (\$50K in this case) he felt that the City was at risk in the right of way use should the ICF ever go into receivership and the land be sold. Mr. Bruce indicated that the amount of \$50K was assessed based on a like amount that would have been the permissive tax exemption amount for this location.

The City feels that it is not acceptable to demand an additional licence fee simply because an elected body representing their constituents determines that it is not in the best interests for the community to provide a permissive tax exemption to ICF. In fact as a foundation representing numerous public bodies we believe that it is completely inappropriate to vary the amount of fees to be paid for the same services provided, based on the fact a permissive tax exemption was not provided.

The City is concerned about the transparency of the ICF operations and the accountability of Mr. Bruce as Chief Executive Officer. The City is requesting that the First Nations and member municipalities with ownership of the ICF corridor ask for a full disclosure of the ICF Not for Profit accounts including all revenue and expenses on a monthly basis.

The City is asking to:

1. Reduce and standardize fees charged to municipalities;
2. Undertake a review of employee salaries and contractors of ICF.
3. Shorten timelines for responses to questions from municipalities and the public ;
4. Have a more open transparent public process by notifying the public of all meetings and sending the agenda of every meeting to all participating municipalities. Perhaps holding public meetings not just in Nanaimo but throughout all five regions that are serviced by ICF.
5. Set up an ICF committee to monitor the performance and of the CEO (Mr. Graham Bruce).
6. Immediately audit the expenses / revenue claimed by Graham Bruce ;
7. Release all correspondence and law suits initiated by the CEO.
8. Provide the public a timeline of when and if the train will start operating again rather than releasing train schedules, start up service dates and track repair that do not come to fruition. Many hopes have been created with dates announced, but not realized.

Langford has always been a strong supporter of the ICF but is extremely disappointed with the operation of ICF under Graham Bruce. It is our community's opinion that the management and operational structure of the ICF needs to be reviewed and a new governance model established. Our municipality has lost confidence in Mr. Bruce's ability to effectively and efficiently operate the ICF on behalf of the taxpayers. The train has not run for five years and the track is in worse shape than ever before. It's time for change.

Yours truly,



Stewart Young  
Mayor

*Attachment: Email correspondence from Mr. Graham Bruce, October 27<sup>th</sup> 2015*

**From:** Island Corridor Foundation [<mailto:IslandRail@shaw.ca>]  
**Sent:** Tuesday, October 27, 2015 10:33 AM  
**To:** Michelle Mahovlich  
**Cc:** [akutaj@sryraillink.com](mailto:akutaj@sryraillink.com); 'Janice Roberts'  
**Subject:** Atkin Rd Bikelane

Michele

The board approved the Atkin Rd bikelane land use.

You will need to provide engineered drawings and the review fees to Southern Rail for their approval and ICF requires a land survey showing all of the land, including Atkin Road that encroaches on the corridor.

Please contact Al Kutaj directly to ensure you meet SVI's requirements.

With SVI's approval and the land survey we will then have our solicitor draw the Statutory Right of Way document for the road encroachment and bikelane. Your solicitor will have to deposit the legal and land use fees with our solicitor before we draw the SRW.

Regards

Graham Bruce  
Chief Executive Officer  
Island Corridor Foundation  
Box 375 Stn A, Nanaimo BC V9R 5L3  
Office: 250 754 7254 | Direct: 250 246 4320 | Cell: 250 210 0411 | Fax: 888 662 4197 |  
[www.IslandRail.ca](http://www.IslandRail.ca)



RECEIVED

JAN 21 2016

JAN 19 2016

Ref: 111690

Mr. Al Richmond, President  
Union of British Columbia Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

Dear Mr. Richmond:

I am writing to provide you with an update regarding the ongoing arrivals of Syrian refugees into British Columbia (BC) communities. I am delighted to see the outpouring of British Columbians' support for arriving refugees—in just the past few weeks we have seen hundreds of new arrivals welcomed into communities across the province from Victoria to Fernie to Prince George.

Refugee arrival numbers are continually evolving. As I mentioned in my previous letter, the federal government has created a website to provide up-to-date information on refugee volumes and settlement locations, available at: [www.cic.gc.ca/english/refugees/welcome/map.asp](http://www.cic.gc.ca/english/refugees/welcome/map.asp). For your convenience, I have attached the most current data as an appendix.

From November 4, 2015, to January 17, 2016, between 923 to 944 Syrian refugees have arrived in BC. So far, 783 have arrived in Vancouver, and the remainder are divided between 18 other communities. Another six communities can expect arrivals in the near future. According to the data the Province has collected so far, over 60 percent of arrivals have been children and youth, and the average family size has been quite large at 4.8 people. Among privately sponsored refugees who settle outside of Vancouver, families are on average much smaller (2.4 people) and are more likely to be working age.

You may have heard that the Immigrant Services Society of BC (ISSofBC), the organization that provides initial reception and support for government assisted refugees, asked the federal government for a temporary pause on the arrival of refugees from January 19 to 22. This is consistent with the strategic approach to the federal government's refugee resettlement plan, and several other cities across Canada have also requested a pause to allow service providers to catch up on transitioning refugees into permanent housing. During the brief pause of government-assisted refugee arrivals, privately sponsored refugees will continue to arrive in communities across BC.

.../2



Mr. Al Richmond, President


Page 2

The provincial government continues to take a cross-ministry coordination approach to address issues arising from this influx of new British Columbians. Currently, our most pressing focus is to support the federal government in securing permanent housing that can accommodate large families. We continue to work closely with the federal government, who have full jurisdiction over the refugee resettlement program, to coordinate our efforts as much as possible.

As I have indicated in previous correspondence, ISSofBC has created an online registry for private offers of support for Syrian refugees, including housing, employment and volunteer offers. ISSBC also publishes weekly newsletters about the progress of refugee settlement in BC. I encourage you to share this link with your members and their communities:  
[www.issbc.org/refugee-readiness-hub](http://www.issbc.org/refugee-readiness-hub).

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,



Shirley Bond  
Minister

Enclosure

pc: Honourable Peter Fassbender  
Ministry of Community, Sport, and Cultural Development  
and Minister Responsible for TransLink

**APPENDIX 1: Syrian Refugee Arrivals by BC Destination** (Source: <http://www.cic.gc.ca/english/refugees/welcome/map.asp>)

City	Government Assisted Refugees (GARs) / Blended Visa Office-Refereed (BVORs)	Privately Sponsored Refugee (PSRs) Arrivals	Total Refugee Arrivals	PSRs in Inventory (Soon to Arrive)	Total Admitted Refugees and PSRs in Inventory
Burnaby	5	34	39	15	54
Cogitlam	0	0	0	1 to 4	1 to 4
Duncan	7	0	7	0	7
Fernie	0	1 to 4	1 to 4	0	1 to 4
Fruitvale	0	0	0	1 to 4	1 to 4
Kanloops	5	0	5	1 to 4	6 to 9
Kelowna	9	9	18	0	18
Ladysmith	0	0	0	1 to 4	1 to 4
Langley	5	1 to 4	6 to 9	7	13 to 16
Maple Ridge	0	0	0	5	5
Nanaimo	1 to 4	0	1 to 4	0	1 to 4
New Westminster	0	7	7	1 to 4	8 to 11
North Vancouver	5	0	5	1 to 4	6 to 9
Oliver	5	0	5	0	5
Osoyoos	1 to 4	0	1 to 4	0	1 to 4
Port Moody	0	0	0	1 to 4	1 to 4
Prince George	0	5	5	5	10
Richmond	0	1 to 4	1 to 4	5	6 to 9
Salmon Arm	1 to 4	0	1 to 4	0	1 to 4
Smithers	0	0	0	5	5
Surrey	0	9	9	38	47
Vancouver	749	34	783	32	815
Victoria	23	0	23	11	34
West Vancouver	0	5	5	0	5
White Rock	0	1 to 4	1 to 4	0	1 to 4
<b>TOTAL</b>	<b>816 to 825</b>	<b>107 to 119</b>	<b>923 to 944</b>	<b>130 to 151</b>	<b>1,053 to 1,095</b>

Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Office of the Minister

Mailing Address:  
PO Box 9071, Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 356-2771  
Fax: 250 356-3000

Location:  
Room 138  
Parliament Buildings  
Victoria BC

[www.gov.bc.ca/jst](http://www.gov.bc.ca/jst)

**From:** [Wendy Thomson](#)  
**To:** [Tracy Bond](#)  
**Subject:** FW: AVICC January Update - Convention Registration, Resolutions, Nominations, Grants and Access Agreements  
**Date:** Wednesday, January 27, 2016 10:53:36 AM  
**Attachments:** [2016 1 27 Resolution Notice and Process.pdf](#)  
[2016 1 27 Call for Nominations.pdf](#)  
[2016 01 05 Cumberland Trails Land Access Agreement Press Release.pdf](#)  
[2015 12 16 TimberWest, Hancock, UROC Trail Access Agreement 2015.pdf](#)

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Next Board agenda

W

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**From:** Liz [mailto:[avicc@ubcm.ca](mailto:avicc@ubcm.ca)]  
**Sent:** Wednesday, January 27, 2016 10:36 AM  
**To:** AVICC  
**Subject:** AVICC January Update - Convention Registration, Resolutions, Nominations, Grants and Access Agreements

*Please forward to elected officials, CAO and Corporate Officer:*

## **1. Convention Registration**

Next week we will be opening up on-line registration for the 2016 Convention. As a reminder, the Convention will be held in Nanaimo from April 8-10. The AVICC Executive has lined up a very informative and engaging program with excellent speakers as well as opportunities for tours, networking and social events. More information will be sent out next week. Information on accommodation, locations and more is available on our website at [www.avicc.ca](http://www.avicc.ca)

## **2. Resolutions & Nominations Deadline**

The Second Call for resolutions to be addressed at the 2016 AVICC AGM & Convention is attached. The Resolution deadline is February 22, 2016, and there are very strict criteria for late resolutions. The AVICC Executive encourages members to focus on new issues of Provincial or AVICC-wide interest, and issues that are within the mandate of local governments. The UBCM asks for resolutions to be considered by the area associations before they are submitted to the UBCM Convention.

Also attached is the Nomination and Consent form for positions on the AVICC Executive. To be included in the Report on Nominations at the

Convention, forms must be received by February 22, 2016. Background information for candidates is available on the AVICC website at [Background](#)

### **3. PlanH Healthy Communities Capacity Building Fund Grants: Round Three**

PlanH is now requesting expressions of interest from local governments in BC who are leading the way in creating the conditions that enable healthy people and healthy places – in partnership with regional health authorities and other key community stakeholders. There are two streams of support available. [Find an overview of the latest Healthy Communities Capacity Building Grants on the website](#) to find out which stream is right for your community and important next steps in the grant application process.

### **4. Cumberland Trail Access Agreement**

Cumberland Council has requested the attached press release and trail access agreement be distributed to AVICC member local governments. It may be of interest to those seeking to legitimize non-motorized recreational access to private managed forest lands in their communities.

AVICC  
Union of BC Municipalities  
525 Government Street  
Victoria, BC, V8V 0A8  
(250) 356-5122



# 2016 AGM & CONVENTION

## RESOLUTIONS NOTICE

### REQUEST FOR SUBMISSIONS

#### **DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 22, 2016**

#### **SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

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

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
    - a) Online [http://ubcm.formstack.com/forms/avicc\\_2016\\_resolutions\\_submission\\_form](http://ubcm.formstack.com/forms/avicc_2016_resolutions_submission_form)
    - b) Email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
  - Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

#### **LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 6, 2016**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. *Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the Province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

## **UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca) or by calling 604-270-8226 (extension 115).

### **MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_

\_\_\_\_\_

AND WHEREAS \_\_\_\_\_

\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_

\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_

\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122 Fax: 250-356-5119**  
**Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**

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**AVICC AGM & Convention – April 8-10, 2016 – Nanaimo**





## 2016 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [Background](#)

A nomination and consent form should be used for all nominations (attached or on the website at [Nominations](#)).

The Chair of the 2016 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

#### 3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
Nominations Must Be Received By  
FEBRUARY 22, 2016**

#### **4. FINAL COMMENTS**

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### **5. FURTHER INFORMATION**

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at [Nominations](#)

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair  
2015 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2016-17 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

Municipality or Regional District Represented: \_\_\_\_\_

AVICC Executive Office Nominated For: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_ Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution<sup>2</sup>. I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 22, 2016**.

- 2"x3" Photo in digital format should be sent to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of members of the Association.

<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC  
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**



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## News Release

For immediate Release

January 5, 2016

### Cumberland Trails Agreement Finalized

Cumberland, BC – The United Riders of Cumberland (UROC), Village of Cumberland, TimberWest Forest Corp., and Hancock Forest Management are excited to announce that a land access agreement has been reached to formally allow non-motorized recreation on private managed forest lands adjacent to the Village of Cumberland.

This progressive and multi-faceted agreement not only authorizes public recreation on private and public forest lands south of the Village, but gives the private landowners the opportunity to better communicate and manage risks associated with people recreating on their land.

“This agreement represents the collective efforts of all parties involved and demonstrates what can be achieved through collaboration,” said Mike Manara, UROC President. “I am proud of the UROC board for their dedication to this project and the commitment to making mountain biking a legitimate industry in our community. We are stoked to put Cumberland and our amazing trails on the map! I would also like to thank the Village of Cumberland for their support in this endeavour, as well as all the volunteers that have contributed to our trail network over the years – you know who you are and we thank you!”

“Completion of this project is a very positive step,” said Domenico Iannidinaro, Chief Forester and VP Sustainability for TimberWest. “Years in the making, this agreement provides for legitimate access to mountain bikers and recreationists to enjoy a series of trails over multiple ownerships. Much credit must go to UROC and the Village of Cumberland for their efforts in bringing this agreement together.”

“Hancock Forest Management endeavors to give back to the communities that surround our managed forest lands and a Trails Agreement gives us an opportunity to do that,” said Matthew Merritt, Forester for Hancock Forest Management. “We are excited to move forward, working with the bike club to ensure a safe and sustainable use of the Valley's resources.”

For the Village of Cumberland, the agreement helps to move forward Council's goal of improving recreation opportunities in the community.

“Trails mean so much to our community from both a quality of life perspective, as well as an economic driver,” said Mayor Leslie Baird. “The parties know that working forests and trail-based recreational can be compatible land uses and that everybody – including residents of the Village – will benefit from this collaborative agreement.”

Under the terms of the agreement, UROC will take on key trail management and maintenance responsibilities for the approximately 70km Cumberland trail network, while also continuing to work in partnership with local trail builders and other stakeholders. UROC will be working closely with the Village of Cumberland and private

landowners on several trail infrastructure projects, including new trailhead information kiosks and the replacement of bridges over important stream crossings. Next up, UROC will be completing an inventory of the trail network to determine trail maintenance priorities and confirming trail difficulty ratings.

Over time visitors to the area can expect to see upgraded trail signage, improved route information, and consistent and proactive trail maintenance.

### **Media Contacts:**

For the United Riders of Cumberland:

Mike Manara, President  
250-702-1143

For the Village of Cumberland:

Leah Knutson, Manager of Recreation  
250-336-3017 (January 6<sup>th</sup> – 14<sup>th</sup>)

*or*

Kevin McPhedran, Parks and Outdoor Recreation Coordinator  
250-336-3012 (after January 15<sup>th</sup>)

For TimberWest Forest Corp.:

Steve Lorimer  
250-416-9294

For Hancock Forest Management:

Brian Carmichael, Communications Director  
617-663-4748

### **Backgrounder:**

- The United Riders of Cumberland is a Cumberland-based registered society that organizes events, group rides and other activities for mountain bikers of all ages and advocates for trails on behalf of all users. UROC requests that all trail users consider becoming members of the organization to assist the club in its new role in trail management. Check out [www.unitedridersofcumberland.com](http://www.unitedridersofcumberland.com) for more info, or search them on Facebook for updates and trail notices.
- TimberWest is Western Canada's largest private timberland company with 325,400 hectares / 804,200 acres on Vancouver Island and leads the coastal industry in the growing and harvesting of second-growth timber. The Company is a leader in sustainable forest management and is committed to Vancouver Island communities.
- Hancock Forest Management manages timberlands for large private investors. Hancock Forest Management is a wholly owned subsidiary of Hancock Natural Resource Group (HNRG), providing property management services for HNRG investor-owned properties. The Company manages nearly 6.8 million acres of timberland globally. In the Northwest Division, Hancock manages land in Washington, Oregon, California and British Columbia.

- The Village of Cumberland will continue to maintain trail management responsibilities for trails in the Cumberland Community Forest, Coal Creek Historic Park and other Village parks and trails with the support of UROC and other stakeholders. UROC will take on primary trail management responsibilities on the 193 ha of Village-owned lands in the Perseverance and Cumberland Creek watersheds.



Photo Credit: Dave Silver Photography

**LICENSE AGREEMENT**

THIS AGREEMENT dated for reference the 16 day of DECEMBER 2015.

BETWEEN:

**TIMBERWEST FOREST COMPANY**  
201 – 648 Terminal Avenue  
Nanaimo, British Columbia V9R 5E2

(“**TimberWest**”)

AND:

**COMOX TIMBER LTD.**  
4321 Boban Drive  
Nanaimo, British Columbia V9T 5V9

(“**Comox Timber**”)

AND:

**THE CORPORATION OF THE VILLAGE OF CUMBERLAND**  
PO Box 240, 2673 Dunsmuir Avenue  
Cumberland, British Columbia V0R 1S0

(the “**Village**”, and together with TimberWest and  
Comox Timber, the “**Licensors**”)

AND:

**UNITED RIDERS OF CUMBERLAND ASSOCIATION**  
2705 Dunsmuir Avenue  
Box 778  
Cumberland, British Columbia V0R 1S0

(the “**Association**”)

WHEREAS:

- A. The Village is the beneficial owner in fee simple of certain lands shown in orange and labelled as “Village of Cumberland Property” on the plan attached as Schedule A (collectively, the “**Village Lands**”);
- B. TimberWest is the beneficial owner in fee simple of certain lands shown in yellow and labelled as “TimberWest Forest Corporation” on the plan attached as Schedule A (collectively, the “**TimberWest Lands**”);

- C. Comox Timber is the owner in fee simple of certain lands show in brown and labelled as “Comox Timber Ltd.” on the plan attached as Schedule A (collectively, the “**Comox Timber Lands**”, and together with the Village Lands and the TimberWest Lands, the “**Lands**”);
- D. The Association is a non-profit society incorporated under the *Society Act* (British Columbia) with a mandate to advocate for non-motorized trail use on privately owned land; and
- E. The Licensors have agreed to grant to the Association a license over the Lands on the terms and conditions set out herein.

NOW THEREFORE in consideration of the mutual covenants and agreements herein, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

## **ARTICLE 1 INTERPRETATION**

- 1.1 Capitalized words and phrases used in this Agreement have the following meanings:
  - (a) “**Applicable Laws**” means (i) all statutes, laws, bylaws, common law, rules, regulations, ordinances, codes, orders, directions or other legal requirements of any applicable Governmental Authority (including all Environmental Laws), and (ii) any judgment, injunction, order or other similar requirement of any court or other adjudicatory authority (including any Order), in effect at the time in question and in each case to the extent the person or property in question is subject to the same.
  - (b) “**Association**” has the meaning set out on the first page of this Agreement.
  - (c) “**Association’s Representatives**” means the Association’s directors, officers, members, contractors, sub-contractors, agents and invited guests, including attendees of any Events in respect of which the Association’s obligations in subsection 4.1(s) are applicable.
  - (d) “**Business Day**” means a day other than a Saturday, Sunday or statutory holiday in the Province of British Columbia.
  - (e) “**Construct**” means to deposit, construct, erect or maintain any Works and variations of the term have corresponding meanings.
  - (f) “**Environmental Laws**” means all Applicable Laws which impose any obligations relating to the protection, conservation or restoration of the natural environment or relating to the storage, use or manufacture of Hazardous Substances or to the release of Hazardous Substances into the environment including the *Fisheries Act* (Canada), the *Canadian*



*Environmental Protection Act (Canada), the Transportation of Dangerous Goods Act (Canada) and the Environmental Management Act (British Columbia).*

- (g) “**Events**” has the meaning set out in subsection 4.1(s).
- (h) “**Governmental Authority**” means any federal, provincial, regional, municipal or local government or governmental authority, office or official having jurisdiction, or any political subdivision of any of them, or any entity, authority, agency or court or person exercising executive, legislative, judicial, regulatory or administrative functions on behalf of such government, governmental authority, office or official or other political subdivision thereof.
- (i) “**Comox Timber**” has the meaning set out on the first page of this Agreement.
- (j) “**Comox Timber Lands**” has the meaning set out in Recital C.
- (k) “**Hazardous Substance**” means any substance, material or thing or combination of substances, materials or things which could cause an adverse effect on, or which is dangerous or detrimental or potentially dangerous or detrimental to, any part of the natural environment, including a substance, material or thing included in or containing components included in the definition or meaning of “biomedical waste”, “contaminant”, “dangerous good”, “deleterious substance”, “hazardous product”, “nutrient”, “pollutant”, “reportable substance”, “special waste”, “waste” or “toxic substance” or any variation of any such term, in any Environmental Law or which is prohibited, controlled or regulated under any Environmental Law and, in respect of the foregoing, is found in a material or relevant concentration for the purpose of any Environmental Law.
- (l) “**Lands**” has the meaning set out in Recital C.
- (m) “**Licensors**” has the meaning set out on the first page of this Agreement, and “**Licensor**” means any one of the Licensors.
- (n) “**Licensors’ Representatives**” means each respective Licensor, its related partners and companies and its and their respective directors, officers, shareholders, employees, contractors, sub-contractors, agents and invitees, as applicable.
- (o) “**Losses**” has the meaning set out in section 8.2.
- (p) “**Order**” means any directive, decision, order, notice including a notice of litigation or proceeding, letter or other written communication, that is validly issued and requires the taking of any measures or actions or refraining from taking any measures or actions, issued or made by any Governmental Authority under any Environmental Law.

- (q) **“Public Notifications”** has the meaning set out in subsection 4.1(w).
  - (r) **“Release”** has the meaning set out in subsection 4.1(t).
  - (s) **“Required Insurance”** has the meaning set out in section 10.2.
  - (t) **“Road Use Rules”** has the meaning set out in section 4.1(f)(ii).
  - (u) **“Term”** has the meaning set out in section 2.1.
  - (v) **“TimberWest”** has the meaning set out on the first page of this Agreement.
  - (w) **“TimberWest Lands”** has the meaning set out in Recital B.
  - (x) **“Trail Management Plan”** means a comprehensive trail management plan that describes all projects the Association plans to undertake in respect of the Construction of Works within the next calendar year, establishes priorities and identifies funding sources for such projects, and identifies the portions of the Lands that will be affected by such projects.
  - (y) **“Trails”** has the meaning set out in subsection 3.1(a).
  - (z) **“Village”** has the meaning set out on the first page of this Agreement.
  - (aa) **“Village Lands”** has the meaning set out in Recital A.
  - (bb) **“Wood Harvesting and Operation Plans”** means TimberWest’s or Comox Timber’s plans for road construction, wood harvesting, silviculture and hazard abatement in respect of such Licensor’s Lands provided to the Association pursuant to subsection 6.1(a).
  - (cc) **“Works”** means any improvements Constructed on the Lands by the Association as permitted by the Licensors, including Trails, retaining walls (and other measures designed to prevent erosion), bridges, signs and materials used in the Construction of Trails (including sand, gravel and rocks).
- 1.2 In this Agreement, unless the context otherwise requires, the singular includes the plural and the masculine includes the feminine gender and a corporation, and the word “including”, when following any general statement, will be construed to refer to all other things that could reasonably fall within the scope of such general statement, whether or not non-limiting language (such as “without limitation” or “without limiting the generality of the foregoing”) is used with reference thereto.
- 1.3 The captions and headings contained in this Agreement are for convenience only and are not to be construed as defining or in any way limiting the scope or intent of the provisions herein.

- 1.4 If any provision of this Agreement or any part of a provision is found to be illegal or unenforceable, that part or provision, as the case may be, will be considered separate and severable and the remaining parts or provisions, as the case may be, will not be affected thereby and will be enforceable to the fullest extent permitted by law.
- 1.5 The following schedules form part of this Agreement:
- Schedule A: The Lands
  - Schedule B: Whistler Trail Standards
  - Schedule C: Road Use Rules
  - Schedule D: Contact Information

## **ARTICLE 2 TERM**

- 2.1 The duration of this Agreement and the rights herein granted will be for a term of two years commencing on January 1, 2016 and concluding on December 31, 2017 (the “**Term**”), unless earlier terminated in accordance with the terms of this Agreement.

## **ARTICLE 3 GRANT OF LICENSE**

- 3.1 Subject to the terms and conditions set out in this Agreement, the Licensors hereby grant to the Association the non-exclusive right and license for the Association and the Association’s Representatives to enter onto and use the Lands for the purposes of:
- (a) constructing, maintaining and improving new and existing trails on the Lands (collectively, the “**Trails**”), with or without vehicles, machinery and equipment;
  - (b) non-motorized, recreational use of the Trails; and
  - (c) generally doing all acts, things and matters which are reasonably necessary or incidental to:
    - (i) the exercise of the rights granted to the Association pursuant to the subsections 3.1(a) and 3.1(b); and
    - (ii) the fulfillment of any of the Association’s obligations under this Agreement,

and for no other purpose without the prior written approval of the Licensor who owns the Lands the Association wishes to use for another purpose.

3.2 The Association acknowledges and agrees that:

- (a) no Licensor has made nor will make any representations or warranties as to the state of such Licensor's Lands, the fitness of such Lands for the purposes contemplated in this Agreement or any other matter in any way related to or connected with such Lands and the intended use thereof by the Association and the Association's Representatives, the Association has satisfied itself with respect to all such matters as it considers necessary related to or in connection with the Lands and the intended use and the Association is accepting the Lands for such use strictly on an "as is, where is" basis;
- (b) the rights granted under this Agreement do not constitute any interest in the Lands or entitle the Association to exclusive possession of the Lands or any portion thereof;
- (c) each Licensor may each at any time and from time to time prohibit or restrict the exercise of any of the rights granted to the Association under this Agreement with respect to such Licensor's Lands for such period or periods of time as such Licensor may in its absolute discretion determine should the Licensor consider such prohibition or restriction necessary or advisable on account of hazardous weather conditions, unreasonable interference with the operations of the Licensor, or for any other reason, and the Association will at all times observe and comply with such prohibitions or restrictions;
- (d) each Licensor and the Licensors' Representatives may, without notice to the Association and without any restriction whatsoever, enter upon and use the Licensor's Lands or any portion thereof at any time for any purpose related to the conduct of such Licensor's business or affairs including, in the case of TimberWest and Comox Timber, the conduct of wood harvesting operations (whether or not such operations have been identified in the Wood Harvesting Operation Plans), and any such uses of the Lands by the Licensors or the Licensors' Representatives:
  - (i) will not constitute an interference with the rights granted to the Association pursuant to section 3.1 or a breach of the Licensors' obligations under this Agreement; and
  - (ii) will prevail in the case of any conflict with the use and occupation of the Lands by the Association or the Association's Representatives;
- (e) the Association's rights under this Agreement are at all times subject to existing conditions, covenants, restrictions, reservations, easements and rights-of-way registered against the Lands, including subsurface rights, the lawful exercise of which by the registered holders thereof may interfere with the rights granted to the Association under this Agreement;

- (f) each Licensor may grant licenses of use and occupation to third parties unrelated to such Licensor in respect of such Licensor's Lands for any purpose in such Licensor's sole and absolute discretion; and
- (g) if the Association fails to perform any of its obligations under this Agreement, each Licensor may after ten days' prior written notice (except in the case of an emergency, in which case no notice will be required) perform such obligations on the Association's behalf and the cost thereof will be due and payable by the Association within 30 days after the Association's receipt of an invoice therefor.

#### **ARTICLE 4 COVENANTS OF THE ASSOCIATION**

4.1 The Association covenants:

- (a) Plan. To provide for the Licensors' approval, prior to the execution and delivery of this Agreement, a sketch plan or plans identifying all existing Trails on the Lands;
- (b) Trail Inventory and New Construction. To evaluate the condition of existing Trails, identify priorities for upgrading existing Trails and Constructing new Trails, and establish Trail difficulty ratings;
- (c) Trail Signage.
  - (i) To obtain, install and maintain appropriate informational signage related to use of the Trails, including maps and warnings regarding risk and trail difficulty rating, which identifies the Trails as recreational Trails;
  - (ii) at any Licensor's request, to include any rules and regulations referred to in subsection 4.1(f) on signs to be installed on such Licensor's Lands; and
  - (iii) notwithstanding any other provision of this Agreement, to submit all proposed modifications of existing trail signs and Construction of new trail signs containing warnings in respect of risks of use of the Trails for the prior written approval of the Licensor on whose Lands such signs are or will be situate;
- (d) Trail Management Plan. To submit the Trail Management Plan for the approval of the Licensors within 90 days of the execution and delivery of this Agreement, annually update and submit, within 30 days of the anniversary of this Agreement, the Trail Management Plan for the approval of the Licensors, and implement the Trail Management Plan upon receiving such approvals in writing; each Licensor will use commercially reasonable efforts to provide its approval of or comments on

the Trail Management Plan within 30 days each time it is in receipt thereof;

- (e) Permits. To obtain all permits and approvals from any Governmental Authority as may be required for the Association to lawfully Construct any of the Works and to provide the Licensor on whose Lands the Works are situate with copies of same forthwith upon receipt;
- (f) Rules. To observe, abide by and comply with, and cause the Association's Representatives to observe, abide by and comply with:
  - (i) any rules and regulations provided to the Association by any Licensor in respect of the use and occupation of such Licensor's Lands, including rules related to fire hazards and public safety;
  - (ii) the Road Use Rules set out in Schedule C (the "**Road Use Rules**"); in the event of any conflict between the Road Use Rules and any rules in respect of road use of the Association or any Association's Representative, the Road Use Rules will prevail to the extent of such conflict; for greater certainty, notwithstanding the incorporation of the Road Use Rules into this Agreement, each Licensor may in addition provide the Association with rules governing road use in respect of such Licensor's Lands pursuant to subsections 4.1(f)(i) or 4.1(f)(iii);
  - (iii) any condition imposed by any Licensor in connection with any approval granted by such Licensor to the Association pursuant to this Agreement in respect of such Licensor's Lands; and
  - (iv) all Applicable Laws of any Governmental Authority with respect to the Association's use and occupation of the Lands and Construction of the Works;
- (g) Construction. Not to Construct any Works on the Lands without the prior written approval of the Licensor on whose Lands the Works are to be situate, provided that the Association may Construct any Works on the Lands that are described in a Trail Management Plan approved by the Licensors in writing;
- (h) Removal of Works. To remove at its cost any Works forthwith upon the written direction of the Licensor on whose Lands the Works are situate, if such Work has been Constructed without the prior written approval of such Licensor or was not described in a Trail Management Plan approved by the Licensors in writing, or if such removal is required by TimberWest or Comox Timber in connection with the conduct of its business activities, including its wood harvesting operations, on the TimberWest Lands;
- (i) Liens. To pay when due all claims for labour and materials furnished or alleged to have been furnished to or for the Association on or for use on

the Lands, which claims are or may be secured by any liens against the Lands or any interest therein, to take all necessary steps to have any such claim of lien removed or withdrawn not later than ten days after becoming aware of same, and if such claim of lien has not been removed or withdrawn within such period, to forthwith furnish the Licensor against whose Lands the claim of lien was filed with a letter of credit or other security in form and substance acceptable to such Licensor, in an amount equal to the amount of any such claim, and to reimburse such Licensor for all costs and expenses incurred by the Licensor in taking all steps necessary to have such claim of lien removed or withdrawn, including actual legal fees;

- (j) Trees. Not to trim, cut or destroy any trees, whether downed or standing, on the Lands without the prior written approval of the Licensor on whose Lands the trees are to be trim, cut or destroyed, unless such trimming or cutting is included in the then-current Trail Management Plan, provided that the Association may trim or cut trees and other growth to the extent required to ensure the safety of users of the Trails;
- (k) Workmanship. To Construct the Works in a good and workmanlike manner;
- (l) Trail Standards. To Construct the Works and the Trails in accordance with the standards set out in the Whistler Trail Standards, a copy of which is attached as Schedule B;
- (m) Storage. Not to store any tools, apparatus, equipment, supplies or materials on the Lands without the prior written consent of the Licensor on whose Lands the storage is to occur, such consent to be in the sole discretion of the applicable Licensor;
- (n) Access. To manage vehicle access and gate keys for Construction of the Works;
- (o) Harmful Activity. Not to commit or permit any wilful or voluntary waste, spoil or destruction on the Lands or do or permit to be done thereon anything that is a nuisance or annoyance or is otherwise harmful or potentially harmful to the Licensors, the Licensors' Representatives, occupiers of adjoining lands or third parties, or would render any insurance carried by the Licensors void or increase the premiums of such insurance;
- (p) Fires.
  - (i) Not to start or permit any open fires or any fire menace on the Lands except with the prior written approval of the Licensor on whose Lands such fires are proposed, and then only in strict compliance with all the requirements of the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource

Operations and any conditions that may be imposed by such Licensor;

- (ii) To take every reasonable precaution to prevent the escape of fire on or to any of the Lands or timber located on the Lands;
  - (iii) To develop and implement fire prevention and suppression measures acceptable to the Licensors; and
  - (iv) To observe, abide by and comply with, and cause the Association's Representatives to observe, abide by and comply with, all applicable provisions of and regulations under the *Wildfire Act* (British Columbia) and any other statute that has been or may hereafter be made in respect of the prevention and suppression of fires, including the duty to immediately report any wildfire to the Wildfire Management Branch of the Ministry of Forests, Lands and Natural Resource Operations, a peace officer or a fire emergency response telephone number, and to immediately take action to contain, extinguish or limit the spread of wildfire, if practicable;
- (q) Condition of Lands. To keep those portions of the Lands used by the Association or the Association's Representatives in a safe, clean and sanitary condition satisfactory to the Licensors, acting reasonably;
- (r) Inspection. To permit the Licensors and the Licensors' Representatives to inspect the Trails and the Works and to make clean and sanitary any portion of the Trails or any Works that the Licensors may direct by notice in writing to the Association;
- (s) Events: To obtain all required permits and authorizations in connection with special events to be held on the Lands that are sponsored wholly or in part by the Association (the "**Events**"), manage all public communications regarding such Events, not schedule any Events if such Events may reasonably be considered as potentially interfering in any manner with the Licensors' own use of the Lands, including the Wood Harvesting Operation Plans or other operations of TimberWest or Comox Timber on the Lands, and obtain the prior written approval of the Licensor on whose Lands an Event will be held before publicizing or holding such Event; the Association will submit Event approval requests, including Event date, Event details and a map showing the area of the Lands to be used in connection with the Event, at least 60 days prior to the Event date and the Licensors will provide approval or comments in respect of such requests within 30 days of receipt thereof; the foregoing obligations will not be applicable in the case of (i) any Event for which the applicable Licensor has agreed to grant a permit separately from this Agreement, or, for greater certainty, (ii) any events to be held on the Lands that are sponsored wholly by persons other than the Association;



- (t) Release. To inform and educate the Association's Representatives regarding their rights and responsibilities under this Agreement, provide every Association's Representative with a release of liability and indemnity agreement approved in advance by TimberWest and Comox Timber in writing (the "**Release**"), ensure that every Association's Representative signs the Release prior to occupying or using the TimberWest Lands or the Comox Timber Lands, and provide executed copies of the Release to TimberWest and Comox Timber annually, within 30 days of the anniversary of this Agreement, or as otherwise indicated by TimberWest or Comox Timber in writing;
- (u) Taxes. To pay and discharge when due all applicable taxes and assessments now or hereafter assessed, levied or charged which relate to the Association's use and occupation of the Lands or Construction of the Works during the Term, or reimburse the Licensors in respect of such taxes and assessments;
- (v) Public Lands. Not to take any action, or cause any person to take any action, to have the TimberWest Lands or Comox Timber Lands deemed public lands; and
- (w) Public Communications. To obtain TimberWest's or Comox Timber's prior written consent before making public any new communications or materials of any kind that reference the TimberWest Lands or the Comox Timber Lands respectively, the Trails on such Lands, or the existence or contents of this Agreement, and to publish communications concerning use of the Lands ("**Public Notifications**") as directed by TimberWest or Comox Timber. Where information regarding safety or Trail closures arises, the Association may make such information available to the public in a timely manner and will immediately advise the applicable Licensor via an email that attaches a copy of all information communicated to the public.

## ARTICLE 5 COVENANTS OF THE VILLAGE

### 5.1 The Village covenants:

- (a) Assistance. To make available, at no cost to the Association, the Village's Parks and Outdoor Recreation Coordinator to work with representatives of the Association from time to time, as determined in the Village's sole discretion, to assist the Association to:
  - (i) fulfill its obligations in subsections 4.1(a) and 4.1(d);
  - (ii) prepare grant applications in respect of funding for the Works; and

- (iii) prepare materials promoting the Trails, including the drafting of marketing policy, website development, mapping and other outreach materials;
- (b) Board Meetings. To cause a representative of the Village to attend board meetings of the Association from time to time;
- (c) Storage. To permit the Association to store tools, equipment, signs and supplies and materials used to Construct the Works in facilities owned or controlled by the Village, to the extent such facilities are available in the Village's sole discretion;
- (d) Open Houses. To host, in collaboration with the Association, one or more open houses for the purpose of informing the community and other groups and stakeholders regarding the general scope and purposes of this Agreement, promoting safe use of the Trails and obtaining the support and commitment of volunteers to assist the Association in undertaking any matters related to this Agreement;
- (e) Rules. To provide the Association with any rules and regulations applicable to the use and occupation of the Village Lands by the Association and the Association's Representatives, including rules related to fire hazards and public safety; and
- (f) Public Lands. Not to take any action, or cause any person to take any action, to have the TimberWest Lands or the Comox Timber Lands deemed public lands.

## **ARTICLE 6 COVENANTS OF TIMBERWEST AND COMOX TIMBER**

### 6.1 TimberWest and Comox Timber covenant:

- (a) Wood Harvesting Operation Plans. To make reasonable efforts to provide the Association with the Wood Harvesting Operation Plans for each Licensor's Lands as available from time to time and at least seven days prior to commencement of any planned activity of the Association on the Lands concerning which the Association has provided reasonable notice;
- (b) Rules. From time to time, to provide the Association with any rules and regulations applicable to the use and occupation of each Licensor's Lands by the Association and the Association's Representatives, including rules related to fire hazards and public safety; and
- (c) Public Communications. To provide the Association with Public Notifications in a completed condition and in PDF, JPEG or other suitable electronic format so that the Association may publish such Public Notifications as directed by each Licensor without further editing or manipulation.

**ARTICLE 7  
HAZARDOUS SUBSTANCES**

- 7.1 The Association will not bring or permit to be brought onto the Lands, and will not use or permit the use of the Lands, or any part thereof, directly or indirectly, for the handling of, any Hazardous Substance, except in strict compliance with all Applicable Laws and with the prior written approval of the Licensor on whose Lands the Hazardous Substance is to be brought on or used.
- 7.2 The Association will not release nor permit the release of any Hazardous Substance into the environment or into culverts, drains or sewers on the Lands.
- 7.3 If any Hazardous Substance is brought onto the Lands or created upon the Lands by the Association or the Association's Representatives:
- (a) the Association will immediately notify the Licensor on whose Lands the Hazardous Substance has been brought onto or created in writing of the presence of such Hazardous Substance and take any action in respect of such Hazardous Substance that may be reasonably required by such Licensor forthwith upon receipt of same; and
  - (b) such Hazardous Substance will be the sole and exclusive property of the Association and not of such Licensor, notwithstanding the expiration or earlier termination of this Agreement.
- 7.4 On or before the expiration or earlier termination of this Agreement, the Association will remove all Hazardous Substances which have been brought onto or created on or about the Lands by the Association or the Association's Representatives, including any Hazardous Substances which may have been released into the environment.
- 7.5 Notwithstanding the foregoing, upon written notice to the Association any Licensor may undertake remediation of any contamination of such Licensor's Lands at the cost and expense of the Association, which cost will be paid by the Association within 30 days after receipt of an invoice therefor.

**ARTICLE 8  
RISK AND LIMITATION OF LIABILITY**

- 8.1 The Association hereby accepts all risks associated with the use and occupancy of the Lands by the Association and the Association's Representatives as their own risks.
- 8.2 The Licensors will not be liable for, and the Association hereby releases and discharges the Licensors and the Licensors' Representatives from, all loss, expense (including environmental investigation and remediation expenses), claims, demands, actions, suits, proceedings, judgments, damages, penalties, fines, costs and liability, including damages for loss or restriction in use of the Lands, sums paid in settlement of claims, legal fees, consultants' fees and

experts' fees, whether arising in contract, tort or otherwise (collectively, the "Losses"), which the Association or the Association's Representatives may suffer, incur or be put to in connection with:

- (a) any occurrence on the Lands;
  - (b) the use and occupation of the Lands by the Association and the Association's Representatives, including the use of any Trail constructed by the Association by any person;
  - (c) the state, topography or condition of the Lands, or the design, layout or condition of roads and Trails thereon; or
  - (d) the conduct of the Licensors or the Licensors' Representatives on the Lands, whether or not such Losses are attributable to the acts, omissions or negligence of the Licensors or the Licensors' Representatives, unless such Losses are attributable to the wilful misconduct or gross negligence of the Licensors or the Licensors' Representatives.
- 8.3 The Licensors and the Licensors' Representatives will not be liable to the Association in connection with this Agreement, whether based in contract, tort (including negligence and strict liability) or otherwise, under warranty or otherwise, for any special, indirect, incidental or consequential Losses whatsoever.

## **ARTICLE 9 INDEMNIFICATION**

- 9.1 The Association will indemnify and save harmless the Licensors and the Licensors' Representatives from and against all Losses which are in any manner based upon, arise out of or are connected with:
- (a) the use or occupation of the Lands by the Association or the Association's Representatives, including the use of any Trail constructed by the Association by any person;
  - (b) any breach by the Association of any of the terms or conditions of this Agreement; and
  - (c) the presence of any Hazardous Substance in, upon, above, under or in the vicinity of the Lands caused by, contributed to or aggravated by the Association or the Association's Representatives, and for greater certainty, Losses incurred by the Licensors to remediate any such Hazardous Substances, even though not required to be carried out by law or pursuant to an order of a Governmental Authority, are subject to this indemnity.

## ARTICLE 10 INSURANCE

- 10.1 The Association, at its expense, will obtain and keep in force at all times during the Term:
- (a) commercial general liability insurance in an amount not less than \$10,000,000 per occurrence, including non-owned automobile liability insurance in an amount not less than \$5,000,000 per occurrence, against liability for personal injury, bodily injury, death and broad form property damage or loss, arising from accidents or occurrences on or in the vicinity of the Lands due to the use or occupation of the Lands by the Association, the Association's Representatives or members of the public for the purposes set out in section 3.1; and
  - (b) broad form fire-fighting expenses liability insurance in an amount not less than \$1,000,000 per occurrence.
- 10.2 Every policy of insurance required to be maintained by the Association under this Agreement (the "**Required Insurance**") will:
- (a) name TimberWest, Comox Timber and the Village as additional insureds;
  - (b) provide for deductibles in amounts not greater than \$2,500 unless otherwise agreed to in writing by all the Licensors;
  - (c) be placed with insurers licensed to do business in Canada with at least an "A" financial strength rating or better by A.M. Best;
  - (d) be primary and will not require the sharing of any loss by any insurer that insures TimberWest, Comox Timber or the Village;
  - (e) contain a provision for cross liability and a severability of interest provision; and
  - (f) be endorsed to provide that the insurer will not make any material adverse changes to the policy that would impact the insurance required under this Agreement without first giving each of the insureds at least 30 days' prior written notice.
- 10.3 The Association will, as soon as reasonably possible, and in any case prior to undertaking the Construction of any of the Works on the Lands, deliver to the Licensors a certificate of insurance evidencing placement of the Required Insurance. The Association will, upon written request of any Licensor deliver to such Licensor such other evidence of insurance as may be reasonably requested by such Licensor.
- 10.4 The Licensors will each advise the Association of any increase in the cost of the Licensor's liability insurance arising out of the Association's use of the Lands and the reason for such increase. If the Association is unable or unwilling to adjust its

activities to eliminate such increase in such Licensor's insurance costs, the Association will reimburse such Licensor upon written request for the amount of such increase.

- 10.5 The Association will not do or permit anything to be done on or in the vicinity of the Lands that will cause any Required Insurance to be invalidated or cancelled, and the Association will take all reasonable steps forthwith to comply with every lawful notice in writing from any insurer providing such policies requiring the execution of works or discontinuance of any use of the Lands in order to avoid invalidation or cancellation of any such insurance.
- 10.6 The Association hereby fully releases and discharges TimberWest, Comox Timber and the Village from any and all direct or indirect losses, costs, liabilities and damages caused by or resulting from any of the perils or injury against which it has covenanted in this Agreement to insure, even if the Association has failed to so insure.
- 10.7 If the Association does not obtain or maintain in force the Required Insurance or provide proof of such insurance within 30 days of request by written notice by any Licensor, such Licensor may take out the Required Insurance and pay the premiums, and the Association will reimburse such Licensor for such premiums.

## **ARTICLE 11 TERMINATION**

- 11.1 Each Licensor may terminate this Agreement and the rights herein granted in respect of such Licensor's Lands, or any portion thereof:
  - (a) immediately on written notice to the Association if the Association breaches or fails to comply with any of its obligations under this Agreement and fails to remedy the breach or failure within 30 days of receiving written notice of such breach or failure or, if such breach or failure reasonably requires more than 30 days to remedy, if the Association has not commenced diligently remedying such breach or failure within ten days of receipt of such notice or thereafter fails to continue to diligently and expeditiously remedy such breach or failure;
  - (b) immediately on written notice to the Association should the Association be taken in execution or attachment by any person or the Association commits an act of bankruptcy, becomes insolvent or is petitioned into bankruptcy or voluntarily enters into an arrangement with its creditors;
  - (c) on three months' prior written notice to the Association for any reason, as determined by such Licensor in its sole discretion; or
  - (d) immediately on written notice to the Association if this Agreement has been terminated by any party for any reason in respect of the Lands owned by the other Licensor, or any portion thereof.

- 11.2 The Association may terminate this Agreement in respect of the TimberWest Lands, the Comox Timber Lands or the Village Lands, or all, for any reason, in its sole discretion, on three months' prior written notice to the respective Licensor.
- 11.3 Forthwith on the expiration or earlier termination of this Agreement, at its expense the Association will:
- (a) complete, to the satisfaction of the Licensors, acting reasonably, any of the Works that are in an incomplete state;
  - (b) remove from the Lands all of its vehicles, machinery, equipment, apparatus, and materials and supplies not incorporated into the Works;
  - (c) unless otherwise directed by the Licensor on whose Lands such Works are situate, remove from the Lands all Works Constructed by the Association; and
  - (d) deliver possession of the Lands to the Licensors in the same condition as received, ordinary wear and tear and approved Works excepted, clear and free of debris.
- 11.4 If the Association does not fulfill its obligations set out in section 11.3 within 30 days of the expiration or earlier termination of this Agreement, the Licensors may elect to complete such obligations on the Association's behalf and the cost thereof will be due and payable by the Association within 30 days after receipt of an invoice therefor.
- 11.5 Upon the expiration or earlier termination of this Agreement, all outstanding obligations remaining or being unfulfilled as at the date of expiration or termination and all of the provisions of this Agreement relating to the obligation of the Association to perform actions or to account to or to indemnify the Licensors and pay to the Licensors any monies owing as at the date of expiration or termination in connection with this Agreement will survive such expiration or termination.
- 11.6 The Association will not be entitled to any compensation, whether for damages or otherwise, in respect of a permitted termination of this Agreement by the Licensors under this Article.

## **ARTICLE 12 NOTICE**

- 12.1 Each party's contact information for purposes of routine communications regarding (i) Events and permits, (ii) public communications (including Public Notifications) and (iii) general operations in connection with this Agreement is attached as Schedule D. Each party will endeavor to inform the other parties in a timely manner when such contact information has been changed and any such changes will not be deemed to be amendments to this Agreement.

- 12.2 Any demand, notice or other communication to be given in connection with this Agreement, other than the routine communications described in section 12.1, must be given in writing and will be given by registered mail or by electronic means of communication addressed to the recipient as follows:

To TimberWest:

201 – 648 Terminal Avenue  
Nanaimo, British Columbia  
V9R 5E2

Fax: (250) 716-3763  
E-mail: iannidinardod@timberwest.com

Attention: Domenico Iannidinardo, VP, Sustainability & Chief Forester

To Comox Timber:

Comox Timber Ltd.  
4321 Boban Drive  
Nanaimo, British Columbia  
V9T 5V9

Fax: (250) 751-2521  
E-mail: MMerritt@hnrq.com

Attention: Matthew Merritt, RPF, Forester, Hancock Forest Management

To the Village:

Box 340, 2673 Dunsmuir Avenue  
Cumberland, British Columbia  
V0R 1S0

Fax: (250)336-2321  
E-mail: kmcphedran@cumberland.ca  
Attention: Kevin McPhedran, Parks and Outdoor Recreation Coordinator

To the Association:

Box 197  
Cumberland, British Columbia  
V0R 1S0

Fax:   
E-mail: mikemanara@gmail.com

Attention: Mike Manara, President



or to such other street address, individual or electronic communication number or address as may be designated by notice given by any party to the other parties. Any demand, notice or other communication will be conclusively deemed to have been given, if given by registered mail, on the fifth Business Day following the deposit thereof in the mail and, if given by electronic communication, on the day of transmittal thereof if given during the normal business hours of the recipient and on the Business Day during which such normal business hours next occur if not given during such hours on any day. If the party giving any demand, notice or other communication knows or ought reasonably to know of any difficulties with the postal system that might affect the delivery of registered mail, any such demand, notice or other communication may not be mailed but must be given by electronic communication.

### **ARTICLE 13 MISCELLANEOUS**

- 13.1 Costs and Expenses. Except as otherwise expressly set out in this Agreement, each party will be solely responsible for all costs and expenses it incurs in:
- (a) preparing, reviewing and negotiating this Agreement; and
  - (b) fulfilling any of its obligations under this Agreement.
- 13.2 Licensors' Rights and Obligations. Notwithstanding any other term in this Agreement, the parties acknowledge and agree that each Licensor will only have rights or obligations hereunder with respect to the Lands owned by such Licensor and not with respect to the Lands owned by the other Licensor.
- 13.3 Ownership of Works. Subject to subsection 4.1(h), immediately upon completion of the Construction of any Works on the Lands such Works will become the property of the Licensor on whose Lands the Works are situate. Notwithstanding the foregoing, all right, title and interest in any Works the Association is required to remove from the Lands pursuant to subsections 4.1(h) or 11.3(c) will be deemed to vest automatically in the Association immediately upon such removal.
- 13.4 Annual Review. The parties will endeavor to meet annually to discuss the operation of this Agreement and whether any amendments thereto are required.
- 13.5 Governing Law / Exclusive Jurisdiction. This Agreement will be construed and governed in accordance with the laws of British Columbia and Canada applicable therein, which will be deemed to be the proper law hereof, and the courts of British Columbia will have the exclusive jurisdiction to determine all claims and disputes arising out of or in any way connected with this Agreement.
- 13.6 Assignment. The Association will not assign, transfer or sublicense this Agreement in whole or in part without the prior written consent of the Licensors, which consent the Licensors may withhold, in their sole and absolute discretion, without any obligation to act reasonably.

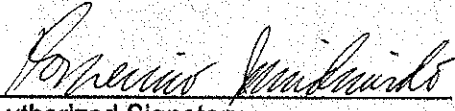
- 13.7 Waiver. No term, condition, covenant or other provision herein will be considered to have been waived by the Licensors unless such waiver is expressed in writing by the Licensors. Any such waiver of any term, condition, covenant or other provision herein will not be construed as or constitute a waiver of any further or other breach of the same or any other term, condition, covenant, or other provision and the consent or approval of the Licensors to any act by the Association requiring the consent or approval of the Licensors will not be considered to waive or render unnecessary such consents or approvals to any subsequent similar act by the Association.
- 13.8 Remedies Cumulative. No remedy conferred upon or reserved to the Licensors under this Agreement is exclusive of any other remedy herein or provided by law, but such remedy will be cumulative and will be in addition to any other remedy herein or hereafter existing at law, in equity, or by statute.
- 13.9 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and cancels and supersedes any prior understandings and agreements between the parties with respect thereto. There are no representations, warranties, terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set forth in this Agreement.
- 13.10 Successors. The terms and provisions of this Agreement will extend to, be binding upon and enure to the benefit of the parties hereto and their successors and permitted assigns.
- 13.11 Time. Time is of the essence in this Agreement.
- 13.12 Further Assurances. Each of the parties will do or cause to be done all things and execute or cause to be executed all documents and give such further and other assurances which may be reasonably necessary to give proper effect to the intent of this Agreement.
- 13.13 Counterparts and Electronic Transmission. This Agreement may be executed by the parties in counterparts and transmitted by electronic means, and if so executed and transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement.

***[Signature page follows.]***

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

by TimberWest:


**TIMBERWEST FOREST COMPANY, by its  
Managing Partner, TIMBERWEST FOREST  
CORP.**

By:   
Authorized Signatory

By: \_\_\_\_\_  
Authorized Signatory

by the Village:

**THE CORPORATION OF THE VILLAGE  
OF CUMBERLAND**

By:   
Authorized Signatory

By:   
Authorized Signatory

by Comox Timber:

**COMOX TIMBER LTD.**

By:   
Authorized Signatory

By:   
Authorized Signatory

by the Association:

**UNITED RIDERS OF CUMBERLAND  
ASSOCIATION**

By:   
Authorized Signatory

By:   
Authorized Signatory



## SCHEDULE B

### WHISTLER TRAIL STANDARDS

**WHISTLER**  
TRAIL STANDARDS

ENVIRONMENTAL AND TECHNICAL TRAIL FEATURES

RESORT MUNICIPALITY OF WHISTLER | FIRST EDITION

**WHISTLER**

4325 BLACKCOMB WAY, WHISTLER BC CANADA V0N 1B4  
TELEPHONE (604) 932-5533 FACSIMILE (604) 935-8109  
[www.whistler.com/rmo](http://www.whistler.com/rmo)



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# INTRODUCTION

Whistler, British Columbia has been recognized as a premier destination resort for mountain biking. For the most part, this can be credited to the Whistler Mountain Bike Park and a network of valley and off-road trails that provide a recreational and commuter experience for a wide range of residents and visitors. To sustain that experience, the Resort Municipality of Whistler (RMOW) proposes to review, sign, maintain and manage this network of trails throughout the Whistler Valley. This document is not a "how-to" on building or maintaining trails; rather it is the standard by which the trails will be managed within the Whistler Valley.

The Resort Municipality of Whistler's Trail Standards, Environmental and Technical Trail Features was drafted in support of two initiatives identified by Volume One of Whistler as a: "Charting a Course for the Future. The first and foremost initiative described under the priority of Moving Toward Environmental Sustainability, states "We've established a trail hierarchy and environmental standards to ensure the type of trail and its maintenance is appropriate to the setting." A land use compatibility matrix was developed to address this objective. The matrix outlines the Trail Type and Trail Difficulty Level compatible in distinct land-use classes. As well, environmental guidelines were established to minimize the placement of trails in sensitive environments. The second initiative described under the priority of Enhancing the Whistler Experience states "Whistler is one of the top bike towns in North America, with world-class trails..." Whistler's trails must continue to provide exciting experiences for all levels of riders from families to advanced riders. Attention to providing a challenging experience, maintenance, a standard network and an easy-to-use trail system will help position Whistler as one of the top bike towns in North America.

Appropriate management of our on- and off-road trail network is intended to elevate Whistler's status as a cycling destination with minimal environmental impact.



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## TRAILS AND LAND USE

This section is a macroscopic view of the trails, the environment and where trails may be placed. This section outlines the levels of land protection, trail type descriptions and trail difficulty levels. These three classifications items are put together as defined by a compatibility matrix.

### LAND USE DIRECTIONS

Whistler's environmental values and principles direct us to address land use as an important environmental consideration. Whistler's participation in an ecosystem-based approach advises us to meet our human purposes with the larger patterns and flows of the natural world, and to study these to inform and guide our activities on the land.<sup>1</sup>

From the draft Whistler Environmental Strategy, six land use directions are defined for the Whistler Valley. Each land use direction has a different level of environmental protection. For the purpose of this document, the LRUP and PAN 1 are given the same level of conservation.

**DEVELOPED AREAS** – This land use designation includes industrial, commercial and residential areas.

**RECREATIONAL GREENWAYS** – An important means for creating links between the built and natural environments, and between the needs of human communities and natural ecological systems. In celebrating opportunities for both recreational activities and the maintenance of natural features and wildlife habitat, Recreational Greenways are a vital part of environmentally responsible land use planning.<sup>2</sup>

**LRUP** – The Local Resource Use Plan was developed in response to public concerns over logging effects on the visual quality of landscapes and the recreation uses of the land in and nearby RMCOW. It was a joint effort from the Ministry of Forests, Squamish Forest District, and the RMOW. The LRUP boundaries extend from Bisdwyne Falls in the south to Cogator Mountain in the north. LRUP land contains rare and unique species or unique habitat features not found in other ecosystems and are therefore important to protect.<sup>3</sup>

<sup>1</sup>The Whistler Environmental Strategy, December 2006, page 23.  
<sup>2</sup>Whistler Local Resource Use Plan, 2006, page 10.  
<sup>3</sup>The Whistler Environmental Strategy, December 2006, page 23.



**PAN 1 PROTECTED AREA NET WORK** – Divided into the following three sub-categories of protection:<sup>4</sup>

**PAN 3 – RESERVE LANDS** Large tracts of relatively natural land, which could be subject to occasional or other development provided an Environmental Impact Assessment is done. PAN 3 protection is generally used for road growth forests and other natural areas not included in PAN 1 and 2. In cases of development, key ecological components of reserve lands may be subject to PAN 1 or a protection after development. Most trail types are acceptable with the exception of paved, Type I trails.

**PAN 2 – SPECIAL MANAGEMENT ZONES** Well protected and allow some low-impact human activities or development (creation of trails). Provisions for PAN 2 protection include significant streams and riparian areas, significant old growth forests and wildlife corridors. Only low impact trails such as Trail Types III, IV or V are acceptable to be built in PAN 2 areas.

**PAN 1 – KEY PROTECTED AREAS** Reserved to protect a unique and sensitive ecosystem from any human development or use, with the possible exception in individual cases of very low-impact nature trails, boardwalks or wildlife viewing platforms for the specific purpose of habitat protection. Provisions for PAN 1 protection include streams, wetlands, riparian areas, old growth forests, key wildlife corridors and unique or threatened habitat types. No cycling trails are to be built in these areas.

## COMPATIBILITY MATRIX

The Whistler Valley effectively has five land use directions. These land use directions relate to the five trail types (reference to page 6-7) and the first four trail difficulty levels (reference to page 8-9) in the following compatibility matrix. The RMOW will construct new trails only in environments compatible with trails.

Mountain Bike Trail Difficulty	LAND USE DIRECTION				
	Developed Areas	Greenways	PAN 3	PAN 2	PAN 1
I	X	X	X	X	X
II	X	X	X	X	X
III	X	X	X	X	X
IV	X	X	X	X	X
V	X	X	X	X	X
					G, L, G, L, G

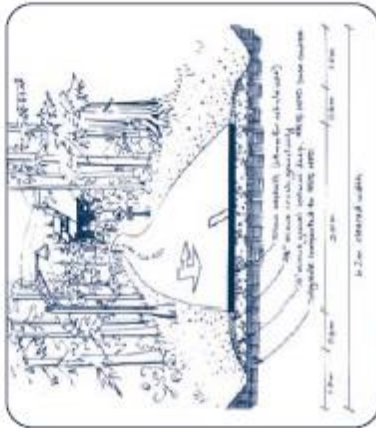
TABLE 1 COMPATIBILITY MATRIX

✓ = Compatible X = Incompatible G = Grandfather Clause  
<sup>4</sup>The Whistler Environmental Strategy, December 2006, page 23.  
<sup>5</sup>See the RMOW website for more information on the specific purposes of the land protection areas.  
<sup>6</sup>Refer to page 23, The document.



## TRAIL TYPES

Trail Types are a description of non-motorized trail tread characteristics. Trail Type I has the highest amount of traffic and the most impact on the environment of the trail types. Conversely, Trail Type V has little traffic and the trail tread is minimal.



TRAIL TYPE I

### TYPE I

- plan as paved double-track trail for smooth, all weather use to provide access to village, parks and subdivisions
- use asphalt or chip-seal coat surfacing
- clear width to tread width plus 0.6 m gravel shoulder and adequate drainage on each side
- clear height to 5.0 m
- provide 2-3 m tread width
- provide illumination for night use if appropriate
- provide interpretive and directional signs, benches, viewing areas where appropriate



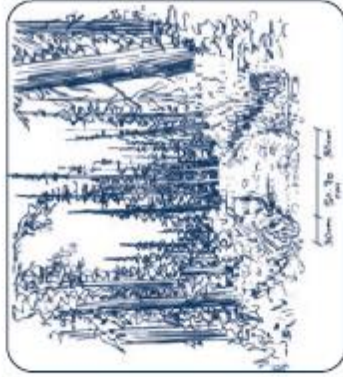
TRAIL TYPE II

### TYPE II

- plan as surfaced double-track or single-track trail
- machine built
- remove all embedded tie distance
- use crushed limestone with fines, well-compacted gravel, or existing old roadbed
- clear width to 5.0 m for double-track and 4.5 m for single-track trails
- clear height to 2.4 m
- provide 2-3 m tread width for double-track trails, 1 m for single-track trails
- provide illumination for night use if appropriate

### TYPE III

- plan as unsurfaced single-track trail
- may be machine built
- clear width to 1.1-1.3 m
- clear height to 2.4 m
- provide 30-70 cm tread width on native soil



TRAIL TYPE III

### TYPE IV

- plan as unsurfaced single-track trail
- clear width to 1 m
- clear height to 2.4 m
- provide 30-50 cm width tread on native soil, sometimes rough terrain



TRAIL TYPE IV

### TYPE V

- plan as low-impact nature trail or lightly used wilderness trail
- no high impact users, such as motorized vehicles or horses
- clear height to 2.4 m
- provide 30-50 cm tread maximum, avoid tread grinding sections of very rough terrain
- in the case of low-impact nature trails use boardwalks to traverse sensitive areas



TRAIL TYPE V

<sup>1</sup>Figure for Best Management Practice (BMP) for Trails and Trails Management, 7th Edition, 2010, by the National Trails Conference, Silverdale, WA.

## MOUNTAIN BIKE TRAIL DIFFICULTY LEVELS

The following identify all the levels of trail technical difficulty as they apply to mountain bikes, starting with easiest and moving up to expert/unintended. Included are general and detailed description of trails and Technical Trail Features (TFs). This section quantifies what characteristics compose the trail difficulty for mountain bikes.

**NAME:** Easy

**SYMBOL:** White circle

**GENERAL**

- Fairly flat, wide and paved. Suitable for all users.\*

**DETAILED**

- Maximum grade: 10%
- Preferred average grade: no more than 5%
- Maintain a minimum 2.3 m curve radius
- Usually associated with Trail Type I

**EXPECTED TECHNICAL TRAIL FEATURES**

TFs are not appropriate for this trail level.

**NAME:** Easy

**SYMBOL:** Green circle

**GENERAL**

- Gentle climbs and easily avoidable obstacles such as rocks, roots and pot-holes.\*

**DETAILED**

- Maximum grade: 5%
- Maximum sustained climbing grade: 8%
- Curve radius: 2.4 m minimum
- Usually associated with Trail Type II or III

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- Small roots & logs to cross
- Embedded rocks to avoid
- Wide bridges

**DETAILED**

- Embedded trail obstacles: up to 10 cm.
- Logs and roots perpendicular to direction of travel (45°)
- Bridge minimum 60 cm wide, handrail required if height of bridge above surface exceeds 60 cm
- Rock face above surface: exceeds 60 cm
- No drops
- No jumps

**NAME:** More Difficult

**SYMBOL:** Blue Square

**GENERAL**

- Challenging riding with steep slopes and/or obstacles, possibly on a narrow trail with poor traction. Requires riding experience.\*

**DETAILED**

- Maximum climbing grade: 15%
- Maximum sustained climbing grade: 10%
- Maximum descent grade on cross-rock surface: 5%
- Curve radius: 1.8 m minimum
- Usually associated with Trail Type III or IV

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- TFs with to height ratio of 2:1
- Small bridges (flat, wide, low and rollable from section to section)
- Small reliable drops
- Small water features
- Small jumps
- Medium sized logs

**DETAILED**

- Embedded trail obstacles: up to 30 cm high
- Embedded bridges: less than 1.8 m (6') high above surface
- Minimum width of flat decking is one-half the height above surface
- For connected sections, the bearing angle between each connected section must be large enough to allow the bicycle to complete transition without requiring any wheel lifting techniques
- Water feature: maximum pivot height, less than 60 cm (4') high above the surface
- Minimum width of flat decking is one-half the heights above surface at pivot point
- Rock or ramp descents not to exceed 45%
- Drop-offs not exceeding 90 cm high with exit cleared of all obstacles
- Jumps
  - No jumps with consequences for lack of speed (for example, coffin jumps or gap jumps)
  - Table top jumps: maximum height 60 cm (6')
  - Jump: maximum height 40 cm (8')

**NAME:** Most Difficult

**SYMBOL:** Blue Diamond

**GENERAL**

- A mixture of long steep climbs, loose trail surfaces, numerous difficult obstacles to avoid or jump over, drop-offs and steep corners. Some sections are definitely easier to walk.\*\*

**DETAILED**

- Maximum climbing grade: 10%
- Maximum sustained climbing grade: 5%
- Usually associated with Trail Type III, IV or V

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- TFs with to height ratio of 1:1
- Elevated bridges and tie sections with maximum deck height
- Connected bridges
- Mandatory air
- Large jumps
- Steep descents with sharp transitions

**DETAILED**

- Elevated bridges: less than 3 m (10') high above surface
- Minimum width of flat decking is one-quarter the height above surface
- Tie sections: maximum pivot height less than 1.8 m (6') above surface
- Minimum width of flat decking is one-quarter the height above surface at pivot point
- Mandatory air: less than 3.0 m (10') vertical
- Jumps
  - No gap jumps or rhythm sections

**NAME:** Expert/Unlimited

**SYMBOL:** Double Blue Diamond

**GENERAL**

- Exceptional bike control skills and balance essential to clear many challenging obstacles. High-risk level. Only a handful of riders will enjoy these trails.
- The BMO W recognizes Expert/Unlimited as a difficulty level, but due to the small size of the user group, the BMO W will not pursue ownership of these trails, however, there may be some of these elements on a trail provided there is a clearly defined alternate route around.

**DETAILED**

- Similar to Most Difficult
- Usually associated with Trail Type III or IV

**EXPECTED TECHNICAL TRAIL FEATURES**

**GENERAL**

- Rock exceeds Most Difficult due to height, width and exposure
- Trail scores may not meet fall zone standards
- The consequences of error may be severe and rescue may be difficult

**DETAILED**

- Exceeding Most Difficult

\* Trail Score  
 \*\* WCD website: "due to the potential risk and when working in areas of forest which is a high risk of fire (fall or snow may occur or be blown a 45° then a later high winds can cause a fire.)" BMO W Occupational Health & Safety Department  
 BMO W

# SUPPORTING GUIDELINES AND STANDARDS

This section is a microscopic view of trails. It contains guidelines and standards about the placement of trails, construction and strength of technical trail features and the signing of trails.

## ENVIRONMENTAL GUIDELINES

The benefits of a trail for recreational purposes must be balanced with the desire to protect the environment. All intrusions into the environment have some degree of impact. However, these impacts can be minimized to balance the objective of a recreational experience with minimal impact on the surrounding environment. Trails that adversely impact the environment or wildlife areas in transit, have a low aesthetic value and incur a high maintenance cost. Trail construction must strive for minimal impact on their surroundings and be designed with consideration for the specific environment and the intended use of the trail.

## TRAIL PLACEMENT GUIDELINES

- Trail placement should avoid hazardous areas such as unstable slopes, soil prone to erosion, cliffs, embankments and undercut stream banks, etc.
- Avoid shallow rooted trees with high windthrow potential and snags.
- Avoid areas that impact on wildlife species.
- Avoid critical habitat of rare or fragile plant species. If there are fragile plant communities near to the trail, define in the trail edges by using logs or rocks.
- Avoid sensitive or fragile archaeological or historic sites.
- Avoid building trails in conterminous watersheds.



- Avoid trail routing that encourages users to be shy routes where an easier route or interesting feature is visible. If an interesting feature occurs, locate the trail to provide the desired access to the trail user. Use landforms or vegetation to block potential alternate routes.
- Avoid routing a trail too close to another trail section to prevent trail yielding too or abutment between the two trails.
- Route trails on bedrock or hard packed surfaces and avoid organic materials.
- Use placed stones in sensitive areas and steep descents to minimize trail erosion.

\* Source for these illustrations are Watershed Report: Best Practices for Trail Management, Access, and Maintenance, A Guide to Sustainable Planning, Design and Management, from the BCRC.

## AQUATIC ENVIRONMENTS

- Trail construction of Trail Types 111V near a aquatic area within 50 m of streams and within management zones as per Forest Practice Codes must minimize vegetation removal and soil disturbance. Construction standards should be consistent with the use, forestry minimizing trail width requirements.
- Structures in direct contact with water should be inert (for example natural untreated cedar, precast concrete or steel) to avoid water quality impact associated with chemical leaching from treated wood. Pile supported structures are preferred over abutments or floats for bridges requiring supports in contact with streams.
- Locate bridge crossings to minimize disturbance to streambeds and banks. Sections of the waterway that are straight and where banks are stable are preferred for crossing.
- Construct bridges across streams to top-of-the-bank. This minimizes erosion of stream banks and sedimentation of streams.

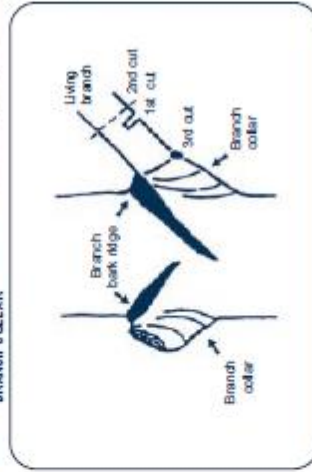
## GENERAL

- Avoid cutting down live trees.
- Tree trunks must be cut at the collar, both longer or shorter are likely to cause infection to the tree (figure 1).
- Cover exposed roots.
- If pre-treated wood has been selected for structures being placed in the ground, the structure should be isolated in poly wrap below grade.

## USE OF MACHINERY

- Limited areas that penetrate sensitive areas should be easily transported by small work crews.
- If machinery is required, minimum standards as per Forest Practice Code should be adopted (i.e. no machinery within 5 m of any water-body). Low impact construction techniques should be employed such as small underinflated, rubber tread tires, and construction pads, platforms or cuses. Prefabricated structures that can be manually assembled on site should be used, if possible.

FIGURE 1 BRANCH BARK RIDGE AND BRANCH COLLAR



\* "Protecting the Forest Trail" (<http://www.bcrc.ca/forestry/406-407-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000>)

## TTF CONSTRUCTION STANDARDS

Builds with constructed Technical Trail Features (TTF) must exceed a minimum standard to protect the trail user.

### SAFETY

TTFs must exceed the minimum strength and stability standard. Also, the finish must be such that if a rider were to fall, the structure or other protrusions would not increase the degree of the injury.

### STRENGTH AND STABILITY

Each span of the TTF must be capable of withstanding a centered vertical load of 405 kg (905 lb), a force less than rider/bike and gear. Every single rung should be capable of holding a rider/bike and gear's weight.

### TTF DESIGN PHILOSOPHY

- By placing a narrow section or difficult turn early while the TTF is still close to the ground (known as a gateway), inexperienced riders may dismount prior to the TTF getting too high above the ground where the rider is more likely to be injured should a fall occur. For example, place a 10 cm wide gateway 40 cm off the ground as a gateway to a 30 cm wide section 1.2 m off the ground.
- Make the highest difficulty section visible from the entry.
- By placing the difficult section in view, the rider can make an informed decision before they may get into trouble with a TTF that they've beyond their ability.
- Avoid wide, easy entrances leading to high, narrow exposed features.

### TTF HEIGHT AND WIDTH

As outlined in the Technical Trail Difficulty section, maximum height and minimum width are dependent on the TTF's difficulty. As the height above the ground increases, the consequence of injury in the case of a fall increases.

Height is measured vertically to the lowest point within 1.0 m adjacent to TTF (figure 2). Tread width is the amount of flat tread (figure 3).

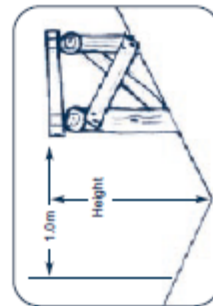


FIGURE 2 MEASUREMENT OF TTF HEIGHT

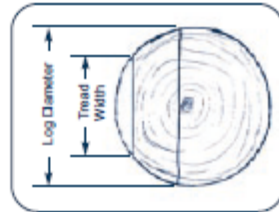


FIGURE 3 TREAD WIDTH MEASUREMENT

### CONSTRUCTION PRACTICES

Cross bracing of vertical members is required (figure 4). Also, TTFs should not be mounted to living trees for the following reasons:

- The tree will continue to grow, compromising the integrity of the TTF.
- The tree may sway due to wind, weakening the TTF.
- Nailing to live trees is harmful to the tree.



FIGURE 4 BRIDGE STRIMBER SUPPORT AND CROSS BRACING

### CONNECTED MEMBERS

The methods for joining members in order of preference are nuts and bolts, lag bolts, wood screws or anchor nails. Ensure two thirds of nail or screw's length penetrates the stringer. Loading on a member should be done in such a way as not to rely exclusively on the shear strength of the joining method.

### BRIDGE RUNG SPACING

Deck rungs must be placed tightly so that children will not catch their feet between rungs, arms will not fit between rungs and all users including dogs will use bridges as opposed to walking adjacent to the bridge.

Compromising the sensitive area the bridge was intended to protect. As a appropriate spacing between rungs is 3 cm to promote drainage of water and mud. Overhang rungs past stringers by less than 5 cm (2 in) (figure 5).

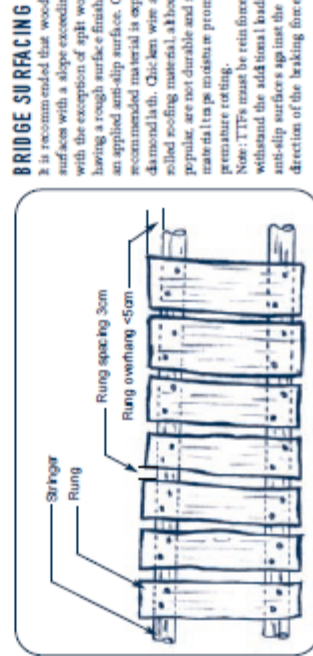


FIGURE 5 BRIDGE RUNG SPACING, RUNG OVERHANG

### BRIDGE SURFACING

It is recommended that wood surfaces with a slope exceeding 10°, with the exception of split wood having a rough surface finish, have an applied anti-slip surface. One recommended material is expanded diamond lath. Chicken wire and galvanized roofing material, although popular, are not durable and roofing materials promote moisture promoting premature rotting.

Note: TTFs must be reinforced to withstand the additional loading of anti-slip surfaces against the direction of the braking forces.

### WOOD PREPARATION

Bark must be stripped off and wood in contact with the earth should be isolated to minimize rotting. For natural rot resistant wood use cedar.

## FALL ZONE GUIDELINES

Riding a mountain bike on trail's and technical trail features involve challenging oneself and with that challenge comes risk of injury. Challenges come from terrain that contains many natural and man made features. Risk is a by product of riders skill level in relation to the difficulty of the trail.

### FALL ZONE

The fall zone is the area adjacent to the technical trail feature, bottom of descents and the outside of corners that the rider may deviate into. To help reduce the incidence and severity of injuries, fall zones should be reviewed for hazards. Hazard mitigation efforts can be limited to those items that can be reasonably expected to be reshaped or removed using hand tools while maintaining the natural characteristics of the terrain surrounding the trail.

### METHODS

- Methods to reduce risk in fall zones (1.5 m to each side of the trail) include but are not limited to:
- Cutting or digging out any sharp objects
  - Thinning tree branches to branch shoulder (see figure 3)
  - Covering of hazards is another option if material such as rotten logs, bark, snitch, dirt, etc. is available
  - Dulling of sharp points or edges of exposed rocks

**NOTE:** The fall zone need not be cleared of all foliage; the purpose of fall zone guidelines is to reduce the chance of injury should a fall occur. Replanting of the fall zone with a durable locally occurring species may be considered.

### FOCUS

The primary focus for fall zone clearing should be on trails rated 'More Difficult'. Riders may be learning to ride TTRs and their fall recovery may not be perfected.



## SIGN GUIDELINES

Signs are a necessary component of trail management. They provide the user with information that will allow them to make an informed and educated choice. The hierarchy of signs in Whistler will be comprised of three levels. The first is a Trail Network Sign book that contains a map, general information about the area and safety suggestions. The second level is a Trailhead Sign that would contain information specific to the trail. Third, an Route Sign along the trail to promote confidence in the user that they are following the correct route and to be posted on features that are a higher difficulty rating than the trail rating.

### TRAIL NETWORK SIGN

Located at a parking lot or similar entrance to a network of trails. Information for trail network signs may come in a combination of the following:

- Topographical map of area
- IMBA, table of the trail

- Risk on open trails only
- Leave no trace
- Control your bicycle
- Always yield trail
- Never spook animals
- Plan ahead
- Trail etiquette
  1. Stay on trail, no side-a-rouds
  2. Do not litter trail
  3. Ride don't slide
  4. Avoid riding in muddy conditions
  5. Know your limits
  6. Support trail maintenance
- Safety
  1. Ride in 2's
  2. Carry a flash light
  3. Carry a full emergency blanket
  4. Let someone know your route, time of return and carry a two-way communication device.
  5. Wear a helmet
- Notes about keeping dogs out of fish bearing streams and educational components
- Information on who to contact with trail maintenance concerns or how to get involved
- Acceptable trail user groups
- Emergency contact phone numbers
- Description of cell phone coverage
- Background information on the surrounding area and trails
- Trail maps for distribution
- Bulletin board
- Reference to web or other resource

### TRAILHEAD SIGN

These signs are to be located at the entrance(s) of a particular trail to provide the user with the information necessary to make an informed and educated decision whether to proceed or not.

### SUGGESTED INFORMATION

- Trail name
  - Topographical map of trail
  - Trail length
  - Elevation gain and loss
  - Use at own risk disclaimer
- DETAILS**
- Sign size: 40 mm X 70 mm. Selected to be mounted without overhang on 90 mm X 90 mm post (figure 6).
- Trail difficulty rating and a written explanation of what the user may encounter on the trail
  - Warning and quantity of higher difficulty TTRs if present
  - Conditions subject to change
  - Impact TTRs prior to riding
  - Time range to complete
  - Trail profile
  - Disclaimer – most trails will be a level or two harder to ride when slippery
- OPTIONAL INFORMATION**
- Trail difficulty rating and a written explanation of what the user may encounter on the trail
  - Warning and quantity of higher difficulty TTRs if present
  - Conditions subject to change
  - Impact TTRs prior to riding
  - Time range to complete
  - Trail profile
  - Disclaimer – most trails will be a level or two harder to ride when slippery

# MANAGEMENT GUIDELINES

## EN ROUTE SIGN

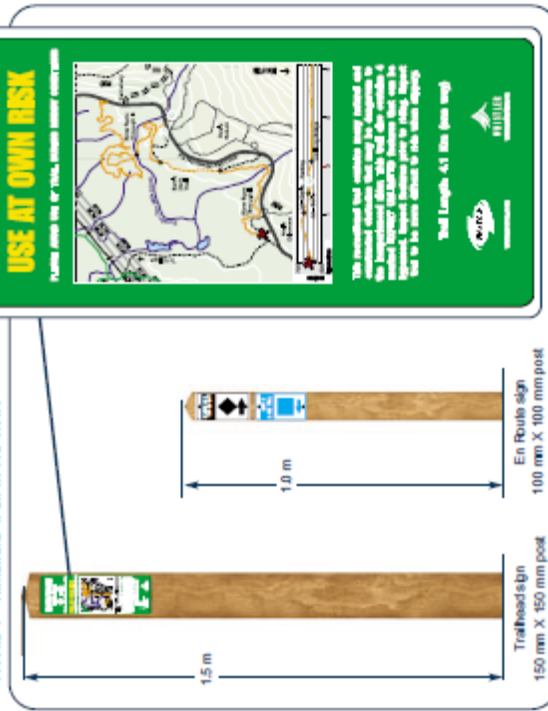
Located along the trail indicating to the user they are still on the desired trail and/or give warning of the higher difficulty of an upcoming TTF. En route signs express difficulty in three ways: shape of sign, color of sign and trail profile symbol on the sign. The signs are labeled with the trail name to distinguish between different trails.

- En route signs to be placed at junctions with alternate trails giving clear direction of each trail's direction. Use difficulty symbol and trail name with a reflective white border.
- For TTFs rated a higher difficulty than the trail rating, en route signs to be posted as warning. Use difficulty symbol and trail name with a reflective yellow border. If feature can not be safely walked, an easier sign, or pass route must be provided (figure 6).
- If appropriate, signs may be placed at intervals to guide user.
- Consider reflective signs for night use.

## DETAILS

For en route signs marking higher difficulty features, it is important for the sign to be highly visible. Place sign approximately 1.0-1.5 m above trail.

FIGURE 6 TRAILHEAD & EN ROUTE SIGNS



## CONSTRUCTION

For new trails, the RMOW will use an experienced trail builder for the trail alignment and follow the supporting guidelines and standards.

## TRAIL RATING

The trail and each feature along the trail is reviewed and measured to determine its difficulty. The details and difficulty level of each feature need to be recorded. The trail may be rated as low as the average feature difficulty or as high as the highest feature's difficulty bearing in mind all features rated as a higher difficulty than the trail's rating must be individually signed. If the feature can not be safely walked, the feature must have an easier, signed bypass route. The trail rating sign must also inform the user that there are higher difficulty features.

## TRAIL MAINTENANCE

Trail maintenance is an integral part of managing trails. In general, high use trails and trails in environmentally sensitive areas require a greater level of maintenance and an expedited response to trail deterioration. Trails with man-made TTFs also require more frequent inspection.

## MAINTENANCE PRIORITIES

The RMOW will inspect municipal trails as follows:

- **HIGH PRIORITY TRAILS** will be inspected twice a year (April and July). These include all Type I trails, all trails in PAN 1 environments and trails with known constructed TTFs.
- **MEDIUM PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all trails in PAN 2 and PAN 3 environments and all Type II trails.
- **LOW PRIORITY TRAILS** will be inspected in the spring of each year or prior to the start of the trail use season. These include all remaining mountain bike trails.

All inspections and maintenance must be documented.

## INSPECTION TO INCLUDE

Review of the trail:

- for safety;
  - to verify difficulty designation.
- Review of signs:
- for presence and condition.
  - Review of content of features;
  - for actual integrity

# TERMINOLOGY

- A FRAME** – to couple approach and/or jump together with no level section at the apex. Typically used in bridge descent across the trail.
- BEHM** – built up back to back on side of a corner to improve cornering.
- BOUNCEWALK** – a mixed velvety/mud surface used in severe sensitive areas; similar to bridge.
- BRIDGE** – a structure that is built above and across a river or other obstacle allowing passage across or over obstacle.
- DANGER** – likely to cause harm or result in injury.
- DROP OFF** – a steep descent, possibly at the end of a leg or off a rock; may require a technique depending on the vertical drop and/or the angle of descent.
- EN ROUTE** – on the way.
- EXPOSURE** – placing a rider in the position or location that an error in balance or maneuvering may result in an injury, for example a narrow ledge above rock work is exposure and the greater the exposure of the ledge above the rock, the greater the level of exposure.
- FACE** – the steep exposed side of a rock.
- FALL AWAY** – a drop-off which incorporates a turn in the trail.
- GAP JUMP** – two gaps placed back to back with a space between them, the rider must travel with enough velocity to cross the gaps and land on the second jump.
- GATEWAY** – a smaller placed before a trail or TTF; for example, a sign placed before an elevated bridge or a difficult corner or fifth rider can successfully negotiate the more difficult gateway than they will likely be able to negotiate the TTF.
- GRAN FATHER CLAUSE** – provision covering certain pre-existing trail from the requirements of a new way station.
- JUMP** – a wedge shaped feature built with the intention of assisting the rider's ascent.
- LANDER** – a TTF with steps attached to sides (stepped) made of wood, weed or rock, used for climbing up or down.
- LOGJAM** – a pile of logs placed near perpendicular to trail to make a ramp, usually placed in front of and behind obstacle to ease passage.
- MACHINE BUILT** – constructed with items of an excavator.
- MANDATORY AIR** – a TTF requiring a wheelie drop or other advanced technique to exit the trap step or underfoot rock.
- MANUAL** – technique used to lift the front end of a bike up without the use of a pedal stroke; can be used off a down climb, etc.; generally requires more forward momentum than a wheelie drop.
- PAN** – Protected Area Network, acronymic term used by some groups, in environmental protection, has escape hatches, wild life corridors or riparian buffers.
- RAMP** – any inclined structure, typically used as an approach to or confirms a TTF. A ramp can also be a jump.
- RHYTHM SECTEN** – series of gap jumps placed end to end. Most technical form of jumping due to skill, timing, technique and falls as consequence.
- RIPARIAN ZONE AREA** – land between the water and the high water mark on the riparian riparian areas typically comprise a rich and diverse vegetation mosaic reflecting the influence of water.
- ROLLABLE** – a surface that can be ridden without requiring higher level rider skills; for example, an elevated bridge structure/corner that can be ridden without having to hop and rock.
- ROLL OVER** – usually a rock that gets in the way of the rider's advance, at the point where stepping may not be an option and the rider must continue despite not being prepared which leads.
- TRIPLE TOP** – two jumps back to back with the void between the jumps filled in with dirt, creating the ability.
- TRIPLE BOTTOM** – a TTF consisting of a long plus balanced on a central support for riders to cross over, providing a down motion as the rider passes over the plus.
- TONGUE** – a steep ramp on the exit of a TTF, often as an alternative mandatory air.
- TOP OF THE BANK** – the highest elevation of bank, which confers to their descent water flowing in an intermittent or perennial stream or river.
- TREAD** – the tread surface of the trail.
- TW** – Technical Trail Feature – an obstacle on the trail requiring negotiation, the feature can be either man made or natural, such as an elevated bridge or a rock face respectively.
- WHEELIE DROP** – technique used to pull off a drop off or leg with the back wheel landing before the front wheel.

## MAINTENANCE TRIGGERS

- Triggers for trails requiring additional maintenance
  - TTFs deteriorating.
  - Short cutting of finishing turns and/or switchbacks.
  - Trail falling or sliding down the hill.
  - Vegetation cover loss.
  - Trail proliferation (over-densification or blocking).
  - Trail incision and soil loss (trails exceeding 95 cm depth).

## GRANDFATHER CLAUSE

In the case of valued existing trails in protected areas when trail deactivation is unlikely to succeed, trail management becomes the preferred option. When considering the Grandfather Clause as an option, evaluate the continuing cost of maintenance to manage the trail. At trail deactivation/denial may not be successful if the trail has been established, is well used, and no alternative route is proposed. The resulting damage may be worse than had the trail remained open and effectively managed.

## TRAIL DEACTIVATION

There may be a number of reasons for deactivating an existing trail. When considering deactivation of a trail, take into account:
 

- Is the trail popular?
- Is the level of impact acceptable or can it be made acceptable by management?
- Can the trail or part of the trail be re-routed to improve the situation?
- Are there suitable alternatives for users if the trail was deactivated?
- Is the trail historically significant?

## Alternatives to trail deactivation:

- Management of trail use
  - Temporary closures
  - The entire section of trail
  - Exclusion of damaging users
- Education of users with signs or other education initiatives.

When considering deactivation of trails, steps must include the following:

- Consult user groups.
  - Public notice.
  - Monitoring to ensure trail remains deactivated.
- And may include:
- Signs informing users of reasons for closure.
  - Fence in.



NOTES

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## SCHEDULE C

### ROAD USE RULES

**These Road Use Rules govern the use of all resource roads located within the lands shown on the attached map by you and every other person authorized to use such roads as a member, director, officer, contractor, agent, or invitee of the United Riders of Cumberland Association. As a condition of your use of the roads, you must review and comply with these Road Use Rules in order to ensure your own safety and that of other road users. Note that if a company or organization has been designated as primarily responsible in respect of a specific road (the “Prime Contractor”), additional rules may be applicable (see below).**

#### **All vehicles:**

- You must be fully licensed with correct endorsements, adequately insured for your vehicle's intended use and follow all applicable driving legislation.
- Vehicles must be maintained in good safe operating condition.
- Check with the landowner (see contact information below) to obtain contact information for the designated Prime Contractor and active operations, and to confirm current weather conditions which may affect your use of the roads. Note that the landowner reserves the right to regulate or stop any traffic or restrict any activities on the road for such periods as, in their opinion, are required by weather conditions, fire hazard, the operations of the landowner or other conditions. Your vehicle must be equipped with a radio and must have the correct communication channel(s) and know the current status of log hauling and other industrial use on the desired roads of travel.
- Follow the posted speed limits (maximum 50 km/hr if no speed limit is posted) with headlights/taillights on at all times and observe and obey all posted signage.
- All traffic must drive on the right-hand side of the road.
- Drive in accordance with the road conditions and visibility (sight lines, dust or weather related visibility). Roads are radio assisted, not radio controlled. Drive accordingly and expect the unexpected.
- Deactivated roads may or may not be posted. It is suggested that you obtain information regarding road deactivation status from the landowner before you begin your trip.
- Maintain safe distances when following other vehicles and use extra caution when driving in dusty conditions. Also use extreme caution when overtaking slower vehicles.
- Always give industrial traffic the right-of-way (pull over and stop).
- When passing logging trucks, low beds, graders, etc., make sure the operator is aware of your intentions and signals you verbally or visually before proceeding to pass; then pass only when road conditions are favourable.
- Watch out for “sweepers” which are very long logs hauled on logging trucks. They can hang over the back of the trailer up to 6 meters and on a tight corner could sweep a vehicle off the road.

- Do not block the road or stop on the running surface for any reason – logging trucks require a lot of room for safe travel and to safely stop. Do not impede their access at any time. It is essential that logging trucks be able to use the roads without delays. If you must stop, find a turnout or wide spot and park well off the road.
- Be aware that off-highway trucks with wide bunks have very little opportunity to move off the center of the road grade, except on wide mainlines. Ensure you find a turnout that enables the logging truck adequate clearance for safe passage.
- Report vandalism or other suspicious activities to a landowner representative.
- Report all hazards immediately to Prime Contractor or the landowner representative.
- Spill kits are required in vehicles transporting fuel products and waste materials, such as used oil. Report all spills immediately to the landowner and follow applicable rules and regulations that will ensure safe containment of the spill.

**Industrial Vehicles:**

- All vehicles and drivers must comply with applicable rules and regulations that will ensure proper driving, loading, securing, inspection and maintenance.
- Down/Loaded vehicles have the right-of-way.
- The landowner typically maintains the bridge infrastructure to support L165 tons. For active crossings that support less than L165, the landowner identifies the load rating with posted signage stating the load rating in the field (i.e. L100, L75, 5 tonnes/pickup, etc). In the event users have concerns, contact the landowner representative for assistance.

**Note:** *Notify landowner representative prior to walking (point loading) across structures with equipment 75 tonnes or greater to ensure structure can safely support the weight.*

**Landowner Representative:**

For lands shown in brown: Hancock Forest Management 4321 Boban Drive, Nanaimo, BC V9T 5V9 Tel: 250-999-4253 Fax: 250-751-2521	For lands shown in yellow: TimberWest Forest Company 4475 NI Highway, Campbell River, BC V9W 5C5 Tel: 250-286-7300 / Fax: 250-286-7315
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**RADIO CALLING:**

**Known Hazards**

<ol style="list-style-type: none"> <li>1. Losing track of your location</li> <li>2. Losing track of other vehicles location</li> <li>3. Meeting oncoming vehicles without a radio</li> <li>4. Not following calling procedures</li> </ol>	<ol style="list-style-type: none"> <li>5. Unnecessary radio chatter</li> <li>6. Using the wrong frequency</li> <li>7. "Walking over" other calls</li> <li>8. Being distracted (ie phones, music, passengers)</li> </ol>
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**Procedures:**

1. The terms "**UP**" for increasing numbers and "**DOWN**" for decreasing numbers are the preferred methods for calling, although users may at times hear "**EMPTY**" for increasing and "**LOADED**" for decreasing. North Island's practice is for logging truck traffic to use

“LOADED / EMPTY”, and all other traffic to use “UP/DOWN” in order to identify direction of travel.


2. Preferred Radio Call: **Road name** followed by the **kilometer** position then **Up** or **Down** (e.g. “North Shore ... 2 km ... Up”).
3. **All vehicles should call their location / direction of travel:**
  - When entering or leaving a road system.
  - Whenever there is a road frequency/channel change.
  - Whenever you are stopping and parking on the road, and again when you resume.
  - When encounter a vehicle without a radio. (Identify the vehicles position and direction of travel).
4. **Radio Calling protocol** - loaded vehicles:
  - Loaded vehicles (i.e. logging trucks, gravel trucks, lowbeds, and fuel trucks) must call at minimum every two km's, preferably every km when traffic is near, regardless of direction of travel.
5. **Radio Calling protocol** - all other vehicles, regardless of direction of travel:
  - Must call every km when within three km's of oncoming radio assisted traffic.
  - As a courtesy, should call every five km's.
  - As a courtesy, identify themselves: pick-up, low-bed, fuel truck, grader, etc. (i.e. "pick-up...Trent Main ... 2 km... Up")
6. **Convoy calling :**
  - The lead vehicle is responsible for calling for all vehicles within the convoy. (i.e. “Convoy of 4 pickups...Trent Main ...13km...UP”)



## SCHEDULE D

### CONTACT INFORMATION

Contact List:

Party	Events & Permits	Public Communications	Operations
<p>The Corporation of the Village of Cumberland</p> 	<p><b>Primary Contact:</b> Leah Knutson Manager of Recreation 250-336-2231 <a href="mailto:lknutson@cumberland.ca">lknutson@cumberland.ca</a></p> <p><b>Secondary Contact:</b> Kevin McPhedran Parks &amp; Outdoor Rec. Coordinator 250-336-3012 <a href="mailto:kmcphedran@cumberland.ca">kmcphedran@cumberland.ca</a></p>	<p><b>Primary Contact:</b> Kevin McPhedran Parks &amp; Outdoor Rec. Coordinator 250-336-3012 <a href="mailto:kmcphedran@cumberland.ca">kmcphedran@cumberland.ca</a></p> <p><b>Secondary Contact:</b> Leah Knutson Manager of Recreation 250-336-2231 <a href="mailto:lknutson@cumberland.ca">lknutson@cumberland.ca</a></p>	<p><b>Primary Contact:</b> Kevin McPhedran Parks &amp; Outdoor Rec. Coordinator 250-336-3012 <a href="mailto:kmcphedran@cumberland.ca">kmcphedran@cumberland.ca</a></p> <p><b>Secondary Contact:</b> Leah Knutson Manager of Recreation 250-336-2231 <a href="mailto:lknutson@cumberland.ca">lknutson@cumberland.ca</a></p>
<p>United Riders of Cumberland Association</p> 	<p><b>Primary Contact:</b> Jeremy Grasby Secretary 250-650-2173 <a href="mailto:jeremygrasby@gmail.com">jeremygrasby@gmail.com</a></p> <p><b>Secondary Contact:</b> Erik Holbek Vice President 250-897-2763 <a href="mailto:eholbek@hotmail.com">eholbek@hotmail.com</a></p>	<p><b>Primary Contact:</b> Mike Manara President 250-702-1143 <a href="mailto:mikemanara@gmail.com">mikemanara@gmail.com</a></p> <p><b>Secondary Contact:</b> Erik Holbek Vice President 250-897-2763 <a href="mailto:eholbek@hotmail.com">eholbek@hotmail.com</a></p>	<p><b>Primary Contact:</b> Erik Holbek Vice President 250-897-2763 <a href="mailto:eholbek@hotmail.com">eholbek@hotmail.com</a></p> <p><b>Secondary Contact:</b> Jeremy Grasby Secretary 250-650-2173 <a href="mailto:jeremygrasby@gmail.com">jeremygrasby@gmail.com</a></p>
<p>Comox Timber Ltd.</p> 	<p><b>Primary Contact:</b> Mena McConnell Hancock Forest Management 250-999-4253 <a href="mailto:MMcconnell@hnr.com">MMcconnell@hnr.com</a></p> <p><b>Secondary Contact:</b> Matthew Merritt, RPF Forester 250-999-4259 <a href="mailto:MMerritt@hnr.com">MMerritt@hnr.com</a></p>	<p><b>Primary Contact:</b> Matthew Merritt, RPF Forester, Hancock Forest Management 250-999-4259 <a href="mailto:MMerritt@hnr.com">MMerritt@hnr.com</a></p> <p><b>Secondary Contact:</b> Ian Delisle, RPF Forester 250-999-4255 <a href="mailto:IDelisle@hnr.com">IDelisle@hnr.com</a></p>	<p><b>Primary Contact:</b> Matthew Merritt, RPF Forester, Hancock Forest Management 250-999-4259 <a href="mailto:MMerritt@hnr.com">MMerritt@hnr.com</a></p> <p><b>Secondary Contact:</b> Ian Delisle, RPF Forester 250-999-4255 <a href="mailto:IDelisle@hnr.com">IDelisle@hnr.com</a></p>
<p>TimberWest Forest Company</p> 	<p><b>Primary Contact:</b> Lee-Ann Anderson Senior Property Administrator 250-716-3714 <a href="mailto:andersonl@timberwest.com">andersonl@timberwest.com</a></p> <p><b>Secondary Contact:</b> Dianna Lau Property Administrator 250-716-3716 <a href="mailto:laud@timberwest.com">laud@timberwest.com</a></p>	<p><b>Primary Contact:</b> Steve Lorimer, RPF Saltair Consulting 250-416-9294 <a href="mailto:thelorimers@shaw.ca">thelorimers@shaw.ca</a></p> <p><b>Secondary Contact:</b> Patti Pearce Office Administrator 250-716-3752 <a href="mailto:pearcep@timberwest.com">pearcep@timberwest.com</a></p>	<p><b>Primary Contact:</b> Bill Grutzmacher, RPF Operations Forester 250-286-7345 <a href="mailto:grutzmacherb@timberwest.com">grutzmacherb@timberwest.com</a></p> <p><b>Secondary Contact:</b> Gary Lawson, RPF Operations Planner 250-286-7307 <a href="mailto:lawsong@timberwest.com">lawsong@timberwest.com</a></p>



January 29<sup>th</sup>, 2016

**RE: Seeking your input on draft recovery documents for SARA listed species at risk in B.C.**

As you may be aware, Environment and Climate Change Canada has developed a three year work plan which includes completing recovery strategies and management plans for over 80 wildlife species at risk in B.C. For your reference, we have attached a document listing these species and the status of the associated recovery documents (i.e., drafts available, drafts in early development, and documents posted on the Species at Risk Public Registry). Whenever possible we aim to inform those who may be impacted by the development of these documents before they are made available to the general public for comment.

We currently have draft documents prepared for the following species found in Alberni-Clayoquot Regional District:

- **Edwards' Beach Moth** (Endangered) – a moth found in a few locations on Vancouver Island and the Gulf Islands. Please note that draft critical habitat for this species has been identified in Alberni-Clayoquot Regional District.
- **Coastal Tailed Frog** (Special Concern) – a frog found in the Coast and Cascade mountain ranges of British Columbia.
- **Northern Red-legged Frog** (Special Concern) – a frog found on Vancouver Island and approximately the southern half British Columbia's coast.
- **Western Toad** (Special Concern) – a toad found throughout most of British Columbia.

Given the size of the documents, we have not included the full drafts with this letter. Please let us know if you would like us to provide these to you. We have included overviews for the species with draft documents available, and a questionnaire that you may find helpful in your review. To further aid you in your review, and to assist with your land use planning, we can provide digital spatial data for areas identified as critical habitat for several SARA listed species. If you would like to receive these data and you do not already have a confidentiality agreement with Environment Canada, please have a senior representative in your organization sign the attached 'Restricted Data Licensing Agreement' and mail the signed hard copy to the address found at the end of this letter.

While there are no deadlines for providing input on these draft recovery documents, we encourage you to contact us as soon as possible so that we may more fully incorporate your comments. We will also send an email notification at the start of the 60 day public comment period for each individual recovery document once posted to the public registry.

We would also like to inform you that, to the extent possible, we will notify private landowners that may have critical habitat identified on or near their property of the opportunity to provide comments on these draft documents. As effectively reaching landowners can be a challenge with the tools available to us, we would greatly appreciate it if you could notify your community members of the opportunity to provide input by posting an announcement on your website, social media, or other communication tools you may use. Feel free to use the text from the attached materials.



As local governments you play a critical role in safeguarding the natural areas within your jurisdiction that species at risk depend on to recover or survive. Here are some ways you can be involved in recovery efforts:

- Provide us with information we can use to improve the recovery documents
- Continue to conserve species at risk using the tools unique to local governments such as bylaws, zoning, and permitting
- Utilize stewardship tools and resources such as covenants, easements, stewardship agreements, and apply to Environment Canada's various funding programs (e.g., the Habitat and Stewardship Fund for Species at Risk)
- Promote conservation of species at risk and help inform your constituents about the *Species at Risk Act* and its importance

Thank you in advance for your input. We understand that species at risk is one of many priorities for your communities and we appreciate the time you have invested in working with us.

We look forward to continuing to work together on species at risk recovery.

Respectfully,

Randal Lake  
Head, Species at Risk Recovery  
Canadian Wildlife Service  
Environment and Climate Change Canada  
Pacific and Yukon Region  
5421 Robertson Rd, RR1  
Delta, BC V4K 3N2

Enclosed:

- Fact sheet on recovery documents with a list of recovery documents on the three year work plan
- Overviews of species with draft recovery documents available for consultation
- Species at risk recovery planning questionnaire
- Restricted Data Licensing Agreement

**No-Fee End-Use Restricted Licence Agreement  
For Government Geographic Data**

**This Licence Agreement**

**BETWEEN:**

**Her Majesty the Queen in Right of Canada, as represented by  
the Minister of Environment (“Canada”)**

**AND:**

\_\_\_\_\_ (“Licensee”)

**WITNESSES THAT:**

**I. WHEREAS** Canada is the owner, or licensee, of Intellectual Property Rights in and to Canada Digital Data, as described in Schedule “A” attached hereto;

**II. AND WHEREAS** the Licensee is interested in acquiring certain rights to the Canada Digital Data for the purpose of informing land use planning activities; and

**III. AND WHEREAS** Canada, in support of their development of recovery strategies for species at risk and in order to meet their obligations under the *Species at Risk Act* (including Sections 39 and 61), is willing to grant to the Licensee certain rights to the Canada Digital Data,

**NOW THEREFORE**, in consideration of the covenants contained in this Agreement, the Parties agree as follows:



## 1.0 DEFINITIONS

1.1 “**Agreement**” means this no-fee end-use licence agreement, its recitals and the schedule attached hereto, as the same may be amended from time to time in accordance with the provisions hereof.

1.2 “**Canada’s Data**” means that Data contained in the Canada Digital Data, the Intellectual Property Rights of which vest in Canada.

1.3 “**Canada Digital Data**” means the Digital Data, metadata and related documentation described in Schedule “A” attached hereto, provided by Canada to the Licensee in accordance with the terms and conditions of this Agreement. Canada’s Data is contained in the Canada Digital Data. Canada Digital Data may also contain Data, the Intellectual Property Rights of which vest with third parties, and which is licensed to Canada.

1.4 “**Data**” means any expressed original data fixed in a form giving rise to Intellectual Property Rights, such as described in Schedule “A” attached hereto.

1.5 “**Derived Products**” means any product, system, sub-system, device, component, material or software developed or caused to be developed by the Licensee that interprets the Canada Digital Data or is based on that Data, in whole or in part.

1.6 “**Intellectual Property Rights**” means any and all Intellectual Property Rights recognized by the law, including but not limited to, Intellectual Property Rights protected through legislation.

1.7 “**Party**” means either one of the signatories to this Agreement and includes their respective servants, agents and employees. “**Parties**” means the signatories to this Agreement and includes their respective servants, agents and employees.

## 2.0 INTELLECTUAL PROPERTY RIGHTS

2.1 Subject to section 2.2 hereof, and without affecting Canada’s Intellectual Property Rights in and to Canada’s Data and any third-party’s Intellectual Property Rights in Data contained in the Canada Digital Data, all Intellectual Property Rights in and to any modification, translation, improvement or further development made by the Licensee to the Canada Digital Data, including any Derived Product, shall vest in the Licensee or in such person as the Licensee shall decide.

2.2 All Intellectual Property Rights in and to Canada’s Data shall remain the Property of Canada. All Intellectual Property Rights in and to the Data contained in the Canada Digital Data which is not Canada’s Data shall remain the Property of the respective content owners and may be protected by copyright, other Intellectual Property laws, common law or international treaties.

### **3.0 LICENCE GRANT**

3.1 Subject to this Agreement, Canada hereby grants to the Licensee a royalty-free, nonexclusive, world-wide, non-assignable licence to use, reproduce, extract, modify, translate and further develop the Canada Digital Data, for the Licensee's own internal use, and as is necessary for the manufacture and distribution of Derived Products, for the whole of the period of time described in section 8.0 below (*Term*) PROVIDED all reproductions of the Canada Digital Data include the notice provided in section 5.1 and shall carry the caveat contained in section 7.1 hereof. For clarity, and as indicated in subsection 1.5 above, a Derived Product does not contain Canada Digital Data, in whole or in part.

### **4.0 RESTRICTIONS ON USE OF THE CANADA DIGITAL DATA**

4.1 Notwithstanding section 3.1 above, the Licensee shall not, nor allow or direct any person to:

- (a) disassemble, decompile except for the specific purpose of recompiling for software compatibility, or in any way attempt to reverse engineer the Canada Digital Data or any part thereof;
- (b) publish, communicate or distribute the Canada Digital Data or any part thereof, to a third party, for any purpose whatsoever; or
- (c) merge or link the Canada Digital Data with any product or database in such a fashion that gives the appearance that the Licensee may have received, or had access to, information held by Canada about any identifiable individual, family, household, organisation or business.

### **5.0 PROTECTION AND ACKNOWLEDGEMENT OF SOURCE**

5.1 The Licensee shall include and maintain on all reproductions of the Canada Digital Data, produced pursuant to section 3.0 above, as well as all metadata that was provided by Canada with the Canada Digital Data, the following notice:

*Reproduced with the permission of Environment Canada.*

5.2 The Licensee shall ensure that no acknowledgment of Canada, except as permitted under section 5.1 above, shall be shown in association with any form of promotion or advertisement of Derived Products. The Licensee shall not include in its promotional material:

- (a) the name, crest, logos, flags or other insignia or domain names of Canada, without the prior written approval of Canada, which approval may be refused at Canada's sole discretion; or
- (b) any annotation of any kind that may be interpreted as an endorsement by Canada of the Derived Products.

5.3 The Licensee shall include in a prominent location on all Derived Products the following notice:

*This product has been produced by or for  [LICENSEE NAME]  based on data provided by Environment Canada.*

## **6.0 OBLIGATIONS OF THE LICENSEE**

6.1 The Licensee shall promptly notify Canada of any infringement by third parties of the Canada Digital Data when such becomes known to the Licensee and where possible provide a sample of such infringement and co-operate with Canada in enforcing Canada's Intellectual Property Rights against the infringer. The Licensee shall not institute any suit or take any action on account of any such infringements without Canada's prior written consent.

6.2 The Licensee shall not use any identifier or mark of Canada, or the name of Environment Canada in a manner that would imply that the Licensee has an exclusive arrangement for any or all of the Canada Digital Data, or that the Licensee has access to any confidential information or information not available to any other party.

6.3 The Licensee shall not use the Canada Digital Data in any way which in the opinion of Canada, may bring disrepute to or prejudice the reputation of Canada.

6.4 The Licensee shall supply to Canada, prior to its use or publication, a copy of all recommended marketing and promotional literature that identifies the Canada Digital Data or refers to the relationship between the Licensee and Canada. Canada shall notify the Licensee of any required changes within seven (7) working days of receipt of the materials. The Licensee shall make all changes to such materials as Canada, in its sole discretion, deems advisable.

6.5 The Licensee shall promptly notify Canada of any action or proceeding or any event that may affect its ability and capacity to exercise its licensed rights and fulfill its obligations under this Agreement.

## **7.0 REPRESENTATIONS, WARRANTIES, INDEMNITIES**

7.1 Canada makes no representation and gives no warranty of any kind with respect to the accuracy, usefulness, novelty, validity, scope, completeness or currency of the Canada Digital Data and expressly disclaims any implied warranty of merchantability or fitness for a particular purpose of the Canada Digital Data.

7.2 The Licensee shall have no recourse against Canada, whether by way of any suit or action or other, for any loss, liability, damage or cost that the Licensee may suffer or incur at any time, by reason of the Licensee's possession or use of the Canada Digital Data, or arising out of the exercise of its rights or the fulfillment of its obligations hereunder.

7.3 The Licensee shall at all times indemnify and hold Canada and its ministers, employees and agents harmless from all claims, demands, losses, damages, costs, actions or other proceedings

made, sustained, brought or prosecuted by any person in any manner, based upon, or occasioned by, or attributed to any injury, infringement or damage arising out of any action or omission of the Licensee, arising from erroneous communication by the Licensee, or arising from the performance or non-performance by the Licensee of its rights and obligations hereunder, or arising from the manufacture, publication, distribution or use of Derived Products.

## **8.0 TERM**

8.1 This Agreement is effective as of the date of the last signature of the Parties and shall remain in effect for a period of five (5) years, subject to section 9.0 below.

## **9.0 TERMINATION**

9.1 Notwithstanding section 8.0 above, this Agreement may be terminated prior to its expiration:

- (a) automatically, upon Canada giving written notice to the Licensee of a breach or default by the Licensee of any of the terms and conditions of this Agreement;
- (b) upon written notice of termination given by either Party at any time, and such termination shall take effect thirty (30) days after the receipt by the other Party of such notice; or
- (c) upon written agreement of the Parties.

9.2 Upon the expiration or termination of this Agreement, for whatever reason, the obligations of Canada hereunder shall immediately cease, the Licensee's rights as granted hereunder shall immediately cease, and the Licensee shall return to Canada, or destroy the Canada Digital Data and all reproductions thereof, and certify in writing to Canada, within thirty (30) days of expiration or termination, that this has been done.

9.3 Notwithstanding the expiration or termination of this Agreement, all agreements entered into prior to such expiration or termination by the Licensee, in the exercise of its rights hereunder and in conformity with the requirements set out herein, and all obligations imposed therein shall continue in full force and effect subject to their terms.

9.4 All obligations of the Parties which expressly or by their nature survive expiration or termination of this Agreement shall continue in full force and effect subsequent to and notwithstanding such expiration or termination, until they are satisfied or by their nature expire. For greater clarity, and without limiting the generality of the foregoing, the following provisions survive expiration or termination of this Agreement:

- (a) section 5 (*Protection And Acknowledgement of Source*);
- (b) section 7 (*Representations, Warranties and Indemnities*); and
- (c) sections 9.2 (*Effect of Termination*).

## 10.0 NOTICES

10.1 Any report or notice required or permitted to be given by the Parties under this Agreement shall be in writing and given by delivering it in person, or sending it by mail, courier or facsimile addressed as follows:

if to Canada, to:

Randal Lake  
Head, Species at Risk Recovery Unit  
Canadian Wildlife Service, Environment Canada  
5421 Robertson Road Delta, BC, V4K 3N2

and if to the Licensee, to:

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10.2 Any such report or notice shall be effectively conveyed upon receipt, unless received on a day which is not a business day, in which case it shall be deemed to be received on the next business day. Either Party may change its address from time to time by notice given in accordance with this section, and any subsequent notice must be sent to the Party at its changed address.

## 11.0 GENERAL PROVISIONS

### 11.1 Applicable Law

This Agreement shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by, the laws in effect in the Province of British Columbia, and the laws of Canada, as applicable.

### 11.2 Entire Agreement

This Agreement, including the recitals and Schedule “A” attached hereto and incorporated herein constitute the entire agreement between the Parties with respect to its subject matter and supersedes any prior agreement or communication of any kind between the Parties. This Agreement may only be amended in writing, signed by both Parties, which expressly states the intention to amend this Agreement.

### 11.3 Alternate Dispute Resolution

If a dispute arises concerning this Agreement, or if a recommended modification of any term of this Agreement cannot be agreed between the Parties, the Parties shall resolve the matter:

- (a) firstly, by negotiation;
- (b) secondly, by mediation by a mutually acceptable mediator; and
- (c) thirdly, by binding arbitration.

### 11.4 No Waiver

No condoning, excusing or overlooking by Canada of any default by the Licensee, at any time or times, in performing or observing any of the Licensee’s obligations hereunder, will operate as a waiver, renunciation, surrender of or otherwise affect the rights of Canada in respect of any continuing or subsequent default. No waiver of these rights will be inferred from anything done or omitted by Canada except by an express waiver in writing.

### 11.5 Order of Precedence

If there is a conflict or ambiguity between this Agreement and any schedules thereto, this Agreement shall prevail.

### 11.6 No Joint Venture/Licensee not an Agent or Partner

The Parties expressly disclaim any intention to create a partnership, joint venture or joint enterprise. The Parties acknowledge and agree that nothing contained in this Agreement nor any acts of any Party shall constitute or be deemed to constitute the Parties as partners, joint ventures or principal and agent in any way or for any purpose. No Party has the authority to act for, or to assume any obligation or responsibility on behalf of the other Party.

### 11.7 No Updates

Canada assumes no obligation or liability whatsoever for the provision of updates to the Canada Digital Data.

In acceptance of the foregoing, the Parties have apposed their signatures as follows:

**HER MAJESTY THE QUEEN IN RIGHT OF CANADA**, as represented by the Minister of Environment,

by: \_\_\_\_\_  
Signature Date (yyyy/mm/dd) \_\_\_\_\_

\_\_\_\_\_ Title  
Printed name \_\_\_\_\_

\_\_\_\_\_ Phone and email  
Address \_\_\_\_\_

**LICENSEE'S FULL NAME**

by: \_\_\_\_\_  
Signature Date (yyyy/mm/dd) \_\_\_\_\_

\_\_\_\_\_ Title  
Printed name \_\_\_\_\_

\_\_\_\_\_ Phone and email  
Address \_\_\_\_\_

**SCHEDULE “A” to the No-Fee End-Use Licence Agreement  
DESCRIPTION OF THE CANADA DIGITAL DATA**

Canada provides to the Licensee rights to access the following Canada Digital Data in accordance with the terms and conditions of this Agreement.

Title	Critical habitat or candidate critical habitat data for species at risk within the province of British Columbia at the discretion of Environment Canada.
Description	Spatial data representing areas within which critical habitat occurs or within which candidate critical habitat being used to inform Environment Canada’s identification of critical habitat under the Species at Risk Act for species at risk occurs at the discretion of Environment Canada.
Species	Any species listed on Schedule 1 of the <i>Species at Risk Act</i> for which critical habitat is identified or for which candidate critical habitat is being considered in a draft recovery strategy or action plan.
Date of data	Varies. Refer to the metadata included with each new file.
Format of data	GIS polygon data, ESRI shapefiles, and/or pdf maps
Location of data	Within British Columbia at the discretion of Environment Canada.
Status of data	Varies. Refer to the metadata included with each new file.
Conditions of data use	<ul style="list-style-type: none"> <li>• If applicable, member organisations (including individual bands or municipalities) may be provided and may use the data outlined above under this agreement.</li> <li>• The Licensee should refer to relevant recovery documents or draft recovery documents for information about specific criteria that define the critical habitat or draft critical habitat within the spatial boundaries depicted by the data.</li> <li>• Footnotes, captions, and map legends should refer to, as appropriate for the situation, “Area contains candidate critical habitat for species being considered for identification under the Species at Risk Act”.</li> <li>• Source data (e.g., species occurrence data, habitat data) used to inform critical habitat identification are not provided under this Agreement. If required, this data should be obtained from individual data custodians (e.g., BC Conservation Data Centre) and will be subject to separate data sharing agreements.</li> </ul>



## **Fact Sheet on Recovery Documents**

This fact sheet provides a brief description of each type of recovery document developed under the *Species at Risk Act*. Recovery documents can be developed in cooperation with aboriginal peoples and others who may be affected by a recovery document or have knowledge of the species.

Consultation on each document takes place, once a draft is available, with aboriginal peoples and others who may be directly affected by the recovery document. Consultation also takes place on the SARA Registry ([sararegistry.gc.ca](http://sararegistry.gc.ca)) for a 60 day public comment period. Following the comment period, all information received will be incorporated to the extent possible and the document will be posted as final to the SARA registry. Though posted as final, recovery documents can be updated any time new significant information becomes available.

### **Recovery Strategies**

Recovery strategies are required for species that are listed on SARA Schedule 1 *as threatened, endangered, or extirpated*. A recovery strategy identifies threats to the species and establishes population and distribution objectives. If enough information is available, a recovery strategy also identifies critical habitat. Critical habitat is the habitat needed for the survival or recovery of a species. Critical habitat is identified by describing the area that a species uses and (within that area) the particular environmental features (e.g., amount of moisture) the species needs to live and reproduce. These features are often called “biophysical attributes” in the recovery strategy.

Note that digital geospatial data outlining critical habitat identified in recovery strategies posted on the Species at Risk Public Registry can be downloaded from: <http://donnees.ec.gc.ca/data/species/developplans/critical-habitat-for-species-at-risk-british-columbia/?lang=en>.

### **Management Plans**

Management plans are required for species listed as *special concern* on SARA Schedule 1. Management plans describe measures to be taken for the conservation of the species, but it does not identify specific areas of habitat critical to the survival of the species.

### **Action Plans**

Actions plans may be developed for a single species or multiple species. Action plans outline the projects or activities required to meet the goals and objectives identified in recovery strategies. An action plan includes information on the species habitat, protection measures, and an evaluation of the socio-economic costs and benefits.

## Update on Environment Canada's Three-Year Recovery Document Posting Plan for species in British Columbia – As of January 22, 2016.

In the list below, you will find the current stage of development for each document, the names and types of species, as well as the general areas in which the species are found in British Columbia.

### Draft documents available for consultation

#### *Endangered*

- ⇒ **Blue-grey Taildropper Slug** - a slug found in a few locations on southern Vancouver Island.
- ⇒ **Edwards' Beach Moth** - a moth found in a few locations on Vancouver Island and the Gulf Islands.
- ⇒ **Northern Leopard Frog, Rocky Mountain population** - a frog found in the southeastern corner of B.C.
- ⇒ **Sharp-tailed Snake** - a snake found in southeastern Vancouver Island, the Gulf Islands, and on the mainland near Pemberton, B.C.
- ⇒ **Streambank Lupine** - a plant found in the lower Fraser valley and on southern Vancouver Island.
- ⇒ **Tall Bugbane** - a plant found in the Cultus Lake and Chilliwack River area of southwestern B.C.
- ⇒ **Wallis' Dark Saltflat Tiger Beetle** - a beetle found in south-central B.C.
- ⇒ **Whitebark Pine** - a tree found in the interior of B.C.

#### *Threatened*

- ⇒ **Cliff Paintbrush** - a plant found in the southern Coast Mountains of B.C.
- ⇒ **Lyall's Mariposa Lily (COSEWIC assessed as Special Concern)** - a plant found in the southern interior of B.C.
- ⇒ **Mountain Holly Fern** - a plant found in a small area outside of Princeton in B.C.'s southern interior.
- ⇒ **Red Knot *roselaari* type** - a bird that travels along the coast of B.C.
- ⇒ **Seaside Bone Lichen** - a lichen found on the southern tip of Vancouver Island.

#### *Special Concern*

- ⇒ **Band-tailed Pigeon** - a bird found mostly on the southern coast and islands of B.C. with smaller numbers stretching eastward.
- ⇒ **Coastal Tailed Frog** - a frog found in the Coast and Cascade mountain ranges of B.C.
- ⇒ **Coeur d'Alene Salamander** - a salamander found in southeastern B.C.
- ⇒ **Great Blue Heron, *fannini* subspecies** - a subspecies of heron found in the lower Fraser River valley, along the coast, and on most islands of B.C.
- ⇒ **Northern Red-legged Frog** - a frog found on Vancouver Island and approximately the southern half B.C.'s coast.
- ⇒ **Oldgrowth Specklebelly Lichen** - a lichen found on the coast and islands of B.C.
- ⇒ **Western Toad** - a toad found throughout most of B.C.

## Draft documents in early development

### *Extirpated*

- ⇒ **Greater Sage-Grouse *phaeos* subspecies** - a bird previously found in the Okanagan and Similkameen valleys.
- ⇒ **Pacific Gophersnake** - a snake previously found in southwestern British Columbia.
- ⇒ **Pygmy Short-horned Lizard** - a lizard previously found in the Okanagan and Similkameen valleys in British Columbia.

### *Endangered*

- ⇒ **American Badger *jeffersonii* subspecies** - a mammal found in the southern interior of B.C.
- ⇒ **Bent Spike-rush, Southern Mountain population** - a plant found in a small area near Osoyoos Lake.
- ⇒ **Desert Nightsnake** - a snake found in the southern Okanagan and Similkameen valleys of BC.
- ⇒ **Mormon Metalmark, Southern Mountain population** - a butterfly found in the Similkameen valley of British Columbia's southern interior.
- ⇒ **Small-flowered Lipocarpha** - a plant found in south-central B.C.
- ⇒ **Spalding's Campion** - a plant found in southeastern B.C.
- ⇒ **Tiger Salamander, Southern Mountain population** - a salamander found in a small area in the southern Okanagan in B.C.
- ⇒ **Vancouver Island Marmot** - a rodent found on Vancouver Island.
- ⇒ **Victoria's Owl-clover** - a plant found in a small area on the coast of southeast Vancouver Island.
- ⇒ **Western Screech-Owl *macfarlanei* subspecies** – an owl found in the southern interior of British Columbia.

### *Threatened*

- ⇒ **Alkaline Wing-nerved Moss** - a moss found in south-central and south-eastern B.C.
- ⇒ **Great Basin Gophersnake** - a snake found in the southern interior of B.C.
- ⇒ **Great\_Basin Spadefoot** - a frog found in south-central British Columbia.
- ⇒ **Showy Phlox** - a plant found in south-central British Columbia.
- ⇒ **Western Rattlesnake** - a snake found in the southern interior of British Columbia.
- ⇒ **Coastal Giant Salamander** - a salamander found in the Chilliwack River valley.
- ⇒ **Mexican Mosquito-fern** - a plant found in a small area in the southern interior of B.C.
- ⇒ **Pallid Bat** - a bat found in a small area of the Okanagan valley in southern B.C.
- ⇒ **Phantom Orchid** - a flower found in the extreme southwest of B.C.
- ⇒ **Wood Bison** - a large mammal found in northeastern B.C.

### *Special Concern*

- ⇒ **Barn Owl, Western population (COSEWIC assessed as Threatened)** - an owl found in southwestern B.C.
- ⇒ **Peregrine Falcon, *pealei* subspecies** - a bird found on the central coast and islands of B.C.
- ⇒ **Threaded Vertigo** - a plant found on the Sunshine Coast, southern Vancouver Island, and in the southern Gulf Islands of B.C.
- ⇒ **Western Painted Turtle, Intermountain, Rocky Mountain population** - a turtle found in B.C.'s southern interior.
- ⇒ **Western Painted Turtle, Pacific Coast population** - a turtle found in the lower Fraser valley and on the south coast of B.C. including southern Vancouver Island and some of the Gulf Islands.
- ⇒ **Western Screech-Owl *kennicottii* subspecies** - an owl found on Vancouver Island along the mainland coast of B.C.

## Documents posted as proposed on the Species at Risk Public Registry

### *Endangered*

- ⇒ **Halfmoon Hairstreak** - a butterfly found in the southern Okanagan valley.
- ⇒ **Little Brown Myotis** - a bat found throughout most of B.C.
- ⇒ **Northern Myotis** - a bat found in northeastern B.C.
- ⇒ **Oregon Forestsnail** - a snail found in the lower Fraser valley in southwestern B.C.
- ⇒ **Rocky Mountain Tailed Frog** - a frog found in southeastern B.C.
- ⇒ **Townsend's Mole** - a mammal found in a small area of B.C.'s Fraser valley.
- ⇒ **Yellow-breasted Chat *auricollis* subspecies, Southern Mountain population** - a bird found in the southern interior of B.C.

### *Threatened*

- ⇒ **Behr's (Columbia) Hairstreak** - a butterfly found in the southern Okanagan valley.
- ⇒ **Canada Warbler** - a bird found in the northeastern corner of B.C.
- ⇒ **Common Nighthawk** - a bird found throughout most of B.C.
- ⇒ **Lewis's Woodpecker** - a bird found in the southern half of B.C.'s interior.
- ⇒ **Olive-sided Flycatcher** - a bird found throughout most of B.C., with the exception of Haida Gwaii.
- ⇒ **Smooth Goosefoot** - a plant found in southeastern B.C.

### *Special Concern*

- ⇒ **Ancient Murrelet** - a bird that travels along the coast of B.C. and breeds in Haida Gwaii.
- ⇒ **Black-footed Albatross** - a seabird found off the coast of B.C.
- ⇒ **Monarch** - a butterfly found in southern B.C.
- ⇒ **Northern Rubber Boa** - a snake found in roughly the southern third of mainland B.C.
- ⇒ **Peregrine Falcon, *anatum/tundrius* subspecies** - a subspecies of bird found in the lower Fraser valley, the south coast, and southern islands of B.C.

## Documents posted as final on the Species at Risk Public Registry

### *Extirpated*

- ⇒ **Pacific Pond Turtle** - a turtle previously found in southwestern B.C.

### *Endangered*

- ⇒ **Oregon Spotted Frog** - a frog found in the lower Fraser valley in southwestern B.C.
- ⇒ **Pacific Water Shrew** - a small mammal found in the lower Fraser River valley region of southwestern B.C.
- ⇒ **Sage Thrasher** - a bird found in the southern interior of B.C.
- ⇒ **Scarlet Ammannia** - a plant found in the Osoyoos Lake area of B.C.'s southern interior.
- ⇒ **Toothcup** - a plant found in a few locations near Osoyoos and Kamloops, B.C.

### *Threatened*

- ⇒ **Porsild's Bryum** - a moss found in northern B.C.

### *Special Concern*

- ⇒ **Mountain Beaver** - a rodent found in the southwestern part of mainland B.C.
- ⇒ **Nuttall's Cottontail *nuttallii* subspecies** – a rabbit found in the Okanagan and Similkameen valleys of south-central B.C.
- ⇒ **Rusty Blackbird** - a bird found in the central and northern interior of B.C.
- ⇒ **Short-eared Owl** - an owl found in the Fraser River delta, the Fraser valley, and into a wide area of B.C.'s interior.
- ⇒ **Sonora Skipper** - a butterfly found in the southern interior of B.C.
- ⇒ **Spotted Bat** - a bat found in the Fraser valley and the central and southern interior of B.C.
- ⇒ **Vancouver Island Beggarticks** - a plant found in the lower Fraser valley, southern Vancouver Island, and possibly the central coast of B.C.
- ⇒ **Warty Jumping-slug** - a slug found on southern Vancouver Island.
- ⇒ **Western Harvest Mouse *megalotis* subspecies** - a mouse found in the southern interior of B.C.
- ⇒ **Western Skink** - a lizard found in the extreme southern portion of B.C.
- ⇒ **Western Yellow-bellied Racer** - a snake found in the southern and central interior of B.C.

# Coastal Tailed Frog (*Special Concern*)



This frog is specialized for fast waters. Adults' front feet have toes that are like claws and tadpoles have a sticky sucker. It can be tan, brown, olive green or red, and can have a reddish stripe between its eyes and snout. Coastal tailed frog tadpoles scrape algae off rocks with their rows of small teeth. Juvenile and adult frogs eat spiders, snails and insects.

## HABITAT

- Cold, clear, swift mountain streams that have large, smooth stones and cobbles, and are bordered by forest
- Mountainous, damp older forest with lots of ground cover

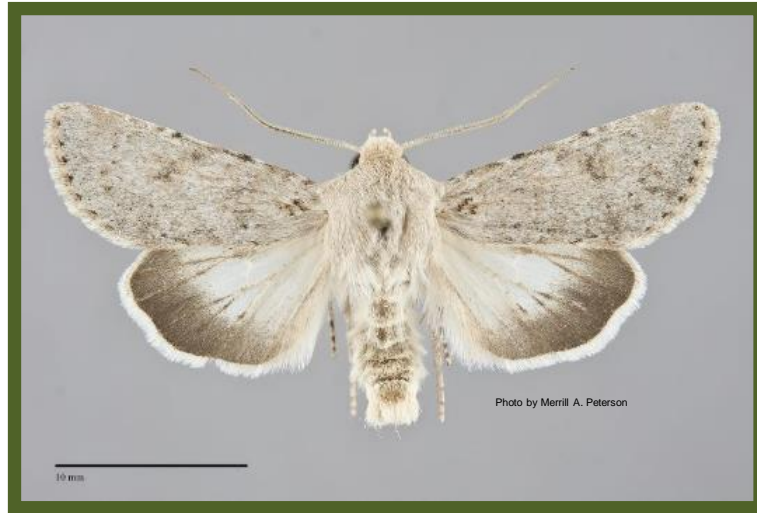
## THREATS TO SURVIVAL OR RECOVERY

- Increased sand and gravel in streams (e.g., sediment from building roads along rivers and streams)
- Habitat loss, disturbance, and fragmentation from some forestry practices
- Changes or loss in stream flow and stability
- A fungal disease spreading in frogs and salamanders



# Edward's Beach Moth

## *(Endangered)*



Edwards' Beach Moth is a medium-sized moth with a wingspan of 3.2 to 3.8 cm (~1.26-1.50"). Its head, body and antennae are brown-grey.

### **HABITAT**

- Sheltered, sparsely-vegetated sandy beaches, beach dunes, and sandy beaches along saltmarshes

### **THREATS TO SURVIVAL OR RECOVERY**

- Habitat loss due to coastal development, recreational activities, deer, and non-native invasive species such as Scotch Broom

\*Note: See the recovery strategy for population and distribution objectives, a full description and maps of critical habitat, and a list of the activities likely to result in the destruction of critical habitat.

# Northern Red-legged Frog

## *(Special Concern)*



Its back is brown, grey, olive, or reddish with small black spots and flecks and two ridges down each side. The underside of its lower belly and legs are bright red, and it has gold eyes. Females can reach 10 cm (~4") long, and males less than 7 cm (~3"). Adult and juvenile Northern Red-legged Frogs eat insects and other invertebrates. Tadpoles eat mostly green algae.

### **HABITAT**

- Slow-flowing, cool streams, ponds, marshes, or lake margins
- Aquatic plants to attach eggs to and also warmer water for tadpoles
- Mature, damp forests far from open water
- Under fallen logs, woody debris, and leaf litter to stay cool and damp

### **THREATS TO SURVIVAL OR RECOVERY**

- Habitat loss from development
- Introduced, invasive Bullfrogs and fish that take away habitat and eat Red-legged Frogs



# Western Toad

## *(Special Concern)*



It has bumpy skin that varies in colour from olive-green, to reddish-brown, to almost black. Its belly is usually pale with black splotches. Their body is stocky and they tend to walk instead of hop. Its gold-flecked eyes have horizontal pupils.

### **HABITAT**

- Aquatic, spring breeding habitat: ponds and shallow areas of lakes, usually with a sandy or silty bottom
- Terrestrial, summer habitat: adults and juveniles use forests and forest openings, shrub and marsh areas and may be found long distances from water bodies
- Over-wintering habitat: Western Toads hibernate on land, typically in coniferous forests, in used cavities (e.g., rodent burrows) below the frost line

### **THREATS TO SURVIVAL OR RECOVERY**

- Habitat loss and being run over by vehicles
- Expanding residential development
- A fungal disease spreading in frog and salamander species



## Species at Risk Recovery Planning Questionnaire

Species name: \_\_\_\_\_  
Your name: \_\_\_\_\_

To help us learn more about this species and how you could be involved in recovery planning, please answer the following questions and return this questionnaire (via email or regular mail) to the address below.

- 1. How would you like to be involved in recovery planning and how could Environment Canada support your participation?**
- 2. Have you seen this species in your area? How frequently?**
- 3. Are there activities in your area that could harm this species or its habitat? Please explain.**
- 4. Are there activities in your area that could benefit this species or its habitat? Please explain.**
- 5. Does your community contain some or all of the landscape features (e.g. types of trees, water bodies) used by this species? Which features?**
- 6. Do you have any comments on threats to this species?**
- 7. Do you have any additional information that may help us develop recovery plans for this species?**
- 8. Is there anything else you would like to add?**

9. **Would you like more information on how you can help conserve species at risk? If yes, please provide your contact information.**

Thank you for your feedback. If there is anything you would like to add or any questions you would like to ask about species at risk please contact us.

**Mailing address:**

The Species at Risk Recovery Team  
Environment Canada  
Canadian Wildlife Service  
5421 Robertson Road R.R. 1  
Delta, BC V4K 3N2

**Email:** [ec.ep.rpy-sar.pyr.ec@canada.ca](mailto:ec.ep.rpy-sar.pyr.ec@canada.ca)

**Telephone:** 604-350-1900.

# The Reality of LNG: Fracking, Earthquakes, and Fractured Economies



## **LOCATION**

Echo Community Center,  
4255 Wallace Street  
Port Alberni

## **TIME AND DATE**

7:00PM  
Thursday, February 25th

## **TICKETS**

Suggested donation: \$10

**ANDREW NIKIFORUK IS AN AWARD WINNING AUTHOR  
AND INVESTIGATIVE JOURNALIST WHO HAS WRITTEN  
AND RESEARCHED EXTENSIVELY ON ENERGY AND  
ECONOMICS**

## Public Review Drop In Session

### Barkley and Clayoquot Sound Marine Spatial Plans

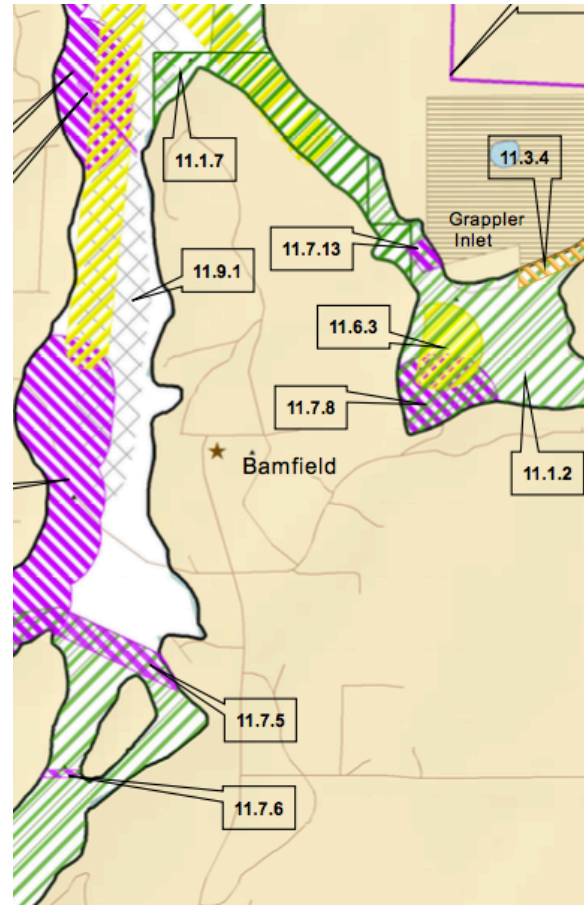
#### What is Marine Spatial Planning?

Marine Spatial Plans (MSP) are similar to Official Community Plans, but for the ocean instead of the land. The goal of MSPs is to balance the many marine uses and ensure a healthy economy, culture, and environment.

West Coast Aquatic and their partners have gathered the best available knowledge to ensure scientific, traditional and local values are reflected in future decision-making.

To learn more, and to provide your feedback on the plans, please join us:

**February 16<sup>th</sup>, 10am – 2pm**  
(Presentation @ 11am)  
**Rix Centre, Bamfield**



#### About West Coast Aquatic

West Coast Aquatic was the first integrated ecosystem body recognized under Canada's *Oceans Act*, and one of the first of its kind in the world. We provide a forum for coastal communities and other bodies to work more closely with governments to implement an ecosystem approach to aquatic resource management.

Our Board is comprised of representatives from the federal, provincial and regional government, Nuuchahnulth, commercial harvest, aboriginal harvest, sport/recreation harvest, aquaculture, environment, labour, processing, tourism/recreation, marine transportation and forestry.

#### For More Information

Tawney Lem 250-723-0708  
[tawney@westcoastaquatic.ca](mailto:tawney@westcoastaquatic.ca)  
[www.westcoastaquatic.ca](http://www.westcoastaquatic.ca)

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andrew McGifford, CPA, CGA, Acting Manager of Finance

**Meeting Date:** February 10, 2016

**Subject:** E911 Emergency Telephone System

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**Recommendation:**

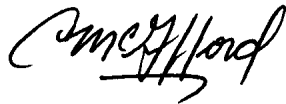
***THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.***

**Background:**

The North Island 911 Corporation governs the service and the budget is based on the 2016-2020 recommended financial plan from the corporation board. The 911 staff report has been included to explain the budgeted amounts.

**Financial:**

The tax requisition is 2.69% higher than that of the prior year. The residential tax rate has remained unchanged at \$0.050 per \$1,000 of taxable assessed value.



Submitted by: \_\_\_\_\_  
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



**DATE:** January 19, 2016**FILE:** 9-FIN**TO:** President and Directors  
Corporation Board**FROM:** Debra Oakman, CPA, CMA  
Chief Administrative Officer**RE:** 2016-2020 Recommended budget and financial plan

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**Purpose**

To provide the board of the North Island 9-1-1 Corporation (NI 9-1-1) with the 2016 recommended budget and five year financial plan.

**Policy analysis**

The North Island 9-1-1 Corporation was established on January 5, 1995 to manage the provision of 9-1-1 to the Comox Valley Regional District, Strathcona Regional District, Regional Districts of Mt. Waddington and Alberni-Clayoquot and a portion of the Nanaimo Regional District. The Powell River Regional District (excluding Electoral Area 'E' - Lasqueti Island) joined the service in 1999.

At the November 13, 2015 board meeting, the provisional 2016 budget and five year financial plan was adopted by the board.

**Executive summary**

The 2016-2020 recommended financial plan, attached as appendix 'A', reflects the operational and capital requirements for the provision of 9-1-1 services over the next five years.

Public safety answering point (PSAP) and fire dispatch are provided through two contracts; PSAP is provided by E-Comm and fire dispatch by the City of Campbell River Fire Department. A five year contract was signed on July 25, 2014 with E-Comm with service commencing October 21, 2014 and a term end date of October 20, 2019. The existing contract with the City of Campbell River has a term of five years from April 1, 2013 to March 31, 2018. Currently there are discussions between the City of Campbell River and NI 9-1-1 Corporation regarding stabilizing annual fire dispatch costs through a fixed rate contract. Although final budget figures will not be available until late January, a provision has been added to the budget line item in anticipation of receiving final numbers for 2016-2020.

Minor changes have been made to other operating line items but overall the operating budget remains stable over the five years.

The tax requisition for the 2016 recommended budget is \$2,292,687 which is an increase of \$76,864 or 3.5 percent over the 2015 adopted budget. The 2016 recommended budget includes an annual \$20,000 contribution to the general contingency reserve and capital works reserve contributions in each year. The capital works reserve balance by 2020 is estimated to be approximately \$445,462.

**Recommendation from the secretary:**

THAT the 2016 recommended budget be received for discussion.

Respectfully:

***D. Oakman***

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Debra Oakman, CPA, CMA  
Secretary

**History/background factors**

At the November 13, 2015 board meeting, the NI 9-1-1 board approved the 2016 provisional budget and five year financial plan. This provides the spending authority until the recommended 2016 budget is adopted by the board early in 2016.

The 2016 recommended budget is attached to this report and is for discussion. There is one outstanding item which is the City of Campbell River 2016-2020 budget submission for fire dispatch. There is an interest in moving towards a fixed rate contract so that there is financial certainty over the five year plan. A provision of \$25,000 has been added to the Municipal Contract line item in anticipation of a fixed rate contract being negotiated with the City of Campbell River. This is just an estimate and the final annual fee will not be known until late January 2016. The 2016-2020 financial plan will be updated as soon as finalized numbers are received from the City.

Other components have been updated to reflect current information and project status. The details of these changes can be found in the financial factors section of the report.

**Financial factors****Tax impact**

The 2016 requisition has increased \$76,864 or 3.5 percent over the 2015 requisition to \$2,292,687. The 2015 assessed property values increased overall by 1.9 percent compared to 2014 values. The impact on each regional district shareholder is variable depending on the change in the property assessment values for each jurisdiction.

Included in the 2016 recommended budget are two reserve contributions; \$10,000 to the capital works and equipment reserve (future expenditure reserve) and \$20,000 to the general contingency reserve. The optimal general contingency reserve balance will be reviewed once the outcome of the City of Campbell River contract is known.

Table 1 below illustrates the 2016 allocations by regional district as compared to the 2015 amounts as adopted.



Table 1

Regional District	2015 BV <sup>1</sup> allocations	2016 RB <sup>1</sup> allocations	2016 RB \$ Change over 2015 BV <sup>1</sup>
Comox Valley	\$700,214	\$718,924	\$18,710
Strathcona	\$386,251	\$405,429	\$19,178
Nanaimo	\$586,077	\$610,745	\$24,668
Mount Waddington	\$77,986	\$78,623	\$637
Alberni-Clayoquot	\$285,094	\$293,082	\$7,988
Powell River	\$180,201	\$185,884	\$5,683
<b>Total Requisition</b>	<b>\$2,215,823</b>	<b>\$2,292,687</b>	<b>\$76,864</b>

<sup>1</sup>BV (Budget Value) = Adopted 2015-2019 Financial Plan – Year 2015

RB (Recommended Budget) = 2016 recommended budget including reserve contributions

Attached to this report (appendix 'B') is the 2016 comparative relative percentage allocations based on the assessed values as of March 2015 and with the general contingency reserve contribution included in the taxation requirements. To assess the impact of including reserve contribution amounts, the allocation percentage can be applied to the amount being considered. The 2016 allocation percentages are as follows:

Regional District	2016 Allocation %
Comox Valley	31.36%
Strathcona	17.68%
Nanaimo	26.64%
Mount Waddington	3.43%
Alberni-Clayoquot	12.78%
Powell River	8.11%

For example, if a contribution of \$10,000 was being considered, the cost share or impact on the Comox Valley Regional District would be \$10,000 x 31.36 percent or \$3,136.

#### Support services

- Support Services – The Comox Valley Regional District (CVRD) provides management, financial, human resources, administrative and information system support to the North Island 9-1-1 Corporation. The chief administrative officer is appointed as the secretary of the Corporation and the senior manager of information technology and GIS is appointed as deputy secretary of the Corporation.
- Support Services – Mapping coordinator. The CVRD provides one person to the North Island 9-1-1 Corporation for the purpose of coordinating all six regional district mapping and house numbering databases into the fire dispatch CAD system.

#### 9-1-1 Emergency Dispatch – E-Comm call answer centre (E-Comm)

A contract between the NI 9-1-1 Corporation and E-Comm for the provision of PSAP was signed July 25, 2014 for a term of five years commencing October 21, 2014. The annual call levy is based on the estimated 2014 call volume of 62,244 as the base year. The call volume metric will increase by 3 percent each year thereafter. The final 2015 call volumes will provide a full year of information to

determine if the base year’s metric is realistic. Until ongoing annual call volume data is available, it is prudent to keep a provision for additional call volume costs in the 2016-2020 financial plan.

Fire Dispatch –Campbell River

An agreement was signed on April 1, 2013 between the North Island 9-1-1 Corporation and the City of Campbell River for the operation of an emergency response dispatch system whereby the Campbell River Fire Department agrees to act as the 9-1-1 fire dispatch centre to all fire departments included in the NI 9-1-1 system. The term of this agreement is five years with an option for one additional five year term. The key obligations and responsibilities of the parties are outlined in the terms of the agreement.

Chris Vrabel is the manager of fire dispatch services. Under the contract with the City of Campbell River, fire dispatch staff wages are tied to the fire fighters agreement subject to the Vancouver fire fighters agreement. This relationship to other contract settlements has created ongoing issues with the annual costs associated with fire dispatch. Due to the financial uncertainty, the City of Campbell River and the North Island 911 Corporation are currently in discussions regarding a fixed rate contract. The outcome of these discussions and the resulting five year fixed contract rate is expected to be known by late January. The recommended financial plan will be updated at that time. A provision of \$25,000 has been added to the municipal contract line item in anticipation of the outcome of the fixed rate contract. Appendix ‘D’ provides the 2015-2019 cost summary from the City of Campbell River for fire dispatch.

Minor capital

The minor capital account includes an allowance in the amount of \$46,500 for equipment and minor asset replacements as required. For the years 2016-2018, there is also budgeted \$15,000 per year for the installation of equipment enclosures at fire halls where NI 911 equipment is located. It is estimated that each enclosure would cost \$1,500 and it is planned to install 10 per year over three years. This project will be funded from the capital reserve. The total line item is \$61,500.

Operational costs

The recommended budget attached to this report reflects updated information on a number of line items. The following table 2 highlights the changes from the 2016 provisional budget and the rationale for those changes.

Table 2

GL Line Item	2016 Provisional	2016 Recommended	Variance	Rationale
<i>Revenue</i>				
91.1.000.133 (Recoveries)	\$6,720	\$54,720	\$48,000	Recovery of Tritech licenses purchased on behalf of fire departments (offset purchase in line item 91.2.000.276)
91.1.000.150 (Prior Year Surplus)	\$41,000	\$68,900	\$27,900	Additional revenue available from 2015. This is offset by the provision added to the municipal contract line item and the addition of the annual costs for Quatsino repeater.

GL Line Item	2016 Provisional	2016 Recommended	Variance	Rationale
<i>Expenditures</i>				
91.2.000.216 (Municipal Contract)	\$1,141,423	\$1,166,423	\$25,000	Provision for City of Campbell River fixed rate contract adjustment
91.2.000.276 (Software Licence & Maintenance)	\$64,400	\$117,400	\$53,000	\$48,000 - Purchase of Trittech licenses for fire departments (recovered from fire departments); \$5,000 - Provision for US\$ impact on software licensing
91.2.000.369 (Liability Insurance)	\$16,085	\$8,835	(\$7,250)	New rate on environmental containment policy (Mt Washington)
91.2.000.372 (Property Insurance)	\$15,370	\$17,620	\$2,250	Increased property insurance premium rates for 2016.

Operational Costs Summary (2015 Adopted vs 2016 Recommended)

The major components of the operating budget can be summarized as:

- Administration
- PSAP Contract
- Fire Dispatch contract
- Operating Costs
- Reserve Contributions

Table 3 below compares the 2015 adopted budget to the 2016 recommended budget showing the variances from one year to the next.

Table 3

<b>North Island 911 Corp</b>				
<b>Operating</b>	<b>2015 Adopted Budget</b>	<b>2016 Recommended Budget</b>	<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
<b>Revenue</b>				
Requisition	\$2,215,823	\$2,292,687	\$76,864	3.47%
Transfer from Reserve	\$0	\$15,000	\$15,000	n/a
Other Revenue	\$49,648	\$98,610	\$48,962	98.62%
Prior Years Surplus	\$72,469	\$68,900	-\$3,569	-4.92%
	<b>\$2,337,940</b>	<b>\$2,475,197</b>	<b>\$137,257</b>	
<b>Expenditures</b>				
Administration / Support	\$130,000	\$130,000	\$0	0.00%
<i>Operational Costs</i>	<i>\$643,707</i>	<i>\$722,244</i>	<i>\$78,537</i>	
<i>Offsets from recoveries and reserves</i>	<i>\$6,720</i>	<i>\$69,720</i>	<i>\$63,000</i>	
Net Operating Cost	\$650,427	\$652,524	\$2,097	0.32%
PSAP Contract	\$416,123	\$426,530	\$10,407	2.50%
Fire Dispatch Contract	\$1,093,031	\$1,166,423	\$73,392	6.71%
Contribution to Reserves	\$48,359	\$30,000	-\$18,359	-37.96%
	<b>\$2,337,940</b>	<b>\$2,475,197</b>	<b>\$137,257</b>	

Capital

Proposed capital expenditures for 2016 are as follows:

	<b>Capital Project</b>	<b>2016 Amount</b>
1	Installation of a tower in the Alberni Clayoquot region	\$50,000
2	Tritech mapping upgrade	\$29,000
3	Tritech mobile test/training environment	\$13,000
4	Carry forward of 2015 diesel generator/containment for Dogwood Tower	\$60,000
5	Carry forward of Quadra repeater project	\$20,000
6	Quatsino Repeater at Mt. Byng	\$8,000
	<b>Total</b>	<b>\$180,000</b>

The total cost for capital projects for 2016 is \$180,000 funded from future expenditure (capital works) reserve. All other 2015 projects are anticipated to be completed within 2015.

Reserve fund

The reserve for future expenditures was established to provide for expenditures for capital works, machinery and equipment and the replacement of equipment and software made inefficient through amortization and obsolescence. The future expenditure reserve fund balance is \$536,162 as per the financial statements dated December 31, 2014. The following table 4 illustrates the budgeted contributions and applications of the future expenditures reserve fund over the 2016-2020 five year financial plan.

Table 4

Future Expenditure Reserve (machinery & equipment) Activity	2015	2016	2017	2018	2019	2020
Beginning balance	\$536,162	\$500,462	\$315,462	\$350,462	\$385,462	\$395,462
Contributions to reserve	\$30,000	\$10,000	\$50,000	\$50,000	\$50,000	50,000
Applied to capital & minor capital	\$65,700	\$195,000	\$15,000	\$15,000	\$40,000	\$0
<b><i>Estimated balance at year end</i></b>	<b><i>\$500,462</i></b>	<b><i>\$315,462</i></b>	<b><i>\$350,462</i></b>	<b><i>\$385,462</i></b>	<b><i>\$395,462</i></b>	<b><i>\$445,462</i></b>

It is anticipated at this point that capital projects for 2016-2020 will be funded through reserve dollars. It is estimated that it would cost approximately \$500,000 to replace the most critical component of the system. In light of this, it would be reasonable to maintain the reserve close to this threshold ensuring that the NI 9-1-1 system can provide uninterrupted service in the long term. The 2016-2020 financial plan has planned reserve contributions in each year. These contributions will replenish the reserve fund close to the targeted reserve balance. At the end of 2020, it is anticipated that the reserve fund balance will be approximately \$445,462.

An annual contribution to the reserve is optimal given the cost of new technology and the need to replace aging systems within the NI 9-1-1 Corporation. Requisition levels need to be considered in order to allow for contributions and replenishment to this reserve in preparation for future needs.

As of December 31, 2014, there are two additional reserve funds held by NI 9-1-1:

1. Insurance reserve fund –balance as of December 31, 2014 is \$50,367. The insurance reserve represents self-insurance to assist with any deductible arising from insurance claims. There are no pending claims at this time.
2. General operational contingency reserve fund – balance as of December 31, 2014 was \$0. This reserve is for general operational contingencies. It would be prudent to start replenishing this reserve on an annual basis commencing in 2015. A 2015 reserve contribution will bring the balance as of December 31, 2015 to \$18,359. The 2016-2020 has budgeted an annual amount of \$20,000 per year.

**Debt**

The North Island 9-1-1 Corporation had no debt as of December 31, 2015 and none is foreseen for 2016.

**Legal factors**

Sound fiscal management and planning is critical in the provision of 9-1-1 services on north Vancouver Island and Powell River. The ongoing maintenance of the existing infrastructure and the planned replacement of aging assets ensures that the residents of the catchment area have uninterrupted access to 9-1-1 services.

Liability and property insurance policies are reviewed on an ongoing basis to ensure the corporation has adequate and appropriate coverage. Risk mitigation items and associated costs are considered on an ongoing basis to minimize the corporation’s risk exposure.

**Intergovernmental factors**

NI 9-1-1 is comprised of shareholders from six regional districts on north Vancouver Island and the Sunshine Coast. The shareholders are the regional districts of Comox Valley, Strathcona, Mt. Waddington, Alberni-Clayoquot, Nanaimo (SD 69) and Powell River. Governed by a board comprised of a designated representative from each of the regional districts, the board works together to achieve the goals of the corporation.

The inclusion of electoral area ‘E’ of the Powell River Regional District is currently being considered by the board.

**Interdepartmental involvement**

The chief administrative officer of the Comox Valley Regional District has been appointed as the secretary of the corporation and the CVRD senior manager of information systems and GIS is the deputy secretary. The one staff member of the corporation works closely with the deputy secretary of the corporation, the City of Campbell River fire dispatch manager and CVRD administration staff.

**Citizen/public relations**

Citizens rely on the NI 9-1-1 system to report emergency situations. The efficient and effective delivery of a 9-1-1 dispatch system is an expectation of citizens. Ongoing improvements to the system will enable citizens to access NI 9-1-1 assistance over a broader range of locations within the catchment area.

Prepared by:

***W. Byrne***

Wendy Byrne  
Manager of Financial Planning

Concurred:

***B. Dunlop***

Beth Dunlop  
Corporate Financial Officer

- Attachments: Appendix ‘A’ – 2016-2020 NI 9-1-1 Corporation five year recommended budget and financial plan
- Appendix ‘B’ – 2016 Annual requisition allocation
- Appendix ‘C’ – E-Comm - Schedule ‘D’ fees, invoicing and payments
- Appendix ‘D’ – City of Campbell 2015-2019 cost summary

APPENDIX 'A'

North Island 9-1-1 Corporation  
 Budget Departmental Report

From Category : 0 To Category : 0  
 Account Code : ??-?-??-??-?? To : ??-?-??-??-??

Account Code	Account Description	CC1	CC2	CC3	2015 Actual Values	2015 Budget Values	2016 Recommended Budget	2017 Financial Plan	2018 Financial Plan	2019 Financial Plan	2020 Financial Plan
<b>GENERAL REVENUE FUND - N ISL 9-1-1 CORP</b>											
<b>911 CORPORATION</b>											
<b>REVENUES</b>											
91-1-000-021	REGIONAL DISTRICTS				2,215,823	2,215,823	2,292,687	2,441,456	2,492,895	2,546,266	2,601,440
91-1-000-090	SUB-LICENCE REVENUE				37,936	37,928	38,890	39,840	39,990	39,990	39,990
91-1-000-120	INTEREST ON INVESTMENTS				6,439	5,000	5,000	5,000	5,000	5,000	5,000
91-1-000-128	OTHER REVENUE				50	0	0	0	0	0	0
91-1-000-133	RECOVERIES - OTHER				10,385	6,720	54,720	18,720	18,720	18,720	18,720
91-1-000-145	TRANSFER FROM RESERVE				0	0	15,000	15,000	15,000	0	0
91-1-000-150	SURPLUS - PRIOR YEAR				72,469	72,469	68,900	0	0	0	0
<b>Total REVENUES</b>					2,343,103	2,337,940	2,475,197	2,520,016	2,571,605	2,609,976	2,665,150
<b>EXPENSES</b>											
91-2-000-200	SUPPORT SERVICES				130,000	130,000	130,000	130,000	130,000	130,000	130,000
91-2-000-201	SUPPORT SERVICES - MAPPING COORDIN.				75,712	81,537	81,180	82,804	84,460	86,149	87,838
91-2-000-215	CONTRACT SERVICES - PSAP				358,840	416,123	426,530	434,748	446,411	458,445	471,260
91-2-000-216	MUNICIPAL CONTRACT				1,093,031	1,093,031	1,166,423	1,195,236	1,231,093	1,268,026	1,306,067
91-2-000-220	SALARIES & WAGES				88,868	87,550	89,301	91,087	92,873	94,659	96,445
91-2-000-225	BENEFITS				20,347	21,012	25,897	26,415	26,983	27,451	27,969
91-2-000-238	WCB				927	1,392	1,100	1,100	1,100	1,100	1,100
91-2-000-246	BANK CHARGES				1,082	1,000	1,200	1,200	1,200	1,200	1,200
91-2-000-266	DELIVERIES/TRANSPORTATION				81	500	200	200	200	200	200
91-2-000-275	LICENSES/PERMITS				15,079	26,016	26,414	26,615	26,434	26,434	26,434
91-2-000-276	SOFTWARE LICENCE/MAINTENANCE				59,365	63,900	117,400	81,690	81,980	82,299	82,624
91-2-000-284	MEETING EXPENSES				1,742	1,500	1,500	1,500	1,500	1,500	1,500
91-2-000-293	OFFICE EXPENSES				3,722	4,000	4,000	4,000	4,000	4,000	4,000
91-2-000-314	TELEPHONE				116,310	119,924	120,824	120,824	120,824	120,824	120,824
91-2-000-319	TRAINING/DEVELOPMENT				0	7,000	3,500	3,500	3,500	3,500	3,500
91-2-000-320	TRAVEL EXPENSES				5,137	7,000	7,000	7,000	7,000	7,000	7,000
91-2-000-335	ADVERTISING				0	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-340	MEMBERSHIPS/DUES				449	700	700	700	700	700	700
91-2-000-353	PUBLIC RELATIONS				343	0	0	0	0	0	0
91-2-000-360	ACCOUNTING & AUDIT FEES				8,000	11,000	11,000	11,000	11,000	11,000	11,000
91-2-000-369	INSURANCE - LIABILITY				15,303	16,085	8,835	8,835	8,835	8,835	8,835
91-2-000-372	INSURANCE - PROPERTY				13,553	15,080	17,620	17,620	17,620	17,620	17,620
91-2-000-381	LEGAL FEES				6,882	10,000	10,000	10,000	10,000	10,000	10,000
91-2-000-387	PROFESSIONAL SERVICES				0	10,000	10,000	10,000	10,000	10,000	10,000
91-2-000-400	CONTRACTED SERVICES BLDG/LAND MTCI				0	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-409	CONTRACTED SERVICES BLDG/LAND MTCI				3,134	4,451	4,571	4,721	4,721	4,721	4,721

North Island 9-1-1 Corporation  
**Budget Departmental Report**

From Category : 0 To Category : 0  
 Account Code : ??-?-??-??-?? To : ??-?-??-??-??

Account Code	Account Description	CC1	CC2	CC3	2015 Actual Values	2015 Budget Values	2016 Recommended Budget	2017 Financial Plan	2018 Financial Plan	2019 Financial Plan	2020 Financial Plan
91-2-000-424	RENTAL/LEASE - LAND				24,770	26,280	30,501	29,721	29,721	29,813	29,813
91-2-000-430	WATER				446	500	500	500	500	500	500
91-2-000-447	REPAIRS & MTCE - MACH/EQUIP				65,711	70,000	70,000	70,000	70,000	70,000	70,000
91-2-000-458	VEHICLE FUEL				2,455	5,000	5,000	5,000	5,000	5,000	5,000
91-2-000-461	INSURANCE - VEHICLE				2,027	2,500	2,500	2,500	2,500	2,500	2,500
91-2-000-464	REPAIRS & MTCE VEHICLES				405	5,000	5,000	5,000	5,000	5,000	5,000
91-2-000-468	MINOR CAPITAL				19,406	46,500	61,500	61,500	61,500	46,500	46,500
91-2-000-487	RESERVE CONTR FUTURE EXPENDITURE				0	30,000	10,000	50,000	50,000	50,000	50,000
91-2-000-490	RESERVE CONTR GENERAL CONTINGENC'				0	18,359	20,000	20,000	20,000	20,000	20,000
<b>Total EXPENSES</b>					2,133,127	2,337,940	2,475,197	2,520,016	2,571,605	2,609,976	2,665,150
<b>Surplus/(Deficit)</b>					209,976	0	0	0	0	0	0
<b>CAPITAL - SOURCE OF FUNDING</b>											
91-5-000-145	TRANSFER FROM RESERVE FUND				0	145,700	180,000	0	0	40,000	0
<b>Total CAPITAL - SOURCE OF FUNDING</b>					0	145,700	180,000	0	0	40,000	0
<b>CAPITAL - APPLIED</b>											
91-6-000-473	IT INFRASTRUCTURE & SOFTWARE				0	0	42,000	0	0	0	0
91-6-000-474	COMMUNICATIONS INFRASTRUCTURE				18,490	50,000	78,000	0	0	0	0
91-6-000-475	CAPITAL ASSET - EQUIPMENT/MACHINERY				0	60,000	60,000	0	0	0	0
91-6-000-476	CAPITAL ASSET - FURNITURE/EQUIPMENT				34,428	35,700	0	0	0	0	0
91-6-000-478	VEHICLES				0	0	0	0	0	40,000	0
<b>Total CAPITAL - APPLIED</b>					52,918	145,700	180,000	0	0	40,000	0
<b>CAPITAL Surplus/(Deficit)</b>					-52,918	0	0	0	0	0	0
<b>Category Total --&gt;</b>					157,059	0	0	0	0	0	0
<b>Grand Total --&gt;</b>					157,059	0	0	0	0	0	0



Each Shareholders respective contribution percentage of funds required from time to time by the Company shall be reassessed by the Company annually, on the basis of **net taxable value of land and improvements assessed for hospital purposes**, within the Shareholders' jurisdiction, commencing from the date of this Agreement, upon the withdrawal or addition of a Shareholder, any such change to be determined as if as if a Major Decision of the Board.

Annually reviewed: based on BC Assessment Authority report # RCG618, March each year-  
Authenticated Net Taxable Values for hospital purposes.

Regional Districts	RG618-Mar 20/15 Total Hospital Values 2016 PV	2016 Requisition Allocations	2015 Requisition Allocations	2014 Requisition Allocations	2013 Requisition Allocations	2012 Requisition Allocations	2011 Requisition Allocations	2010 Requisition Allocations	2009 Requisition Allocations	2008 Requisition Allocations
Comox Valley Regional District	\$ 10,859,342,823	31.36%	31.60%	31.70%	31.22%	30.58%	30.82%	30.31%	30.39%	30.47%
Strathcona Regional District	\$ 6,124,006,794	17.68%	17.43%	17.22%	17.12%	17.67%	17.42%	17.99%	17.99%	17.87%
Nanaimo - School District 69 (excluding Lantzille and Area C) only for E911 purposes	9,225,301,723	26.64%	26.45%	26.76%	27.07%	26.69%	26.91%	26.75%	26.74%	27.05%
City of Parksville 2,182,807,862	1,187,582,086	3.43%	3.52%	3.23%	3.25%	3.31%	3.18%	3.14%	3.18%	3.11%
Town of Qualicum Beach	4,427,002,676	12.78%	12.87%	12.86%	12.92%	13.07%	13.07%	13.32%	13.18%	13.03%
Electoral Area E	2,807,774,415	8.11%	8.13%	8.23%	8.42%	8.53%	8.59%	8.48%	8.52%	8.47%
Electoral Area F	34,631,010,517	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Electoral Area G										
Electoral Area H										
Mount Waddington										
Alberni-Clayoquot										
Powell River (excluding Electoral Area E)										
TOTAL ASSESSMENTS FOR HOSPITAL PURPOSES										
TOTAL REQUISITION PER REGIONAL DISTRICT:										
RD Comox Valley	\$ 718,924	\$ 718,924	\$ 700,200	\$ 671,796	\$ 620,760	\$ 590,398	\$ 585,855	\$ 580,637	\$ 570,727	\$ 538,724
RD Strathcona	\$ 405,429	\$ 405,429	\$ 386,218	\$ 364,941	\$ 340,439	\$ 333,665	\$ 338,535	\$ 344,696	\$ 337,913	\$ 316,014
RD Nanaimo	\$ 610,745	\$ 610,745	\$ 586,085	\$ 567,172	\$ 538,255	\$ 515,536	\$ 511,259	\$ 512,450	\$ 502,075	\$ 478,218
RD Mount Waddington	\$ 78,622	\$ 78,622	\$ 77,997	\$ 68,550	\$ 64,673	\$ 60,974	\$ 63,330	\$ 60,204	\$ 59,789	\$ 54,981
RD Alberni-Clayoquot	\$ 293,082	\$ 293,082	\$ 285,176	\$ 272,503	\$ 266,848	\$ 250,328	\$ 253,052	\$ 255,184	\$ 247,503	\$ 230,379
RD Powell River	\$ 185,884	\$ 185,884	\$ 180,146	\$ 174,438	\$ 167,470	\$ 164,613	\$ 163,483	\$ 162,343	\$ 159,947	\$ 149,684
	\$ 2,292,687	\$ 2,292,687	\$ 2,215,822	\$ 2,119,400	\$ 1,988,445	\$ 1,915,514	\$ 1,915,514	\$ 1,915,514	\$ 1,877,953	\$ 1,768,000
Total Assessed Value	\$ 34,631,010,517	\$ 33,970,822,448	\$ 34,149,050,763	\$ 34,636,456,781	\$ 34,910,011,196	\$ 33,675,102,182	\$ 34,025,924,290	\$ 33,415,803,252	\$ 29,018,225,839	\$ 29,018,225,839
TAX RATE PER \$1000.00/ASSESSED VALUE	0.066	0.065	0.062	0.057	0.055	0.057	0.057	0.056	0.056	0.061

Y2016 Budget tax requisition levy:

**SCHEDULE "D"**  
**FEEES, INVOICING AND PAYMENTS**

**E-Comm 9-1-1**

Schedule D  
Pricing

**9-1-1 Public Safety Answer Point Services  
North Island 9-1-1 Corporation  
June 18, 2014**

Levy Estimates by Calendar Year				
Time Period	% Increase	Annual Levy by Calendar Yr	Pro-rata # of Months	Levy by Calendar Year
Oct 21, 2014 - Dec 31, 2014	n/a	\$ 368,480	2.35	\$ 72,160
Jan 1, 2015 - Dec 31, 2015	3.00%	\$ 379,530	12.00	\$ 379,530
Jan 1, 2016 - Dec 31, 2016	3.00%	\$ 390,920	12.00	\$ 390,920
Jan 1, 2017 - Dec 31, 2017	3.00%	\$ 402,650	12.00	\$ 402,650
Jan 1, 2018 - Dec 31, 2018	3.00%	\$ 414,730	12.00	\$ 414,730
Jan 1, 2019 - Oct 20, 2019	3.00%	\$ 427,170	9.65	\$ 343,520
<b>Total Estimated Contract Cost</b>				<b>\$ 2,003,510</b>

**Notes:**

- a) - Based on the 2014 Budget Approved by the E-Comm Board of Directors.
- % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
- 2015 - 2018 Estimates expected to be 3.0% Increase annually.

The % Impact on North Island 9-1-1 Corporation's Operating Costs in Year 2 through Year 5 due to all factors (except those factors in note (c)), will be applied fairly and equitably where ever possible but for further certainty will be no greater than the Vancouver annual consumer price Index (CPI), as published by Statistics Canada for the previous calendar year (the "Base Year"), as compared to the CPI for the calendar year immediately preceding the Base Year, or 3% per year, whichever is greater.

Capital - Equipment and Implementation costs	Summary	
One time capital costs	\$ 175,880	Includes net taxes
Amortization Rate	5.00	Yrs
	4.0%	Interest
<b>Annualized Cost (Levy Recovery)</b>	<b>\$ 39,150</b>	

The above capital costs are based on quotes as provided by Telus and other vendors. Should these costs change, the actual costs will be billed to the agencies.

The advantage of including the capital and related costs in the annual levy is that assuming the contract is renewed, technology refresh costs (assuming similar replacements costs) are included as part of the ongoing levy and additional funding would not be required.

However, should replacement/refresh costs be less than the original investment, there would be a corresponding reduction in the annual cost and if the replacement/refresh cost is higher there would be an incremental corresponding increase in the annual cost.

**E-Comm 9-1-1**

**Schedule D  
Pricing**

**9-1-1 Public Safety Answer Point Services  
North Island 9-1-1 Corporation  
June 18, 2014**

**Notes (continued):**

*The above costs are incremental and required in order to provide the increased capacity to accommodate North Island 9-1-1 calls at both E-Comm and our Backup facility at BCAS. If additional agencies were to also transition to E-Comm, some of these costs may be reduced due to the sharing of the infrastructure (effective when others requiring the same infrastructure were to join).*

b) *This pricing assumes all abandoned 9-1-1 calls are downstreamed to the RCMP for call-back, follow-up investigation, file creation, and dispatch (if applicable).*

c) *The above estimated rates are based on agency metrics as follows:  
- 62,244 inbound 9-1-1 calls per year with an average service level of 95/5*

*Should agency metrics increase by 3% or more, the 9-1-1 Call Answer Levy may be subject to increases higher than the preliminary estimated rates for 2014 to 2018 noted above.*

d) *Allocation of Net Corporate and Overhead is factored into the levies.  
Corporate & overhead refer to direct operations management and support costs, and company wide corporate, staffing and system support costs.*

e) *Specific items related to transition that may require funding will be determined during project planning.  
The estimate below relates to one time project management and related costs.*

**One - Time Project Management (Operating) Costs (1st year only) 21,000**

f) *If there are any agreements to provide backup service to other PSAPs, they have not been assessed and therefore are not included in the quotation above.*

g) *As part of the governance of E-Comm, our proposal is subject to approval by our Board of Directors.  
This will take place once the Service Agreement has been finalized.*



**E911 Cost Summary for NI911 Corporation  
2015 - 2019**

	2015	2016	2017	2018	2019
<b>ADMINISTRATION</b>					
Salaries and Benefits	125,366	125,892	126,429	126,976	127,534
Travel and Business	6,700	6,834	6,971	7,110	7,252
Telephone	1,000	1,000	1,000	1,000	1,000
Advertising	500	500	500	500	500
Memberships and Fees	800	800	800	800	800
Equipment Maintenance	1,000	1,000	1,000	1,000	1,000
Supplies and Materials	2,400	2,448	2,497	2,547	2,598
Insurance	500	500	500	500	500
	<b>138,266</b>	<b>138,974</b>	<b>139,697</b>	<b>140,433</b>	<b>141,185</b>
<b>DISPATCH OPERATIONS</b>					
Salaries and Benefits	906,624	919,763	924,687	929,710	936,581
Office Space	9,676	9,869	10,067	10,268	10,473
Memberships and Fees	700	700	700	700	700
	<b>917,000</b>	<b>930,332</b>	<b>935,454</b>	<b>940,678</b>	<b>947,754</b>
<b>TRAINING</b>					
Salaries and Benefits	8,165	8,165	8,165	8,165	8,165
Training and Travel	9,600	9,792	9,988	10,188	10,391
	<b>17,765</b>	<b>17,957</b>	<b>18,153</b>	<b>18,353</b>	<b>18,556</b>
<b>SUPPORT SERVICES</b>					
HR and Finance Services	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COSTS</b>	<b>1,093,031</b>	<b>1,107,264</b>	<b>1,113,304</b>	<b>1,119,464</b>	<b>1,127,495</b>
<b>Estimated Retro</b>	-	<b>34,160</b>	<b>26,454</b>	<b>27,110</b>	<b>29,574</b>

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Mike Irg, Manager of Planning & Development  
Andrew McGifford, CPA, CGA, Acting Manager of Finance

**Meeting Date:** February 4, 2016

**Subject:** Regional Parks Budget

---

### **Recommendation:**

**That the Board of Directors review the Regional Parks proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.**

### **Highlights:**

The following are highlights of the 2016 draft Regional Parks budget:

- Line 5 - Revenue is received each year from the contract with the Port Alberni Port Authority for the operation of the China Creek Campground.
- Line 8 – The administration charge has no proposed change.
- Line 10 – The labour and benefits have increased by 31% in 2016 to recognize the amount of staff time that is required to support the Parks & Trails Strategic Plan development and implementation. The Parks & Trails Strategic Plan was approved in 2015. The direction for this service will be provided by the Parks Service Review Committee recommendations made to the Board, and staff time will be adjusted accordingly for 2016.
- Line 11 – Operating Costs were increased from \$3000 to \$10,000. This includes \$5,000.00 for an Engineered Bridge Estimate over Franklin River, as recommended by the Parks Service Review Committee.

### **Upcoming for 2016:**

- The main focus in 2016 will be participation in the Parks Service Review Committee, which is a subset of the Regional Board. Prior to summer 2016 the Parks Service Review Committee will make recommendations to the Board regarding implementation of the Regional Parks and Trails Strategic Plan. Staff will implement direction provided by the Board with respect to Regional and Community Parks.
- The completed engineered estimate for a bridge structure across Franklin River on the Alberni Inlet Trail will allow staff to pursue grants.
- The tax requisition will cover staff time and there is a small amount included for maintenance of existing Regional Parks.

**Background:**

This budget was developed with input from the Planning Department and Chief Administrative Officer.

**Financial:**


The requisition increased by \$8,597 from 2015 and the residential tax rate increased from \$0.004 to \$0.006 per \$1,000 of taxable assessed value.

**Disclosure:**

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.

Submitted by:   
\_\_\_\_\_  
Mike Irg, Manager of Planning & Development

And   
\_\_\_\_\_  
Andrew McGifford, CPA, CGA, Acting Manager of Finance

Approved by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**2016-2020 FINANCIAL PLAN**  
**REGIONAL PARKS**  
**PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'**

Draft  
on February 4, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
<b>REVENUE</b>									
1	\$ 2,437	\$ 2,437	Surplus (deficit) from prior years	\$ 3,840	\$ -	\$ -	\$ -	\$ -	1
2	23,882	23,883	Tax requisition	32,480	32,500	33,000	33,500	34,000	2
3	476	-	Grants in lieu of taxes						3
4	422	680	Grants & other contributions	680	-	-	-	-	4
5	5,678	5,000	Licenses & fees	5,000	5,000	5,000	5,000	5,000	5
6	1,088	-	Other sources	-	-	-	-	-	6
7	<b>\$ 33,983</b>	<b>\$ 32,000</b>	<b>TOTAL REVENUE</b>	<b>\$ 42,000</b>	<b>\$ 37,500</b>	<b>\$ 38,000</b>	<b>\$ 38,500</b>	<b>\$ 39,000</b>	7
<b>EXPENDITURES</b>									
8	\$ 11,000	\$ 11,000	Administration charge	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	8
9	1,088	-	Capital fund contribution from operating	-	-	-	-	-	9
10	15,406	16,000	Labour & benefits	21,000	21,500	22,000	22,500	23,000	10
11	2,649	3,000	Operating costs	10,000	5,000	5,000	5,000	5,000	11
12	<b>\$ 30,143</b>	<b>\$ 30,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 42,000</b>	<b>\$ 37,500</b>	<b>\$ 38,000</b>	<b>\$ 38,500</b>	<b>\$ 39,000</b>	12
13	\$ 3,840	\$ 2,000	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	13
14	1,088	-	Add: Transfer to reserves	-	-	-	-	-	14
15	1,714	-	Deduct: Estimated amortization not included	2,000	2,000	2,000	2,000	2,000	15
16	2,437	2,437	Surplus from previous year	3,840	-	-	-	-	16
17	<b>\$ 777</b>	<b>-\$ 437</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 5,840</b>	<b>-\$ 2,000</b>	<b>-\$ 2,000</b>	<b>-\$ 2,000</b>	<b>2,000</b>	17



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2016-2020 FINANCIAL PLAN  
 REGIONAL PARKS (continued)  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
18	\$ 121,748	\$ 121,748	Balance, beginning of year	\$ 112,591	\$ 113,391	\$ 114,291	\$ 115,191	\$ 116,091	18
19	-	-	Contribution from operating fund	-	-	-	-	-	19
20	1,349	1,300	Interest earnings	800	900	900	900	900	20
21			<i>Less - capital expenditures</i>						21
22	1,013	680	China Creek bridge	-	-	-	-	-	22
23	9,493	31,511	Regional trails & parks plan	-	-	-	-	-	23
24	10,506	32,191	Total capital expenditures	-	-	-	-	-	24
25	<b>\$ 112,591</b>	<b>\$ 90,857</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 113,391</b>	<b>\$ 114,291</b>	<b>\$ 115,191</b>	<b>\$ 116,091</b>	<b>\$ 116,991</b>	25



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Mike Irg, Manager of Planning & Development  
Andrew McGifford, CPA, CGA, Acting Manager of Finance

**Meeting Date:** February 10, 2016

**Subject:** Regional Planning

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**Recommendation:**

***THAT the Board of Directors review the Regional Planning proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.***

**2015 Highlights:**

The Regional Planning service was busy in 2015 with the following items to note:

- A team of Agricultural Support Workers have been contracted to aid in the implementation of primary goals identified in the Agricultural Plan. The work included:
  - Abattoir Feasibility Study. We received a grant from IAF for \$5,000 plus matching funds from the ACRD and the Farmer's Institute to do the abattoir study. The Board will consider entering into a contract in February to complete the work. The Ag Support Workers have already started on a livestock survey in the region.
  - Growers Guide published in spring 2015 by the AV Times in partnership with the ACRD and AV Transition Towns.
  - "Outstanding in Their Fields" workshop and speaker event held March 8/15 with 100% funding support from the Strategic Outreach Initiative Growing Forward 2 program.
  - Water Policy Review. We received a grant for \$7,950 from the Real Estate Foundation of BC to develop policies and procedures to assist the agricultural use of water. Matching funds required to complete the project.
  - Started work on an Agricultural Water Demand Model and Agricultural Land Use Inventory with the Ministry of Agriculture. Matching funds required to complete project.
  - Olivia Szostek, UBC Graduate student completed a branding campaign and analysis for agriculture in the region at no cost to the ACRD. Her final report was received by the ADC in November
  - Robert Gunn investigated and reported findings on better including the shellfish industry on the west coast
  - Investigated new Farmer's Market at a number of locations in the City and worked with the boards and vendors of both local markets to determine interest in and viability of developing a new market
  - Continued networking and supporting projects and initiatives of a number of local groups including AV Transition Towns, City of Port Alberni Climate Change and Food Security Committee, Alberni Community and Women's Services Society, Tofino Community Food Initiative, Alberni Clayoquot Health Network

- Worked with the West Coast Aquatic and the Province regarding a float home strategy.
- Assisted with the mapping for Toquaht, Uchucklesaht and Yuułu?it?ath.
- The field survey work for the second phase of the Integrated Cadastral Mapping project has been completed. The field data has been sent to Geo BC and Geo BC will use survey work to update the ACRD maps. Once completed, the map data will be loaded into our CityView program and will be accessible throughout our organization. This project is cost shared with Regional Planning.

### **Upcoming for 2016:**

The projects planned for 2016 include:

- The aerial photos are done every five years and cost the ACRD approximately \$60,000 each time. In order to eliminate the tax spike that occurs from this periodic cost the aerial photos have been moved from the operating budget to the capital reserve fund and the contribution to capital has been increased to fund these photos over time. This project is cost shared with Management of Development – Rural Planning. In 2015 there was an opportunity to partner with other agencies and include LiDAR mapping in specific areas. This has resulted in much higher quality data. Staff proposes using this portion of the budget to partner with other agencies to obtain lidar mapping as opportunities arise, rather than just doing aerial photos every five years.
- The Agricultural Development Committee has recommended the same budget to support the implementation of the Agricultural Plan. The initiatives planned for 2016 include:
  - Continuation of the work being done with the Agricultural Support Workers.
  - Participation in the Islands Agricultural Show in Duncan on February 12-13.
  - Preparation for hosting the Island Agricultural Show in Port Alberni February 2017 (work has already begun) this will involve shellfish producers and West Coast Aquatic.
  - Coordination of the Family Farms Day event in September.
  - Completion of the abattoir feasibility study.
  - Land Linking workshop held in January to promote land leasing opportunities and connect land owners with potential.
  - Coordinating and preparing grant applications for additional funding opportunities to complete projects.
  - Prepared a successful grant application for Tofino Community Food Initiative; \$5,000.00 for hosting and out of town transportation costs for Tofino Farm and Garden Show.
- An additional \$8,000.00 has been budgeted for preparing and hosting the Island Agricultural Show.
- Implementation of the Land Titles Survey Authority (LTSA) Parcel Map BC through the Integrated Cadastral Information (ICI) Society for use in our City View data base for permitting and applications. This is the mapping and survey work that have been recently been completed in our Regional District with funding support from ICI and Geo BC and will be used to update our mapping base and improve our GIS capabilities. This is also cost shared with Rural Planning.

### **Background:**

This budget was developed with input from the Planning Department and Chief Administrative Officer.

### **Financial:**

The requisition is 30.63% higher than that of the prior year. The residential tax rate has increased from \$0.022 to \$0.028 per \$1,000 of assessed value.

**Disclosure:**

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: \_\_\_\_\_

Mike Irg, Manager of Planning & Development



And \_\_\_\_\_

Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**2016-2020 FINANCIAL PLAN**  
**REGIONAL PLANNING**  
**PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
<b>REVENUE</b>									
1	\$ 52,476	\$ 52,476	Surplus (deficit) from prior years	\$ 22,183	\$ -	\$ -	\$ -	\$ -	1
2	125,024	125,024	Tax requisition	163,317	173,100	172,200	173,400	174,600	2
3	3,004	-	Conditional grant	-	-	-	-	-	3
4	2,625	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	750	1,000	Sales of services	1,000	1,000	1,000	1,000	1,000	5
6	21	-	Other sources	-	-	-	-	-	6
7	<b>\$ 183,900</b>	<b>\$ 179,500</b>	<b>TOTAL REVENUE</b>	<b>\$ 187,500</b>	<b>\$ 175,100</b>	<b>\$ 174,200</b>	<b>\$ 175,400</b>	<b>\$ 176,600</b>	7
<b>EXPENDITURES</b>									
8	\$ 27,000	\$ 27,000	Administration charge	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	8
9	8,157	8,000	Capital fund contribution	8,000	8,000	8,000	8,000	8,000	9
10			<i>Labour &amp; related costs</i>						10
11	274	2,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	11
12	56,145	57,000	Labour & benefits	56,000	57,100	58,200	59,400	60,600	12
13	-	500	Recruiting costs	500	500	500	500	500	13
14	56,419	59,500	Total labour & related costs	58,500	59,600	60,700	61,900	63,100	14
15			<i>Office costs</i>						15
16	3,677	5,000	Office operations	5,000	5,000	5,000	5,000	5,000	16
17	9,632	10,000	Computer operations	10,000	10,000	10,000	10,000	10,000	17
18	1,599	1,500	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	18
19	14,908	16,500	Total office costs	16,500	16,500	16,500	16,500	16,500	19
20			<i>Other costs</i>						20
21	-	2,000	Agricultural Advisory Committee	2,000	2,000	2,000	2,000	2,000	21
22	44,795	45,000	Sustainability Planning (Ag. Plan Init. 2016 & 17)	45,000	45,000	45,000	45,000	45,000	22
23	-	-	2017 Ag Show hosting costs	8,000	2,000	-	-	-	23
24	532	1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	24
25	45,327	48,000	Total other costs	56,000	50,000	48,000	48,000	48,000	25



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2016-2020 FINANCIAL PLAN  
 REGIONAL PLANNING (continued)  
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			<b>EXPENDITURES (continued)</b>						
26			<i>Professional fees</i>						26
27	\$ 135	\$ 5,000	Consultant costs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	27
28	-	1,000	Float homes	1,000	1,000	1,000	1,000	1,000	28
29	21	2,000	Legal costs	2,000	2,000	2,000	2,000	2,000	29
30	9,750	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	30
31	9,906	20,500	Total professional fees	20,500	13,000	13,000	13,000	13,000	31
32	<b>\$ 161,717</b>	<b>\$ 179,500</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 187,500</b>	<b>\$ 175,100</b>	<b>\$ 174,200</b>	<b>\$ 175,400</b>	<b>\$ 176,600</b>	32
33	\$ 22,183	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ -	\$ -	\$ -	33
34	8,157	8,000	Add: Transfer to reserves	8,000	8,000	8,000	8,000	8,000	34
35	-	-	Deduct: Estimated amortization not included	5,000	5,000	5,000	5,000	5,000	35
36	52,476	52,476	Surplus from previous year	22,183	-	-	-	-	36
37	<b>-\$ 22,136</b>	<b>-\$ 44,476</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>-\$ 19,183</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	37
			<b>CAPITAL FUND</b>						
38	\$ 14,895	\$ 19,590	Balance, beginning of year	\$ 18,786	\$ 14,486	\$ 17,686	\$ 20,886	\$ 24,186	38
39	8,000	8,000	Contribution from operating fund	8,000	8,000	8,000	8,000	8,000	39
40	157	200	Interest earnings	200	200	200	300	300	40
41			<i>Less - capital expenditures</i>						41
42	4,266	-	Aerial photos^	5,000	5,000	5,000	5,000	5,000	42
43	-	7,500	Mapping software^	7,500	-	-	-	-	43
44	4,266	7,500	Total capital expenditures	12,500	5,000	5,000	5,000	5,000	44
45	<b>\$ 18,786</b>	<b>\$ 20,290</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 14,486</b>	<b>\$ 17,686</b>	<b>\$ 20,886</b>	<b>\$ 24,186</b>	<b>\$ 27,486</b>	45

^costs shared with Management of Development - Rural Areas

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services  
Andrew McGifford, CPA, CGA, Acting Manager of Finance

**Meeting Date:** February 10, 2016

**Subject:** General Government Services – 2016-2020 Financial Plan

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**Recommendation:**

***THAT the Board of Directors review the General Government proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.***

**2015 Highlights:**

The General Government service was hectic again in 2015 including the following projects:

- Capital projects included the installation of new carpet in the EOC office, purchase of postage meter and the server room upgrades remaining from the 2014 year.
- New Health Network Coordinator, Marcie Dewitt was hired, ACRD signed contract with Island Health for three years which provides the ability for the Health Network to operate in 2016 & 2017.
- Successfully negotiated a new 3 year collective agreement with CUPE 118.

**Upcoming for 2016:**

The projects planned for 2016 include:

- Lines 12 to 16 – The continuation of the Health Network using the initial and new funding provided by Island Health. Program has funding to operate into 2018.
- Line 19 – Staff must perform professional development in order to maintain designations and qualifications. The ability of staff to complete requirements in 2015 did not arise due to staffing level requirements. This is reflected in the lower than expected expense in professional development in 2015.
- Line 22 – Increase in line item is due to WorkSafe requirements. The ACRD Joint Occupation Health and Safety Committee is currently conducting an occupational first aid assessment of the workplace to determine the level of first aid required throughout the employer's operations. First Aid training may be required following the workplace assessments. The Committee is conducting an ergonomic assessment of all staff workstations in 2016. There may be costs coming out of the assessment for adjustments to workstations.
- Line 26 – Coastal Community Network membership and mandate are being re-configured. The ACRD's membership portion for 2016 is \$750.00.

- Line 72 – The office renovations/upgrades planned for this year includes:
  - Hazard Assessment – for any work planned for ACRD office
  - Upgrading of the interior lighting system
  - Painting the office building exterior
  - Change of entrance to building to become wheel chair accessible
  - New signage for exterior of office
  - Downstairs office washroom renovation
  - Duct cleaning of the heating & cooling system.

**Background:**

This budget was developed with input from the following:


- Manager of Administrative Services
- Chief Administrative Officer
- Property Maintenance Coordinator
- George Rose – Information Systems Contractor
- Shelli Lyle – Health Network Assistant

**Financial:**

The requisition is 0.23% lower than the prior year. The residential tax rate is decreasing from \$0.162 to \$0.158 per \$1,000 of assessed values.

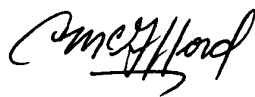
**Disclosure:**

The prior year actual balances may yet change as 2015, invoices are still trickling in and year-end adjustments are still being completed.



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

And



Submitted by: \_\_\_\_\_  
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
2016-2020 FINANCIAL PLAN  
GENERAL GOVERNMENT SERVICES  
PARTICIPANTS: ALL MEMBERS**

Draft  
on February 4, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
<b>REVENUE</b>									
1	\$ 27,158	\$ 27,127	Surplus (deficit) from prior years	\$ 170,088	\$ -	\$ -	\$ -	\$ -	1
2	254,703	254,703	Committed surplus from prior years	236,656	156,656	76,656	-	-	2
3	931,843	931,843	Tax requisition	929,712	1,112,000	1,068,600	1,076,600	1,097,002	3
4			<i>Government grants</i>						4
5	93,550	-	Conditional	10,450	-	-	-	-	5
6	80,500	-	Conditional - ACRD Health Network	80,000	80,000	-	-	-	6
7	197,072	125,000	Unconditional	125,000	125,000	125,000	125,000	125,000	7
8	290,622	125,000	Total government grants	215,450	205,000	125,000	125,000	125,000	8
9	19,466	8,000	Grant in lieu of taxes	8,000	8,000	8,000	8,000	8,000	9
10	71,362	85,000	Other sources	70,000	70,000	70,000	70,000	70,000	10
11	<b>\$ 1,675,654</b>	<b>\$ 1,431,673</b>	<b>TOTAL REVENUE</b>	<b>\$ 1,629,906</b>	<b>\$ 1,551,656</b>	<b>\$ 1,348,256</b>	<b>\$ 1,279,600</b>	<b>\$ 1,300,002</b>	11
<b>EXPENDITURES</b>									
12	\$ 50,000	\$ 50,000	Capital fund contribution	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	12
13			<i>Health Network</i>						13
14	64,150	80,000	Coordinator	80,000	80,000	40,000	-	-	14
15	18,202	15,000	Labour & benefits	15,000	15,000	15,000	-	-	15
16	16,195	65,000	Operating	65,000	65,000	21,656	-	-	16
17	98,547	160,000	Total Health Network costs	160,000	160,000	76,656	-	-	17
18			<i>Labour &amp; related costs</i>						18
19	6,534	12,000	Convention/professional development	15,000	15,000	15,000	15,000	15,000	19
20	938,298	1,004,000	Labour & benefits	1,005,000	1,025,100	1,045,600	1,066,500	1,087,800	20
21	13,884	10,000	Labour negotiations	-	-	15,000	-	-	21
22	2,219	3,000	Occupational health & safety committee	5,000	5,000	5,000	5,000	5,000	22
23	3,159	1,000	Recruiting	1,000	1,000	1,000	1,000	1,000	23
24	964,094	1,030,000	Total labour & related costs	1,026,000	1,046,100	1,081,600	1,087,500	1,108,800	24
25			<i>Legislative costs</i>						25
26	-	5,000	Coastal Communities Network	5,000	-	-	-	-	26
27	138,121	130,000	Directors indemnities	140,000	140,000	140,000	140,000	140,000	27
28	1,072	5,000	Directors education	5,000	5,000	5,000	5,000	5,000	28
29	23,326	33,000	Directors travel	33,000	33,000	33,000	33,000	33,000	29
30	4,862	6,500	FCM convention & membership	6,500	6,600	6,700	6,800	6,900	30
31	167,381	179,500	Total legislative costs	189,500	184,600	184,700	184,800	184,900	31





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2016-2020 FINANCIAL PLAN  
 GENERAL GOVERNMENT SERVICES (continued)  
 PARTICIPANTS: ALL MEMBERS

Draft  
 on February 4, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			<b>EXPENDITURES (continued)</b>						
32	\$ 1,083	\$ 5,000	Natural Resources Committee	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	32
33			<i>Office costs</i>						33
34	9,518	10,000	Building maintenance	10,000	10,000	10,000	10,000	10,000	34
35	19,973	21,000	Building utilities	21,000	22,000	23,000	24,000	25,000	35
36	53,794	60,000	Computer expenses	60,000	60,000	60,000	60,000	60,000	36
37	52,794	60,000	IT contractor	75,000	75,000	75,000	75,000	75,000	37
38	59,324	-	Enviro Services Contractor	-	-	-	-	-	38
39	20,178	20,000	Janitorial service	22,000	22,500	22,500	22,500	22,500	39
40	2,806	3,000	Office equipment	3,000	3,000	3,000	3,000	3,000	40
41	14,406	20,000	Office supplies - general	20,000	20,000	20,000	20,000	20,000	41
42	4,794	7,000	Office supplies - toner	7,000	7,000	7,000	7,000	7,000	42
43	7,959	8,000	Postage	8,500	9,000	9,000	10,000	8,000	43
44	12,974	16,000	Telephone	16,000	16,000	16,000	16,000	16,000	44
45	258,520	225,000	Total office costs	242,500	244,500	245,500	247,500	246,500	45
46			<i>Other costs</i>						46
47	2,173	4,000	Advertising & publicity	4,000	4,000	4,000	4,000	4,000	47
48	-	-	50th anniversary costs	5,000	-	-	-	-	48
49	967	1,000	Bank interest & bad debts	1,000	1,000	1,000	1,000	1,000	49
50	3,148	6,000	Committee expenses	6,000	6,000	6,000	6,000	6,000	50
51	12,800	-	Woodstove rebate program	10,450	-	-	-	-	51
52	6,485	7,000	Memberships & subscriptions	7,000	7,000	7,000	7,000	7,000	52
53	3,064	4,000	Staff travel	4,000	4,000	4,000	4,000	4,000	53
54	3,375	8,000	Vehicle operation	5,000	5,000	5,000	5,000	5,000	54
55	32,012	30,000	Total other costs	42,450	27,000	27,000	27,000	27,000	55
56			<i>Professional fees &amp; insurance</i>						56
57	22,000	22,000	Audit fees	22,000	22,000	22,000	22,000	22,000	57
58	33,882	33,500	Insurance - liability	33,500	33,500	33,500	33,500	33,500	58
59	6,852	8,000	Insurance - property	8,000	8,000	8,000	8,000	8,000	59
60	8,933	30,000	Legal fees	30,000	30,000	30,000	30,000	30,000	60
61	71,667	93,500	Total professional fees & insurance	93,500	93,500	93,500	93,500	93,500	61
62	13,206	30,000	Studies & reports	40,000	40,000	40,000	40,000	40,000	62
63	- 468,100	- 466,000	Recovery of administration costs	- 455,700	- 455,700	- 455,700	- 455,700	- 455,700	63
64	<b>\$ 1,188,410</b>	<b>\$ 1,337,000</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,393,250</b>	<b>\$ 1,395,000</b>	<b>\$ 1,348,256</b>	<b>\$ 1,279,600</b>	<b>\$ 1,300,000</b>	64



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2016-2020 FINANCIAL PLAN  
 GENERAL GOVERNMENT SERVICES (continued)  
 PARTICIPANTS: ALL MEMBERS

Draft  
 on February 4, 2016

		History				Budget										
		2015	2015			2016	2017	2018	2019	2020						
		ACTUAL	PLAN													
65	\$	487,244	\$	94,673	<b>FINANCIAL PLAN BALANCE</b>	\$	236,656	\$	156,656	\$	-	\$	-	\$	2	65
66		50,000		50,000	Add: Transfer to reserves		50,000		50,000		50,000		50,000		50,000	66
67		51,798		38,000	Deduct: Estimated amortization not included		52,000		52,000		52,000		52,000		52,000	67
68		281,861		281,830	Surplus from previous year		406,744		156,656		76,656		-		-	68
69	\$	203,585	-\$	175,157	<b>ANNUAL SURPLUS/(DEFICIT)</b>	-\$	172,088	-\$	2,000	-\$	78,656	-\$	2,000	-\$	1,998	69
(for Financial Reporting purposes)																
<b>CAPITAL FUND</b>																
70	\$	11,206	\$	10,541	Balance, beginning of year	\$	36,621	\$	21,621	\$	61,621	\$	101,621	\$	141,621	70
71		50,000		50,000	Contribution from operating fund		50,000		50,000		50,000		50,000		50,000	71
72		-		-	Interest earnings		-		-		-		-		-	72
73	<i>Less - capital expenditures</i>															
74		19,366		45,000	Office renovation/upgrades		65,000		10,000		10,000		10,000		10,000	74
75		5,219		5,000	Postage machine		-		-		-		-		-	75
76		24,585		50,000	Total capital expenditures		65,000		10,000		10,000		10,000		10,000	76
77	\$	<b>36,621</b>	\$	<b>10,541</b>	<b>BALANCE, END OF YEAR</b>	\$	<b>21,621</b>	\$	<b>61,621</b>	\$	<b>101,621</b>	\$	<b>141,621</b>	\$	<b>181,621</b>	77
78																

## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Reconciliation Committee

**Meeting Date:** February 10, 2016

**Subject:** January 27<sup>th</sup> Reconciliation Committee Meeting Recommendations

---

**Recommendation:**

*THAT the ACRD Board of Directors send a letter to the Port Alberni Friendship Center following up on items put forward at the October 20, 2015 meeting and inviting them to attend a regular Board meeting to provide an update on their programs and activities.*

*THAT the ACRD Board of Directors consider funding through the budget process a workshop regarding the United Nations Declaration on the Rights of Indigenous Peoples and specific local government actions from the Truth and Reconciliation Commission , with First Nations leaders being invited to attend.*

**Background:**

The Reconciliation Committee met with the Port Alberni Friendship Center on October 20, 2015 and the PA Friendship Center recommended the Board could look at the following:

- Reach out to Elders;
- Presentation at AGM;
- Education and training – seeking letters of support, ideas for sources of funding;
- Attend events hosted by and/or at the Friendship Centre;
- Volunteer experts to help with proposal writing and research;
- In-kind assistance to support grant applications.

The Reconciliation Committee met on January 27 with NTC President Deb Foxcroft, discussions were held on what the committee has achieved to date and what the committee would like to accomplish in the future. President Foxcroft acknowledged that the ACRD has made reconciliation a priority and discussed what the NTC thoughts and ideas are.

The CAO will consult with President Foxcroft regarding a facilitator and interest with regards to a workshop regarding the United Nations Declaration on the Rights of Indigenous Peoples and specific local government actions from the Truth and Reconciliation Commission. President Foxcroft will ask the nations at the meeting in February if they are interested and want to attend, set the date using the next meeting they are in attendance in Port Alberni.

**Time Requirements – Staff & Elected Officials:**

Meeting attendance.

**Financial:**

NA

**Policy or Legislation:**

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



Submitted by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors

**CC:** Pat Deakin, CPA Manager of Economic Development  
Mark Fortune, Airport Supervisor

**From:** Russell Dyson, CAO

**Meeting Date:** February 10, 2016

**Subject:** **AVRA Runway Expansion**

---

### **Recommendations:**

*THAT the Board of Directors of the Alberni Clayoquot Regional District proceed to tender the Alberni Valley Airport Runway expansion project.*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors endorse the attached proposal from Tetra Tech to provide engineering services to oversee tendering and construction of the Alberni Valley Regional Airport runway expansion project.*

*THAT staff be directed to explore a possible application to the 2016 intake for the BC Air Access program for the AVRA medium intensity lighting at an estimated cost of \$1.5 million, and report back to the AV Committee with possible funding options for the ACRD share of the project costs.*

### **Summary:**

Detailed design and tender documents have been prepared for the proposed runway expansion. Approval is in place to borrow up to a maximum of \$6 million. No grant applications were successful for this project and the budget implications for 2016 have been reviewed with the AV & Bamfield Services Committee. The Board is to decide whether to proceed with the tendering of this project now or postpone construction to pursue alternative funding sources. The attached proposal outlines the services to be provided by Tetra Tech as reviewed and supported by the AV & Bamfield Services Committee.

### **Background:**

The ACRD Board of Directors has proposed a significant investment to expand the runway and provide a medium intensity lighting system, in order to:

- Retain and expand aerospace activity and employment
- Attract courier service
- Attract scheduled service (supporting tourism and social/economic development in the AV)

- Support future container terminal development and LNG terminal development in the AV
- Provide an alternate landing for the Tofino Airport for poor weather conditions
- Improve accessibility for fixed wing medical transfers from West Coast General Hospital. Please see attached letter of support from BCEHS.

The cost estimates of the three projects are as follows:

1. The Runway Extension is estimated to cost \$5,958,820.
2. Installation of navigational aids (medium intensity lighting) is estimated to be \$1,468,500.
3. Establishing an Obstacle Limitation Surface (OLS) that would be acceptable to the design of a public GPS approach is estimated to cost \$350,000. This involves managing the OLS which are the trees and land that protrude into the defined flying paths as well as surveying and registering the approaches with Nav Canada. Money is already committed to this project and within the current budget.

To help fund the capital costs, applications were made to:

1. Build Canada Fund (2/3 of the runway extension costs)
2. Gas Tax Strategic Priorities Fund (100% of project costs for runway extension & lighting).
3. BC Air Access Program 2015 (50% of runway extension costs).

All applications were denied. The Board received notification from the Strategic Priorities Fund in January 2016. While the project scored high for the community and economic benefits, the project needed to score higher in the environmental and capital asset categories.

The BC Air Access Program will have another intake by the spring of 2016. The total fund will have \$8 million available for projects across BC. It may be a possibility for the lighting component – worth \$1.469 million. The proposed Rural Dividend Fund may be a possibility but details of the program are unavailable. While there is promise of infrastructure programs there are currently no intakes applicable.

The Board is asked to decide whether or not to proceed with the runway expansion by tendering the project. Detailed design and tender documents are prepared and the process would be managed by Tetra Tech with results of the tender to be provided to the Board within a month and a half (late March). Once the Regional District proceeds with construction, it is unlikely that grants can be provided to the works underway.

The Regional District owns the airport lands, and the runway expansion can proceed. The expanded runway alone will improve opportunities and use of the airport. But for full benefit the impacts to the surrounding crown lands need to be resolved.

The ACRD requires access to crown land surrounding the airport for the purposes of managing Obstacle Limitation Surfaces. The ACRD has been working with FLNR since the spring of 2015 and submitted a Crown Land application to FLNRO August 28, 2015 – for 18.03 ha. Despite the airport being established and the Regional District requesting protection for possible airport expansion in advance of the issuance of these tenures, FLNR requires that the ACRD, as the proponent, resolve any issues and secure support of these tenure holders. The ACRD has commenced consultation with each of the license holders and the Hupacasath First Nations. One License holder has provided approval in principle. Tseshah First Nations has provided a letter of support.

The Chairperson has requested support from the Minister in November 2015, no response has been received to date.

The lands are within the Agricultural Land Reserve; the Regional District has the Commission's support for airport use and commits to protecting soils and encouraging agricultural use of the land following construction.

#### **Time Requirements – Staff & Elected Officials:**

This is a complex project requiring significant time and resources. Construction will be one of two capital projects (along with the lighting for CYAZ), occurring at the same time. The negotiations for the FLNR application are complex and time consuming. This project continues to be a priority for staff based on the Board's stated priorities.

#### **Financial:**

Since the inception of the AVRA service area the maximum that could have been tax requisitioned for operations and capital contribution was set at \$50,000. The lack of funding into the capital reserve has limited the ability of the service area to invest in capital projects. In 2015 there was a number of capital expenditures undertaken which had a large impact on the funds remaining in the capital reserve. This included work to prepare for this project. A higher tax requisition is required to replenish the capital reserve to a level that allows the operation to improve and maintain the current assets at the AVRA.

In the draft budget presented on February 4<sup>th</sup> to the Alberni Valley & Bamfield Services Committee staff included the maximum tax requisition in 2016 permitted under Bylaw 791-2 for the Port Alberni Airport service on the basis that the runway expansion occur in 2016. If the runway does not proceed staff recommend that the proposed requisition remain as proposed to replenish the capital reserve with a \$350,000 contribution, otherwise the service will have virtually no funds to perform future capital works in the future.

The maximum that the AVRA service could borrow for expansion is \$6million, based on borrowing capacity within the Bylaw F1120. The tender process will determine if the project can proceed and with the current financial limitation and the lack of grant funding, there is the possibility that pricing could be competitive based on fuel costs and other material input costs.

The Regional District borrows from the Municipal Finance Authority, which provides favourable rates and terms. The tax is based on a payout over 30 years and is applied to land and improvements as set out in the borrowing bylaw. Thirty years is reasonable for the life of the asset. Earlier payouts are possible as conditions change.

Directors have asked about a parcel tax, the bylaw would need to be amended through a public process similar to the adoption of the borrowing bylaw. This could be done but would require a delay in proceeding with the project.

The tender process will determine if the project can proceed and at what cost.

**Policy or Legislation:**

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

**Options Considered:**

Proceed with construction or delay to seek alternative funding. To not proceed will have impact on the current and future users of the airport.



Submitted by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



January 28, 2016

CLIFF: 1021214

File: 155-04

Mark Fortune  
Airport Superintendent  
Alberni Clayoquot Regional District  
3008 5th Avenue  
Port Alberni, BC V9Y 2E3

Dear Mr. Fortune,

**Re: Proposed Infrastructure Improvements at Tofino and Port Alberni Airports**

On behalf of the BC Emergency Health Services I would like to express support for planned infrastructure improvements at both the Tofino/Long Beach and Port Alberni/Alberni Valley Regional Airports.

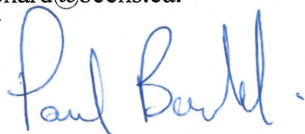
The recent announcement that the Tofino/Long Beach Airport has secured funding to provide Runway 11-29 edge lighting, Precision Approach Path Indicator lights, Runway End Identifier Lights, an airport beacon light, and an Aircraft Radio Control of Aerodrome Lighting antenna is welcome news. We have been restricted at night to sending helicopter air ambulances to Tofino/Long Beach Airport using temporary turbo flare lights to illuminate the landing zone. The addition of runway lighting will significantly enhance the safety of our rotary wing operations and enable us to deploy fixed wing aircraft to the Tofino/Long Beach Airport at night in response to local medical evacuation needs.

Additionally, infrastructure improvements at the Port Alberni/Alberni Valley Regional Airport would also provide greater access to our air ambulance fleet. In particular, runway lengthening and widening, lighting similar to that being procured for Tofino Airport, and the establishment of an approved instrument flight rules approach would facilitate air ambulance fixed wing aircraft access under much safer operating conditions. Currently, patients requiring fixed wing air ambulance transport at night in the Alberni Clayoquot Regional District must be road moved to the nearest suitable runway which is at Qualicum Beach Airport. Any efforts that can be undertaken to shorten the transfer time to a hospital facility, such as opening access at night to the Port Alberni Airport for our fixed wing air ambulances, will greatly improve the likelihood of a positive patient outcome.

Unfortunately, BC Emergency Health Services is not in a position to provide funding for heliport and airport infrastructure improvement initiatives. We encourage communities to establish and maintain well equipped aerodrome facilities that afford safe flight operations for our rotary and fixed wing air ambulance fleets.

Should you require any further information, please contact me directly at 250.952.6061 or Paul.Bouchard@bcehs.ca.

Sincerely,



Paul Bouchard  
Director, Aviation  
Provincial Programs

## REQUEST FOR DECISION

**TO:** Board of Directors  
**FROM:** Andrew McGifford, CPA CGA, Acting Manager of Finance  
**DATE OF MEETING:** February 10, 2016  
**RE:** Finance Warrant No.561

### Recommendation:

***THAT the Alberni-Clayoquot Board of Directors approves Finance Warrant Number 561 in the amount of \$712,982.83 dated January 31, 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: Andrew McGifford, CPA CGA, Acting Manager of Finance



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



**AP5100** **Page : 1**  
**Date :** Feb 04, 2016 **Time :** 7:29 pm  
**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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	
<b>0010</b>	<b>4IMPRINT INC.</b>					
38817	21-Jan-2016	Issued	14	C		547.25
4383915	01-4-2500-000	PAYABLES - TRADE		547.25		
Invoice Description --> ALVF - RECYCLING SCHOOL PROGRAM						
<b>Total :</b>				547.25	0.00	547.25
<b>Supplier Total :</b>				547.25	0.00	547.25
<b>0012</b>	<b>ABELL PEST CONTROL INC</b>					
38775	11-Jan-2016	Issued	5	C		89.25
01682368	01-4-2500-000	PAYABLES - TRADE		89.25		
Invoice Description --> AVLF - RECYCLING DEPOT - PEST CONTROL						
<b>Total :</b>				89.25	0.00	89.25
<b>Supplier Total :</b>				89.25	0.00	89.25
<b>0016</b>	<b>ACE COURIER SERVICES</b>					
00123-0001	15-Jan-2016	Issued	4	T		218.45
14162874	01-4-2500-000	PAYABLES - TRADE		77.32		
Invoice Description --> ACRD - SHIPPING \$19.67, BCWS \$33.29, LBA \$20.59						
14162412	01-4-2500-000	PAYABLES - TRADE		141.13		
Invoice Description --> ACRD - SHIPPING \$18.24, BCWS \$29.05, BWS \$29.05, AVLF \$58.08						
<b>Total :</b>				218.45	0.00	218.45
<b>Supplier Total :</b>				218.45	0.00	218.45
<b>00124-0001</b>	<b></b>					
	25-Jan-2016	Issued	13	T		54.58
14163698	01-4-2500-000	PAYABLES - TRADE		54.58		
Invoice Description --> WCLF - WATER MONITORING						
<b>Total :</b>				54.58	0.00	54.58
<b>Supplier Total :</b>				273.03	0.00	273.03
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>					
38818	21-Jan-2016	Issued	14	C		1613.14
SLVFD - DEC/15	01-4-2500-000	PAYABLES - TRADE		174.36		
Invoice Description --> SLVFD - DECEMBER 2015 FUEL COSTS						
BCVFD - DEC/15	01-4-2500-000	PAYABLES - TRADE		264.05		
Invoice Description --> BCVFD - DECEMBER 2015 FUEL COSTS						
ACRD - DEC/15	01-4-2500-000	PAYABLES - TRADE		528.84		
Invoice Description --> ACRD - DECEMBER 2015 FUEL COSTS						
BCWS - DEC/15	01-4-2500-000	PAYABLES - TRADE		645.89		
Invoice Description --> BCWS - DECEMBER 2015 FUEL COSTS						
<b>Total :</b>				1613.14	0.00	1613.14
<b>Supplier Total :</b>				1613.14	0.00	1613.14

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



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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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		
<b>0003</b>	<b>ACKLANDS-GRAINGER INC.</b>						
38819	21-Jan-2016	Issued	14	C		880.95	
6539	01-4-2500-000	PAYABLES - TRADE		880.95			
Invoice Description -->		LBA - WINDSOCKS					
<b>Total :</b>				880.95	0.00	880.95	
<b>Supplier Total :</b>				880.95	0.00	880.95	
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
00123-0002	15-Jan-2016	Issued	4	T		950.66	
4354 0538872	01-4-2500-000	PAYABLES - TRADE		121.93			
Invoice Description -->		SLVFD - EQUIPMENT					
4354 0540073	01-4-2500-000	PAYABLES - TRADE		283.79			
Invoice Description -->		SLVFD - EQUIPMENT					
4354 0540276	01-4-2500-000	PAYABLES - TRADE		544.94			
Invoice Description -->		SLVFD - EQUIPMENT					
<b>Total :</b>				950.66	0.00	950.66	
<b>Supplier Total :</b>				950.66	0.00	950.66	
00124-0002	25-Jan-2016	Issued	13	T		186.69	
4354 0540363	01-4-2500-000	PAYABLES - TRADE		186.69			
Invoice Description -->		SLVFD - EQUIPMENT					
<b>Total :</b>				186.69	0.00	186.69	
<b>Supplier Total :</b>				186.69	0.00	186.69	
<b>0031</b>	<b>AGAT LABORATORIES</b>						
00123-0003	15-Jan-2016	Issued	4	T		1997.11	
16230460E	01-4-2500-000	PAYABLES - TRADE		995.93			
Invoice Description -->		WCLF - WATER MONITORING					
16230469E	01-4-2500-000	PAYABLES - TRADE		1001.18			
Invoice Description -->		WCLF - WATER MONITORING					
<b>Total :</b>				1997.11	0.00	1997.11	
<b>Supplier Total :</b>				1997.11	0.00	1997.11	
<b>0034</b>	<b>AL BROWN ROOFING</b>						
38815	13-Jan-2016	Issued	6	C		29400.00	
2142	01-4-2500-000	PAYABLES - TRADE		29400.00			
Invoice Description -->		AVLF - 3RD AVE RECYCLING BUILDING - NEW ROOF - CAPITAL					
<b>Total :</b>				29400.00	0.00	29400.00	
<b>Supplier Total :</b>				29400.00	0.00	29400.00	
<b>0037</b>	<b>AGFOR INDUSTRIES LTD</b>						
38776	11-Jan-2016	Issued	5	C		3853.30	
DEC.16/15	01-4-2500-000	PAYABLES - TRADE		3853.30			
Invoice Description -->		AVLF - FENCE - CAPITAL					

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



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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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	
<b>Total :</b>				3853.30	0.00	3853.30
<b>Supplier Total :</b>				3853.30	0.00	3853.30

**0056 AIRGAS CANADA INC.**

38820	21-Jan-2016		Issued	14	C	27.78
262490	01-4-2500-000	PAYABLES - TRADE			27.78	
Invoice Description -->		SLVFD - OXYGEN				
<b>Total :</b>				27.78	0.00	27.78
<b>Supplier Total :</b>				27.78	0.00	27.78

**0060 ALBERNI COMMUNICATIONS & ELECTRONICS**

00123-0004	15-Jan-2016		Issued	4	T	281.79
20686	01-4-2500-000	PAYABLES - TRADE			281.79	
Invoice Description -->		BCVFD - PAGER MAINTENANCE				
<b>Total :</b>				281.79	0.00	281.79
<b>Supplier Total :</b>				281.79	0.00	281.79

00124-0003	25-Jan-2016		Issued	13	T	456.96
20703	01-4-2500-000	PAYABLES - TRADE			456.96	
Invoice Description -->		SLVFD - PROGRAM NEW REPT CHANNEL				
<b>Total :</b>				456.96	0.00	456.96
<b>Supplier Total :</b>				738.75	0.00	738.75

**0131 AGS BUSINESS SYSTEMS INC.**

38777	11-Jan-2016		Issued	5	C	4451.72
728282	01-4-2500-000	PAYABLES - TRADE			4451.72	
Invoice Description -->		ACRD - RICOH SP C830DN PRINTER - ENV. SERVICES - CAPITAL				
<b>Total :</b>				4451.72	0.00	4451.72
<b>Supplier Total :</b>				4451.72	0.00	4451.72

**0270 ANDREW SHERET LTD.**

00123-0005	15-Jan-2016		Issued	4	T	1180.05
DISCOUNTDEC2016	01-4-2500-000	PAYABLES - TRADE			-22.98	
Invoice Description -->		BCWS - DISCOUNT TAKEN FOR EARLY PAYMENT				
03-050011	01-4-2500-000	PAYABLES - TRADE			56.63	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES				
03-052075	01-4-2500-000	PAYABLES - TRADE			508.28	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES				
03-051579	01-4-2500-000	PAYABLES - TRADE			638.12	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES - NEW SERVICE				
<b>Total :</b>				1180.05	0.00	1180.05

**ALBERNI-CLAYQUET REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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		
<b>Supplier Total :</b>						1180.05	0.00	1180.05
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<b>0394</b>	<b>ASSOCIATED FIRE SAFETY EQUIPMENT</b>							
00123-0006	15-Jan-2016		Issued	4	T	1217.48		
14261	01-4-2500-000	PAYABLES - TRADE			603.75			
Invoice Description -->		SLVFD - EQUIPMENT						
14246	01-4-2500-000	PAYABLES - TRADE			613.73			
Invoice Description -->		SLVFD - EQUIPMENT						
<b>Total :</b>						1217.48	0.00	1217.48
00124-0004	25-Jan-2016		Issued	13	T	1616.27		
14318	01-4-2500-000	PAYABLES - TRADE			1616.27			
Invoice Description -->		BCVFD - EQUIPMENT						
<b>Total :</b>						1616.27	0.00	1616.27
<b>Supplier Total :</b>						2833.75	0.00	2833.75
<hr/>								
<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>							
38778	11-Jan-2016		Issued	5	C	232.58		
20154979	01-4-2500-000	PAYABLES - TRADE			232.58			
Invoice Description -->		AVRA - FURNACE REPAIR						
<b>Total :</b>						232.58	0.00	232.58
38821	21-Jan-2016		Issued	14	C	409.50		
20155127	01-4-2500-000	PAYABLES - TRADE			409.50			
Invoice Description -->		LBA - HEATING & COOLNG SYSTEM MAINTENANCE						
<b>Total :</b>						409.50	0.00	409.50
<b>Supplier Total :</b>						642.08	0.00	642.08
<hr/>								
<b>0479</b>	<b>THE BRICK</b>							
38779	11-Jan-2016		Issued	5	C	897.21		
11085CIYCTS	01-4-2500-000	PAYABLES - TRADE			897.21			
Invoice Description -->		SLVFD - DISHWASHER - CAPITAL						
<b>Total :</b>						897.21	0.00	897.21
38822	21-Jan-2016		Issued	14	C	89.54		
1126CILQNQ	01-4-2500-000	PAYABLES - TRADE			89.54			
Invoice Description -->		ACRD - FILTERS FOR FRIDGE						
<b>Total :</b>						89.54	0.00	89.54
<b>Supplier Total :</b>						986.75	0.00	986.75
<hr/>								
<b>0508</b>	<b>BAMFIELD BUILDERS SUPPLY</b>							
00124-0005	25-Jan-2016		Issued	13	T	14.54		
176460	01-4-2500-000	PAYABLES - TRADE			14.54			

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**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
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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 --> BWS - WATER SYSTEM SUPPLIES						
<b>Total :</b>				14.54	0.00	14.54
<b>Supplier Total :</b>				14.54	0.00	14.54
<b>0660 BC HYDRO</b>						
38823	21-Jan-2016		Issued	14	C	17794.05
112008561275	01-4-2500-000	PAYABLES - TRADE			1034.63	
Invoice Description --> BVFD - BAMFIELD F.D. HALL - PACHENA RD						
400002585479	01-4-2500-000	PAYABLES - TRADE			16759.42	
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				17794.05	0.00	17794.05
<b>Supplier Total :</b>				17794.05	0.00	17794.05
<b>0673 BC ONE CALL</b>						
38824	21-Jan-2016		Issued	14	C	35.44
201507576	01-4-2500-000	PAYABLES - TRADE			35.44	
Invoice Description --> BCWS - 4TH QUARTER 2015 MEMBERSHIP FEES						
<b>Total :</b>				35.44	0.00	35.44
<b>Supplier Total :</b>				35.44	0.00	35.44
<b>0700 BC TRANSIT</b>						
38780	11-Jan-2016		Issued	5	C	17642.00
1115602	01-4-2500-000	PAYABLES - TRADE			17642.00	
Invoice Description --> NOVEMBER 2015 CUSTOM TRANSIT						
<b>Total :</b>				17642.00	0.00	17642.00
<b>Supplier Total :</b>				17642.00	0.00	17642.00
<b>0735 BEAVER CREEK COMMUNITY CLUB</b>						
38781	11-Jan-2016		Issued	5	C	50.00
JAN.21/16	01-4-2500-000	PAYABLES - TRADE			50.00	
Invoice Description --> PLANNING - BEAUFORT APC JAN. 21, 2016						
<b>Total :</b>				50.00	0.00	50.00
<b>Supplier Total :</b>				50.00	0.00	50.00
<b>0740 BEAVER CREEK HOME CENTER</b>						
38825	21-Jan-2016		Issued	14	C	82.00
1512-774020	01-4-2500-000	PAYABLES - TRADE			7.26	
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1512-762903	01-4-2500-000	PAYABLES - TRADE			7.73	
Invoice Description --> SLVFD - MAINTENANCE SUPPLIES						
1512-773534	01-4-2500-000	PAYABLES - TRADE			13.26	



Supplier : 0003 To Z4209  
 Trans. Date : 01-Jan-2016 To 31-Jan-2016  
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 Cheque No. : All  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
	Invoice Description -->	SLVFD - MAINTENANCE SUPPLIES				
1512-772013	01-4-2500-000	PAYABLES - TRADE		53.75		
	Invoice Description -->	BCWS - MAINTENANCE SUPPLIES				
<b>Total :</b>				82.00	0.00	82.00
<b>Supplier Total :</b>				82.00	0.00	82.00

**0750 BEAVER CREEK VOL. FIRE DEPARTMENT**

038869	26-Jan-2016		Issued	18	C	2941.95	
BCVFD-Q4-2015	01-4-2500-000	PAYABLES - TRADE			2941.95		
	Invoice Description -->	BCVFD - MISC\$249.- TRAINING \$695.95, ANN.BANQUET\$2000.00					
<b>Total :</b>					2941.95	0.00	2941.95
<b>Supplier Total :</b>					2941.95	0.00	2941.95

**0785 BERKS INTERTRUCK LTD.**

00123-0007	15-Jan-2016		Issued	4	T	304.62	
29127	01-4-2500-000	PAYABLES - TRADE			304.62		
	Invoice Description -->	SLVFD - APPARATUS REPAIR					
<b>Total :</b>					304.62	0.00	304.62
00124-0006	25-Jan-2016		Issued	13	T	421.29	
29335	01-4-2500-000	PAYABLES - TRADE			421.29		
	Invoice Description -->	SLVFD - APPARATUS REPAIR					
<b>Total :</b>					421.29	0.00	421.29
<b>Supplier Total :</b>					725.91	0.00	725.91

**0791 BERRY & VALE CONTRACTING LTD**

00123-0008	15-Jan-2016		Issued	4	T	170568.78	
1732	01-4-2500-000	PAYABLES - TRADE			31059.00		
	Invoice Description -->	ALVF - NE EXPANSION - CAPITAL					
1716	01-4-2500-000	PAYABLES - TRADE			36264.75		
	Invoice Description -->	WCLF - NOV 2015 CONTRACT - FREON \$24					
1740	01-4-2500-000	PAYABLES - TRADE			36327.75		
	Invoice Description -->	WCLF - DEC 2015 CONTRACT - FREON \$84.00					
1739	01-4-2500-000	PAYABLES - TRADE			66917.28		
	Invoice Description -->	AVLF - DEC 2015 CONTRACT - FREON \$120, MMBC \$806.18					
<b>Total :</b>					170568.78	0.00	170568.78
00125-0001	28-Jan-2016		Issued	17	T	3843.00	
1636	01-4-2500-000	PAYABLES - TRADE			525.00		
	Invoice Description -->	AVLF - LAND ACQUISITION - CAPITAL					
1683	01-4-2500-000	PAYABLES - TRADE			588.00		
	Invoice Description -->	AVLF - LEACHATE INTERCEPTION WELLS - CAPITAL					
1622	01-4-2500-000	PAYABLES - TRADE			2730.00		
	Invoice Description -->	AVLF - SE EXPANSION - CAPITAL					



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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Total :</b>						3843.00	0.00	3843.00
<b>Supplier Total :</b>						174411.78	0.00	174411.78
<hr/>								
<b>0801</b>	<b>CORIX WATER PRODUCTS LTD.</b>							
00123-0011	15-Jan-2016		Issued	4	T			716.85
1051510585	01-4-2500-000	PAYABLES - TRADE				-438.68		
Invoice Description --> BWS - CREDIT FOR WATER SYSTEM SUPPLIES								
1051510636	01-4-2500-000	PAYABLES - TRADE				-324.80		
Invoice Description --> BWS - CREDIT FOR DEPOSIT								
1051315858	01-4-2500-000	PAYABLES - TRADE				1480.33		
Invoice Description --> BWS - WATER SYSTEM SUPPLIES								
<b>Total :</b>						716.85	0.00	716.85
<b>Supplier Total :</b>						716.85	0.00	716.85
<hr/>								
<b>0810</b>	<b>CORIX UTILITIES INC.</b>							
38782	11-Jan-2016		Issued	5	C			8837.92
2051303116	01-4-2500-000	PAYABLES - TRADE				8837.92		
Invoice Description --> BCWS - BCVFD - HYDRANT MAINTENANCE 50/50								
<b>Total :</b>						8837.92	0.00	8837.92
<b>Supplier Total :</b>						8837.92	0.00	8837.92
<hr/>								
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>							
38826	21-Jan-2016		Issued	14	C			1247.31
97116530	01-4-2500-000	PAYABLES - TRADE				93.08		
Invoice Description --> ACRD - GRANT IN AID AD								
32767140	01-4-2500-000	PAYABLES - TRADE				1154.23		
Invoice Description --> AVRA - \$496.98, PLANNING \$494.62, AVEP \$152.64								
<b>Total :</b>						1247.31	0.00	1247.31
<b>Supplier Total :</b>						1247.31	0.00	1247.31
<hr/>								
<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>							
38783	11-Jan-2016		Issued	5	C			123.90
DEC.23/15	01-4-2500-000	PAYABLES - TRADE				123.90		
Invoice Description --> ACRD - \$57.30, POSTAGE \$43.00, AVEP \$18.00, AVRA \$5.60								
<b>Total :</b>						123.90	0.00	123.90
<b>Supplier Total :</b>						123.90	0.00	123.90
<hr/>								
<b>0935</b>	<b>BRAKER ELECTRIC LTD</b>							
38827	21-Jan-2016		Issued	14	C			1115.33
886	01-4-2500-000	PAYABLES - TRADE				1115.33		
Invoice Description --> WCLF - MAINTENANCE TO SUMP MOTOR #1								

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>Total :</b>				1115.33	0.00	1115.33	
<b>Supplier Total :</b>				1115.33	0.00	1115.33	
<b>0940</b>	<b>DUVALL, EDITH</b>						
00122-0001	08-Jan-2016	Issued	2	T		1750.00	
EDUVALL72074	01-4-2500-000	PAYABLES - TRADE		1750.00			
Invoice Description -->		ACRD OFFICE - MONTHLY JANITORIAL					
<b>Total :</b>				1750.00	0.00	1750.00	
<b>Supplier Total :</b>				1750.00	0.00	1750.00	
<b>0950</b>	<b>BRETT, KENNETH</b>						
00124-0007	25-Jan-2016	Issued	13	T		1000.00	
BRE172317	01-4-2500-000	PAYABLES - TRADE		1000.00			
Invoice Description -->		ALBERNI VALLEY AIRPORT SUPERVISION					
<b>Total :</b>				1000.00	0.00	1000.00	
<b>Supplier Total :</b>				1000.00	0.00	1000.00	
<b>1035</b>	<b>BUTLER, LES</b>						
00123-0009	15-Jan-2016	Issued	4	T		2966.25	
2015-12	01-4-2500-000	PAYABLES - TRADE		2966.25			
Invoice Description -->		BWS - DECEMBER 2015 CONTRACTOR					
<b>Total :</b>				2966.25	0.00	2966.25	
<b>Supplier Total :</b>				2966.25	0.00	2966.25	
<b>1058</b>	<b>C. BOWNE ENTERPRISES</b>						
38784	11-Jan-2016	Issued	5	C		55.55	
43	01-4-2500-000	PAYABLES - TRADE		55.55			
Invoice Description -->		ACRD OFFICE - JANITORIAL SUPPLIES					
<b>Total :</b>				55.55	0.00	55.55	
<b>Supplier Total :</b>				55.55	0.00	55.55	
<b>1110</b>	<b>CANADA POST</b>						
38828	21-Jan-2016	Issued	14	C		20.52	
9582658606	01-4-2500-000	PAYABLES - TRADE		20.52			
Invoice Description -->		PLANNING - \$10.26, BUILDING INSPECTION \$10.26					
<b>Total :</b>				20.52	0.00	20.52	
<b>Supplier Total :</b>				20.52	0.00	20.52	

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
38785	11-Jan-2016	Issued	5	C		880.95
VA941854	01-4-2500-000	PAYABLES - TRADE		84.00		
Invoice Description --> LBA - WATER TESTING						
VA941857	01-4-2500-000	PAYABLES - TRADE		796.95		
Invoice Description --> BWS - WATER TESTING						
<b>Total :</b>				880.95	0.00	880.95
<b>Supplier Total :</b>				880.95	0.00	880.95

1231	CAP-IT PORT ALBERNI,					
38829	21-Jan-2016	Issued	14	C		6560.85
184110	01-4-2500-000	PAYABLES - TRADE		996.78		
Invoice Description --> SLVFD - TRUCK #45 - MAINTENANCE						
184115	01-4-2500-000	PAYABLES - TRADE		996.78		
Invoice Description --> SLVFD - TRUCK #43 - MAINTENANCE						
184116	01-4-2500-000	PAYABLES - TRADE		996.78		
Invoice Description --> SLVFD - TRUCK #41 - MAINTENANCE						
184117	01-4-2500-000	PAYABLES - TRADE		996.78		
Invoice Description --> SLVFD - TRUCK#46- MAINTENANCE						
184118	01-4-2500-000	PAYABLES - TRADE		996.78		
Invoice Description --> SLVFD - TRUCK #48 - MAINTENANCE						
184111	01-4-2500-000	PAYABLES - TRADE		1576.95		
Invoice Description --> SLVFD - TRUCK #47 - MAINTENANCE						
<b>Total :</b>				6560.85	0.00	6560.85
<b>Supplier Total :</b>				6560.85	0.00	6560.85

1316	CERTITECH IT SERVICES					
00123-0010	15-Jan-2016	Issued	4	T		6720.00
00174	01-4-2500-000	PAYABLES - TRADE		6720.00		
Invoice Description --> DECEMBER 2015 - IT SUPPORT SERVICES \$5850, SCADA \$400, AVEP \$150						
<b>Total :</b>				6720.00	0.00	6720.00
<b>Supplier Total :</b>				6720.00	0.00	6720.00

1342	CITY OF PORT ALBERNI					
38772	04-Jan-2016	Issued	274	C		11477.95
REF-MFA#92	01-4-2500-000	PAYABLES - TRADE		11477.95		
Invoice Description --> CPA - MFA REFUND OF DEBT RESERVE FOR ISSUE #92						
<b>Total :</b>				11477.95	0.00	11477.95
38786	11-Jan-2016	Issued	5	C		5295.86
DEC24/15-BLDG IN	01-4-2500-000	PAYABLES - TRADE		5295.86		
Invoice Description --> BUILDING INSPECTION - REIMBURSEMENT FOR ROB GAUDREAU						
<b>Total :</b>				5295.86	0.00	5295.86
38830	21-Jan-2016	Issued	14	C		39819.97

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
DEC31/15-AVLF	01-4-2500-000	PAYABLES - TRADE			120.23		
Invoice Description --> AVLF - 3620 3RD AVE WATER & SEWER SEP.1 TO DEC 31/15							
DEC31/15-ACRD	01-4-2500-000	PAYABLES - TRADE			340.14		
Invoice Description --> ACRD - OFFICE - WATER & SEWER FEES - SEPT01-DEC31/15							
DEC31/15	01-4-2500-000	PAYABLES - TRADE			477.00		
Invoice Description --> AVFL - SEWER LEACHATE OCT.01 -DEC31/15							
DEC31/15-BCWS	01-4-2500-000	PAYABLES - TRADE			38882.60		
Invoice Description --> BCWS - BULK WATER PURCHASE SEPT01-DEC31/15							
<b>Total :</b>					39819.97	0.00	39819.97
<b>Supplier Total :</b>					56593.78	0.00	56593.78
<b>1363 CITY OF NANAIMO</b>							
38787	11-Jan-2016	Issued	5	C			2570.25
AR004145- DEC.14/	01-4-2500-000	PAYABLES - TRADE			1005.80		
Invoice Description --> BCVFD - TRAINING							
AR004177-DEC22/1!	01-4-2500-000	PAYABLES - TRADE			1564.45		
Invoice Description --> BCVFD - TRAINING							
<b>Total :</b>					2570.25	0.00	2570.25
<b>Supplier Total :</b>					2570.25	0.00	2570.25
<b>1459 COLYN'S LANDSCAPING LTD.</b>							
38788	11-Jan-2016	Issued	5	C			3127.80
151126	01-4-2500-000	PAYABLES - TRADE			3127.80		
Invoice Description --> BVFD - FENCE - CAPITAL							
<b>Total :</b>					3127.80	0.00	3127.80
<b>Supplier Total :</b>					3127.80	0.00	3127.80
<b>1650 CUPE - LOCAL 118</b>							
38773	04-Jan-2016	Issued	274	C			1552.61
DUESDEC15	01-4-2500-000	PAYABLES - TRADE			1552.61		
Invoice Description --> DECEMBER 2015 UNION DUES							
<b>Total :</b>					1552.61	0.00	1552.61
<b>Supplier Total :</b>					1552.61	0.00	1552.61
<b>1672 D.A.S.T WELDING INC.</b>							
38789	11-Jan-2016	Issued	5	C			558.67
4284-B	01-4-2500-000	PAYABLES - TRADE			558.67		
Invoice Description --> BCEP - MAINTENANCE TO TSUNAMI WARNING SYSTEM TOWER							
<b>Total :</b>					558.67	0.00	558.67
<b>Supplier Total :</b>					558.67	0.00	558.67

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1710</b>	<b>PACIFIC CHEVROLET</b>					
38831	21-Jan-2016		Issued	14	C 562.22	
67767	01-4-2500-000	PAYABLES - TRADE			562.22	
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
<b>Total :</b>				562.22	0.00	562.22
<b>Supplier Total :</b>				562.22	0.00	562.22
<b>1779</b>	<b>DOLAN'S GASFITTING &amp; HEATING LTD</b>					
38832	21-Jan-2016		Issued	14	C 286.65	
6517	01-4-2500-000	PAYABLES - TRADE			286.65	
Invoice Description --> ACRD - HEATING AND AIR COND. MAINTENANCE						
<b>Total :</b>				286.65	0.00	286.65
<b>Supplier Total :</b>				286.65	0.00	286.65
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>					
00123-0012	15-Jan-2016		Issued	4	T 52.82	
G43773	01-4-2500-000	PAYABLES - TRADE			52.82	
Invoice Description --> BCWS - NEW WATER CONNECTION - BAINBRIDGE						
<b>Total :</b>				52.82	0.00	52.82
<b>Supplier Total :</b>				52.82	0.00	52.82
<b>1847</b>	<b>DUPERE, JOHANNE</b>					
00124-0008	25-Jan-2016		Issued	13	T 200.00	
DUP172318	01-4-2500-000	PAYABLES - TRADE			200.00	
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				200.00	0.00	200.00
<b>1890</b>	<b>TETRA TECH EBA INC.</b>					
00124-0018	25-Jan-2016		Issued	13	T 19831.64	
60494087	01-4-2500-000	PAYABLES - TRADE			19831.64	
Invoice Description --> LBA - AIRFIELD LIGHT PROJECT - CAPITAL						
<b>Total :</b>				19831.64	0.00	19831.64
<b>Supplier Total :</b>				19831.64	0.00	19831.64
<b>1934</b>	<b>EDEN TREE FARM AND GARDENING</b>					
38790	11-Jan-2016		Issued	5	C 2152.50	
6ACRD	01-4-2500-000	PAYABLES - TRADE			2152.50	
Invoice Description --> PLANNING - AGRICULTURAL PLAN IMPLEMENTATION						

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**Batch No. :** All

Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Total :</b>							2152.50	0.00	2152.50
<b>Supplier Total :</b>							2152.50	0.00	2152.50
-----									
<b>1972</b>	<b>ENVIROPLAN CONSULTANTS 2013 LTD.</b>								
38791	11-Jan-2016	Issued	5	C			1050.00		
2015-01	01-4-2500-000	PAYABLES - TRADE		1050.00					
Invoice Description --> ACRD - 2016 MEMBERSHIP - JANICE HILL									
<b>Total :</b>							1050.00	0.00	1050.00
<b>Supplier Total :</b>							1050.00	0.00	1050.00
-----									
<b>1990</b>	<b>EVITT ELECTRIC</b>								
00123-0013	15-Jan-2016	Issued	4	T			2647.87		
35043	01-4-2500-000	PAYABLES - TRADE		1258.91					
Invoice Description --> SLVFD - MAINTENANCE HALL #2									
35117	01-4-2500-000	PAYABLES - TRADE		1388.96					
Invoice Description --> SLVFD - MAINTENANCE HALL 2 & 3									
<b>Total :</b>							2647.87	0.00	2647.87
<b>Supplier Total :</b>							2647.87	0.00	2647.87
-----									
<b>1999</b>	<b>E-Z SEE REFLECTIVE ADDRESS SYSTEMS</b>								
38792	11-Jan-2016	Issued	5	C			264.60		
222	01-4-2500-000	PAYABLES - TRADE		44.10					
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION									
230	01-4-2500-000	PAYABLES - TRADE		44.10					
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION									
225	01-4-2500-000	PAYABLES - TRADE		176.40					
Invoice Description --> SLVFD - ADDRESS SIGNAGE - FIRE PREVENTION									
<b>Total :</b>							264.60	0.00	264.60
<b>Supplier Total :</b>							264.60	0.00	264.60
-----									
<b>2015</b>	<b>FERGUSON, JENNY</b>								
38833	21-Jan-2016	Issued	14	C			250.00		
DEC.29/15	01-4-2500-000	PAYABLES - TRADE		250.00					
Invoice Description --> WOODSTOVE EXCHANGE REBATE - FERGUSON									
<b>Total :</b>							250.00	0.00	250.00
<b>Supplier Total :</b>							250.00	0.00	250.00
-----									
<b>2067</b>	<b>FORTISBC</b>								
38793	11-Jan-2016	Issued	5	C			173.86		
DEC.22/15	01-4-2500-000	PAYABLES - TRADE		173.86					
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL									

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

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				173.86	0.00	173.86
<b>Supplier Total :</b>				173.86	0.00	173.86

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2140</b>	<b>GEDDES, RICHARD D.</b>					
000125-0002	28-Jan-2016		Issued	17	T	55.00
RG-SLVFD0172331	01-4-2500-000	PAYABLES - TRADE			55.00	
Invoice Description -->		SLVFD - MONTHLY PHONE REIMBURSEMENT				
<b>Total :</b>				55.00	0.00	55.00
<b>Supplier Total :</b>				55.00	0.00	55.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2240</b>	<b>GIBSON BROTHERS CONTRACTING LTD.</b>					
38834	21-Jan-2016		Issued	14	C	7603.05
14554	01-4-2500-000	PAYABLES - TRADE			940.94	
Invoice Description -->		LBA - WATER MAIN REPAIR				
14397	01-4-2500-000	PAYABLES - TRADE			6662.11	
Invoice Description -->		LBA - WATER - FIRE HYDRANT - CAPITAL				
<b>Total :</b>				7603.05	0.00	7603.05
<b>Supplier Total :</b>				7603.05	0.00	7603.05

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>					
38794	11-Jan-2016		Issued	5	C	77.28
23210	01-4-2500-000	PAYABLES - TRADE			77.28	
Invoice Description -->		ACRD -BUSINESS CARDS				
<b>Total :</b>				77.28	0.00	77.28
<b>Supplier Total :</b>				77.28	0.00	77.28

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2322</b>	<b>GUILLEVIN INTERNATIONAL CO.</b>					
000124-0009	25-Jan-2016		Issued	13	T	176.56
0428-499698	01-4-2500-000	PAYABLES - TRADE			176.56	
Invoice Description -->		SLVFD - EQUIPMENT				
<b>Total :</b>				176.56	0.00	176.56
<b>Supplier Total :</b>				176.56	0.00	176.56

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2331</b>	<b>ROBERT GUNN AND ASSOCIATES</b>					
38835	21-Jan-2016		Issued	14	C	100.00
157	01-4-2500-000	PAYABLES - TRADE			100.00	
Invoice Description -->		ACED FISHERIES COMMITTEE - OCT - DEC				
<b>Total :</b>				100.00	0.00	100.00



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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				100.00	0.00	100.00
-----						
<b>2336</b>	<b>KAL TIRE</b>					
38795	11-Jan-2016		Issued	5	C	1326.44
115097276	01-4-2500-000	PAYABLES - TRADE			1326.44	
Invoice Description -->		BCVFD - 2012 RAM - TIRES				
<b>Total :</b>				1326.44	0.00	1326.44
<b>Supplier Total :</b>				1326.44	0.00	1326.44
-----						
<b>2366</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>					
38836	21-Jan-2016		Issued	14	C	1668.80
114252	01-4-2500-000	PAYABLES - TRADE			1668.80	
Invoice Description -->		BCWS - WATER SYSTEM SUPPLIES				
<b>Total :</b>				1668.80	0.00	1668.80
<b>Supplier Total :</b>				1668.80	0.00	1668.80
-----						
<b>2385</b>	<b>HANSON, TAYLOR</b>					
38837	21-Jan-2016		Issued	14	C	2184.00
291235	01-4-2500-000	PAYABLES - TRADE			2184.00	
Invoice Description -->		LBA - BUILDING MAINTENANCE				
<b>Total :</b>				2184.00	0.00	2184.00
<b>Supplier Total :</b>				2184.00	0.00	2184.00
-----						
<b>2485</b>	<b>HOLDER, DAN</b>					
38796	11-Jan-2016		Issued	5	C	5762.61
DEC.31/15 - FSC	01-4-2500-000	PAYABLES - TRADE			2226.26	
Invoice Description -->		FIRE SERVICES COORDINATOR - CONTRACTOR - DECEMBER				
DEC31/15-ESC	01-4-2500-000	PAYABLES - TRADE			3536.35	
Invoice Description -->		EMERGENCY SERVICES COORDINATOR - CONTRACTOR - DECEMBER 2015				
<b>Total :</b>				5762.61	0.00	5762.61
<b>Supplier Total :</b>				5762.61	0.00	5762.61
-----						
<b>2492</b>	<b>HOMEOWNER PROTECTION OFFICE BRANCH OF BC HOUSING</b>					
38838	21-Jan-2016		Issued	14	C	85.00
R840076	01-4-2500-000	PAYABLES - TRADE			85.00	
Invoice Description -->		BUILDING INSPECTOR WEBINAR - ESHPETER & STEFANI				
<b>Total :</b>				85.00	0.00	85.00
<b>Supplier Total :</b>				85.00	0.00	85.00



**ALBERNI-CLAYOQUET REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
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**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
00123-0014	15-Jan-2016		4	T	662.84	
4938	01-4-2500-000	PAYABLES - TRADE		662.84		
Invoice Description --> BCWS - 2009 FORD 250 - MAINTENANCE						
<b>Total :</b>				662.84	0.00	662.84
<b>Supplier Total :</b>				662.84	0.00	662.84

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2521	21-Jan-2016		14	C	1284.15	
38839	01-4-2500-000	PAYABLES - TRADE		1284.15		
Invoice Description --> BCWS - WATER SYSTEM REPAIR						
<b>Total :</b>				1284.15	0.00	1284.15
<b>Supplier Total :</b>				1284.15	0.00	1284.15

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2690	25-Jan-2016		15	C	21365.00	
38868	01-4-2500-000	PAYABLES - TRADE		21365.00		
Invoice Description --> 2016 FLEET INSURANCE						
<b>Total :</b>				21365.00	0.00	21365.00
<b>Supplier Total :</b>				21365.00	0.00	21365.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2744	21-Jan-2016		14	C	109.61	
38840	01-4-2500-000	PAYABLES - TRADE		10.81		
Invoice Description --> AVRA - TREE CLEARING - CAPITAL						
Q258022	01-4-2500-000	PAYABLES - TRADE		98.80		
Invoice Description --> AVRA - TREE CLEARING - CAPITAL						
<b>Total :</b>				109.61	0.00	109.61
<b>Supplier Total :</b>				109.61	0.00	109.61

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2785	21-Jan-2016		14	C	1227.52	
38841	01-4-2500-000	PAYABLES - TRADE		1227.52		
Invoice Description --> LBA - VEHICLE TIRES						
<b>Total :</b>				1227.52	0.00	1227.52
<b>Supplier Total :</b>				1227.52	0.00	1227.52

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2787	21-Jan-2016		14	C	72.13	
38842	01-4-2500-000	PAYABLES - TRADE		72.13		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
<b>Total :</b>				72.13	0.00	72.13
<b>Supplier Total :</b>				72.13	0.00	72.13

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**Supplier :** 0003 To Z4209  
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**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				72.13	0.00	72.13
<b>Supplier Total :</b>				72.13	0.00	72.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>2796</b>	<b>JAY'S PLUMBING &amp; HEATING LTD.</b>					
38870	26-Jan-2016	Issued	18	C	2295.30	
7021	01-4-2500-000	PAYABLES - TRADE		2295.30		
Invoice Description --> BCVFD - REPLACE TOILETS - CAPITAL						
<b>Total :</b>				2295.30	0.00	2295.30
<b>Supplier Total :</b>				2295.30	0.00	2295.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>2828</b>	<b>JARDINE LLOYD THOMPSON CANADA</b>					
38797	11-Jan-2016	Issued	5	C	7845.00	
7247	01-4-2500-000	PAYABLES - TRADE		7845.00		
Invoice Description --> VOLUNTEER FIRE DEPTS INSURANCE - SLVFD/BCVFD/BVFD SPLITS						
<b>Total :</b>				7845.00	0.00	7845.00
<b>Supplier Total :</b>				7845.00	0.00	7845.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>2840</b>	<b>JUSTICE INSTITUTE OF BC</b>					
38843	21-Jan-2016	Issued	14	C	270.00	
218	01-4-2500-000	PAYABLES - TRADE		270.00		
Invoice Description --> SLVFD - TRAINING						
<b>Total :</b>				270.00	0.00	270.00
<b>Supplier Total :</b>				270.00	0.00	270.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>					
00124-0010	25-Jan-2016	Issued	13	T	3829.27	
1508-008	01-4-2500-000	PAYABLES - TRADE		3829.27		
Invoice Description --> BCWS - GRANDVIEW WATERMAIN REPLACEMENT						
<b>Total :</b>				3829.27	0.00	3829.27
<b>Supplier Total :</b>				3829.27	0.00	3829.27

Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>				
38844	21-Jan-2016	Issued	14	C	1420.02
2010-19717	01-4-2500-000	PAYABLES - TRADE		26.69	
Invoice Description --> BWS - WATER SYSTEM SUPPLIES					
2010-19722	01-4-2500-000	PAYABLES - TRADE		175.33	
Invoice Description --> BWS - WATER SYSTEM SUPPLIES					
2010-19670	01-4-2500-000	PAYABLES - TRADE		304.50	
Invoice Description --> AVL F - BAMFIELD GARBAGE BIN TRANSPORT					
2010-19715	01-4-2500-000	PAYABLES - TRADE		304.50	
Invoice Description --> ALVF - BAMFIELD GARBAGE BIN TRANSPORT					



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**Supplier :** 0003 To Z4209  
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**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					
2010-19800	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description --> AVFL - BAMFIELD GARBAGE BIN TRANSPORT							
2010-19844	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
<b>Total :</b>					1420.02	0.00	1420.02
<b>Supplier Total :</b>					1420.02	0.00	1420.02
<b>3036</b>	<b>LABOUR RELATIONS BOARD</b>						
38798	11-Jan-2016	Issued	5	C			262.50
8140	01-4-2500-000	PAYABLES - TRADE			262.50		
Invoice Description --> ACRD - LABOUR NEGOTIATIONS							
<b>Total :</b>					262.50	0.00	262.50
<b>Supplier Total :</b>					262.50	0.00	262.50
<b>3037</b>	<b>LEVINE, CINDI</b>						
38799	11-Jan-2016	Issued	5	C			250.00
DEC.01-15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - LEVINE							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
<b>3214</b>	<b>MARCIE DEWITT</b>						
38800	11-Jan-2016	Issued	5	C			6620.00
10012	01-4-2500-000	PAYABLES - TRADE			120.00		
Invoice Description --> ACHN - REIMBURSE FOR YEAR END							
DEC.23/15	01-4-2500-000	PAYABLES - TRADE			6500.00		
Invoice Description --> ACHN - COORDINATOR - DECEMBER 2015							
<b>Total :</b>					6620.00	0.00	6620.00
<b>Supplier Total :</b>					6620.00	0.00	6620.00
<b>3272</b>	<b>MCCONNELL, SHAWN</b>						
00124-0011	25-Jan-2016	Issued	13	T			2451.75
969858	01-4-2500-000	PAYABLES - TRADE			1055.25		
Invoice Description --> DECEMBER 2015 - MILLSTREAM WATER CONTRACTOR							
969859	01-4-2500-000	PAYABLES - TRADE			1396.50		
Invoice Description --> DECEMBER 2015 - LONG BEACH WATER CONTRACTOR							
<b>Total :</b>					2451.75	0.00	2451.75
<b>Supplier Total :</b>					2451.75	0.00	2451.75
<b>3273</b>	<b>MCDUGALL'S LANDSCAPING</b>						
38801	11-Jan-2016	Issued	5	C			

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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	
4002	01-4-2500-000	PAYABLES - TRADE		879.38		
Invoice Description --> ACRD OFFICE - OCT - DEC 2015 OUTSIDE MAINTENANCE						
<b>Total :</b>				879.38	0.00	879.38
<b>Supplier Total :</b>				879.38	0.00	879.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3277</b>	<b>MCELHANNEY CONSULTING SERVICES LTD.</b>					
00123-0015	15-Jan-2016		Issued	4	T	26334.00
2231 037114	01-4-2500-000	PAYABLES - TRADE		26334.00		
Invoice Description --> AV REGIONAL WATER - SPROAT LAKE WATER SUPPLY						
<b>Total :</b>				26334.00	0.00	26334.00
<b>Supplier Total :</b>				26334.00	0.00	26334.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3280</b>	<b>MCGILL &amp; ASSOCIATES ENGINEERING</b>					
00124-0012	25-Jan-2016		Issued	13	T	6246.45
15361	01-4-2500-000	PAYABLES - TRADE		254.36		
Invoice Description --> AVLF - ACCESS RD PAVING - CAPITAL						
15362	01-4-2500-000	PAYABLES - TRADE		425.25		
Invoice Description --> AVLF - GAS MANAGEMENT PLAN - CAPITAL						
15360	01-4-2500-000	PAYABLES - TRADE		542.06		
Invoice Description --> AVLF - SCADA MONITORING - CAPITAL						
15343	01-4-2500-000	PAYABLES - TRADE		645.75		
Invoice Description --> AVLF - MOCCOY LAKE RD PUMPHOUSE - CAPITAL						
15349	01-4-2500-000	PAYABLES - TRADE		1149.75		
Invoice Description --> WCLF - LEACHATE INVESTIGATION AND REMEDIATION - CAPITAL						
15347	01-4-2500-000	PAYABLES - TRADE		1523.55		
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL						
15348	01-4-2500-000	PAYABLES - TRADE		1705.73		
Invoice Description --> AVLF - COVER MATERIAL						
<b>Total :</b>				6246.45	0.00	6246.45
<b>Supplier Total :</b>				6246.45	0.00	6246.45

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3340</b>	<b>MINISTER OF FINANCE</b>					
38802	11-Jan-2016		Issued	5	C	2302.00
MSPJAN/16	01-4-2500-000	PAYABLES - TRADE		2302.00		
Invoice Description --> MSP PREMIUMS FOR JANUARY 2016						
<b>Total :</b>				2302.00	0.00	2302.00
<b>Supplier Total :</b>				2302.00	0.00	2302.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3378</b>	<b>MIECM</b>					
38803	11-Jan-2016		Issued	5	C	50.00
2016-01	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> MIECM - 2016 MEMBERSHIP						

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				50.00	0.00	50.00
<b>Supplier Total :</b>				50.00	0.00	50.00
<hr/>						
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>					
EFT-1	28-Jan-2016	Issued	9	E	10017.60	
PP#1 - 2016	01-4-2500-000	PAYABLES - TRADE		10017.60		
Invoice Description -->		PAYPERIOD #1 - 2016 PENSION REMITTANCE				
<b>Total :</b>				10017.60	0.00	10017.60
EFT-28	14-Jan-2016	Issued	273	E	9851.45	
PP#27 - 2015	01-4-2500-000	PAYABLES - TRADE		9851.45		
Invoice Description -->		PAYPERIOD #27 - 2015 PENSION REMITTANCE				
<b>Total :</b>				9851.45	0.00	9851.45
<b>Supplier Total :</b>				19869.05	0.00	19869.05
<hr/>						
<b>3505</b>	<b>MFA LEASING</b>					
AUTO72320	28-Jan-2016	Issued	12	E	1654.31	
6140272320	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description -->		LBA TRACTOR LEASE				
<b>Total :</b>				1654.31	0.00	1654.31
AUTO72321	28-Jan-2016	Issued	12	E	2553.97	
BAMFIRE72321	01-4-2500-000	PAYABLES - TRADE		2553.97		
Invoice Description -->		BAMFIELD FIRE HALL LEASE PAYMENT				
<b>Total :</b>				2553.97	0.00	2553.97
<b>Supplier Total :</b>				4208.28	0.00	4208.28
<hr/>						
<b>3510</b>	<b>MUNICIPAL INSURANCE ASSOCIATION</b>					
38804	11-Jan-2016	Issued	5	C	34499.00	
26772	01-4-2500-000	PAYABLES - TRADE		34499.00		
Invoice Description -->		2016 INSURANC PREMIUMS				
<b>Total :</b>				34499.00	0.00	34499.00
<b>Supplier Total :</b>				34499.00	0.00	34499.00
<hr/>						
<b>3599</b>	<b>NAV CANADA - SALES &amp; DISTRUBUTION CENTRE</b>					
38805	11-Jan-2016	Issued	5	C	200.55	
5081156	01-4-2500-000	PAYABLES - TRADE		200.55		
Invoice Description -->		LBA - PUBLICATION SUBSCRIPTION				
<b>Total :</b>				200.55	0.00	200.55
<b>Supplier Total :</b>				200.55	0.00	200.55

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3600</b>	<b>NEOPOST</b>					
38806	11-Jan-2016	Issued	5	C		553.66
2202476	01-4-2500-000	PAYABLES - TRADE		553.66		
Invoice Description --> ACRD OFFICE - FOLDER MACHINE - 2016 CONTRACT						
<b>Total :</b>				553.66	0.00	553.66
<b>Supplier Total :</b>				553.66	0.00	553.66
<b>3622</b>	<b>NICKLIN WASTE DISPOSAL</b>					
38807	11-Jan-2016	Issued	5	C		242.55
7934	01-4-2500-000	PAYABLES - TRADE		85.05		
Invoice Description --> COUGAR SMITH PARK - GARBAGE PICK UP - JAN TO MAR						
6252	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> BCVFD - GARBAGE DISPOSAL FOR OCT, NOV, DEC 2015						
<b>Total :</b>				242.55	0.00	242.55
<b>Supplier Total :</b>				242.55	0.00	242.55
<b>38845</b>						
6131	21-Jan-2016	Issued	14	C		210.00
	01-4-2500-000	PAYABLES - TRADE		210.00		
Invoice Description --> SLVFD - GARBAGE DISPOSAL FOR OCT, NOV, DEC 2015						
<b>Total :</b>				210.00	0.00	210.00
<b>Supplier Total :</b>				452.55	0.00	452.55
<b>3797</b>	<b>PITEAU ASSOCIATES</b>					
00124-0013	25-Jan-2016	Issued	13	T		15010.09
17747	01-4-2500-000	PAYABLES - TRADE		756.00		
Invoice Description --> AVLF - COVER MATERIAL						
17746	01-4-2500-000	PAYABLES - TRADE		1252.79		
Invoice Description --> AVLF - LEACHATE INTERCEPTION - CAPITAL						
17740	01-4-2500-000	PAYABLES - TRADE		3540.47		
Invoice Description --> AVLF - MONITORING PROGRAM						
17742	01-4-2500-000	PAYABLES - TRADE		4389.98		
Invoice Description --> WCLF - MONITORING PROGRAM						
17739	01-4-2500-000	PAYABLES - TRADE		5070.85		
Invoice Description --> AVLF - INTERCEPTION WELLS - CAPITAL						
<b>Total :</b>				15010.09	0.00	15010.09
<b>Supplier Total :</b>				15010.09	0.00	15010.09
<b>4101</b>	<b>PLUMBING OFFICIALS' ASSOC. OF B.C.</b>					
38808	11-Jan-2016	Issued	5	C		160.00
LS2016DUES	01-4-2500-000	PAYABLES - TRADE		80.00		
Invoice Description --> LUC STEFANI - 2016 MEMBERSHIP DUES						
ME2016DUES	01-4-2500-000	PAYABLES - TRADE		80.00		
Invoice Description --> MARK ESHPETER - 2016 MEMBERSHIP DUES						
<b>Total :</b>				160.00	0.00	160.00



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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				160.00	0.00	160.00

<b>4115 PRICE'S ALARM SYSTEM LTD</b>						
38846	21-Jan-2016		Issued	14	C	1209.42
2244167	01-4-2500-000	PAYABLES - TRADE				157.50
Invoice Description --> BCVFD - ALARM MONITORING SYSTEM - 01/01/2016 - 3/31/2016						
2261319	01-4-2500-000	PAYABLES - TRADE				188.94
Invoice Description --> SLVFD - HALL #3 - ALARM MONITORING SYSTEM 02/1/2016 - 7/31/2016						
2261320	01-4-2500-000	PAYABLES - TRADE				188.94
Invoice Description --> SLVFD - HALL #2 - ALARM MONITORING SYSTEM 02/1/2016- 7/31/2016						
2261321	01-4-2500-000	PAYABLES - TRADE				188.94
Invoice Description --> SLVFD - HALL #1 - ALRAM MONITORING SYSTEM - 02/01/2016 - 7/31/2016						
2244785	01-4-2500-000	PAYABLES - TRADE				220.50
Invoice Description --> AVLF - SCALE SHACK ALARM MONITORING - 01/01/2016 - 06/30/2016						
2244784	01-4-2500-000	PAYABLES - TRADE				264.60
Invoice Description --> ACRD - OFFICE ALRAM MONITORING - 01/01/2016 - 6/30/2016						
<b>Total :</b>						1209.42
<b>Supplier Total :</b>						1209.42

<b>4155 PROFIRE EMERGENCY EQUIPMENT INC</b>						
38809	11-Jan-2016		Issued	5	C	7166.51
INV013191	01-4-2500-000	PAYABLES - TRADE				250.67
Invoice Description --> BVFD - VEHICLE MAINTENANCE						
INV013195	01-4-2500-000	PAYABLES - TRADE				619.57
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV013194	01-4-2500-000	PAYABLES - TRADE				728.01
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV013190	01-4-2500-000	PAYABLES - TRADE				821.99
Invoice Description --> BVFD - VEHICLE MAINTENANCE						
INV013193	01-4-2500-000	PAYABLES - TRADE				983.84
Invoice Description --> BCVFD - VEHICLE MAINTENANCE						
INV013212	01-4-2500-000	PAYABLES - TRADE				997.53
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
INV013211	01-4-2500-000	PAYABLES - TRADE				1117.09
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
INV013210	01-4-2500-000	PAYABLES - TRADE				1647.81
Invoice Description --> SLVFD - VEHICLE MAINTENANCE						
<b>Total :</b>						7166.51
<b>Supplier Total :</b>						7166.51

<b>4180 PUROLATOR COURIER SERVICE</b>						
38847	21-Jan-2016		Issued	14	C	59.20
429876112	01-4-2500-000	PAYABLES - TRADE				59.20
Invoice Description --> LBA - SHIPPING						

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Total :</b>						59.20	0.00	59.20
<b>Supplier Total :</b>						59.20	0.00	59.20
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<b>4187</b>	<b>QUALITY FOODS-PORT ALBERNI</b>							
000124-0014	25-Jan-2016		Issued	13	T			37.64
67 071410	01-4-2500-000	PAYABLES - TRADE				16.77		
Invoice Description --> ACRD - OFFICE SUPPLIES								
61 071449	01-4-2500-000	PAYABLES - TRADE				20.87		
Invoice Description --> BCVFD - TRAINING								
<b>Total :</b>						37.64	0.00	37.64
<b>Supplier Total :</b>						37.64	0.00	37.64
-----								
<b>4220</b>	<b>RAYNER &amp; BRACHT LTD</b>							
38848	21-Jan-2016		Issued	14	C			1089.20
2015239	01-4-2500-000	PAYABLES - TRADE				1089.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES DECEMBER 2015								
<b>Total :</b>						1089.20	0.00	1089.20
<b>Supplier Total :</b>						1089.20	0.00	1089.20
-----								
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>							
38810	11-Jan-2016		Issued	5	C			20238.20
PP#27 - 2015	01-4-2500-000	PAYABLES - TRADE				20238.20		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #27 - 2015								
<b>Total :</b>						20238.20	0.00	20238.20
38849	21-Jan-2016		Issued	14	C			18978.24
PP#1 - 2016 - DIR	01-4-2500-000	PAYABLES - TRADE				787.92		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD # 1 - 2016								
PP#1 - 2016	01-4-2500-000	PAYABLES - TRADE				18190.32		
Invoice Description --> TAX REMITTANCE FOR PAYROLL PAYPERIOD #1 - 2016								
<b>Total :</b>						18978.24	0.00	18978.24
<b>Supplier Total :</b>						39216.44	0.00	39216.44
-----								
<b>4300</b>	<b>RECYCLING COUNCIL OF BRITISH COLUMBIA</b>							
38850	21-Jan-2016		Issued	14	C			175.00
M2431	01-4-2500-000	PAYABLES - TRADE				175.00		
Invoice Description --> RECYCLING HOTLINE MEMBERSHIP 2016								
<b>Total :</b>						175.00	0.00	175.00
<b>Supplier Total :</b>						175.00	0.00	175.00



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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
38851	21-Jan-2016			Issued	14	C	500.00	
DEC18/15 -2ND REE	01-4-2500-000	PAYABLES - TRADE				250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - REITTE #2								
DEC18/158	01-4-2500-000	PAYABLES - TRADE				250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - REITTE								
<b>Total :</b>						500.00	0.00	500.00
<b>Supplier Total :</b>						500.00	0.00	500.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
4491	<b>ROMPRE, SUZANNE</b>							
00123-0016	15-Jan-2016			Issued	4	T	850.00	
DEC.31/15	01-4-2500-000	PAYABLES - TRADE				850.00		
Invoice Description --> DECEMBER BAMFIELD TRANSFER STATION CONTRACTOR								
<b>Total :</b>						850.00	0.00	850.00
<b>Supplier Total :</b>						850.00	0.00	850.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
4642	<b>SCHAFFER, STEFF</b>							
38852	21-Jan-2016			Issued	14	C	250.00	
DEC.29/15	01-4-2500-000	PAYABLES - TRADE				250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - SCHAFFER								
<b>Total :</b>						250.00	0.00	250.00
<b>Supplier Total :</b>						250.00	0.00	250.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
4645	<b>SHAW CABLE</b>							
38853	21-Jan-2016			Issued	14	C	860.55	
01-JAN-16	01-4-2500-000	PAYABLES - TRADE				860.55		
Invoice Description --> ACCT #012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE								
<b>Total :</b>						860.55	0.00	860.55
<b>Supplier Total :</b>						860.55	0.00	860.55

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
4646	<b>SHAW CABLESYSTEMS G.P.</b>							
38811	11-Jan-2016			Issued	5	C	121.23	
DEC.12/15	01-4-2500-000	PAYABLES - TRADE				37.97		
Invoice Description --> SLVFD - FABER RD - CABLE SERVICES								
DECEMBER12/15	01-4-2500-000	PAYABLES - TRADE				37.97		
Invoice Description --> SLVFD - LAKESHORE RD - CABLE SERVICES								
DEC.16/15	01-4-2500-000	PAYABLES - TRADE				45.29		
Invoice Description --> SLVFD - PACIFIC RIM HWY - CABLE SERVICES								
<b>Total :</b>						121.23	0.00	121.23

38854	21-Jan-2016			Issued	14	C	13.44
JAN01/16	01-4-2500-000	PAYABLES - TRADE				13.44	
Invoice Description --> EMERGENCY PLANNING - JAN - FEB - 2016							

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				13.44	0.00	13.44
<b>Supplier Total :</b>				134.67	0.00	134.67

4717	SMITH, RYAN						
000123-0017	15-Jan-2016		Issued	4	T	76.23	
PCDEC/15	01-4-2500-000	PAYABLES - TRADE			76.23		
Invoice Description --> SALMON BEACH SEWAGE							
<b>Total :</b>					76.23	0.00	76.23

000124-0015	25-Jan-2016		Issued	13	T	5549.69	
DEC31/15	01-4-2500-000	PAYABLES - TRADE			5549.69		
Invoice Description --> SALMON BEACH SEWAGE							
<b>Total :</b>					5549.69	0.00	5549.69
<b>Supplier Total :</b>					5625.92	0.00	5625.92

4725	SOFTCHOICE CORPORATION						
38855	21-Jan-2016		Issued	14	C	3318.38	
4153118	01-4-2500-000	PAYABLES - TRADE			351.58		
Invoice Description --> ACRD - PLOTTER INK							
4163707	01-4-2500-000	PAYABLES - TRADE			468.79		
Invoice Description --> ACRD - TONER FOR RICOH C831DN							
4140895	01-4-2500-000	PAYABLES - TRADE			2498.01		
Invoice Description --> ACRD - COMPUTER EXPENSE - ACROBAT UPGRADES							
<b>Total :</b>					3318.38	0.00	3318.38
<b>Supplier Total :</b>					3318.38	0.00	3318.38

4728	SONBIRD REFUSE & RECYCLING LTD.						
000123-0018	15-Jan-2016		Issued	4	T	13630.41	
24077	01-4-2500-000	PAYABLES - TRADE			13630.41		
Invoice Description --> DECEMBER 2015 WC GARBAGE & RECYCLING							
<b>Total :</b>					13630.41	0.00	13630.41
<b>Supplier Total :</b>					13630.41	0.00	13630.41

4760	SPROAT LAKE VOL. FIRE DEPARTMENT						
38871	26-Jan-2016		Issued	18	C	13868.65	
SLVFD-Q4-2015	01-4-2500-000	PAYABLES - TRADE			13868.65		
Invoice Description --> SLVFD - 4TH QUARTER REIMBURSEMENT							
<b>Total :</b>					13868.65	0.00	13868.65
<b>Supplier Total :</b>					13868.65	0.00	13868.65

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
00124-0016	25-Jan-2016	Issued	13	T	6559.00	
15005	01-4-2500-000	PAYABLES - TRADE		6559.00		
Invoice Description --> SL PARKS - BALLFIELD- CAPITAL \$1169, TRAIL - CAPITAL \$3374, MAINTENANCE \$1760						
<b>Total :</b>				6559.00	0.00	6559.00
<b>Supplier Total :</b>				6559.00	0.00	6559.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4845	21-Jan-2016	Issued	14	C	121.53	
38856	01-4-2500-000	PAYABLES - TRADE		121.53		
Invoice Description --> LBA - OFFICE SUPPLIES						
<b>Total :</b>				121.53	0.00	121.53
<b>Supplier Total :</b>				121.53	0.00	121.53

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4885	15-Jan-2016	Issued	4	T	23970.83	
00123-0019	01-4-2500-000	PAYABLES - TRADE		23970.83		
Invoice Description --> DECEMBER 2015 - AV RECYCLING CONTRACT						
<b>Total :</b>				23970.83	0.00	23970.83
<b>Supplier Total :</b>				23970.83	0.00	23970.83

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4917	21-Jan-2016	Issued	14	C	752.59	
38857	01-4-2500-000	PAYABLES - TRADE		752.59		
Invoice Description --> BWS - PROPANE						
<b>Total :</b>				752.59	0.00	752.59
<b>Supplier Total :</b>				752.59	0.00	752.59

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4983	21-Jan-2016	Issued	14	C	1260.00	
38858	01-4-2500-000	PAYABLES - TRADE		1260.00		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>				1260.00	0.00	1260.00
<b>Supplier Total :</b>				1260.00	0.00	1260.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4984	04-Jan-2016	Issued	274	C	117.04	
38874	01-4-2500-000	PAYABLES - TRADE		117.04		
Invoice Description --> BVFD - TELEPHONE						
<b>Total :</b>				117.04	0.00	117.04
<b>Supplier Total :</b>				117.04	0.00	117.04
38859	21-Jan-2016	Issued	14	C	2293.02	

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



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**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0003 To Z4209  
**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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					
JAN07/16	01-4-2500-000	PAYABLES - TRADE			2293.02		
Invoice Description --> ACRD CONSOLIDATED							
<b>Total :</b>					2293.02	0.00	2293.02
<b>Supplier Total :</b>					2410.06	0.00	2410.06
<b>5001</b>	<b>STERICYCLE COMMUNICATION SOLUTIONS</b>						
00124-0017	25-Jan-2016	Issued	13	T			158.50
151221539101	01-4-2500-000	PAYABLES - TRADE			158.50		
Invoice Description --> ACRD - CALL-IN-SERVICE - EMPLOYEE SAFETY - JANUARY 2016							
<b>Total :</b>					158.50	0.00	158.50
<b>Supplier Total :</b>					158.50	0.00	158.50
<b>5015</b>	<b>iCOMPASS TECHNOLOGIES INC</b>						
38812	11-Jan-2016	Issued	5	C			1184.40
16001	01-4-2500-000	PAYABLES - TRADE			1184.40		
Invoice Description --> COUNCIL VIEWS ANNUAL MEMBERSHIP 2016							
<b>Total :</b>					1184.40	0.00	1184.40
<b>Supplier Total :</b>					1184.40	0.00	1184.40
<b>5029</b>	<b>THOMAS, GERRI M</b>						
38860	21-Jan-2016	Issued	14	C			250.00
DEC.29/15	01-4-2500-000	PAYABLES - TRADE			250.00		
Invoice Description --> WOODSTOVE EXCHANGE REBATE - THOMAS							
<b>Total :</b>					250.00	0.00	250.00
<b>Supplier Total :</b>					250.00	0.00	250.00
<b>5131</b>	<b>TSESHAHT MARKET</b>						
38861	21-Jan-2016	Issued	14	C			252.38
1986576	01-4-2500-000	PAYABLES - TRADE			80.06		
Invoice Description --> SLVFD - FUEL TRUCK #42							
1992803	01-4-2500-000	PAYABLES - TRADE			80.11		
Invoice Description --> SLVFD - FUEL TRUCK #47							
2000204	01-4-2500-000	PAYABLES - TRADE			92.21		
Invoice Description --> SLVFD - FUEL TRUCK #41							
<b>Total :</b>					252.38	0.00	252.38
<b>Supplier Total :</b>					252.38	0.00	252.38
<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>						
38862	21-Jan-2016	Issued	14	C			194.50
LBA - DEC/15	01-4-2500-000	PAYABLES - TRADE			194.50		
Invoice Description --> LBA - DECEMBER FUEL							

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				194.50	0.00	194.50
<b>Supplier Total :</b>				194.50	0.00	194.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5183</b>	<b>Yuu-thlu-ilth-aht GOVERNMENT</b>					
38813	11-Jan-2016	Issued	5	C	2036.00	
TAXREQ-DUPPLICAT	01-4-2500-000	PAYABLES - TRADE		2036.00		
Invoice Description --> YG - REFUND OF TAX REQUISTION PAYMENT - DUPLICATE						
<b>Total :</b>				2036.00	0.00	2036.00
<b>Supplier Total :</b>				2036.00	0.00	2036.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>					
00124-0019	25-Jan-2016	Issued	13	T	1181.25	
22097	01-4-2500-000	PAYABLES - TRADE		393.75		
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL						
22215	01-4-2500-000	PAYABLES - TRADE		787.50		
Invoice Description --> SALMON BEACH - GARBAGE HAULING AND BIN RENTAL						
<b>Total :</b>				1181.25	0.00	1181.25
<b>Supplier Total :</b>				1181.25	0.00	1181.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5375</b>	<b>DISTRICT OF UCLUELET</b>					
38863	21-Jan-2016	Issued	14	C	3596.56	
MFA-ISSUE#73-SUF	01-4-2500-000	PAYABLES - TRADE		3596.56		
Invoice Description --> MFA SURPLUS REPATRIATION - ISSUE #73 SURPLUS						
<b>Total :</b>				3596.56	0.00	3596.56
<b>Supplier Total :</b>				3596.56	0.00	3596.56

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5401</b>	<b>TD VISA (BCVFD)M. KOBUS</b>					
38864	21-Jan-2016	Issued	14	C	183.53	
DEC31/15	01-4-2500-000	PAYABLES - TRADE		183.53		
Invoice Description --> BCVFD - TRAINING						
<b>Total :</b>				183.53	0.00	183.53
<b>Supplier Total :</b>				183.53	0.00	183.53

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>5402</b>	<b>TD VISA (BCVFD)C. STARRATT</b>					
38872	26-Jan-2016	Issued	18	C	1282.49	
DEC31/15	01-4-2500-000	PAYABLES - TRADE		1282.49		
Invoice Description --> BCVFD - TRAINING \$151.25, OFFICE SUPPLIES \$55.96, EQUIPMENT \$950.76						
<b>Total :</b>				1282.49	0.00	1282.49

**ALBERNI-CLAYQUET REGIONAL DISTRICT**  
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**Trans. Date :** 01-Jan-2016 To 31-Jan-2016  
**Cheque Date :** 01-Jan-2016 To 31-Jan-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		
<b>Supplier Total :</b>				1282.49	0.00	1282.49	
<b>5410</b>	<b>TD VISA</b>						
38865	21-Jan-2016	Issued	14	C		1806.11	
DEC.31/15	01-4-2500-000	PAYABLES - TRADE		1806.11			
Invoice Description -->		ACRD - \$1512.72, AVHN- \$161.25, WCLF - \$50.39, LBA- \$81.75					
<b>Total :</b>				1806.11	0.00	1806.11	
<b>Supplier Total :</b>				1806.11	0.00	1806.11	
<b>5533</b>	<b>WINDSOR PLYWOOD (PORT ALBERNI)</b>						
38866	21-Jan-2016	Issued	14	C		664.20	
174400	01-4-2500-000	PAYABLES - TRADE		-71.37			
Invoice Description -->		ACRD - CREDIT - SUPPLIES FOR BUILDING MAINTENANCE					
174380	01-4-2500-000	PAYABLES - TRADE		735.57			
Invoice Description -->		ACRD - MAINTENANCE SUPPLIES					
<b>Total :</b>				664.20	0.00	664.20	
<b>Supplier Total :</b>				664.20	0.00	664.20	
<b>5543</b>	<b>WL SOLUTIONS LTD</b>						
00124-0020	25-Jan-2016	Issued	13	T		1701.00	
2175	01-4-2500-000	PAYABLES - TRADE		1701.00			
Invoice Description -->		BWS - SCADA					
<b>Total :</b>				1701.00	0.00	1701.00	
<b>Supplier Total :</b>				1701.00	0.00	1701.00	
<b>5558</b>	<b>WYNANS, TERRI-ANN</b>						
38814	11-Jan-2016	Issued	5	C		1650.00	
OCT-DEC-2015	01-4-2500-000	PAYABLES - TRADE		1650.00			
Invoice Description -->		SLVFD - ADMIN SUPPORT					
<b>Total :</b>				1650.00	0.00	1650.00	
<b>Supplier Total :</b>				1650.00	0.00	1650.00	
<b>5593</b>	<b>WOPPENKAMP, BECKY</b>						
38867	21-Jan-2016	Issued	14	C		250.00	
DEC.23/15	01-4-2500-000	PAYABLES - TRADE		250.00			
Invoice Description -->		WOODSTOVE EXCHANGE REBATE - WOPPENKAMP					
<b>Total :</b>				250.00	0.00	250.00	
<b>Supplier Total :</b>				250.00	0.00	250.00	



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**Cheque Date :** 01-Jan-2016 To 31-Jan-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	
38816	20-Jan-2016	Issued	10	C		5536.44
4THQTR2015	01-4-2500-000	PAYABLES - TRADE		5536.44		
Invoice Description --> 4TH QUARTER 2015 WCB PREMIUMS						
<b>Total :</b>				5536.44	0.00	5536.44
<b>Supplier Total :</b>				5536.44	0.00	5536.44

<b>Total Computer Paid :</b>	<u>361,227.29</u>	<b>Total EFT PAP :</b>	<u>24,077.33</u>	<b>Total Paid :</b>	<u>712,982.83</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>327,678.21</u>		

**MEMORANDUM**

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

**From:** Alex Dyer, Planner

**Date:** February 04, 2016

**Subject:** DVB15015, 6980 Debeaux Road (Scott)

---

**Background**


On January 27, 2016 the Board reviewed an application for a development variance permit for LOT A, LOOP FARMS, ALBERNI DISTRICT, PLAN 34692 EXCEPT PART IN PLAN VIP64196 located at 6980 Debeaux Road.


The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the February 10, 2016 Board meeting, staff will inform the Board.

The development variance permit will reduce the required watercourse setback from 30.48 metres (100 feet) to 23.7 metres (78 feet) to allow for the construction of the addition to the single family dwelling as shown on attached Schedule 'A'.

**Recommendation**

THAT the Board of Directors pass a resolution to issue development variance permit DVB15015.

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg MCIP RPP, Manager of Planning and Development

Reviewed by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

**DVB15015**



**DEVELOPMENT VARIANCE PERMIT NO. DVB15015**

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 Scott  
**Address:** 6980 Debeaux Road, Port Alberni

With respect to:

**Legal Description:** LOT A, LOOP FARMS, ALBERNI DISTRICT, PLAN 34692 EXCEPT PART IN PLAN VIP64196

**PID:** 000-302-139

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

- (i) Section 6.2(4)(a) to reduce the required watercourse setback from 30.48 metres (100 feet) to 23.7 metres (78 feet) to allow for the construction of the addition to the single family dwelling as shown on attached Schedule '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 XXXX, 2016.

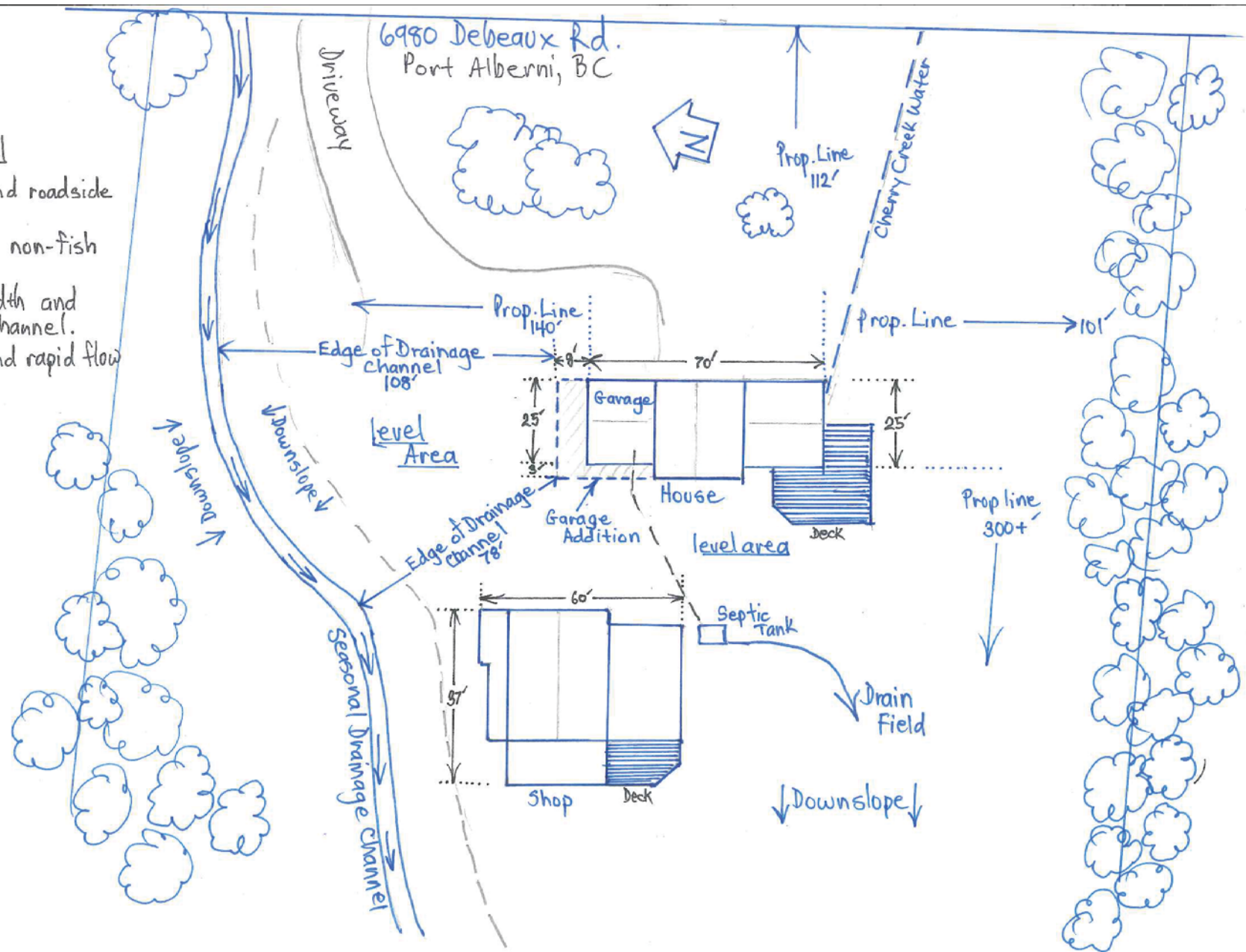
This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2016.

\_\_\_\_\_  
Russell Dyson, CAO

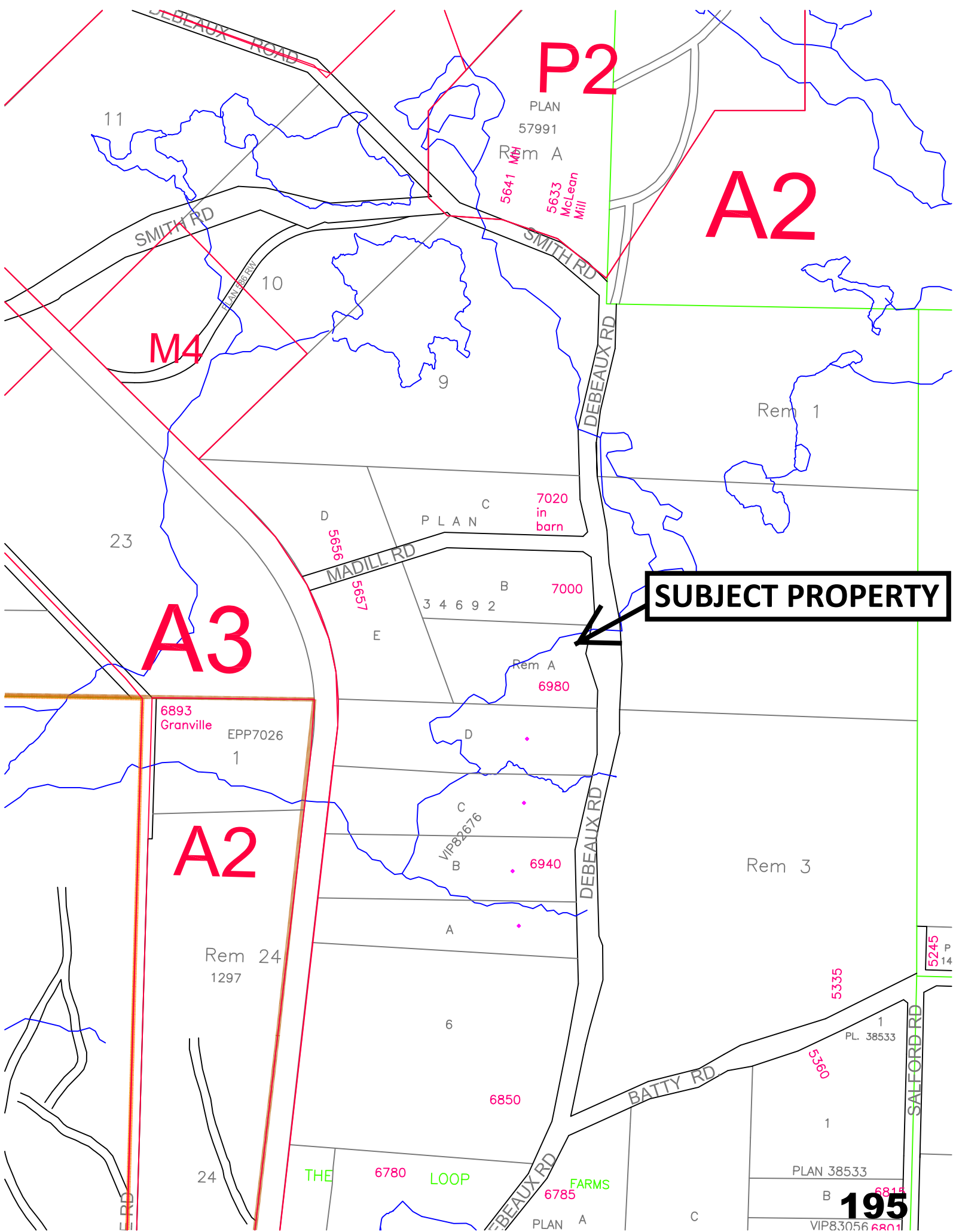
\_\_\_\_\_  
Chair of the Board of Directors

**DVB15015**

- Drainage Channel
- Drains swamp area and roadside ditch.
  - Seasonal only and non-fish bearing.
  - Generally 0.5m width and never overflows channel.
  - Relatively steep and rapid flow



Dec 14, 2015



P2

A2

M4

A3

A2

**SUBJECT PROPERTY**

**195**

PLAN  
57991  
Rm A

5641 Mb

5633  
McLean  
Mill

10

9

Rem 1

23

PLAN C  
7020  
in  
barn

7000

3 4 6 9 2

Rem A  
6980

6893  
Granville  
EPP7026  
1

D

VIP82676  
C  
B

6940

Rem 3

Rem 24  
1297

A

6

6850

5335

PL. 38533

1

PLAN 38533

B  
6815

VIP83056  
6801

THE LOOP FARMS

6785

PLAN A

C

5245  
P  
14

SALFORD RD

BATTY RD

1

24

11

SMITH RD

SMITH RD

DEBEAUX RD

MADILL RD

DEBEAUX RD

DEBEAUX RD

DEBEAUX ROAD

LRD

**Development Variance Application**

**DATE:** February 02, 2016

**ACRD FILE NO.:** DVC16001

**APPLICANTS:** Anders (Matt) Olcen

**LEGAL DESCRIPTION:** LOT B, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN VIP87429

**LOCATION:** 2433 Willowbrae Road

**ELECTORAL AREA:** "C" (Long Beach)

**APPLICANT'S INTENTION:** The applicant intends to build a single family dwelling with a 2,400 ft<sup>2</sup> footprint partially within a portion of the property in the south east covered by a Land Use Contract to allow for a shake and shingle mill. The mill is no longer established on the property but a minimum 340 foot setback from the area designated for sawmill use remains. The house would be located +/- 300 feet from the south east corner at of the property at its closest point.

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**Recommendation:**

*THAT the Board of Directors pass a resolution to consider issuing development variance permit DVC16001 subject to approval from the Ministry of Environment Land Use Remediation Section.*

**Development Variance DVD16001:**

- i. Development variance of Section (d) of ACRD Bylaw No. 82 cited as "Land Use Contract No. 3, 1974" to reduce the required 340 foot setback from the south east corner of the property to allow for the construction of a single family dwelling as shown on attached Schedule 'A'.

---

**Procedure:** Prior to the issuance of a development variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board issues or denies the development variance permit.

**DVC16001**

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

## Observations:

- i. **Status of Property:** The 0.96 hectare (2.37 acre) property lies on the north east side of Willowbrae Road with +/- 375 feet of frontage on Ucluelet Inlet. There is a mobile home with additions located on the west side of the property adjacent to the driveway access from Willowbrae Road. There is also a large tent shed and utility building located on this portion of the property. Willowbrae Creek dissects the property in a heavily forested ravine through the north west.

The east half of the property generally slopes down towards the waterfront and a driveway circles down to a small cabin built on wood pilings near the foreshore. A workshop is located adjacent to the cabin. Near the mid-point of the driveway that dissects the property lies the building site for the proposed new house. The building site sits on a bench of land at a significantly higher elevation than the cabin and workshop located near the foreshore.

There is a portable sawmill and log storage area developed in the south east portion of the property. A former shake and shingle mill on permanent foundations, operational for about 10 years in the 1970s, was once located in this portion of the property but no physical sign of it remains. There is a large amount of historical fill near the foreshore east of where the mill was once located. The majority of the property is cleared apart from a number of second growth conifers along the foreshore and north property line and mixed old growth and mature second growth in the vicinity of Willowbrae Creek.

- ii. **Services**

- a. **Sewage Disposal:** On-site sewage disposal. A new septic system was installed in 2012 to accommodate the existing 2 bedroom mobile home in addition to the proposed new house. The capability of the existing system to provide adequate sewage disposal for both houses will be evaluated through the building permit process for the new house.
- b. **Water Supply:** Well. There is an existing well located in the north east portion of the property adjacent to the small cabin.
- c. **Fire Protection:** Not within a fire protection area.
- d. **Access:** The property is accessed from Willowbrae Road. There is also a dock that accesses the inlet.

- iii. **Existing Planning Policies Affecting the Site**

- a. **Agricultural Land Reserve:** Not within the ALR.
- b. **Official Community Plan:** The South Long Beach OCP designates the property as "Rural Residential". The Rural Residential designation in the OCP supports a number of uses including single family residential, bed and breakfast

### DVC16001

accommodation and a second dwelling subject to regulation by the ACRD Zoning Bylaw.

The OCP identifies Environmentally Sensitive Areas within the inlet fronting the subject property including herring spawning and clam bed habitat. These sensitive habitat areas are unaffected by the proposed building site located 36.7 metres from the natural boundary of the inlet at its closest point.

The OCP also designates a number of Development Permit Areas that affect development on this property: "DPA II – Freshwater Riparian Areas Protection" which is a 30 metre buffer surrounding Willowbrae Creek, "DPA III – Coastal Riparian Areas Protection" which is a 30 metre buffer from the natural boundary of the sea and "DPA IV – Natural Hazard Areas Protection" which is a tsunami hazard area identified as a horizontal distance of 30 metres from the natural boundary of the sea and a vertical elevation of 4 metres above the natural boundary.

The proposed building site is located 36.7 metres from the natural boundary of the sea and +/- 60 metres from Willowbrae Creek. The building site is also at an elevation significantly greater than 4 metres above the natural boundary of the Inlet. The proposed structure is unaffected by any Development Permit Area requirements.

***The proposal complies with the policies and objectives of the South Long Beach OCP.***

- c. **Zoning:** The zoning regulation for the subject property is covered by a Land Use Contract registered in 1974. Land Use Contracts are an outdated form of zoning registered by local government bylaw and signed as an agreement between the property owner and the local government. There are 9 remaining Land Use Contracts throughout the ACRD. The province has mandated that all Land Use Contracts be terminated by 2024. The Planning Department has been working with the various property owners to look at zoning regulations to replace the existing Land Use Contracts with the updated Zoning Bylaw rewrite currently underway.

At this point in time, ACRD Bylaw No. 82 cited as "Land Use Contract No. 3, 1974" still applies to the subject property. The Land Use Contract was developed to allow for the operation of a mill on the site and the regulations are summarized as follows:

1. The use and intensity of use on this property includes one (1) mill used primarily for the manufacture of wood shakes and shingles but including not more than one saw for the cutting of other lumber, incidental retail sale of products processed through the mill and incidental outdoor storage and waste disposal as necessary to the operation of the mill.

**DVC16001**

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

2. The outdoor storage of solid waste shall not encroach within 40 feet of Willowbrae Road, onto the foreshore of Ucluelet Inlet or to a distance greater than 300 feet from the south east corner of the lot.
3. A continuous planted landscape screen shall be maintained at least 40 feet in width adjoining all property lines and within a distance of 340 feet from the south east corner of the lot.
4. The portion of the property at a greater distance than 340 feet from the south east corner of the lot shall not be affected by the Land Use Contract and will continue to be subject to the ACRD Zoning Bylaw at the time of registration of the contract.

Prior to the LUC being registered in 1974, the zoning for the property was Small Holdings (A1) District and the A1 District zoning applies to the portion of the property lying outside the 340 foot buffer from the south east corner of the lot. As a result, in order for the property owner to build a house on the property it must either be located outside this 340 feet buffer or the siting of the house must be varied by a development variance permit.

***The property owner has applied to vary Section (d) of ACRD Bylaw No. 82 to allow for the construction of a single family dwelling as shown on attached Schedule 'A'.***

**Comments:**

1. Section 546(2) of the *Local Government Act* allows the Regional District to amend a Land Use Contract by a development variance permit. Staff have looked at options for discharging the Land Use Contract and zoning the property but the timeline for varying the existing LUC is more favourable to the applicant. The issuance of a development variance permit will allow a faster process for the building permit for the new house to be issued. Through the Zoning Bylaw rewrite project, staff will go through the process of discharging the Land Use Contract and work with the applicant to determine a suitable zoning for the site.
2. The applicant has provided a report from EBA Engineering Consultants Ltd. dated February 24, 2005 detailing the presence of lead contamination within the portion of the property where the shake and shingle mill operated. The study included a number of soil test pits in the area surrounding the former mill site and diesel generator. The results of the soil analysis indicated that the concentrations of total lead were below the applicable *Contaminated Site Regulations* Commercial Land Use standard threshold. Based on these results, no further action was recommended at this time. The proposed house would be located uphill at a distance of +/- 30 metres from the area where the test pits identified trace amounts of lead contamination.

**DVC16001**

Section 40 of the *Environmental Management Act* requires that a contaminated site profile be provided by the property owner when that person seeks approval for a development variance permit on land that is or was used for industrial or commercial activity. The applicant will need to provide a site profile detailing any knowledge of current or past industrial and commercial activity, fill materials, waste disposal, fuel storage and hazardous materials. The site profile would then be submitted, along with the EBA Engineering report from 2005, to the Ministry of Environment, Land Remediation Section for approval. Ministry approval will be required prior to issuance of the development variance permit.

3. The Small Holdings (A1) District zoning that applies to the portion of the property outside of the Land Use Contract permits one (1) single family dwelling and one (1) mobile home on this property as it is greater than 2 acres in size. Currently there is a mobile home with additions and a small cabin built at the site. In order for the building permit for the proposed new house to be issued, the cabin will either need to be removed or made non-habitable by way of removing the kitchen facilities and any bedroom. This will be regulated by the building permit process.
4. Planning staff is supportive of the variance application to allow for the construction of a house as sited on the attached Schedule 'A' map. The siting of the house as proposed falls well within the required setbacks set out in the Small Holdings (A1) District and the Development Permit Area guidelines in the South Long Beach OCP. The application is to vary a 340 foot setback from a former industrial site on the same property that is no longer actively used. The applicant has expressed a desire to discharge the Land Use Contract to remove the industrial use while maintaining the ability to operate a portable sawmill on the property for personal use. This is being dealt with through the Zoning Bylaw rewrite process currently underway. The siting of the proposed house has no impact on any neighbouring property and is in a favourable location for flood prevention and geotechnical stability.

Submitted by:



Alex Dyer, Planner

Reviewed by:



Mike Irg MCIP, Manager of Planning and Development



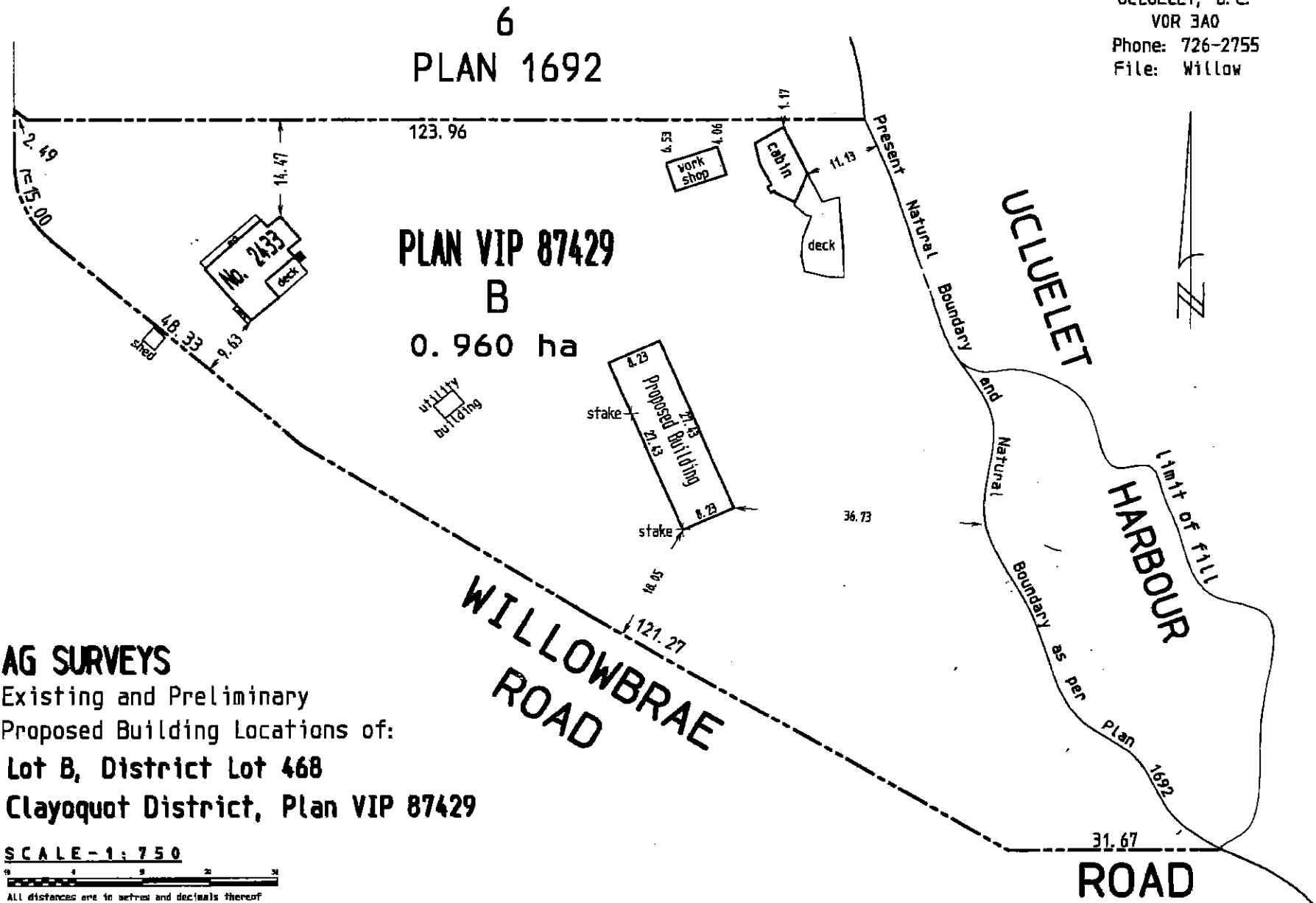
Russell Dyson, Chief Administrative Officer

**DVC16001**

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



110-545 MARINE DRIVE  
 UCLUELET, B.C.  
 VOR 3A0  
 Phone: 726-2755  
 File: Willow



## AG SURVEYS

Existing and Preliminary  
 Proposed Building Locations of:

**Lot B, District Lot 468  
 Clayoquot District, Plan VIP 87429**

SCALE - 1 : 750



All distances are in metres and decimals thereof



I hereby certify that the following is a true copy of a Minute of the Honourable the Executive Council of the Province of British Columbia approved by His Honour the Lieutenant-Governor.

3399

APPROVED AND ORDERED 25.OCT.1974

*E. G. Protheroe*  
Assistant Deputy Provincial Secretary

*[Signature]*  
Lieutenant-Governor

EXECUTIVE COUNCIL CHAMBERS, VICTORIA 24.OCT.1974

Pursuant to the Municipal Act, and upon the recommendation of the undersigned, the Lieutenant-Governor, by and with the advice and consent of the Executive Council, orders that By-law No. 82 of the Regional District of Alberni-Clayoquot, cited as "Land Use Contract No. 3, 1974", be approved in the form of by-law hereto attached.

*[Handwritten initials]*

*[Signature]*  
Minister of Municipal Affairs.

*[Signature]*

Presiding Member of the Executive Council.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BY-LAW NO. 82

A BY-LAW TO AUTHORIZE THE REGIONAL BOARD  
TO ENTER INTO A LAND USE CONTRACT WITH  
RICHARD H. PORTER RESPECTING LOT 5A,  
D.L. 468, CLAYOQUOT DISTRICT, PLAN 1692.

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

1. The Board is hereby authorized to enter the land use contract, marked Schedule "A", attached hereto and made part of this by-law.
2. This by-law may be cited as "Land Use Contract No. 3, 1974".

Read a first time this 27th day of March, 1974.  
Read a second time this 27th day of March, 1974.  
Read a third time this 24th day of May, 1974.

Approved by the Lieutenant-Governor in Council by


Order in Council No. 3399

this 24th day of October, 1974.

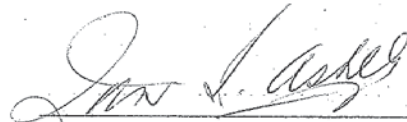
Reconsidered and finally adopted by a two-thirds majority of all the Directors of the Regional Board having among them a two-thirds majority of all the votes on the Regional Board, and including among them a two-thirds majority of the Directors of those parts of the Regional District of Alberni-Clayoquot to which this By-law applies having among them a two-thirds majority of the votes allotted to those parts of the Regional District to which this By-law applies,

this 27th day of November, 1974.

  
Chairman

  
Secretary-Treasurer

I hereby certify the foregoing to be a true and correct copy of By-law No. 82, cited as "Land Use Contract No. 3, 1974", as read a third time by the Regional Board on the 24th day of May, 1974.

  
Secretary-Treasurer

E. G. P.

LAND USE CONTRACT

Between

Regional District of Alberni-Clayoquot


and

Richard H. Porter  
respecting Lot 5A, D.L. 468, Clayoquot District, Plan 1692:

USE AND DEVELOPMENT OF LAND

- a) This Land Use Contract contemplates the continued use and maintenance of the said land as the use and intensity of use customary as of the 1st day of January, 1974: that is, one mill used primarily for the manufacture of wood shakes and shingles but including not more than one saw for the cutting of other lumber, incidental retail sale of products processed through the mill and incidental indoor and outdoor storage and waste disposal as necessary to the operation of the mill, provided always that the mill shall not be operated after 10:30 in the afternoon of any day nor before 6:30 in the forenoon of any day not being Sunday nor before 10:30 in the forenoon of any Sunday;
- b) This Land Use Contract contemplates that development shall not involve a significant enlargement of the area in use as of the 1st day of January, 1974, and in particular the spread of outdoor storage and/or stockpiling of solid wastes to within 40 feet of "Willowbrae Road", onto the foreshore of Ucluelet Inlet, or to a distance greater than 300 feet from the southeast corner of Lot 5A is not authorized;
- c) Except at the vehicular entrance to the development from Willowbrae Road, and except adjacent to the boundary of Ucluelet Inlet, a continuous planted screen at least 40 feet in width shall adjoin all property lines within a distance of 340 feet from the southeast corner of Lot 5A, provided that where natural vegetation, other than noxious weeds, exists at the time of the execution of this Agreement, such vegetation shall be maintained as close as possible to its natural state;
- d) Those parts of Lot 5A situated a greater distance than 340 feet from the southeast corner of the said lot shall be deemed not to be affected by this Land Use Contract, and shall continue to be subject to all relevant provisions of the "Alberni-Clayoquot Zoning By-law, 1971" except that clause (2) of subsection 6.1 shall be interpreted so as not to rule out the location of a residential use building on the said parts of Lot 5A;

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

  
Chairman

  
Secretary-Treasurer

Signed by Richard H. Porter

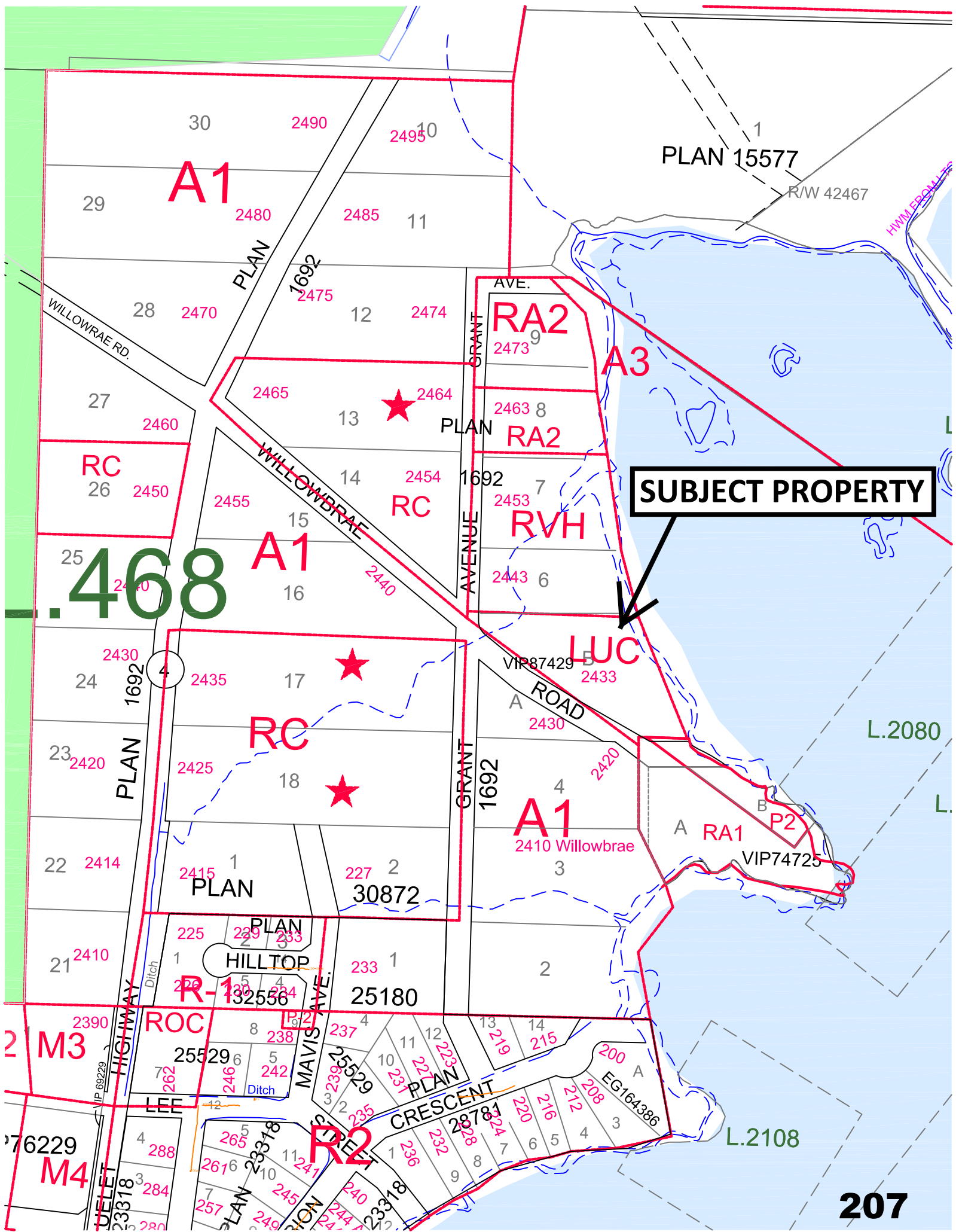


Dec 3 1974  
Date

*W.E.H.*







468

SUBJECT PROPERTY

207

**MEMORANDUM**

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

**From:** Alex Dyer, Planner

**Date:** February 04, 2016

**Subject:** DVD15014, 18580 Pacific Rim Highway (Hickman)

---

**Background**

On December 11, 2015 the Board reviewed an application for a development variance permit for LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT, PLAN 1103 EXCEPT PART IN PLAN 2645 RW located at 18580 Pacific Rim Highway.


The Board recommended that this application be furthered to the next stage of the variance process subject to a report by a Geotechnical Engineer certifying that the land is safe for the intended use with respect to steep slope. This involved notifying all property owners within 200 feet of the property which has been completed. No correspondence has been received to date. If any objections or responses are received prior to the February 10, 2016 Board meeting, staff will inform the Board.

The applicants have provided a report prepared by Lewkowich Engineering Associates Ltd. The report concludes that the site is geotechnically safe and suitable for the intended use which for the purposes of this project was defined as a residential renovation and addition. The report is attached to Development Permit DPD15010 as Appendix B.

The development variance permit will reduce the side yard setback from 15 feet to 8.8 feet on the west side as shown on the site plan attached to the permit as Schedule 'A' to allow for an addition to the existing single family dwelling.

**Recommendation**

THAT the Board of Directors pass a resolution to issue development variance permit DVD15014.

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Planner

**DVD15014**





Reviewed by: \_\_\_\_\_  
Mike Irg, Manager of Planning and Development



Reviewed by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

**DVD15014**

**DEVELOPMENT VARIANCE PERMIT NO. DVD15014**

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:** Robert & Carolyn Hickman  
**Address:** 18580 Pacific Rim Highway, Port Alberni

With respect to:

**Legal Description:** LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT, PLAN 1103 EXCEPT PART IN PLAN 2645 RW

**PID:** 000-933-163

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

- (i) Section 200 – Schedule II – Bulk and Site Regulations to reduce the required side yard setback in the Vacation Home (RVH) District from 15 feet to 8.8 feet on the west side as shown on the site plan attached to the permit as Schedule '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 XXXX, 2016.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on XXXX, 2016.

\_\_\_\_\_  
Russell Dyson, CAO

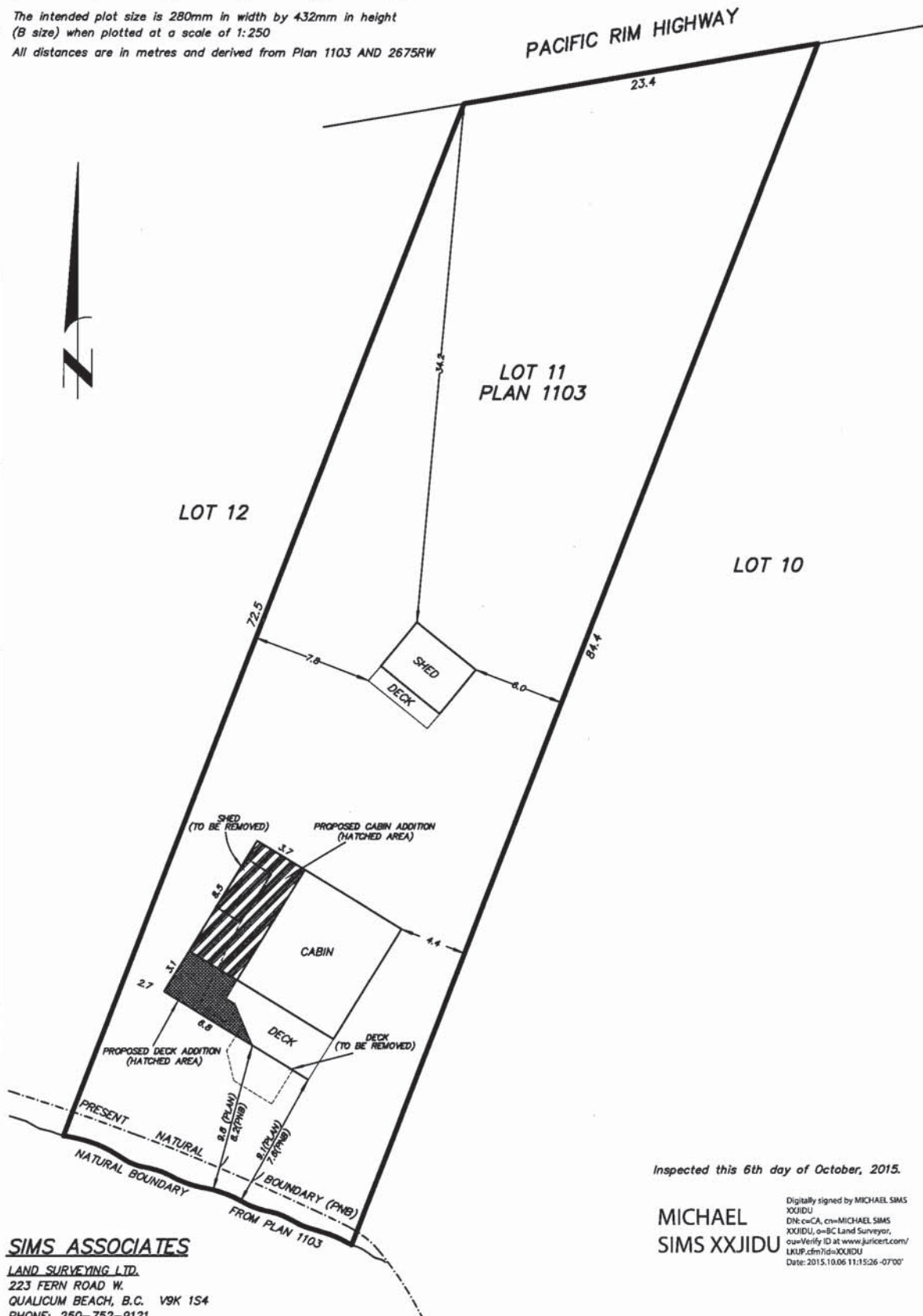
\_\_\_\_\_  
Chair of the Board of Directors

**DVD15014**

PLAN OF LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT  
PLAN 1103, EXCEPT PART IN PLAN 2645RW  
SHOWING PROPOSED ADDITION TO DECK AND CABIN FOR D.P WITH VARIANCE APPLICATION



The intended plot size is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250  
All distances are in metres and derived from Plan 1103 AND 2675RW

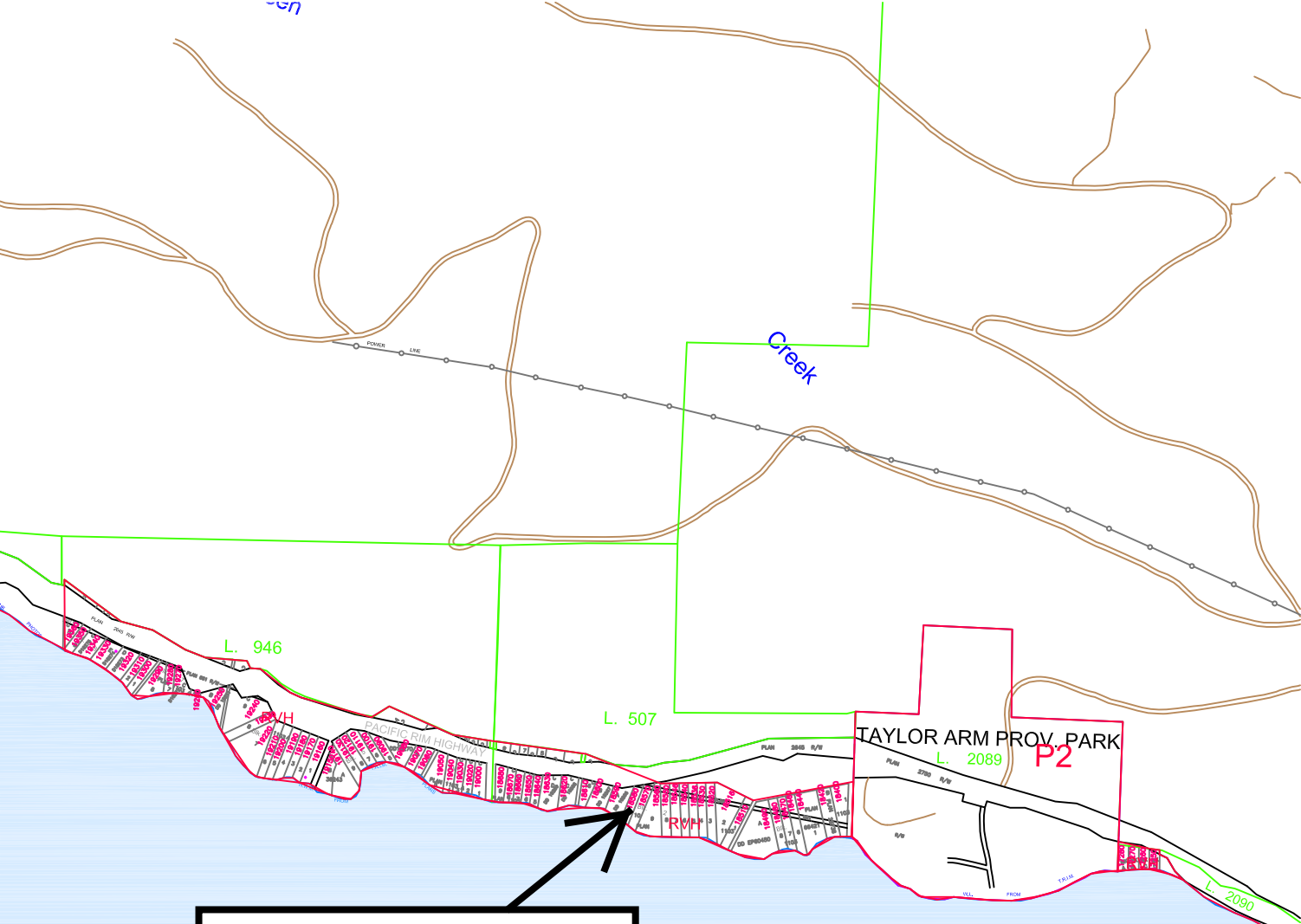


Inspected this 6th day of October, 2015.

MICHAEL  
SIMS XXJIDU

Digitally signed by MICHAEL SIMS  
XXJIDU  
DN: cn=CA, cn=MICHAEL SIMS  
XXJIDU, o=BC Land Surveyors,  
ou=Verify ID at www.juricert.com/  
LKUP.cfm?id=XXJIDU  
Date: 2015.10.06 11:15:26 -07'00'

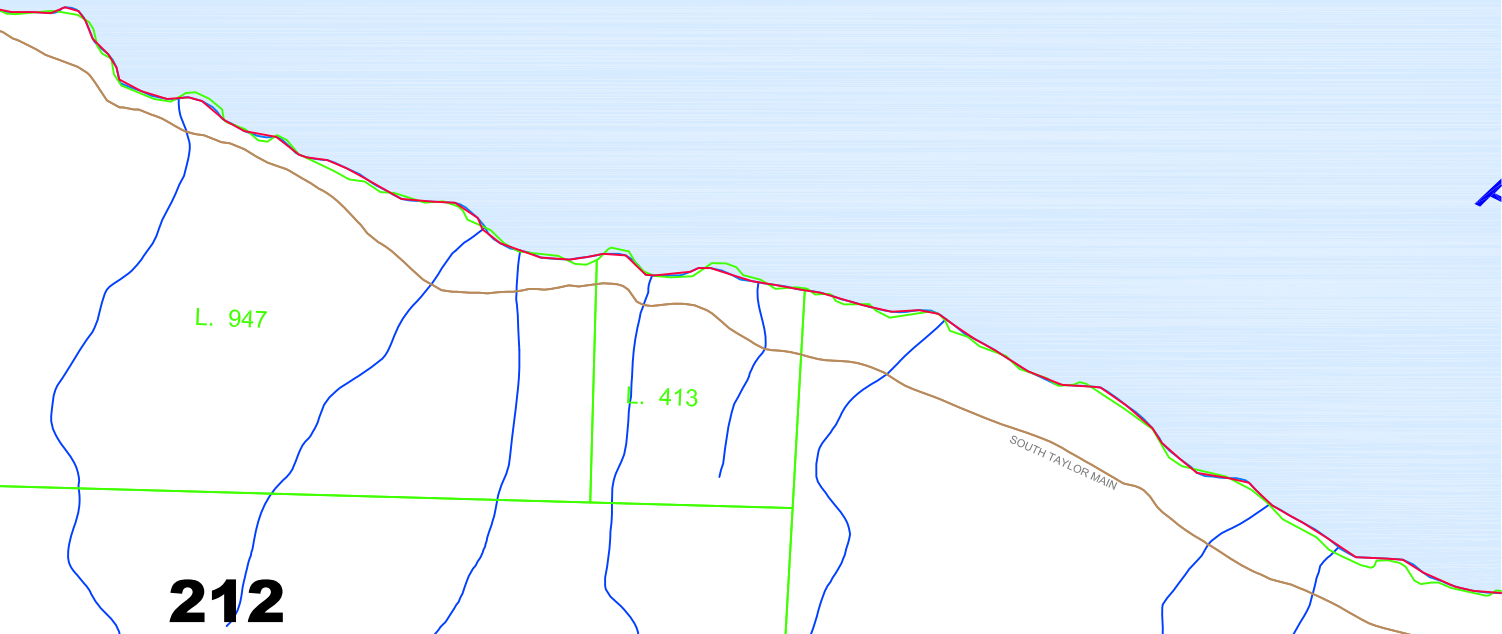
**SIMS ASSOCIATES**  
LAND SURVEYING LTD.  
223 FERN ROAD W.  
QUALICUM BEACH, B.C. V9K 1S4  
PHONE: 250-752-9121  
FAX: 250-752-9241  
FILE NUMBER: 15-176  
DRAWING NUMBER: 15-176 BL1.dwg  
DATE: 2015/10/06



**SUBJECT PROPERTY**

Taylor

**WF1**



**212**

**DEVELOPMENT PERMIT APPLICATION**

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

**DATE:** February 03, 2016

**APPLICATION:** DPD15010

**APPLICANTS:** Robert & Carolyn Hickman

**LEGAL DESCRIPTION:** LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT, PLAN 1103  
EXCEPT PART IN PLAN 2645 RW

**ADDRESS:** 18580 Pacific Rim Highway

**ELECTORAL AREA:** "D" Sproat Lake

---

**Recommendation:**

THAT the Board of Directors pass a resolution to issue Development Permit DPD15010.

---

**Applicant's Intention:** The applicants intend to construct a two storey addition with a 340 square foot footprint to the west side of the existing cabin. The construction will include the removal of a lower deck, replacement of a deck extending from the main floor and the addition of a deck extending from the second floor.

**Property Description:** The 0.38 acre property is steep rising sharply from the foreshore of the lake to the highway at the rear of the property. The attached report from Dave Clough, R.P. Bio noted that the slope rising from the foreshore is +/- 66%. The rear portion of the parcel is primarily treed with second growth conifers. The area immediately upland of the cabin and a few trees on the west side have been recently cleared to allow for construction on the site and the placement of a new sewage disposal system. The trees and vegetation on the lake side of the cabin remain intact. A 288 square foot cabin was constructed on the property in 1976 (Building Permit SL291) although it is not clear if this is the same cabin that is on the property at this time. A 192 square foot accessory building storage shed was built in 2007 (Building Permit SL07-04).

**Zoning:** The property is zoned Vacation Home (RVH) District. The RVH District permits one

**DPD15010**

single family dwelling to be used as a seasonal residence and accessory uses on this property.

The existing cabin on the property is non-conforming to the RVH District setbacks. The BCLS survey provided by the applicants demonstrates that the existing cabin is 40.0 feet from the title boundary in the front yard, 14.4 feet from the side yard to the east and +/- 20 feet from the side yard to the west. The only encroachment for the existing cabin is the 14.4 foot side yard setback on the east side. The setback from the front of the cabin (excluding the deck) to the present natural boundary of the lake is 35 feet.

The site survey also shows an existing deck extending 10 feet from the first storey at the front of the cabin and a lower deck that will be removed. A deck is permitted to project up to 6 feet into the front yard and side yard setbacks as per Section 6.13 of the Zoning Bylaw.

The proposed new construction will be a two storey addition with 340 square feet of living space on each floor added to the cabin on the west side. A new deck will be constructed extending 10 feet from the first storey of the cabin, which will partially replace the existing deck, and a new deck extending 6 feet from the second storey addition.

The end result of the project will be a house with +/- 1,000 square feet of living space and a +/- 370 square foot deck on the first storey and 340 square feet of living space and a 72 square foot deck on the second storey. In order to facilitate the proposed addition to the cabin, the Board has considered an application for a development variance to allow for the new construction. The development variance permit was considered by the Board for approval on December 11, 2015.

***The proposal complies with the requirements of the ACRD Zoning Bylaw subject to the issuance of Development Variance Permit DVD15014.***

**Official Community Plan:** The Sproat Lake OCP designates the property as “Recreational Residential Use”. The OCP designates two Development Permit Areas that impact development on this property: “Development Permit Area I – Riparian Areas Protection” and “Development Permit Area II – Protection from Natural Hazards”.

#### Development Permit Area I – Riparian Areas Protection

DPA I includes all lands within 30 metres of a major stream and 15 metres of a minor stream. Sproat Lake is defined as a minor stream for the purposes of the Development Permit Area in the OCP. This designation is used to ensure that the ecological values of sensitive riparian and wetland habitats have been considered prior to development, and that measures will be taken to limit or avoid damage to these ecosystems.

The applicants engaged Dave Clough, Registered Professional Biologist (R.P. Bio) from D.R. Clough Consulting to assess the site with respect to the proposed renovation and addition to the existing cabin. The report notes that a portion of the main dwelling is located within the 15 metre riparian zone while the upper and lower deck attached to the cabin are approximately 10

**DPD15010**

metres and 8 metres from the lake. The property owners are proposing to expand the main floor of the cabin and expand the upper deck although neither will extend any further towards the lake. The lower deck would be removed to increase the riparian area where native plants would be planted within the old footprint of the lower deck.

The report concludes that there are no concerns with the development plans subject to the removal of the lower deck closest to the lake, the recovered area being replanted with native plants and no large trees being removed within the riparian area. The report is attached to Development Permit DPD15010 as Appendix A.

***The report from Dave Clough, R.P.Bio satisfies the requirements of DPA I provided that the recommendations are followed.***

#### Development Permit Area II – Protection from Natural Hazards


DPA II includes land which may be subject to natural hazard including, but not limited to, erosion, slides, rock falls and steep slopes with an incline of 30 percent or more. The slope across the property from the lake to the Highway rises +/- 30% in slope with the slope between the foreshore and the lower deck rising +/- 66%.


The DPA II guidelines require that a Geotechnical Engineer review the project to certify that the land is safe for the intended use and/or prescribe any geotechnical works or changes in the design which would be required to maintain the safety of the development.


Lewkowich Engineering Associates Ltd. was engaged to carry out a geotechnical assessment of the project. The report provides an overview of the foundation condition of the existing structure and makes recommendations including adequate bearing for new and existing concrete foundation walls and/or footing and pier system and rock pinning into exposed bedrock where applicable. The report concludes that the site is geotechnically safe and suitable for the intended use which for the purposes of this project was defined as a residential renovation and addition. The report is attached to Development Permit DPD15010 as Appendix B.

***The report from Lewkowich Engineering Associates Ltd. satisfies the requirements of DPA II provided that the recommendations are followed.***

**Comments:** The report from Dave Clough, R.P. Bio is attached to the Development Permit as Appendix A and the report from Lewkowich Engineering Associates Ltd. is attached to the Development Permit as Appendix B. Planning staff is of the opinion that the reports satisfy the requirements of “DPA I – Riparian Areas Protection” and “DPA II – Protection from Natural Hazards”.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg MCIP RPP, Manager of Planning & Development

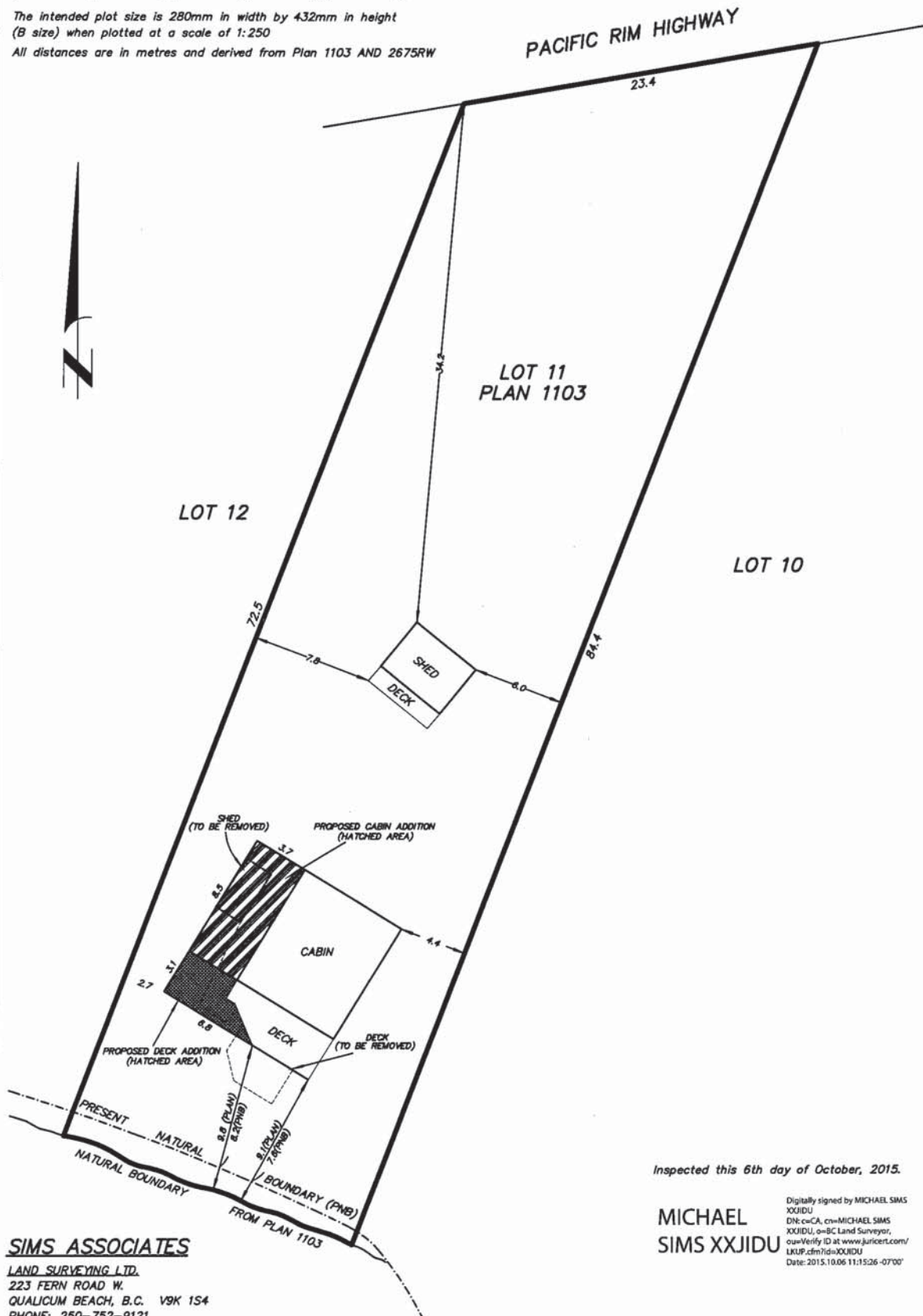
  
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



PLAN OF LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT  
PLAN 1103, EXCEPT PART IN PLAN 2645RW  
SHOWING PROPOSED ADDITION TO DECK AND CABIN FOR D.P. WITH VARIANCE APPLICATION



The intended plot size is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250  
 All distances are in metres and derived from Plan 1103 AND 2675RW

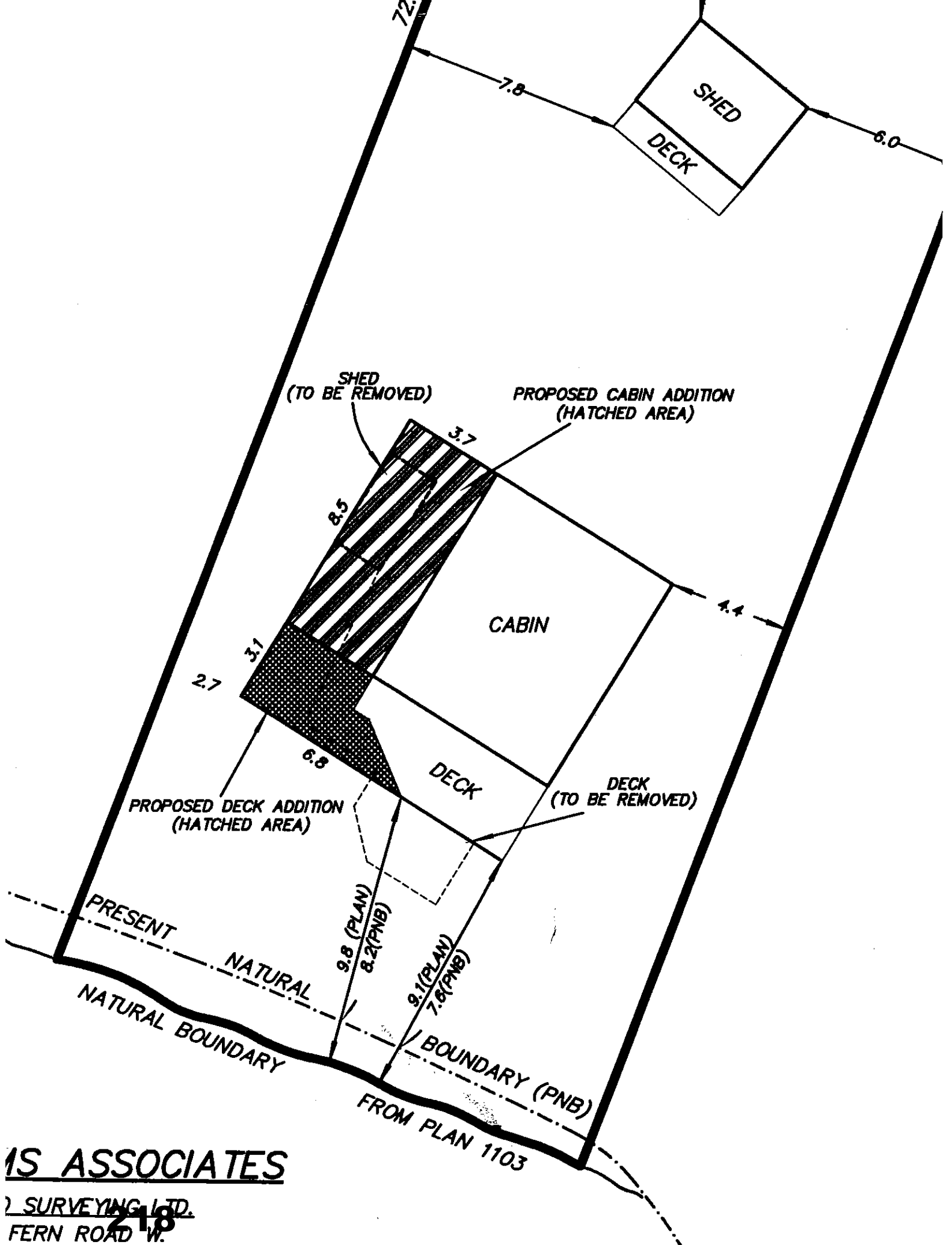


Inspected this 6th day of October, 2015.

MICHAEL  
 SIMS XXJIDU

Digitally signed by MICHAEL SIMS  
 XXJIDU  
 DN: cn=CA, cn=MICHAEL SIMS  
 XXJIDU, o=BC Land Surveyors,  
 ou=Verify ID at www.juricert.com/  
 LKUP.cfm?id=XXJIDU  
 Date: 2015.10.06 11:15:26 -07'00'

**SIMS ASSOCIATES**  
 LAND SURVEYING LTD.  
 223 FERN ROAD W.  
 QUALICUM BEACH, B.C. V9K 1S4  
 PHONE: 250-752-9121  
 FAX: 250-752-9241  
 FILE NUMBER: 15-176  
 DRAWING NUMBER: 15-176 BL1.dwg  
 DATE: 2015/10/06



**IS ASSOCIATES**

SURVEYING LTD.  
 FERN ROAD W.





**DEVELOPMENT PERMIT NO. DPD15010**

The Board of Directors of the Regional District of Alberni-Clayoquot, in accordance with Section 490 of the *Local Government Act*, at a regular meeting held on XXXX has authorized this Development Permit in respect of the lands described hereunder.

A Development Permit is hereby issued to:

**Name:** Robert & Carolyn Hickman  
**Address:** 18580 Pacific Rim Highway

With respect to:

**Legal Description:** LOT 11, BLOCK 2, SECTION 507, CLAYOQUOT DISTRICT, PLAN 1103 EXCEPT PART IN PLAN 2645 RW

**PID:** 000-933-163

1. This Permit is issued for lands designated under Section 488 of the *Local Government Act* and in the Sproat Lake Official Community Plan Bylaw No. P1310, in order to regulate development and building within lands designated for the protection of the natural environment and within lands designated for the protection of development from hazardous conditions;
2. This Permit is issued as satisfying the requirements of Section 20.4 "DPA I – Riparian Areas Protection", Development Permit Guidelines i) through vi) and Section 20.5 "DPA II – Protection from Natural Hazards", Development Permit Guidelines i) through xv);
3. Site and Building specifics;
  - i) The D.R. Clough Consulting report dated September 15, 2015, attached as Appendix A and forming part of this permit, concludes that there are no concerns with the proposed development provided that the recommendations in the report are followed.
  - ii) The Lewkowich Engineering Associates Ltd. report dated January 20, 2016, attached as Appendix B and forming part of this permit, concludes that the site is geotechnically safe and suitable for the intended use, which for the purposes of this project was defined as a residential renovation and addition, provided that the recommendations identified in the report are followed.
4. All drawings may be adjusted by twenty percent (20%) upwards or downwards, inwards or outwards from any dimensions or lines contained in the Development Permit drawings provided that such

**DPD15010**

adjustment does not conflict with Zoning Bylaw, and any other competent bylaw, administered by the Regional District.

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

Executed this XX day of XXXX, 2016

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Russell Dyson, Chief Administrative Officer

**DPD15010**

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

**222**

**D. R. Clough Consulting**  
*Fisheries Resource Consultants*  
6966 Leland Road Lantzville B.C. V0R 2H0  
Ph/fax: 1-250-390-2901, email: drclough@shaw.ca

September 15th, 2015

Attn: Bob Hickman  
18580 Pacific Rim Highway  
Port Alberni BC

**RE: 18580 Pacific Rim Highway, Sproat Lake, Port Alberni, Environmental Assessment for House Renovation.**

**Introduction:** The landowner (Hickman family) has requested this assessment in order to complete a renovation. This report is an assessment of the foreshore and advice on environmental protection with respect to the renovation.

**Methods:** A site inspection of the property was conducted by Brad Remillard, RP Bio and James Milne, Fisheries Technician on September 2nd, 2015. It concentrated on the foreshore and riparian habitat.

**Site Location:** Located at 18580 Pacific Rim Highway (Lot 11, Block 2, Section 507, Clayoquot District, Plan 1103) along Sproat Lake (Figure 1). The site featured an existing residential house with upper and lower level decks and a stair case leading down to the lake shore where a breakwater and floating dock were located.

**Area Description:**

This property is extremely steep raising 10m over 15m slope distance. The riparian canopy of the shoreline consists of primarily second growth Cedar and Douglas Fir with occasional Maple trees higher up on the property. The canopy is approximately 15 to 20m height with an understory of younger deciduous trees with Salal covering approximately 60% of the foreshore area. There were no old growth trees within the property. There were several small second growth Douglas Fir trees previously removed on the west side of the building; the owner explained they were growing through the existing lower deck. There are six Cedar and two Douglas Fir located on the east side of the property which will remain untouched.

Below the house the steep gradient continues down to the foreshore where it meets a small beach consisting of a substrate of small (1") gravel.

**Riparian DPA Area;** Portions of the buildings are located within the DPA riparian area of Sproat Lake. The 15m line passes through the middle of the main dwelling with an attached deck at approximately 10m and a second lower deck at approximately 8m from the lake (see Fig. 1)

**Development Plans:** The property owner is proposing to renovate and expand their main floor of the existing building and expand the upper deck. The width of the building and upper deck will increase approximately 3.5 m to the west but not outward to the lake (south).

The lower deck is to be removed to increase the riparian area on the frontage side of the lake. Native plants (shrubs) are to be planted in the old footprint of the lower deck.

No further trees are planned to be removed but some shrubs may be removed for the construction of the addition of the upper deck.

**Discussion:** The removal of the lower deck closest to the lake offsets the impacts of the expansion further west. The recovered area will be replanted with native plants which can be transplanted onsite. No large trees will be removed and native plants will be replanted in the old footprint of the lower deck.

**Conclusion:** If the owner follows this plan there should be no further concerns to the development area.

Yours Truly,



Dave Clough RpBio

#### **Native Plant List**

Below are recommended native species found in the deck area for replanting;

Salal – *Gaultheria shalon*

Oregon Grape – *Mahonia nervosa*

Huckle berry – *Vaccinium spp*

Other species that may be selected but are more particular to localized site locations include;

Red Osier Dogwood – *Cornus stolonifera* (lower wet areas)

Ocean Spray - *Holodiscus discolor* (drier sunny areas)



Figure 1: Site Location .

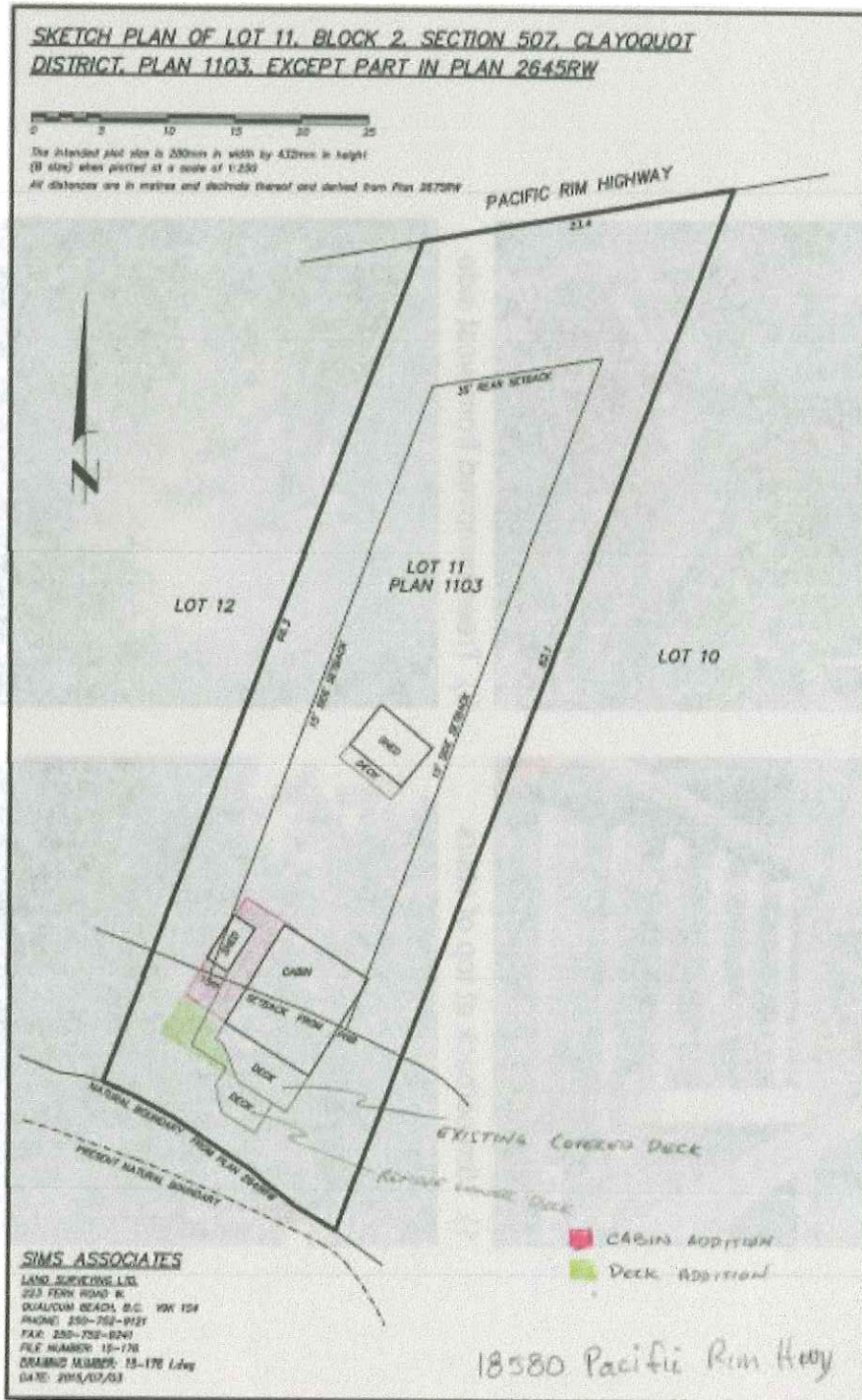


Figure 2: Site Photos

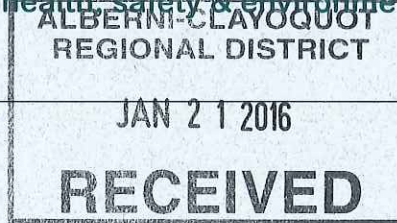




**Lewkovich Engineering Associates Ltd.**  
geotechnical • health, safety & environmental • materials testing

## TECHNICAL MEMO

Bob Hickman  
941 Wally's Way,  
Parksville, BC  
V9P 0B6



File: F3013.01  
January 20, 2016

**PROJECT:** FOOTINGS AND BUILDING ADDITION, 18580 PACIFIC RIM HIGHWAY, SPROAT LAKE, PORT ALBERNI, BC

**SUBJECT:** GEOTECHNICAL SITE OBSERVATIONS – NATURAL HAZARD CONDITIONS AND REVIEW OF BEARING SOILS FOR NEW FOUNDATIONS FOR THE EXISTING COTTAGE AND FOR A NEW ADDITION TO THE COTTAGE

1. As requested, Lewkovich Engineering Associates Ltd. (LEA) attended the above noted property on January 13, 2016, to observe and report on the general land slope, present site conditions and bearing of an existing cottage in relation to the support of the cottage and a new addition on proposed new footings. LEA discussed the required inspection with our client by telephone and met later on site to review the proposed work and site conditions. A photo record was taken by LEA of the present property, exposed bearing soils and condition of the existing footings.
2. The subject property is set between Pacific Rim Highway (B.C. Highway #4) and the shore of Taylor Arm of Sproat Lake, very near Taylor Arm Provincial Park within the Alberni – Clayoquot Regional District and Sproat Lake Official Community Plan, DPA II – Natural Hazard Areas Protection. The Natural Hazards that may be of influence at this site are; slopes with an incline of 30 percent or more, rock fall and wildfire.
3. The subject property rises at or near thirty percent with the exception of approximately 24 percent in the cottage area, a near vertical 3m high bedrock bluff at the lake shore, below any building site and again at the upper end of the lot where Highway 4 and driveway construction has increased the natural slope. The bedrock bluff is fissured but does not appear to have a significant chance of failure or rock fall. The highway and driveway slopes were engineered to be stable at the time of construction and show no sign of movement. Wildfire could reasonably be contained above Highway #4 and there is an abundant supply of water from the lake with which to fight any fire.

Client: Bob Hickman  
Project: 18580 Pacific Rim Highway, Port Alberni, BC  
File: F3013.01  
Date: January 20, 2016  
Page: 2 of 3



- 
4. The site inspection revealed that the existing cottage presently is one storey with the area below the main floor open to the outside and is used for covered storage. LEA observed that the existing building is supported on wood posts or cast in place concrete columns of varying lengths, each set on undersized cast in place concrete pad footings formed at various elevations with no interconnecting concrete footings. The original building has a shed attached by a wooden deck both constructed on wooden posts and cast in place concrete pad footings. The attached shed and a portion of the deck are to be removed to allow for the proposed addition.
  5. Four hand dug excavations were provided for LEA's inspections of bearing soils. The test pit excavations terminated at reasonable refusal based on hand digging by the client and soil probing by LEA. All of the excavations and surrounding soils were wet at the time of inspection. The proposed new foundations for the existing cottage and addition would be less than 2 Horizontal to 1 Vertical measured from the top of the bedrock bluff at the lake shore.
  6. As determined from the test pits, the organic soils and roots should be stripped so that the proposed footings will bear on compact to dense sand and gravel soils with trace silt or be founded on competent bedrock. The existing and new exterior walls may be set on poured in place, concrete walls and strip footings creating an interior crawl space adjacent, or alternately a re-worked pad footing and pier system with adequate bracing and pinning could be used.
  7. Where bedrock is exposed in the footing areas LEA recommends washing soils from the bedrock and rock pinning of the new strip footings at 1.2m intervals or in pad footings at two opposite corners. The pinning process involves drilling a hole 0.3m deep into suitable, competent bedrock, cleaning the hole and filling of the void with non-shrink grout and 15M reinforcing bar dowels each 0.45m long. LEA observed that the lower existing deck is founded on loose pre-cast concrete pier blocks which had been leveled with loose concrete bricks and may rest partially on old, rotting stump roots. LEA understands that the lower deck is to be removed and the soils are to have a permeable surface covering. New foundations for the upper deck are to be provided directly on approved bearing soils or bedrock.

Client: Bob Hickman  
Project: 18580 Pacific Rim Highway, Port Alberni, BC  
File: F3013.01  
Date: January 20, 2016  
Page: 2 of 3



8. It is LEA's opinion that the site is geotechnically safe and suitable for the intended purpose (defined for the purposes of this report as a residential renovation and addition), with the probability of a geotechnical failure resulting in property damage of less than 10 percent (10%) in 50 years, and geohazards due to a seismic event which are to be based on a 2 percent (2%) probability of exceedance in 50 years, provided the recommendations in this report are followed; and the proposed foundation construction and soil conditions within the foundation's zone of influence will provide suitable support for the existing cottage and construction of an addition at the subject residence following excavation to the recommended bearing soils or pinning to bedrock.

9. Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further assistance, please contact us at your convenience.

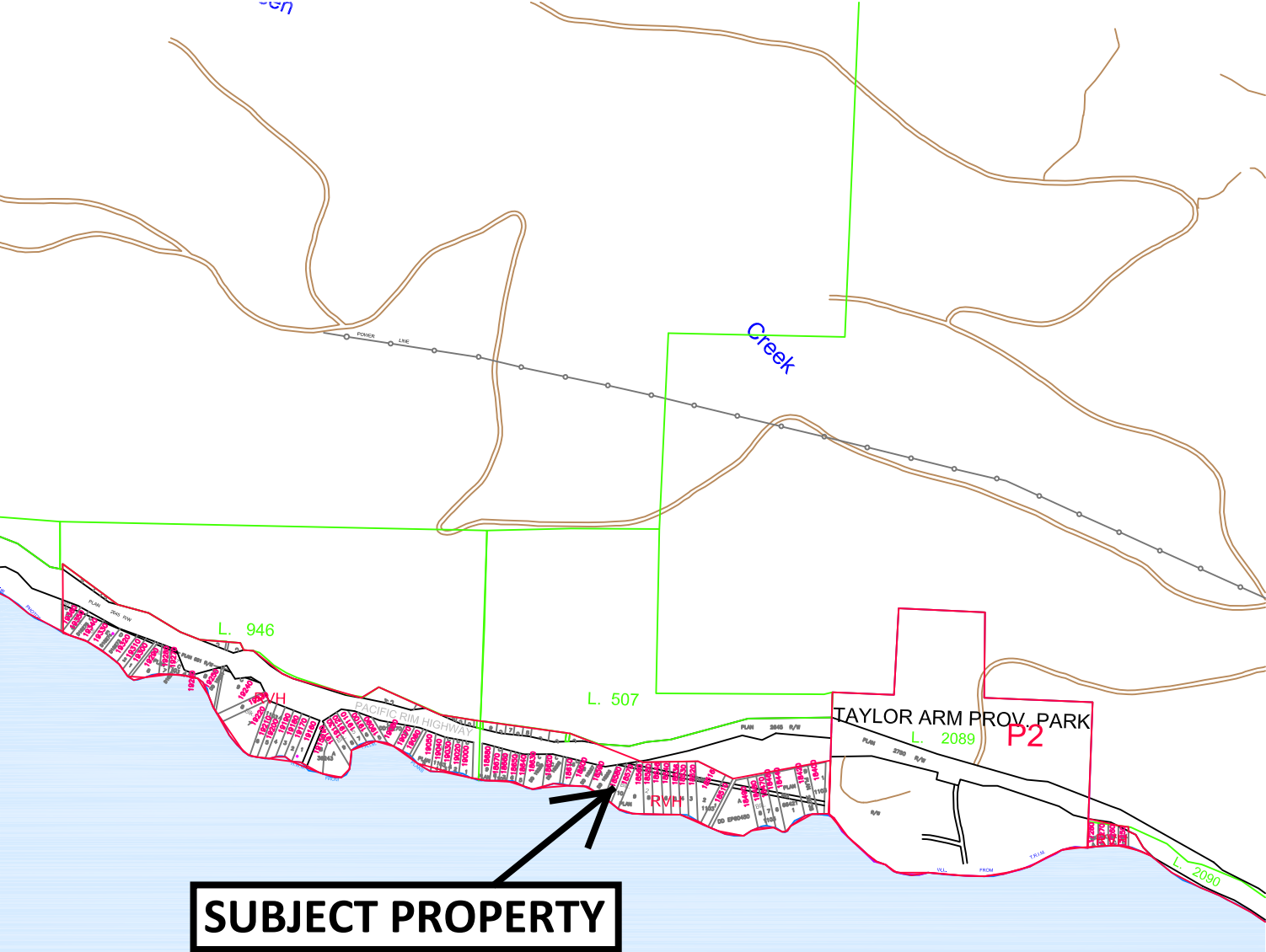
Respectfully Yours,  
**Lewkowich Engineering Associates Ltd.**

A handwritten signature in blue ink that reads 'Bradford Hill'. The signature is stylized and cursive.

Bradford Hill  
Senior Engineering Technician



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



**SUBJECT PROPERTY**

Taylor

WF1

**230**

L. 947

L. 413

SOUTH TAYLOR MAIN

## REQUEST FOR DECISION

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

**From:** Alex Dyer, Planner

**Meeting**

**Date:** February 10, 2016

**Subject:** Abattoir Feasibility Study Contract

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**Recommendation:**

THAT the Board of Directors accept the contract proposal submitted by Janco Associates Business Consulting to complete the Abattoir Feasibility Study, with the cost of the contract not to exceed \$10,000 excluding GST.

**Desired Outcome:**

To award the contract to Janco Associates Business Consulting to complete a feasibility study for the establishment of a local abattoir in the Alberni Valley.

**Summary:**

The IAFBC Local Government Agricultural Planning Program provides funding primarily to local governments to support the development of agricultural area plans but it also provides funding for agricultural viability studies, development of agriculture strategies and the implementation of specific activities at a community or regional level. The program provides matching funding for up to 50% of the project costs. The ACRD submitted a grant application with support from the Agricultural Support Workers and the Agricultural Development Committee and was successful in obtaining \$5,000 in funding from IAFBC to complete the project. The total project cost would be \$12,500 which includes \$2,000 in kind services from the ACRD and \$500 donated by the Alberni Farmer's Institute. At the January 13, 2015 Board meeting, the Board directed \$5,000 in funding from the Agriculture Plan Initiatives budget to provide matching funding for the project.

**Background:**

The Request for Proposals was promoted locally to our agricultural contacts, posted on the ACRD website and the Civic Info Bids and Tenders website, and provided to the Ministry of Agriculture.

Two proposals were submitted:

- |                                         |             |
|-----------------------------------------|-------------|
| 1) Janco Associates Business Consulting | \$10,325.00 |
| 2) Eden Tree Farm and Gardening         | \$9,499.50  |

Staff recommends that the ACRD award the contract to Janco Associates Business Consulting based on the evaluation criteria included in the Request for Proposals. The evaluation criteria in the RFP included proposal evaluation, consultant evaluation and budget. The RFP included a budget of \$10,000 and Janco Associates has agreed to complete the project within the \$10,000 budget excluding GST. Janco Associates has not provided errors and omissions insurance but staff recommends that given the scope of this project the insurance will not be required.

Murray Coates, principal of Janco Associates, is a Professional Agrologist with 35+ years of experience working on agricultural projects throughout BC including work on numerous abattoir projects over the past 10 years. The company completed an abattoir feasibility study for, and continues to be involved with, the Salt Spring Island community abattoir and has also worked with a number of abattoirs located on Vancouver Island. The company provides a high level of experience in abattoir and meat processing business development.

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

#### **Time Requirements – Staff & Elected Officials:**

The project will take three months to complete. Staff will have an initial meeting with the contractor to review and finalize the terms of reference, schedule and reporting process and it is anticipated that staff will have regular contact with the contractor throughout the project. The final report will be presented to the Agricultural Development Committee and the Board of Directors.

#### **Financial:**

The Board has directed \$5,000 in matching funds for the project which will come out of the Agriculture Plan Initiatives budget. The project budget estimates that a further \$2,000 in staff time will be provided in kind.


#### **Policy or Legislation:**

In 2004, the province introduced the Meat Inspection Regulation (MIR) of the *BC Food Safety Act*. The regulation established a meat inspection and licensing system directed by the Ministry of Health which requires that all meat produced for sale for human consumption in the province passes through a licensed facility. Meat from a provincially licensed facility can only be sold within BC while federally registered facilities allow producers to export their meat outside the province.

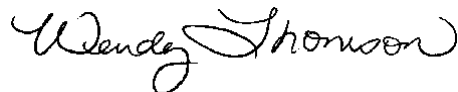
The Alberni Valley Agriculture Plan was adopted in 2011 which sets out goals, objectives and



action items to support agriculture in the region. Exploring the feasibility of developing a local abattoir in the Alberni Valley will work towards achieving some of the primary goals identified in the Plan including improving marketing of Alberni Valley agricultural products, encouraging growth of forage based livestock products and mitigating the ecological impact on the environment.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg MCIP RPP, Manager of Planning and Development

  
\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

# **PROPOSAL TO THE Alberni-Clayoquot Regional District**

**TO COMPLETE A FEASIBILITY STUDY FOR A LOCAL ABATTOIR.**

**January 2016**

**Prepared by:**

**Janco Associates Business Consulting**

**215 Canvasback Place  
Salt Spring Island, BC  
V8K 2W5**

**[m.coates@shaw.ca](mailto:m.coates@shaw.ca)  
tel/fax: 1-250-537-8527  
cell: 1-204-771-6615**

## 1.0 INTRODUCTION

It is understood that the Alberni-Clayoquot Regional District (ACRD) in cooperation with the local farming community requires a feasibility study to assess the potential viability of a local abattoir. Livestock producers in the area are facing increasing demand for quality locally produced meat. However, provincial regulations require that all meat that is being sold to the public must be processed in a licensed abattoir.

Vancouver Island has a number (7) of Class A licensed abattoirs but their locations are not conducive to utilization by ACRD area farmers. The one-way distances range from 85 to 200 kilometers and 2 costly return trips are typically required for each processing order. In order to support area livestock production, local processing is a key requirement. As noted in the RFP, "the lack of a local abattoir facility has been identified as a key roadblock" for the livestock industry. Other communities have had significant increases in livestock production when a local abattoir is available.

Murray Coates, operating as Janco Associates Business Consulting, has had considerable experience with the establishment of processing and manufacturing facilities for agriculture including previous assignments in meat processing, grain milling, light manufacturing as well as wholesale and retail distribution. Full details are provided in the resume section including a significant involvement with the Salt Spring Island abattoir. From this experience, we are confident that we can fulfill the requirements for the ACRD and the farmers of the area. In light of this, we are providing a proposal to complete the required work.

## 2.0 OBJECTIVES

As per the RFP, the study is intended to investigate the feasibility of an abattoir project in the ACRD, including an examination and documentation of all factors necessary for success. This will include an assessment of current and future livestock supply potential as a first step. The analysis would also examine other critical factors such as site requirements and the availability of suitable land along with waste disposal considerations. (waste disposal including both liquids and solids can require a significant

capital outlay) The research into constructing , maintaining and operating an abattoir should also provide a basis for other communities with similar issues to examine their options.

### **3.0 SCOPE OF WORK**

As per the RFP, the scope of work is stated as below:

- Explore current level of livestock production in the ACRD.
- Calculate a projection of the total capacity for livestock production in the ACRD.
- Research the costs of building, setting up and operating an abattoir either mobile or stationary. Determine the financial advantage and costs associated with including a custom cutting and cooling facility in conjunction with the abattoir.
- Complete a cost benefit analysis to determine the market demand for locally produced meat needed to justify the cost of building and sustaining an abattoir in the ACRD.
- Prepare food producer cost comparison of processing local livestock at nearest existing facility versus processing at a local facility.
- Investigate grant opportunities that may provide funding to assist with the development of a local abattoir.
- Research demand for a custom cutting and cooling facility that could process local game meat.
- Research demand for cold storage and regulations concerning cold storage that may include both fruit/vegetables and meat.

## **2.0 PROPOSAL AND WORK PLAN**

### **2.1 INTRODUCTION AND STUDY INITIATION**

The consultants propose to initiate the study by holding an initial meeting with the proponents and stakeholders in the project. The purpose of the meeting would be to:

- Review and finalize the terms of reference and study schedule and the reporting process.

- Obtain additional background information on the project (the consultants will provide an advance list).
- Obtain a list of contacts for direct and indirect stakeholders (BC Gov't, producers, etc.) in the project.
- Discuss and confirm the type of operating model that the proponents have in mind ( custom slaughter only, owned meat with wholesale and/or retail, kill with cut and wrap, etc.)
- Other as may be required including a discussion of OTM and UTM/SRM considerations for beef.

## 2.2 MARKET CONSIDERATIONS

### Supply

The number of animals that could be made available to the plant will need to be documented. For the Salt Spring study, we assisted the local farmers committee with development of a survey, which was administered by volunteers from the farming community. The survey would need to document

- Breeding stock by farm and species (current situation)
- Number of market animals currently produced including time of year, size etc.
- Projected increase next 3 years if an abattoir was available
- Requirements by producer for type of service (slaughter only, cut and wrap, organic processing, etc.
- Current means of getting animals processed (where are animals being processed?)
- Costs of transport to outside abattoir per animal
- Current processing costs per animal
- An intention of producers if a new abattoir was available.
- Other cold storage needs by the farm community (fruit, vegetables)

The consultant will also examine the potential for game meat processing at the facility – A separate cooler would likely be required.

The objective is to show the size of the market for the proposed abattoir. The analysis is also intended to provide realistic and credible physical projections for the first three years of operation. All assumptions will be shown including what total production could be, based on the land base.

### **2.3 Revenue Considerations**

Based on the information from the supply survey, the consultant will research projected revenues based on current processing fees at Vancouver Island and other coastal region abattoirs. We will include game processing fees as applicable.

### **2.4 PHYSICAL PLANT OPTIONS**

The consultants will look at physical requirements to establish an abattoir that could handle the volumes noted previously. Location factors such as zoning will be reviewed and the clients would be requested to provide input on preferred options for location, type of construction, equipment etc. The options would include both stationary and portable red meat plants. The consultant will provide preliminary floor plans and an outline of other physical requirements including equipment. (We have a database of small to medium size plant layouts)

## **2.5 WASTE DISPOSAL CONSIDERATIONS**

Waste disposal is a major issue for the slaughterhouse industry. There are two aspects including liquid waste and solid waste. The consultants will provide volumes of each based on the animal volumes from the survey. Waste disposal solution options will be discussed.

## **2.6 CAPITAL COSTS/SOURCES**

A preliminary facility cost estimate will be prepared. Funding sources will be identified including names and contact information, criteria, terms and conditions, etc.

## **2.7 REGULATORY AND LEGAL CONDITIONS**

The report will include preliminary regulatory information in respect of the proposed abattoir.

## **2.8 BREAKEVEN ANALYSIS**

The consultants will document direct costs by category as a percent of sales for each category in order to calculate a breakeven sales level for a distribution business. If the business appears to have potential, then the consultant will recommend proceeding to the business plan stage. A preliminary report will be provided. The consultants have developed an Excel financial model for abattoirs and it will be used for this analysis.

Our assessment will also include comparative costs of local processing versus using non-local abattoirs (including transportation)

## **2.9 VIABILITY AND NEXT STEPS**

If the analysis provided indicates an abattoir is feasible and the benefits outweigh the costs, the consultants will provide recommendations on how to proceed. Our goal is to provide the community with all the information required to make a decision.

## **2.10 FINAL REPORT**

The consultants will provide a final report containing all study findings as well as an executive summary. We will also develop and deliver a Power Point presentation on study highlights to the client group noted in the RFP.

## **3.0 CLIENT CONTACT AND CONSULTATION**

The consultants propose three meetings as follows:

- Initial meeting to start the study and start the process of documenting the livestock supply situation
- Mid-study meeting to go over projected revenues and other critical factors
- Final report presentation –see 2.10

We may also need one or two conference calls during the study.

## **3.0 STUDY TEAM**

### **3.1 THE FIRM**

Janco Associates Business Consulting is a consulting firm incorporated in British Columbia, which provides management, financial, and planning services on a consulting basis to a wide range of public and private clientele. The firm has been in continuous operation since early 1979 and acted as a sub contractor to P.M Associates Ltd. of



*opened  
Jan 28/16  
AD*

**Proposal for Completion of  
Alberni Clayoquot Regional District's  
Abattoir Feasibility Study**

Prepared for: Mike Irg, Manager of Planning and Development  
Alberni-Clayoquot Regional District

Prepared by: Eden Tree Farm and Gardening  
Heather Shobe  
6220 Karen Place, Port Alberni, BC  
250-724-2175

With input from:  
Robert Gunn  
Anna Lewis  
Janet Thony

January 21, 2016

## Project Proposal: Abattoir Feasibility Study

### BACKGROUND AND APPROACH

We have read and understood the background to this RFP, the objectives, and the required deliverables.

Of primary importance to the completion of this study is a thorough assessment of livestock numbers, both in the Alberni Valley and in neighboring communities. We presently have some understanding of the major red meat producers in the region and their capacity to both hold stock over the winter and to fatten stock for slaughter before winter. These numbers can fluctuate as they are dependent on a producer's ability to buy stock in the spring. We appreciate that there are numerous small holders with a variety of livestock, and many other potential producers who are not currently raising animals, partly due to the difficulty in processing them. While the size and carrying capacity of these small operations will be more difficult to define with accuracy, we will provide an estimate of their numbers and the extent to which their respective herds can contribute to any local facility. Finally, hunters and game meat also add to the numbers of animals requiring processing and cut and wrap services. While these numbers are also difficult to determine, anecdotally there is a shortage of services for hunters. In general, an accurate assessment of both current and potential number of animals requiring processing services in the region will create the foundation for this study.

In order to generate an accurate assessment of numbers, we will build on the local inventory research work of Shobe and Lewis which is presently being undertaken. We will ensure this data includes large livestock operations, smaller cattle producers and others with a wide variety of other livestock, e.g. fallow deer, llamas. The potential market for any facility that may be included also includes small animals such as rabbits, chickens, turkeys, ducks, etc. These numbers will be assessed in the Alberni Valley itself, and also in surrounding communities such as Parksville-Errington-Coombs, and in West Coast communities. Note: The costs of obtaining this information will be the incremental to those presently being incurred by the Agricultural Support Workers under contract. These will be the additional costs of follow up with slow respondents and the time required to determine the existing slaughtering arrangements.

We feel that the recent and on-going increase in grass fed cattle raising lands and herds in the Qualicum-Parksville area may result in spot capacity issues for existing abattoirs in Nanaimo and Courtenay. This demand will be difficult to quantify with precision, as these herds are, to some extent, presently being built up. One of the large operators may be in the process of liquidation and it is also not clear to what extent existing abattoirs in Nanaimo and Courtenay will expand to meet the needs of these growing operations. Three island abattoirs (Plekas, Gunter Bros., and Valley View) will be visited and interviewed.

Once the potential demand for a facility is determined, the size, including cooler and freezer needs, and operating revenues and costs can be developed using, as the take off point, the requirements of regulatory authorities and industry standards. Any abattoir constructed in the Valley will have to meet the Schedule B classification, as our proximity to existing plants in Nanaimo and Courtenay will rule out D and E plants. We will also undertake a scan of existing and unused rural buildings and land to determine if they have any potential to be leased or purchased and remodeled to reduce capital costs, even if for a relatively short period. Note we

## Project Proposal: Abattoir Feasibility Study

will make no recommendations as to how any such facility might be organized and owned, but will pursue the possibility of contributions from grants.

The requirements for a mobile plant will also be explored. There exists, in Hilliers, an (apparently) excellently designed mobile abattoir. The owner has tried to have it licensed with no success. There is significant interest in the region that this be remedied and requirements for that remediation will be investigated. In general, initial suggestions are that, compared to a stationary abattoir, the requirements for a mobile one to have docking station with concrete pad and water/sewer standards may make any savings moot. There is also the issue of off-season storage for the unit. However, if a mobile facility already exists, the impact of these hindrances would be lessened. Information available from the Saltspring Island experience will be considered.

As part of the study, we will also identify how producers are currently processing and transporting their animals, and what barriers and opportunities exist to handle those issues. As we do so, it will be important to assess whether any community or business opportunities exist to create collaborative supports for livestock processing in general, for example, by establishing a community accessible system for transport. Of special interest are the existing marketing/sales/by-product/slaughter arrangements being made by the large operators, the producer's degree of satisfaction with them, and the potential for replication.

We will be approaching this study with a long term lens. As construction and operation of an abattoir will be a significant undertaking, it will be important to view the potential project with an eye to the future. What will demand and production be in the future? Will our local agricultural industry grow? The advantages to having an abattoir in the Alberni Valley include low real estate prices which may attract new agricultural businesses and the accessibility of unused agricultural land which could potentially produce forage, making livestock operations feasible without the import of winter feed.

While we may not be able to produce a definitive 'yes' or 'no' answer to the feasibility of establishing a new abattoir within the Alberni-Clayoquot Regional District, we believe we can produce a very useful assessment of potential opportunities and barriers. We will also assess and describe alternatives to a full facility, with the ultimate goals of supporting producers with their processing needs, increasing livestock production from both large and small producers within the region, and providing useful data to businesses or organizations that may pursue the development of such an abattoir or alternative processing supports. The report and will be relevant to and made available for other communities.

### TASKS

We have broken our approach into 8 tasks. These are as follows:

#### **Task 1: Complete and fill gaps in local livestock and calf disposition inventories**

- ▶ Conduct telephone interviews to complete the livestock data base as outlined in background above.

## Project Proposal: Abattoir Feasibility Study

- ▶ Information will be sought from the Alberni Valley, West Coast Communities, and within the Coomb's Farmers' Institute catchment area (Spider Lake to Nanoose).
- ▶ This portion of the study will also seek to determine the needs of local producers, and their response to a local plant, for example:
  1. Might local producers wish to keep ownership of more animals to allow for the legal sale at full retail if the opportunity for local cutting and wrapping existed?
  2. Might local production of some livestock types increase with a local abattoir?
- ▶ These questions will be reviewed in light of local agricultural trends, current and future.

### **Task 2: Determine total carrying capacity of area ALR lands**

- ▶ Data as to the extent to which *existing operators* can be expanded will be provided through Task 1.
- ▶ Task 2 will emphasize the extent to which presently *unused land* could be utilized for forage crops.
- ▶ We will then determine how many animals the estimated forage yields could potentially feed. One's profit margins go down or become non-existent if you have to purchase forage at current market prices.

### **Task 3: Estimate of capital costs of suitably sized abattoir**

- ▶ The size of building and hence the capital costs will be determined by the size of the market and the timing of supply (the volume of livestock available and when). Unfortunately the minimum scale, say 5 calves per week, is very little smaller than that required 10.
- ▶ Inspection requirements will also be detailed.
- ▶ A knowledgeable contractor will be asked to provide a per square foot estimate of the costs of a purpose built building that meets all requirements once the construction standards for a Schedule B plant are understood.
- ▶ Requirements for freezers and coolers, and miscellaneous equipment costs (saws, mincers etc) will also be obtained.
- ▶ An effort will be made to determine if existing but unused buildings, e.g. tire plant could be re purposed, and if there is secondhand equipment in the area that could be purchased.
- ▶ Information from the recent experience obtained during the construction of the Saltspring abattoir will be taken into account.

### **Task 4: Prepare profit and loss projections (costs and benefits)**

- ▶ Operating fixed and variable costs will be determined once capital costs are known.
- ▶ Costs will include land, generally accepted industry wage and productivity rates, hydro, and water.

## Project Proposal: Abattoir Feasibility Study

- ▶ Generally accepted 2015 industry charges will be used to estimate revenues, based on the throughput volumes estimated for each species.
- ▶ Findings will be presented in an easily understood way, so as to capture impacts of changes in volume and cost (ie: the development of a spread sheet model) and in a form that will allow for an informed decision as to how to proceed with the next steps in the project.

### **Task 5: Look at alternative services or facilities that might help meet local needs and determine cold storage regulations**

- ▶ Legal situation: An important component of this task is to produce a clear schematic of the legal and regulatory and inspection channels that all animals being considered in Task 1 must follow and the certification requirements (including transport standards) of each stage if separate slaughter and cutting facilities are an option.
- ▶ As referenced in Task 1 above, some producers, who have established relationships with existing abattoirs, may wish to continue these, but keep ownership of a portion of the resulting product to allow custom cutting, wrapping and value adding locally. This would also allow them to sell retail, ie. at farmers' markets. The market for this and the costs and charge rates for these services will be determined.
- ▶ Custom slaughtering and processing charges for 2015 are well known and easily verified. One operator close to the Valley, for example, charged \$140 plus tax to kill and clean and \$0.90/pound to hang, cut, wrap and vacuum freeze.
- ▶ We will also assess the potential for alternative supports for livestock producers, such as communal transport options to existing facilities, or other supports as suggested by current producers.
- ▶ While assessing cold storage requirements and options, we will look into how a community facility may support other agricultural producers by incorporating a space for vegetables and/or marine products.

### **Task 6: Research into the potential of grants to assist in funding the suggested program**

- ▶ The possibility of grant assistance to a project will be fully explored and relevant grants will be described.

### **Task 7: Other services – hunters and others**

- ▶ The extent to which wild harvest animals from hunters could add to the cutting and wrapping throughput of the plant will be assessed and the contribution to overheads from this revenue source determined. It is not expected that exact volumes can be assessed with total accuracy, as hunter effort, draw luck and success vary annually.
- ▶ Revenue from these sources can make an important contribution to meeting operating costs, especially during slow times.

### **Task 8: Prepare and present final report including all deliverables**

## Project Proposal: Abattoir Feasibility Study

### **DELIVERABLES**

The deliverables specified in the RFP will be carried out. These will comprise of:

1. A report outlining the costs of construction and operation of a local abattoir (probably Schedule B plant), including the cost breakdowns for custom cutting and cooling, freezing, wrapping, etc.
2. Recommendations on industry key success factors and tricks and traps – operating, selling and maintaining relationships with customers on both the supply side and the final customer side will be provided based on real life experience from the Island and the interior.
3. An analysis of the current state of livestock production in the ACRD, and an estimate of possible increases by species given the land base available. A schedule of livestock estimates will be provided.
4. Completing a cost benefit analysis to determine the market demand for locally produced meat needed to sustain a successful abattoir in the region and a food producer cost comparison of processing local livestock at nearest existing facility.
5. Grant opportunities will be identified.
6. The market for custom cutting and utilizing communal cold storage for both meat and vegetables will also be reported, in a form that can be easily uploaded to the ACRD website.
7. A presentation to the committees and the Board as required in the RFP.

### **OUR TEAM**

The team will be led by Heather Shobe, with the significant input of Anna Lewis, Robert Gunn and Janet Thony. We believe that this group has the required experience to research, to relate to farmers, and to successfully manage this project. Three of the team members have significant knowledge of agriculture in the Alberni Valley, and one member has excellent knowledge and contacts within the nearby Oceanside region. The experiences of raising cattle, abattoir businesses, and completion of feasibility studies within the team will serve to provide realistic estimates of the parameters so basic to this study: stock levels available now and in the future, land and building costs, operating realities, and the complete financial projections.

### **TEAM**

#### **Heather Shobe – Project Leader**

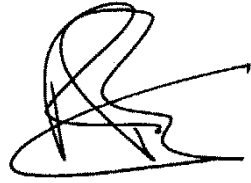
Heather Shobe is owner/operator of Eden Tree Farm and Gardening, a small farm, teaching and consulting business in the Alberni Valley. She has been acting as an Agricultural Support Worker for the ACRD since July of 2013 and has developed excellent relationships with, and a comprehensive understanding of, the local agricultural industry and community. Heather is also an active member of Alberni Valley Transition Towns Food Group and a board member on the local Vancouver Island Health Authority Community Food Action Initiative. She manages

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** February 5, 2016  
**Subject:** Staff Report

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

- 2016 Budget preparation;
- AV Regional Airport Runway Extension - responding to information requests; meetings with license holders; FLNR application;
- AV Regional Airport Preparation of lease lots;
- Salmon Beach Services – Assess water study results; refer to Island Health
- Negotiations with regards to various land interests;
- Background work for June 2016 Exercise Coastal Response – Attended planning session and developing local response;
- Coordinating EOC training for ACRD staff, City of Port Alberni and volunteers;
- Meeting with Yuułu?i?ath First Nation to discuss emergency planning;
- Discussions for improved Somass River monitoring;
- Electoral Area Initiatives;
- Continued Administration of 2015 Woodstove Exchange Program & Funding application for 2016;
- Implementation ESS Services through Canadian Red Cross Society;
- EOC Upgrades, personnel overview and training development;
- Reception Centre planning with the City of Port Alberni;
- 2016 Board Strategy Session;
- 2016 Committee Appointments and scheduling;
- Regional Water Supply Study – Sproat Lake
- Developing Cherry Creek Community Park Service Bylaw;
- Personnel Issues;
- Meeting with CAO, Tofino and Manager of Finance, Ucluelet to discuss regional parks and West Coast initiatives.



Submitted by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer





## MEMORANDUM

**TO:** Regional Board of Directors

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** February 3, 2016

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

2014 Total	2015 Total	APPLICATION
10	0	Rezoning
25	3	Development Permit and Development Variance Permit
4	0	Subdivisions
1	0	Agricultural Land Reserve
1	0	Board of Variance
11	0	Crown Leases
33	0	Bylaw Enforcement
18	1	Miscellaneous
102	4	TOTAL APPLICATION RECEIVED

AVRA long term lease subdivision application to MOTI.

AVRA airport runway expansion project.

Working with AVEA on a Pacific Salmon Foundation Grant Application for stream crossing improvements on the Log Train Trail.

Budget preparation.

Staff attended an agricultural land leasing workshop on January 24<sup>th</sup>.

Work continues on the new zoning bylaw, with a second round of public consultation scheduled for this spring.

The ACRD has received two grants for agricultural initiatives. The first, \$7,950 from the Real Estate Foundation of BC for Development of Policy and Procedures for Agricultural Use of Water and \$5,000 from Investment Agriculture Foundation of BC for an Abattoir Feasibility Study.

The ACRD will again be participating in the Island Agricultural Show in February and the planning has begun for the 2017 Island Agricultural Show, which the ACRD is hosting in Port Alberni with an initial meeting held on February 2<sup>nd</sup>.

There were five APC meetings, an Agricultural Development meeting, and an Agricultural Advisory Committee meeting in January.

Parks Service Review continues with a meeting held in January and another planned for February.

Working with local volunteers in interpretive signs for the Inlet Trail.

Staff has been preparing directors newsletters for Bamfield and Sproat Lake

A handwritten signature in cursive script, appearing to read "Michael Kay".

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Mike Irg, Manager of Planning and Development



## MEMORANDUM

**To:** Board of Directors  
**From:** Andrew McGifford, CPA, CGA, Acting Manager of Finance  
**Date:** February 5, 2016  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following in January 2015:

- Renewed ICBC fleet insurance for Bamfield Fire, Beaver Creek Fire and ACRD vehicles.
- Trained new staff to prepare year end procedures for payroll and all other Finance functions.
- Finance and IT have been testing and working at setting up emailed invoices for our utility accounts. Our first set included 17 emailed invoices to the Beaver Creek Water system users.
- Set up time and dates to have the auditor procedures completed with our auditor R. Anderson and Associates.
- Created a Revenue Anticipation Borrowing bylaw for 2016.
- Advertised and responded to inquiries regarding the Grant in Aid process.
- Completed year end entries for the Regional Hospital District and drafted the 2016 Annual Budget. Worked with Chris Sullivan to adjust funding to Island Health in order to fit the equipment items within the 2016/17 budget (X-ray machine and Chiller)
- Continued working on finalizing numbers for the 2015 financials and assets account reviews.
- Worked on gathering budgeting numbers and preparing reports for director's consideration with assistance from internal staff and external contractors.
- Started meeting with fire chiefs and director's regarding 2016 budget plans.

Submitted by: \_\_\_\_\_  
Andrew McGifford, CPA, CGA, Acting Manager of Finance

## MEMORANDUM

**To:** Board of Directors

**From:** Environmental Services Department

**Date:** February 5, 2016

**Subject:** Environmental Services Department Staff Report

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In addition to day-to-day activities, the Environmental Services Department has been working on.

### Long Beach Airport

- Tender awarded for Runway lighting project.
- Liaise with Tetra Tech and runway lighting contractor.
- Tofino Air Building lease renewed.
- Review boat storage options with Rods Power and Marine (2 acre site).
- Site visit to DEL equipment in Vancouver to assist with Plow truck set up.
- Liaise with Emergency Health Services regarding runway upgrades.
- Tofino fire service agreement revised and submitted for approval.
- Golf Course water main leak and in term measure applied.
- Point Break skydiving ERP reviewed and returned for amendments.
- Assist with building abatement assessment for YAZ structures build prior to 1990.
- WHMIS program updated at YAZ.

### AVRA

- Winter maintenance at the AVRA sweep snow from runways, taxiways and Apron areas.
- Site meeting with Brad Berry to review fiber options for grinding.
- Coulson expansion, lease lot valuation, location options in regards to regulatory compliance.
- Investigate gravel reserves on airport property.
- Liaise with Emergency Health Services regarding runway upgrades.
- Fiber removal modification developed with Berry and Vale / Brad Berry.
- Property pins / survey work carried out at AVRA.
- Investigate staged lighting program for AVRA.

### West Coast Landfill

- Improvements made to the leachate lagoon and new float installed.

## Bamfield

- Quarterly Bamfield water advisory committee meeting January 18th in Bamfield to discuss budget items.

## Salmon Beach

- Source and review fisheries and Oceans permit approvals for removable dock installation.
- Investigate Salmon beach gate issues and administration codes.

## Beaver Creek

- Responded to 24 work orders
- Installed 1 new service- Arvay Rd
- Assisted and monitored progress for Grandview/Drinkwater project-near completion
- Marked out 13 BC1 calls from the public/private users
- Annual zero calibrations for Strick pump house CL2 sensors
- Had a high turbidity event due to CPA water main failure resulting in flushing at Strick pump house
- Annual UV bulb change for Cougar Smith Park, including sleeve cleaning, filter change and flushing
- Resuming monthly flushing and data tracking to pin point trouble areas
- Replaced worn static brushes on Pump #2 and 3 at Strick pump house with Gord Blakely
- Willis came to fix programming for correlation between sensor controllers and Scada HMI
- Met with Timberlands to discuss the Protection of the Watershed for Beaver Creek and also Bamfield
- Quarterly Pump vibration analysis complete by Don Wallace
- Participated in EOC essentials 2 day training
- Completed Water Treatment Level 1 course- Scheduling EOCP Exam for certificate
- Monthly Trailer Park reads complete

## General

- M. Fortune and C. Gemmell attended EMBC EOC essentials training.
- M. Fortune attended the financial training provided by EMBC.
- C. Gemmell attended EMBC social media training in Victoria Jan 14.

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of February 5, 2016**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Jan. 23/13 WC Comm	Explore with the Yuułu?if?ath Government possible participation in the South Long Beach Multi Purpose Bike Path in the future.	Russell	Yuułu?if?ath to respond
2.	July 10 <sup>th</sup> 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	Report on Agenda
3.	April 9th Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings.	Reconcil. Committee	Committee to review status
4.	Feb. 11 <sup>th</sup> Board	Consult with affected interests of the AVRA expansion including Greenmax, SD#70, Ministry of Forests Lands and Natural Resource Operations, Coulson Group of Companies, AV Drag Racing Assoc. and Hupacasath First Nation and Tseshaht First Nation.	Russell	Ongoing - TFN support received
5.	May 27 <sup>th</sup> Board	Assessment of Tseshaht First Nation water system expansion to Bell & Stuart roads waiting further information from the Tseshaht First Nation.	Russell	TFN Assessing water system
6.	Sept. 16 <sup>th</sup> Special Board	Coastal Response Local Planning Committee to prepare a report outlining a local plan to participate in the June 2016 Coastal Response Exercise.	Russell	Awaiting feedback EMBC
7.	Sept. 16 <sup>th</sup> 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 - arrange next meeting.	Russell	Next steps requested of Tseshaht FN
8.	Oct. 14 <sup>th</sup> Board	The Board directed staff to investigate the possibility of assisting Alberni Valley Transition Towns Society with office space for their part time coordinator.	Alex	Report Feb. 24
9.	December 11 <sup>th</sup> Board	Contact the former Board Remuneration Review Committee to seek further clarification on recommendation of item e. of their report to the Board dated October 8, 2014 and report back to the ACRD Board – Remuneration for more than one meeting on same day as board meeting day.	Wendy	Chair to Report Feb. 24
10.	January 13 <sup>th</sup> Board	The Board identified the following as possible resolutions for consideration at AVICC: <ul style="list-style-type: none"> <li>• Rainwater Harvesting System Rebate Program for Agricultural Users.</li> <li>• Marine Oil Spill Emergency Response</li> </ul>	Russell/ Josie	Being drafted for consideration January 27 Board meeting

#	Date	Action Item	Assigned to	Target Date/Update
		<ul style="list-style-type: none"> <li>Physician recruitment.</li> </ul> <p>Work with the Chairperson on developing resolutions for consideration at the January 27<sup>th</sup> Board of Directors meeting.</p>		
11.	January 25 <sup>th</sup> AV & Bamfield	The AV & Bamfield Services Committee directed staff to meet with Port Alberni City Council and share the results of the Organics Diversion Strategy for the Alberni Valley and come back to the ACRD Board with alternatives for implementing the Organics Diversion Strategy and resources required to implement the program for consideration during the 2016 - 2020 Financial Planning process.	Russell/ Andrew/ Janice	Options to be developed
12.	January 27 <sup>th</sup> Board	Forward a letter to the Office of the Minister of State for Emergency Preparedness requesting an extension to the deadline to provide submissions on the review of the Emergency Program Act.	Russell	Done
13.	January 27 <sup>th</sup> Board	Send a letter of support to the Central West Coast Forest Society for their funding application to the Pacific Salmon Foundation to continue their work replacing the culverts in the English Cover Watershed.	Wendy	Done
14.	January 27 <sup>th</sup> Board	Send a letter of endorsement to the Alberni Valley Chamber of Commerce for their Tri-Conic Challenge Event to take place throughout the Alberni Valley during the Canada Day Weekend – 2017.	Wendy	Done
15.	January 27 <sup>th</sup> Board	Forward a letter of congratulations to the Huu-ay-aht First Nation on the purchase of a number of properties in Bamfield Inlet.	Wendy	Done
16.	January 27 <sup>th</sup> Board	Invite the Managed Forest Council to make a presentation to the ACRD Board and provide an update on their mandate.	Wendy	Arranging
17.	January 27 <sup>th</sup> Board	<p>In recognition of the ACRD's 50<sup>th</sup> Anniversary on April 21, 2016 the ACRD Board of Directors passed the following:</p> <ol style="list-style-type: none"> <li>Rebrand the Regional District logo as presented on all Regional District corporate documents for 2016.</li> <li>Consider the required budget through General Government Services in 2016 for the celebration activities the Board desires to undertake.</li> </ol>	Wendy	<p>Done</p> <p>Staff develop a budget for celebration activities for consideration at</p>

#	Date	Action Item	Assigned to	Target Date/Update
				Feb 24 Board
18.	January 27 <sup>th</sup> Board	The ACRD Board agreed to enter into the 3 year service contract as presented with Island Health on behalf of the Alberni-Clayoquot Health Network in the amount of \$80,000 per year for a total of \$240,000.00 – prepare for signatures and forward to Island Health & advise the AC Health Network.	Wendy/ Shelli	Done
19.	January 27 <sup>th</sup> Board	The Board approved a resolution for consideration at the AVICC Convention regarding Federal government cooperation for marine oil spill response in BC – Send resolution and backup information to AVICC.	Wendy	Done
<b>Finance Department</b>				
20.	July 22 Board	The Board approved staff re-applying for an Infrastructure Planning Grant on behalf of the Cherry Creek Waterworks District (CCWW) to develop an infrastructure improvement plan – submit application.	Andrew/ Janice with Engineer In Progress	Awarded - Contacted CCWW to advise & start process
21.	Oct. 7 <sup>th</sup> WC Comm.	Include a review of lease rates at the LB Airport for consideration during 2016 Budget deliberations.	Andrew	In progress – Investigating options
22.	October 28 <sup>th</sup> Board	The Board of Directors approved applying for a UBCM 2016 Asset Management Planning Grant in the amount of \$10,000 to assist in the funding the ACRD's Asset Management plan initiative process – Apply for the grant.	Andrew/ Teri	Successful grant – plan to start in April 2016
23.	January 13 <sup>th</sup> Board	The Board adopted bylaw cited as “Revenue Anticipation Borrowing Bylaw No. F1124, 2016” – prepare for signatures.	Andrew	Done
24.	January 13 <sup>th</sup> Board	Investigate why the ACRD is paying for the radio clubs insurance and why such a high rate.	Andrew	In Progress
25.	January 27 <sup>th</sup> Board	The Board of Directors passed the following: <ol style="list-style-type: none"> <li>1. Set the date for the Parcel Tax Roll Review Panel sitting for <b>Wed, February 24, 2016, 9:30am</b> in the <b>ACRD Board Room</b>;</li> <li>2. Appointed Directors: Bennett, Cote, McNabb and Director McLeman as alternate to the Parcel Tax Roll Review Panel;</li> <li>3. Appointed Andrew McGifford, Acting Manager of Finance for the ACRD as the Collector for 2016.</li> </ol>	Andrew/ Wendy/ Shelli	Sitting arranged, advertisements done, roll developed for viewing
<b>Environmental Services Department</b>				
26.	May 11/11 <sup>th</sup>	Investigate with the Tseshaht First Nation possible	Russell	In progress



#	Date	Action Item	Assigned to	Target Date/Update
	AV Comm.	resource recovery at the AV Landfill.		
27.	June 13/12 <sup>th</sup> BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners.	Luc	Design in progress – GPS Complete
28.	Oct. 10/12 <sup>th</sup> Board	Work with the Air Quality Council to develop a draft valley wide woodstove bylaw based on the City of Port Alberni’s bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal.	Russell	Drafting a bylaw for board review
29.	Nov. 13 <sup>th</sup> Board	The ACRD Board adopted the ACRD Contractor Safety and Coordination Policy as presented – Implement the Policy & provide copies to all ACRD Contractors.	Russell	In progress
30.	June 10 <sup>th</sup> Board	The Board of Directors adopt the following implementation policy for penalties at the Alberni Valley Landfill: <ul style="list-style-type: none"> <li>• Commencing January 1, 2016, a surcharge of 50% of the current tipping fee for loads containing more than 10% of corrugated cardboard;</li> <li>• Commencing July 1, 2016 a surcharge of 100% of the current tipping fee for loads containing more than 5% of corrugated cardboard</li> <li>• Update ACRD policy book etc.</li> </ul>	Janice/ Andrew	In progress – Reviewing with contractors to see buy in – Discuss with Rose and onsite
31.	Aug. 12 <sup>th</sup> Board	Prepare a report for the next West Coast Committee regarding review of lease rates at the Long Beach Airport.	Andrew/ Janice/Mark	In Progress
32.	Sept. 9 <sup>th</sup> 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.	November 25 <sup>th</sup> Board	The Board of Directors referred the report on the Alberni Valley Organics Diversion Strategy to the Alberni Valley & Bamfield Services Committee for further discussion.	Andrew/ Janice	In Consultation with CPA
34.	January 13 <sup>th</sup> Board	The Board authorized the renewal of Tofino Air’s hangar lease at Long Beach Airport for a one year term commencing September 1, 2015 and expiring August 31, 2016 with an annual rent of \$4000.00 plus applicable taxes – prepare lease for signatures.	Janice	Done

#	Date	Action Item	Assigned to	Target Date/Update
35.	January 13 <sup>th</sup> Board	The Board of Directors awarded the Long Beach Airport Runway Lighting Project contract to Raylec Power LP for a total tender price of \$1,479,870.60 (incl. GST) – Prepare contract for signatures and proceed with project.	Janice/ Mark	Done Project expected to start late March
36.	January 27 <sup>th</sup> Board	The Board of Directors agreed to complete the land clearing of Area 1 at the AVRA by grinding of wood debris, for an additional cost of \$10,000 – proceed with project.	Andrew/ Mark F.	
<b>Planning Department</b>				
37.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning.	Mike	Including in new zoning bylaw
38.	Nov. 14/12 Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation, following consultation with the Society, on the role of the ACRD.	Mike	Contacted Hall Society – Society working on options
39.	May 27 <sup>th</sup> EA Directors	Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas - The EA Directors passed a resolution instructing planning staff to re-designate major and minor streams within all electoral area official community plan areas.	Mike	Planning staff to review
40.	May 27 <sup>th</sup> EA Directors	Electoral Area Directors Committee instructed staff to bring a report to the Board on options for dealing with vacation rentals.	Mike	Planning staff to review
41.	May 27 <sup>th</sup> Board	The Board approved the plan for a communal meeting place for Salmon Beach owners to be located on ACRD owned 10, Block 63, Section 49, Clayoquot District, Plan VIP510. This will be in accordance with: <ol style="list-style-type: none"> <li>1. All structures to meet BC Building Code;</li> <li>2. "Use at own risk" signage is provided;</li> <li>3. Material and construction costs are not from public funds;</li> <li>4. Future Maintenance and Inspection to be performed by ACRD;</li> </ol> As outlined in the staff report dated November 20, 2014 – Proceed with the project.	Luc	In progress
42.	May 27 <sup>th</sup> Board	Work with West Coast Aquatic and bring back a recommendation to the Board on partnering with West Coast Aquatic in habitat restoration, protection and enhancement projects.	Mike	Planning staff to review

#	Date	Action Item	Assigned to	Target Date/Update
43.	June 24 <sup>th</sup> Board	Staff investigate Transport Canada's Ports Asset Transfer Program relating to the West Bamfield dock & report back to the Board.	Mike	On going
44.	Oct. 9 <sup>th</sup> WC Comm.	Investigate the request from Rod's Power and Marine Ltd. to lease boat storage, indoor and outdoor at the LB Airport and report back to the Committee.	Mike/ Alex	Investigating potential sites
45.	Nov. 4 <sup>th</sup> EA Directors	The Electoral Area Directors Committee directed staff to prepare a Development Approval Procedures Bylaw that includes a section that delegates the power to issue Development Permits.	Mike	Spring 2016
46.	January 13 <sup>th</sup> Board	Planning staff assist with preparing background on AVICC resolution regarding Rainwater Harvesting System Rebate Program for Agricultural Users.	Mike	On going
47.	January 27 <sup>th</sup> Board	Contact the Ministry of Transportation and Infrastructure to look at options to develop First Nations' transportation signage (refer to Correspondence for Info. item 7. A.).	Mike	Done
48.	January 27 <sup>th</sup> Board	Draft a letter to the Honourable Marc Garneau, Minister of Transport with copies to the local MP, MLA and the Regional Manager, Property and Divestiture, Transport Canada; confirming that the Alberni-Clayoquot Regional District does not support the divestiture of the West Bamfield Dock by Transport Canada, and that the Board of Directors asks for a letter of support from the Huu-ay-aht First Nation – in addition, forward copies of the letter to other appropriate agencies as seen fit by the Bamfield Director and staff.	Mike	Working with Director

Issued: February 5, 2016